Core Time – Frequently Asked Questions

Contents

Before you start ............................................................................................................................................. 2
How do I get set up on Core Time? ............................................................................................................. 2
How do I know my leave has been approved? ............................................................................................ 2
Where can I see my annual leave balance? .................................................................................................. 2
My annual leave balance doesn’t look right – what should I do? ............................................................... 3
How much leave can I carry over into the next year? ................................................................................. 4
What happens when I move posts? ............................................................................................................. 4
What happens if my leave request is for a day in the past? ................................................................. 4
What are reserved days? ............................................................................................................................... 4
What happens if reserved days are in the following year? ........................................................................ 4
What happens to my annual leave if I opt for the Shorter Working Year? .................................................. 5
Why is my balance in hours? ....................................................................................................................... 5
I work part time how does this affect my balance? .................................................................................... 5
I see an FTE adjustment on my balance what does this mean? ................................................................. 6
I started work in the University after the start of the year how does this affect my balance? ................... 6
I see a manual adjustment of my balance – what does this mean? ............................................................ 6
My leave request is not going to the correct manager ............................................................................. 6
Before you start

The guides below contain useful information on how to view your leave balance, submit a leave request etc.

ESS – Employee Self Service User Guide for Core Time
MSS – Manager Self Service User Guide for Core Time
Employees with balances in hours

These are available from https://www.maynoothuniversity.ie/human-resources/employee-self-service-ess

How do I get set up on Core Time?

Please send an email to ESS queries at essqueries@mu.ie. Please supply your staff number and the manager you report to in the email.

Administrative departments will be rolled onto Core Time automatically in Jan 2020, followed by the academic departments in March 2020. You can only be added to Core Time if your department is already using the system.

How do I know my leave has been approved?

You will receive an automated email to confirm your leave request. Alternatively, you can look up your leave request on the ESS portal. Please review the Employee Self Service User Guide for Core Time for more information on this.

Where can I see my annual leave balance?

Your annual leave balance is visible on the ESS portal. Please consult the Employee Self Service User Guide for Core Time for more information on viewing your balance.
My annual leave balance doesn’t look right – what should I do?

Please review your annual leave balance history on the ESS portal.

1. Log onto ESS with your username and password
2. Select the Leave Requests widget
3. Double-click on your annual leave balance

Details on your balances can be seen on the following screen:

- Allowance – sum of your Floating and Reserved balances
- Carried Over – Leave from a previous year
- Taken – sum of Leave taken to date
- Booked – sum of Leave booked for future dates
- Adjustments applied to your balance – adjustments are applied if you work part-time, started in MU since the beginning of the year, are availing of the SWY etc.

After reviewing these details, you still cannot resolve the issue please contact essqueries@mu.ie with all the relevant details.
How much leave can I carry over into the next year?

You should use your annual leave within the calendar year, but you can carry a maximum of five days into the following year. You must use this carried forward leave by September of the following year.

What happens when I move posts?

Your leave balance against your old post is closed off and any outstanding leave balance is moved to the new post. HR will cancel any future booked leave against the old post and move it over to your new post. You will not see the detail of these leave requests in the My Requests section in ESS but they will show up under booked leave and move to taken once the day has passed.

What happens if my leave request is for a day in the past?

Log into the ESS portal and submit your leave request. Your line manager must approve your request before it comes off your balance.

What are reserved days?

Every year the university closes for a set period over the Christmas holidays. Staff are required to retain 5 days of their annual leave to cover this closure. These days are called reserved days and you can view these days on the balance detail screen in ESS. There is no need to submit an annual leave request to cover this part of the Christmas closure. Reserved days are removed automatically from your balance once the date has passed.

What happens if reserved days are in the following year?

If a reserved day is in the following year, the unused reserved day in the current year is carried forward into the following year and added to the opening balance. Then as soon as the reserved day passes, the day is taken from the balance – please see example below:

- John has an annual leave entitlement of 29 days
- John has no remaining leave to carry forward to 2019
- Reserved days for Christmas 2018 are 24th, 27th, 28th, 31st December & 2nd January
- Only 4 reserved days were used in 2018
- 1 reserve day carried into 2019 as part of the carried forward balance
- John’s opening balance in 2019 is 30 days
- But as soon as 2nd January has passed, the reserved day is taken off the balance and John’s balance is reduced to 29 days, which is the correct entitlement for 2019.
What happens to my annual leave if I opt for the Shorter Working Year?

Shorter Working Year (SWY) does affect your annual leave balance – please refer to the policy, details available on the HR webpage. To see the reduction in your annual leave balance please review the balance detail section by Double-click on your annual leave balance in ESS.

You can see the detail of any adjustment that has been applied here:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reserv...</th>
<th>Floatin...</th>
<th>Accrue...</th>
<th>Carrie...</th>
<th>Taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2019</td>
<td>Opening Values</td>
<td>5.00</td>
<td>24.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>29.00</td>
</tr>
<tr>
<td>01/01/2019</td>
<td>FTE Adjustment</td>
<td>-0.18</td>
<td>0.18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2019</td>
<td>Rounding</td>
<td>0.18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2019</td>
<td>FTE Adjustment</td>
<td>-0.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2019</td>
<td>Rounding</td>
<td>-0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Why is my balance in hours?

Annual leave balances for employees who work part of a day as part of their work pattern are managed in hours. This is to ensure that the employee gets all the leave that they are due.

An additional manual is available which provides more information on how the hours are calculated and on how you can review your balance detail, see: https://www.maynoothuniversity.ie/human-resources/employee-self-service-ess

I work part time how does this affect my balance?

If you work part-time your annual leave balance is reduced accordingly. Note this does not apply to employees who are availing of Parental Leave. Your balance detail in ESS gives more information on the reduction applied to your balance.

If you work any day in the week, that is less than a full working day then your balance is managed in hours. This is to ensure that you get your full entitlement of holidays. More details on balances managed in hours can be found at: see: https://www.maynoothuniversity.ie/human-resources/employee-self-service-ess
I see an FTE adjustment on my balance what does this mean?

An FTE adjustment is applied to your balance under the following circumstances:
- You work part-time
- You have availed of the Shorter Working Year (SWY)
- You started in MU after 1st January of the leave year

I started work in the University after the start of the year how does this affect my balance?

Your balance will be pro-rated using your start date e.g. if you started work on 1st July you will have 50% of your annual leave entitlement for the year.

I see a manual adjustment of my balance – what does this mean?

Manual adjustments are applied by HR for various reasons, here are some examples
- Leave is moved between posts
- At the request of a manager to allow for days not taken before an employee started on Core Time

My leave request is not going to the correct manager

Please send an email to ESS queries at essqueries@mu.ie. Please supply your staff number in the email.