



***CorePortal User Guide
E-Recruitment:
Staff Requisitions & Competitions***

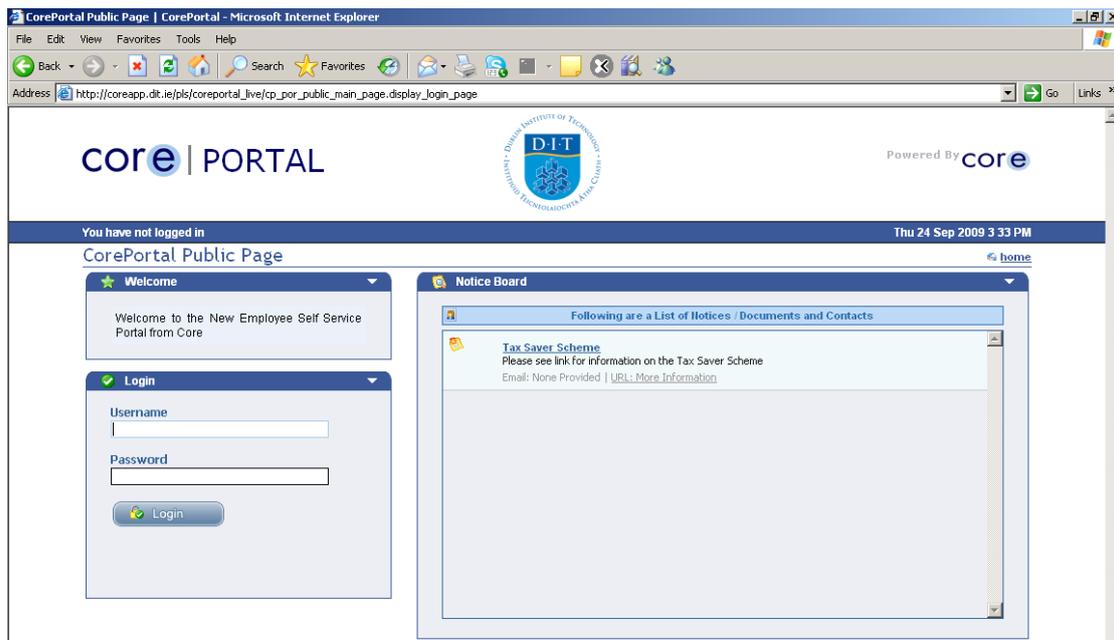
*Version 1.0
May 2013*

Introduction

CorePortal provides access to Employee Self Service. This is used for Time and Attendance details for staff, to update Personal data or Education Attainments and now can also be used to access the E-recruit module of CorePersonnel. Access to E-recruit allows you to complete Staff Requisition Forms (SRFs) and to access information required if you are participating on an Interview Board. The portal is available on the DIT intranet.

The main page consists of 3 sections.

1. The Welcome Section
2. The Notice Board – this will provide notices and links to relevant DIT pages
3. The Login Section

