Welcome to the TCD Employee Self Service Portal. Portal allows you to access financial and personal information relating to you. Please sign in using your College network username and password.

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Human Resources
April 2014
Log in to Core Portal for Online Payslips and Employee Self Service

CorePortal can be found at: [http://hrservices.tcd.ie/pls/coreportal_live](http://hrservices.tcd.ie/pls/coreportal_live). Note: you can only access CorePortal from the College network.

Log in using your College network username and password

This will bring you to directly to the CorePortal Main page. You may select My Payroll Self Service or My Personnel Self Service.

Note: Some users will have access to other options, such as My e-Recruitment Self Service
My Payroll Self Service

Selecting My Payroll Self Service will bring you to your My CorePay page, where you will be able to do the following:

1. View your payslip online
2. View and change your bank account details.
3. View your P60
4. View your PRD60 certificate
View your payslip online

When you click on “View My Payslip” you will be taken to the list of your payslips from this year.

Online Payslip

<table>
<thead>
<tr>
<th>Pay History</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Week No</td>
<td>Value</td>
<td>Pay Method</td>
<td>Date Paid</td>
<td>Detail</td>
</tr>
<tr>
<td>201322</td>
<td>Paypath</td>
<td>May 21, 2013</td>
<td></td>
<td>View Payslip</td>
</tr>
<tr>
<td>201318</td>
<td>Paypath</td>
<td>April 19, 2013</td>
<td></td>
<td>View Payslip</td>
</tr>
<tr>
<td>201313</td>
<td>Paypath</td>
<td>March 21, 2013</td>
<td></td>
<td>View Payslip</td>
</tr>
<tr>
<td>201309</td>
<td>Paypath</td>
<td>February 21, 2013</td>
<td></td>
<td>View Payslip</td>
</tr>
<tr>
<td>201305</td>
<td>Paypath</td>
<td>January 19, 2013</td>
<td></td>
<td>View Payslip</td>
</tr>
</tbody>
</table>

Select the payslip that you wish to view, click on the View Payslip link to open it.

Your online payslip will open in a new browser window:

Important: Remember to close this browser window when you have finished viewing your payslip.
Print your payslip

To print your online payslip, click on the Print Payslip button at the bottom of the screen:

A message will appear on screen to remind you to collect your payslip from the printer.

Click OK to continue printing.

See other payslips

To see your previous month’s payslip, click on the “Previous Payslip button.

Or, you can close the browser window and return to My Payslip History, where you can choose the payslip by date.
View and/or change your Bank Account Details

In the MyCorePay page, click on View Bank Account Detail:

Please exercise care when changing your bank details. It is important to read the notes on screen.

Click on the Action icon:

You can choose your Bank Branch from the Bank Branch Information dropdown list. Type your new account number into the Bank Account Details field. Type it again, to confirm.

Remember to tick the Declaration field before you hit Save.

The system will validate your new details.
An email will be sent to your TCD email address letting you know that your bank account details have been changed.
View your P60

In the MyCorePay page, click on My P60 Document Detail

Select the P60 that you wish to view, click on the View icon to open it.

Your online P60 will open:
To generate this information into a PDF, click on Generate P60

If you want to save this PDF, click on the Save icon in the Adobe toolbar:

Remember to close the browser window when you are finished viewing your P60.

To return to the MyCorePay screen, click on the “Go Back” button.
View your PRD60 certificate

In the MyCorePay page, click on view PRD60 Certificates

Select the PRD60 certificate that you wish to view, click on the View icon to open it.

Your online PRD60 certificate will appear in a new browser window:

Remember to close the browser window when you are finished viewing your PRD60.

To return to the MyCorePay screen, click on the “Go Back” button.
My Personnel Self Service

Selecting My Personnel Self Service will bring you to your My CorePersonnel page, where you will be able to do the following:

1. View and update personal details such as your home address, contact telephone numbers, dependents and civil status.

2. View and change your bank account details.

3. View and update HR records for your Continuous Professional Development.

In the My CorePersonnel screen, you should see My Personnel Profile and Update My Personnel Profile.

