



As Approving Manager, I Want to Approve Expenses

Payroll Shared Services (PSS) Contact Centre



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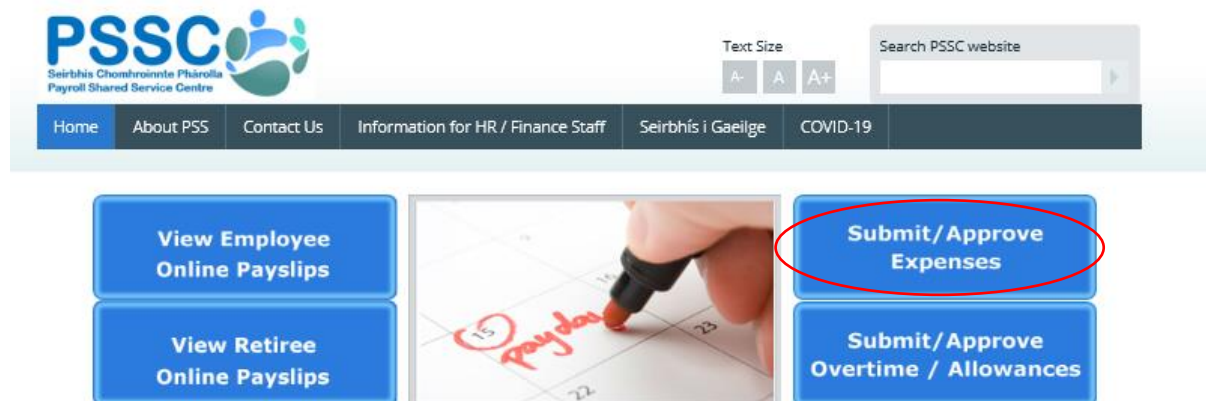
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1. Logging on to the System

Log onto Core Portal via the website as follows:

Go to the website <https://pssc.gov.ie/>

Select the Option 'Submit/Approve Expenses'



Select your Department from the list:

Online Employee Payslips

To view your online payslip, please click on your home organisation

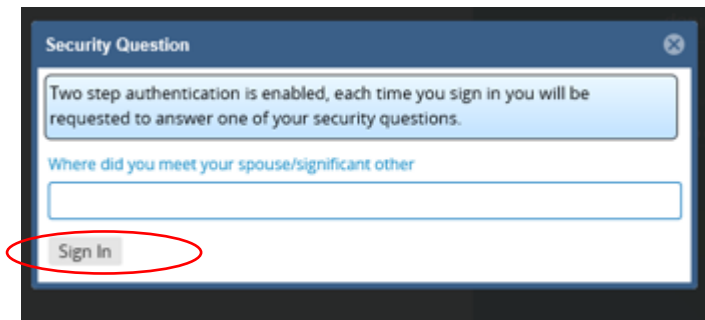
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- [Department of the Taoiseach](#)
- [Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media](#)
- [Department of Transport](#)
- [Director of Public Prosecutions](#)
- [Garda Síochána Ombudsman Commission](#)
- [Garda Staff](#)
- [Irish Human Rights and Equality Commission](#)
- [Irish Prison Service \(Civilians\)](#)
- [Law Reform Commission](#)
- [Legal Aid Board](#)
- [National Council for Special Education](#)
- [National Disability Authority – \(DCEDIY\)](#)

Enter:

- Username which is your registered email address
- Password
- Then click sign in



One of your 3 security questions should appear. Answer the question and click 'sign in':

