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.
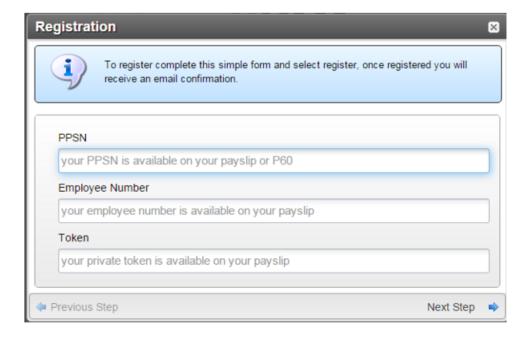
Activate your Portal account

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
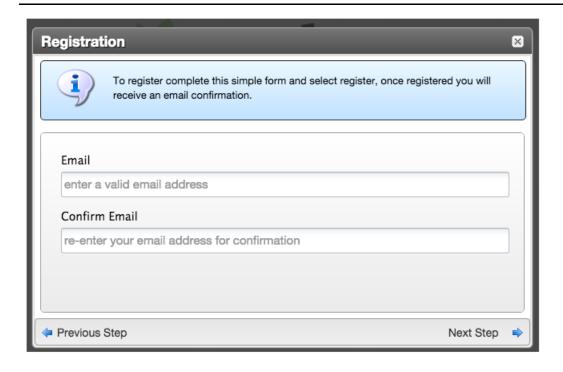- Enter your Token - see below

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

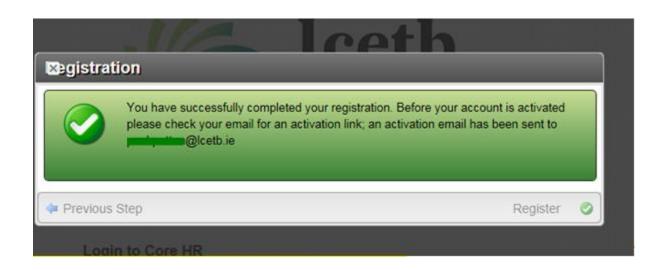*Please note the Token only appears on your most recent Payslip*

Email

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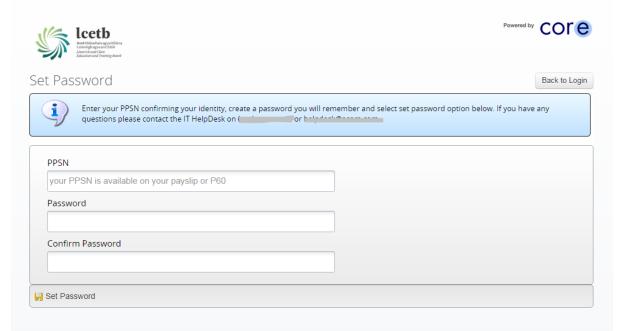

Please read the Terms & Conditions and tick the box
Next click on "Register"

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**.
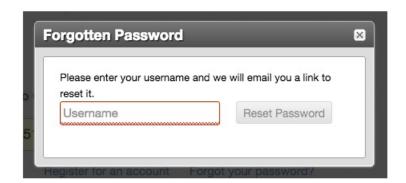**Please note that the Password must be at least 5 characters long.**

Entering Portal

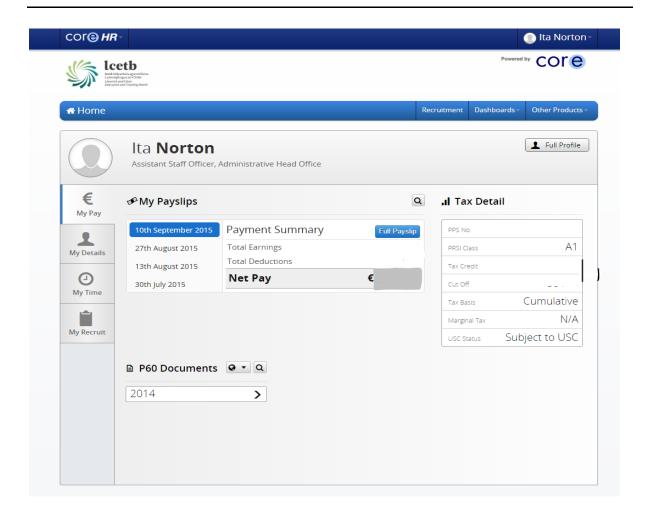To access Portal, you need your Username & Password.

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.**

Your Employee Dashboard - My Pay

When you login you will see a number of areas. The first shows your Pay details.
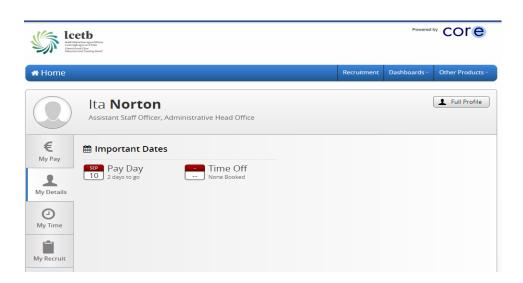Here you can view your 4 most recent Payslip summary.
To see a detailed Payslip, click on **Full Payslip**
To view your Pay History and all previous Payslips, click on the magnifying glass icon

You can also view and print your most recent P60s from this page.
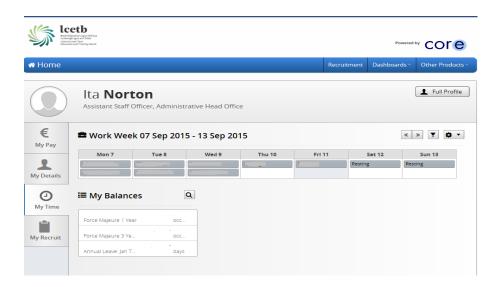Please note that you can only go back to when your payroll data started on the Core|Pay system.

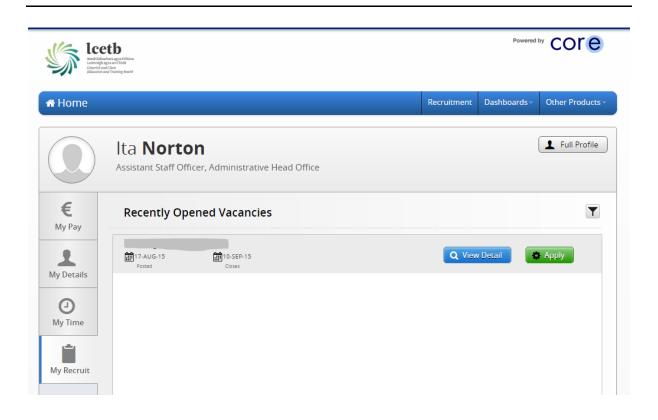## Your Employee Dashboard - My Details

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

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.

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.

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.