Core ESS Portal

The upgraded version of Core ESS Portal went live in July 2020.

Core ESS Portal gives all employees access to online **Payslips and P60's** along with other data.

Activating your Portal account

New employees, to activate your Core ESS Portal account for the first time you will receive a letter from our ICT Department with your username (which is your employee ID) and a password.

- Go to this link: https://my.corehr.com/pls/coreportal_lcetbp/
- Enter your Employee ID
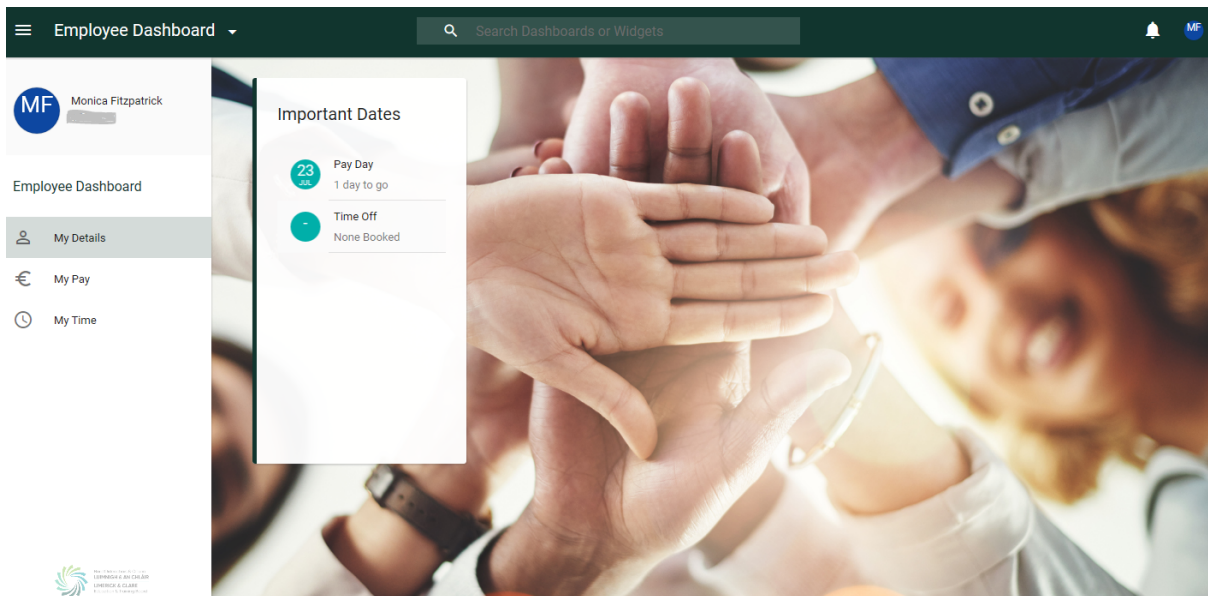- Enter your Password
- Sign In

V28 Core Portal – Login

Enter Employee ID and Password

If you did not receive or have forgotten your employee ID or password, please contact the HR Department on (061) 442 100 or email coreportal@lcetb.ie

Select My Pay to access Payslips

To see Full Payslip select Full Payslip

Full Payslip

To Print Payslip select   DOWNLOAD PDF

Select Open   What do you want to do with My Payslip 16-JUL-20.pdf (183 KB)?   Open   Save   ^   Cancel   ×
From: my.corehr.com

Select Printer symbol highlighted at the top of screen and print payslip

To access all Payslips select VIEW ALL
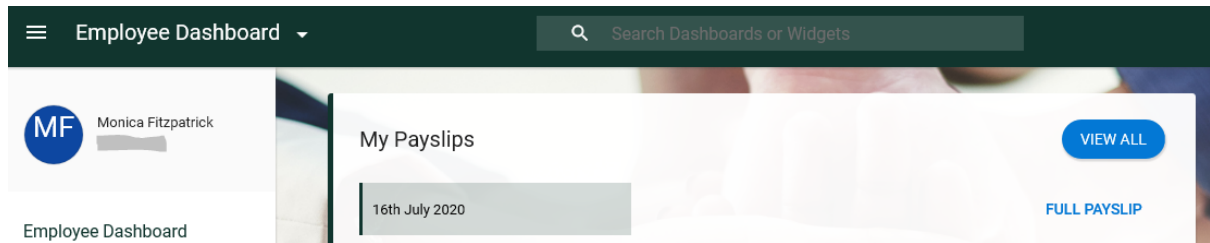
To move to the Next Page of payslips, use > at the bottom right of screen.
Select VIEW to open each payslip.

