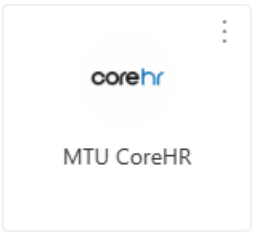
CoreHR –Timesheet Approver User Guide

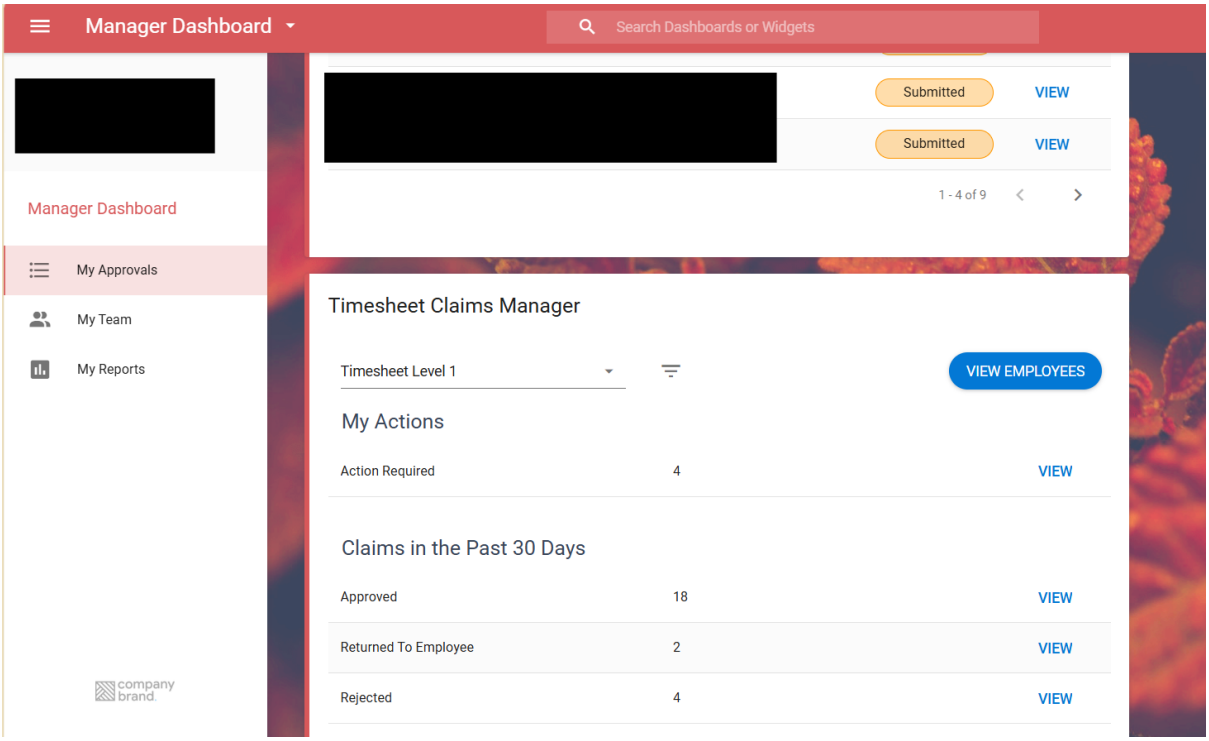
Access People XD (Core HR Portal)

