



# ESBS

## *Apprentices Project*

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### **Apprentice Payee**

### **CoreHR V28 for Payees**

### **User Reference Guide**

March 2020

- This Manual was created and reviewed up until March 2020
- It is a live document – updates are ongoing, and contents are subject to change.



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## Introduction

### ➤ The purpose of this manual is to:

The purpose of this document is to enable Apprentices to access their Payslips via CorePortal. It is important to note if an Apprentice does not register for CorePortal, they will not be able to access their payslips.

**Please note:** where screenshots are used, they are for illustrative purposes only & use anonymised data.

### ➤ This document will show you how to:

- Register, log in and update your portal
- View all pay related information (Payslips, Tax Detail, Etc.)

### ➤ Point of Contact:

For any issues you come into contact with when using the portal that you feel are not covered by the content of this manual, please contact your local ETB who should be able to assist you further – see list below or for the most up-to-date contact details, see the [Apprenticeship website here](#) & select your respective county's ETB.

| ETB                          | Operational Areas (for Standard Based Apprenticeship) | Contact Number                                      |
|------------------------------|---|---|
| City of Dublin ETB           | Dublin - City Council Area                            | Ballyfermot: 01 605 5900                            |
| Dublin and Dún Laoghaire ETB | Dublin - excluding Dublin City Council Area           | Baldoyle: 01 816 7400<br>Loughlinstown: 01 204 3600 |
| Cork ETB                     | Cork  | Cork: 021 485 6200                                  |
| Limerick Clare ETB           | Limerick, Clare                                       | Limerick: 061 487 900                               |
| Kerry ETB                    | Kerry   | Tralee: 066 712 6444                                |
| Donegal ETB                  | Donegal   | Letterkenny: 074 912 0500                           |
| Waterford and Wexford ETB    | Waterford, Wexford                                    | Waterford: 051 301 500                              |
| Galway and Roscommon ETB     | Galway, Roscommon                                     | Galway: 091 706 200                                 |
| Mayo, Sligo and Leitrim ETB  | Mayo, Sligo, Leitrim                                  | Sligo: 071 915 9500                                 |
| Louth and Meath ETB          | Louth, Meath  | Dundalk: 042 935 5700                               |
| Longford and Westmeath ETB   | Longford, Westmeath                                   | Athlone: 090 642 4200                               |
| Laois and Offaly ETB         | Laois, Offaly   | Portlaoise: 057 867 1544                            |
| Tipperary ETB                | Tipperary   | Clonmel: 052 0612 1067                              |
| Cavan Monaghan ETB           | Cavan, Monaghan                                       | Cavan: 049 435 3922                                 |



|                         |                  |                        |
|-------------------------|------------------|------------------------|
| Kildare Wicklow ETB     | Kildare, Wicklow | Naas: 045 988 050      |
| Kilkenny and Carlow ETB | Kilkenny, Carlow | Kilkenny: 056 781 3035 |



## Chapter 1 – Registering & Logging into my new CoreHR Portal account



### Key Topics Covered

- How do I register?

*Hold CTRL button on keyboard and click mouse [here](#)*

- What functionality is available to me?

*Hold CTRL button on keyboard and click mouse [here](#)*



I am new to CoreHR / this version of CoreHR

➤ How do I register to the new CoreHR Portal?

**Step 1:** Click on hyperlink at bottom of email.

**Sample Text from Email:**

If you do not receive a verification email or if you have any queries, please contact the [redacted]  
[redacted] at [redacted] or [redacted]

Note: This email address cannot accept replies.

Sincerely,  
ESBS ETB Apprentice Payroll

[https://\[redacted\]](https://[redacted])

This will direct you to your registration page where you will be presented with the following message:

To activate your new Coreportal account you are required to fully complete this activation form. First set a password and then confirm this password. In order to help password recovery process select some security questions and answers. You will need these if you forget your password and wish to initiate a password recovery process. All information provided is held securely using latest encryption methods.

**Step 2:** Confirm the last 4 digits of your Payroll Bank Account

Last four characters of your IBAN

|   |   |   |   |
|---|---|---|---|
| * | * | * | * |
|---|---|---|---|

☒ obscure content

**Step 3:** Enter and Confirm your Password

#### ▲ Your Password

New Password

••••••••

Confirm Password

••••••••

**Please Note the Password Requirement as specified in registration Email**

**Must be a minimum of 8 Characters and must include:  
1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character**

