User guide for StaffConnect

URL for logging into StaffConnect:

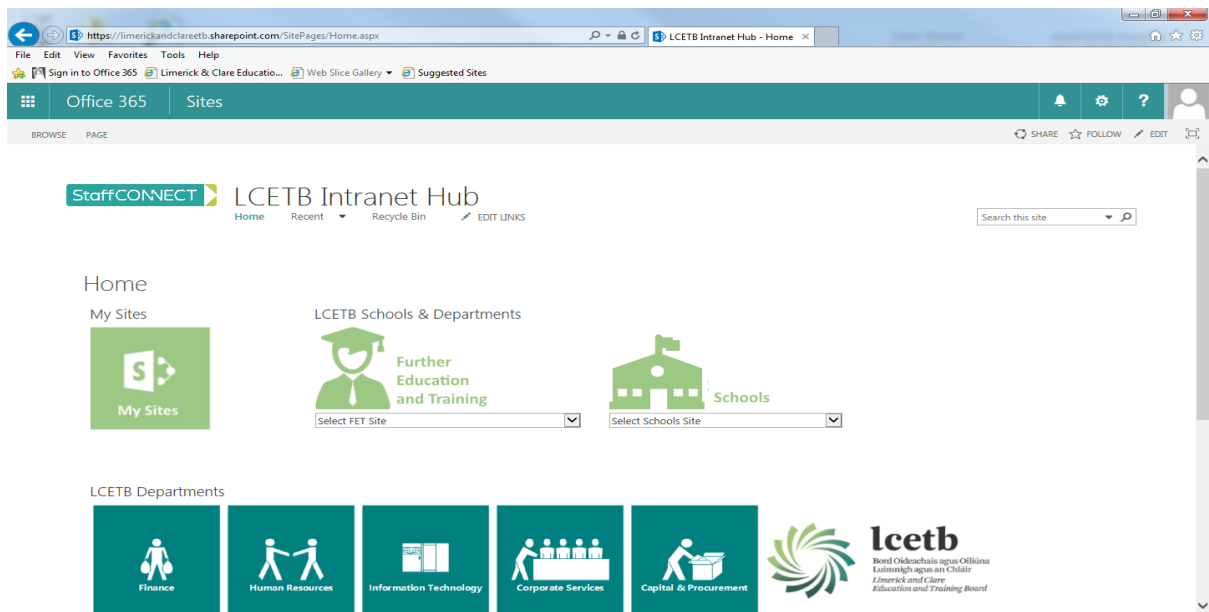https://limerickandclareetb.sharepoint.com/SitePages/Home.aspx

You can also login into StaffConnect through our website: www.limerickclare.etb.ie

Login page:

Enter your LCETB email and password and sign in.

Choose your required Site/Department from below:

FET – Further Education Division

When you go to the Home Screen and select your department (e.g. FET Division) the menu below will show up. Select the one you want (FET Division)

The page below will appear. Here you will have access to anything that relates to Further Education.

Other Sample Sites Further Ed.

Northside YEC

Overview

Northside Youthreach is a 25 place centre based at Watch House Cross in Moyross in Limerick City. The centre offers early school leavers between the age of 15 and 20 the opportunity to complete QQI Level 3 Full Certificate in General Learning, the Junior Certificate and Leaving Certificate Applied. Learners are primarily from the Northside of Limerick City. As part of our programmes we also offer a wide ranging Work Experience programme, counselling supports and outdoor activities.

Junior Certificate Results 2014

QQI Awards Day 2014

BTEI Clare

BTEI STAFF NOTICE BOARD

Welcome to Co. Clare's Back To Education Initiative (BTEI). The BTEI offers flexible learning opportunities to Adults and Young People throughout the county. This area is to help all staff to find information at the press of a button and to inform them of upcoming events.

Calendar of Events

LCETB Post Primary Schools: Click on your required school.

Sample of School site

Office 365 | Sites

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LCETB Departments

Finance   Human Resources   Information Technology   Corporate Services   Capital & Procurement

lcetb
Bord Oideachais agus Oiliúna
Luimnigh agus an Chláir
Limerick and Clare
Education and Training Board

Newsfeed

Start a conversation

It's pretty quiet here. Invite more people to the site, or start a conversation.

Each Department in the Limerick and Clare ETB has its own site.

Human Resources: Click on the Human Resources Department site.