SD Criteria

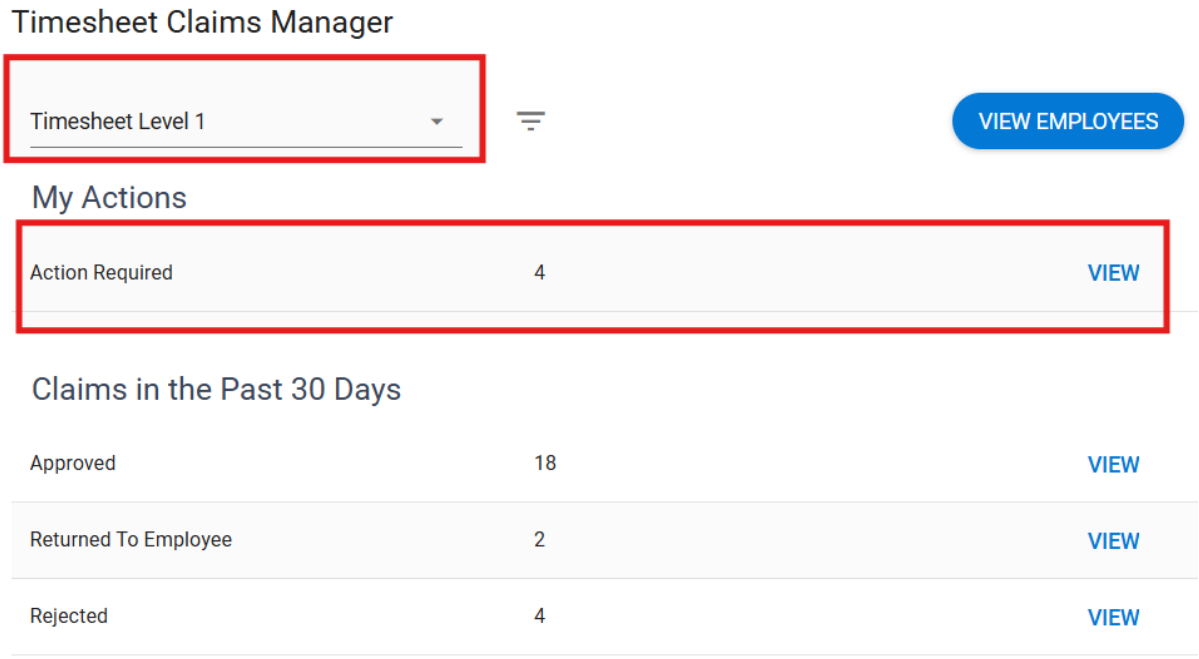
- To access the **CoreHR Portal**, log into https://myapps.microsoft.com/mtu.ie with your staff/student credentials. Click the **CoreHR** icon to get logged in.



- Select the **Manager Dashboard** and the **My Approvals** tab. Navigate to the **Timesheet Claims Manager** widget.

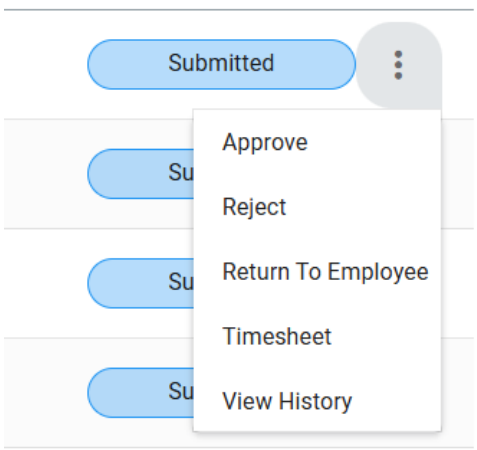


- Select **Timesheet Level 1** from the dropdown menu. You will see any timesheets requiring approval under **Actions Required**. You will see any timesheets you have actioned in the last 30 days underneath.

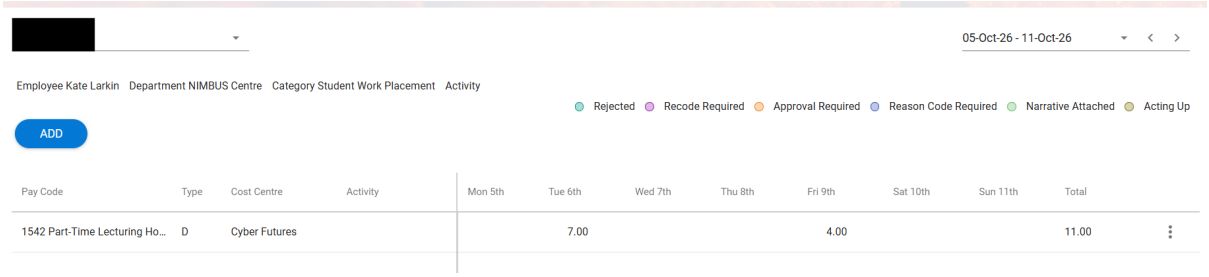


- Click **View** (next to **Actions Required**) to be brought to the approval screen