#### Step 4: Security Questions for Recovery Assistance

##### ▲ Security questions for recovery assistance

Question One

select question One

Answer One

answer to question One

Question Two

select question Two

Answer Two

answer to question Two

Question Three

select question Three

Answer Three

answer to question Three

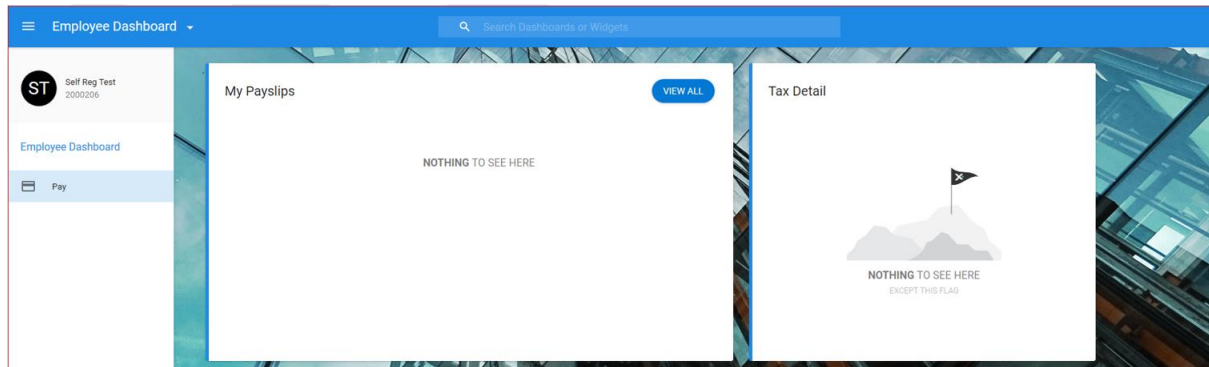
#### Step 5: Click on Check box for Terms of Service and Select 'Activate Account'

☐

Terms of Service: By signing up, you agree to our Terms of Service.

Activate Account

#### Step 6: You will be brought to your account landing page



You will also receive the following email (Example):

XXX,

You have successfully completed your CorePortal account activation.

To access your account please click on the link below and enter your details.

[https://my.corehr.com/pls/coreportal\\_esbsapp/](https://my.corehr.com/pls/coreportal_esbsapp/)

You may wish to bookmark this link or add it to your favourites for future ease of access

Sincerely,

ESBS ETB Apprentice Payroll

#### ➤ How do I log into the CoreHR Portal?

- **Please note** – You must be registered at this point, and be on the log-in page:

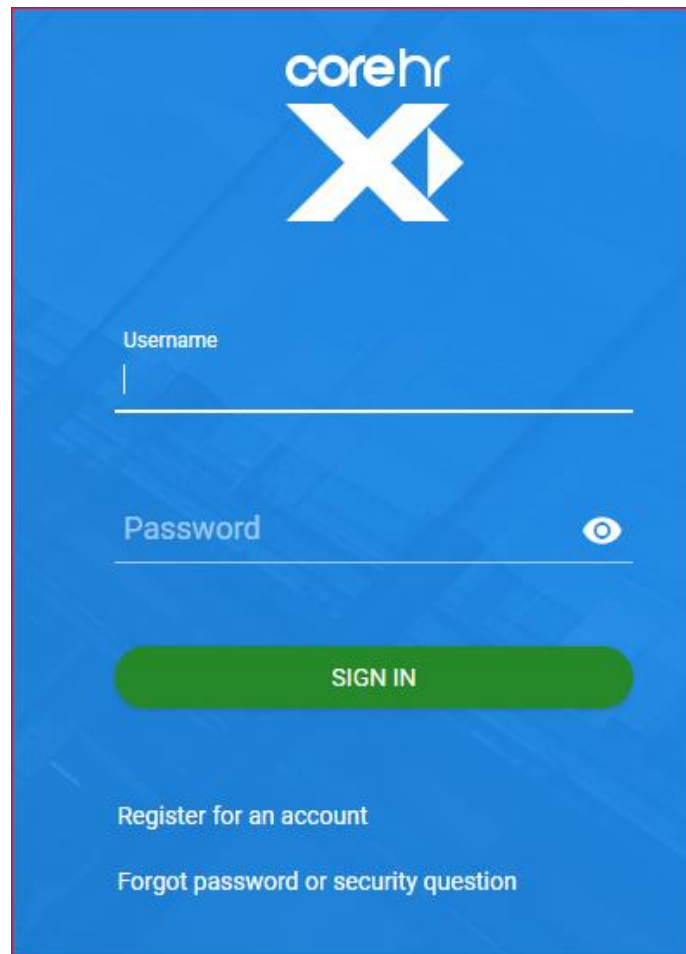
To access your account please click on the link below and enter your details.

[https://my.corehr.com/pls/coreportal\\_esbsapp/](https://my.corehr.com/pls/coreportal_esbsapp/)

You may wish to bookmark this link or add it to your Favourites for future ease of access.

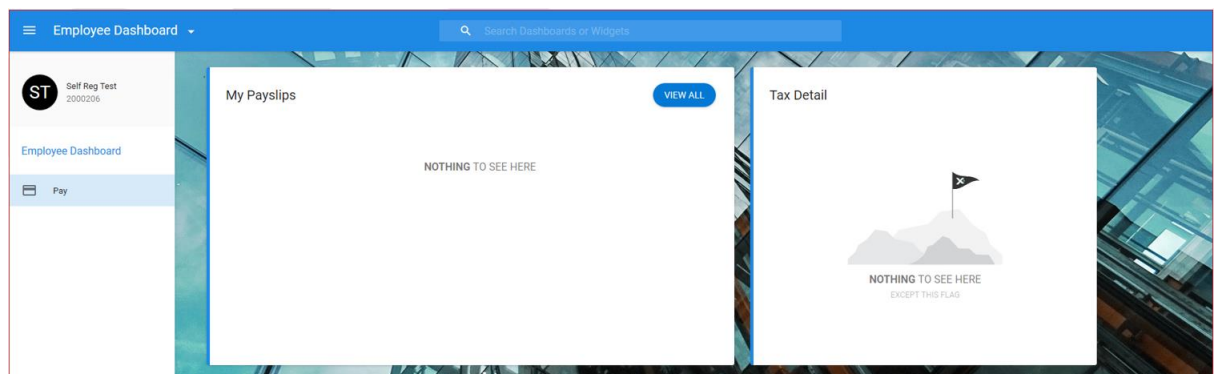
- **Step 1** – Enter Username & Password in the required fields and click 'Sign In'.





