



# Delegation of Expenses as an Approving Manager

Payroll Shared Services (PSS) Contact Centre



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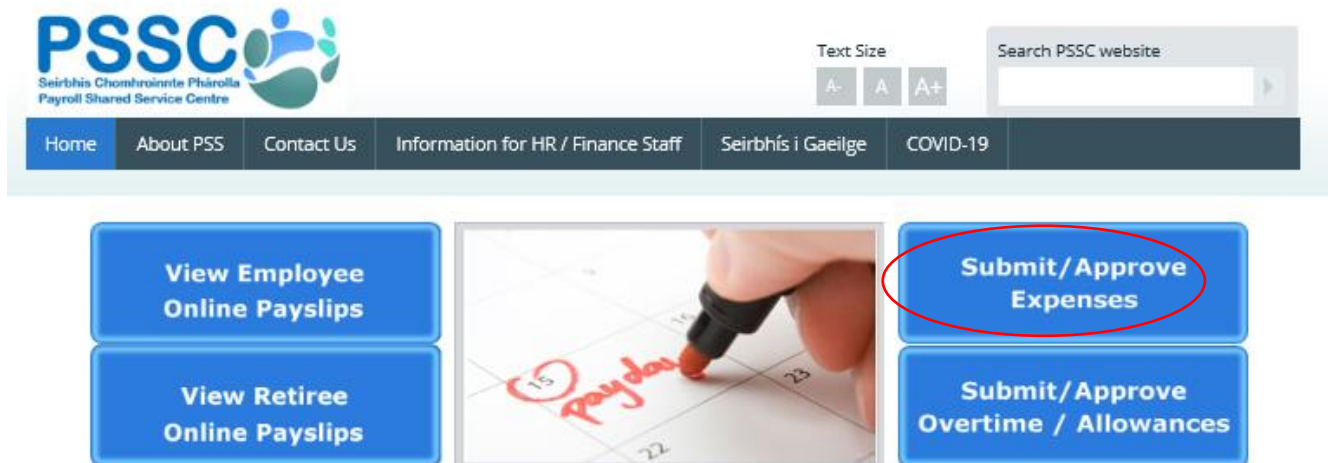
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# 1. Logging on to the System

