



## 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](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***

**Registration**

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

**PPSN**  
your PPSN is available on your payslip or P60

**Employee Number**  
your employee number is available on your payslip

**Token**  
your private token is available on your payslip

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### Registration

**Info** 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 @lcetb.ie address (e.g. [joe.bloggs@lcetb.ie](mailto:joe.bloggs@lcetb.ie) / [joe.m.bloggs@lcetb.ie](mailto:joe.m.bloggs@lcetb.ie))**

### Registration

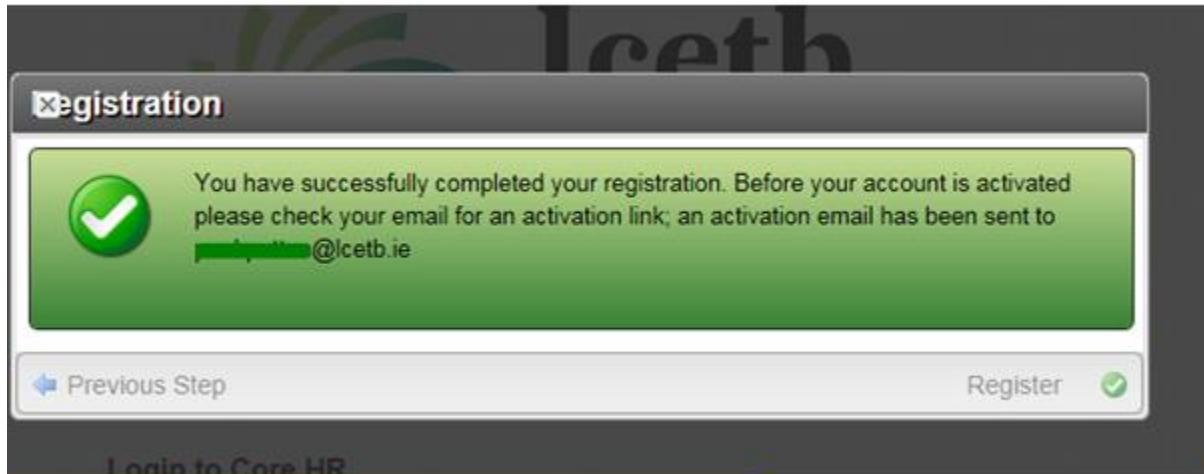
**Info** Complete this simple form to register. Once registered you will receive an email confirmation. You are only permitted to register using your assigned corporate email address i.e. with an '@lcetb.ie' domain

• PPSN [REDACTED]  
• Employee Number [REDACTED]  
• Token [REDACTED]  
• Email [REDACTED]@lcetb.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"



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@lcetb.ie](mailto:helpdesk@lcetb.ie)

PPSN

your PPSN is available on your payslip or P60

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.**



**lcetb**

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Luimnígh agus an Chláir  
Limerick and Clare  
Education and Training Board

Core Employee Self Service Portal (Core ESS Portal)

Registration Instructions

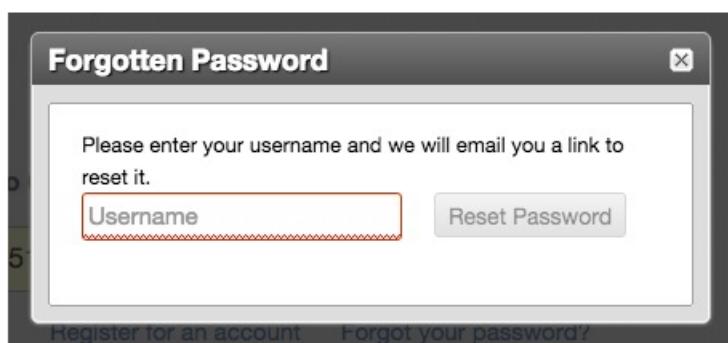


## Entering Portal

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.



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 Ita Norton. The top navigation bar includes the Lcetb logo, a user profile for Ita Norton, and the text "Powered by core". The main content area is the "My Pay" dashboard for Ita Norton, Assistant Staff Officer, Administrative Head Office. The dashboard features a sidebar with links for "My Pay", "My Details", "My Time", and "My Recruit". The main content area is divided into three sections: "My Payslips" (listing 10th September 2015, 27th August 2015, 13th August 2015, and 30th July 2015), "Tax Detail" (showing PPS No. A1, PRSI Class A1, Tax Credit, Cut Off, Tax Basis Cumulative, Marginal Tax N/A, and USC Status Subject to USC), and "P60 Documents" (listing 2014).

