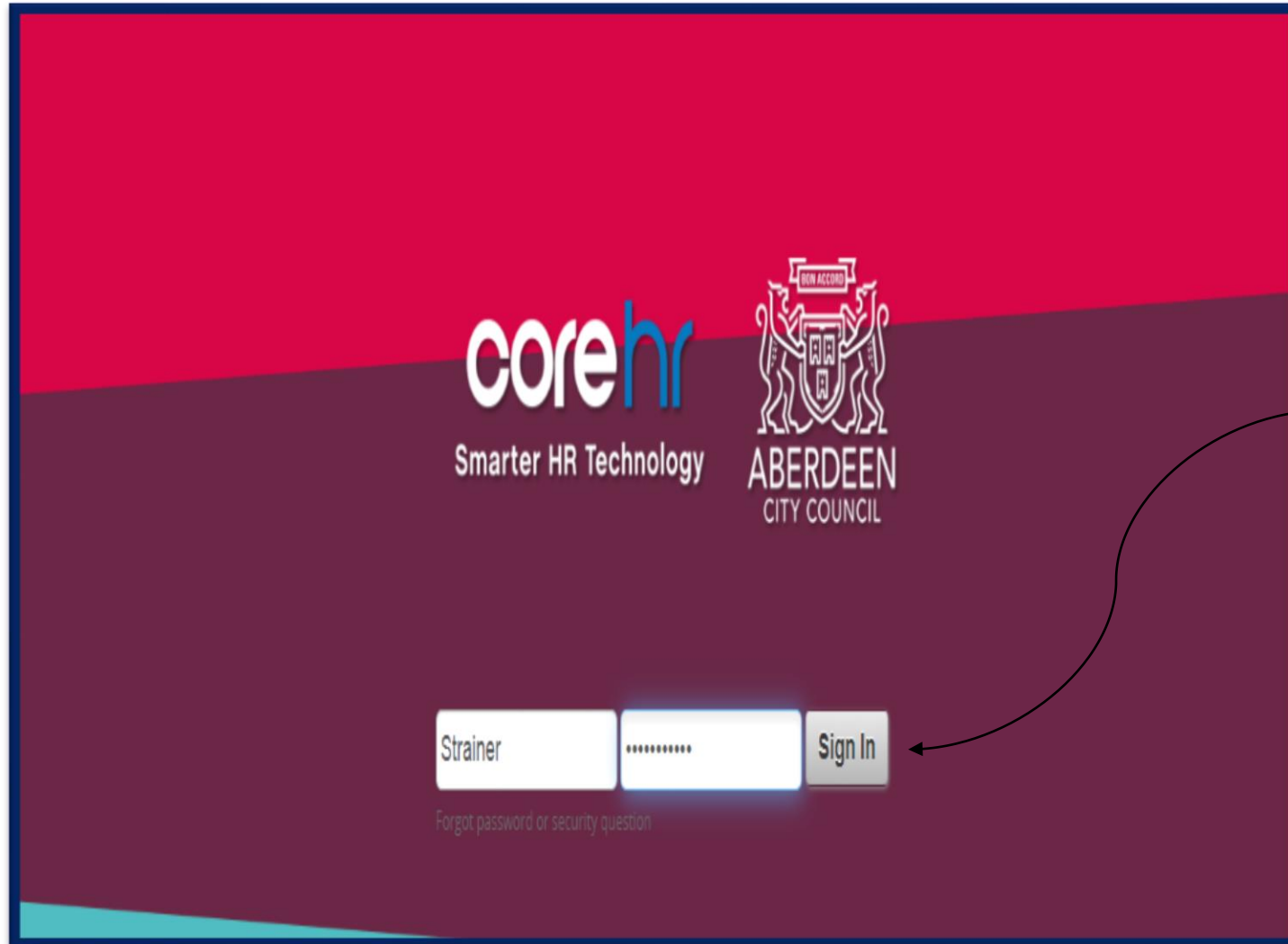


# CoreHR Guide Logging In

This is a guide on how to log into CoreHR for the first time and a quick tour of your portal.

