

Core ESS Portal

The Core ESS Portal goes Live this month.

The introduction of **Core ESS Portal** will give all employees access to online **Payslips and P60's** among other data. The intention is that LCETB will cease issuing Payslips in paper format at the end of 2015.

Activate your Portal account

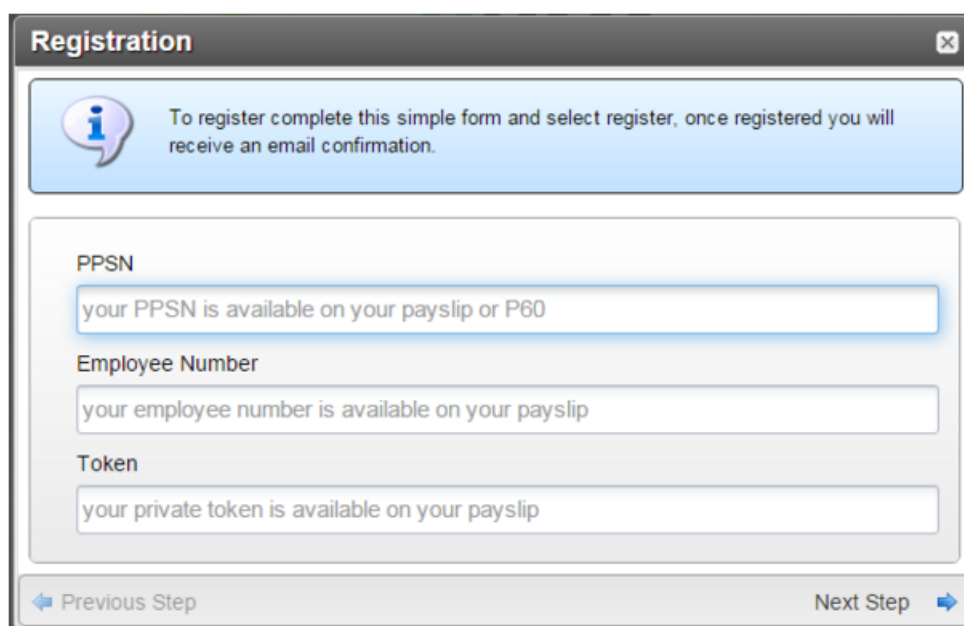
To start using the Core ESS Portal, have your most recent Payslip to hand. All the information you require is on this.

- Go to this website https://portal.etb.ie/pls/coreportal_lcetblive
- Click on "Register for an account"
- Enter your PPS No
- Enter your Employee No
- Enter your Token - see below

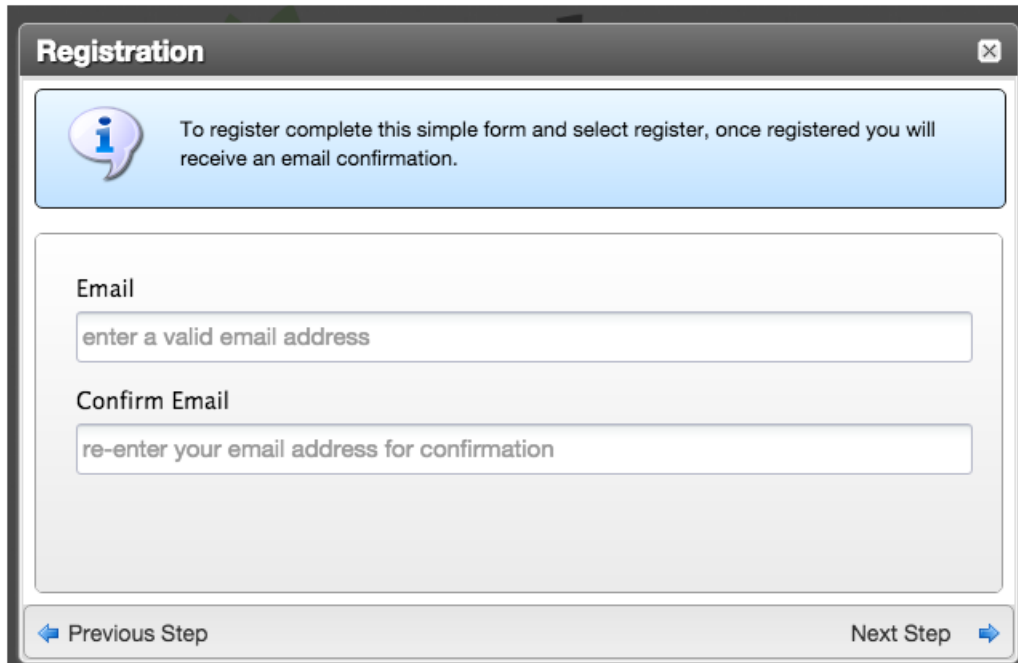
Where to find your Token Key

You should find a message at the bottom of your Payslip reading "**Your ESS registration PIN is XXXXXXXX**".

