



Delegation of Expenses as an Approving Manager

Payroll Shared Services (PSS) Contact Centre

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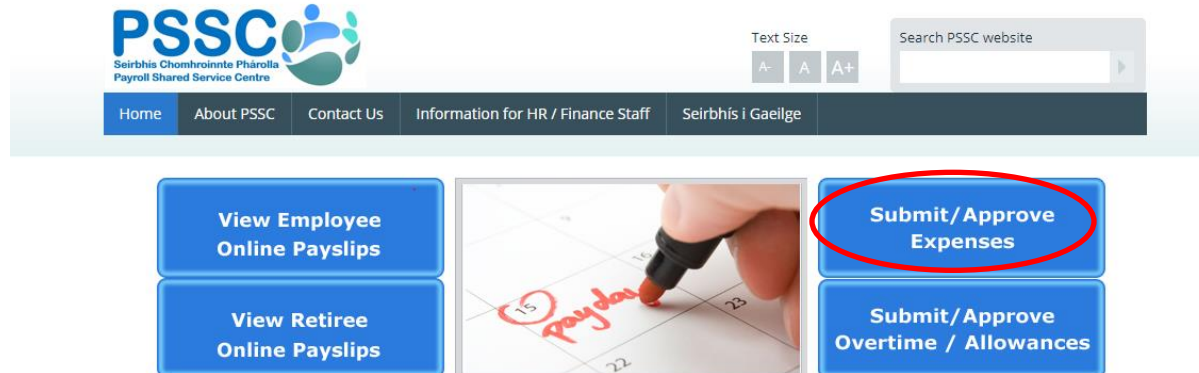
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1. Logging on to the System

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

- [Garda Síochána Ombudsman Commission](#)
- [Adoption Authority of Ireland](#)
- [Chief State Solicitors Office](#)
- [Children Detention Campus](#)
- [Central Statistics Office](#)
- [Commission for Public Service](#)
- [Comptroller and Auditor General](#)
- [Office of the Comptroller and Auditor General](#)
- [Courts Service \(Non-Judiciary\)](#)
- [Courts Service \(Judiciary\)](#)
- [Department of Agriculture, Food and the Marine](#)
- [Department of Culture, Heritage and the Gaeltacht](#)
- [Department of Children and Youth Affairs](#)
- [Department of Communications, Climate Action and Environment](#)
- [Department of Defence Soldiers, Officers and Reservists Pay](#)
- [Department of Defence](#)
- [Department of Education & Skills](#)
- [Department of Employment Affairs and Social Protection](#)
- [Department of Finance](#)
- [Department of Foreign Affairs and Trade](#)
- [Department of Health](#)
- [Department of Housing, Planning, Community and Local Government](#)
- [Department of Business, Enterprise and Innovation](#)
- [Department of Justice & Equality](#)
- [Department of Public Expenditure and Reform](#)
- [Department of Rural and Community Development](#)
- [Department of the Taoiseach](#)
- [Department of Transport, Tourism and Sport](#)
- [Director of Public Prosecutions](#)
- [Garda Staff](#)
- [Irish Human Rights and Equality Commission](#)
- [Law Reform Commission](#)
- [Legal Aid Board](#)
- [National Council for Special Education](#)
- [National Disability Authority](#)

Enter:

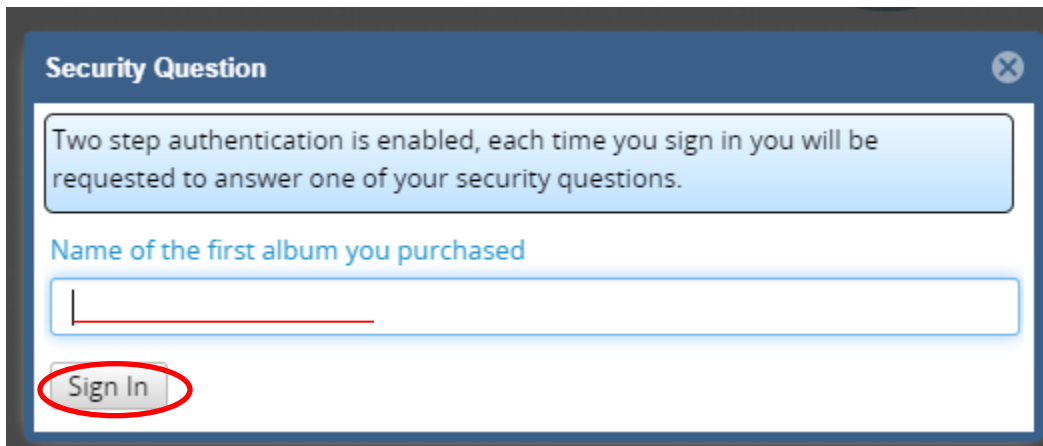
- Username which is your registered email address
- Password

