Supervisor Training

## Getting paid!

UCD Registry
Clárlann UCD

Important information

- You must submit a timesheet to be paid for your supervisor work

- Supervisor timesheets are paid in the June 2025 payroll

- Make sure you have completed the HR setup form

    - Setup details are contained in your roster email

- Once setup is complete you will receive an email from UCD HR

- This email will contain Employee Self Service details

When to submit timesheet?

- Only submit your timesheet when you have finished all your shifts

- Only submit one timesheet for all your hours

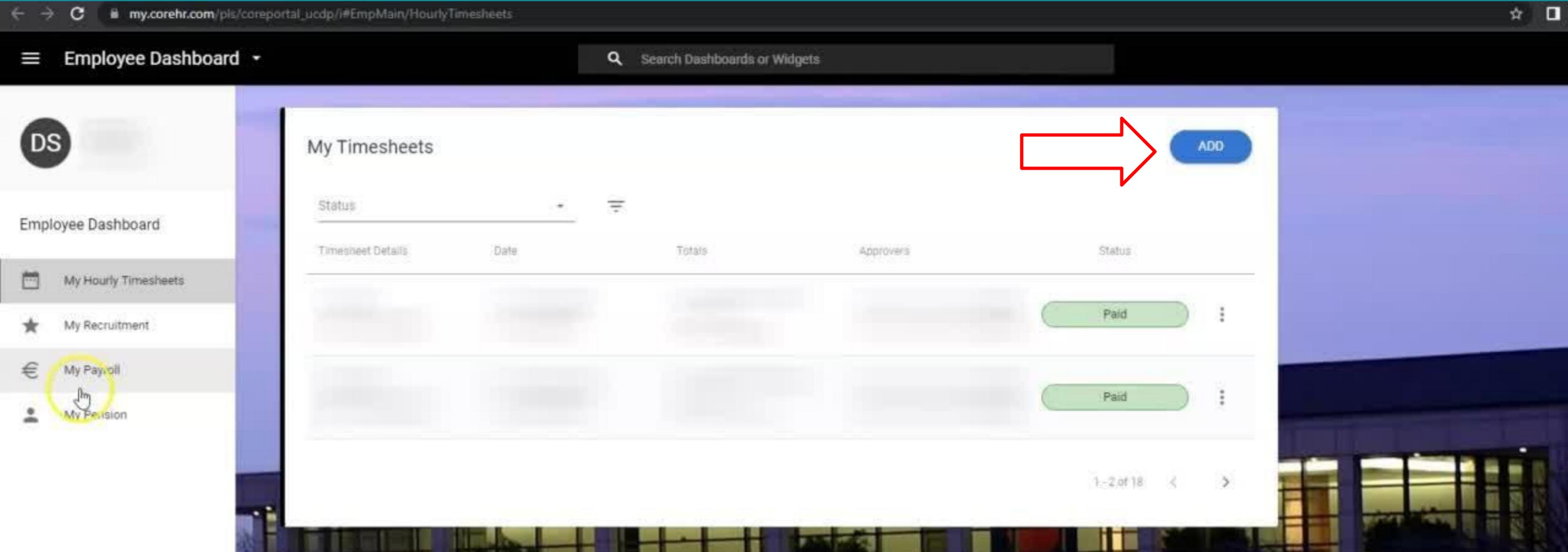- Go to www.ucd.ie/connect and select Employee Self Service
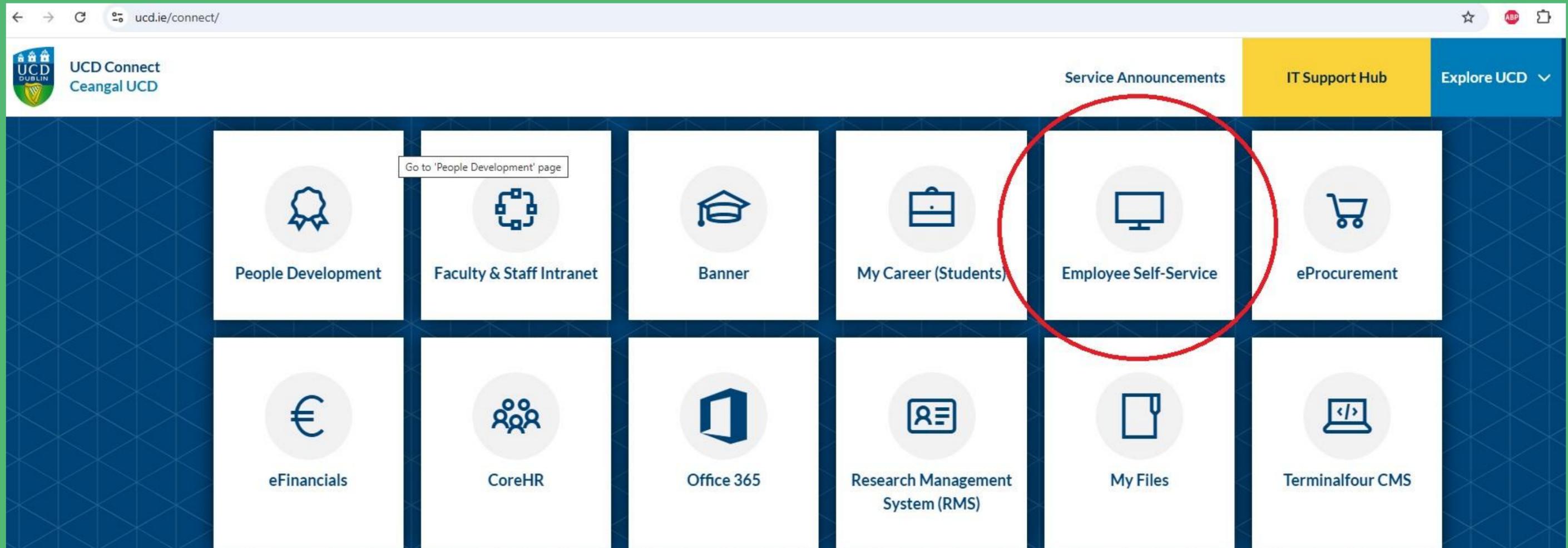
Log in/Multi-factor authentication

