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Log in to CorePortal

To go to CorePortal initially, go to the following url:  https://my.corehr.com/pls/coreportal_trp/

You can also access CorePortal from the HR website homepage  http://www.tcd.ie/hr

CorePortal uses the Office365 single sign on, so follow its normal sign in process. First, pick an account:

Next, enter your password and click the Sign In button
You may be asked if you wish to stay signed in. This is up to you – users who regularly use a number of accounts normally choose No.

Your CorePortal page will now open, where you will be able to do the following:

1. Update some personal information, like emergency contact numbers

2. View your payslip online

3. View and change your bank account details

4. View your P60s

5. View your PRD60 certificates

6. See Recently Opened Vacancies and link directly to the jobs.tcd.ie website
My Profile

The first tab on CorePortal is My Profile. In this screen, you will see your current appointment.

Depending on what information you have already put into CorePortal, you will see a “My Profile” or an “Improve” button in the top right part of the screen.

Click on this to launch the Employee Self Service screens, where you can see your own information and update some of it.

Employee Detail

The employee detail section includes Next of Kin, Contacts, Dependents and Bank Details. You can update some of this information.

Next of Kin

The Next of Kin information that you put here is used by HR as your Emergency Contact information.
Fill in the following text fields: Forename, Surname, Relationship, Phone, Comments.

Click on the ellipses (… ) to edit the Address

Fill in the address fields and click Save when completed.
If you wish to add the Eircode, put the first part into the “Prefix” field and the second part in the “Suffix” field

<table>
<thead>
<tr>
<th>Prefix</th>
<th>D02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffix</td>
<td>F306</td>
</tr>
</tbody>
</table>

Contacts
Some items on the My Contact Details page can be edited; others are locked by the system.

Email Address – Non TCD, Personal Mobile and Default Address can all be edited by the user.

Click on the Ellipses (…) to edit the items.

Bank Detail
You can view and/or change your Bank Details in CorePortal. Please exercise care when changing bank details. It is important to read all the notes on the screen.
To edit the account details, click on the Search button.

The update bank details dialogue box opens. Read the notes in the blue box very carefully.

You can change the bank branch from the Sort Code dropdown list. Click on the dropdown and type part of the name (or the sort code) into the search box. When you find the branch you require, click on it to select it.
You can now type in your Bank Account Number, and type it again to confirm same.

You must tick the declaration to confirm that you are updating your details:

Declaration: I accept that saving details on this screen will update my bank details in the Core system.

When everything is completed, click on the Save button

Save

Diversity

In the Diversity section, you can update your background and disability information.

Diversity and Disability Privacy Notice

- 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.
This information is collected by the Equality Committee for the purpose of informing College policy on equality, diversity and inclusion; ensuring that Trinity systems, activities etc. are fit for its diverse community.

The Equality Officer can only view responses to the Diversity Detail at an aggregate level, as anonymous statistics.

These are presented to Board on an annual basis, and published online - see [http://www.tcd.ie/equality/reports/annual-equality-monitoring-reports/](http://www.tcd.ie/equality/reports/annual-equality-monitoring-reports/).

Only the HR Data Manager and Report Master can access individual responses to the Diversity Detail screen, and they would only ever access that information to check that technical processes are running correctly. As with all personal HR data, they treat this diversity data with the strictest confidence.

Individual responses to the Diversity Detail cannot be accessed by anyone with the authority to take a decision relating to that individual staff member.

**Diversity**

Where there is a dropdown arrow, please choose an item from the list. Otherwise, these are free text fields.
Remember to use the Save button when you have completed updating your diversity details.

Disability

Note: The “detailed notes” field has been switched off; you cannot add any text here.

Remember to use the Save button when you have completed updating your disability details.

Contract

The Contract section shows you contract and salary information from your HR record, for your information. You cannot update any of the fields here.
Please note: The start date that shows on CorePortal is the most recent start date on your appointment. For many staff, 19 August 2014 is showing here. This is because we had a change across all appointments that date, relating to the FIS organisational hierarchy changes. All of the departments were given new codes on that date.

Salary
Learning and Development

The Learning and Development section includes Continuous Development, Professional Bodies, Qualifications and Training Bank Details. You can update some of this information.

Continuous Development

To add a new item to the My Continuous Development list, click on the “Add New” button.