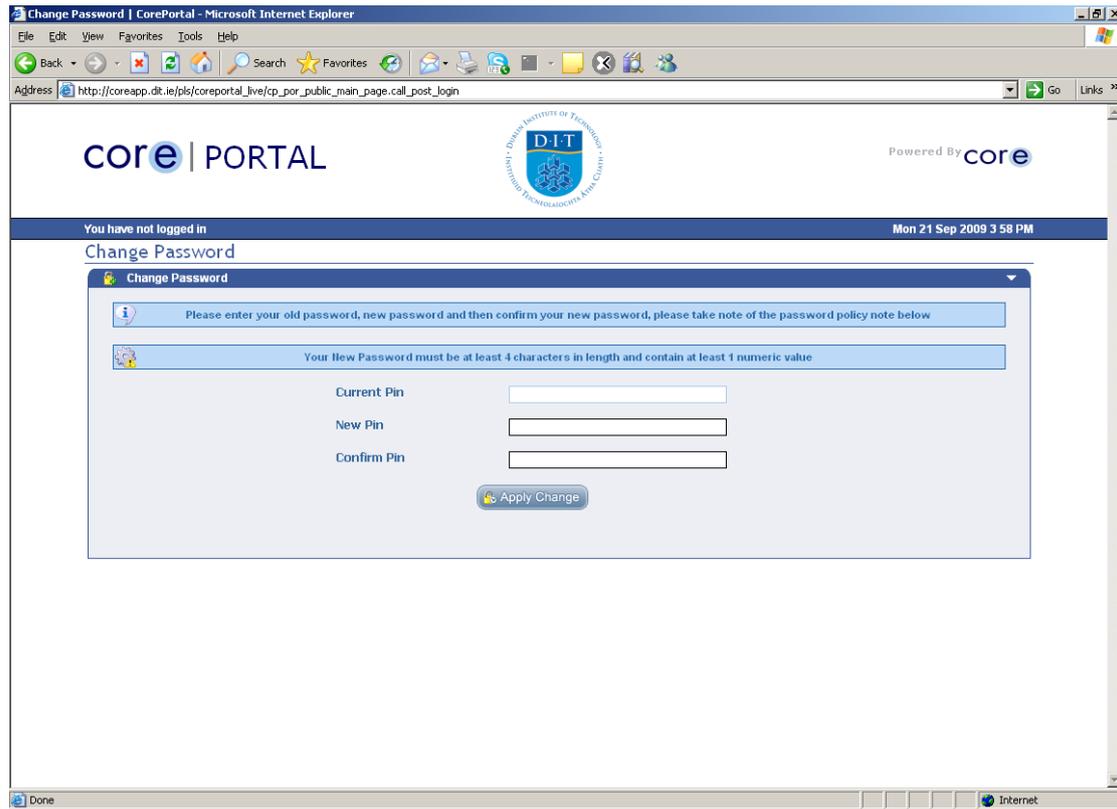


Logging In

In order to access CorePortal you will be provided with your Personnel Number and a default PIN.



As is standard in DIT applications you will be asked to reset your PIN the first time you log in. You will also be prompted to change your PIN every 90 days.



The screenshot shows a web browser window titled "Change Password | CorePortal - Microsoft Internet Explorer". The address bar shows the URL: http://coreapp.dit.ie/pls/coreportal_live/cp_por_public_main_page.call_post_login. The page header includes the "core | PORTAL" logo, the DIT logo (Department of Information Technology), and the text "Powered By core". A status bar at the top indicates "You have not logged in" and the date "Mon 21 Sep 2009 3 58 PM".

The main content area is titled "Change Password" and contains a form with the following elements:

- An information icon and a message: "Please enter your old password, new password and then confirm your new password, please take note of the password policy note below".
- A warning message: "Your New Password must be at least 4 characters in length and contain at least 1 numeric value".
- Three input fields labeled "Current Pin", "New Pin", and "Confirm Pin".
- An "Apply Change" button.

The browser's status bar at the bottom shows "Done" and "Internet".

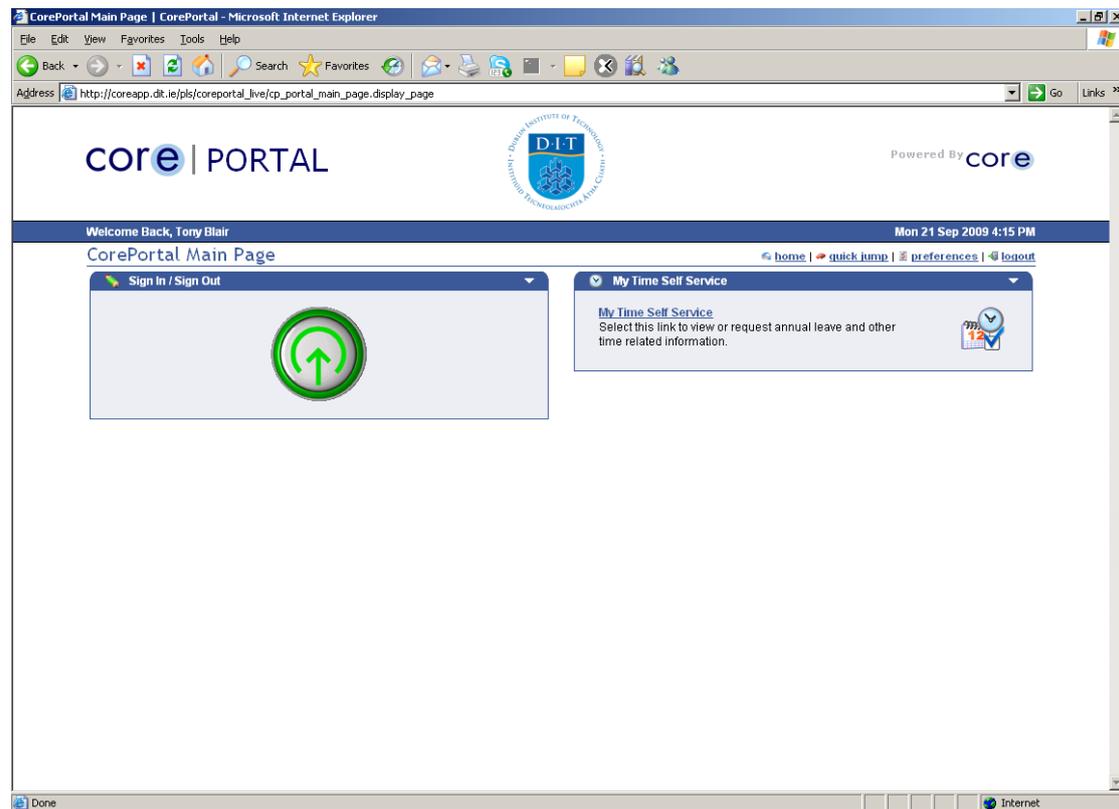
In order to change your PIN enter the current PIN and then enter your new PIN twice. The new PIN must be between 4 and 9 characters and must have at least 1 number.

