



**As an approving manager, I want to  
approve an allowance claim**  
Payroll Shared Services (PSS) Contact Centre



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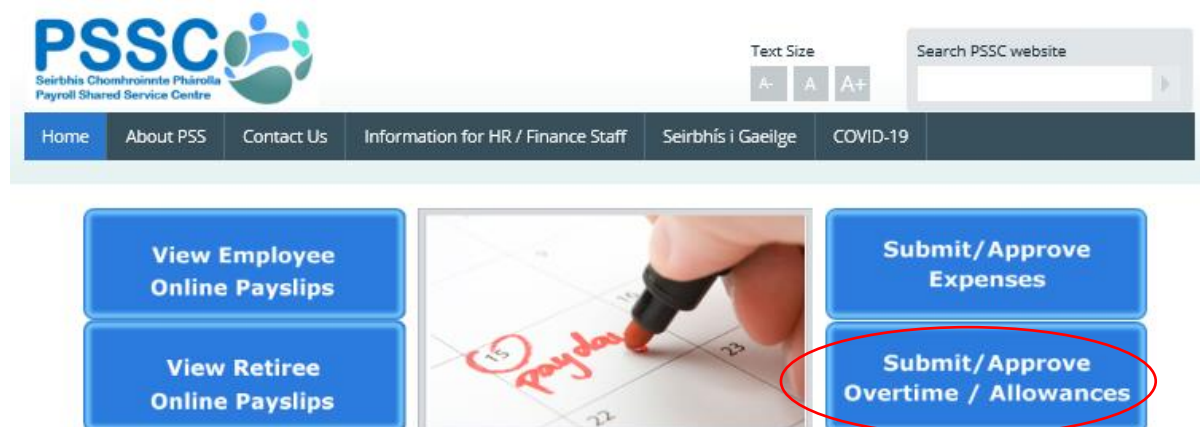
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# 1. Logging on to the System

Log onto Core Portal via the website as follows:

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

Select the Option 'Submit/Approve Overtime/Allowances'



Select your Department from the list:

## Online Employee Payslips

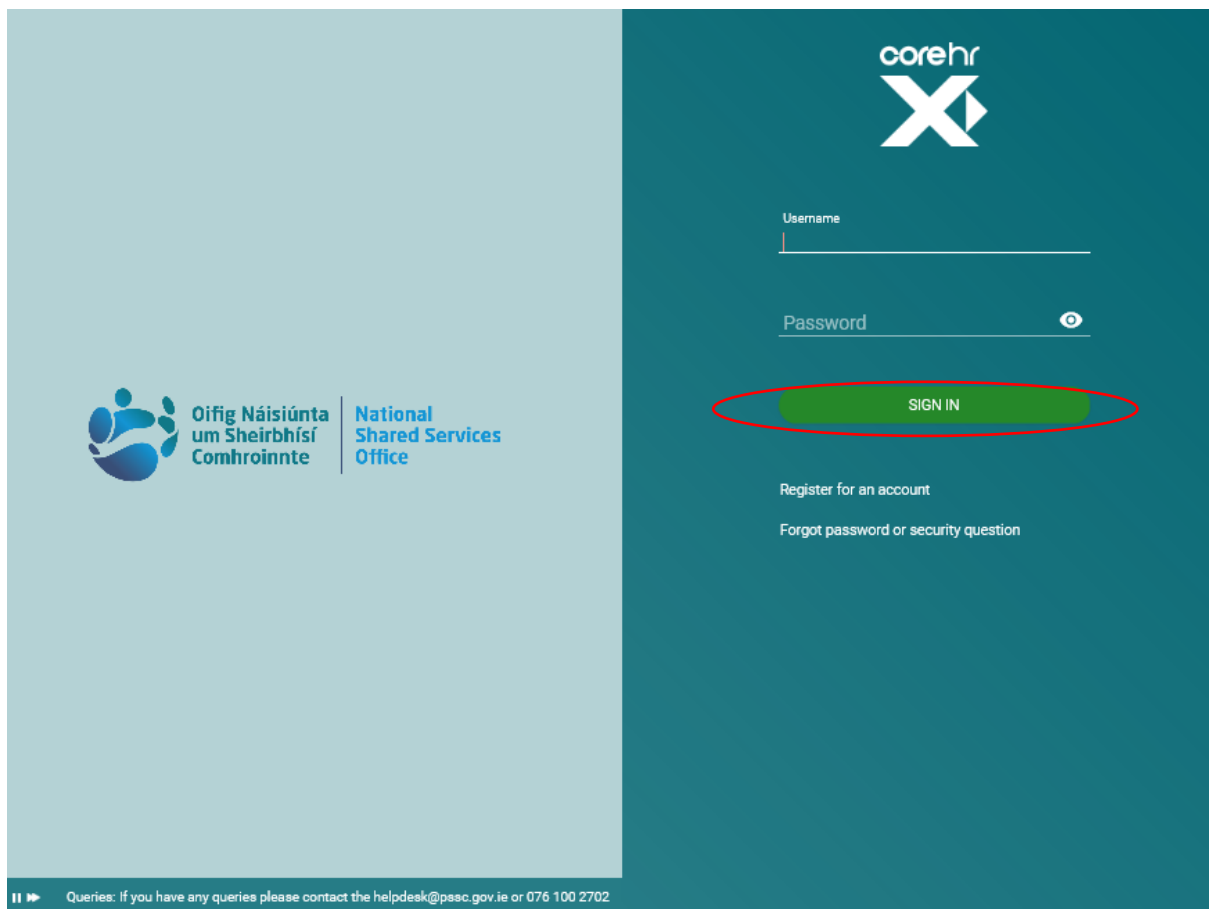
To view your online payslip, please click on your home organisation

