



# Delt Employee Mini Guide


## Navigation

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## Navigate Employee Dashboard

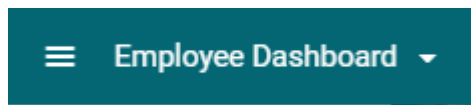
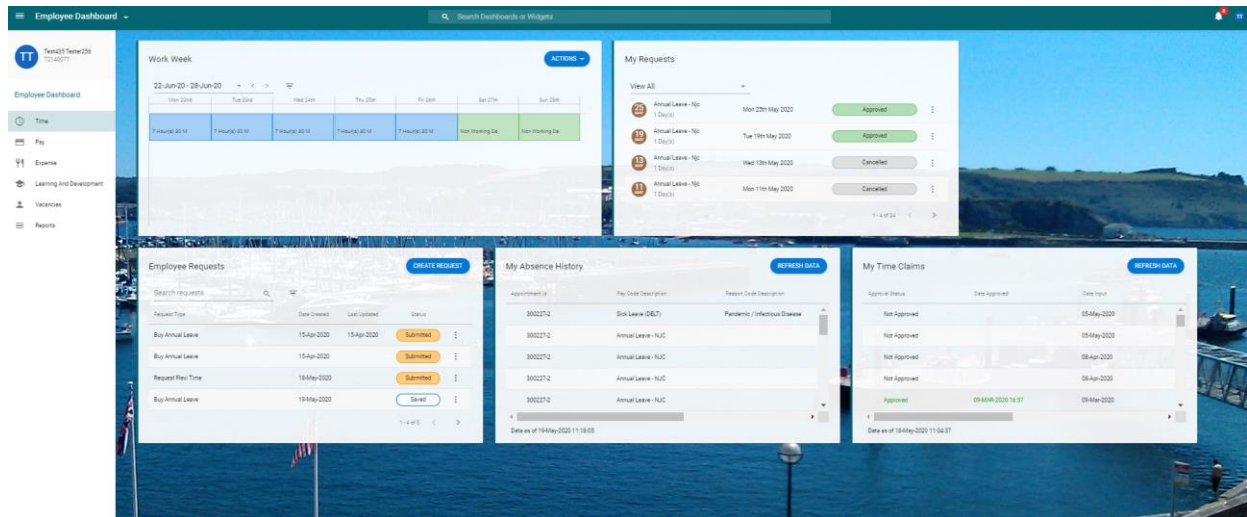
### 1. Login to the Employee Dashboard

Login to the Employee Dashboard
<p>Go to CorePortal via the link we have provided.</p> <ol style="list-style-type: none"><li>1. Enter Username</li><li>2. Enter Password</li><li>3. Click on the Sign in button</li></ol>

<ol style="list-style-type: none"><li>4. If you have forgotten your Password, simply click on "Forgot password or security question" and follow the Recovery Assistance process</li></ol>

## 2. Login to the Employee Dashboard




### Navigate Employee Dashboard


Once logged into CoreHR, you will be taken to the Employee Dashboard page



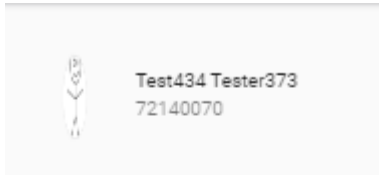
### 1. Employee Dashboard Dropdown

By clicking on the arrow to the left of the Employee Dashboard image, a drop-down menu will appear. If you have access to more than one of the CoreHR Modules, these will appear here. It will look like this if









you only have Employee  or   if you have other modules. You can simply go between modules by clicking on the one you want to use.

2. Clicking on  will collapse the right-hand view from: -

This



Employee Dashboard

-  Time
-  Pay
-  Expense
-  Review
-  Learning And Development
-  Vacancies
-  Objectives
-  Reports

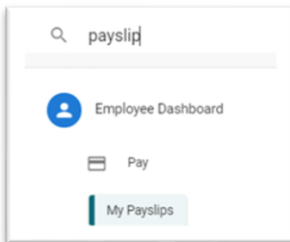
To




This allows the user to create more space by collapsing the menu view. When your menu is collapsed simply hover over the icons, the module name will appear. You can click on each of the menu options and they will take you to different modules.

