Manual for online timesheets and expenses

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Claiming Timesheets

Important points to note:

- Timesheets should be submitted for **work undertaken** monthly. You **may not** claim for work in the future.
- Timesheets must be submitted by 5pm on the second Friday of each month to be included in that month's payment.
- Payment is made once per month on the 28th or pervious working day if 28th falls on a weekend.
- The system operates a 24-hour clock.
- All communication relating to timesheets will be directed to your **MU email account**. Please check this account regularly to avoid missing important notifications.

Step 1.

Log onto the Core Portal Login

Step 2.

Select "Hourly Timesheets" then "ADD" (*View Image 1*)

Step 3.

Hourly Timesheet Input (*View Image 2*)

- Select **Hourly Rate** (full details of rates are available here)
- 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

Employee Comments *(View Image 3)* This is **mandatory** and must include a clear description of the work you are claiming for. Examples of acceptable work descriptions are available below.

Please tick "Declaration" and select "Submit Timesheet"

Sample of roles and rates of pay

Lecturing: rate of pay is lecturing rate €34.58. OS can claim one-hour lecturing prep (€34.58) with every hour lecturing (€34.58)
Sample work description: 12 hours lecturing + lecturing prep (course and module code)

Tutorials: rate of pay is Senior Tutorial rate €29.63 per hour of tutorial
Sample work description: 6 tutorials in (course and module code)

Meetings: rate of pay is Senior Tutorial rate €29.63 per hour of meeting.
Sample work description: 2.5hr meeting with (name of staff member) for (course and module code)

Placement visits: rate of pay is Senior Tutorial rate €29.63 x3 per visit total €88.89
Sample work description: 1st visit to (course and module code) 2 x10 students

Interviews: rate of pay is Oral examinations €19.05 per hour of interview
Sample work description: 3hour interviews (course and module code)

Med. Theses supervisors: rate of pay is lecturing rate (34.58) x4 = €135.60 per student. These claims are to be processed in October, February and May
Sample work description: Supervision on (course code) to (name the students)

Written Feedback IFF and Final Appraisal: rate of pay is Senior Tutorial rate €29.63. Both UT and PT claim 30 mins per student.
Sample work description: IFF for (course code) x11 students

December PGDELM ED680 Group research presentations: rate of pay is Senior Tutorial rate €29.63. Entitled to claim 30 min per group
Sample work description: Group research presentations x 4 (course and module code)

January PGDELM ED677 Interviews: rate of pay is Senior Tutorial rate €29.63. entitled to claim 30 min per student.
Sample work description: Interviews x 4 (course and module code)

