



## Core Portal Flexitime User Manual

Please refer to the Flexible Working Hours Policy for detailed information on this scheme.

(Flexible Working Hours Pilot Scheme 2010)

This manual is intended for the administrative employees of the University of Limerick who have agreed to the Flexitime Scheme.

The flexitime module allows the user to record their flexitime and submit leave requests (flexi-leave / Business Absence) through Core Portal.

The following steps will guide the user through the Flexitime module available through Core Portal.

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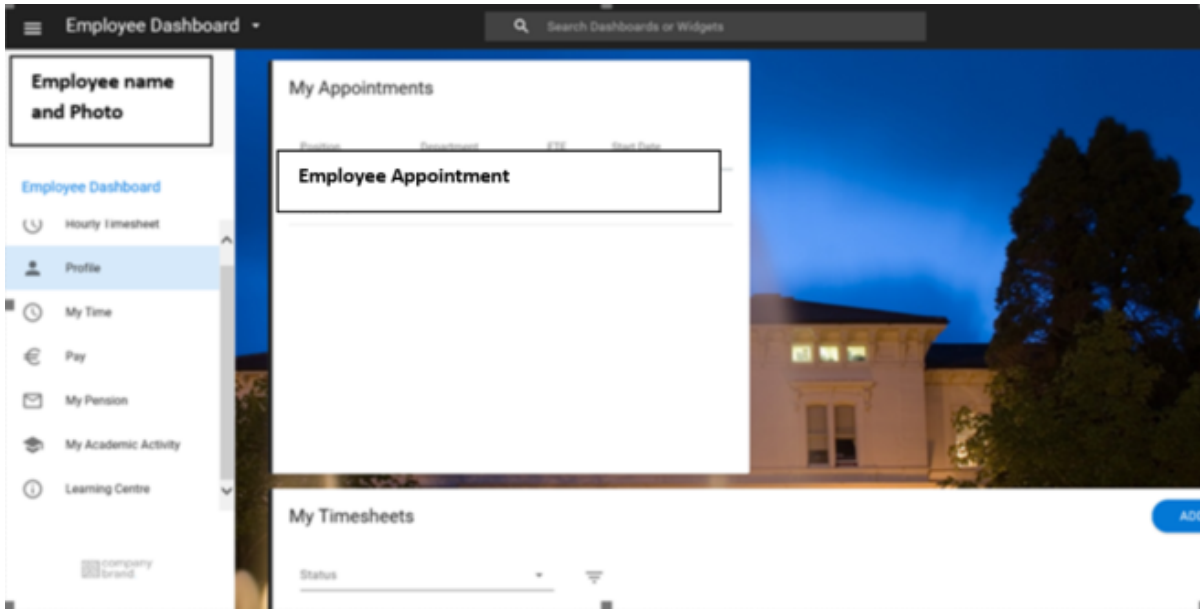
### 1. The Core Portal Public Page

In order to login on this page you must use your network username and password. Entering a password 3 times in succession will cause your account to become locked. You must log a call to the ITD service desk in order to have your account unlocked.