Please note the Token only appears on your most recent Payslip



The screenshot shows a web browser window titled "Registration". Inside the window, there is a blue information box at the top with a speech bubble icon containing an 'i'. The text in the box says: "To register complete this simple form and select register, once registered you will receive an email confirmation." Below this box is a form with three input fields. The first field is labeled "PPSN" and contains the placeholder text "your PPSN is available on your payslip or P60". The second field is labeled "Employee Number" and contains the placeholder text "your employee number is available on your payslip". The third field is labeled "Token" and contains the placeholder text "your private token is available on your payslip". At the bottom of the form, there are two buttons: "Previous Step" with a left-pointing arrow and "Next Step" with a right-pointing arrow.



Registration

To register complete this simple form and select register, once registered you will receive an email confirmation.

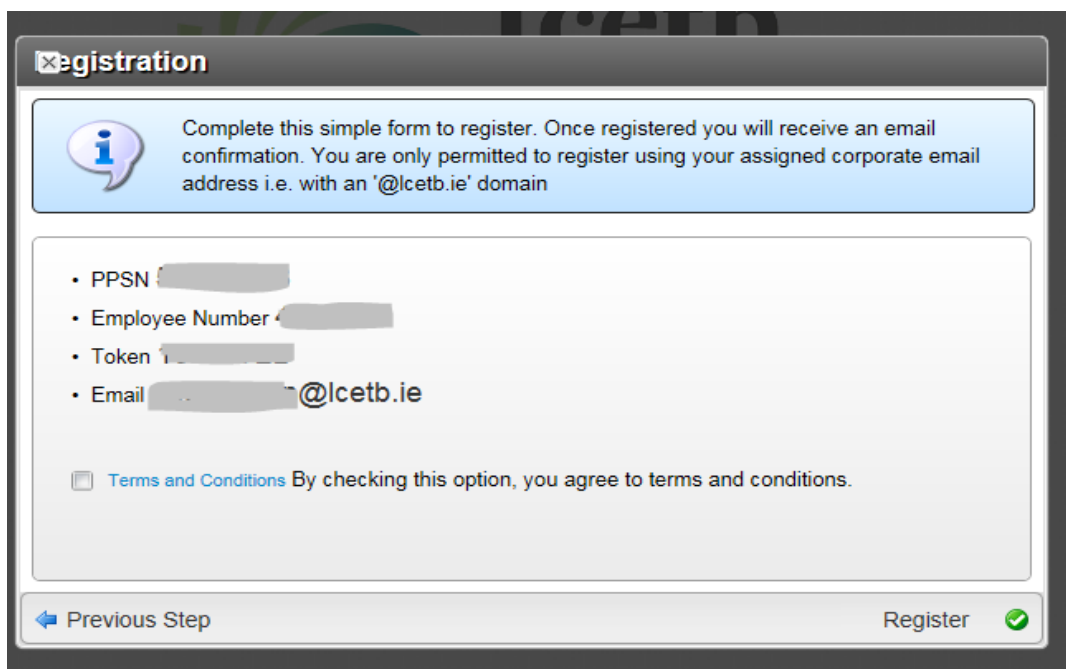
Email
enter a valid email address

Confirm Email
re-enter your email address for confirmation

Previous Step Next Step

Email

Next you will be asked for your email. Please note, **you must use your @lctb.ie address (e.g. joe.bloggs@lctb.ie / joe.m.bloggs@lctb.ie)**