The My Personnel Profile menu contains My Personal Details and My Job Profile.

- My Personnel Profile shows your home address and telephone number, your TCD email address and your personal mobile number.

- My Job Profile shows your Pay Grade (labelled here as Job Title), Department and Employee Status.
Update My Personnel Profile

In the Update My Personnel Profile menu, you can choose from several areas to update.

My Personal Profile

Click on the link to My Personal Profile. This will open the My Personnel Profile screen.

Information from your Personnel record will show here.

Note: the “Date Started” shown here in the Dates of Importance list shows your original start date (if you worked in College, left and rejoined, this field will display the original date you joined College).

You can update some of this information yourself – the fields that are updated from here are marked with an asterisk. To update these fields, click on the Edit My Profile button.

This brings you to the Edit My Personnel Profile screen, where you can update your home address, telephone number and civil status.

Please note that the telephone number here should not contain any spaces or other punctuation (brackets, dashes or full stops).

When you have made the necessary changes, click on the Save button. A message will appear to confirm your changes have been saved.
Click on the View My Personnel Profile button to see your new details.

To close out of the My Personnel Profile screen, use the X in the top right corner.

This will return you to the My CorePersonnel Page.

**My Payment Detail**

Click on the link to My Payment Detail. This will open the Bank Account Details screen (the same screen which is available under My Payroll Self Service). See page 5 of this guide for details on how this section works. To leave the Bank Account Details page, click on quick jump in the top right hand navigation and select Core Personnel.

**My Dependent Detail**

In the Update My Personnel Profile menu, click on the link to My Dependent Detail. This will open the My Dependents page.

Manage My Dependents should appear.

Click on Add Dependent to add a new record, or click on the Edit icon to edit a dependent’s detail.
Add dependent form:

When you have made the necessary changes, click on the Save Dependent button. A message will appear to confirm the addition.

Edit dependent form:

When you have made the necessary changes, click on the Save Dependent button. A message will appear to confirm the changes.
Click on Add Dependent to add another, Go Back to return to My Personnel Profile, or Close Window to close the My Dependents window and return to My CorePersonnel screen.

Please note that the list of your Dependents is an important field for the Pensions department and all fields should be completed where possible.

My Continuous Development
Click on the link to My Continuous Development. This will open the Continuous Professional Development page.

You can update the record of your Continuous Professional Development here. Click on the edit icon beside the “Type of Continuous Development” link to select a type:

Type of Continuous Development  Please select a type......
Fill in the other necessary fields (Date, Duration, Venue and Comments). Ensure that you put the title of the course in the Comments field.

Click the Save Detail button to save the information.

Details of your Continuous Professional Development will now appear in the “All My Continuous Professional Development Detail” section.

To update CPD entries that are already listed, click on the Edit icon beside the specific qualification you wish to update. This will populate the fields at the top of the screen with the details for that entry. Fill in the necessary fields and click the Save Detail button to save your changes.

To leave the Continuous Professional Development, click on quick jump in the top right hand navigation and select Core Personnel.

Next of Kin Detail (Emergency Contact)

In the Update My Personnel Profile menu, click on the link to Next of Kin Detail. This will open the My Next of Kin window.
Click on the Edit button, to open the Edit My Next of Kin window. You can now update all of the fields. This information is used for Trinity College to contact someone in case of emergency so it is extremely important to keep this information up to date and accurate.

![My Next of Kin window]

Please note that the telephone number here should not contain any spaces or other punctuation (brackets, dashes or full stops).

When you have made the necessary changes, click on the Save button.

You will be returned to the My Next of Kin window. To return to the My Personnel Profile window, click on the Back button.

![Edit and Back buttons]

or

To close out of the My Next of Kin window and return to the My CorePersonnel window, use the X in the top right corner.