Portal Home Page

Once you have logged in you will be brought to the Portal Home Page. From here you will be able to clock in and out and to access additional CoreTime Options.

On the top right hand side of the screen are 4 options. These are available on all the screens in CorePortal.

- Home – brings you back to the main page
- Quick jump – Currently has only 1 option ‘CoreTime’, as further modules are implemented additional items will be added.
- Preferences – Has 2 options
 - User Settings – change the colour of the screen and the language on the main screen
 - Change Password
- Logout – to log out of CorePortal.



Logging Out

Always log out when you have completed using CorePortal. To log out, you click on ‘logout’ on the top right hand side of the screen. If you do not log out, CorePortal will automatically log you out after 5 minutes.

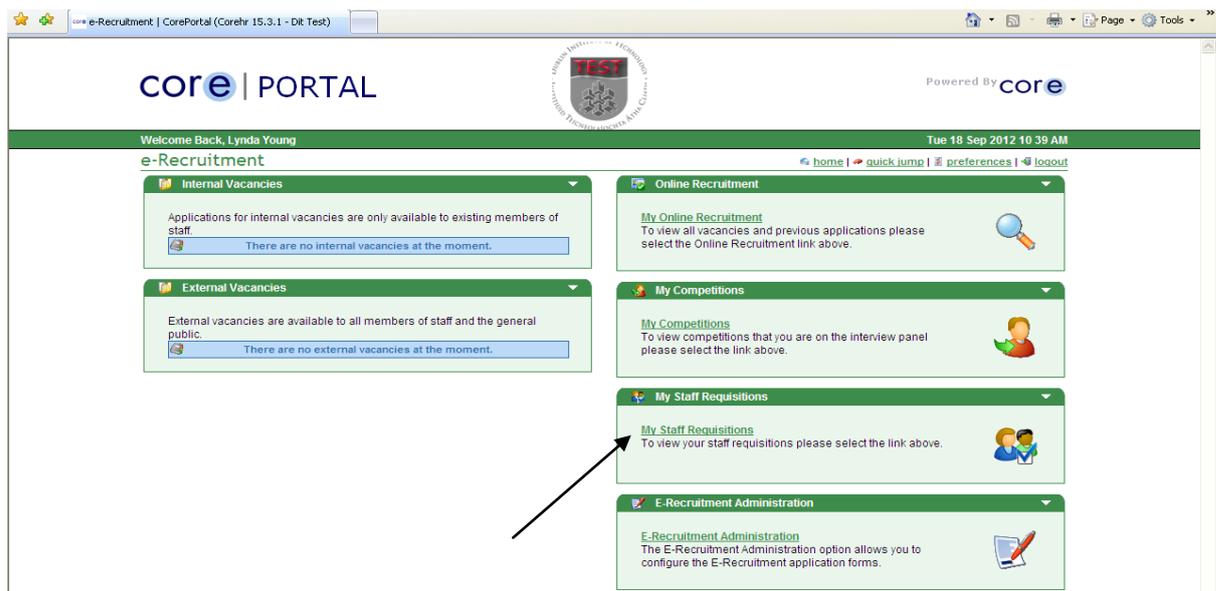
E-Recruitment

To access E-Recruitment, Staff Requisitions:

1. Click on the My E-Recruit Self-Service button



2. Click on the My Staff Requisitions button.



This will open a new screen.

