



# As an Approving Manager, I Want to Approve Overtime Claims

Payroll Shared Services (PSS) Contact Centre



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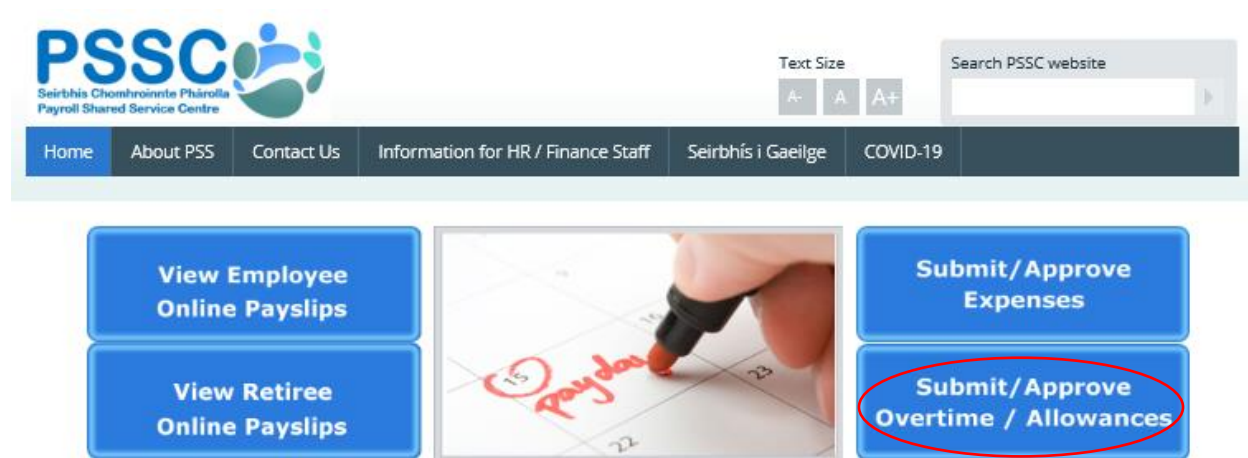
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# 1. Logging on to the System

Log onto Core Portal via the website as follows:

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

Select the option 'Submit/Approve Overtime/Allowance'



Select your Department from the list:

**PSSC**  
Seirbhís Chosúroirí Phánsála  
Payroll Shared Service Centre

Text Size: A- A A+

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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](#)
- [RERO](#)
- [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@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:

