

UCD ESS – CoreTime User Guide



Go to: <http://www.ucd.ie/hr/ess>

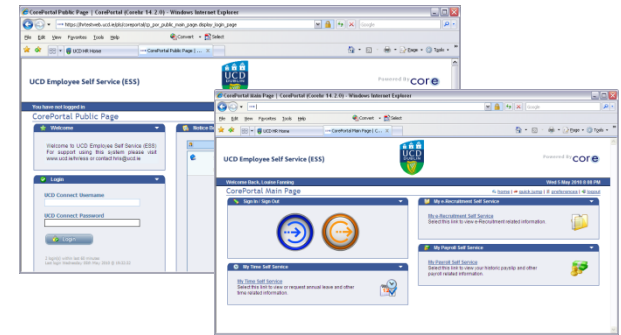
Click

NEW!



Employee Self Service

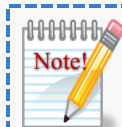
1. Logging On

Log in using your UCD Connect username and password.

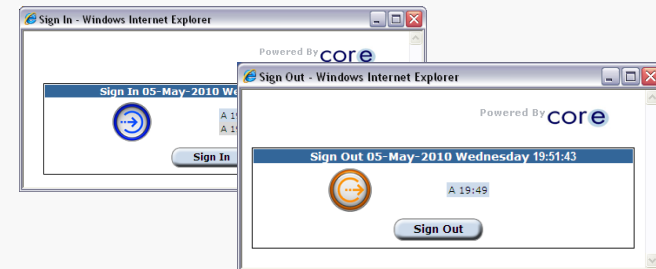


2. Signing In / Out

- (1) All users of CoreTime have quick access sign in  and sign out  buttons on their ESS home page
- (2) On clicking either button a pop-up window will present asking you to confirm movement **Sign In / Sign Out**



Did you know you can change how the various options appear to you in ESS by dragging & dropping each service portlet

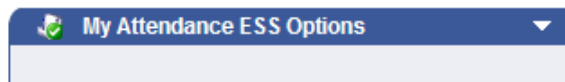


3. Balances

- (1) On ESS home page select



- (2) Then in My Time Self Service select



[View My Attendance Details](#)

Provides an overview of clockings week by week



[View My Flexitime Enquiries](#)

Provides an overview of clockings, paycodes & running balance week by week



[View My Balance Enquiry](#)

Provides an overview of annual leave and flexitime balances