3. The screen will show you any previous Staff Requests you have completed, if any, and allow you to create a new Staff Request.

Staff Requests Powered By **core**

My Requests
You have created 0 staff requisitions and 2 are awaiting approval

Breakdown of Requests

Planned	0
Submitted	2
On-Hold	0
Approved	0
Completed	5
Rejected	0
All	7

New Request

Create New Request
Select this option to create a new staff request

Search Existing Posts
Select this option to utilise an existing post

My Approvals
You have 0 items awaiting approval. To view approvals select My Outstanding

Breakdown of Approvals

My Outstanding	0
All Approved	0
All Outstanding	0
All On-Hold	0
All Rejected	0

Search Criteria

Status: Select Status
Request Date From: [] To: []
Search Text: []
[Search] [Clear]

My Requests : Planned

Request No.	Status	Request Date	Job Title	Department	Actions
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Click on Create New Request.

4. Complete the Staff Request using the menu options provided.

See step by step guide:

Staff Requisition Form

Section 1:

The first section of the SRF is to denote whether the post is to be addressed at HRC or at the HRAG.

- The HRC will address all Core-funded posts (except those covering sick/maternity leave absences).
- The HRAG will address all Externally-funded posts, and posts to cover sick or maternity leave absences.

The Management Unit (Directorate); Department (School / Unit); Cost Centre and Location should be selected from the options on the Drop-Down menus.

The screenshot shows a web-based form titled "New Request - 1211000013" with "Requested by Gwen Turner" in the top right. The form is divided into two main sections. **Section 1** (indicated by a callout box) contains the following fields: "HRC / HRAG *" (text input), "Organisational Structure" (text input with "D.I.T." selected), "Company *" (dropdown menu with "Select Company" selected), "Management Unit *" (dropdown menu with "Select Management Unit" selected), "Department *" (dropdown menu with "Select Department" selected), "Cost Centre *" (dropdown menu with "Select Cost Centre" selected), "Location *" (dropdown menu with "Select Location" selected), and "Division" (dropdown menu with "Select Division" selected). **Section 2** (indicated by another callout box) contains: "Competition Type" (dropdown menu with "Select Competition Type" selected), "Position Type" (dropdown menu with "Select Position Type" selected), "Reason for Vacancy" (text input), "Job Category" (dropdown menu with "Select Job Category" selected), "Job Title" (dropdown menu with "Select Job Title" selected), "Job Title with detail, as it will appear in the ad" (text area), "Pay Scale" (dropdown menu with "Select Pay Scale" selected), and "Is Post within Directorate's Resource Plan *" (checkbox). A tooltip for the "Job Title" dropdown menu says "Enter any Job Title with detail, as i".

Section 2:

The second section of the SRF refers to the Job type and Competition Type:

- **Competition Type:** This allows potential applicants to search the vacancies page on the DIT website by competition type e.g. Academic, Technical, Administrative.
- **Position Type:** This shows whether the post is: a new post, a replacement post for a previous post-holder, a backfill post, a job-share post.
- **Reason for vacancy:** You can type in more detail as to how the vacancy arose, including detail of previous post-holder if applicable.
- **Job Category:** This is how the Institute categorises staff for reporting purposes. Select the appropriate option from the drop-down menu

- Job Title: All of the main job titles in the Institute have been included in the menu of options. If the job title of the post you wish to recruit is not listed, please contact HR Resourcing and Benefits to have this list updated.
- Job Title with detail (as it will appear on the ad)
As some job titles in DIT are not sufficiently descriptive to describe the job, some additional detail may be required, which should be inserted here.
E.g. *Assistant Lecturer in Spatial Planning* instead of *Assistant Lecturer*, or *Technician in Biological Sciences* instead of *Technician*.

This is not the place to include an outline of the duties of the role, just the job title.

- Pay Scale: Choose the appropriate option from the drop down menu.
- Directorate's Resource Plan:
All posts requested should be part of the Directorate's Resource Plan i.e. part of the planned structure of the Directorate, with budget available to fund the post.

Section 3:

The third section of the SRF refers to dates and further detail.

