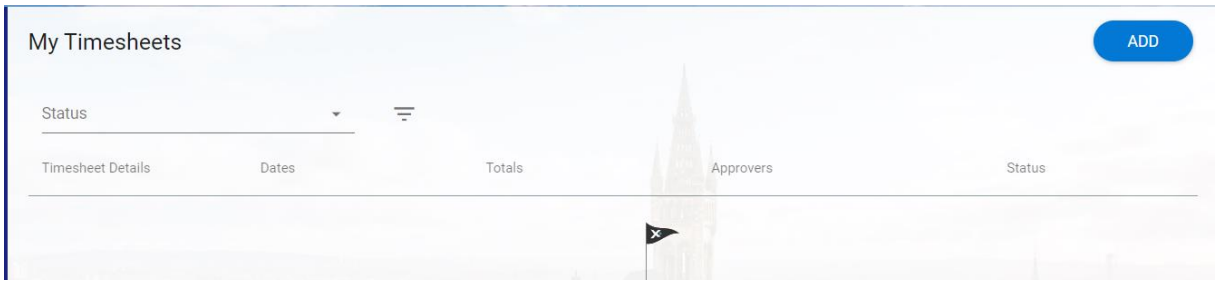
Online Timesheets

Employee instructions

Open the HR/Payroll self-service portal from either the shortcut on your desktop called “HR-Payroll” or at the following link:

https://my.corehr.com/pls/coreportal_uogp

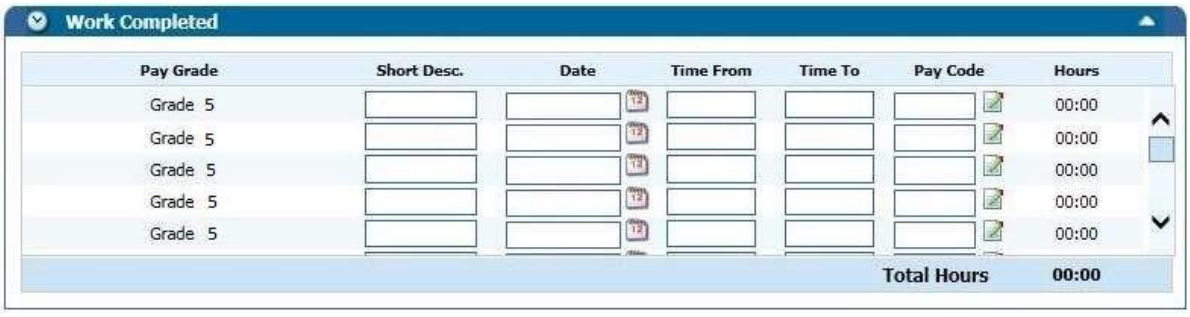
From the Employee Dashboard go to My Time then select Add to create a new timesheet:



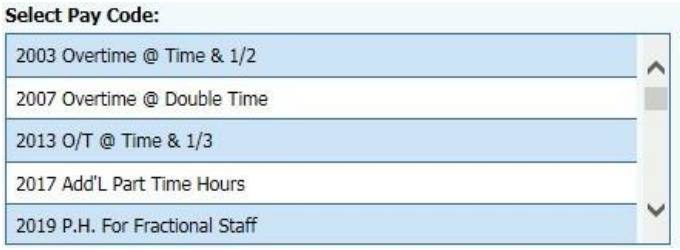
This will open the Hourly Timesheet Input window. Click on the edit Button to the right of Appointment ID:

This will display a list of your appointments (even if you only have one appointment). Select the relevant appointment. Your department, job title and pay grade and will now be displayed.

Input the dates and times of the work carried out:



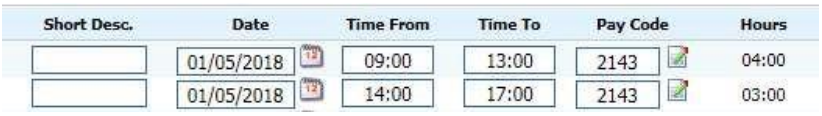
The system will automatically calculate the number of hours. Select the relevant pay code by clicking on the edit button beside the pay code box and press ‘Filter’, this will display the pay codes and descriptions:



Select the appropriate pay code from the list. If you are unsure your department will be able to advise you which pay code(s) you should be using.

A short description of up to 30 characters may be input to aid the approvers though this is not mandatory.

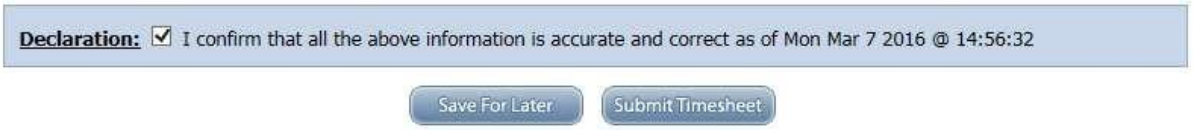
You should not claim payment for your lunch break, e.g. if you have worked from 9am until 5pm with an hour for lunch, you would input 2 separate periods of work, like this:



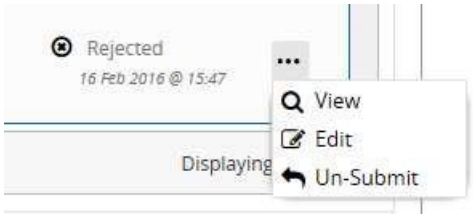
Once all hours and pay codes have been input check that your correct approvers are displayed, if not, re-select from the drop down list.

Should you wish to add further comments to inform your approvers click on the right arrow on the Employee Comments section to insert your message:

Tick the declaration to confirm that the hours entered are accurate and were actually performed and click on Submit Timesheet. If you prefer you can select 'Save for Later' and submit at a later date if you have further hours to add:



You will receive an automated email informing you when your timesheet has been approved or rejected. If your timesheet is rejected you should go to My Time, locate the rejected timesheet in My Timesheets, click on the option box to the right of the status, edit the timesheet and resubmit:



The un-submit function can be used to un-submit a timesheet submitted in error.

All timesheets input will remain displayed in My Timesheets showing the current status, eg Submitted, Level 1 Approved, Rejected, Paid.

If you have followed these instructions but are experiencing difficulties, please contact Pay & Pensions via the self service helpdesk.

If you are unable to access the HR/Payroll self-service portal, please contact HR Systems Support at hrphelp@glasgow.ac.uk.