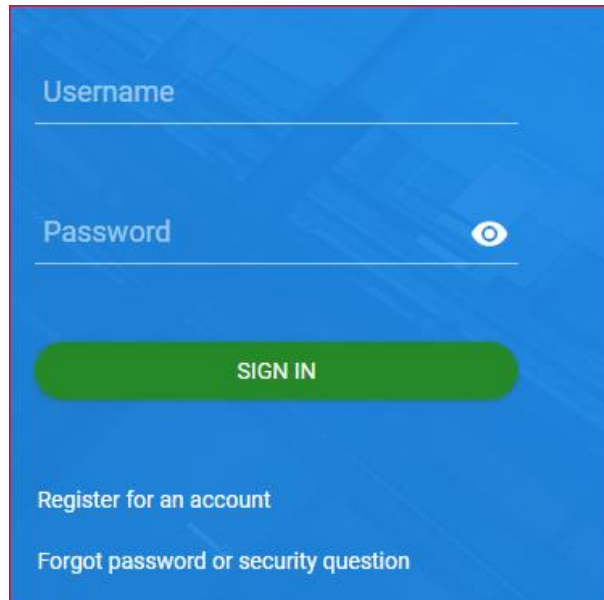
The image shows the CoreHR login interface. At the top, the 'corehr' logo is displayed in white on a blue background. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. A green 'SIGN IN' button is positioned below the password field. At the bottom, there are two links: 'Register for an account' and 'Forgot password or security question'.

- **Step 2** – Once logged in you should see the standard screen as below (Payee Dashboard).



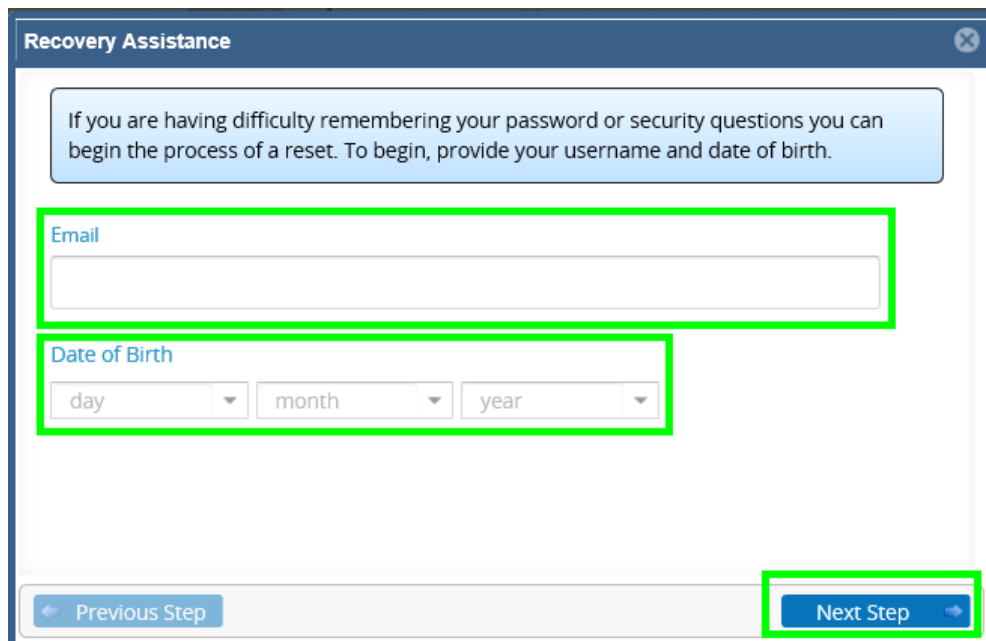
- **I forgot my Password / Security Questions, how do I log in?**
- **Please note** – The below steps are outlined when navigating from the CoreHR portal log-in page

- **Please note** – You have two options when resetting your password – it can be reset by sending an email, or by answering your security questions – both methods are stepped out below.
- **Step 1** – Select the ‘Forgot password or security question’ option below the username log in box



A login form on a blue background. It features a 'Username' label above a text input field, a 'Password' label above a text input field with an eye icon for toggling visibility, a green 'SIGN IN' button, and two links at the bottom: 'Register for an account' and 'Forgot password or security question'.

- **Step 2** – Enter your email address and Date of Birth as requested – click ‘Next Step’:



A 'Recovery Assistance' window with a title bar and a close button. It contains a light blue instruction box: 'If you are having difficulty remembering your password or security questions you can begin the process of a reset. To begin, provide your username and date of birth.' Below this are two input fields: 'Email' (a text box) and 'Date of Birth' (three dropdown menus for day, month, and year). At the bottom are two buttons: 'Previous Step' and 'Next Step' (highlighted with a green border).

- **Step 3** – Select whether you want to reset your password or security questions – click ‘Next Step’:



**Recovery Assistance**

Options below will allow you reset your password or security questions. Select most appropriate option and continue to next step.

☐ Password Reset

☐ Security Question Reset

[Previous Step](#) [Next Step](#)

### Password Reset (2 options):

**Recovery Assistance**

You can reset your password by requesting an email with a reset link, alternatively if you know your security questions you can choose to reset your password by successfully answering these security questions.

