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

**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

**Leave request status explained**
- **Submitted**: Request is with your Manager and awaiting their action
- **Approved**: Request was approved
- **Rejected**: Request was rejected
- **Cancelled**: Request was cancelled/deleted by either you or your Manager

**TIP**
Add Core Portal to ‘Bookmarks’ in your browser and have instant access in one click!