



UNIVERSITY of LIMERICK
O L L S C O I L L U I M N I G H

Core Portal Flexitime User Manual

Please refer to the Flexible Working Hours Policy for detailed information on this scheme.

(Flexible Working Hours Pilot Scheme 2010)

This manual is intended for the administrative employees of the University of Limerick who have agreed to the Flexitime Scheme.

The flexitime module allows the user to record their flexitime and submit leave requests (flexi-leave / Business Absence) through Core Portal.

The following steps will guide the user through the Flexitime module available through Core Portal.

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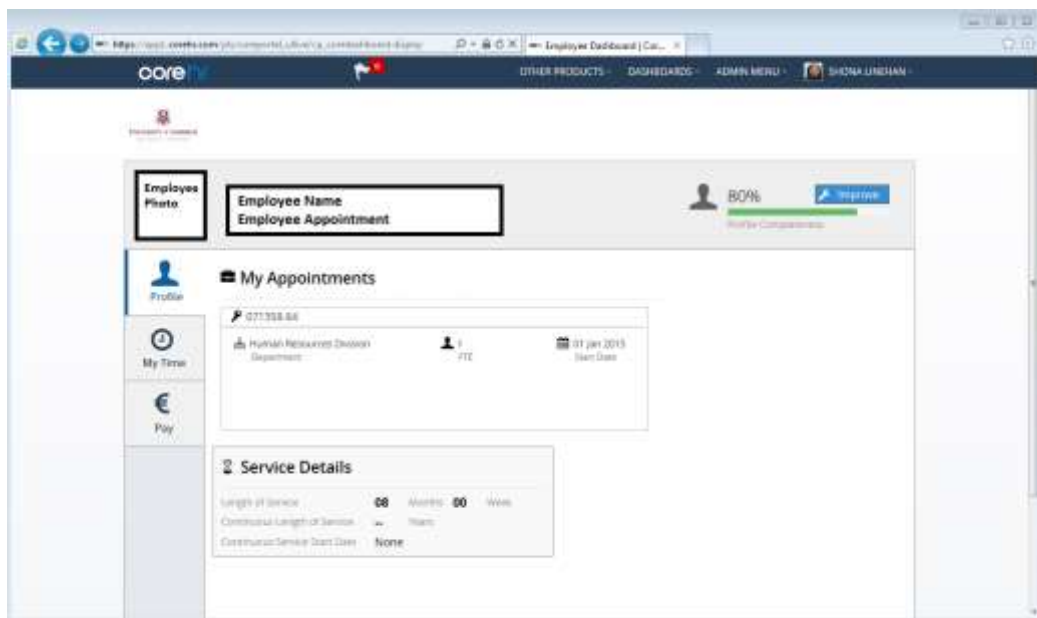
1. The Core Portal Public Page

In order to login on this page you must use your network username and password. Entering a password 3 times in succession will cause your account to become locked. You must log a call to the ITD service desk in order to have your account unlocked.