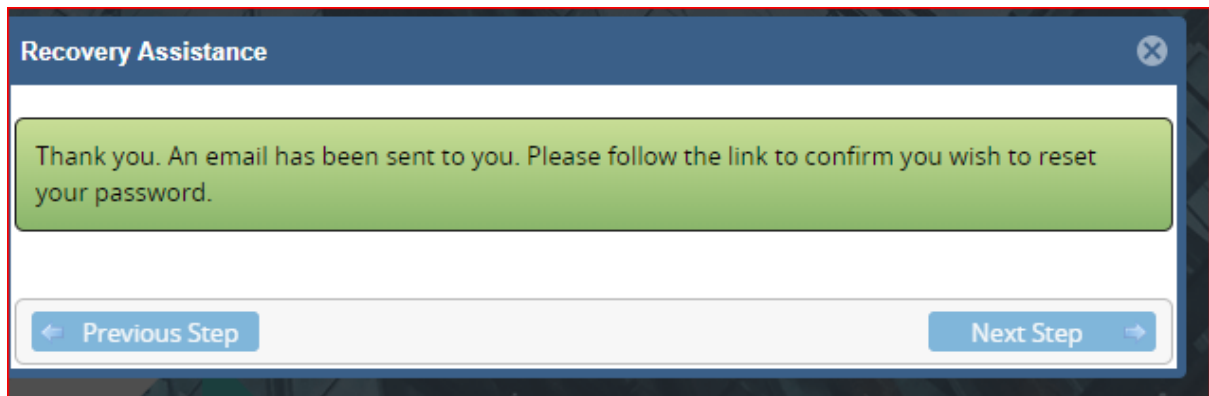
☐ Reset Password by sending an Email

☐ Reset Password by answering security questions

[Previous Step](#) [Next Step](#)

### Option 1: When resetting your password via sending an email:

- **Step A** – Select the 'Reset password by sending an Email' option – click 'Next Step'  
– you will receive an email with a link – click this link and follow the next steps

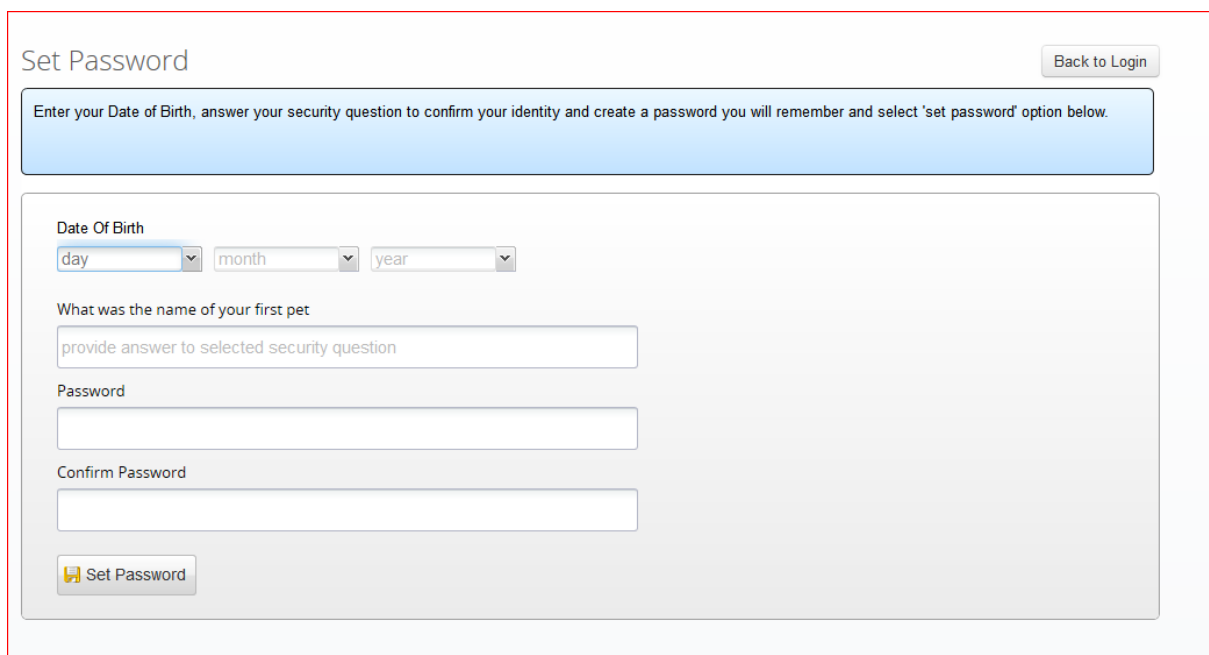


**Recovery Assistance**

Thank you. An email has been sent to you. Please follow the link to confirm you wish to reset your password.

Previous Step      Next Step

- **Step B** – Once you have clicked into the link - you will require your Date of Birth and will be asked to answer one of your security questions. Enter these details. Then enter your new password & confirm your new password – click 'Set Password'



**Set Password** [Back to Login](#)


Enter your Date of Birth, answer your security question to confirm your identity and create a password you will remember and select 'set password' option below.