IMAGE 1
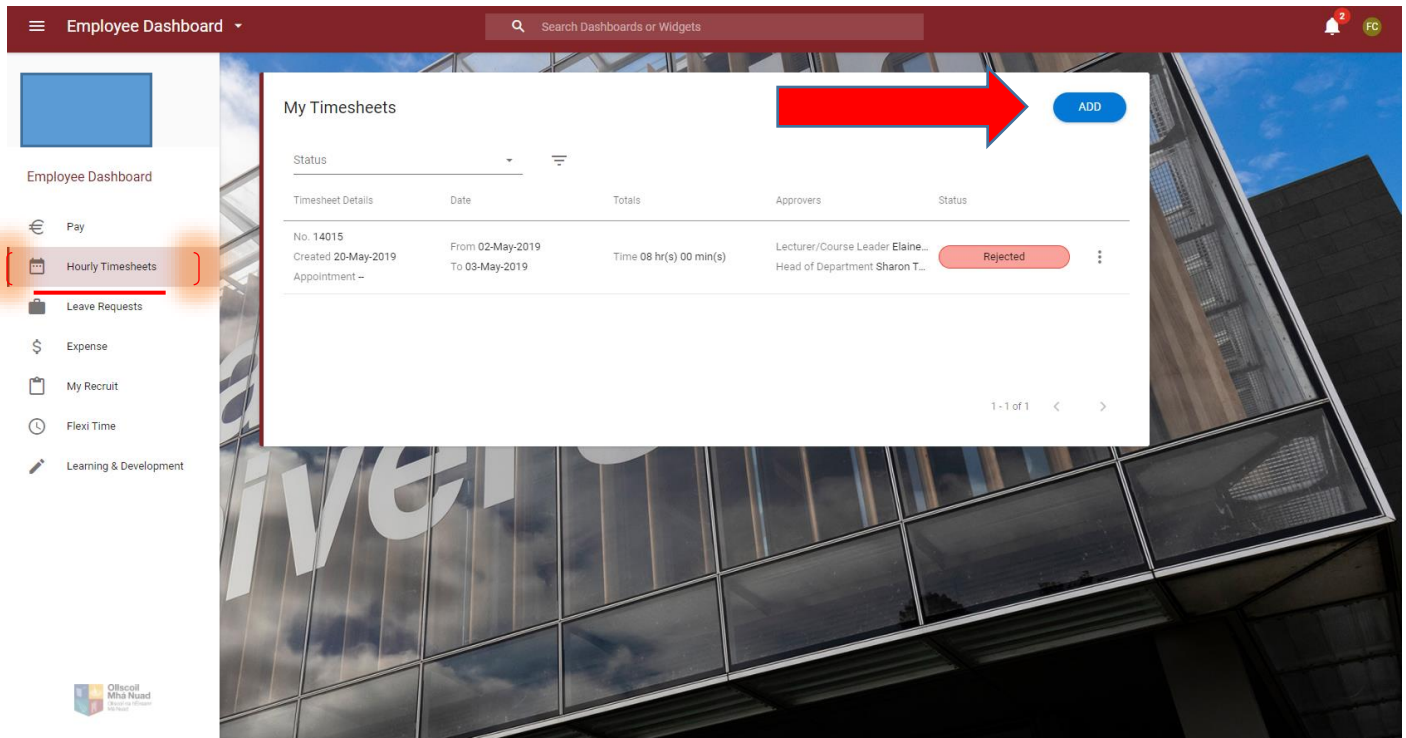
IMAGE 2

Hourly Based Claim

Hourly Rate	Module Code	Date	Time From	Time To	Hours
▼					00:00
▼					00:00
▼					00:00
▼					00:00
▼					00:00
				Total Hours	**00:00**

Approver 1 ▼   Approver 2 ▼

IMAGE 3

FAQs Timesheets

1. My claim has been rejected.

If you receive an email to your MU email account informing you that your claim has been rejected, please log onto the system and you will be able to view the reason.

To view the reason your timesheet may have been rejected please select the "widget" and choose "View".

Please amend your claim in line with the instructions provided in the rejection text box, **save** those amendments and resubmit.

2. I can't log into the system.

Please contact IT services servicedesk@mu.ie

3. I have missed the deadline.

Please submit as normal and you will be paid the following month

4. I have made an error in my timesheet.

Please email Fiona.Casey@mu.ie outlining the error and the timesheet will be returned to you on the system.

5. I don't know the module code or the rate of pay.

Please contact the relevant course leader.

Checklist before Submitting Timesheets

- Have I used the correct rate of pay?
- Have I selected the correct number of hours?
- Have I entered information in the employee comments?
- Have I selected the correct approver "Fiona Casey"?

NB you **must save** changes before you resubmit.

Claiming Expenses

Important points to note:

- Expenses **must** be claimed within 3 months.
- All communication relating to expenses will be directed to your **MU email account.** Please check this account regularly to avoid missing important notifications.
- Please update your cars details during the year as required.
- Tolls are not covered
- Your claim must be from the shortest distance (i.e. from your home address to the destination or from Maynooth University to the destination)
- You cannot claim for mileage until your car set-up has been approved
- You cannot claim for mileage if any of your car details are out of date

Car Set Up

Step 1. Log onto the Core Portal Login

Step 2. Select "Expenses" Tab (Image A)

Step 3. Select widget beside "My Primary Car" (Image A)

Step 4. Select "Create Car" (Image B)

Step 5. Fill in Car Details (Image C)

Step 6. Fill in driving details (Image D)

Step 7. Read Terms and Conditions (Image E)