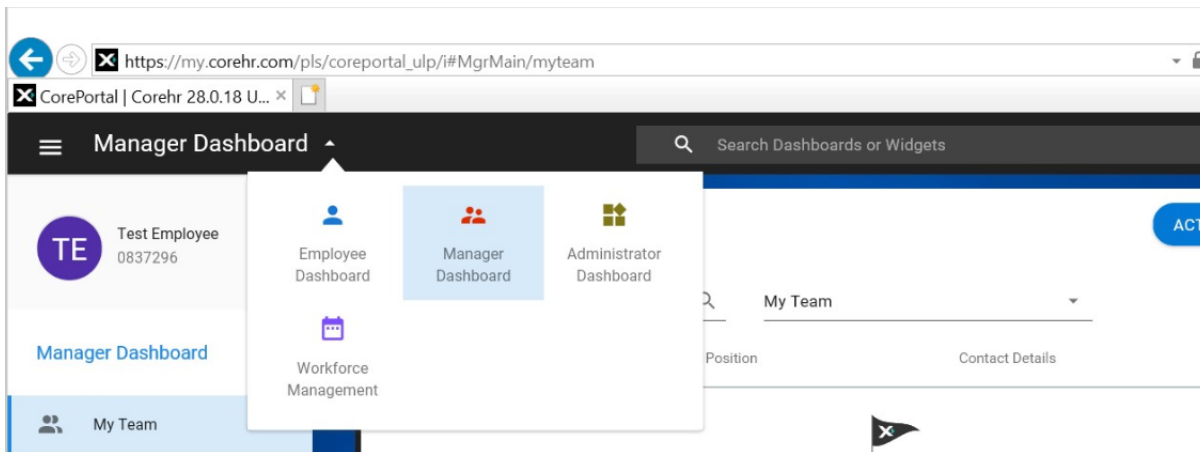


## 2. Core Portal Home Page

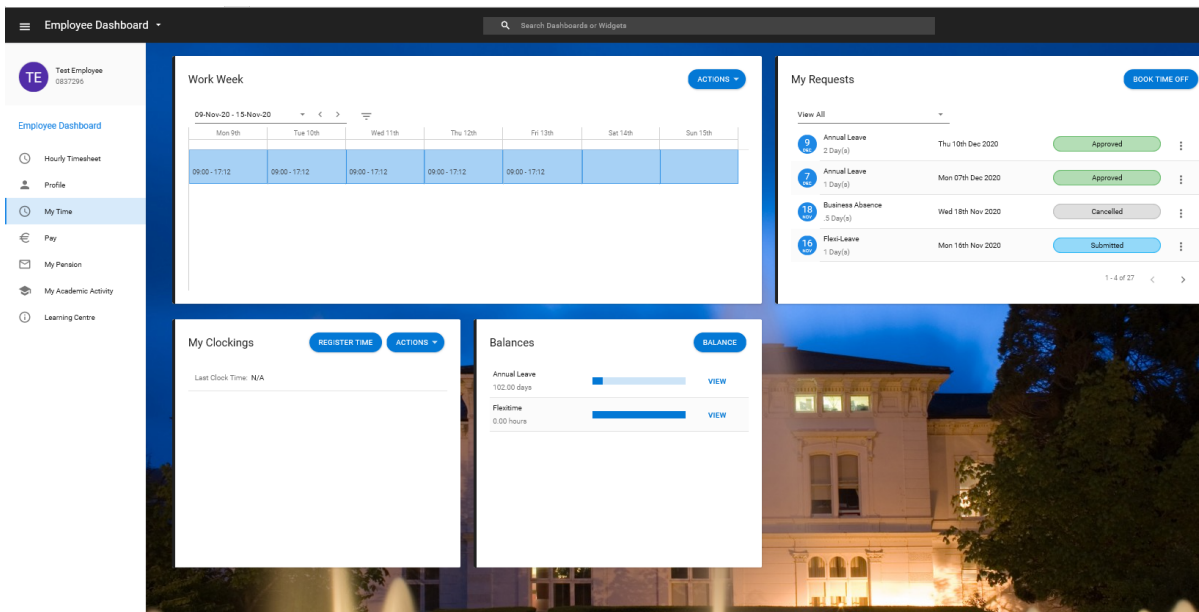
Once you have logged in you will be brought to the Employee Dashboard.



If you are also a flexitime manager you will need to navigate to the Employee Dashboard.



From here please click on 'My Time' tab to access your flexitime details.



### 3. What can I do in My Time?

Within My Time you can:

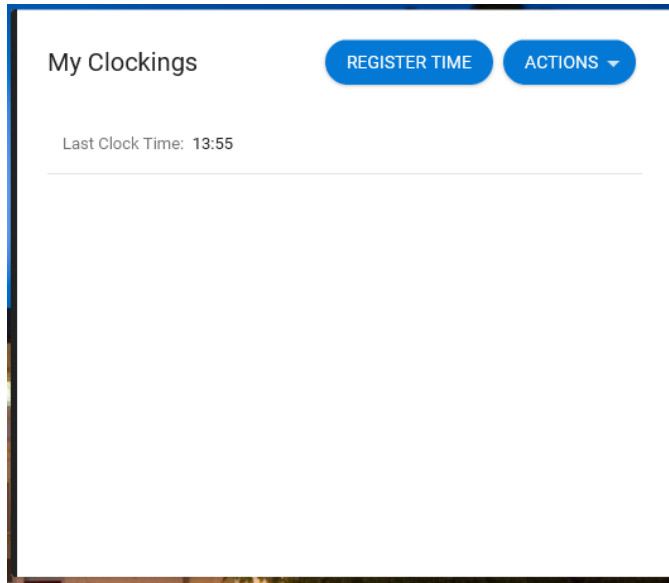
1. sign in or out,
2. book time off,
3. view outstanding/approved/rejected requests,
4. submit missed clockings,
5. view your attendance details
6. view your flexitime balance

#### 3.1 Signing in and out

Once you have navigated to the Time tab, you can clock in/out by clicking 'Register Time'

- Please remember to confirm your clocking by clicking 'Register Time' on the pop up you are presented with.
- You will know your time has registered if the Last Clock Time below Register Time has been updated.