In this section you will find all relevant HR Policies. It also has all HR forms these include:-

Adoptive Leave

Authorised Absence

Career Break

Carers Leave Application

Force Majeure Leave

Job Sharing Application

Maternity Leave

Marriage or Civil Partnership

Parental Leave

Paternity Leave

Post of Responsibility Report

Retirement Notification

Shorter Working Week

 Study/Examination Leave

From the drop-down list click on relevant form. Form will then open to be completed. Complete all required fields and click submit.

*Please note completing the form correctly lies on the user as picking the correct centre location determines who the form will be sent to for approval.

All boxes marked with an asterix need to be completed.

NB* Before completing any form please familiarise yourself with the relevant Circular applicable to the form you wish to complete.

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StaffCONNECT

Home   LCETB Intranet Hub   ✎ EDIT LINKS

Human Resources

Home
Calendar
Site Contents
Recycle Bin

✎ EDIT LINKS

Dear Colleague

Welcome to the Human Resources Section of StaffConnect.

The Human Resources Section provides a comprehensive service to support management and staff. We promote the core values of respect, dignity, integrity, responsibility, trust and inclusivity in our people practices.

Our aim is to have best practice HR structures, policies and procedures which underpin the shared values and the excellence for which Limerick and Clare ETB strives as a leading public sector organisation.

As a people oriented and learning organisation we want to have a professional/personal development approach which we believe adds value to customer service, staff morale and staff motivation.

StaffConnect is a new feature on our website and I hope you find this a useful resource. In addition to giving easy access to HR policies it also provides a facility to apply online when required to complete HR related application forms. . Most of the HR forms that you will need to access are now available in electronic format and are as listed on the left side of this page. Available forms should be completed and submitted on line via StaffConnect. If the HR form you require is not available please contact hr@lcetb.ie.

Prior to the completion of any application form it is very important that you read the relevant circular letter which will be available on www.education.ie

StaffConnect is intended to introduce a more convenient and efficient service for all concerned but as the process is new please bear with us as we continue to develop and expand on the opportunities to use StaffConnect to its full potential.

Our IT Section will be communicating directly with staff in relation to the use of this facility, they are available to provide training as required and are contactable on : It@lcetb.ie.

The contribution of each staff member is valued and my wish for you is that you experience both reward and challenge and derive much satisfaction and personal fulfilment in your role with LCETB.

The HR Team look forward to working closely with you and supporting you into the future.

Yours sincerely,

Shelagh Graham

Head of Human Resources

HR Circular Letters & Policies

⊕ New   ⬆ Upload   ⟳ Share

✓ ☐ Name   Modified   Modified By
      📁 HR Policies   ⋯ March 30   ☐ Brendan Ryan
      📄 Document   ⋯ July 15   ☐ Bernie Kelleher

Office 365   Sites

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⊕ New   ⬆ Upload   ⟳ Share

✓ ☐ Name   Modified   Modified By
      📁 HR Policies   ⋯ 30 March   ☐ Brendan Ryan
      📄 Document   ⋯ 15 July   ☐ Bernie Kelleher

Drag files here to upload

Go to HR forms

Choose your form
Adoptive Leave
Authorised Absence
Career Break
Carers Leave Application
Force Majeure Leave
Interview Board Member Fee Claim
Job Sharing Application
Maternity Leave
Marriage or Civil Partnership
Overtime Out of hours Request
Parental Leave
Paternity Leave
Post of Responsibility Report
Retirement Notification
Shorter Working Week
Study/Examination Leave