Step 8. Confirm and Save (Image E)

Image A

Step 3

Step 2

Image B

Step 4

Image C

- **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

Image D

- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires

Image E
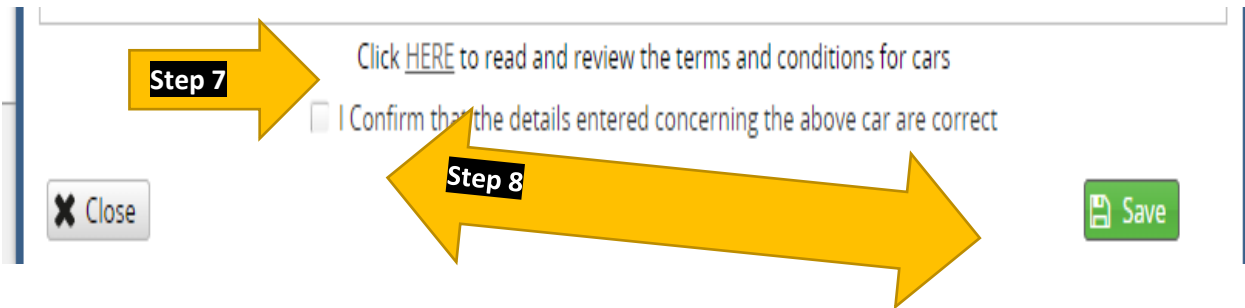
Your car has now been sent for approval and you can see this in the screen grab below. You will be notified **via your MU email** once your car is approved and then you are ready to claim for expenses.
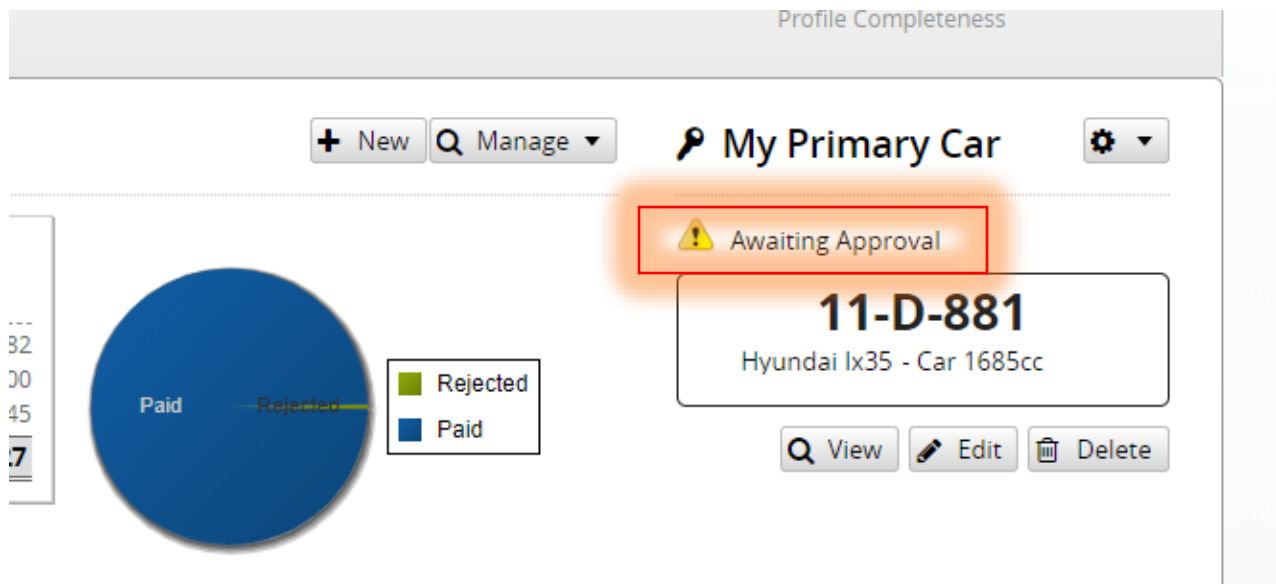
Managing My Car