- You can view your clocking history by clicking the Actions drop down button.

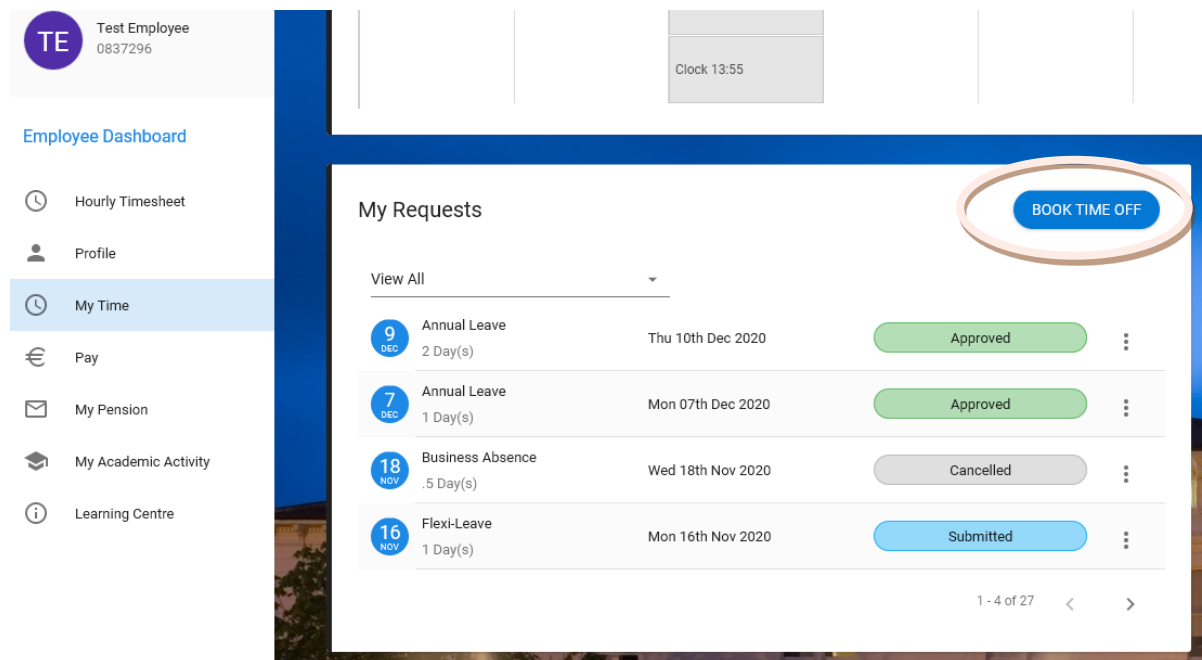


In a normal day, you should 'Register Time' four times.

In	Out
In the morning	
	To go on Lunch
Back from Lunch	
	End of Day

### 3.2 How do I book time off?

Next to My Requests please select Book Time Off



From here please select the leave type (annual leave / business absence / flexi leave (which will reduce your flexi balance by 7hrs 12minutes), select the start/end dates and part day if you are taking a half day

Book Time Off
ACTIONS

[Employee Dashboard](#) > [Book Time Off](#)

[Create New Leave Request](#)

Leave Type\*  
Flexi-Leave Part Day

Start Date\* 13-Nov-2020 End Date\* 13-Nov-2020

Comments

[Balance Information](#)