- Log in using UCD connect username and password

- Complete DUO Multi-factor Authentication

  - Options: push notification or passcode

- For further info see: https://www.ucd.ie/itservices/mfa/
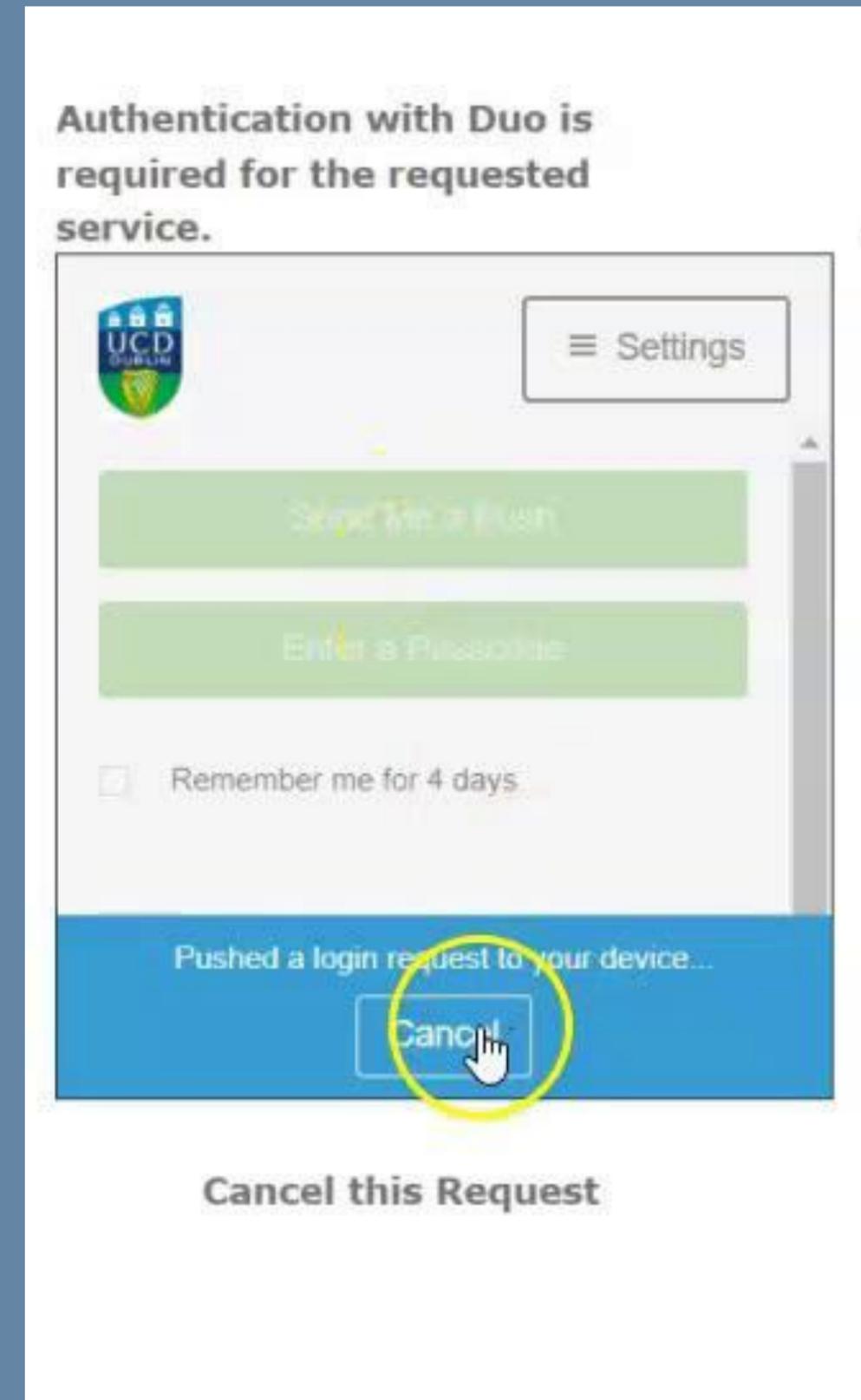
- You will now be on your Employee Dashboard
- Click 'ADD' on the right hand side

- In the Hours Completed section choose Registry_Invigilation_2010 for Position

- Leave the Module Code blank

- Enter each date you worked, each shift is 3.5 hours

- If you only worked one shift that day, please enter the exact hours

- If you worked more than one shift, please enter Time From and Time To as follows:

1st and 2nd shifts	2nd and 3rd Shifts	1st and 3rd shifts	1st, 2nd and 3rd shifts
8:30-14:30 = 6hrs	12:00-18:00 = 6hrs	8:30-12:00 = 3.5hrs	8:30 - 14:30 = 6 hrs
15:00-16:00 = 1hr	18:30-19:30 = 1hr	15:30-19:00 = 3.5hrs	15:00 - 19.30 = 4.5 hrs

Do not claim more than 6 consecutive hours or the system will reject the timesheet

Hours Completed

Position	Module Code	Date	Time From	Time To	Hours
Registry_Invigilation_2010		27/11/2024	08:30	12:00	03:30
					00:00
					00:00
					00:00

- Ignore the Items Completed section
- Approver 1 = Brian Murphy
- Approver 2 = Orla O'Shea
- Confirm information is correct by clicking the declaration checkbox
- Submit timesheet

Pay dates/deadlines

- Pay day is the last working day of each month

- Submit your timesheet before June 6, 2025

- For queries about Revenue/emergency tax etc, please contact payroll@ucd.ie

UCD REGISTRY

CLÁRLANN UCD

UCD Registry

Tierney Building

University College Dublin

Belfield

Dublin 4

www.ucd.ie/registry

Useful links/contacts

https://www.ucd.ie/hr/pay/hourlypaidemployees/

hrhelpdesk@ucd.ie

payroll@ucd.ie

invigilation@ucd.ie