# **Welcome!**

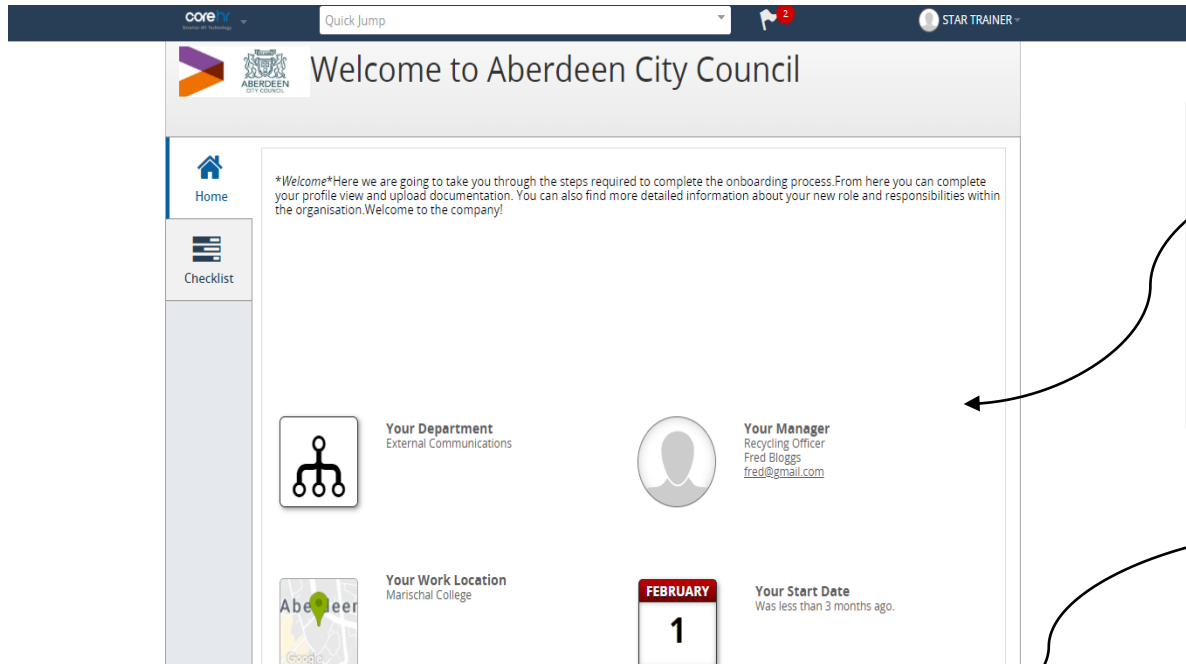
# Login Screen



The link to CoreHR Portal will be made available to you when we go live on the main Zone page. The link will take you to the main log in page.

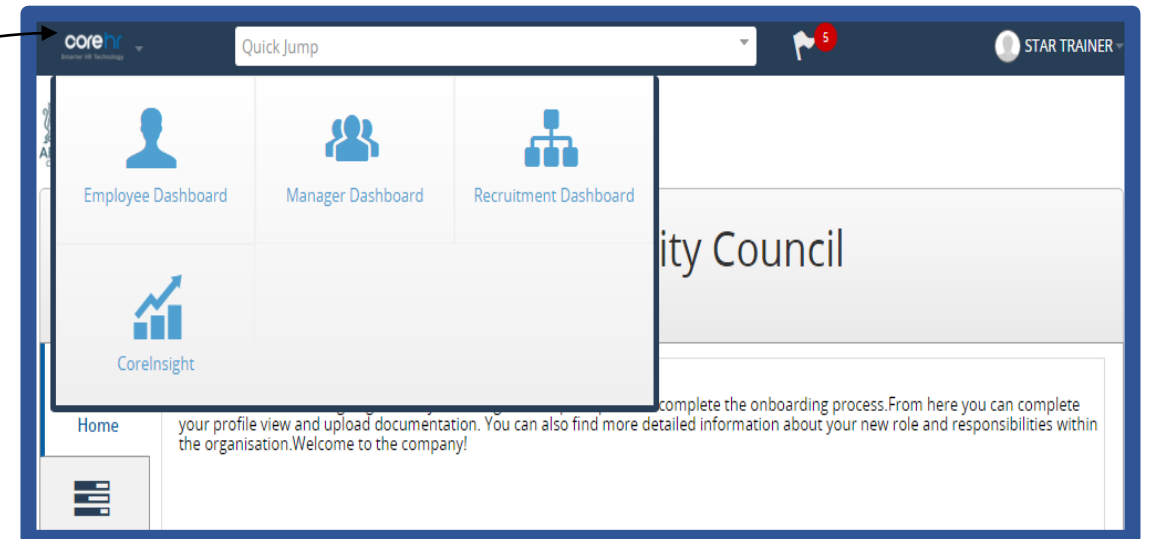
If you currently have a login account for Aberdeen City Council / Bon Accord Care, you can use the same login username and password to log into CoreHR.

