# Core Time – MSS Managers’ Manual

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Login

Navigate to the Core Portal login page using the link below:
https://www.maynoothuniversity.ie/ess

You can also navigate to ESS from the Human Resources webpage:
https://www.maynoothuniversity.ie/human-resources

To login, enter your system username and password in the corresponding fields and press enter on your keyboard or click on Sign In.
Approving Leave Requests

From this screen, Managers can approve or reject leave requests submitted by their team members. There is also functionality available to view team member’s leave balances in advance of approving / rejecting a leave request.

1. Navigate to the Manager Dashboard on Core Portal. My Approvals is the default view on the Manager Dashboard.

2. Click on the wheel beside the request. From this screen, you will be able to Approve or Reject a request.

3. If you wish to view an employee’s balance in advance of approving / rejecting a leave request, click on the magnifying glass on the top right hand corner of the Approve / Reject Leave Request screen.

For any queries, please contact via email essqueries@mu.ie
4. To view the relevant University policy, click on the link in the Approve / Reject Leave Request screen and this will take you to the policies section of the University’s HR webpage.

5. To either Approve or Reject the leave request, tick to confirm that you have checked the submitted leave request and then in the Set status to drop down menu, select either Approved or Rejected.
6. Maternity Leave, Maternity Leave Unpaid, Adoptive Leave, Adoptive Leave Unpaid, Career Break, Parental Leave Block, Parental Leave Fragmented, Paternity Leave, Shorter Working Year, Force Majeure and Carer’s Leave will need to be submitted to HR for a second line of approval.

This is to ensure that the detail of the request is in line with statutory legislation. In addition, HR will need to prepare documentation for the employee to confirm the details of the leave. Where you are approving one of these types of leave, you should select Approval Recommended.

The request will then be sent to HR for review. If HR are satisfied, they will approve the request and the employee will be notified that the leave has been approved. If there is an issue with the request, it will be rejected by HR back to the employee to amend the request accordingly and will then need to go through the same approval process as the original request.

7. If you reject the request, you will be asked to supply a valid reason in the pop up which appears.

8. Once the leave request has been approved / rejected, the item will then disappear from the My Approvals screen. The employee will receive an email confirming the status of the requested leave.

For any queries, please contact via email essquiries@mu.ie
Team Scheduler

You can use the Team Scheduler to view your team’s roster, query current leave balances and record leave absences for your team members. Your team will be displayed on the MyTeam tab.

To View Rosters

1. Click the View Scheduler button

2. Use the Previous, Next, Days, Months and Go To Date buttons on the toolbar to filter the data by date
3. For additional filtering of the data on screen, click the **Filter** button and check the relevant boxes before clicking apply.

4. Use the search bar to search for a particular team member.

**To Amend / Delete an Absence**

1. Use the **Previous**, **Next**, **Days**, **Months** and **Go To Date** buttons on the toolbar to filter the data by date to locate the Absence you wish to amend / delete.

2. Click on the absence.

3. To amend the absence change the **Start Date** and **End Date** as applicable and click on **Save**.

4. To delete the absence click on **Delete**.
To Create a New Absence

1. Click the Add New button and populate the data fields to record a new absence

2. Complete the details as applicable, and click Save
Delegation

If a Manager is going on leave, they can delegate approval access to a nominated person, for the period that they will be absent. Please note the nominated person must also be a manager.

1. Navigate to the Delegation widget on the Manager Dashboard

![Delegation widget image]

2. Click on the wheel and then select Add

![Add delegation image]

3. Complete the required details, note: Type is Org Role, then click Select Roles (if the person you wish to delegate to is not on the drop-down list, please contact essquires@mu.ie)

![Select roles image]
4. Select Reports To. The Number of Employees that you are delegating is also displayed. To see a full list of these employees, click on the wheel, then select Show Employees.

5. Click Apply and your nominated person will now have access to approve leave requests submitted by your team members.
Appendix A – List of Leaves

Adoptive Leave **
Adoptive Leave Unpaid **
Annual Leave
Authorised Absence
Authorised Leave Unpaid
Career Break **
Carer’s Leave **
Certified Sick
Compassionate Leave
Emergency Closure
Force Majeure **
Jury Service Leave
Maternity Leave **
Maternity Leave Unpaid **
Parental Leave Block **
Parental Leave Fragmented **
Paternity Leave **
Pregnancy Related Illness
Shorter Working Year **
Time in Lieu
Uncertified Sick
University Business

Leave types indicated by ** require two levels of approval and will be routed to HR following approval by your manager.