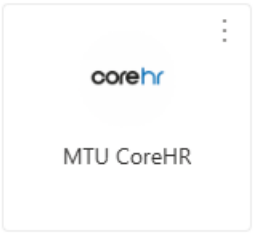
CoreHR – Employee Timesheet Claims User Guide

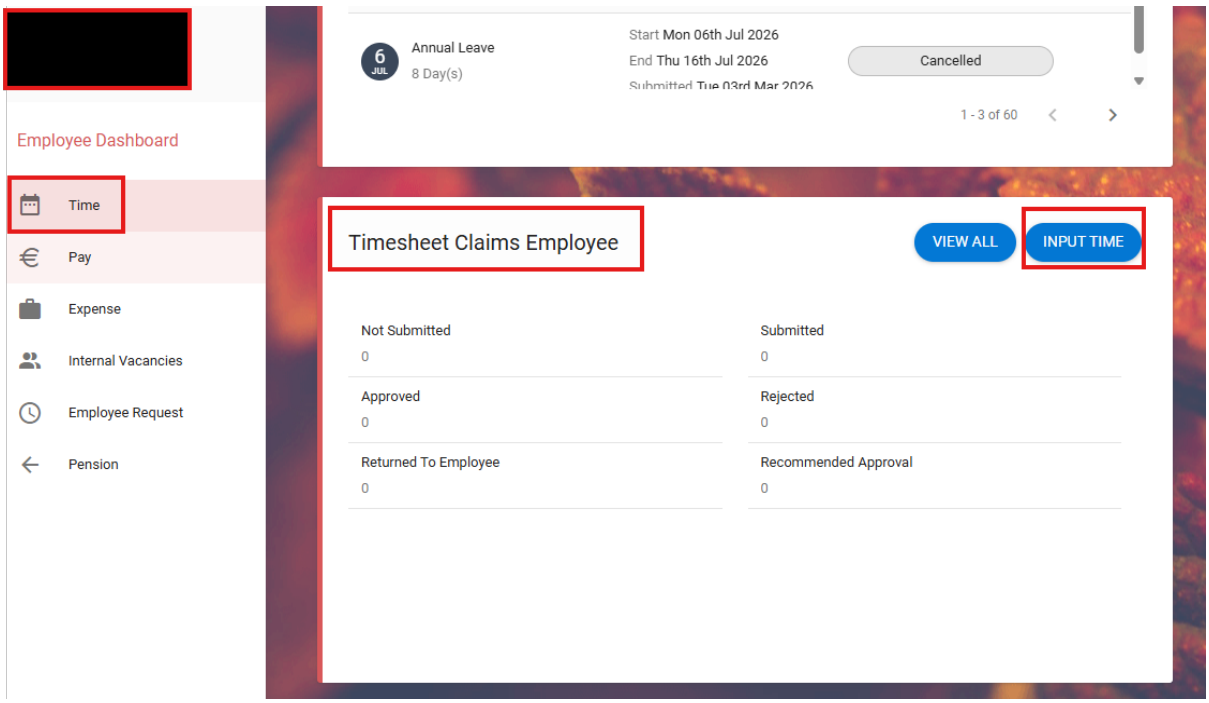
Access People XD (Core HR Portal)

SD Criteria

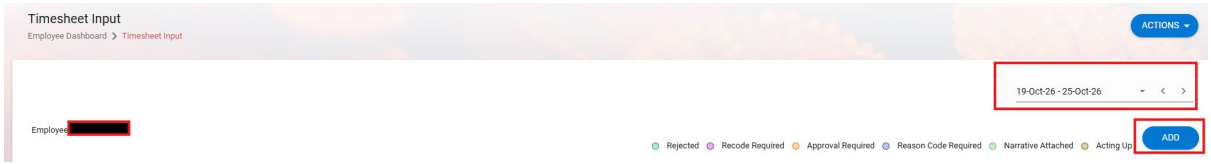
- To access the **CoreHR Portal**, log into https://myapps.microsoft.com/mtu.ie with your staff/student credentials. Click the **CoreHR** icon to get logged in.



- Select the **Employee Dashboard** and the **Time** tab. Navigate to the **Timesheet Claims Employee** widget and Select **Input Time** to enter the hours you wish to claim for.