# Onboarding Screen



Once you have logged in, you will be taken to the **Onboarding page**. This will display key highlights of your employment (e.g. your start date).

By clicking on the **CoreHR Logo** at the top left-hand corner of the page you will be able to access all the relevant dashboards.



# Employee Dashboard

All staff will have access to the **Employee Dashboard**. This is where you will be able to manage your:

- **Profile** – information relating to your job & employment Information
- **Time** – timesheets and attendance information
- **Leave (Where applicable)** - request annual leave, special leave and flexi
- **Pay** – payslips, P60s & Bank Details

The screenshot shows the Employee Dashboard for a user named Star Trainer, Recycling Officer, External Communications. The dashboard is branded with the Aberdeen City Council logo and the core by logo. The user's profile is shown with a 60% completion bar and a 'My Profile' button. The dashboard is divided into several sections: a left-hand navigation menu with icons for Profile, Time, Leave, and Pay; an 'Important Dates' section showing 'Pay Day' as 'Not Available' and 'Time Off' as 'None Booked'; a 'Service Details' section showing 'Length of Service' as '02 Months 02 Weeks', 'Continuous Length of Service' as '-- Years', and 'Continuous Service Start Date' as 'None'; and a 'My Appointments' section showing a single appointment for '1024-7' as a 'Recycling Officer' in the 'External Communications' department, with a full-time equivalent (FTE) of 1 and a start date of 01 Feb 2019.

core by  
Quick Jump  
STAR TRAINER

ABERDEEN CITY COUNCIL

Star Trainer  
Recycling Officer, External Communications

60%  
Profile Completeness  
My Profile

Profile

Time

Leave

Pay

Important Dates

Pay Day  
Not Available

Time Off  
None Booked

Service Details

Length of Service 02 Months 02 Weeks  
Continuous Length of Service -- Years  
Continuous Service Start Date None

My Appointments

1024-7 Recycling Officer

External Communications Department 1 FTE 01 Feb 2019 Start Date

# Manager Dashboard

If you manage a team, you will also have access to the **Manager Dashboard** which is made up of the following sections:

- **Dashboard** – Access to your team’s information and make changes on their behalf. In addition you can view and action all your approval requests
- **Online Forms** – HR forms
- **Analytics** – stats relating to your area
- **Additional Options** – delegation tool which allows approvals to be authorised on your behalf

The screenshot displays the Manager Dashboard for a user named Star Trainer. The interface includes a top navigation bar with the 'corehr' logo, a 'Quick Jump' search bar, and a notification bell with a red '2' badge. The user's profile is shown as 'Star Trainer', a Recycling Officer in External Communications, with a 60% profile completeness bar and a 'My Profile' button. A left-hand navigation menu contains icons for 'Dashboard', 'Online Forms', 'Analytics', and 'Additional Options'. The main content area is divided into three sections: 'My Team' with a search bar and a list of team members (Fred Bloggs, Jayden Jones, and Moaning Myrtle); 'My Approvals' with a red '2' badge and a list of approval requests for Fred Bloggs; and a 'My Profile' section.

# Logging Out

The screenshot displays the CoreHR user interface for a user named Star Trainer. The user's name and role, 'Recycling Officer, External Communications', are visible. A dropdown menu is open, showing options: 'My Profile', 'Upload My Photo', 'Change Password', 'Account Security', and 'Log Out'. The 'Log Out' option is highlighted. The interface also shows a 'Profile Completeness' bar at 60%, 'Important Dates' (Pay Day: Not Available, Time Off: None Booked), 'Service Details' (Length of Service: 02 Months 02 Weeks, Continuous Length of Service: -- Years, Continuous Service Start Date: None), and 'My Appointments' (1024-7, Recycling Officer, External Communications Department, 1 FTE, 01 Feb 2019 Start Date).

To log out of CoreHR, simply click on your name in the top right-hand corner and select **Log Out**.