Date Of Birth

What was the name of your first pet

Password

Confirm Password

 Set Password

## Option 2: When resetting your password by answering Security Questions:

- **Step A** – Select password Reset – click 'Next Step':

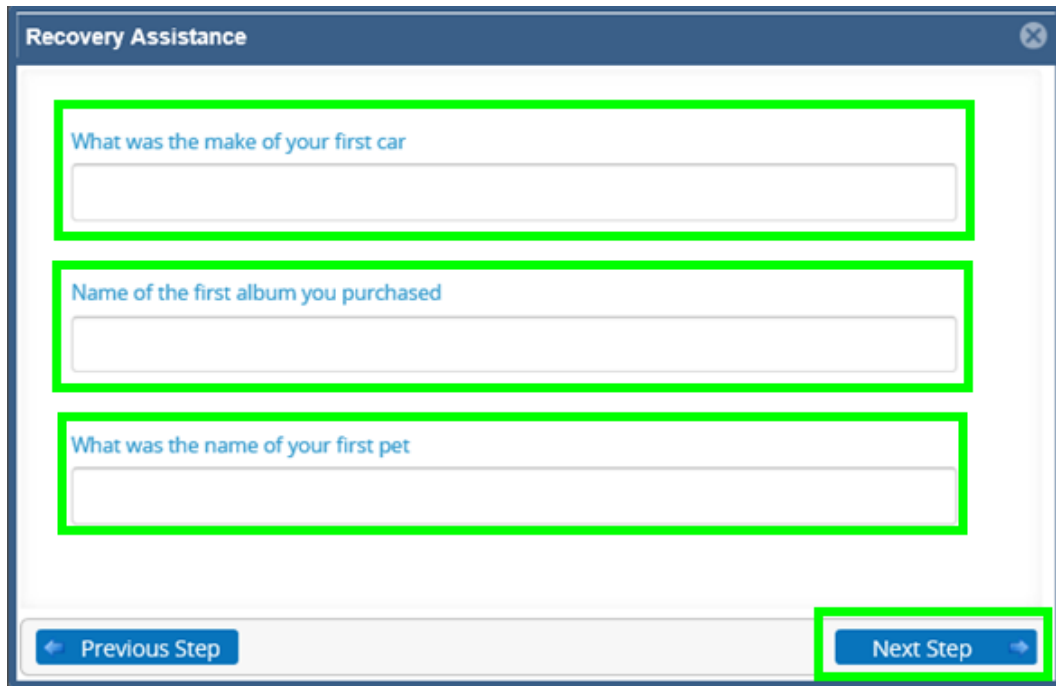


The screenshot shows a window titled "Recovery Assistance" with a close button in the top right corner. Inside the window, a light blue box contains the text: "Options below will allow you reset your password or security questions. Select most appropriate option and continue to next step." Below this box are two radio button options: "Password Reset" and "Security Question Reset". At the bottom of the window, there are two buttons: "Previous Step" with a left arrow and "Next Step" with a right arrow.

- **Step B** - Select the 'Reset Password by answering security questions' option & click 'Next Step'

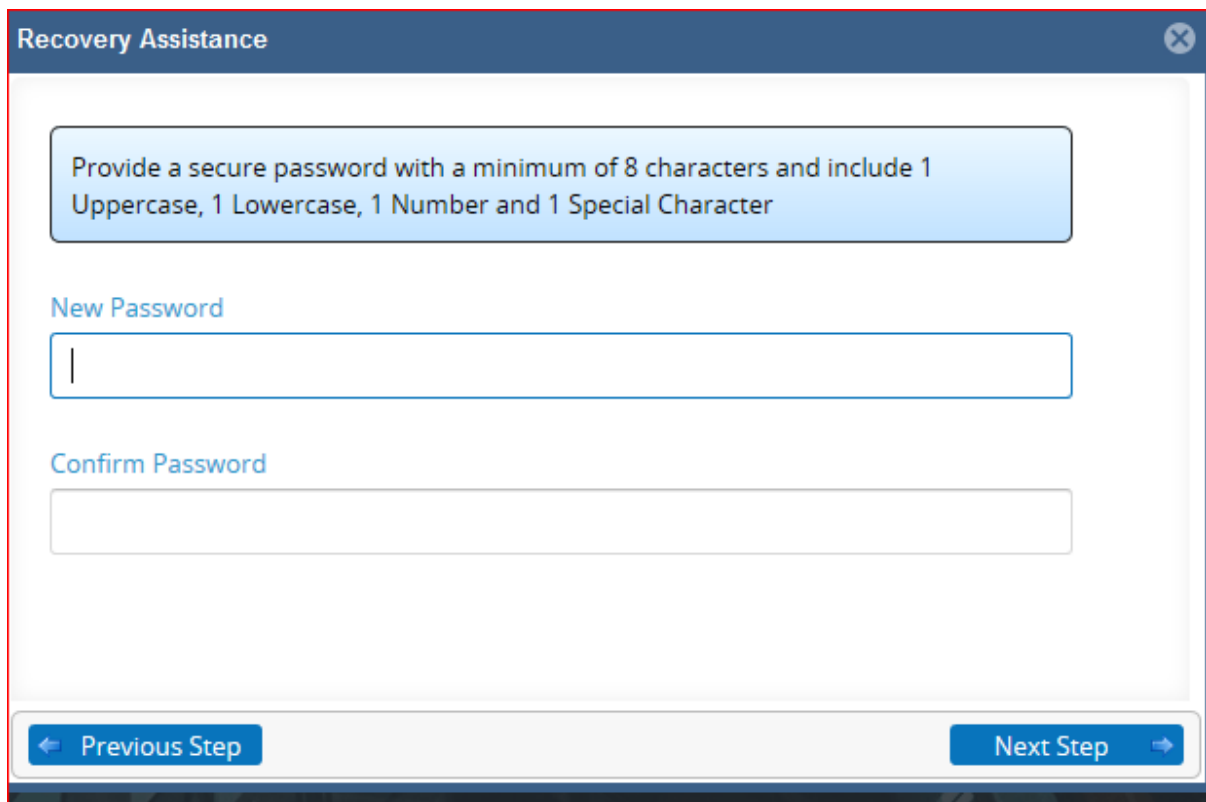
The screenshot shows a window titled "Recovery Assistance" with a close button in the top right corner. Inside the window, a light blue box contains the text: "You can reset your password by requesting an email with a reset link, alternatively if you know your security questions you can choose to reset your password by successfully answering these security questions." Below this box are two radio button options: "Reset Password by sending an Email" and "Reset Password by answering security questions". At the bottom of the window, there are two buttons: "Previous Step" with a left arrow and "Next Step" with a right arrow.