- Request date: click today's date.
- Target HRC/HRAG date: fill in the date of the HRC / HRAG meeting at which the post will be addressed.
- Planned end date, if applicable. If you know the end date for the post e.g. if it is a fixed term post, then select the date from the calendar. If you do not know the end date, leave this blank.
- Contract duration: The post will either be (i) Permanent (ii) Fixed Term for a set duration e.g. 3 years (iii) Specified Purpose. Key in the appropriate detail in the box provided.
- Hours – You will only complete this if the post is part-time, not whole-time.
- Full Time Equivalent (FTE): For whole-time posts, the FTE is 1. For part-time posts, the FTE is the number of hours of the post divided by the number of hours carried out by a whole-time member of staff who does the same type of job. E.g. a half-time post is 0.5 FTE.
- No. of positions required: This will normally be 1. However where a number of staff of the same type are required, one SRF can be used to recruit multiple staff from one request.

The screenshot shows a web form for SRF. It is divided into two sections by a horizontal line. Section 3, located above the line, contains the following fields: Request Date (with a calendar icon), Target HRC / HRAG date (with a calendar icon), Planned End Date, if applicable (with a calendar icon), Contract Duration (a long text input field), Hours (if part-time), Full time equivalent, and No. of Positions Required. Section 4, located below the line, contains: Reports to (insert job title of line manager) (a text input field), Tick if considered under Research Staffing Model (a checkbox), Garda Vetting required? * (a dropdown menu), Compliance with ECF (Ref 2.1.a) * (a dropdown menu), Confirm Surplus hours/staff register checked * (a checkbox), and Additional Info * (a text area with a scroll bar). A Save button is centered at the bottom of the form. To the right of the form, two callout boxes labeled 'Section 3' and 'Section 4' are connected to their respective sections by vertical lines.

Section 4:

The fourth section of the SRF captures information required for the ECF and any other relevant information.

- Reports to: Key in the Job Title of the line manager for this post e.g. Head of School. Don't key in the line manager's name.
- Research Staffing Model: If the post is a Research Post within the DRE Project Registry, the terms of the RSM applies, and this box should be ticked.
- Garda Vetting: If Garda vetting is required for this post (under the terms of the DIT Garda vetting policy), then this should be indicated here.

- Compliance with Employment Control Framework (ECF):

The Institute is required under Section 2.1 (a) of the ECF June 2011 to fill vacancies arising in Core-funded posts up to the level of the staffing ceiling subject to the following conditions:

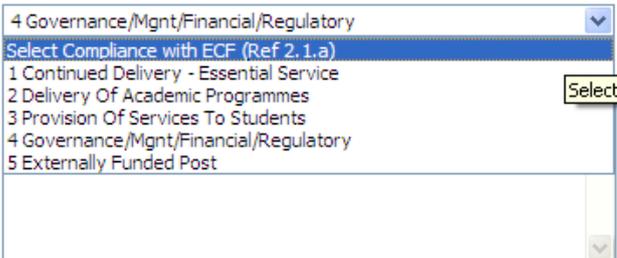
“ The post must be required to deliver essential services, Essential services are those which are required to deliver academic programmes, services to students, essential governance and management of the institution, including financial administration, and to comply with regulatory requirements ”.

Therefore, if the post is core-funded one of the options 1- 4 below should be selected. Alternatively, if the post is externally-funded, option five should be selected.

Compliance with ECF (Ref 2.1.a) *

Confirm Surplus hours/staff register checked *

Additional Info *



- Confirm Surplus hours / staff register checked:

The Institute is required under Section 2.1 (b) of the ECF to ensure that redeployment of staff is considered, and that all available lecturing and research capacity has been fully used before a vacancy is filled.

It is necessary to refer to the Surplus staff / Surplus hours register prior to submitting a request for a post. For research posts, reference to the research resource pool should be made. In ticking this box, the hiring manager is confirming that they have conducted this check.

If necessary, the partially-completed form can be saved, and re-opened and edited once this check has taken place. Ask your College Manager or HR contact for assistance in checking the Surplus staff / Surplus hours register, which is available on the Human Resources Committee drive (N).

- Additional Info:

This is a text box, in which you should enter the following detail:

“If requesting a fixed term or specified purpose post, please insert the Objective Grounds for use in the contract.”

When you click *Save*, the screen will momentarily refresh and the completed data will be shown on the screen along with an additional section at the end of the sheet.

Section 5:

- Staff Request Documents

Using the paperclip icon, you may attach other documents to this request, in support of the staff request, for example an approved staffing plan for the area in which the post resides.

