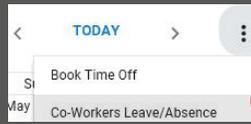
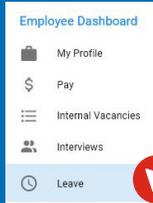
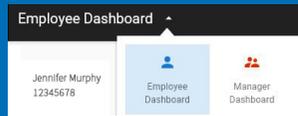


ELeave guide for Employees

To access Core Portal, go to TCD.ie/hr and click link to Core Portal.

TCD.ie/hr



HOW TO VIEW YOUR TEAM

Select **Co Workers Leave/Absence** option and go to **Team Scheduler**.

You should see other members of your team and whether they have booked leave for the period you are interested in.

HOW TO SUBMIT LEAVE REQUEST

1. Click **Book Time Off** button*
 2. Select **Leave Type**
 3. *For Sick Leave (Certified) select **Reason**
 4. Confirm **Start** and **End Date**, or pick Part Day
 5. Add Comment, if appropriate
 6. Click **Submit**
- Your request is now with your Line Manager for approval.

Tick box to show details

View details for a day or a week

Navigate to a particular week

Shortcuts and other options

History of your leave requests

Button to submit leave request

Expanded view of your requests

May 2022

SELECT DAY | SELECT WEEK | TODAY

Hours: 7.3

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 25	26	27	28	29	30	May 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Jun 1	2	3	4	5

Wed 11-May-2022
09:00-17:30

Thu 12-May-2022
09:00-17:30

Fri 13-May-2022
09:00-17:00

Annual Leave
Day(s): 1
Estimated Hours: 7

My Requests

BOOK TIME OFF | ACTIONS

All Time

- 27 JUN Annual Leave 10 Day(s)
Start Mon 27th Jun 2022
End Fri 08th Jul 2022
Submitted Tue 22nd Mar 2022
Approved
- 13 MAY Annual Leave 1 Day(s)
Start Fri 13th May 2022
End Fri 13th May 2022
Submitted Mon 14th Feb 2022
Approved
- 6 MAY Annual Leave 1 Day(s)
Start Fri 06th May 2022
End Fri 06th May 2022
Submitted Wed 26th Jan 2022
Approved

1 - 3 of 20

Balances

BALANCE | VIEW

Annual Leave Full Time (Post 2014)
12.50 days

Balance summary

This shows how many days were allocated to you, how many you booked already and any days left for you to use. It also includes a list of transactions.

Detailed view of specific balance

This is split into few categories for a cleaner view:

- Entitlement** summary of days allocated for the current balance period, after deducting Christmas Closure days
- Carried over** leftover balance from previous leave period that is carried into the new one
- Taken** days already taken as leave in this balance period
- Booked** days booked and approved to be taken as leave in the future
- Balance** summary of days left to be used

Details of your leave request

- Submitted
- Approved
- Rejected
- Cancelled

Leave request status explained

- Request is with your Manager and awaiting their action
- Request was approved
- Request was rejected
- Request was cancelled/deleted by either you or your Manager

Navigate between multiple requests



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

TIP

Add **Core Portal** to 'bookmarks' in your browser and have instant access in one click!