

# HR:Duo

LSC

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- HR Duo acts as a centralized digital portal for managing leave.

### Key Features:

- **Self-Service Portal:** You can update personal details, view contract details, and access company documents in one secure location.
- **Leave Management:** Requesting time off and viewing leave balances is digitized, removing paperwork.

01

1<sup>st</sup> tile shows the amount of remaining annual leave days, including pending leave requests. You can also Apply for leave here.

02

2<sup>nd</sup> tile show any requests you need to complete on HR Duo, be that signing of a HR Doc, notifications etc.

03

3<sup>rd</sup> tile is your Leave Summary and you can also Apply For Leave here too.

The screenshot displays the HR:Duo dashboard for user Aisling. The navigation bar includes 'Dashboard', 'Calendar', 'Leave', 'Performance', and 'Information & Guidance'. The dashboard is divided into three main sections:

- Remaining Leave:** Shows 'Hi Aisling!' with a profile icon. Below it, 'Remaining Leave: Including pending leave requests' is displayed as '25 Days' with an 'Apply' button.
- Action Requests:** Titled 'Action Requests' with a 'Pending' toggle switch. It contains two items:
  - Review Scheduled:** 2 days ago. Message: 'Rachel Caulfield has sent you a Review'.
  - Message:** 2 days ago. Message: 'Welcome to your dashboard! Please click here to get a quick guide.'
- Leave Summary:** Titled 'Leave Summary' for the period 'Jan 2026 - Dec 2026'. It includes an 'Apply For Leave' button and a 'Totals' table:
 

Totals	
Approved for Later this Year:	1
Remaining Leave:	25
Annual Leave:	26
Total Leave:	26
Sick Leave Days:	0

 Below the table is a 'Company Days' section showing 'No Company Days in Date Range.'

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- Click on Apply For Leave
- Choose your Leave Type
- Enter the Start Date and End Date
- Enter the Amount: Full Day, Half Day AM or Half Day PM
- Enter a Comment if you wish
- You can also upload documentation if you wish
- Once submitted and your Manager approves, you will see the activity in your Leave Summary tile on the Dashboard

The screenshot shows the 'Apply For Leave' form for user Aisling Callanan. The form is titled 'Book Leave' and includes the following sections:

- Leave Type:** Annual Leave (AL)
- Start Date:** 16-01-2026
- End Date:** 16-01-2026
- Amount:** Fri 16th Jan, 1.00 day, Full day
- Comment:** AL Day - 16th Jan.
- File:** Select or drag max 1 file | PDF, JPEG, PNG, DOC, DOCX

**Summary:**

- Employee Leave Types List Set To: IE
- Total Annual Leave: 0 day(s)
- Taken To Date: 0 day(s)
- Approved for later this year: 0 day(s)
- Mandatory Deducted Company Day(s): 0 day(s)
- Duration of this leave request: 1 day(s)
- Remaining Annual Leave Before: 0 day(s)
- Remaining Annual Leave After: -1 day(s)

Buttons: Cancel, Submit 1 day(s) of leave for yourself

The Calendar shows the following:

1. Leave

2. Working From Home – you will apply for working from home on this calendar, by heading to the days you plan to work from home and click on the + sign.



# Information & Guidance



- Within here, you can see all policies from the Employee Handbook broken down into easier to find sections.

Chat Log: Within here, any conversation between you and your Manager will be stored here. Your Manager can only begin the Chat Log.

Contract Details will host all your contract details

Personal Details will host all your personal detail including email address, phone number, banking info for payroll etc.

Resources will host any files in relation to your contract, HR policies and any polices signed by you will be stored within Company Documents.

System details will host your Manager, groups and departments you belong to including any permissions.

You can also add any Training & Qualification to this tab.

**Tabs you can ignore:**

Equipment	Right to Work
Medical Details	Skills
On-boarding	Vaccines

## Any Questions?



Any questions on the portal or functionality of the portal, please email [support@lsc.ie](mailto:support@lsc.ie) and a member of our team will get back to you.

**THANK  
YOU**