Security Question

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

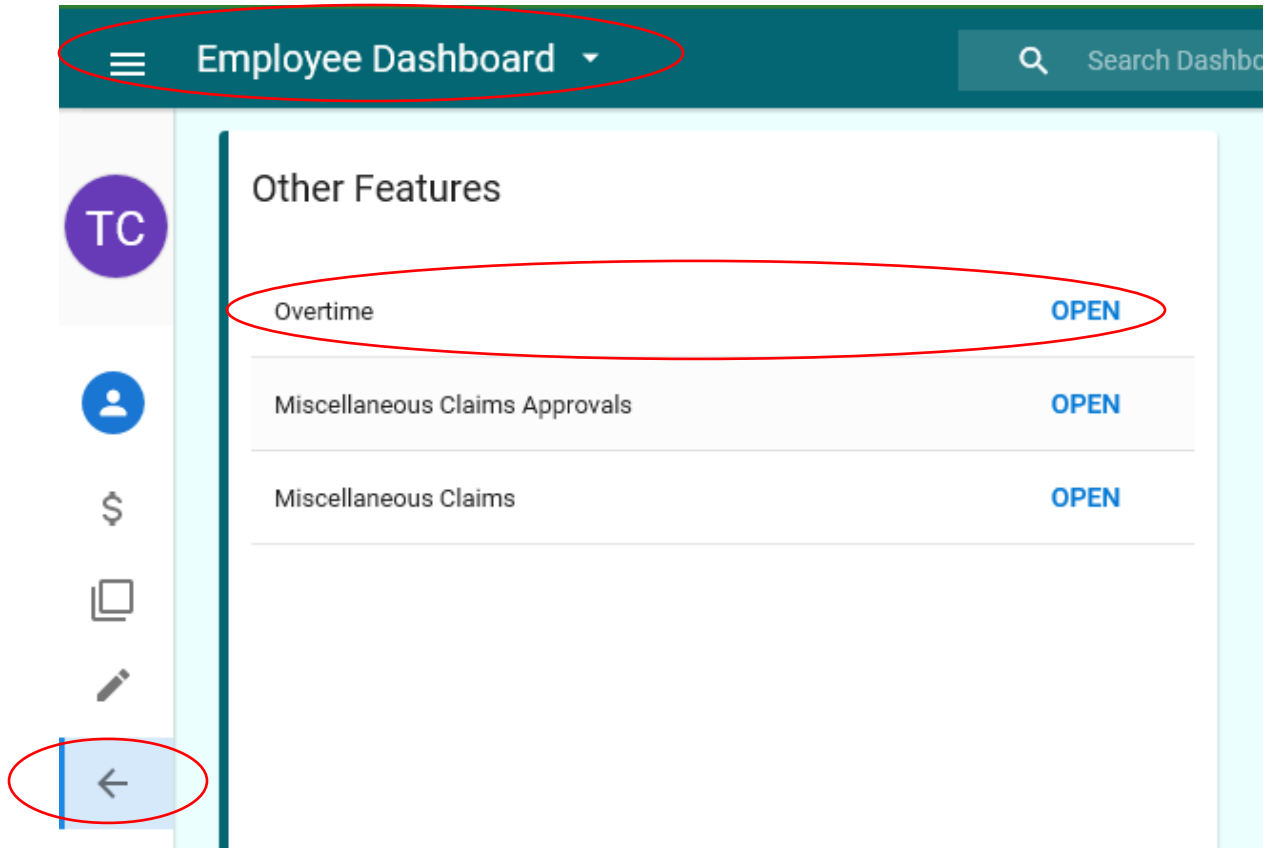
What was the name of your first pet

Sign In

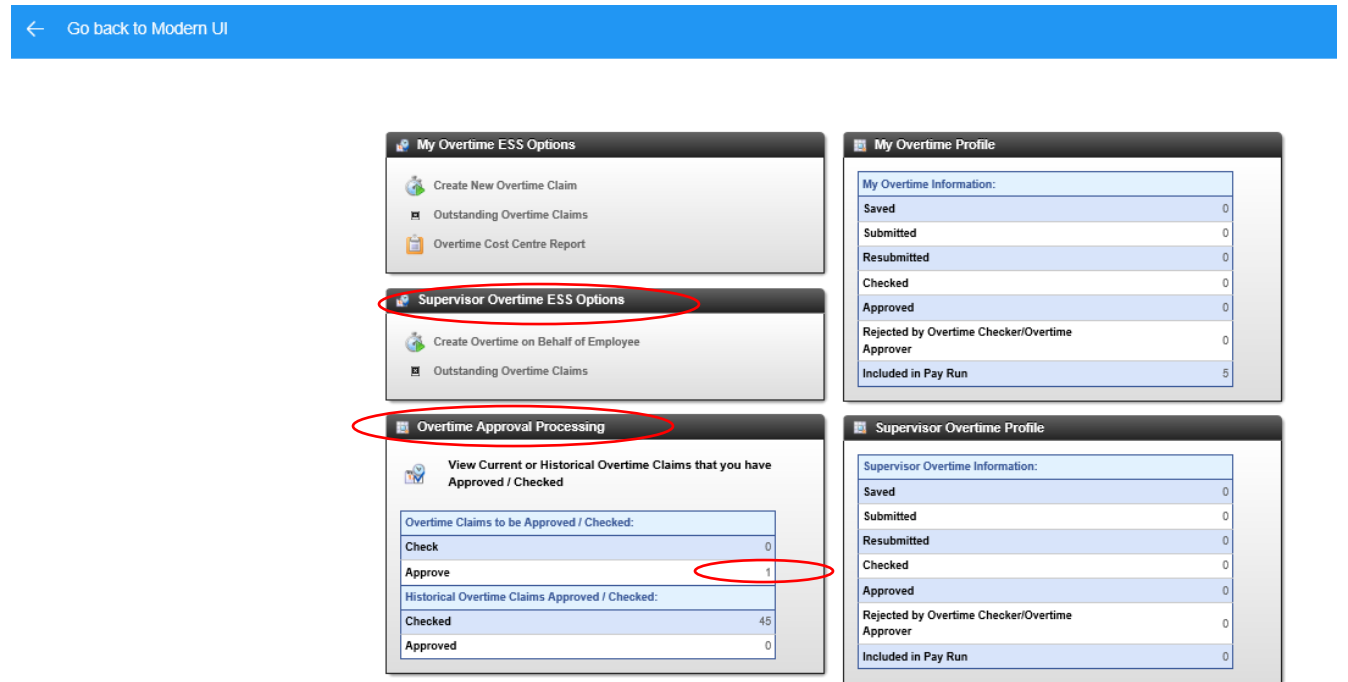
## 2. How to Approve Overtime Claims

Select Employee Dashboard.

Select Other Products (left arrow symbol) on the left of the screen and then click open beside "Overtime".



Approvers have access to the Overtime Approval Processing part of the screen. To Check or Approve Claims tick on the link beside the claim. This will bring you to the following screen:



Approvers have access to the Overtime Approval Processing part of the screen. To Check or Approve Claims tick on the link beside the claim. This will bring the approver to the following screen:



Once view is ticked the screenshot below will appear where you can view the overtime claim in detail and make the decision to approve or reject (with explanation) the overtime claim:

**Claim Information**

Week Ending 26/01/20	Overtime ID [REDACTED]
Employee [REDACTED]	Cost Centre [REDACTED]
Overtime Checker Forename Surname	Overtime Approver [REDACTED]
Submitted By [REDACTED]	Status Checked
Reason for Overtime testing	

**Overtime Details**

Day	Hours	Call Out
20/01/20 Monday	04:00	No
21/01/20 Tuesday	00:00	No
22/01/20 Wednesday	00:00	No
23/01/20 Thursday	00:00	No
24/01/20 Friday	00:00	No
25/01/20 Saturday 09:15-13:00	00:00	No
25/01/20 Saturday Other	00:00	No
26/01/20 Sunday	00:00	No
<b>Total Hours</b>	<b>04:00</b>	

I declare that these overtime details approved here are complete and correct.

I accept the above.

Reject Reason

ApproveReject

CloseBack