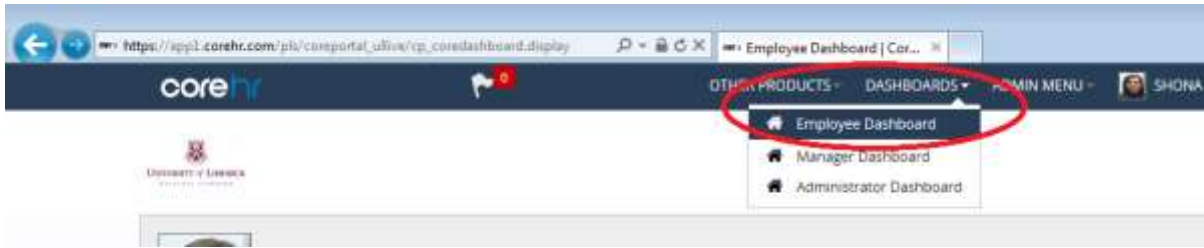


2. Core Portal Home Page

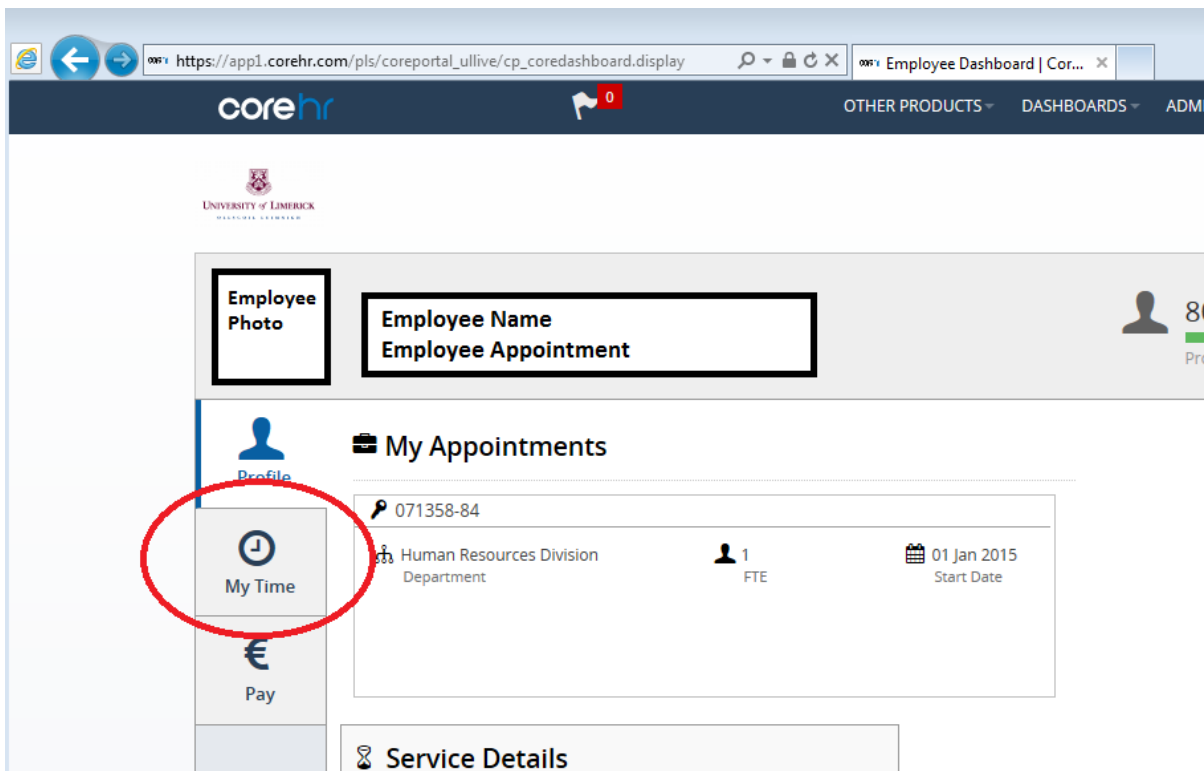
Once you have logged in you will be brought to the Employee Dashboard.



If you are also a flexitime manager you will need to navigate to the Employee Dashboard.



From here please click on 'My Time' tab to access your flexitime details.



3. What can I do in My Time?

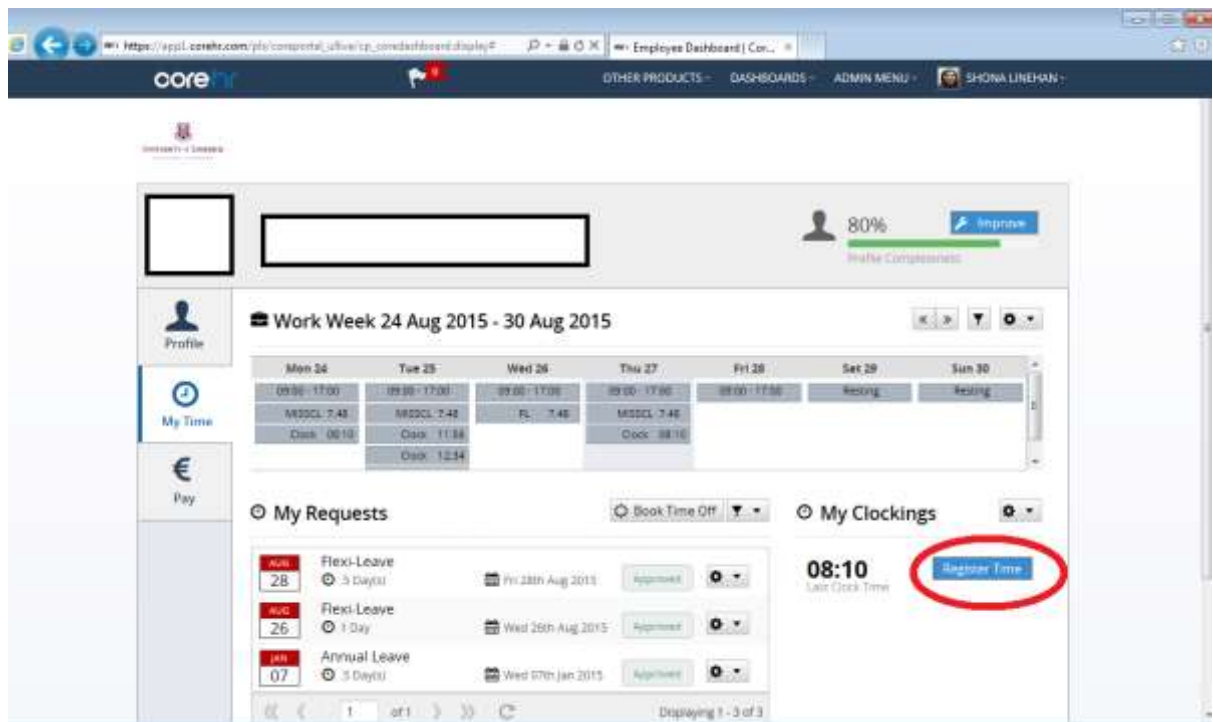
Within My Time you can:

1. sign in or out,
2. book time off,
3. view outstanding/approved/rejected requests,
4. submit missed clockings,
5. view your attendance details
6. view your flexitime balance

3.1 Signing in and out

Once you have navigated to the Time tab, you can clock in/out by clicking 'Register Time'

- Please remember to confirm your clocking by clicking 'Register Time' on the pop up you are presented with.
- You will know your time has registered if the Last Clock Time beside Register Time has been updated.



In a normal day, you should 'Register Time' four times.

In	Out
In the morning	
	To go on Lunch
Back from Lunch	
	End of Day

3.2 How do I book time off?

Next to My Requests please select Book Time Off

The screenshot shows the 'My Requests' section of the Flexitime user interface. A red circle highlights the 'Book Time Off' button, which is located next to the 'My Requests' heading. The interface also displays a calendar for the week of 24 Aug 2015 to 30 Aug 2015, showing clock-in and clock-out times for various days. Below the calendar, there is a list of existing requests, including Flexi-Leave and Annual Leave, each with an 'Approved' status and a gear icon for settings. A 'My Clock' section on the right shows the current time as 16:58.

From here please select the leave type (annual leave / business absence / flexi leave (which will reduce your flexi balance by 7hrs 12minutes), select the start/end dates and select your manager as an approver.

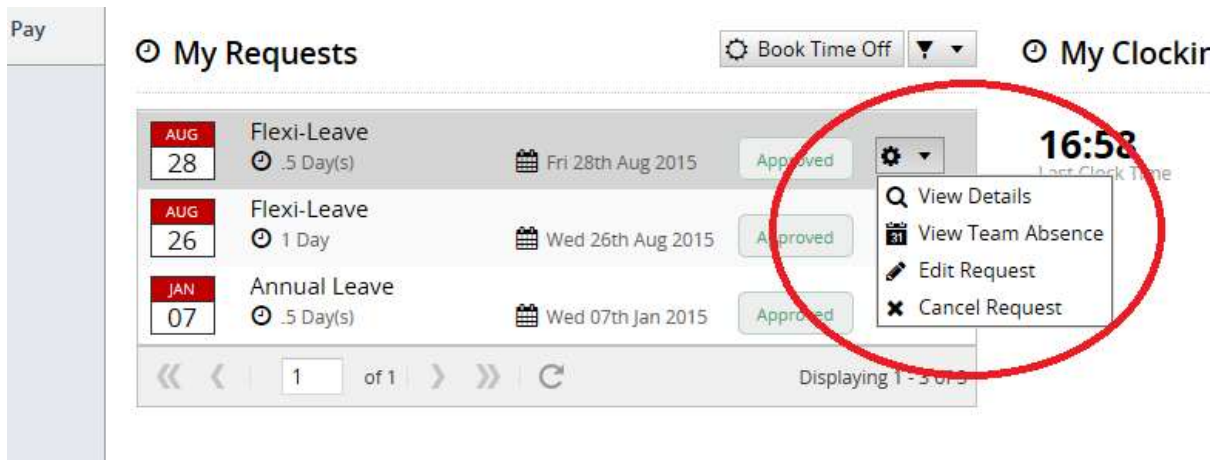
Please note if you select anybody other than your own line manager this request will not be routed through the system and will not be approved.