Registration

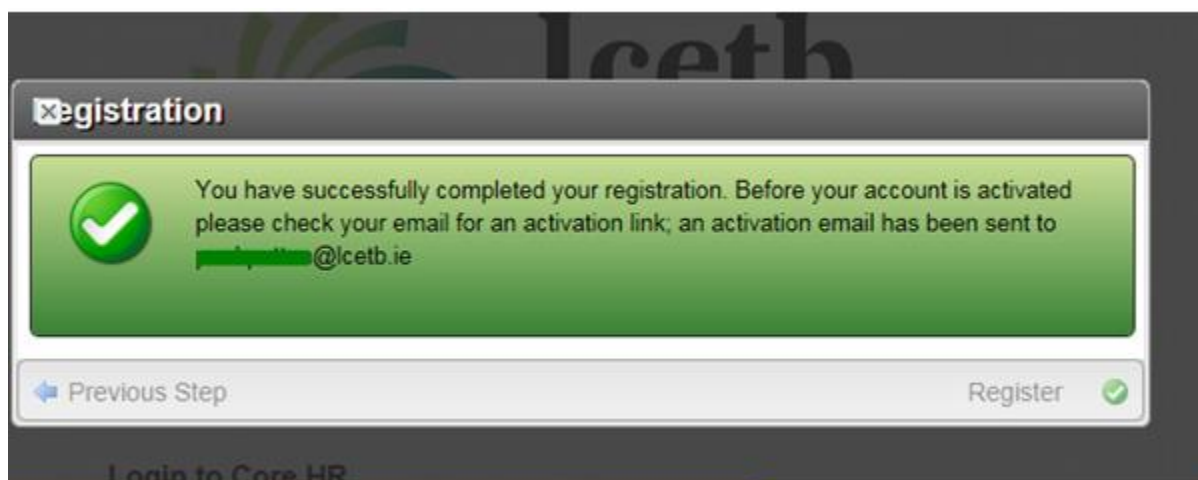
Complete this simple form to register. Once registered you will receive an email confirmation. You are only permitted to register using your assigned corporate email address i.e. with an '@lctb.ie' domain


- PPSN [redacted]
- Employee Number [redacted]
- Token [redacted]
- Email [redacted]@lctb.ie


☐ [Terms and Conditions](#) By checking this option, you agree to terms and conditions.

Previous Step Register

Please read the Terms & Conditions and tick the box
Next click on "Register"






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Set Password


[Back to Login](#)

 Enter your PPSN confirming your identity, create a password you will remember and select set password option below. If you have any questions please contact the IT HelpDesk on [redacted] or helpdesk@core.com


PPSN

Password

Confirm Password

 Set Password

You should receive an activation email to your @lcetb.ie email account.
Click on the link provided in the email.
On this screen you enter your **PPS No** and create your Password.
Please note that the Password must be at least 5 characters long.



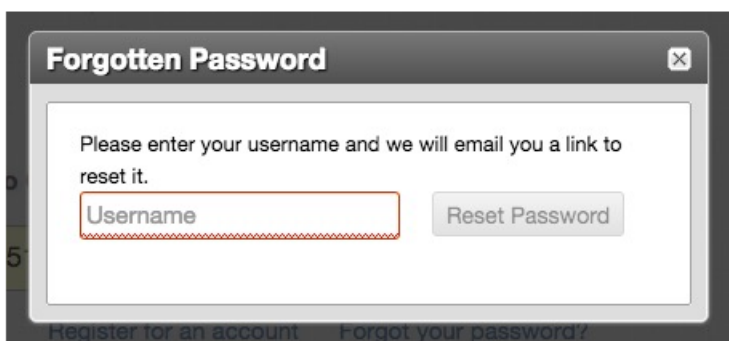
The screenshot shows the Lcetb Core HR login interface. At the top, the Lcetb logo and name are displayed. Below this, the text "Login to Core HR" is shown. There are two input fields: "Username" and "Password". To the right of the "Password" field is a "Sign In" button. Below the input fields, there are two links: "Register for an account" and "Forgot your password?". At the bottom, it says "Powered by core".

Entering Portal

To access Portal, you need your Username & Password.

Please note;

