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Login to the System

**Step 1.** Visit the Maynooth University Webpage available [here](#).

**Step 2.** Select “Menu”

**Step 3.** Select “For Staff”
Step 4. Select “HR Portal” and login to system
Car Set Up

**Step 1.** Log onto the Core Portal Login page available [here](#)

**Step 2.** Select “Expenses” Tab

**Step 3.** Select widget beside “My Primary Car”

**Step 4.** Select “Create Car”
**Step 5.** Fill in Car Details

- **Reg No** – full registration details e.g. 161-D-892
- **Make/Model** – Example *Hyundai ix35*
- **Date First Reg** – If you do not know this please put in today’s date
- **Engine CC** – If you are unsure please check your car log book (NB you must fill in the correct engine CC in order to receive the correct rate of mileage)
- **Approver** – Fiona Casey
- **Type** – Car
- **Mileage Fuel Type** – Diesel/Petrol/Hybrid
- **Company Car** - No

**Step 6.** Fill in driving details

- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires
**Step 7.** Read Terms and Conditions

[Image: Terms and Conditions]

**Step 8.** Confirm and Save

Your car has now been sent for approval and you can see this in the screen grab below. You will be notified once your car is approved and then you are ready to claim for expenses.

[Image: Approval Screen Grab]
Managing My Car

You will need to update details of your car regularly such as Tax, Insurance and Licence. To do this you follow the steps below. The system will alert via email one week before your car details expire.

**NB. You cannot claim mileage if your car details are out of date.**

**Step 1.** Log onto the Core Portal Login page available [here](#).

**Step 2.** Select “Expenses” Tab

**Step 3.** Select widget beside “My Primary Car”
**Step 4.** Select Manage My Cars

**Step 5.** Updating car details – select “Edit”
• Licence – Must be updated when it expires
• Insurance - Must be updated when it expires
• Tax - Must be updated when it expires

**Step 6.** NB you must press **save** to submit changes for approval

**Points to notes**

• You cannot make a claim for mileage until you have your car approved
• You cannot make a claim for mileage if any of your car details are out of date
I am trying to input Kilometres but I am getting an error?

- Please check that your licence expiry date, insurance details and car tax expiry date are all up to date.
- Once you update your details they will be sent for approval, you will not be able to make a claim until they are approved.
- Please check that the system has picked up your car reg as per below, if it is blank please select your car from drop down and press save.

- If none of the above work please email expenses@mu.ie and we will revert back to you.
Claiming Expenses

Important points to note:

- Tolls are not covered
- Your claim must be from the shortest distance (your full home address or Maynooth University)
- All mileage claims **MUST be claimed within 3 months**. There is no facilitate to make claims outside this timeframe.

**Step 1.** Log onto the Core Portal Login page available [here](#)

**Step 2.** Select “Expenses” Tab
Step 3. Select “NEW”
Step 4.

- Fill in dates from and to
- Fill in description *(Example - BSc Year 3 1st visits)*
- Fill in cost centre *(any travel undertaken to visit a student on placement must have the cost centre 1450002)(PGDELM 1450033)*
- Select Approver “Fiona Casey”
- Select Save
**Step 5.**
Select “New Expense Item”

**Step 6.** Fill in the following details

A. Expense type – Kilometers
B. Units - Number of Kilometers travelled (if it is a return journey please include that information in the description)
C. Location to and From (NB remember the location will either be from your home or Maynooth University depending on which is the closest to the destination)
D. Description of activity – PME Year 1 Placement visits
E. Select Options
F. Select Save & add New – You will then get a fresh screen where you can fill in details of another Journey. You can include as many journeys as needed under one claim once they are within the same month. When you have inputted your last journey please click on “Save” instead of “Save & Add New”.

Step 7. – Submitting

Once you are happy all the information is correct and accurate please Submit for approval. You will be asked to confirm that your insurance is correct and there is a link to the terms and conditions.
Step 8. – Approval

Once you have submitted your claim you can track its progress online. Go back to the main page and select “Manage”. Then choose “All Expense Reports”
This is the screen which will allow you to track your Claim

If your claim is rejected you can see the reason here. You must hover over the word rejected and the reason will appear as in image below.

Further detail and guidance on how to use the system is available here.
Claiming Timesheets

Important points to note:

- Timesheets should be submitted monthly. You cannot claim for work in the future.
- Timesheets must be submitted by 5pm on the second Friday each month to be included in that month's payment.
- Payment is made once per month on the 28th or previous working day if 28th falls on a weekend.
- The system operates a 24 hour clock.

**Step 1.** Log onto the Core Portal Login page available [here](#).

**Step 2.** Select “Hourly Timesheets” Tab

**Step 3.** Select “New”
**Step 4.** Hourly Timesheet Input

- Select Hourly Rate (Full details of rates is available on page 20)
- Select Module Code (These are available from the programme leader)
- Date and time from/to (The date and time the work was completed)
- Approver 1 – Fiona Casey, Approver 2 – Aislinn O’Donnell

**Step 5.** Employee Comments

This is mandatory and must include a clear description of the work you are claiming for.

- *Example — 5 Placement visits for PME Year 1*
- *Example — 6 Hours lecturing and lecturing prep for ED611*
- *Example — Guidance review meeting*

Please tick “Declaration” and select “Submit Timesheet”
**Step 6.** What can you claim:

1. **Placement Visit** – You can claim 3 hours per visit at Tutorials Senior rate (€29.63 per hour)
2. **Meetings** – You can claim for the duration of the meeting at Tutorials Senior rate (€29.63 per hour)
3. **Written feedback** – You can claim 18 minutes per student at Tutorials Senior rate (€29.63 per hour)
4. **Orla assessments and interviews** - You can claim for the duration of the interviews at Oral Examinations rate (€18.35 per hour)
5. **Supervision of Med. & PME** – You can claim 3 installments at lecturing rate €33.90x4. You must include course and student name in comments.
6. **Lecturing** – You can claim one hour lecturing pre for each hour lecturing. The same rate of €33.90 applies to both but they must be listed separately as in image below:

![Hourly Based Claim](image)

**Step 7.** Tracking your claim:

You can check the status of your claim on the Hourly Timesheets homepage.

![My Timesheets](image)
To view the reason your timesheet may have been rejected please select the “widget” and choose “View”.

Scroll to the bottom of the screen and you will see the rejection reason.
Checklist before Submitting

Mileage

• Is the cost Centre correct: 1450002* (PGDELM 1450033)
• Are the dates for each journey accurate
• Have I filled in the description for each journey

Timesheets

• Have I used the correct rate
• Have I selected the correct number of hours
• Have I put information in the employee comments

NB you must save changes before you resubmit.

*If the cost centre is incorrect you will need to amend for the overall journey and for each individual trip. Please see screen grab of this below.

Overall Journey

![Expense Report Screenshot]
Individual Trip

Further detail and guidance on how to use the system is available [here](#).
Support is also available throughout the year. Please email Fiona.Casey@mu.ie.