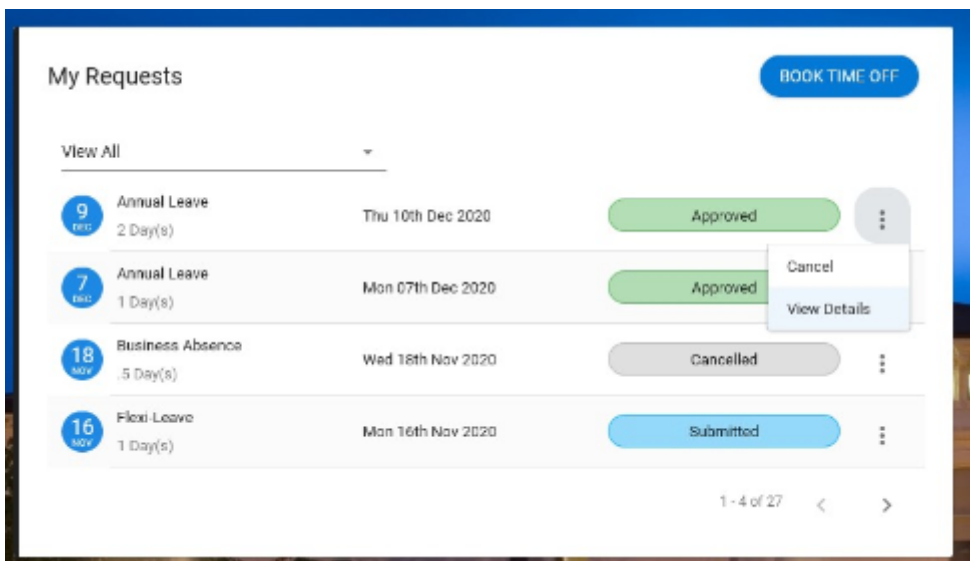
Name	Allowance	Requested	Booked	Remaining
Annual Leave	31.00	5.50	3.00	102.00
Flexitime	0.00	0.00	0.00	0.00

SUBMIT

### 3.3 How do I view outstanding, approved or rejected requests?

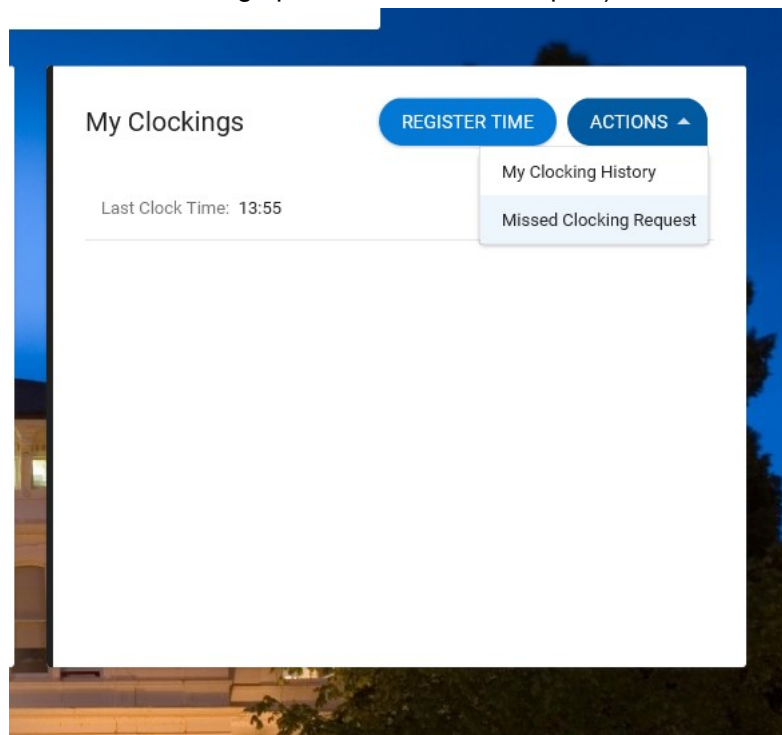
To view or cancel outstanding requests you can scroll through the My Requests box and next to the appropriate leave request select the cog on the right hand side.

To search by the status of the leave request you can click the View All drop down button.



