Protective Marking: Official

# Delt Employee Mini Guide

## Core HR Mobile Guide

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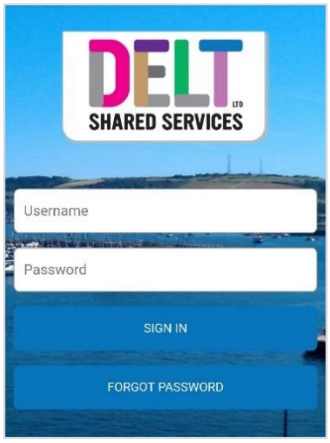
# CoreHR – Your Payroll System

## 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**

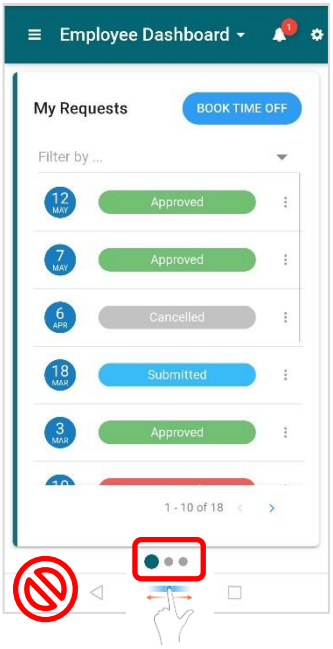
- Save the link to the log in page in your device favourites.
- Do not save your username or password to the device unless it's one only used by you.
- Do not use the back button on your web browser as this takes you out of CoreHR.

## Logging in

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

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.




The first screen you'll see is your Employee Dashboard.

The circles indicate there are three pages, swipe across to change from:

- My requests (eg leave), to
- Balances (your leave entitlement) or
- Length of service (years/days of your employment)

To find / update other details, move around using the icons on the top.

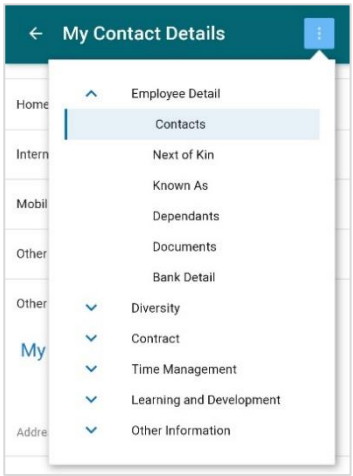
| | |
|---|---|
| ≡ | Use this menu to access:<br>• Time (book leave),<br>• Pay (payslip, P60)<br>• Expenses (make claims)<br>• And more! |
| 6 | Notifications (tasks on the system). |
| ⚙ | My profile (or log out) – this is where you can update your personal details. |
| Employee Dashboard<br>Manager Dashboard | Move to the Manager dashboard (and back to your own Employee dashboard). |

Note: there is very limited access to manager functionality on the mobile site.

## View / update your personal details

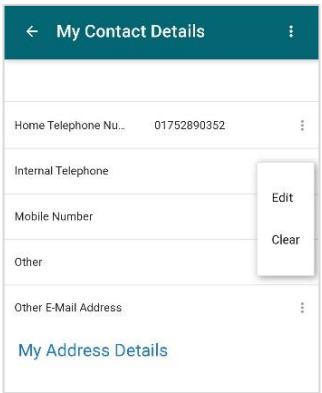
Tap the profile icon (top right)

Tap the three dots in the green menu to move between detail pages.




Select the item from the list and amend using edit/clear.

Tap the three dots at the end of a line to edit the entry.

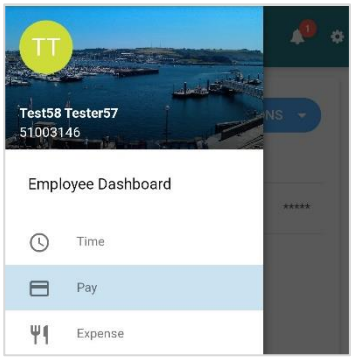



Be careful: 'clear' deletes the entry without a warning being displayed.

# Your payslips

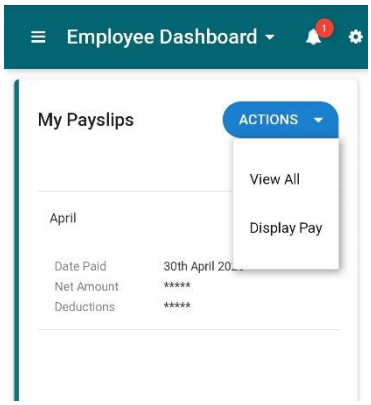
Tap the three lines top left

From the menu tap **Pay**

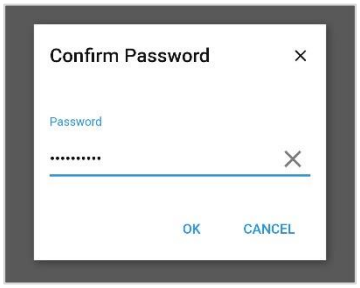



Your payslips are listed, swipe across to view your tax detail or P60

From the My Payslips page, tap **Actions** and **View All**.

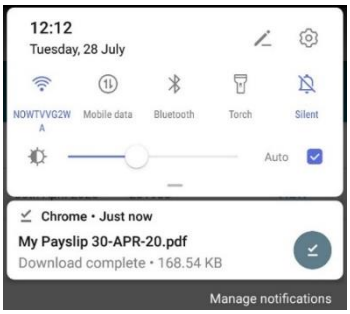



Enter your **Password** and tap **OK**




Your payslip will either open or download to your device.

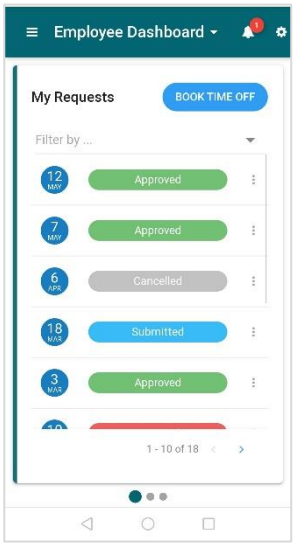
If it downloads, swipe down to open



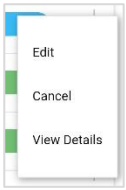
# Book (or cancel) leave

Your leave is in the My requests area in the Time menu when your first log on. The status could be:

- Submitted (not yet approved)
- Approved (you can take the leave)
- Rejected (you cannot take the leave)
- Cancelled (you cancel the leave request)



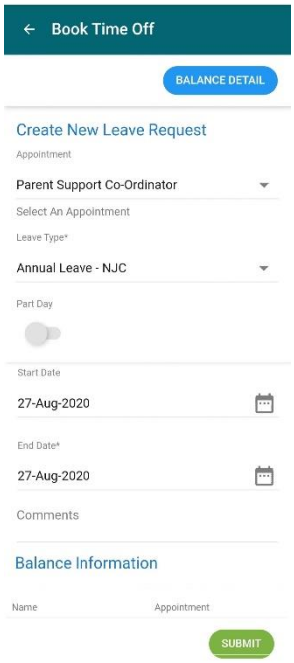

Click the three dots at the end of an entry to view details (or edit / cancel where appropriate).




Tap **book time off** to create a new leave request.

Scroll down the page to enter the details:

- Select your appointment (if relevant)
- Select leave type
- Enter the start / end dates (where relevant)
- View your balance information (do you have any leave left to take?)




Then tap **Submit** to send to your manager for approval.

When your manager approves or rejects the request, you'll receive a notification on the system (see the bell icon top right)