



## **Delt Employee Mini Guide**

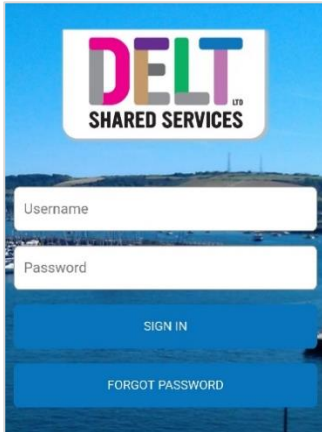
### **Core HR Mobile Guide V2.0**

25/04/2023

# CoreHR – Your Payroll System

## What is CoreHR?

You can view and update your personal information, view your payslips, apply for leave (and more!) using the CoreHR system on your personal mobile device.



Enter your username and password, then tap SIGN IN.

If you forget your password, tap FORGOT PASSWORD and follow the instructions.

### Tips

- Save the link to the log in page in your device favourites.
- Do not save your username or password to the device unless it's one only used by you.
- Do not use the back button on your web browser as this takes you out of CoreHR.

SCAN ME



The first time you attempt to log in, you'll be sent a security code to your mobile. Enter this code then follow the instructions below.

Please refer to Delt ESS & MSS training guides for information on how you use CoreHR for Booking Leave; entering timesheets; claiming expenses; and more.

## Logging in

You'll be sent the link in an email. Or you can access via the QR Code below