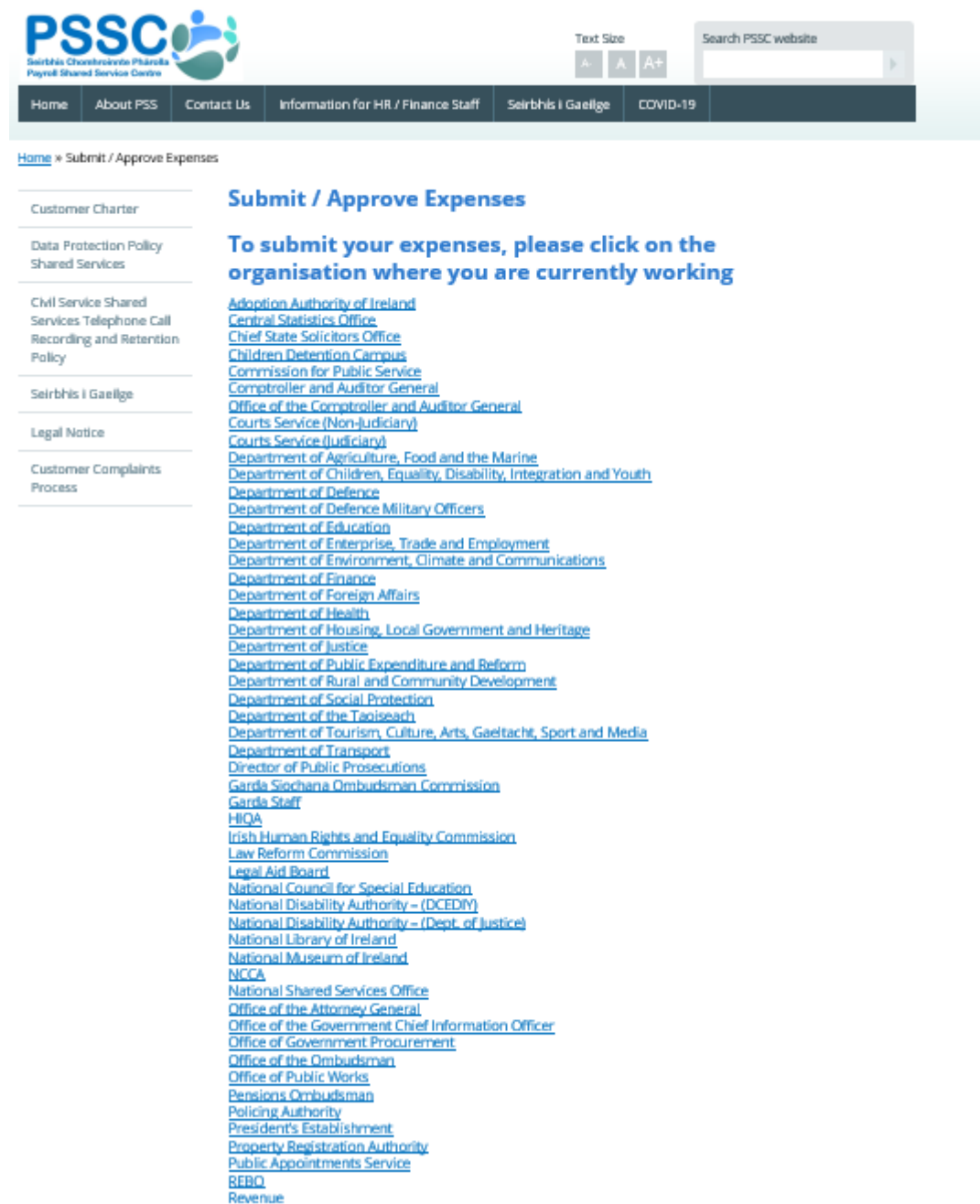
Log on to Portal:

**Step 1:** Go to the PSSC Website [www.pssc.gov.ie](http://www.pssc.gov.ie)

**Step 2:** Select the Option “Submit/Approve Expenses”



**Step 3:** Select your Department from the list:



**PSSC**  
Seirbhís Chomúnachta Pháirsíola  
Payroll Shared Service Centre

Text Size: A A A+

Search PSSC website

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[Home](#) » [Submit / Approve Expenses](#)

**Submit / Approve Expenses**

**To submit your expenses, please click on the organisation where you are currently working**

[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 \(Non-Judiciary\)](#)  
[Courts Service \(Judiciary\)](#)  
[Department of Agriculture, Food and the Marine](#)  
[Department of Children, Equality, Disability, Integration and Youth](#)  
[Department of Defence](#)  
[Department of Defence Military Officers](#)  
[Department of Education](#)  
[Department of Enterprise, Trade and Employment](#)  
[Department of Environment, Climate and Communications](#)  
[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](#)  
[HIQA](#)  
[Irish Human Rights and Equality Commission](#)  
[Law Reform Commission](#)  
[Legal Aid Board](#)  
[National Council for Special Education](#)  
[National Disability Authority – \(DCEDIY\)](#)  
[National Disability Authority – \(Dept. of Justice\)](#)  
[National Library of Ireland](#)  
[National Museum of Ireland](#)  
[NCCA](#)  
[National Shared Services Office](#)  
[Office of the Attorney General](#)  
[Office of the Government Chief Information Officer](#)  
[Office of Government Procurement](#)  
[Office of the Ombudsman](#)  
[Office of Public Works](#)  
[Pensions Ombudsman](#)  
[Policing Authority](#)  
[President's Establishment](#)  
[Property Registration Authority](#)  
[Public Appointments Service](#)  
[RFBQ](#)  
[Revenue](#)

Enter:

- Username which is your registered email address
- Password

Then click "Sign In"

corehr

Username

Password

SIGN IN

Register for an account

Forgot password or security question

Oifig Náisiúnta um Sheirbhísí Comhroinnte | National Shared Services Office

Queries: If you have any queries please contact the helpdesk@pasc.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":

Security Question

Two step authentication is enabled, each time you sign in you will be requested to answer one of your security questions.

