Employee Dashboard overview

1. View details for a day or a week
2. Navigate to a particular week
3. Some shortcuts and other options
4. Show/hide specific details
5. History of your leave requests
6. Button to submit leave request
7. Expanded view of your requests
8. Details of your leave request
9. Leave Request status
10. Navigation between multiple requests
11. Balance summary
12. Detailed view of a specific balance

Note: Items listed on the Employee Dashboard Overview and mentioned in the Quick Guide below are marked with hash symbol (#)
# Quick ELeave guide for Employees

## How to access Core Portal:
- Go to TCD.ie/hr webpage
- Click Link to Core Portal

**Tip:** You can add Core Portal to your favourite websites/bookmarks in your browser. Then you will have instant access just one click away!

## Tip for Managers wanting to book their own leave:
- Make sure you are in the right Dashboard

## How to submit Leave Request:
1. Click **Book Time Off** button (**#6**)*
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.

## How to view your balance:

**Summary of your balance**
- Telling you how many days were allocated to you, how many you booked already and if there are any days left for you to use.
- Also, includes a list of transactions.

**Screen providing you more details on your balance, split into few categories for cleaner view**

## Leave request status explained (**#9**):
- **Submitted**
  - Request is with your Manager and awaiting their action
- **Approved**
  - Your request was approved
- **Rejected**
  - Your request was rejected
- **Cancelled**
  - Your request was cancelled/deleted by either you or your Manager

## Your Balance in a nutshell:
- **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

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* Notes with hash symbol (#) refer to relevant points on the Employee Dashboard Overview page