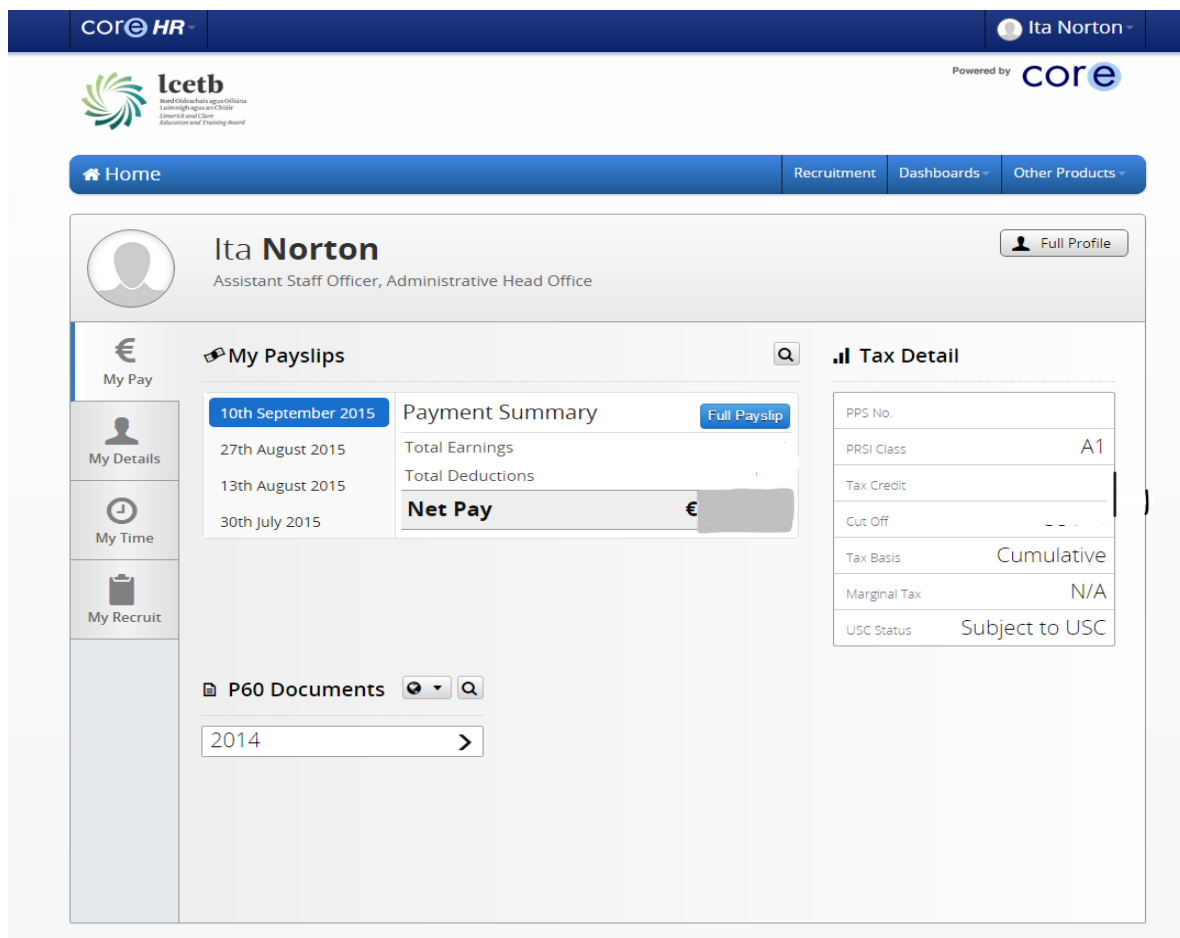
- **The Username is your Employee Number** (On your Payslip)
- The **Password** you set at registration above.



The screenshot shows a "Forgotten Password" dialog box. It has a title bar with a close button. The main text says "Please enter your username and we will email you a link to reset it." Below this text is a "Username" input field and a "Reset Password" button. At the bottom of the dialog box, there are two links: "Register for an account" and "Forgot your password?".

If you forgot your Password, click the link on the Sign in page and follow the instructions on screen.

Again, the **Username is your Employee number.**



The screenshot shows the Core ESS Portal interface for user Ita Norton. The top navigation bar includes 'Home', 'Recruitment', 'Dashboards', and 'Other Products'. The user's profile is displayed as 'Ita Norton, Assistant Staff Officer, Administrative Head Office'. The 'My Pay' section is active, showing a list of recent payslips: 10th September 2015, 27th August 2015, 13th August 2015, and 30th July 2015. The 'Payment Summary' for the 10th September 2015 payslip is shown, including 'Total Earnings', 'Total Deductions', and 'Net Pay'. A 'Full Payslip' button is available. To the right, the 'Tax Detail' section shows various tax-related information: PPS No., PRSI Class (A1), Tax Credit, Cut Off, Tax Basis (Cumulative), Marginal Tax (N/A), and USC Status (Subject to USC). Below the payslip list, there is a 'P60 Documents' section with a search icon and a dropdown menu showing '2014'.

Your Employee Dashboard - My Pay

When you login you will see a number of areas. The first shows your Pay details.