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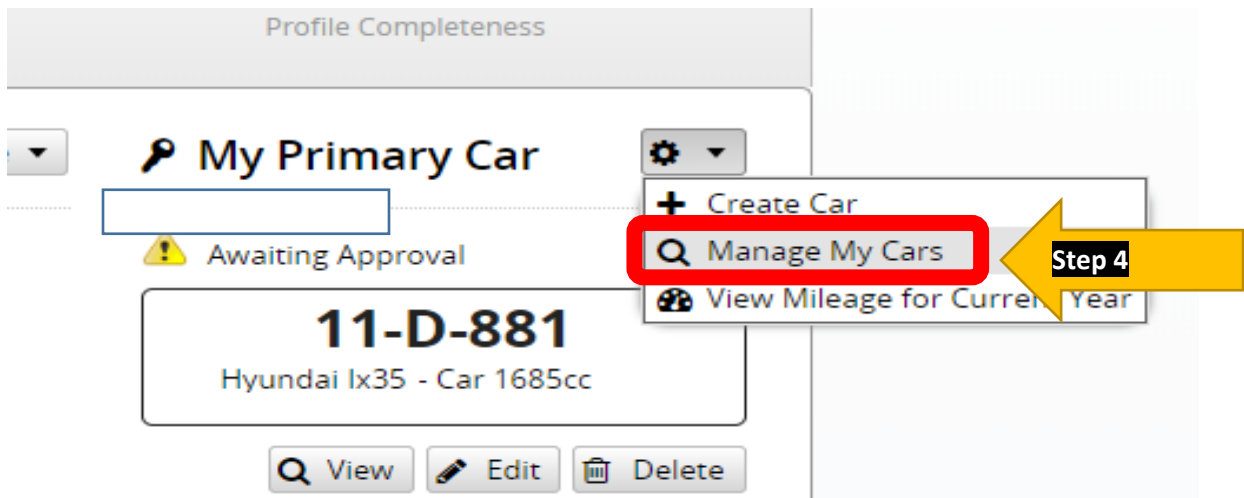
NB. You cannot claim mileage if your car details are out of date.

Step 1. Log onto the Core Portal Login

Step 2. Select "Expenses" Tab (Image A)

Step 3. Select widget beside "My Primary Car" (Image A)