Date Paid	Week No	Run Type	Pay Method	Bank Details	Net Pay	
16th July 2020	202024	Main	Paypath			VIEW
3rd July 2020	202022	Main	Paypath			VIEW
14th May 2020	202020	Main	Paypath			VIEW
30th April 2020	202018	Main	Paypath			VIEW
16th April 2020	202016	Main	Paypath			VIEW
2nd April 2020	202014	Main	Paypath			VIEW
19th March 2020	202012	Main	Paypath			VIEW
5th March 2020	202010	Main	Paypath			VIEW

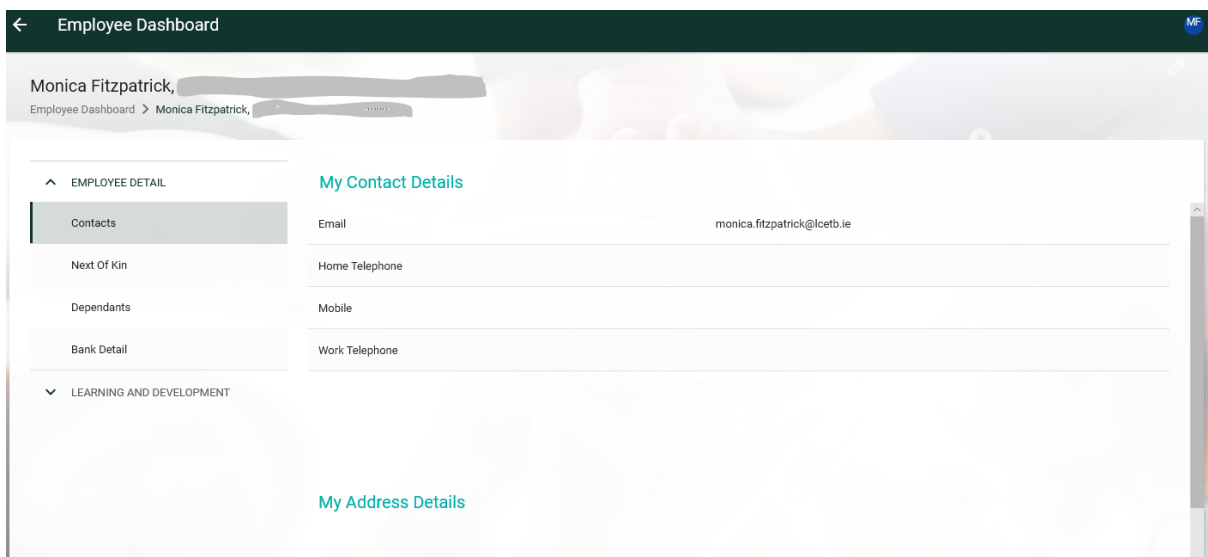1 - 8 of 349

To Return to the Previous Page on the Employee Dashboard, select the ← on top left hand corner

On the Employee Dashboard you can also access your Profile by moving your mouse over your initials on the top right hand side of the screen and selecting My Profile.
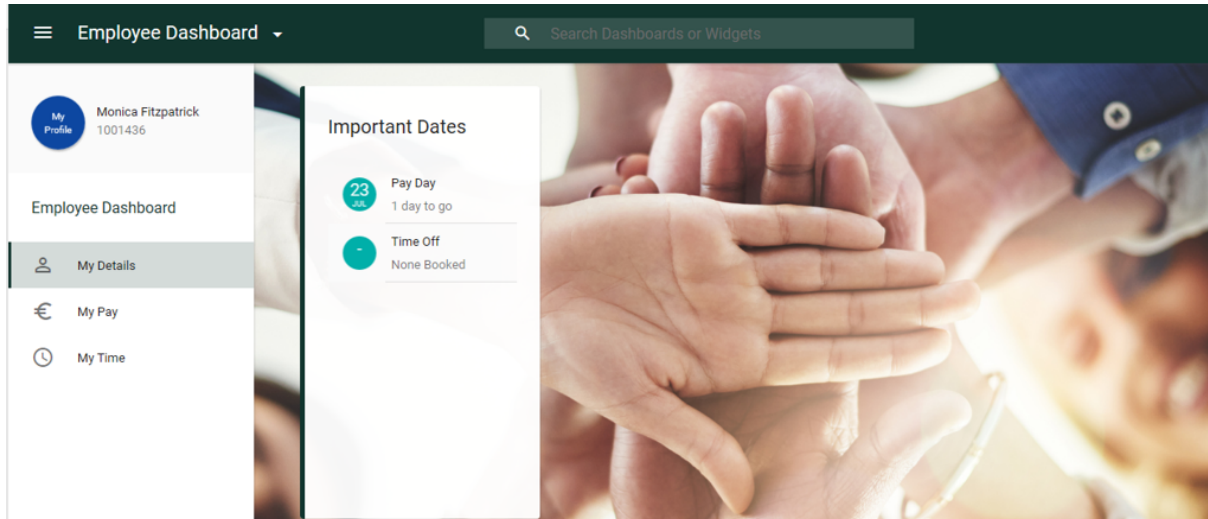
The next screen below appears.