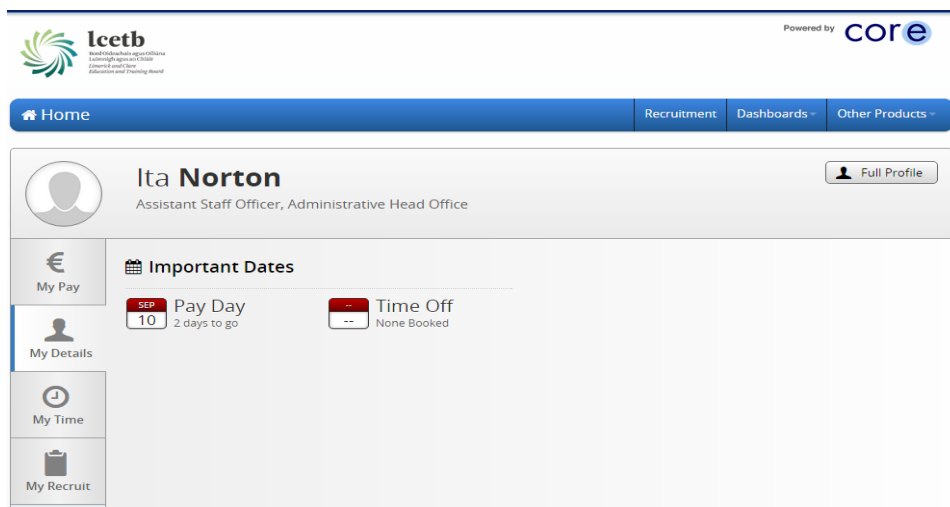
Here you can view your 4 most recent Payslip summary.

To see a detailed Payslip, click on **Full Payslip**

To view your Pay History and all previous Payslips, click on the magnifying glass icon

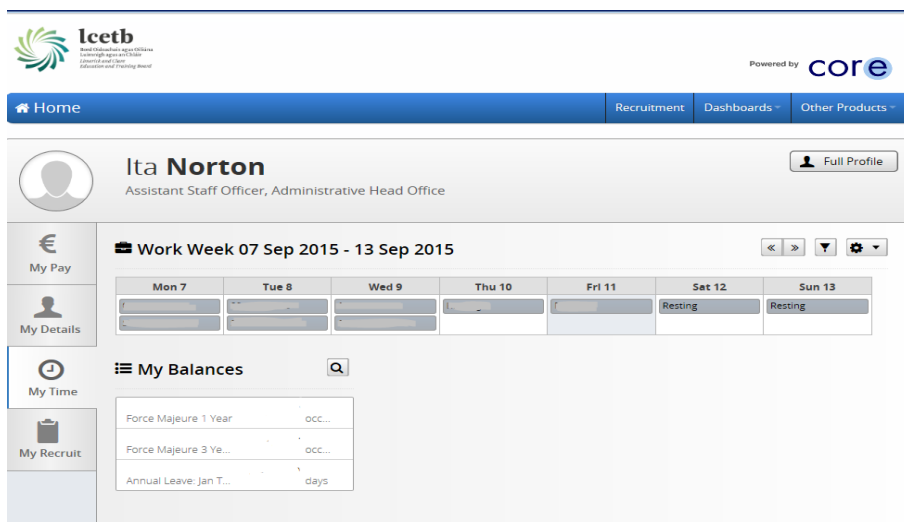
You can also view and print your most recent P60s from this page.

Please note that you can only go back to when your payroll data started on the Core|Pay system.



Your Employee Dashboard - My Details

In the My Details tab, you will see information on important dates such as Next Payment Date.





Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
					Resting	Resting

My Balances	
Force Majeure 1 Year	occ...
Force Majeure 3 Ye...	occ...
Annual Leave: Jan T...	days


Your Employee Dashboard - My Time

This TAB is not currently active but will eventually show details of your Working Week and certain Personnel Balances when populated.

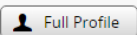



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Ita Norton
Assistant Staff Officer, Administrative Head Office





My Pay



My Details



My Time




My Recruit

Recently Opened Vacancies



**17-AUG-15**
Posted

**10-SEP-15**
Closes

Your Employee Dashboard - My Recruit

Portal will carry information for all Job Vacancies in LCETB. Internal Staff will be able to apply for these vacancies by using the Apply button on Portal.

Please note that once you register, you will no longer receive a paper payslip.

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Common Portal Queries

Q. Can I change my Password?

A. Yes, you can change your Password using the change password functionality

Q. When is my payslip available?

A. You can check your payslips at any time

Q. Does the Online Payslip service time out?

A. Yes, for security reasons the service will terminate if inactive for a certain number of minutes.

Q. How far back are they available?

A. Archived payslips will be available based on the history contained within the Core|Pay module.

Q. Is the Online Payslips system secure?

Yes, this service is deployed using SSL (secure socket layers), an industry standard for encrypting data transmission over networks. When the Online Payslip service is activated, you will be using your own network password to log into it. This will mean you do not have another password to have to remember. **Remember** - it is imperative that you keep your password confidential and secure.

Q. Will Banks and Financial Institutions accept a printed version of my Online Payslip as proof of payment?

Yes, Banks and Financial Institutions will accept a print out of the online payslip as proof of payment.

Please note that once you register, you will no longer receive a paper payslip.