CorePortal Quick Start Guide

Introduction

CorePortal is a web based application, accessed using a web browser pointing to https://my.corehr.com/pls/coreportal_trp/

Some of the more common uses for CorePortal are listed in this Quick Start Guide; more details are available in the full user guide, which is on the Trinity web site at http://www.tcd.ie/hr/assets/pdf/CorePortalUserGuide.pdf

CorePortal is only available from certain locations. You must be using a computer on the Trinity staff network or a computer in one of the public access computer rooms in order to access CorePortal – this applies to logging in to CorePortal and registration with CorePortal, as described in the "Logging On" section.

Registration

New staff have to register on CorePortal before they can use it to access their payslips etc. It is only necessary to carry out the registration steps once.

The new employee will receive an email inviting them to register on CorePortal. Clicking the link in the email takes you to a CorePortal account activation page, where you must tick the check box to agree to the Terms of Service and click the "Activate Account" button. This will activate your account and launch CorePortal for you, so you will be able to view your information. After this first use, you will log on CorePortal as described below.

Logging on

To launch CorePortal, go to the CorePortal URL in the "Introduction" section of this guide. CorePortal users log on using their Office 365 accounts, so you will be asked to enter an account name (your College email address) and a password (this is the password you normally use for logging on to the College computer network and Office 365, and will be supplied by IT Services).

Please log out of CorePortal when you have finished using it. CorePortal will automatically time out after approximately 10 minutes, but it is always best to close CorePortal by clicking on the arrow next to your name and choosing Log Out, and then log out of Office 365 completely.


Office 365 login

Payslips

Probably the most common activity carried out on CorePortal; this where monthly paid staff can view and print their payslips. Click the Pay tab on the left of the screen and navigate to the My Payslips section. Select the payslip you wish to view, then click the "Full Payslip" button. The complete payslip will be displayed along with a Print button if you want a paper copy of the payslip.

P60

P60s can be viewed and printed from the P60 Documents section. Select the year you want to view and the P60 page will open. To generate a P60 for printing, click the Generate P60 button.

Change of address

Clicking on the My Profile / Improve button along the top of the screen will open the screens showing you the information that is already held in the Core HR system about you. Clicking on the Employee Detail tab and then clicking Contacts will open a screen that you can use to update your home address. You can also use this screen to update your personal email address (not your @tcd.ie email address) and your personal mobile phone number. Click on the ellipses (…) to edit details.
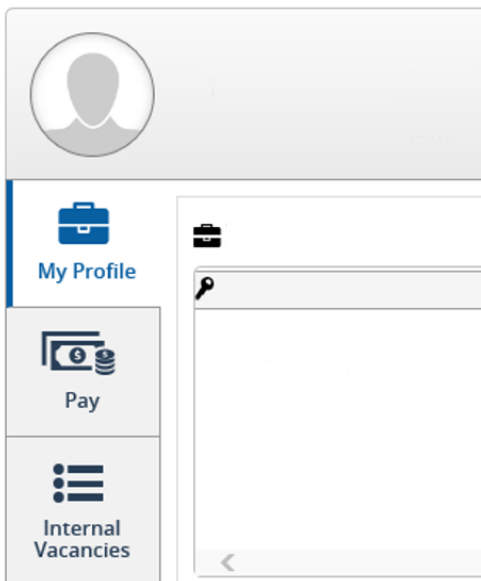
CorePortal Landing Page

Bank Details

By selecting My Profile > Employee Detail > Bank Detail you can view and/or change your Bank Details in CorePortal. Please exercise care when changing bank details.

To edit the bank details, click on the Search button. The update bank details dialogue box opens. Read the notes in the blue box very carefully.
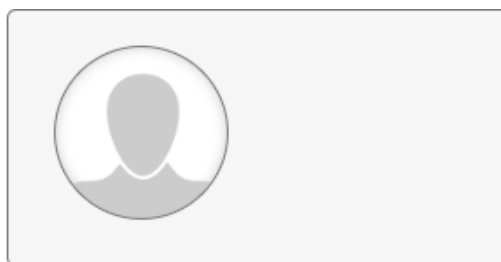
Diversity Information

By selecting My Profile > Employee Detail > Diversity you can update your background and disability information.

Please note the following points:

- Completion of the Diversity Detail screen is entirely voluntary.
- You can change or delete the information you have shared in your Diversity Detail at any time.

Please see the user guide for a complete description of how the Diversity information is used and processed.

Interview Panels

If you are a member of an upcoming interview panel please see the main CorePortal User Guide for details. The relevant section is called Online Interview Panel.

CorePortal is used to view your payslips and P60s. You can also use it to update some personal details on your HR record.