The screenshot shows the 'Create New Leave Request' form. The form includes the following fields and options:

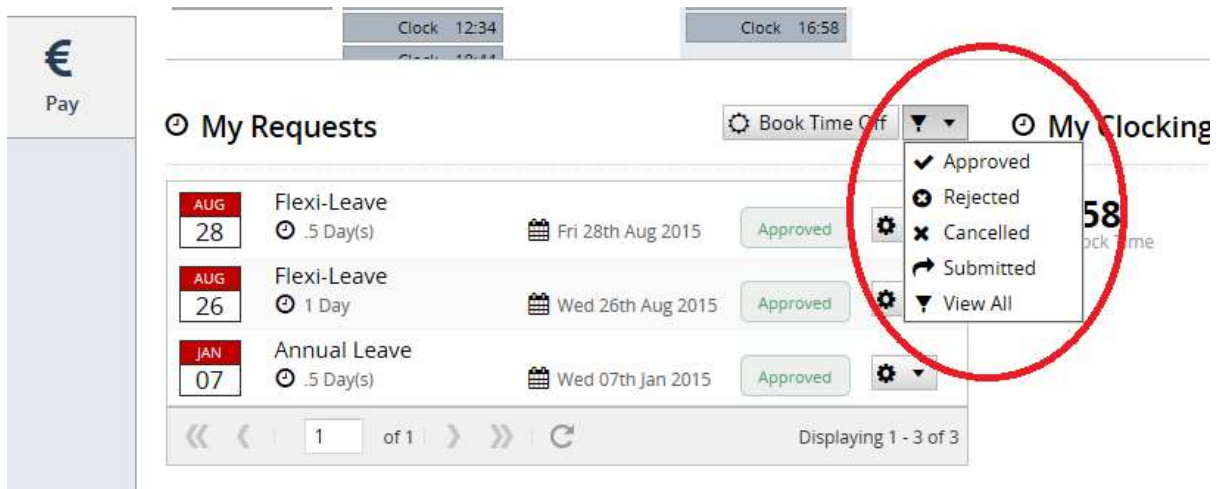
- Leave Type:** Flexi-Leave (dropdown menu)
- Start Date:** 11/08/15 (calendar icon)
- Is this part day leave:** Yes (selected) / No (radio buttons)
- Part Day Segments:** 1/2 of a day (radio buttons)
- Take Leave in the:** Morning (dropdown menu)
- To Be Approved By:** Please select... (dropdown menu)
- Comments:** A large text area for entering details.
- Submit:** A blue button at the bottom of the form.

3.3 How do I view outstanding, approved or rejected requests?

To view or cancel outstanding requests you can scroll through the My Requests box and next to the appropriate leave request select the cog on the right hand side.