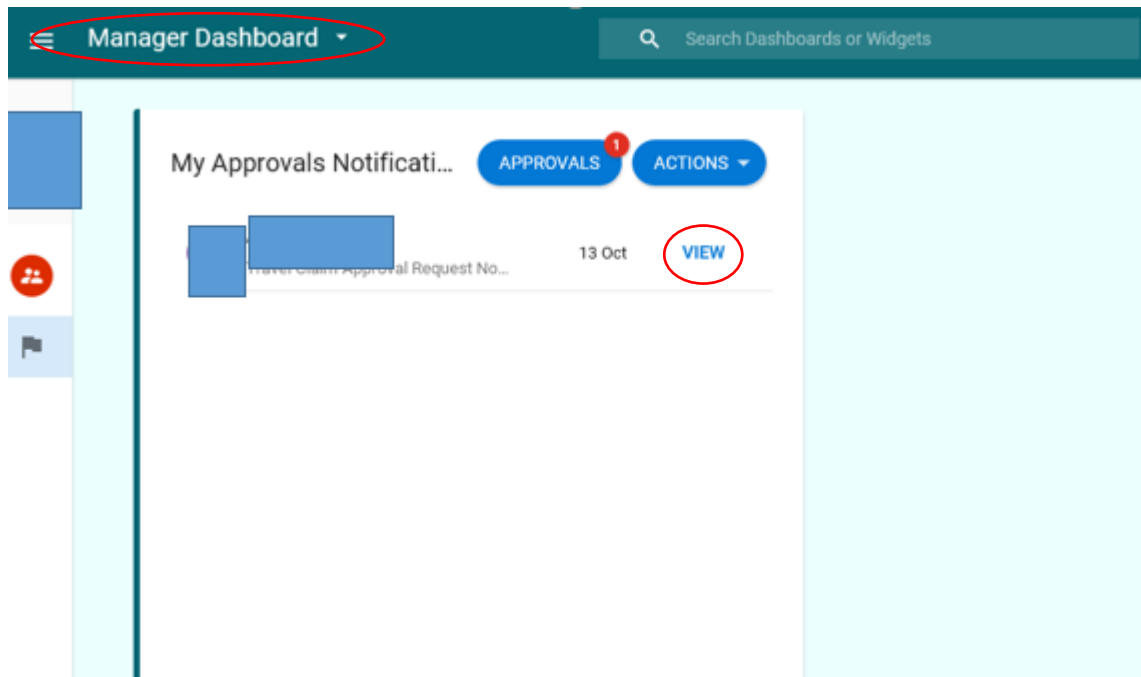


2 How to Approve Expenses

When an Approver logs on to Core Portal you will automatically be directed to the Core Portal Approvers tab in the Managers Dashboard. Here, you can approve claims, cars and advances.

(i) Expense Trip Approval

Click on “view” button applicable to the expense you wish to approve or the approval tab:



When you click approvals you will be able to view all Expense Trip information entered by the Claimant. For expense approvals you will get the following screen:

My Approvals
 Manager Dashboard > My Approvals

Travel Claim Approval Request Notification
 Date Submitted: 13 Oct 2020 15:23

36.97 Total claimed
1 Number of items

Description	Total	Date From	Date To
Course	36.97	01-OCT-20	01-OCT-20
Year To Date	8,479.30	Vehicle Registration	Analysis 1
Analysis 2	FMR BANKING SSC	1420Y247	DOF/DPER/SSC T&S ADMIN
Analysis 3	DEFAULT ANALYSIS CODE 3	Analysis 4	Trip ID
Analysis 4	DEFAULT ANALYSIS CODE 4		1579902

REJECT **APPROVE**

The expense items will be broken down by item and you can click the widget icon to view details; to add a note; or to view additional information.

Expense Items

1.2 10 Hour Rate Wed 30TH Sep 2020		€36.97	SUBMITTED	⋮
1.6 Taxis Wed 30TH Sep 2020	Receipted Expense Type	€20.00	SUBMITTED	⋮
2.0 Tolls Wed 30TH Sep 2020	Receipted Expense Type	€10.00	SUBMITTED	⋮

You will see a breakdown of the item. Click the button “actions” which is located at the top right of this page to view receipt.

The screenshot shows the 'My Approvals' page with the following details:

- Expense Detail** (Manager Dashboard > My Approvals > Expense Detail)
- Expense Item**
 - Expense item with foreign details
 - Payment By Me (selected) vs Payment By Company
 - Expense Type: 1.6 Taxis
 - Receipt Status: Receipt available to upload
 - Receipt Description*: receipt
 - Value: 15
 - From Location: Dublin Heuston
 - To Location: Dublin Jervis Street
 - Start Date*: 11-Feb-2021
 - End Date*: 11-Feb-2021
 - Expense Item Description: Taxi Dublin
- ACTIONS** button circled in red at the top right.