From this screen you will be able to change your Bank Details by selecting Bank Detail. Then select VIEW

EMPLOYEE DETAIL	My Bank Detail				
Contacts	Account Type	Bank Detail	BIC	IBAN	
Next Of Kin	Pay				VIEW
Dependants					
Bank Detail					
LEARNING AND DEVELOPMENT					

Enter new Bank Details and tick the box *'I accept that saving will update my bank details'* and select Save.

Bank Account Information

BIC *
Aib Bank

IBAN *

Confirm IBAN *

Bank Account Information

Sort Code *
Aib Bank (935247)

Account Number

Confirm Account Number

☐ I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.
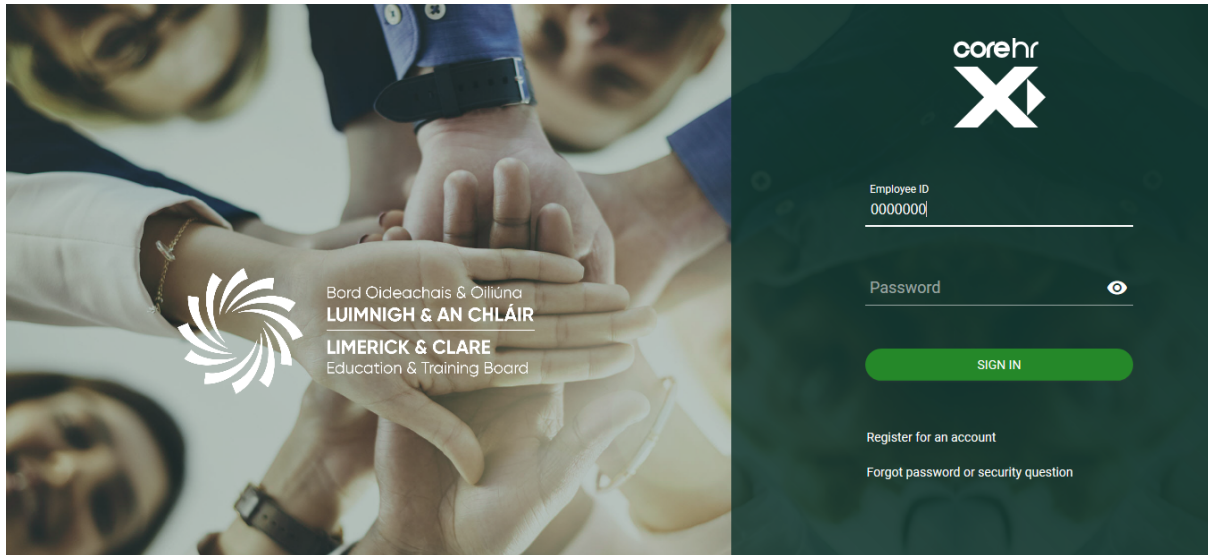
SAVE