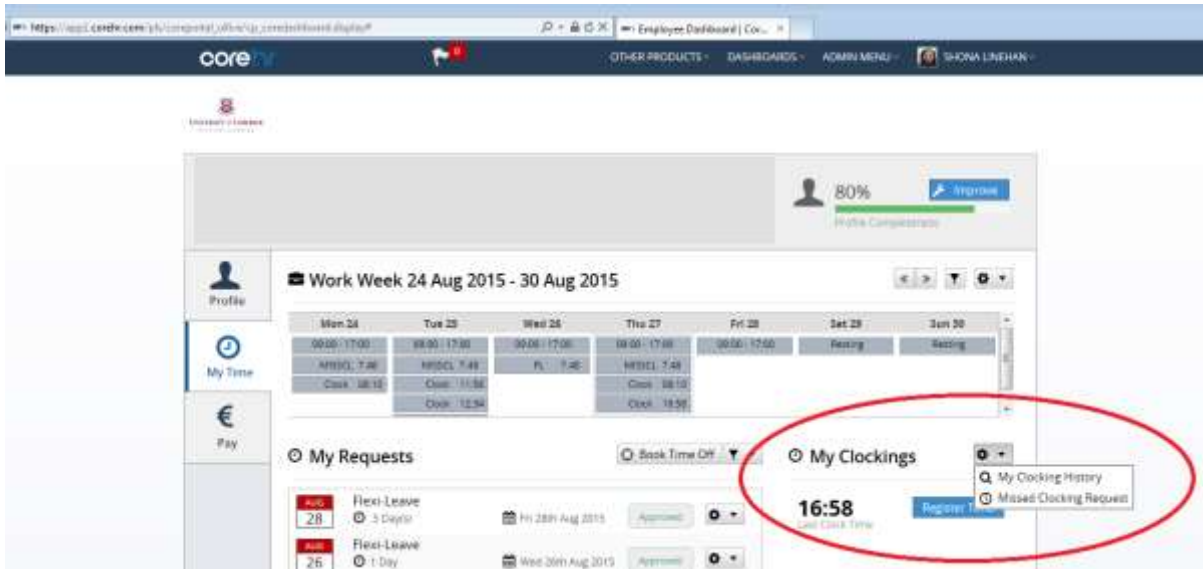


To search by the status of the leave request you can use the filter beside Book Time Off



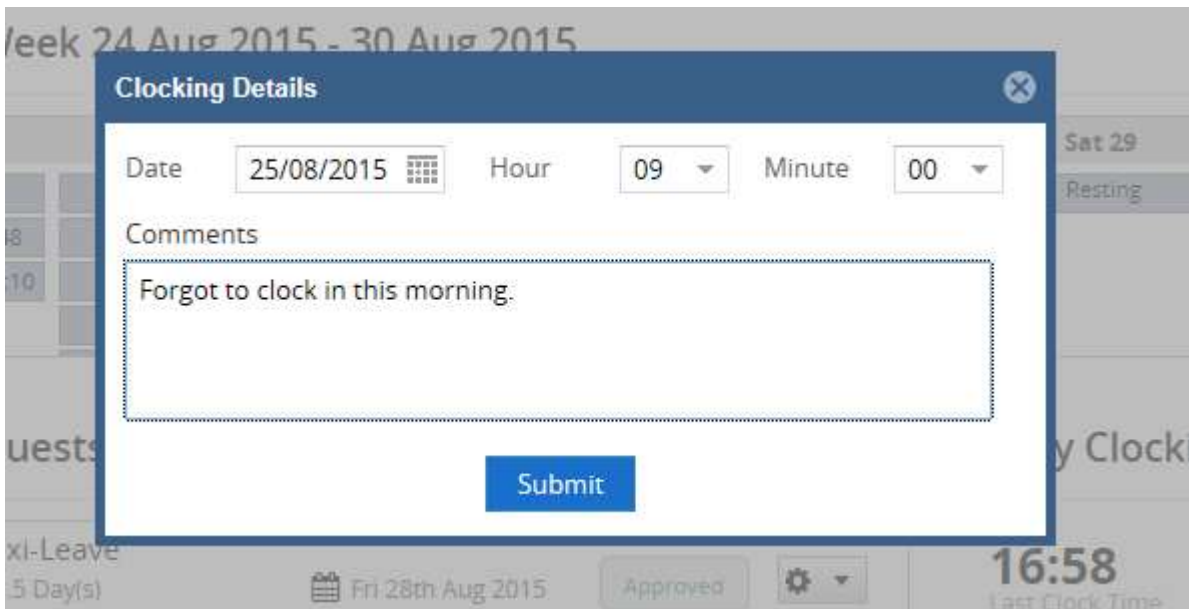
3.4 How do I submit a missed clocking?

In the event that you forget to clock in or out you can record the missed clocking which will be sent to your manager for approval. To record a missed clocking you must select the drop down menu beside My Clockings on the My Time tab. (You can record a missed clocking up to four weeks in the past).



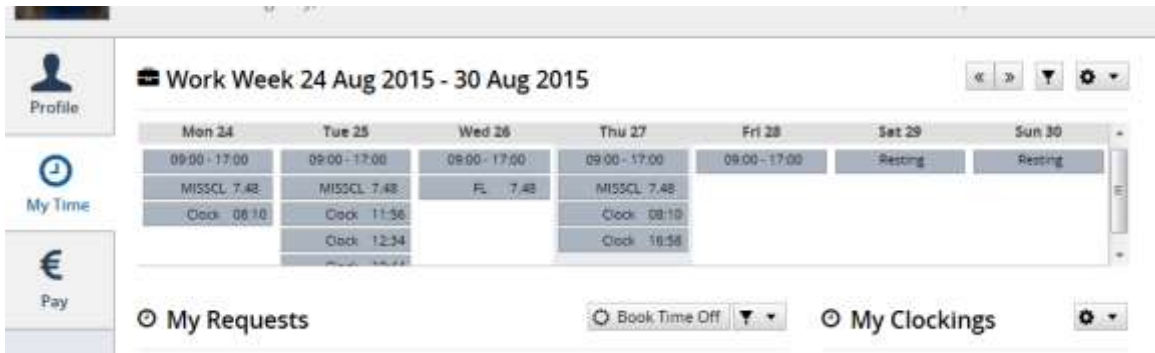
Once you have selected this drop down menu choose the option Missed Clocking Request. Enter the time of the missed clocking and enter an explanation in the narrative field. This missed clocking will be sent to your manager for approval.

