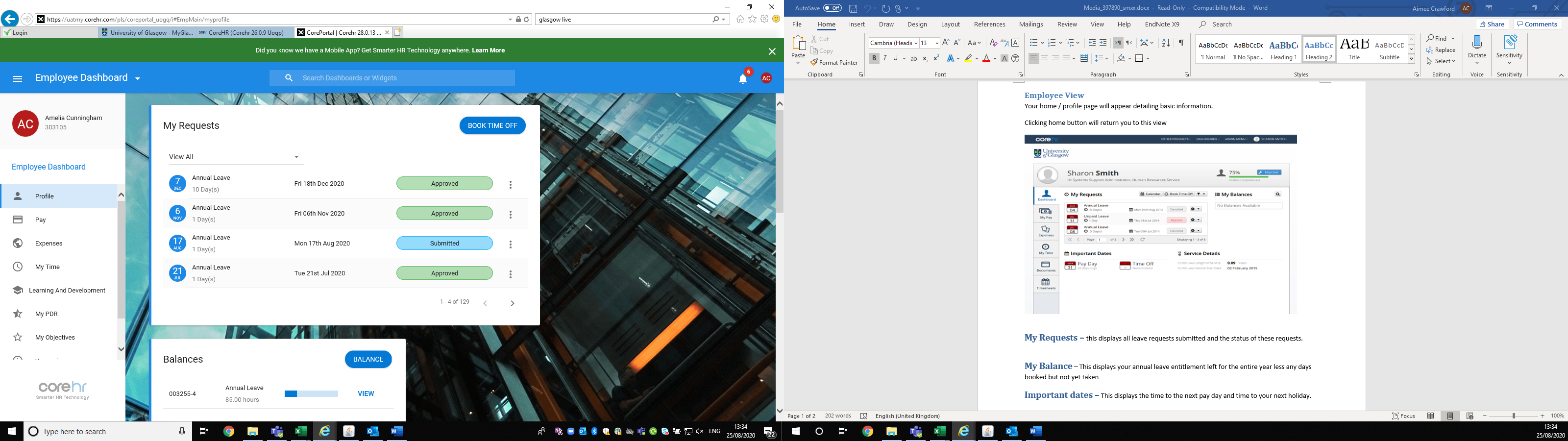
## Employee Dashboard

Your home / profile page will appear detailing basic information.

Clicking home button will return you to this view



**My Requests** – this displays all leave requests submitted and the status of these requests.

**Balances** – This displays your annual leave entitlement left for the entire year less any days booked but not yet taken

**Important dates –** This displays the time to the next pay day and time to your next holiday.

**Length of Service –** This displays your continuous service, only contracted posts count towards this so any Casual worker \ External examiner will be discounted.

# Navigation icons

Some of the useful navigation features in CorePortal include the following:

The **Tools icon**  is available on different parts of CorePortal and selecting this will often give you relevant options for the section you are editing or updating.

The **Filter icon**  is also available on many screens and will allow you to filter the results of what you are looking at, such as leave request type.

The **View icon**opens up a window to allow you to view details and sometimes to edit those details further along with other options.

The **Calendar icon**  and  provides a calendar view for you to choose dates when selected:  
 