![My Next of Kin window with X]

**My Contact Detail**

Click on the link to My Contact Detail. This will open the My Contact Detail window.

![My Contacts table]

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To add a new contact, click the New Contact Detail button. Select a contact type and fill in the details in the Contact Text field.

Click Save, this will return you to the My Contacts screen.

You can edit some of these fields, but not all. For example your short form College email address should appear with the contact type “EMAIL ADDRESS – TCD”. You cannot edit this.

The fields which can be edited have an Edit icon. Click on the Edit icon to open the Edit My Contact Detail window.

Click the Save button to save the changes. This will bring you back to the My Contact Detail window.

Click the Back button to return to the My Personnel Profile page or

To close out of the My Next of Kin window and return to the My CorePersonnel window, use the X in the top right corner.
My Diversity Detail
Click on the link to My Diversity Detail. This will open the Update Diversity screen, where you can update your Country of Origin, Citizenship, Ethnic Origin, Religion, Sexual Orientation, etc.

When you have made the necessary changes, click on the Save Diversity Details button. A message will appear to confirm your changes have been saved.

Click on Close Window to close the My Diversity window and return to the My CorePersonnel screen.

Equality Monitoring / Diversity Information
This information is provided voluntarily for the purposes of statistical equality monitoring.

Trinity College Dublin is committed to supporting an equal opportunities policy for all its staff and potential staff. In order to ensure the effectiveness of this policy, data is collected and monitored in relation to the nine grounds protected by equality legislation: gender, civil status, family status, age, sexual orientation, religious belief, disability or membership of the Traveller Community.

For the College Equality Policy see [http://www.tcd.ie/about/policies/equality-policy.php](http://www.tcd.ie/about/policies/equality-policy.php)

Confidentiality and Use of Data
The information collected on this screen will be treated confidentially and in compliance with Data Protection legislation.

Equality data in relation to nationality, ethnicity, disability, sexual orientation, religion and family status is stored separately and securely, with access restricted to nominated personnel. This information is not visible on your main HR personnel file.

The data collected in relation to gender, date of birth and civil status will be stored on your HR personnel file for HR and pension purposes. You can update your civil status on the Portal under
My Personal Profile. Gender, date of birth and nationality cannot be updated via the Portal, you will need to complete the Employee Personal Details Amendment Form which is available on the HR website at http://www.tcd.ie/hr/services/personnel.

**Notes on the details in the Update Diversity screen:**

**Disability**

The College is required under the Disability Act 2005 to submit an annual statistical return of the number of staff with disabilities in College to the Statutory Monitoring Committee. For more information, see http://www.tcd.ie/equality/projects/disability_census.php

Disability is defined by the Disability Act 2005 as:

"Disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment."

This information is only used for statistical purposes. The information is treated confidentially and is only available to nominated personnel.

If you wish to avail of College supports, please see http://www.tcd.ie/disability/staff

We do not currently capture the “Registered Disabled” field on your HR record, so this field does not need to be filled in.
Navigating CorePortal

At the top right hand of the CorePortal screen you will always see a navigation toolbar

[home | quick jump | preferences | logout]

Click on “Home” at any time to return to your CorePortal home page.

“Quick Jump” can be used to navigate between the different sections such as Core Pay and Core Personnel.

When you are in CorePortal, you should avoid using the Back button on your internet browser. Using the Back button will take you out of CorePortal and you will have to log back in again.

Help with Core Portal

Trouble with menu access or how Core Portal works? Contact hrsupport@tcd.ie

Trouble with something on your payslip? Contact HR Payroll or Salaries and Wages:

- Gross pay queries: HR Payroll (http://www.tcd.ie/hr/services/payroll/)
- Tax or PRSI queries: Salaries and Wages (http://www.tcd.ie/financial-services/payroll/index.php)

Trouble logging on, network or browser issues? Contact Helpdesk@tcd.ie