Please note: you should enter the actual time of your missed clocking e.g. 09:00, not the amount of time you have missed e.g 2 hours 30 minutes.



3.5 How do I view my attendance details?

Once you have navigated to the My Time tab your attendance details can be viewed under Work Week.



This screen will detail your weekly clocking's and attendance details, you can view previous weeks by selecting the 'Previous' and 'Next' buttons at the top right hand side of the screen.

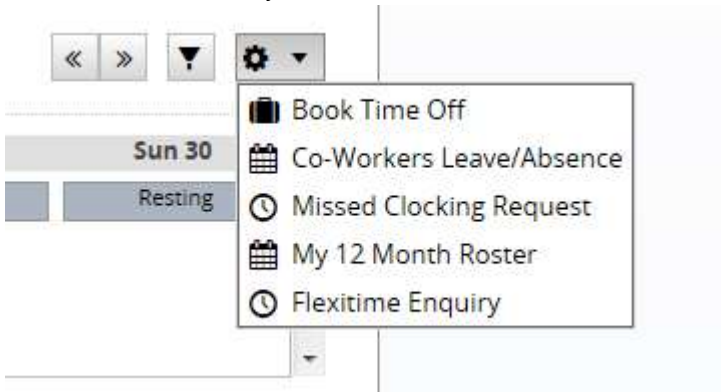


The filter button will bring you to a desired week instantly:



The cog button will give you a number of options:

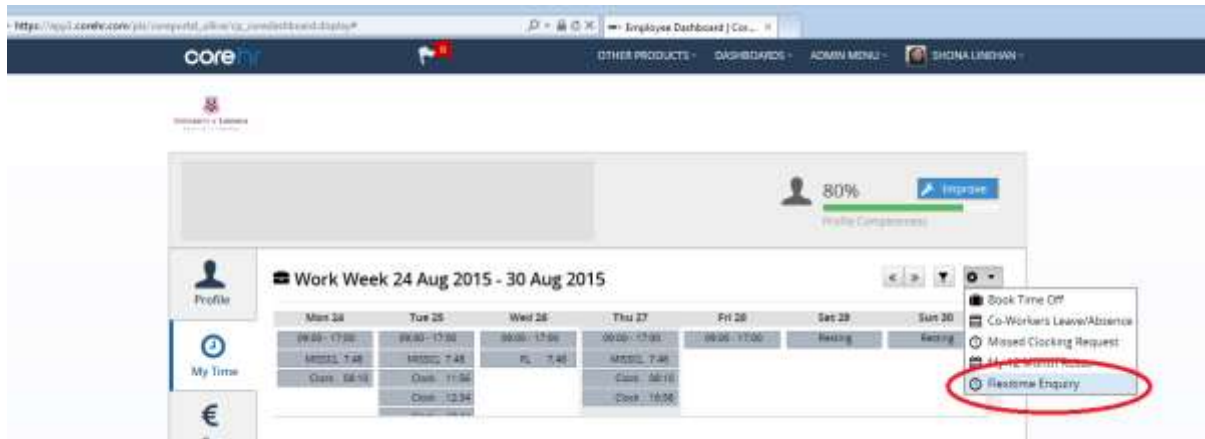
- You can book annual leave/flexi leave/business absences
- Prior to booking leave you can check to see if your co-workers have already booked leave for a particular day
- You can submit a missed clocking
- You can view your attendance details from a 12 month calendar, easily counting the amount of annual leave or flexi leave days taken
- You can view your flexitime balance



3.6 How do I view my flexitime balance?

In the My Time tab select the cog at the top right hand side of the screen.

Choose Flexitime Enquiry to view your flexitime balance.



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