



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



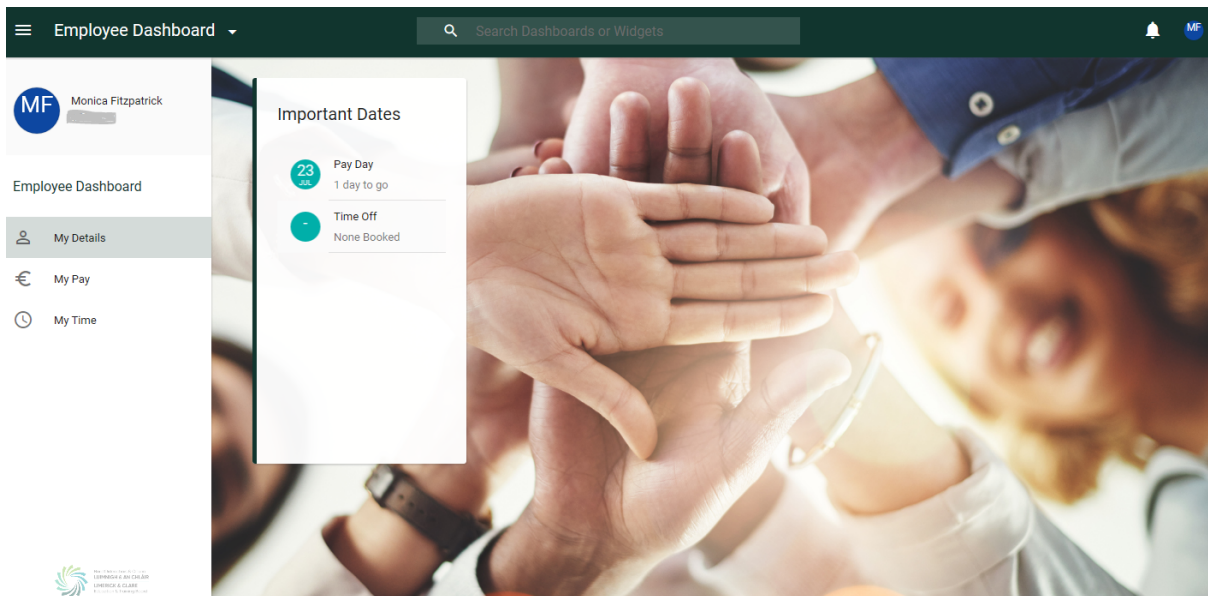


Enter Employee ID and Password

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@lcebtb.ie



Select My Pay to access Payslips





To see Full Payslip select **Full Payslip**

The screenshot shows the 'Employee Dashboard' for Monica Fitzpatrick. The 'My Payslips' section lists several dates with corresponding 'Total Earnings', 'Total Deductions', and 'Net Pay' values. A 'VIEW ALL' button is present for the '16th July 2020' entry, which is highlighted as a 'FULL PAYSIP'. Below this, the 'P60 Documents' section shows documents for the years 2018 and 2017, each with a 'VIEW' button.

Full Payslip

The 'Full Payslip' page displays the following information:

- Employee:** MS Monica Fitzpatrick, Ireland
- Personnel No:** [Redacted]
- PPS number:** [Redacted]
- Pay Group:** Fortnightly Wt Salaries
- Payslip Date:** 16-Jul-20
- Pay Period:** 202024
- Company:** Bord Oideachais & Oiliúna Lúimnigh & An Chláir Limerick & Clare Education & Training Board
- Reg No:** 3185049VH
- Company Name:** LCETB

Buttons for 'RATE CURRENT' and 'DOWNLOAD PDF' are visible at the top right. A language dropdown menu shows 'Currently viewing in English'. At the bottom, there are tabs for 'Gross Earnings' and 'Details'.