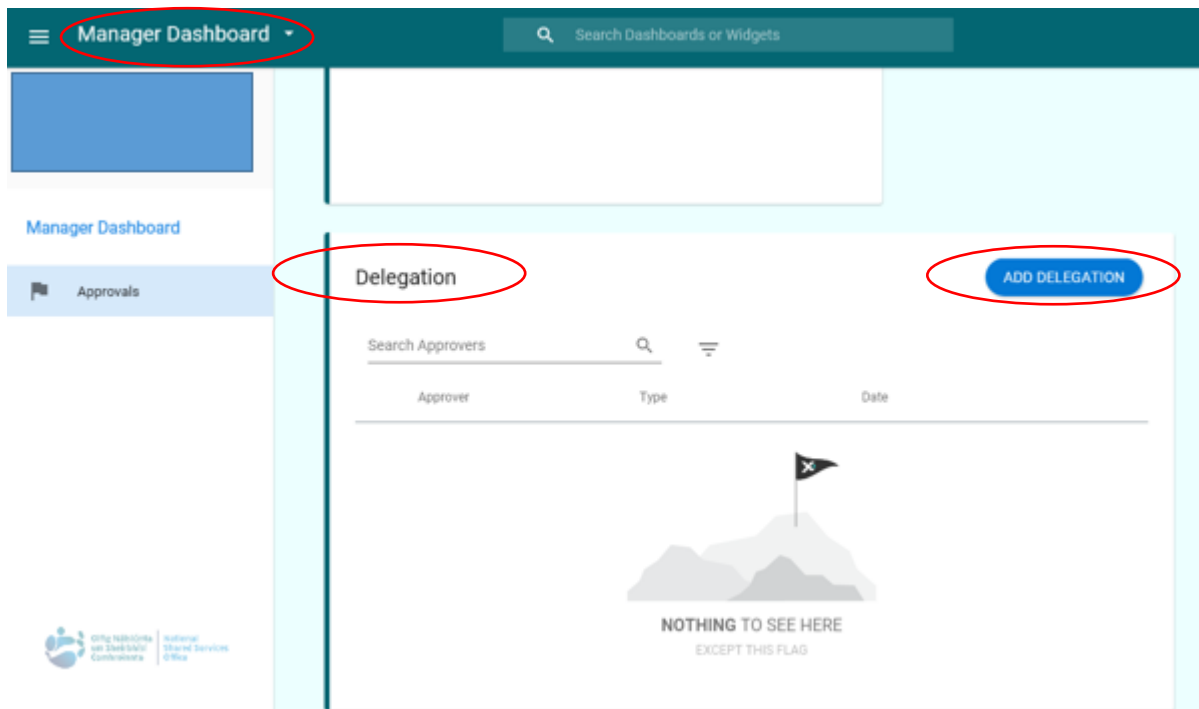
What was the name of your first pet

Sign In

## 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 Delegation".



You must **then select who** you want to delegate your approval responsibilities to for the item **type Expenses, for what dates** and complete the **reason** for the delegation, before **authorising the individual to approve** on your behalf and clicking **Save**:

The screenshot shows a web interface for 'Add Approver Delegation'. At the top, there is a dark teal header with a back arrow, the text 'Manager Dashboard', and a 'TC' icon. Below the header, the page title is 'Add Approver Delegation' with a breadcrumb trail 'Manager Dashboard > Add Approver Delegation'. The form contains several input fields: 'Type\*' (a dropdown menu), 'From Date\*' (a date picker), 'Delegate To\*' (a dropdown menu), 'To Date' (a date picker), and 'Reason' (a text input field). Below these fields is a checkbox with the label 'I authorise this individual to approve on my behalf'. At the bottom right of the form, there is a green 'SAVE' button, which is circled in red. The 'corelyx' logo is visible at the bottom center of the page.

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.