- **Step C** – Answer your 3 security questions (as set out when first registered for the system) – click ‘Next Step’



The screenshot shows a window titled "Recovery Assistance" with a close button in the top right corner. Inside the window, there are three text input fields, each with a question above it: "What was the make of your first car", "Name of the first album you purchased", and "What was the name of your first pet". At the bottom of the window, there are two buttons: "Previous Step" on the left and "Next Step" on the right. The "Next Step" button is highlighted with a green border.

- **Step D** – Enter your new password and confirm your new password – click ‘Next Step’



The screenshot shows a window titled "Recovery Assistance" with a close button in the top right corner. Inside the window, there is a blue box with the text: "Provide a secure password with a minimum of 8 characters and include 1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character". Below this box, there are two text input fields: "New Password" and "Confirm Password". At the bottom of the window, there are two buttons: "Previous Step" on the left and "Next Step" on the right.



The screenshot shows a window titled "Recovery Assistance" with a close button (X) in the top right corner. Inside the window, a green message box states: "You have successfully reset your password, you will receive an email confirming password reset." At the bottom of the window, there are two buttons: "Previous Step" with a left arrow and "Next Step" with a right arrow.

➤ **How do I change the 'Security Questions' on my account?**

- This is a security step that can help you regain access to the portal if you are locked out or forget your password.
- **Please note:** To reset your security questions you will need your password and the last 4 digits of your Bank Account Number (IBAN).
- **Step 1:** Select "Security Question Reset" & click "Next Step".

The screenshot shows a window titled "Recovery Assistance" with a close button (X) in the top right corner. Inside the window, a light blue message box states: "Options below will allow you reset your password or security questions. Select most appropriate option and continue to next step." Below the message box, there are two radio button options: "Password Reset" and "Security Question Reset". At the bottom of the window, there are two buttons: "Previous Step" with a left arrow and "Next Step" with a right arrow.

- **Step 2:** Enter your Password and the last 4 digits of your Bank Account Number (IBAN) into the relevant fields – click "Next Step".

Recovery Assistance

In order to reset security questions, you must provide your password and the last 4 digits of your IBAN number. If you can not remember your password, select the 'Reset Password' in previous screen.

Password

IBAN

Previous Step

Next Step

- **Step 3:** Enter your New Security Questions and Answers into the relevant field – click 'Next Step' – Your Security Questions will then be updated

Recovery Assistance

Question One

Answer One

Question Two

Answer Two

Question Three

Answer Three

Previous Step

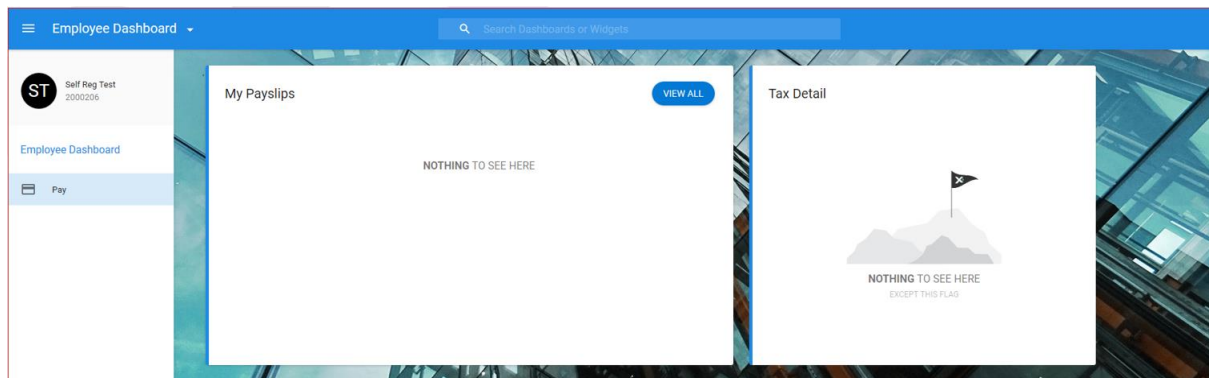
Next Step

**Please note:** If the above steps do not work for you – please call your local ETB helpdesk. Details for the Helpdesk can be found in the 'Introduction' section



➤ **What functionality is available to me? (Dashboard)**

- **Please note:** You must have logged-in successfully and navigated to your dashboard.
- **Step 1** – Check to ensure the “Pay” widget / tab is visible on the left-hand-side of the screen & the following associated tiles are visible:
  - **My Payslips**
  - **Tax Detail**