Choose Core HR Forms ▾

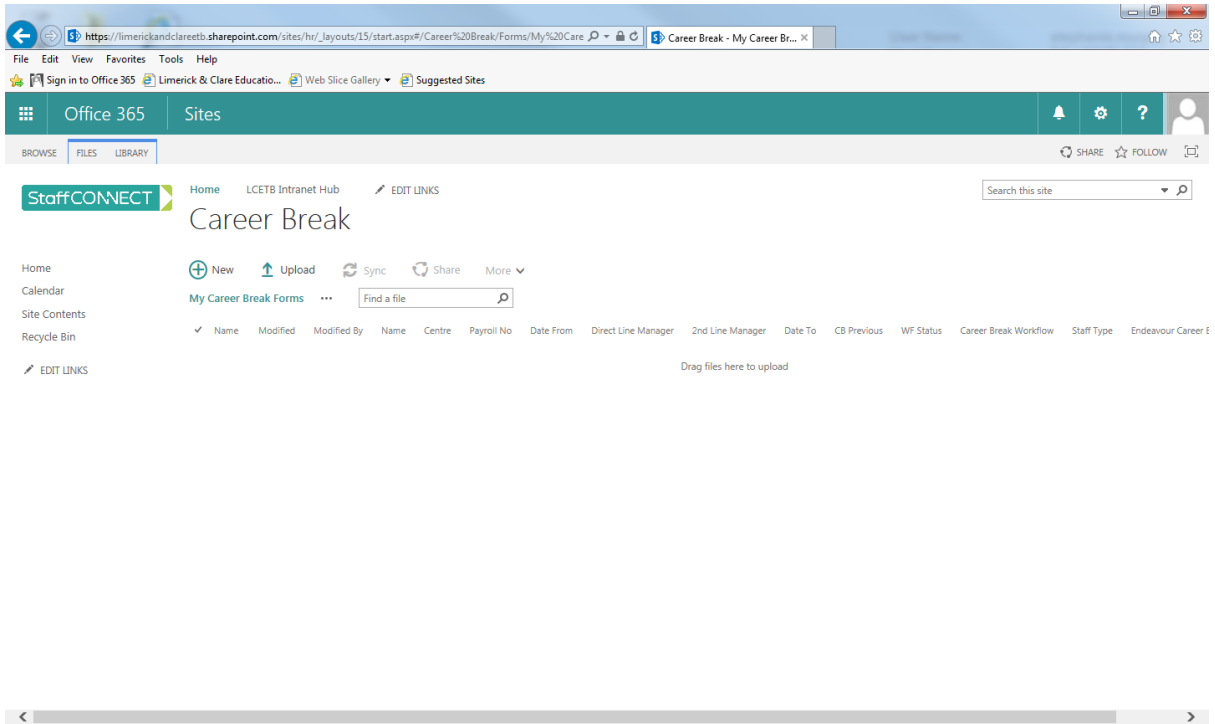...p with HR forms

...issue submitting a form

...cant find the form you need or want to check on the
hr@lcetb.ie with your specific query.

Click on the form you require. i.e. Career Break. Then click on +NEW

Then the Form you require will open.

When you have completed the form click submit , it will then go to your line manager for approval and once they have approved it, it will go to relevant staff in HR.

Sample Forms

Adoptive Leave

Authorised Leave Request Form

Carer's Leave Application

Force Majeure Leave

Information Technology Department: Click on the Information Department Site

In this you will find information about the IT Department and its role within the LCETB. You will also find the Electronic Devise Request Form. Click on same and then new.

Please note completing the form correctly lies on the user as picking the correct centre location determines who the form will be sent to for approval

If you are currently with a different provider than Three you will also need to complete the port authorisation form. This form will need to be downloaded, completed and sent to I.T.

THREE Port Form

Mobile number portability customer authorisation form

(Authorising a customer to port their mobile number from another mobile network to Three)
Three Ireland Services (Hutchison) Limited, 28/29 Sir John Rogerson's Quay, Dublin 2, Ireland. Tel: 1913 Fax: 1800 333 086 Registered in Ireland No. 234895

Dealer Code: _____

Mobile number you wish to port:

(a) Porting number

(b) New number from pack

Call 1913 with any queries

Company Name or Customer Name:

THREE Business Direct Handset Repair Form

Three Business Direct Handset Repair Form.

Once you have filled this form in full, please email it to businessrepairs@sbe-ltd.ie. Please place the completed form and faulty handset in a padded envelope and leave it at your premise's reception to be collected. If your request is received before 4pm, this will be collected the next working day.

Have you backed up your data?
• A software update will be performed which will wipe all data from your handset.
• We do not require the Sim Card or Memory Card unless your fault is related to either.
• If you are sending in an iPhone, please deactivate "Find my iPhone" and remove all passcodes from the device.

Date:

*Handset IMEI number:
(dial *#06# on dialpad or found under the battery, on the back of the phone or on the SIM tray) (15digits)

Handset Manufacturer:

Handset Model:

*Fault description details:
(Only reported faults will be repaired)

*Username:

*Company Name:

*Address Line 1:

Address Line 2:

Corporate Services Department. Click on Corporate Services Department Site.

In this site you will find information about Corporate Services role within the LCETB. You will also find forms relating to Incident Accident Reports, Hazard Identification Report etc.