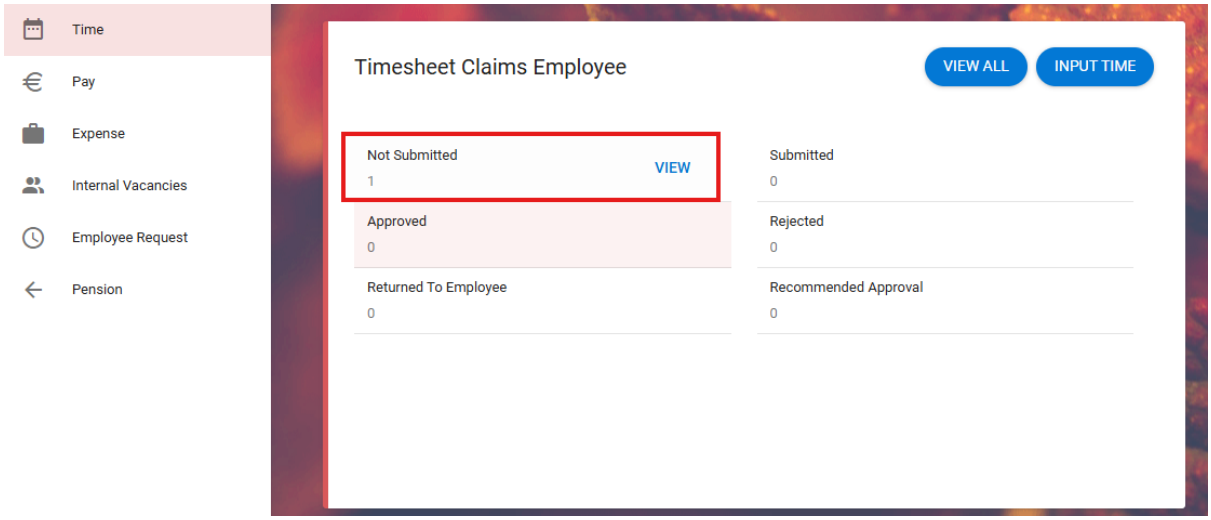
- Ensure your **Calendar** is in the correct week for hours worked and select **Add** to enter the timesheet.



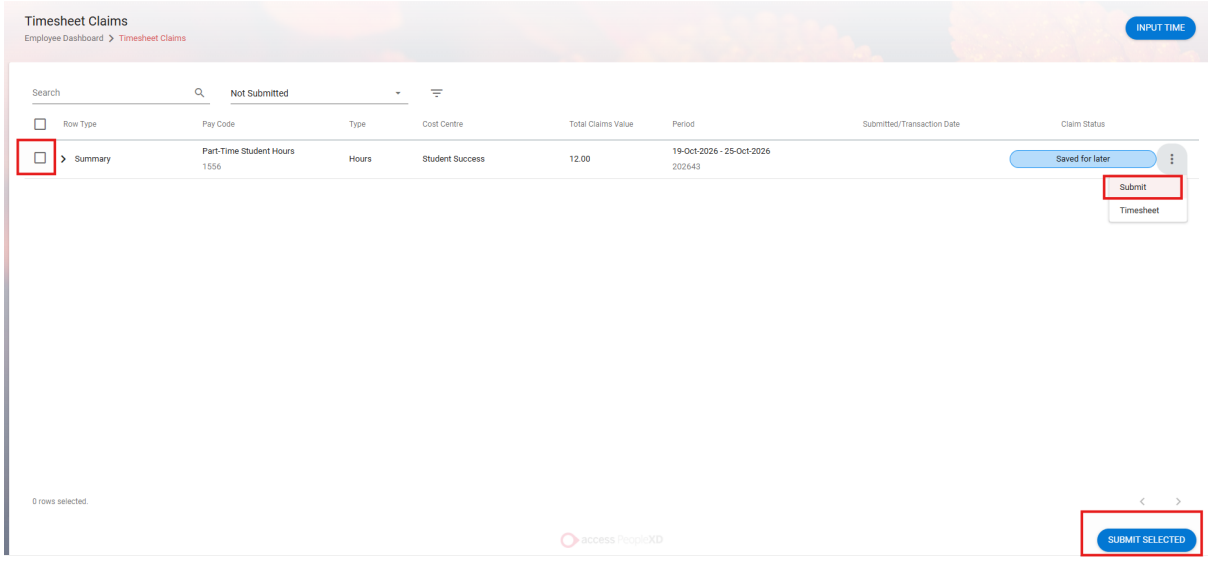
- You can now enter the **Pay Code**, **Cost Centre** and if applicable the **Activity Code**. Enter the number of hours on the day worked and select **Save**.