Step 4. Select Manage My Cars

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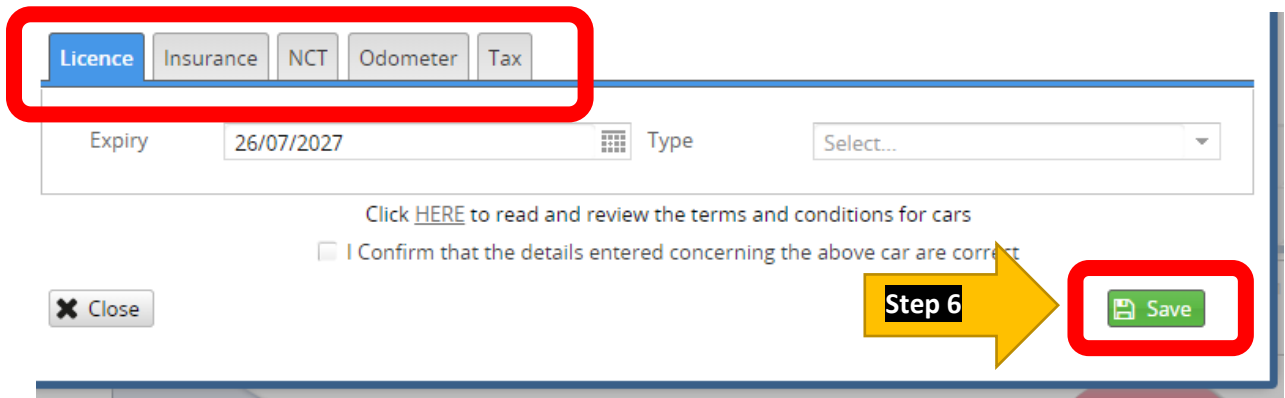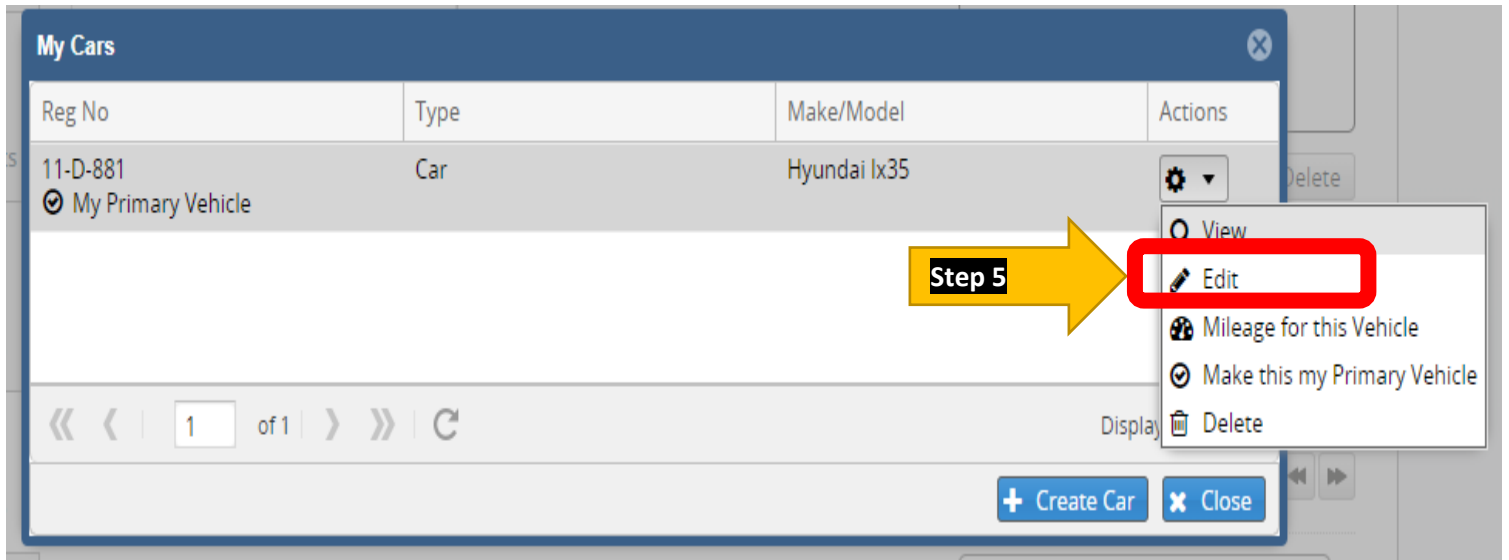
- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires

NB you must press save before you submit changes for approval

Claiming Mileage

Step 1. Log onto the Core Portal Login

Step 2. Select "Expenses" Tab (Image

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:
    1. School Placement visits (1450002)
    2. 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 – Total 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 – Please include the school/ education centre you visited
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 that all the information is correct please click 'Submit for approval'. You will be asked to confirm that your insurance is correct and there is a link to the terms and conditions.
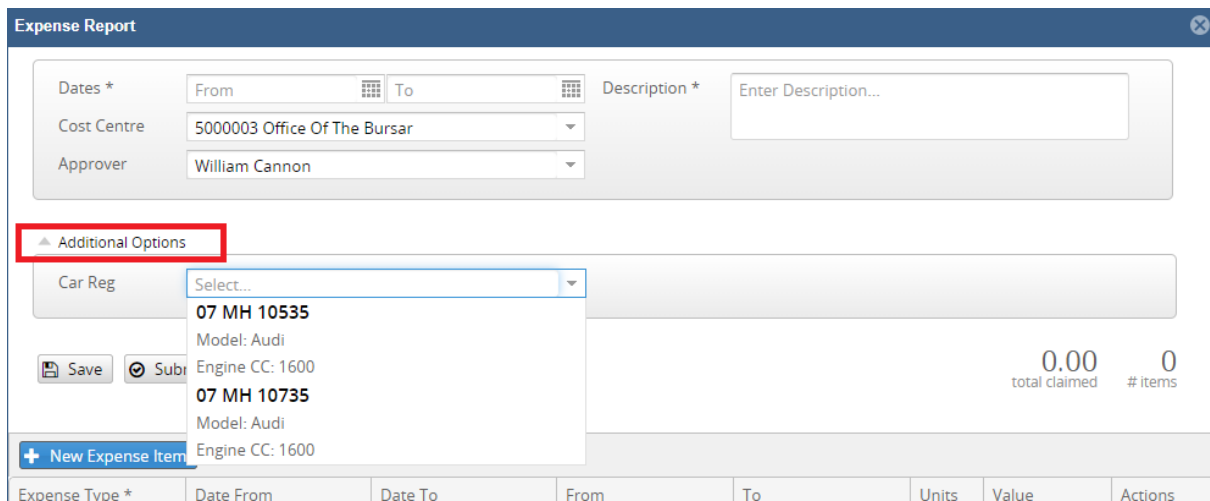
FAQs Claiming Mileage