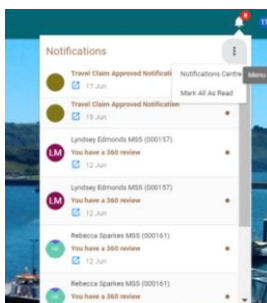
### 3. Quick Jump


The search functionality allows you to navigate to an area in the Employee Dashboard. For example, if you type payslip into the search functionality, you can see in the example below that the 'My Payslip's will appear, if you click on this it will take you directly to that widget.



### 4. Notifications

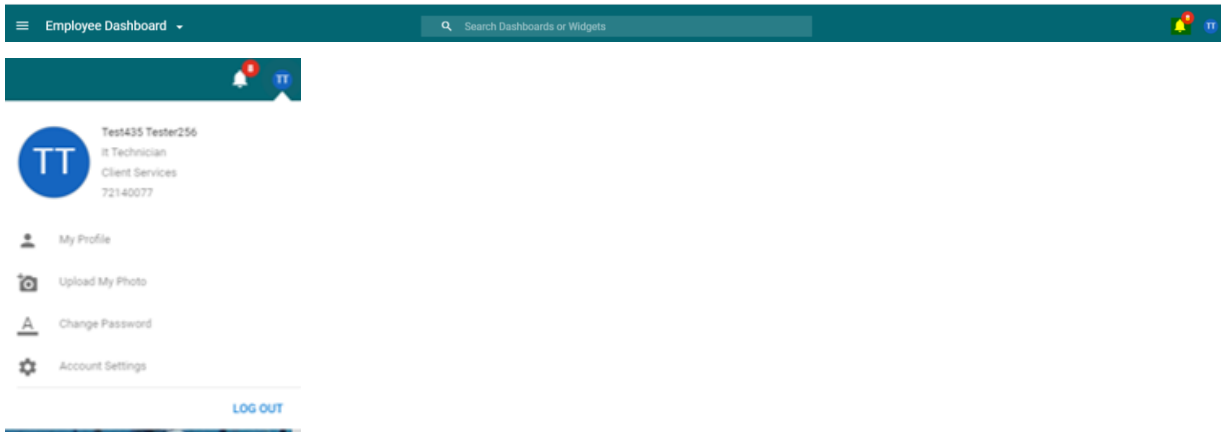
To the far-right hand side of the screen, you will see a bell . This is a link to the notification centre. Clicking on this will open any notifications that the employee needs to be aware of.