For help on Core Portal or information on accessing your Payslips or changing your Bank Details, please contact the HR Department on (061) 442 100 or email coreportal@lcetb.ie.
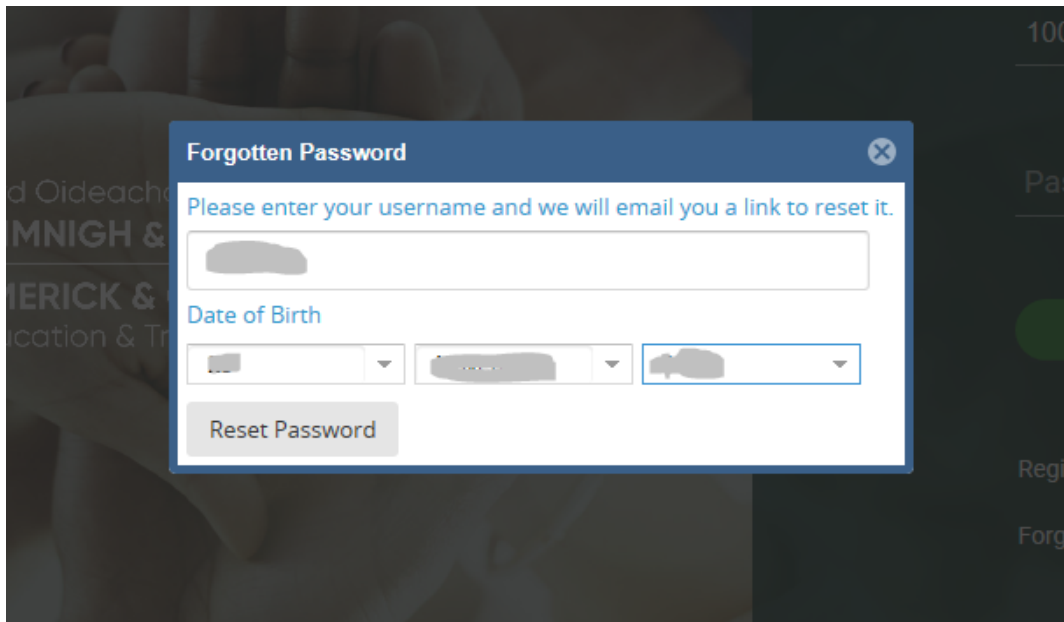
Core Portal – Resetting Password

Enter Employee ID and select **Forgot password or security question**
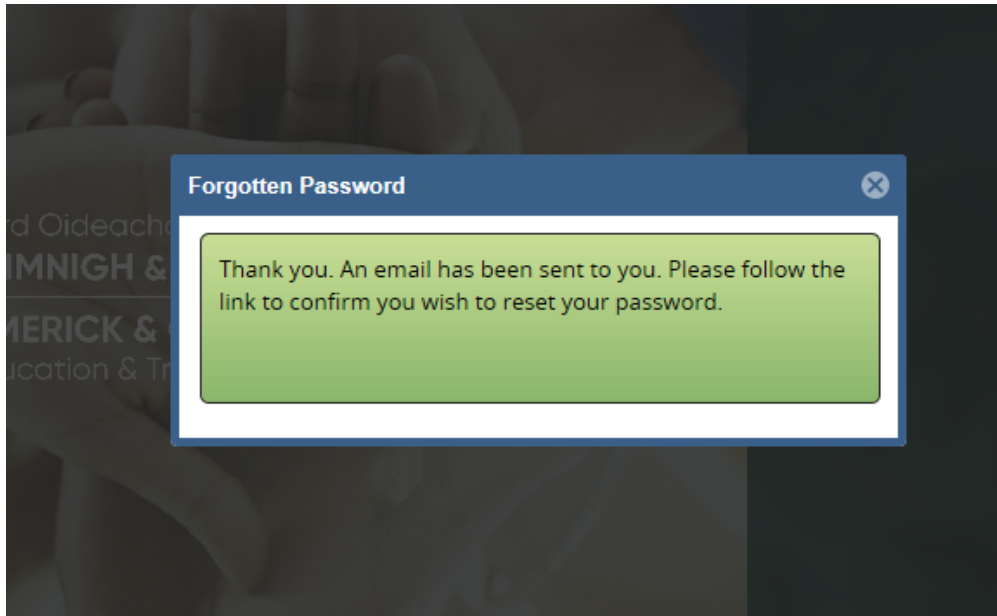

Enter Employee ID and Date of Birth and select **Reset Password**

Forgotten Password message will appear

Note: if an email does not come to your lcetb.ie domain email address, please check your spam/junk folder. In the event the email does not arrive, please contact the HR Department on (061) 442 100 or email coreportal@lcetb.ie.