The forms you will find in this section are:-

- Breach Management Report
- Customer Communication Log
- Hazard Identification Report
- Incident Accident Report
- Pregnant Workers Risk Assessment
- Work Experience Risk Assessment

Choose your form and click NEW.

Please note completing the form correctly lies on the user as picking the correct centre location determines who the form will be sent to for approval

Breach Management Report Form

Customer Communication Log Form

Hazard Identification Report Form

Incident/Accident Report Form

Pregnant Worker's Risk Assessment

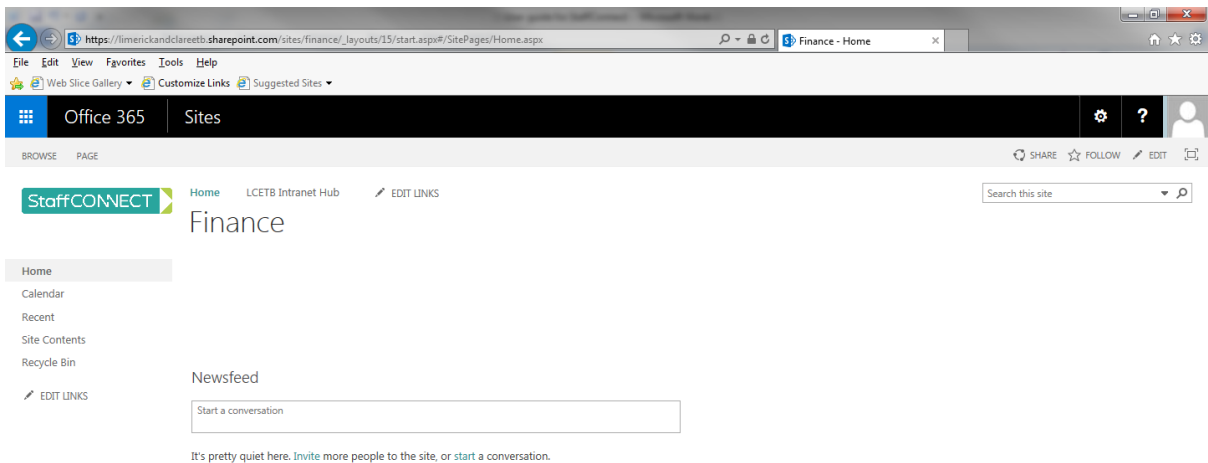## Work Experience Risk Assessment Form

Capital & Procurement Department. Click on Capital & Procurement Department Site.

In this site you will find information about Capital & Procurements role within the LCETB.
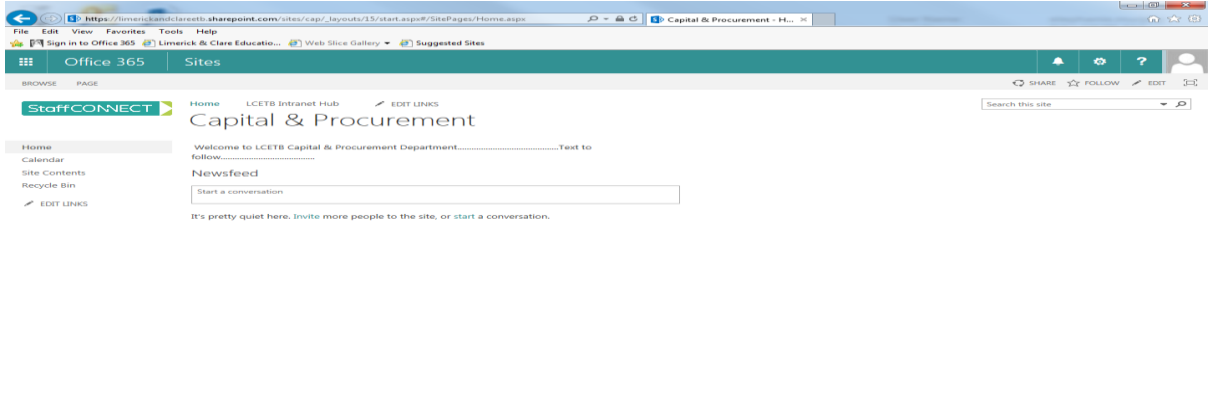
Finance Department. Click on Finance Department Site.

In this site you will find information about Finance role within the LCETB.

If you have difficulties logging into or using Staffconnect please contact the IT department at it@lcetb.ie or log a ticket on the Formula Networks Helpdesk http://helpdesk.formulanetworks.ie/