## Chapter 2 – My Payslip



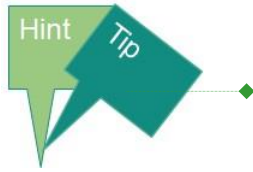
### Key Topics Covered

- How to View & Print my Payslip and Other Documentation

*Hold CTRL button on keyboard and click mouse [here](#).*

- My Payslip explained

*Hold CTRL button on keyboard and click mouse [here](#).*



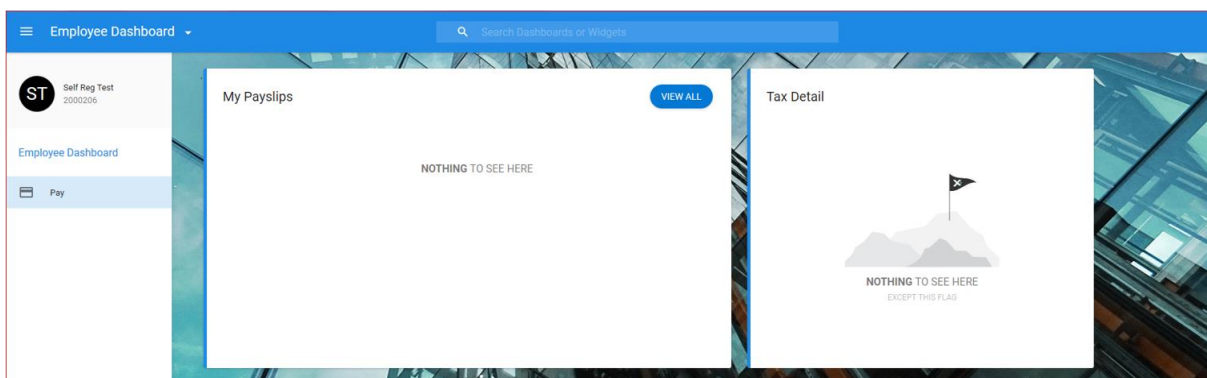
## What will I need to view & print my Payslip on the new CoreHR Portal?

You will need the following information:

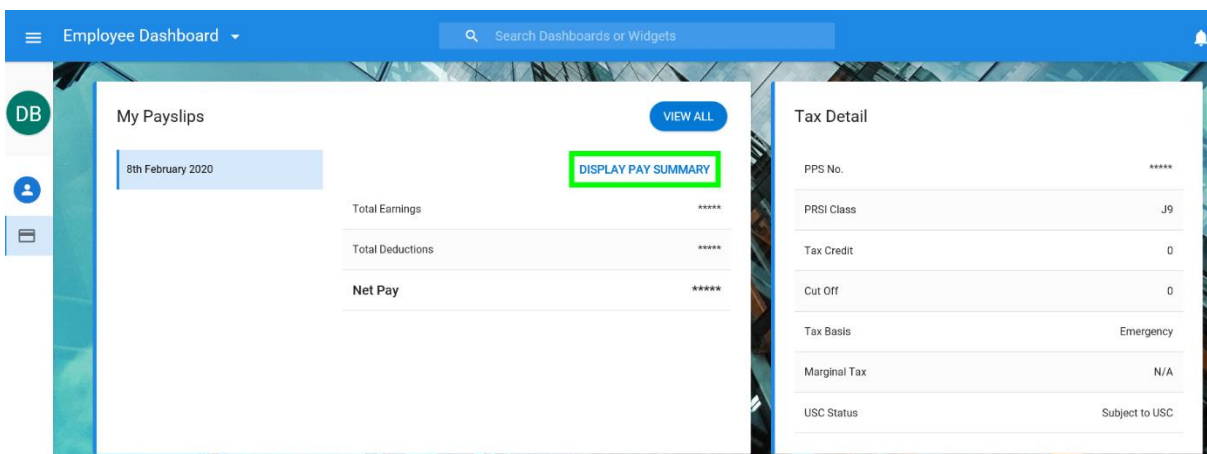
- Your **password** will be needed to view and print your payslip

### ➤ How do I view my payslip / any other documentation available to me?

- **Please note** – This section offers a ‘How-To’ view your payslip guide. All have the options to print on the bottom of the relevant pop-up screens.
- **Step 1** – In order to view your payslip(s) you will need your login password – navigate to your “Pay” tab on the left-hand-side of your screen:



- **Step 2** – To view and print your payslip(s) – click the ‘Display Pay Summary’ button in your “My Payslips” section:



- **Step 3** – Once selected you will be prompted to enter your login password – enter your password and click “Confirm”.

- **Step 4** – Once you have confirmed your password, you will return to the following screen. To view your pay slip – select the ‘Full Payslip’ button:

| Date              | Total Earnings | Total Deductions | Net Pay |
|-------------------|----------------|------------------|---------|
| 8th February 2020 | €405.93        | €112.37          | €293.56 |

|              |                |
|--------------|----------------|
| PPS No.      |                |
| PRSI Class   | J9             |
| Tax Credit   | 0              |
| Cut Off      | 0              |
| Tax Basis    | Emergency      |
| Marginal Tax | N/A            |
| USC Status   | Subject to USC |

- **Step 5** – When your payslip pops up (as seen below) – select the ‘Print’ button on the top-right-hand-side of your screen in order to print your payslip:

**Pay Slip**

Personnel No: [redacted]  
PPS Number: [redacted]  
Pay Group: [redacted]

Payslip Date: **30-Jun-12**  
Pay Period: [redacted]

Cost Centre: [redacted]

**Gross Earnings**

| Description                 | Hours | Rate | Value |
|-----------------------------|-------|------|-------|
| Basic Pay/ Salary           |       |      |       |
| Xxx Dnu Trainees Travel All |       |      |       |
| Xxx Dnu Trainees Meal All   |       |      |       |
| Xxx Dnu Trainees Bonus      |       |      |       |
| <b>Total Pay</b>            |       |      |       |
| <b>Gross Pay for PAYE</b>   |       |      |       |