Where there is a dropdown arrow, please choose an item from the list. For date fields, you can use the calendar date picker. The rest are free text fields.
To edit an item on the My Continuous Development list, click on the ellipses (…)

Edit the fields, as above. Use the save button to save the information and close the dialogue box.

Professional Bodies
To add a new item to the My Professional Bodies list, click on the “Add New” button.

Where there is a dropdown arrow, please choose an item from the list. For date fields, you can use the calendar date picker. The rest are free text fields.

Remember to use the Save button to save the changes.

Qualifications
The qualification details section cannot be edited. If your record does not reflect your highest qualification, please notify HR via an email to hr@tcd.ie with the correction.

Training Details
The Training Details section shows all training that you have completed through HR Learning and Development. This section cannot be edited.
You have now completed updating your profile on CorePortal. To return to your CorePortal home page, you can:

Click on the CoreHR icon and choose Employee Dashboard

Or, click on the dropdown in the Quick Jump search box

and choose any of the buttons in the Employee Dashboard section.

This will bring you back to the CorePortal home page.

Pay
The pay tab holds information on Payslips, Tax Details, P60s and Bank Account details
My Payslips

The My Payslips section shows the dates of your most recent payslips. Select the payslip you want to view, then click on the Full Payslip button.
This will open your payslip

If you wish to print your payslip, click on the Print button in the top right hand corner.
You will be reminded to collect your payslip from the printer right away:

Upon printing your payslip, be sure to collect from the printer immediately. Are you sure you wish to print?

If you wish to close the payslip, click on the X to close the dialog box.

Searching for older payslips
The My Payslips section shows the dates of your most recent payslips. To find historic payslips, click on the Search button.

The Pay History dialogue box will open. You can scroll through this to find the required payslip.
P60 Documents

The P60 Documents section shows the years of your most recent P60s.

Select the P60 year you want to view and the P60 page will open.

To generate a P60 for printing, click the Generate P60 button.
This will generate your P60 Certificate as a PDF.

You can print the PDF or Save it.

To close the P60 Certificate, you can close the tab in your internet browser.

To close the P60 screen, click on the X to close the dialog box.

Searching for older P60s

The P60 Documents section shows the years of your most recent P60s. To find historic P60s or to see more information, click on the Search button.
The P60 View dialogue box will open. You can scroll through this to find the required P60.

<table>
<thead>
<tr>
<th>Year</th>
<th>Viewed?</th>
<th>First Viewed</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Yes</td>
<td>Monday 26th Feb 2018 @ 09:29:07</td>
<td>Tuesday 21st Aug 2018 @ 09:14:48</td>
</tr>
<tr>
<td>2016</td>
<td>Yes</td>
<td>Tuesday 31st Jan 2017 @ 08:32:40</td>
<td>Tuesday 31st Jan 2017 @ 08:32:40</td>
</tr>
<tr>
<td>2015</td>
<td>Yes</td>
<td>Tuesday 17th May 2016 @ 12:28:22</td>
<td>Wednesday 13th Jul 2016 @ 16:55:38</td>
</tr>
<tr>
<td>2014</td>
<td>Yes</td>
<td>Wednesday 11th Feb 2015 @ 15:56:32</td>
<td>Thursday 19th May 2016 @ 15:23:47</td>
</tr>
<tr>
<td>2013</td>
<td>Yes</td>
<td>Friday 02nd May 2014 @ 16:17:04</td>
<td>Wednesday 13th Jul 2016 @ 16:59:02</td>
</tr>
</tbody>
</table>

Click on the View button to open

PRD60 Certs

The PRD60 Certs section shows the years of your most recent PRD60s.
Select the PRD60 year you want to view and the PRD60 page will open.

To print the PRD60 Certificate, click on the print button.

This will generate your PRD60 Certificate onto a new browser page.
To close the PRD60 Certificate, you can close the tab in your internet browser.

To close the PRD60 screen, click on the X to close the dialog box.

**Searching for older PRD60s**

The PRD60 Certificates section shows the years of your most recent P60s. To find historic P60s or to see more information, click on the Search button.

The PRD60 View dialogue box will open. You can scroll through this to find the required PRD60.

Click on the View button to open.
Tax Detail

The tax detail section shows tax information.