To Print Payslip select

[DOWNLOAD PDF](#)

Select Open

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

Open

Save



Cancel



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

MS Monica Fitzpatrick
Ireland

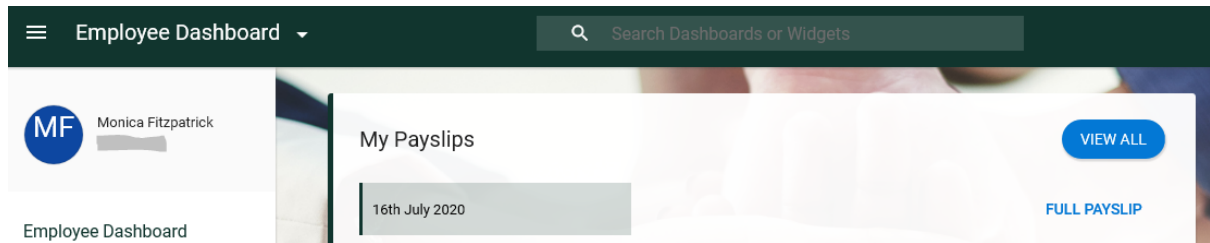
Personnel No: [REDACTED]
PPS number: [REDACTED]
Pay Group: Fortnightly Wt Salaries
Payslip Date: 16-JUL-20
Pay Period: 202024
Reg No.3185049VH
Company name: LCETB

Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Gross Earnings		Details	
Description	Amount	Pay Code	Staff Office



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.

The screenshot shows the 'All My Payslips' page. It features a table with the following columns: Date Paid, Week No, Run Type, Pay Method, Bank Details, Net Pay, and a 'VIEW' link. The table contains 8 rows of data, with the first row being the most recent.

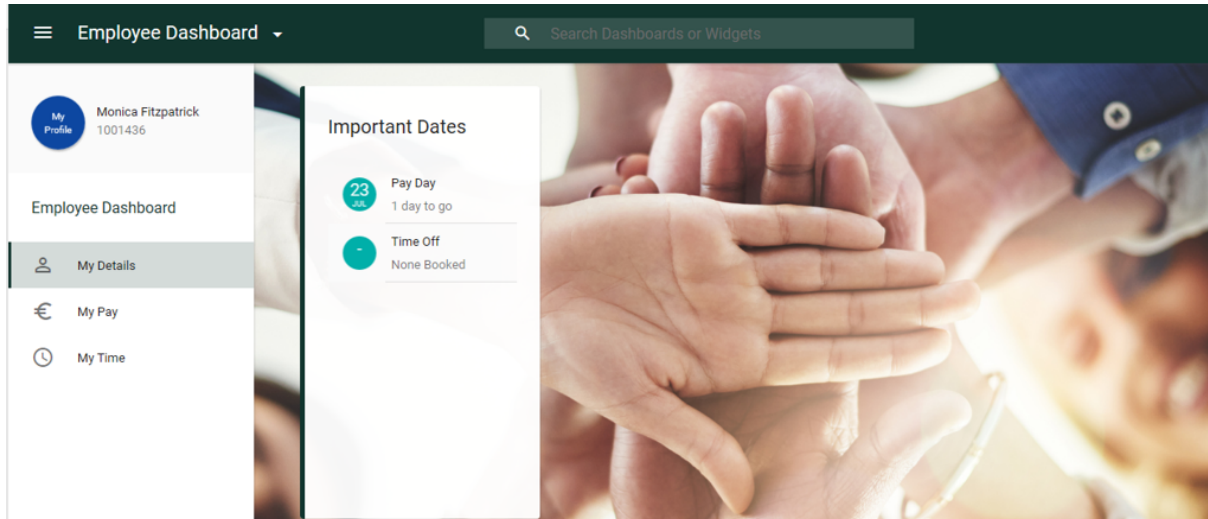
Date Paid	Week No	Run Type	Pay Method	Bank Details	Net Pay	
16th July 2020	202024	Main	Paypath	[REDACTED]	[REDACTED]	VIEW
3rd July 2020	202022	Main	Paypath	[REDACTED]	[REDACTED]	VIEW
14th May 2020	202020	Main	Paypath	[REDACTED]	[REDACTED]	VIEW
30th April 2020	202018	Main	Paypath	[REDACTED]	[REDACTED]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

At the bottom right of the table, there is a pagination indicator: '1 - 8 of 349' with left and right arrow buttons.