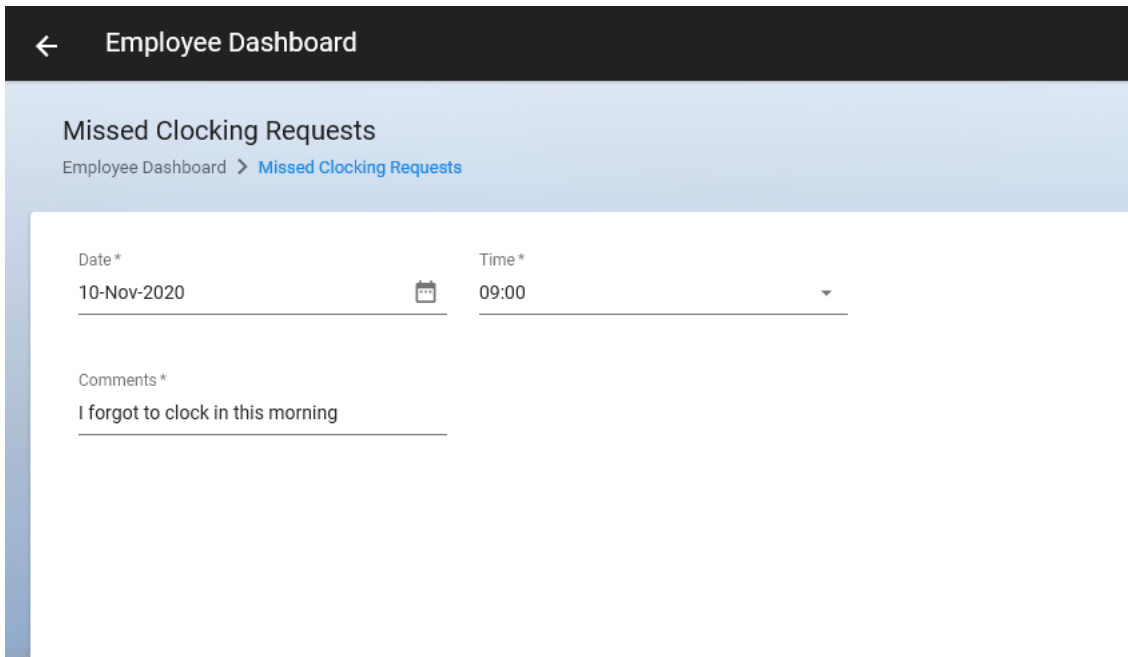
### 3.4 How do I submit a missed clocking?

In the event that you forget to clock in or out you can record the missed clocking, which will be sent to your manager for approval. To record a missed clocking you must select the Actions menu in My Clockings on the My Time tab. (You can record a missed clocking up to four weeks in the past).



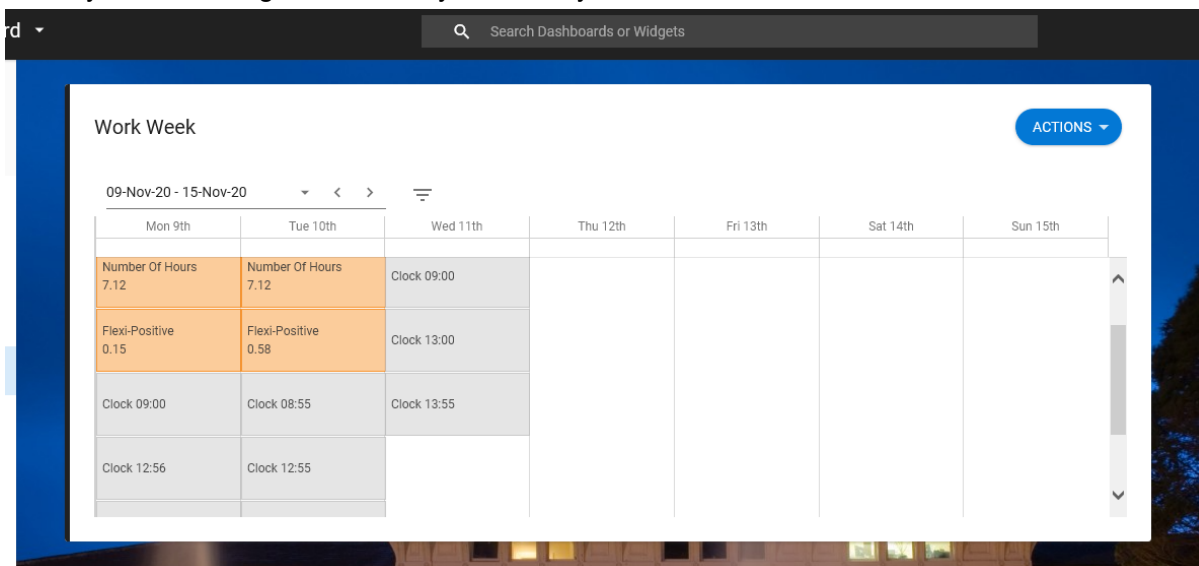
Once you have selected this drop down menu choose the option Missed Clocking Request. Enter the time of the missed clocking and enter an explanation in the narrative field. This missed clocking will be sent to your manager for approval.

Please note: you should enter the actual time of your missed clocking e.g. 09:00, not the amount of time you have missed e.g 2 hours 30 minutes.

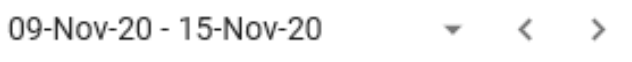



### 3.5 How do I view my attendance details?

Once you have navigated to the My Time tab your attendance details can be viewed under Work Week.