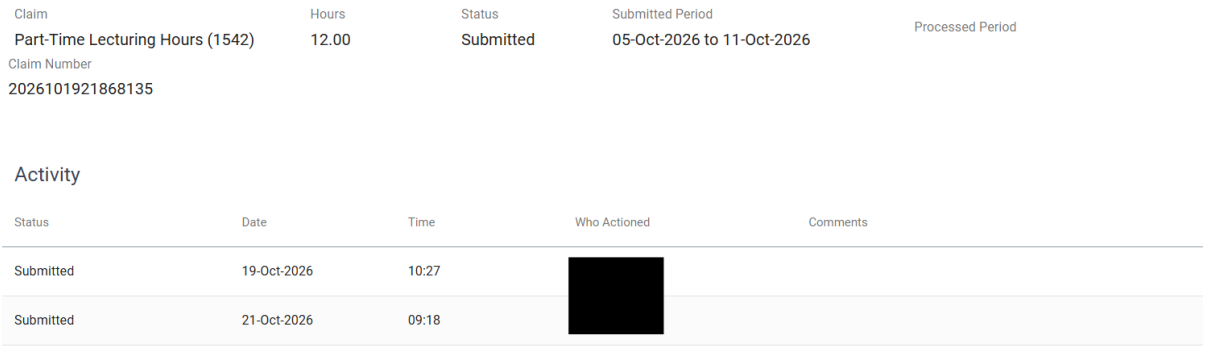
- You can click the three dots next to any claim to action it.



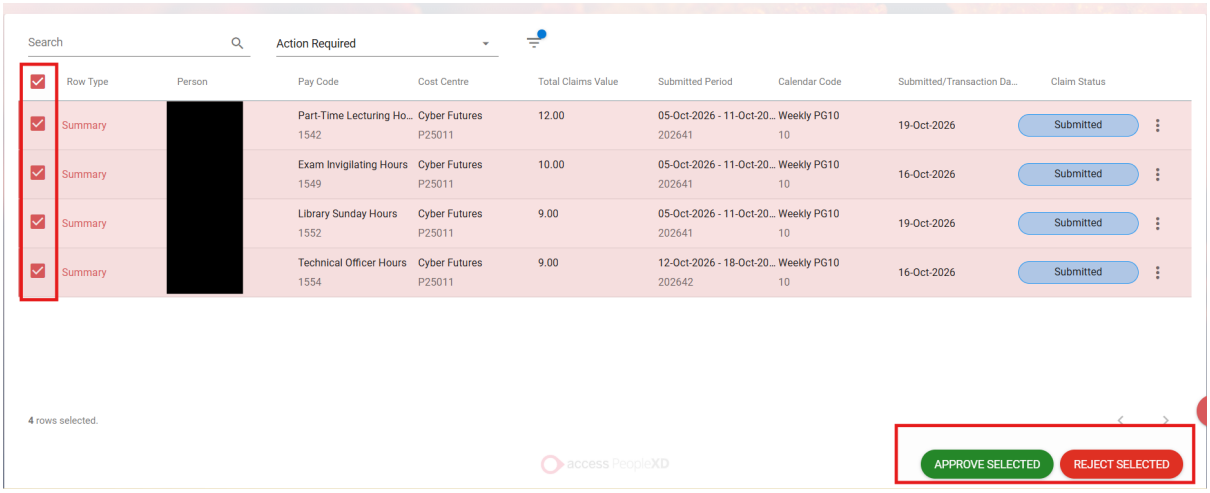
- **Approve** will approve the claim, which will then be sent to HR for final approval before it is paid
- **Reject** will reject the claim, and the submitter will be unable to amend or resubmit this claim. Adding a comment is mandatory when rejecting
- **Return to Employee** will send the claim back to the submitter, where they will be able to amend and resubmit the claim. Adding a comment is mandatory when returning
- **Timesheet** will allow you to view the claim within the calendar week



- **View History** will allow you to view claim details such as when/who actioned it



- Claims can also be approved/rejected in bulk by selecting the box next to each claim. You can then select **Approve Selected/Reject Selected**



Support or Queries: email: hrsystems@mtu.ie