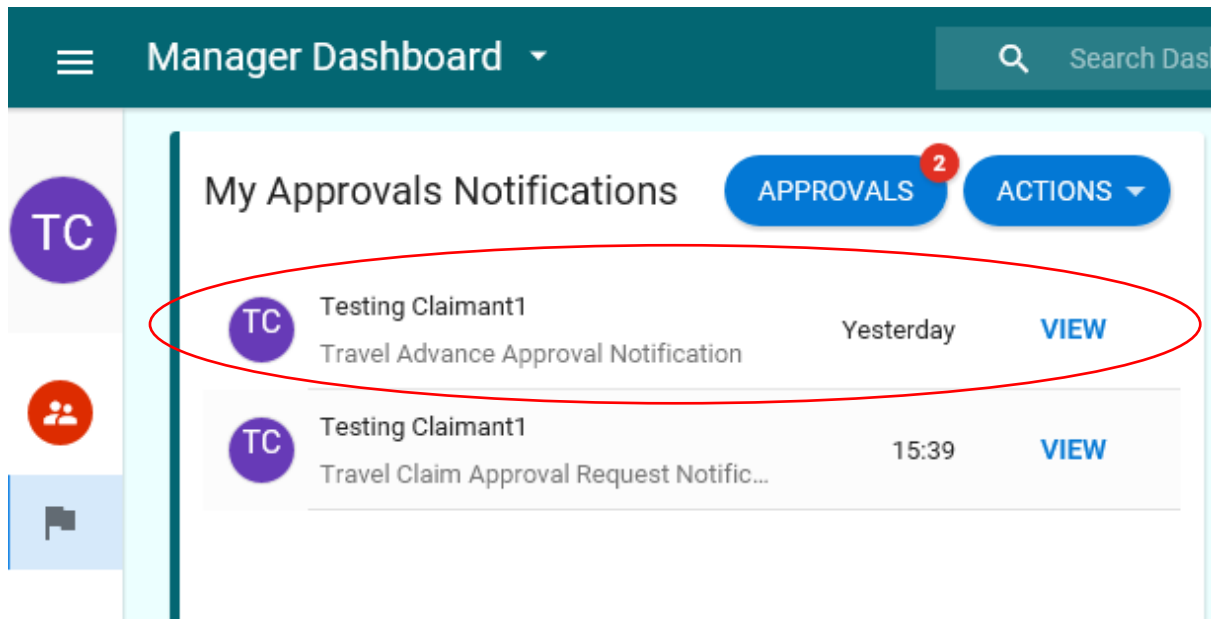
When you return to the main expense claim page you can click the link to reflect you have viewed the receipt or include a note if you have not; you can also view the terms and conditions and tick the box to confirm that all details are correct before you approve the item.

The screenshot shows the approval form with the following elements:

- Have you viewed the attached receipts? (circled in red)
- Why Not?** section with a link: [To read and review the terms and conditions for approval, please click here](#) (circled in red)
- I confirm that the above details are correct
- oore/hy logo
- REJECT** (red button) and **APPROVE** (green button) buttons.

(ii) Approving Advances

For Advances on your Manager Dashboard click on “view” button applicable to the advance you wish to approve.



The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with a hamburger menu icon, the text "Manager Dashboard", and a search bar. Below this is a section titled "My Approvals Notifications" with two buttons: "APPROVALS" (with a red notification badge showing '2') and "ACTIONS". A list of notifications is displayed below, with the first one circled in red. The first notification is from "Testing Claimant1" for a "Travel Advance Approval Notification" received "Yesterday" with a "VIEW" button. The second notification is also from "Testing Claimant1" for a "Travel Claim Approval Request Notific..." received at "15:39" with a "VIEW" button.

Tick the “I confirm that the above details are correct” tick box and press Approve.

Travel Advance Approval Notification

Date Submitted
20 Oct 2020 10:15

Euro 150
Currency Value

Advance No.	Reason	Advance Date	Repayment Date
449509	An overnight	20-Oct-2020	22-Oct-2020

Advance Type
CREDIT TRANSFER

To read and review the terms and conditions for approval, please click [here](#)

I confirm that the above details are correct



REJECT

APPROVE

(iii) Approving Claimant Cars

On your Manager Dashboard, you can select a request for Claimant Car Approval, the following information will appear:

Car Re-Submitted for Approval Notification

Date Submitted
20 Oct 2020 10:14

Car Reg.	NISSAN QUASHQUI Model
Date Registered / Vehicle Type	Engine 1201

01 Jul 20 / Car

To read and review the terms and conditions for approval, please click [here](#)

I confirm that the above details are correct

REJECT **APPROVE**

Tick the “I confirm that the above details are correct” tick box and press Approve.

The approved expense, cars, advances will no longer be visible in the My Approvals section.