1. I am trying to input Kilometers 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.

2. I can't log into the system.

Please contact IT services at servicedesk@mu.ie

3. I have missed the deadline.

This means that you cannot make a claim.

4. I have made an error in my claim.

Please email Fiona.Casey@mu.ie outlining the error and the timesheet will be returned to you on the system.
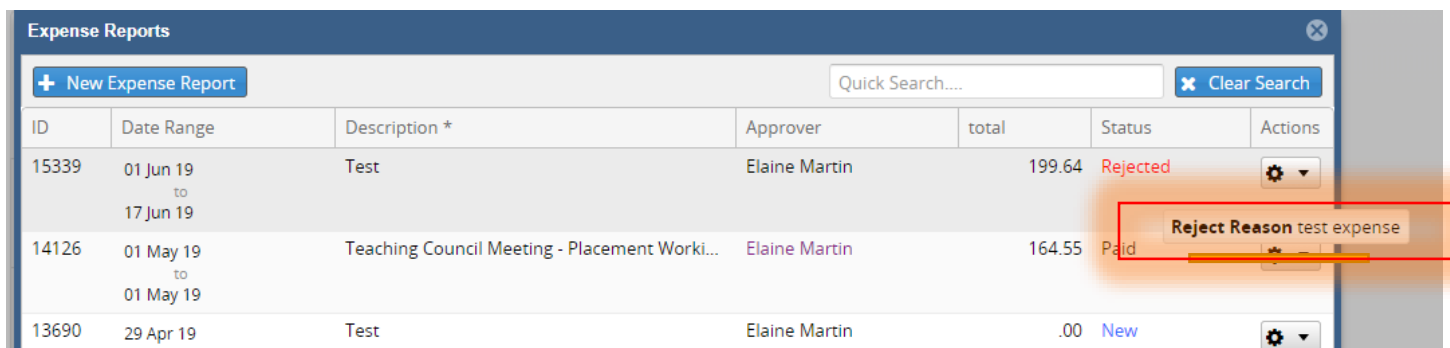
5. I don't know the cost centre.

The cost centre will usually be one of two options listed below. If you are still unsure please email Fiona.Casey@mu.ie

- School Placement visits (1450002)
- PGDELM (1450033)

6. My claim has been rejected.

If you receive an email to your MU email account informing you that your claim has been rejected, please log onto the system and you will be able to view the reason.

You must hover over the word 'rejected' and the reason will appear as an image below.

Training on timesheets and expenses will be available throughout the year.

Please email any log in issues to servicedesk@mu.ie

All other queries can be emailed to Fiona.Casey@mu.ie

Checklist before Submitting Expenses

- Is you claim within 3 months?
- Are your car details up to date?
- Is your car approved?
- Are you claiming from the shortest distance (i.e. your home address or Maynooth University)?
- Do you have the school or education centre included in your description?
- Do you have the correct cost centre?
  A. School Placement 1450002
  B. PGDELM 1450033
- Have you selected the correct approver "Fiona Casey"?

NB you must **save** changes before you resubmit.