Then click sign in



The image shows the login page for the Payroll Shared Service Centre (PSSSC). The logo at the top features the letters 'PSSSC' in large blue font, followed by the text 'Seirbhís Chomhroinnte Phárola' and 'Payroll Shared Service Centre' in smaller blue font. To the right of the text is a stylized logo of three people in blue and green. Below the logo are two input fields: 'Email Address' and 'Password'. To the right of these fields is a 'Sign In' button, which is circled in red. Below the input fields are links for 'Register for an account' and 'Forgot password or security question'. At the bottom, there is a checkbox labeled 'Enable Accessibility mode'.

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




The image shows a 'Security Question' dialog box. The title bar reads 'Security Question' with a close button (X) on the right. The main text says: 'Two step authentication is enabled, each time you sign in you will be requested to answer one of your security questions.' Below this is a text input field with the question 'Name of the first album you purchased'. At the bottom left of the dialog box is a 'Sign In' button, which is circled in red.

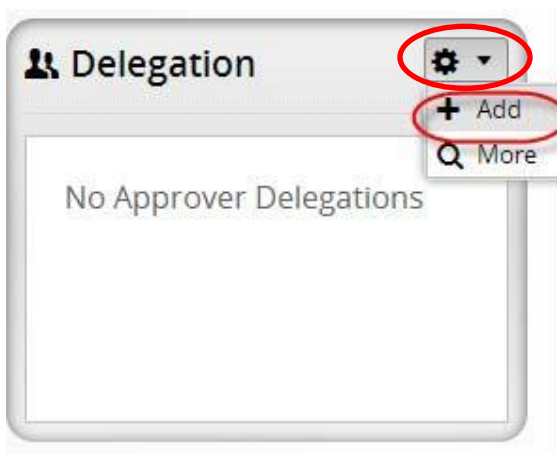
2. How to Delegate Expenses to another approver

When you are taking annual leave or extended leave an Approver should consider delegating their approval responsibilities to a colleague.

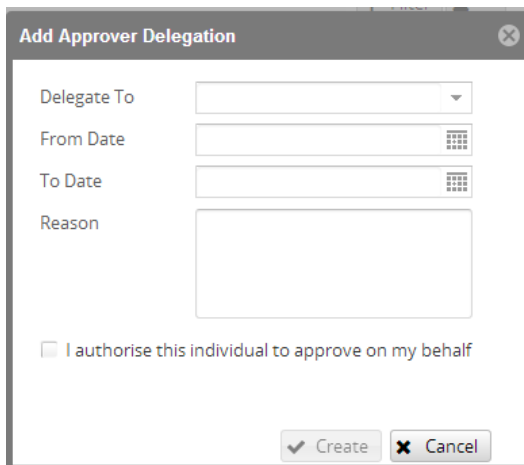
You then need to navigate to the Manager's Dashboard from the "Dashboard" option at the top of your screen:



Here you will see the "Delegation" section. The next step is to click on the widget  as highlighted below, then select **+Add**.



You must **then select who** you want to delegate your approval responsibilities to, **for what dates** and complete the **reason** for the delegation, before **authorising the individual to approve** on your behalf and clicking **Create**. Delegating approval means that for the specified period of time every **Expense Claim, Advance or Car Approval** that is sent to the approver for approval will be forwarded on to the selected delegated approver instead

A screenshot of the 'Add Approver Delegation' dialog box. The dialog has a title bar with a close button. It contains the following fields: 'Delegate To' (a dropdown menu), 'From Date' (a date picker), 'To Date' (a date picker), and 'Reason' (a text area). At the bottom, there is a checkbox labeled 'I authorise this individual to approve on my behalf'. At the very bottom, there are 'Create' and 'Cancel' buttons.