<table>
<thead>
<tr>
<th>Tax Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS No.</td>
</tr>
<tr>
<td>PPSI Class</td>
</tr>
<tr>
<td>Tax Credit</td>
</tr>
<tr>
<td>Cut Off</td>
</tr>
<tr>
<td>Tax Basis</td>
</tr>
<tr>
<td>Marginal Tax</td>
</tr>
<tr>
<td>USC Status</td>
</tr>
</tbody>
</table>

My Bank Accounts

You can view and/or change your Bank Details in CorePortal. Please exercise care when changing bank details. It is important to read all the notes on the screen.

For instructions on how to change your Bank Details, please go to the Employee Details > Bank Detail section of this guide (page 5).
Internal Vacancies

The Internal Vacancies tab on Core Portal shows Recently Opened Vacancies and also provides a direct link to the TCD jobs website.

Recently Opened Vacancies

A list of recently opened vacancies appears.

To view one of the vacancies on the list, click on the ellipses ( ... )

This will open the Trinity jobs website for you, directly on this particular competition.
My Online Recruitment

You can go to the TCD jobs website directly from Core Portal. Click on the My Online Recruitment button

You will be brought directly to the website

Welcome to the Trinity vacancies page

Trinity College is proud of its inclusive ethos and tradition. On that basis we encourage and welcome talented people from all backgrounds.

To explore opportunities in Trinity further, please note the following instructions for using this recruitment portal:

- To identify a specific vacancy please enter your criteria below and click on 'Search'.
- To view a complete list of current vacancies please click on 'Search' without entering any criteria.
- In order to apply for a vacancy or to view your application history you must login.
- If you are applying to Trinity College Dublin, the University of Dublin for the first time please click on 'New Users'. You may find it useful to download our user guide available in the menu on the left-hand side of the screen.
- If you are a Trinity employee and this is your first time using E-Recruitment you must register as a New User.
- If you are a current member of staff please login prior to searching to ensure that you have access to all vacancies.
- If you are a member of the University staff then register and login with your Trinity e-mail address in the form username@tcd.ie, e.g. jbloggs@tcd.ie and not jbloggs@tcd.ie, as failure to do so may result in internal applicants not being able to see all vacancies.
- If you are an internal applicant your e-mail address will have to be confirmed before you can use the site. This is done by means of a temporary password being sent to your Trinity e-mail account. You will need to log in with this password to activate your account.
- The current version of our Core HR system does not support newer technologies including Apple devices. When an email produced by our current system is viewed on such a device, it may result in code and characters displaying in the body of the text.

Please note unsolicited applications from Recruitment Agencies are not encouraged and will be disregarded.
Online Interview Panel

Some staff are members of an online interview panel and Recruitment will have given them access to view applications and competition information.

To see this information, go to the Interviews tab on the Employee Dashboard.

In the Interviews section you can see a list of upcoming interviews.

You can also click on the Interview Panel button to view the competitions you have been assigned to.
Click on the Actions dropdown to select Applicant or Competition details:

When you select to View Applicants, a list of the applicants and their status will appear.

Click on the ellipses (…) for more information on a specific applicant.
Log Out of CorePortal

CorePortal will automatically time out after approximately 10 minutes. However, it is always best to log out of Office 365 completely.

Go to the Office 365 tab:

![Office 365 sign out](image)

Click on your initials in the top right hand corner of the Office365 screen, then choose Sign out.

![Microsoft sign out](image)

This will ensure that you have logged out of CorePortal and Office365.

![Microsoft sign out](image)

You signed out of your account

It's a good idea to close all browser windows.
Note: You can quickly close out of CorePortal, but this does not log you out completely. To quickly close CorePortal, click on the dropdown list beside your name in the top right hand corner and select Log Out.

Launch CorePortal from within Office365

CorePortal can be added into your Apps on Office365, so that it can be quickly launched when you are logged in.

Log into Office 365 (https://office.tcd.ie)

Click on the waffle in the top left corner to open the App Launcher
Then click All apps

CoreHR should be listed down the bottom in the Other section, so scroll down.

Right click on the CoreHR Application, or click on the ellipses ( ... ) and from the menu select Pin to Launcher

CoreHR will now be listed with your apps in Office 365. Just click on the waffle and it is at the end of the list
Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Class Notebook
- Sway
- Forms
- CoreHR
New User access to CorePortal

Core Portal Self Registration

New staff have to register on Core Portal before they can use it to access their pay slips 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 takes you to a CorePortal account activation page:
Checking the Terms of Service box and clicking Activate Account button takes the new user directly into Core Portal.

Subsequent logons to CorePortal are via Office365 as described elsewhere in this User Guide.