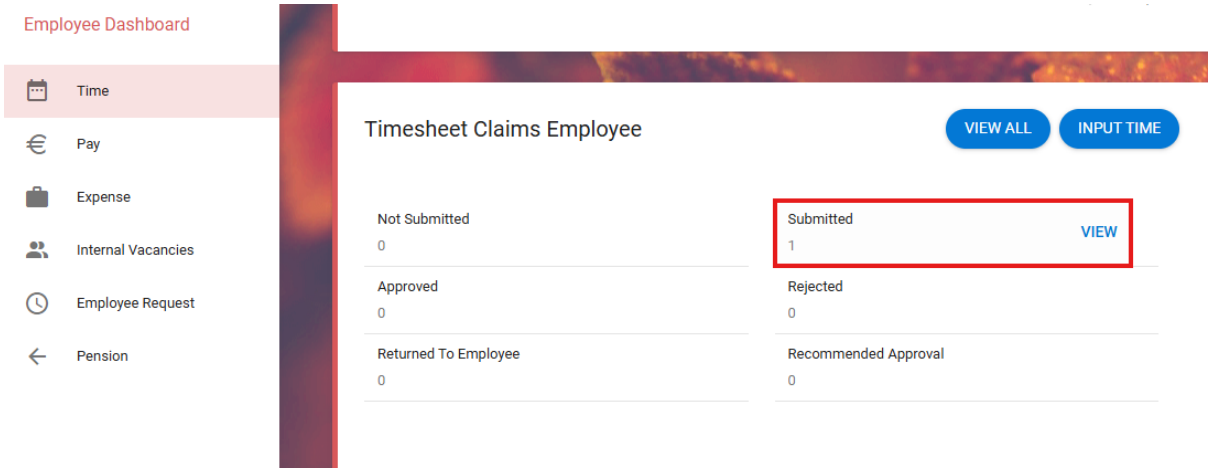
- Once you are happy all timesheets entered are correct, return to the **Timesheet Claims Employee** widget to **Submit** for approval. Select **View** for **Not Submitted.**



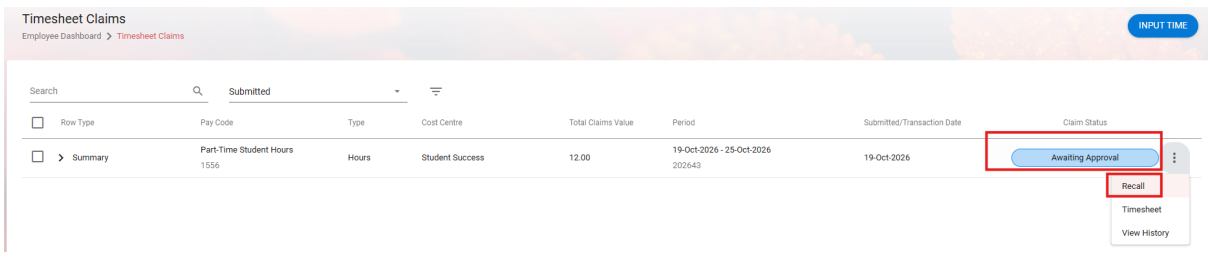
- If you have one timesheet you can select the **three dots** to the right and click **Submit**. If you have multiple timesheets, you can tick the **box** on the left and select **Submit Selected** at the bottom right.



- Navigate to the **Timesheet Claims Employee** widget to view the status of any timesheet.



- You can **Recall** a timesheet if the status is **Awaiting Approval**. Once submitted, the **Approver** will receive an email notification to action.



- If the Approver **Returns to Employee**, you can Resubmit, if they **Reject** you will receive a reason, and this timesheet will be closed.
- If the timesheet is fully approved, it will be sent for payment.

Support or Queries: email: hrsystems@mtu.ie