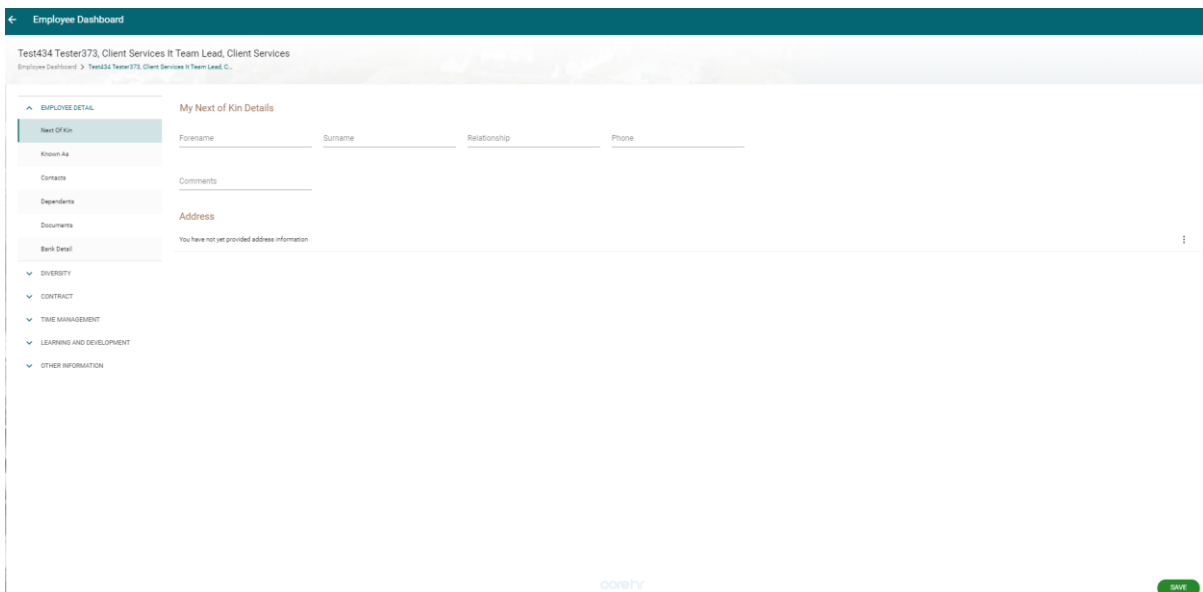
- **Ellipses** - Clicking the Ellipses  will give more options.
- Clicking on the '**Notifications Centre**', will take you to the Notifications Centre, this is simply a larger view of the screen.
- Clicking on the '**Mark all as Read**', will mark the notifications as read, however they will remain in your list until the system admin team remove after a certain amount of time. ***Please note, that these notifications may require action, so always take the time to read and understand them.***

## 5. My Profile

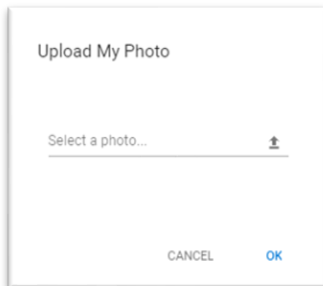
At the far-right hand side of the screen there is a circle, 'My Profile'  
Click on this, more options will appear which will allow the Employee to view, create or update: -



- **My Profile** – Click on this to update your Employee Details such as, Diversity; Contacts; Time Management; Learning and Development; Other Information.

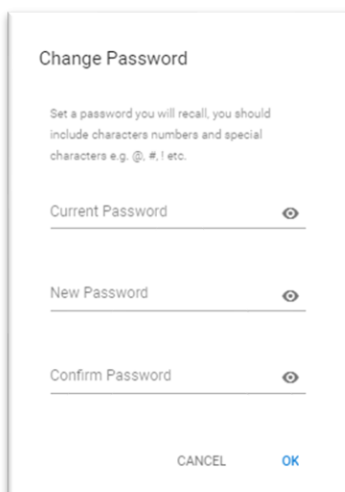


- **Upload My Photo** – Click on the upload icon>Select an appropriate photo from your Browser>Click OK. Your photo will now appear as your profile photo.



The screenshot shows a dialog box titled "Upload My Photo". It contains a text input field with the placeholder text "Select a photo..." and a small upload icon to its right. At the bottom of the dialog, there are two buttons: "CANCEL" and "OK".

- **Change Password** – Click on Change Password, Enter the Current Password>New Password>Confirm Password. Please ensure that the password is in line with your Company Policy>Click OK



The screenshot shows a dialog box titled "Change Password". It contains a short instruction: "Set a password you will recall, you should include characters numbers and special characters e.g. @, #, ! etc." Below this are three password input fields labeled "Current Password", "New Password", and "Confirm Password", each with a toggle icon to its right. At the bottom, there are "CANCEL" and "OK" buttons.

- **Log Out** – simply click on the Log Out button and you will be logged out of the system

*Please note that the ability to upload CoreHR documents may not be available to certain customers. If you require access to documents, please contact the Systems Team, who will discuss this with you in more detail.*