## Your Employee Dashboard - My Pay

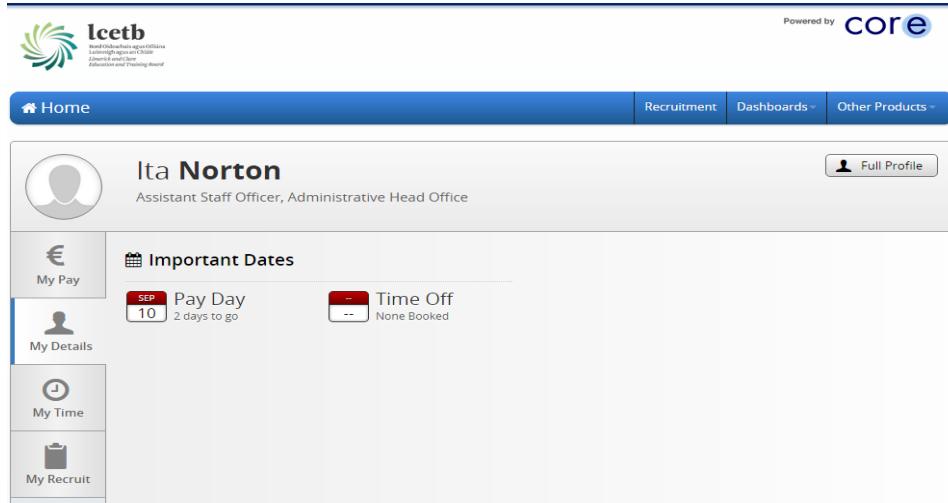
When you login you will see a number of areas. The first shows your Pay details. Here you can view your 4 most recent Payslip summary.

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.

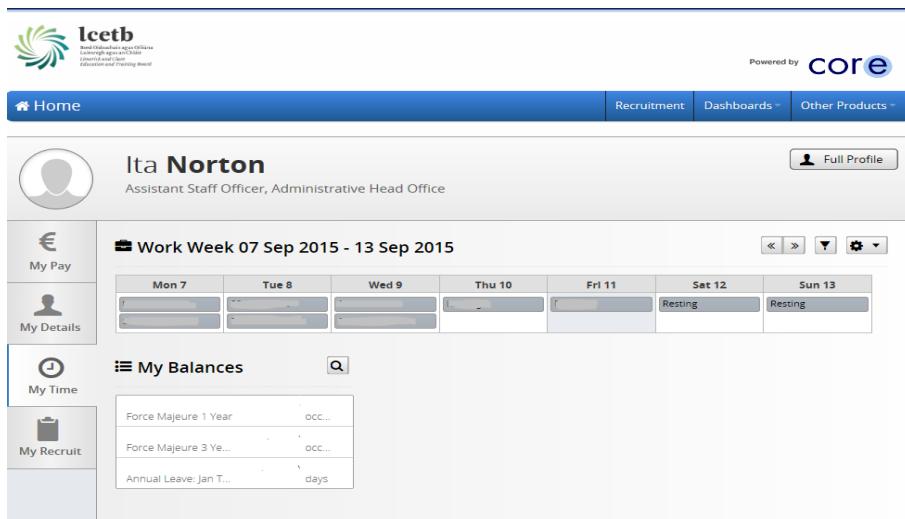
Please note that you can only go back to when your payroll data started on the Core|Pay system.



The screenshot shows the 'My Details' tab of the employee dashboard. At the top, there is a navigation bar with 'Home', 'Recruitment', 'Dashboards', and 'Other Products'. Below the navigation bar, the user's profile is displayed: Ita Norton, Assistant Staff Officer, Administrative Head Office. To the right of the profile is a 'Full Profile' button. On the left, there is a sidebar with tabs: 'My Pay' (selected), 'My Details' (selected), 'My Time', and 'My Recruit'. In the main content area, there is a section titled 'Important Dates' showing 'Pay Day' (Sep 10, 2 days to go) and 'Time Off' (None Booked). The 'My Details' tab also displays a 'Work Week 07 Sep 2015 - 13 Sep 2015' calendar and 'My Balances' table.

## Your Employee Dashboard - My Details

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



The screenshot shows the 'My Time' tab of the employee dashboard. At the top, there is a navigation bar with 'Home', 'Recruitment', 'Dashboards', and 'Other Products'. Below the navigation bar, the user's profile is displayed: Ita Norton, Assistant Staff Officer, Administrative Head Office. To the right of the profile is a 'Full Profile' button. On the left, there is a sidebar with tabs: 'My Pay' (selected), 'My Details' (selected), 'My Time' (selected), and 'My Recruit'. In the main content area, there is a section titled 'Work Week 07 Sep 2015 - 13 Sep 2015' showing a calendar with 'Resting' days. Below the calendar is a section titled 'My Balances' with a table showing Force Majeure and Annual Leave details.

## 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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Leabharlann agus Chúlair  
Education and Library  
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# Ita Norton

Assistant Staff Officer, Administrative Head Office

 [Full Profile](#)

 [My Pay](#)

 [My Details](#)

 [My Time](#)

 [My Recruit](#)

## Recently Opened Vacancies

17-AUG-15	10-SEP-15	 <a href="#">View Detail</a>	 <a href="#">Apply</a>
Posted	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.**