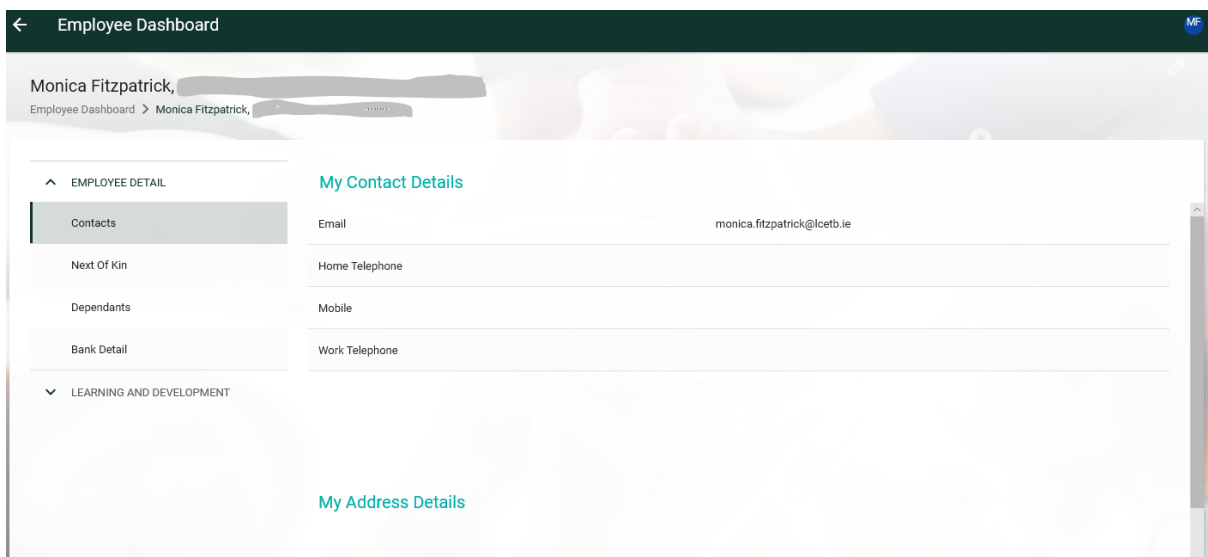
To Return to the Previous Page on the Employee Dashboard, select the **<** on top left hand corner



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**

Account Type	Bank Detail	BIC	IBAN
Pay	[REDACTED]	[REDACTED]	[REDACTED]

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.

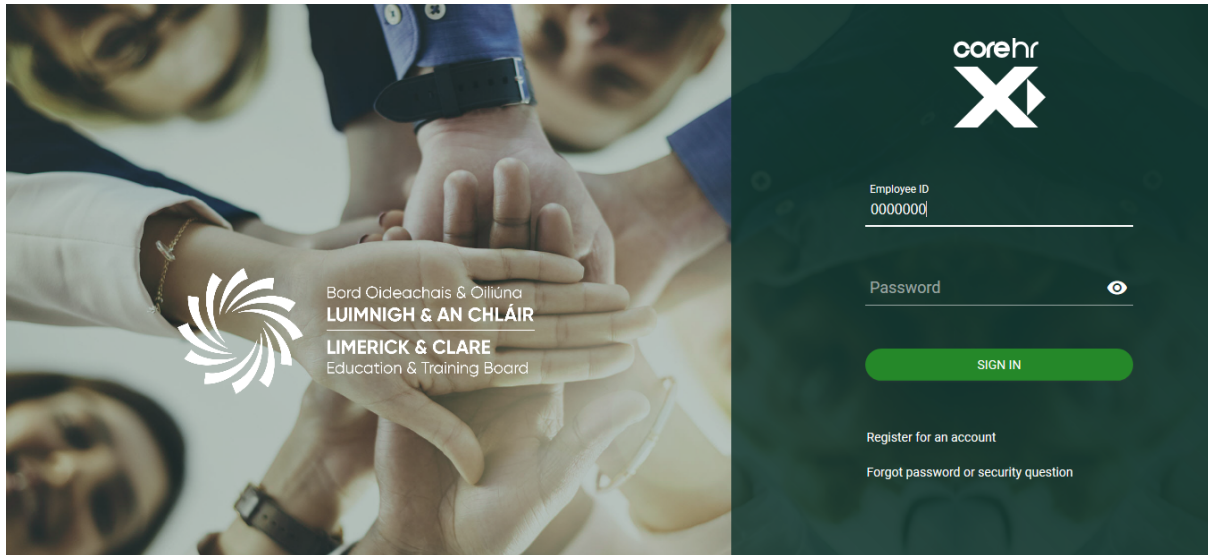
SAVE

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@lcteb.ie.