Finance have advised where a post is externally-funded, documentation regarding the source of the funding must be attached.

- Funding Details:

You will select one of the following options from a drop-down menu:

- 1: Core Funded Staff
- 2: External funds – Exchequer
- 3: External funds – Non-Exchequer

Staff Request Documents

Documents attached to this request : 0

Funding Details

Funding Category: Select Funding Category

Funding Source and Pension Detail: Select Funding Category, Core Funded Staff, External-Funds Exchequer, External-Funds Non-Exchequer

and pension/PRSA

Save and Submit Save Print Friendly

Section 5

- Pension detail

In the text box at the end of the form, complete detail regarding the pension / PRSA arrangements for the post:

1: Core funded posts – the majority of core funded posts are normally pensionable. However in the case of part time positions it will depend on whether a comparable and pensionable full time post exists.

2: Externally funded posts – Exchequer funded; and

3: External funds – Non-Exchequer:

These are normally not pensionable, unless there is a pensionable comparator.

- a) If there is a pensionable comparator, the staff member is eligible for admission to DIT public sector defined benefit pension scheme. In this case a 20% contribution towards the deferred pension payment is required.
- b) If there is not a pensionable comparator but the funder has made a pension contribution available, provided the funder is not an Exchequer funded body this, this can be passed to a Personal Retirement Savings Account (PRSA) in the staff member's name. You should note that the % percentage of the PRSA contribution available in the text box. You must also confirm that the funding is available and provide confirmation of the budget code and nominal code under which it is held.
- c) If there is not a pensionable comparator and there is no pension contribution available no further information is required.

Note: the above are generally guidance only, for specific advice on a particular case/situation you should contact the Human Resources Department.

Funding Details

Funding Category Select Funding Category

Funding Source and Pension Detail For externally funded posts insert the project code and pension/PRSA provision for this post.

Enter any details about this funding_sourc

Save and Submit Save Print Friendly

Submit SRF for approval

You can review and /or the SRF before you submit it. You can save the SRF without submitting, and submit at a later date if you wish.

Staff Requests Powered By core

My Requests
You have created 2 staff requisitions and 2 are awaiting approval

Breakdown of Requests

Planned	0
Submitted	2
On-Hold	0
Approved	0
Completed	1
Rejected	2
All	5

New Request

Create New Request
Select this option to create a new staff request

Search Existing Posts
Select this option to utilise an existing post

My Approvals
You have 0 items awaiting approval. To view approvals select My Outstanding

Breakdown of Approvals

My Outstanding	0
All Approved	0
All Outstanding	0
All On-Hold	0
All Rejected	0

Search Criteria

Status: Select Status Request Date From: To: Search Text: Search Clear

My Requests : Rejected

Request No.	Status	Request Date	Job Title	Department	Actions
1209000249	Rejected	20-Sep-2012	Senior Research Assistant	Research - College Of Science & Health	
1209000251	Rejected	20-Sep-2012	Senior Research Assistant	Research - College Of Science & Health	

Accessing previous Staff Requisitions

To access your previous SRFs completed through Core, log-into Core Portal, into E-recruit, and into My Staff Requisitions.

By using the menu on the left side of the screen, you can see all of the previous SRFs that you created.

You can copy an SRF or edit and SRF if it has not been submitted.

It may be time-saving to copy a previous SRF for a post in your area, as you can just amend the detail that needs to be changed, without having to start from the beginning.

Monitoring progress of Staff Requisitions

Using the menu on the left side of the screen as above, you can track the progress of a staff requisition once it has been submitted.

You can view the comments provided during the approval process: Director comment, Finance comment, HR comment, HRC / HRAG comment and approval.

You can view whether the SRF has been approved or rejected.

Once an SRF is approved, you can track progress of the competition through the My Competitions option on Core Portal.

Support

Failed/Locked PIN

- Log a call in RMS with the Support Desk (ext. 3123 or support@dit.ie). You will receive an email with your new PIN once it has been reset.

CorePortal Unavailable - Unplanned

- If CorePortal is unavailable, log a call with the Support Desk.
- An email will be issued to all affected users as soon as possible to notify them of the issue and provide an update.

There may be planned maintenance related occasions when CorePortal will be unavailable. These will be kept to a minimum and you will be notified in advance

Error Messages

- If you get a technical error message, please log a call through the Support Desk.