**Details**

| Pay Grade | Rate Current | Annual Tax Credit | Annual Cut Off |
|-----------|--------------|-------------------|----------------|
|           |              |                   |                |
|           |              |                   |                |
|           |              |                   |                |
|           |              |                   |                |
|           |              |                   |                |

**Deductions**

| Description             | This Period | Year to Date |
|-------------------------|-------------|--------------|
| <b>Total Deductions</b> |             |              |

**Cumulatives (Year-to-date)**

| Gross Earnings | Pre Tax Deductions |
|----------------|--------------------|
| Taxable Pay    | LPT                |
| Cut Off        |                    |
| Tax Credit     | Tax                |
| USC            | PRSI Weeks-to-date |
| Employee PRSI  |                    |
| Employer PRSI  |                    |

**Print**

### ➤ Your Payslip explained:

- **Please note** – This section outlines what information can be found on your payslip and where. For explanation purposes your payslip is split into 5 sections outlined in the screenshot below (In order to view your payslip please refer to the previous process 'How to view my Payslip / Any other documentation?')

DANAE BECKHEM  
Ap #376-1942 Egestas Ave  
Kingston  
592309  
CO. TIPPERARY  
Ireland  
Cost Centre: Waterford Wexford Training Centre

Personnel No: [redacted]  
PPS Number: [redacted]  
Pay Group: Waterford And Wexford ETB  
Payslip Date: 08-FEB-20  
Pay Period: 202004

**1**

**Gross Earnings**

| Description        | Hours | Rate | Value |
|--------------------|-------|------|-------|
| Electrical Ind. P4 | 33.25 | 0.00 |       |
| 5 - 8 Km           | 5.00  | 0.00 |       |

**2**

**Details**

| Pay Grade | Apprentice Default | Point |
|-----------|--------------------|-------|
|           |                    |       |
|           |                    |       |
|           |                    |       |
|           |                    |       |
|           |                    |       |

**3**

Total Pay: [redacted]  
Gross Pay for PAYE: [redacted]

**Deductions**

| Description             | This Period | Year to Date |
|-------------------------|-------------|--------------|
| PAYE                    |             |              |
| USC                     |             |              |
| <b>Total Deductions</b> |             |              |

**4**


**Cumulatives (Year-to-date)**

| Gross Earnings | Pre Tax Deductions |
|----------------|--------------------|
| Taxable Pay    | LPT                |
| Cut Off        |                    |
| Tax Credit     | Tax                |
| USC            | PRSI Weeks-to-date |
| Employee PRSI  |                    |
| Employer PRSI  |                    |

**5**

**Net Pay** EUR [redacted] **Message from your Employer**

- **Section 1** – This section details your personal details including your ‘Personnel Number’ / ‘Pay Group’ etc.

|  |  |   |
|--|--|---|
| <p>DANAE BECKHEM</p> <p>Ap #376-1942 Egestas Ave</p> <p>Kingston</p> <p>592309</p> <p>CO. TIPPERARY</p> <p>Ireland</p> <p>Cost Centre: Waterford Wexford Training Centre</p> | <p>Personnel No: [REDACTED]</p> <p>PPS Number: [REDACTED]</p> <p>Pay Group: Waterford And Wexford ETB</p> <p>Payslip Date: 08-FEB-20</p> <p>Pay Period: 202004</p> |  |
|--|--|---|

- **Section 2** – This section details your Basic Pay & Allowances for the pay period

| Gross Earnings     |       |      |            |
|--------------------|-------|------|------------|
| Description        | Hours | Rate | Value      |
| Electrical Ind. P4 | 33.25 | 0.00 | [REDACTED] |
| 5 - 8 Km           | 5.00  | 0.00 | [REDACTED] |

Total Pay:

Gross Pay for PAYE:



- **Section 3** – This section details your tax details, including your annual tax credit

| Details                 |                    |                 |            |
|-------------------------|--------------------|-----------------|------------|
| Pay Grade:              | Apprentice Default | Point:          | [REDACTED] |
| Rate Current:           | [REDACTED]         |                 |            |
| Annual Tax Credit:      |                    | Annual Cut Off: | [REDACTED] |
| PRSI Class:             |                    | PRSI Weeks:     | [REDACTED] |
| This Period Tax Credit: |                    | Tax Basis:      | [REDACTED] |
| This Period Cut Off:    | [REDACTED]         |                 |            |



- **Section 4 –** This section details all your specific deductions for the period and outlines your Net Pay figure at the bottom (once all deductions have been calculated)

#### Deductions

| Description      | This Period | Year to Date |
|------------------|-------------|--------------|
| PAYE             |             |              |
| USC              |             |              |
| Total Deductions |             |              |

Net Pay

EUR

- **Section 5 –** This section is your 'Year-To-Date' cumulative figures such as your gross earnings, tax deductions etc. If an ETB / Training Centre wishes to populate a message for all payees, this can be added to a payee's payslip and will be seen at the bottom of this section



### Cumulatives (Year-to-date)

Gross Earnings:

Taxable Pay:

Cut Off:

Tax Credit:

USC:

Employee PRSI:

Employer PRSI:

Pre Tax Deductions:

LPT:

Tax:

PRSI Weeks-to-date:

### Message from your Employer