Table of Contents
Log in to CorePortal ........................................................................................................ 1
My Profile ...................................................................................................................... 3
Employee Detail ............................................................................................................ 4
    Next of Kin .................................................................................................................. 4
Contacts ....................................................................................................................... 6
Bank Detail ..................................................................................................................... 7
Diversity ......................................................................................................................... 10
    Diversity and Disability Privacy Notice ....................................................................... 10
    Diversity - Background ............................................................................................... 11
    Disability .................................................................................................................... 12
Contract ......................................................................................................................... 12
    Contract ...................................................................................................................... 13
Salary ............................................................................................................................ 13
Learning and Development .......................................................................................... 14
    Continuous Development .......................................................................................... 14
    Professional Bodies ................................................................................................... 15
    Qualifications ............................................................................................................ 16
Training Details ............................................................................................................ 17
Pay ................................................................................................................................ 18
    My Payslips ............................................................................................................... 19
    P60 Documents ........................................................................................................ 21
    PRD60 Certs .............................................................................................................. 24
    Tax Detail ................................................................................................................... 27
    My Bank Accounts .................................................................................................. 27
Internal Vacancies ......................................................................................................... 28
    Recently Opened Vacancies ..................................................................................... 28
    My Online Recruitment ........................................................................................... 29
Online Interview Panel .................................................................................................. 30
Log Out of CorePortal .................................................................................................. 33
Launch CorePortal from within Office365 .................................................................... 34
New User access to CorePortal .................................................................................... 37
    Core Portal Self Registration .................................................................................... 37
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 historic P60s
5. View your PRD60 and ASC60 certificates
6. See Recently Opened Vacancies and link directly to the jobs.tcd.ie website
My Profile

You can expand or contract the left hand navigation (to see either the names of the sections available here, or just the icons).

Click on the three lines to expand the navigation:

![Contracted and expanded navigation](image)

The first tab that is normally open is My Profile. In this screen, you will see your current appointment.

![My Profile appointment](image)

There is another large section of My Profile, which you can access by clicking on your initials in the navigation bar.

![Initials and My Profile](image)
Click on your initials 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

If you do not make any changes, but wish to return to the My Profile page, click on your name in the breadcrumbs along the top

This will return you to the Next of Kin page.
Contacts

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

My Contact Details

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address - Non TCD</td>
<td><a href="mailto:lizatayo@gmail.com">lizatayo@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Email Address - TCD</td>
<td><a href="mailto:toyel@tcd.ie">toyel@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Network Username</td>
<td>toyel</td>
<td></td>
</tr>
<tr>
<td>Personal Mobile</td>
<td>06 8313269</td>
<td></td>
</tr>
</tbody>
</table>

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

Click on the Ellipses ( ... ) to edit the items.
You can 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 change the account details, click on the VIEW button.

The update bank details dialogue box opens.

Please note: This facility allows you to update your Bank Account Details. When the process has completed successfully, you will receive a confirmation email. Please exercise extreme care when changing your bank details. Your salary will be credited to the bank account nominated in your instruction. Please be aware that the file for Bank is generated around the 12th of the month. Changes to bank details should be made prior to the 12th to be guaranteed active for the current month.
You can change the bank branch from the BIC dropdown list. Click on the dropdown and type part of the name (or the sort code) into the search box. When you find Bank you require, click on it to select it.

**Bank Account Information**

![BIC selection example]

You can now type in your Bank IBAN Number, and type it again to confirm same.

<table>
<thead>
<tr>
<th>IBAN*</th>
<th>Confirm IBAN*</th>
</tr>
</thead>
</table>

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

- [ ] 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
### Diversity

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

#### EMPLOYEE DETAIL

#### DIVERSITY

- **Background**
- **Disability**

#### CONTRACT

#### LEARNING AND DEVELOPMENT

**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 - Background

Where there is a dropdown arrow, please choose an item from the list. Otherwise, these are free text fields.

**Personal Details**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Sexual Orientation</th>
<th>Date Of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Diversity**

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>Nationality</th>
<th>Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country Of Origin</th>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Family Details**

<table>
<thead>
<tr>
<th>Civil Status</th>
<th>Previous Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**


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

General Details

Disabled
No

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

Contract

- EMPLOYEE DETAIL
- DIVERSITY
- CONTRAICT
  - Contract
  - Salary
- LEARNING AND DEVELOPMENT
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.

### My Contract

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>FTE</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>106885.3</td>
<td>Human Resources</td>
<td>1</td>
<td>15 May 2018</td>
</tr>
</tbody>
</table>

### Administrative

- **Start Date**: FTE
- **Department**: Location
- **Reporting To**: Increment Due
- **Probation Expiry**: Your Departmental Fire Point

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

The Salary screen shows your recent Salary Allowances History.