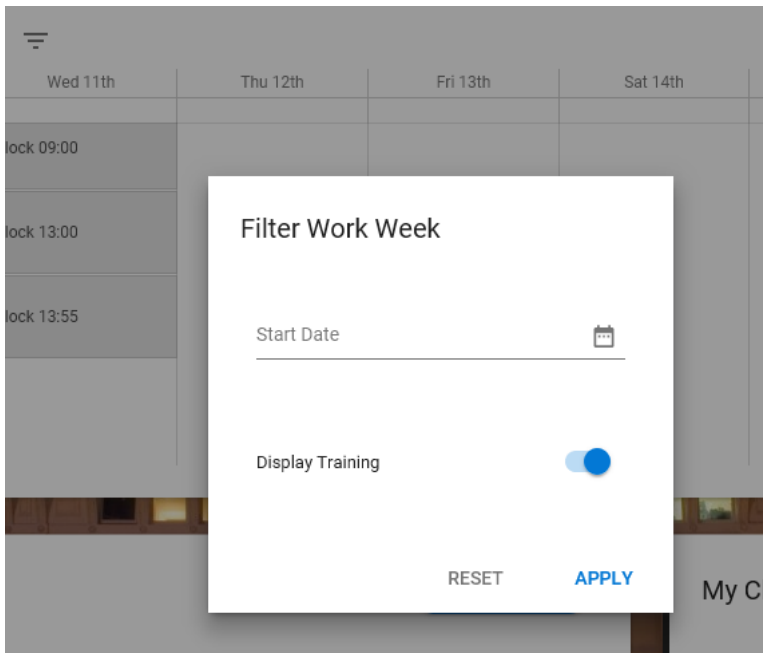


This screen will detail your weekly clocking's and attendance details, you can view previous weeks by selecting the 'Previous' and 'Next' arrows beside the date.



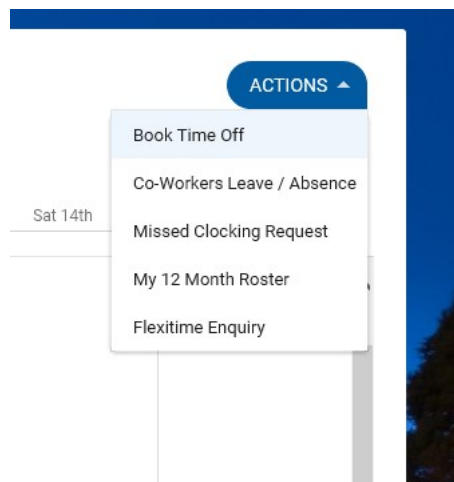
The filter button  will bring you to a desired week instantly:





The Actions button will give you a number of options:

- You can book annual leave/flexi leave/business absences
- Prior to booking leave you can check to see if your co-workers have already booked leave for a particular day
- You can submit a missed clocking
- You can view your attendance details from a 12 month calendar, easily counting the amount of annual leave or flexi leave days taken
- You can view your flexitime balance



### 3.6 How do I view my flexitime balance?

In the My Time tab select the Actions button in the Work Week section, Choose Flexitime Enquiry to view your flexitime balance.

Legend Key

Manual Clocking	Automatic Clocking	Clocking Infringement
Historical Clocking	Business Absence Clocking	Sign In
Sign Out		

Details for 09-NOV-2020 - 15-NOV-2020

Clockings							
	Mon 09th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th
	09:00	08:55	09:00				
	12:56	12:55	13:00				
	13:45	13:45	13:55				
	17:16	17:55					
<b>Starting Balance</b>							
Daily Total							
Running Total							
<b>Attendance Details</b>							
							<b>Total</b>
Number Of Hours	7.12	7.12					<b>14.24</b>
Flexi-Positive	0.15	0.58					<b>1.13</b>

You can also see your balance in the Balances section of My Time.

**TE** Test Employee  
0837296

**Employee Dashboard**

- Hourly Timesheet
- Profile
- My Time
- Pay
- My Pension
- My Academic Activity
- Learning Centre

7

DEC

**Annual Leave**

1 Day(s)

Mon 07th Dec 2020

Approve

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18

NOV

**Business Absence**

.5 Day(s)

Wed 18th Nov 2020

Cancel

---

16

NOV

**Flexi-Leave**

1 Day(s)

Mon 16th Nov 2020

Submit

**Balances**

BALANCE

**Annual Leave**

15.00 days

VIEW

**Flexitime**

0.00 hours

VIEW

**End of Document**

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