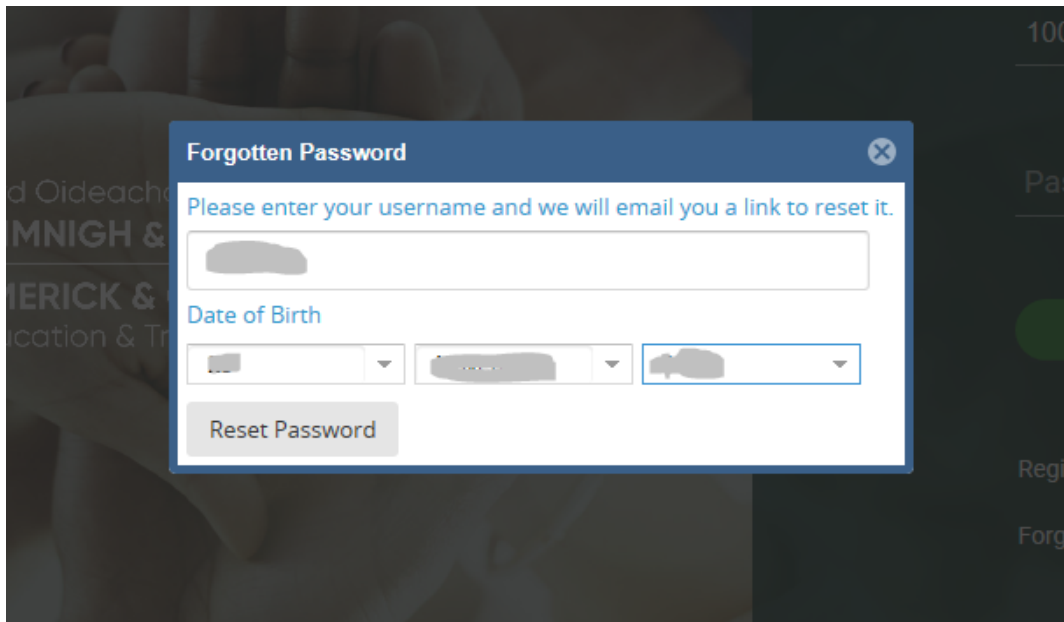


Core Portal – Resetting Password

Enter Employee ID and select [Forgot password or security question](#)

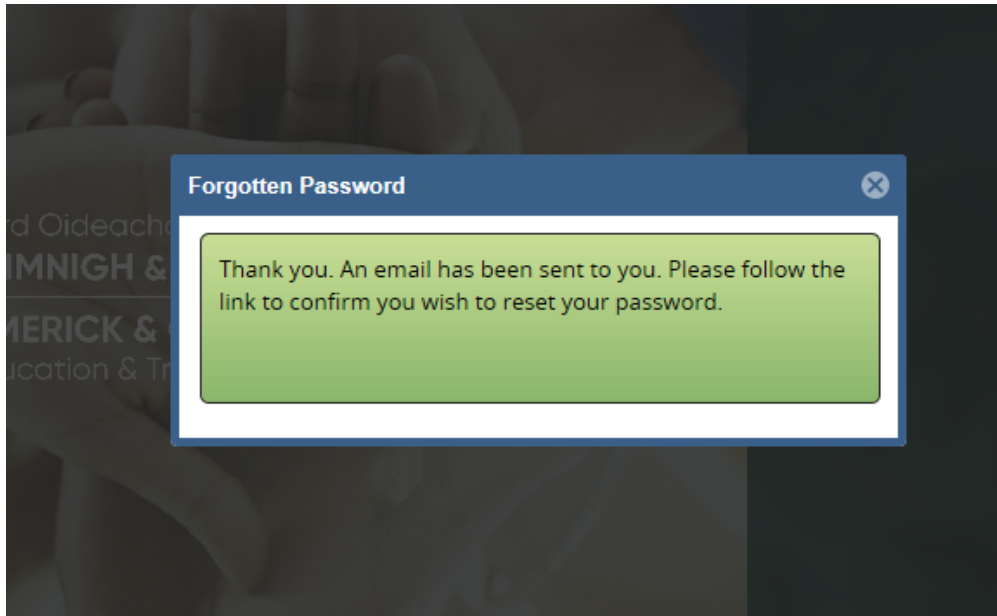


Enter Employee ID and Date of Birth and select [Reset Password](#)





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.