### My Salary

#### Salary History

<table>
<thead>
<tr>
<th>Effective From</th>
<th>Reason</th>
<th>Grade</th>
<th>Point</th>
<th>Multiplier</th>
<th>Rate Type</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Sep-2019</td>
<td>PAY AWARD</td>
<td>Admin</td>
<td>1</td>
<td>1</td>
<td>Annual</td>
<td>€</td>
</tr>
<tr>
<td>01-Oct-2019</td>
<td>Change in Rate</td>
<td>Admin</td>
<td>1</td>
<td>1</td>
<td>Annual</td>
<td>€</td>
</tr>
<tr>
<td>01-Jan-2020</td>
<td>PAY AWARD</td>
<td>Admin</td>
<td>1</td>
<td>1</td>
<td>Annual</td>
<td>€</td>
</tr>
<tr>
<td>01-Oct-2017</td>
<td>INCREMENT</td>
<td>Admin</td>
<td>1</td>
<td>1</td>
<td>Annual</td>
<td>€</td>
</tr>
</tbody>
</table>

#### Allowances History

<table>
<thead>
<tr>
<th>Effective From</th>
<th>Effective To</th>
<th>Allowance Detail</th>
<th>Annual Value</th>
</tr>
</thead>
</table>

NOTHING TO SEE HERE
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.

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

<table>
<thead>
<tr>
<th>Membership Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
</tr>
</tbody>
</table>

| Membership Number   |

<table>
<thead>
<tr>
<th>Membership Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Admitted</td>
</tr>
<tr>
<td>Expiry Date</td>
</tr>
</tbody>
</table>

| Additional Details  |

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.

<table>
<thead>
<tr>
<th>My Qualification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Level</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Training Details

The Training Details section shows all training that you have completed through HR Learning and Development. This section cannot be edited.

Training Details

Training History

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Id</th>
<th>Category</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Cafe How To ...</td>
<td>C09056</td>
<td>Linked In Learning</td>
<td>16-Apr-2020</td>
<td>16-Apr-2020</td>
</tr>
<tr>
<td>GDPR Briefing</td>
<td>C08959</td>
<td>Administration &amp; ...</td>
<td>19-Feb-2020</td>
<td>19-Feb-2020</td>
</tr>
<tr>
<td>Storytelling for Impact</td>
<td>C08736</td>
<td>Assistant Professor Y...</td>
<td>02-Dec-2019</td>
<td>02-Dec-2019</td>
</tr>
<tr>
<td>Lunchtime Talk-Neur...</td>
<td>C07877</td>
<td>Yourskills Programme</td>
<td>21-May-2019</td>
<td>21-May-2019</td>
</tr>
<tr>
<td>Project Management</td>
<td>C07578</td>
<td>Administration &amp; ...</td>
<td>02-Apr-2019</td>
<td>02-Apr-2019</td>
</tr>
</tbody>
</table>

You have now completed updating your profile on CorePortal. To return to your CorePortal home page, you can:

Click on the arrow to return to the Employee Dashboard
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, download it to PDF and print it from there. Click on the Download Current button.
Searching for older payslips

The My Payslips section shows the dates of your most recent payslips. To find historic payslips, click on the View All button.

The All My Payslips dialogue box will open. You can scroll through this to find the required payslip.

P60 Documents

P60 documents produced up to 2018 are available for viewing and printing via CorePortal. As per Revenue instructions, from the 1st of January 2019 P60’s have been abolished in line with PAYE Modernisation. Instead from 2019 onwards, an end of year statement will be available to employees through direct from Revenue via MyAccount.
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, close the tab in your internet browser.

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 View All button.
The P60 View dialogue box will open. You can scroll through this to find the required P60.

Click on the View button to open

**PRD60 Certs**

PRD60 and ASC60 documents are available for viewing and printing via CorePortal.

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 at the bottom

To close the PRD60 Certificate, you can close the tab in your internet browser

To close the PRD60 screen, close the tab in your internet browser.
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 View All button.

The All My PRD60 Documents page 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.

### Tax Detail

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS No.</td>
<td></td>
</tr>
<tr>
<td>PRSI Class</td>
<td>A1</td>
</tr>
<tr>
<td>Tax Credit</td>
<td></td>
</tr>
<tr>
<td>Cut Off</td>
<td></td>
</tr>
<tr>
<td>Tax Basis</td>
<td>Cumulative</td>
</tr>
<tr>
<td>Marginal Tax</td>
<td>N/A</td>
</tr>
<tr>
<td>USC Status</td>
<td>Subject to USC</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 7).
Internal Vacancies

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

Recently Opened Vacancies

A list of recently opened vacancies appears.

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

Select View Details

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 Advanced button.
You will be brought directly to the e-recruitment website

Search Vacancies

Welcome to the Recruitment Portal of Trinity College Dublin

Trinity College Dublin, the University of Dublin, is proud of its inclusive ethos and tradition.

If you are applying to Trinity for the first time, please click on 'New User? – Register'. 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 current member of staff, please click on 'Existing User? – Login' prior to searching to ensure that you have access to all vacancies.

Please navigate through the site using the Menu section on the left-hand side of the screen. Avoid the use of the back button as this will result in errors on the page.

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

Search by Competition Type

Search by Department

Keyword Search?
Search text in the Job Title or Job Description.

Search

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.

To see information from competitions where you are on the interview panel, click on the View button.

| Interview Panel | 2 | VIEW |

**Interview Panel**

| Search vacancies |  |

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Vacancy Title</th>
<th>Vacancy ID</th>
<th>Applicants</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-Jul-2019</td>
<td>Groups and Training Manager</td>
<td>034009</td>
<td>25</td>
<td>--</td>
</tr>
<tr>
<td>22-Mar-2019</td>
<td>Associate Professor in Mark...</td>
<td>033759</td>
<td>42</td>
<td>--</td>
</tr>
</tbody>
</table>
Click on the ellipses 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:

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

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

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.
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.