- [Adoption Authority of Ireland](#)
- [Central Statistics Office](#)
- [Chief State Solicitors Office](#)
- [Children Detention Campus](#)
- [Commission for Public Service](#)
- [Comptroller and Auditor General](#)
- [Office of the Comptroller and Auditor General](#)
- [Courts Service \(Judiciary\)](#)
- [Courts Service \(Non-Judiciary\)](#)
- [Department of Agriculture, Food and the Marine](#)
- [Department of Children, Equality, Disability, Integration and Youth](#)
- [Department of Defence Soldiers, Officers and Reservists Pay](#)
- [Department of Defence](#)
- [Department of Education](#)
- [Department of Enterprise, Trade and Employment](#)
- [Department of Environment, Climate and Communication](#)
- [Department of Finance](#)
- [Department of Foreign Affairs](#)
- [Department of Health](#)
- [Department of Housing, Local Government and Heritage](#)
- [Department of Justice](#)
- [Department of Public Expenditure and Reform](#)
- [Department of Rural and Community Development](#)
- [Department of Social Protection](#)
- [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:

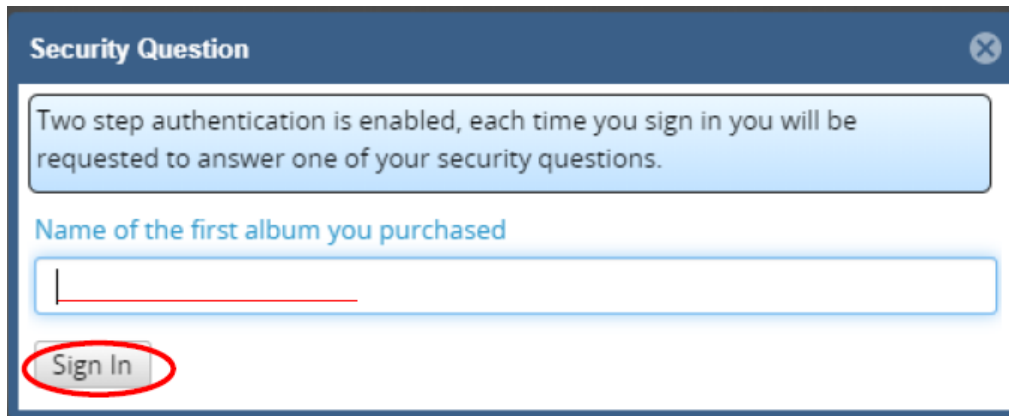
- Username which is your registered email address
- Password

Then click “sign in”



The screenshot shows a login interface for 'corehr'. On the left, there is a logo for 'Oifig Náisiúnta um Sheirbhísí Comhroinnte' and 'National Shared Services Office'. The right side features the 'corehr' logo at the top, followed by input fields for 'Username' and 'Password'. The 'Password' field has a visibility toggle icon. Below the fields is a green 'SIGN IN' button, which is circled in red. Underneath the button are links for 'Register for an account' and 'Forgot password or security question'. At the bottom left, there is a footer with a play button icon and the text: 'Queries: if you have any queries please contact the helpdesk@pssc.gov.ie or 076 100 2702'.

One of your 3 registered security questions should appear in a new window. Enter the answer and click “sign in”:



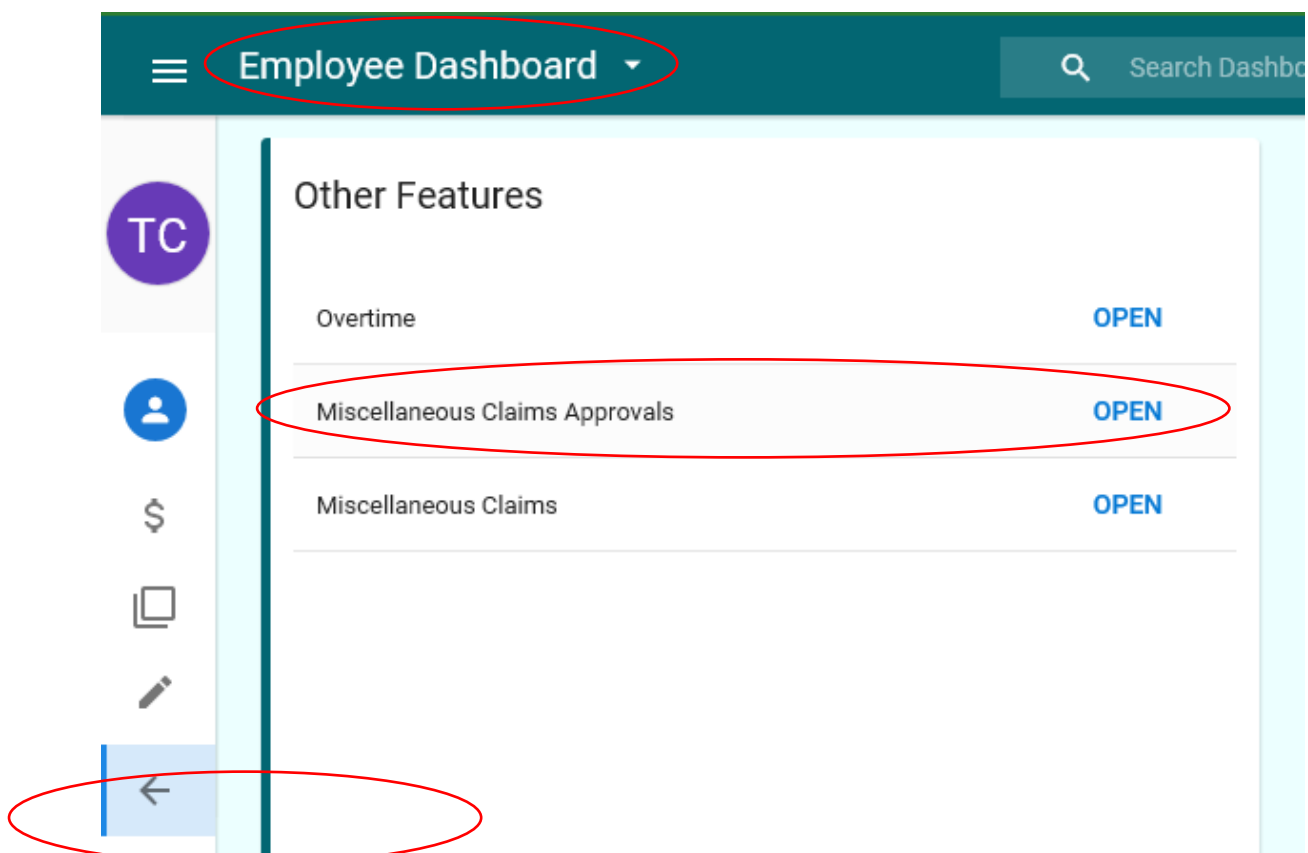
A dialog box titled "Security Question" with a close button in the top right corner. It contains a message: "Two step authentication is enabled, each time you sign in you will be requested to answer one of your security questions." Below the message is a text input field with the label "Name of the first album you purchased". At the bottom left, there is a "Sign In" button circled in red.

## 2. How to Approve Miscellaneous Claims/Allowances

Select Employee Dashboard (located on the top left-hand corner of the main screen)

Select Other Products (the left arrow symbol).

Then select “Open” beside Miscellaneous Claims Approval.



A screenshot of the Employee Dashboard interface. The top navigation bar is dark teal and contains a hamburger menu icon, the text "Employee Dashboard" with a dropdown arrow, and a search bar labeled "Search Dashboard". On the left side, there is a vertical sidebar with several icons: a purple circle with "TC", a blue circle with a person icon, a dollar sign, a document icon, a pencil icon, and a blue square with a white left-pointing arrow. The main content area is titled "Other Features" and contains a table with three rows:













Overtime	OPEN
Miscellaneous Claims Approvals	OPEN
Miscellaneous Claims	OPEN

The "Employee Dashboard" text, the "Miscellaneous Claims Approvals" row, and the left-pointing arrow icon are circled in red.

The Approvals screen will display completed details of Miscellaneous Claims.

You can approve (green tick) or reject (red tick) the individual Claims.

Approval - Miscellaneous Claim Item

Employee	Items	Description	Comment	Start	End	Status	Value	Action
	Cp-Public Holiday Swy			Mon 06th Aug 2018	Mon 06th Aug 2018	Submitted	.00	  
	Cp-Keyholder Allow (Ppc)	Key Holding Ppc		Fri 01st Jan 2021	Sat 02nd Jan 2021	Submitted	35.67	  
	Cp-Keyholder Allow (Ppc)	Key Holding Ppc		Fri 01st Jan 2021	Sat 02nd Jan 2021	Submitted	35.67	  
	Cp-Keyholder Allow (Ppc)	Key Holding Ppc		Sun 03rd Jan 2021	Tue 05th Jan 2021	Submitted	35.67	  

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