

HR:Duo

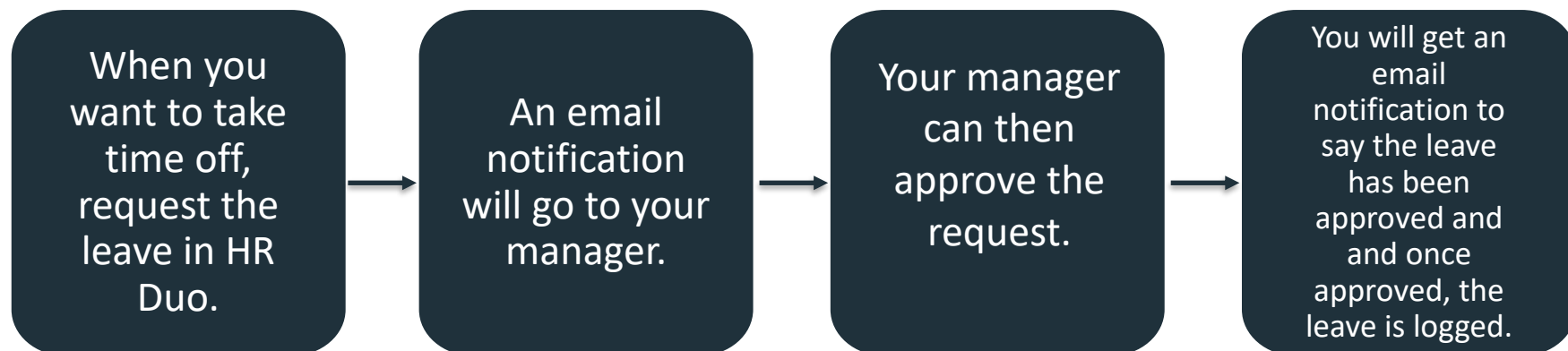
What is HR Duo

- HR Duo acts as a centralised digital portal for managing leave (annual leave, sick leave and all other leave). You will be set-up on HR Duo and so will your manager.
- **You will be requesting leave through HR Duo and your manager should be approving it via HR Duo.**

Key Features & Benefits:

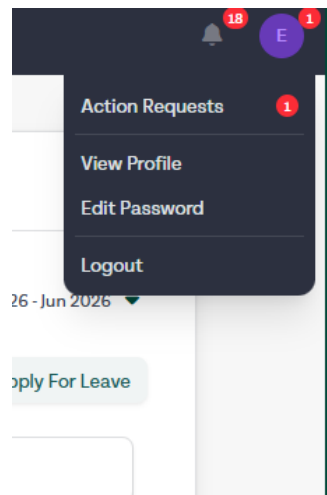
- **Self-Service Portal:** You can update personal details, view contract details, and access company documents in one secure location.
- **Leave Management:** Requesting time off is digitized, removing paperwork and email admin. Simply request leave at the click of a button and it will go to your manager for approval.

Important: Although you are an LTD Consultant and your client site may have its own leave approval process, we ask that you also record any leave in HR Duo. This gives LSC visibility of when consultants are on and off site, which is extremely helpful for payroll and general workforce management purposes.



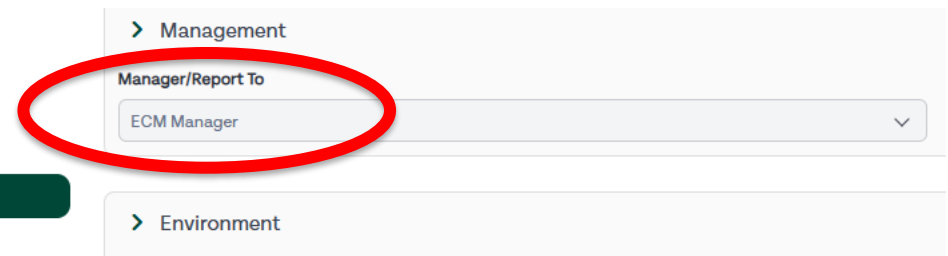
Checking for Correct Manager

Please ensure that you check that we have set-up the **correct manager** for you on HR Duo. The manager who manages your leave, timesheet approvals etc. should be the manager set-up on HR Duo. If we have the incorrect manager for you, please email us support@lsc.ie.



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Click on system details and then look at the manager / report to section to check if your manager is correct and we have set-up the correct manager on HR Duo.



1

Click on your name icon on the top right hand side > click on view profile.

Main Dashboard

Your name, position and client site will show here

Your leave summary will show here. **As you are an LTD Consultant you leave balance will always show as 0 days.**

The screenshot displays the Main Dashboard interface. On the left, a sidebar shows the user's profile with a purple circle containing the letter 'E', the name 'Hi ECM!', and the position 'QA Associate | Eli Lilly Kinsale Limited'. Below this, there are three sections: 'Remaining Leave:' showing '0 Day' with an 'Apply' button, 'Worked This Week:' showing '00:00 Hours' with a 'View' button, and 'My Employee Assistance Programme' with a 'View' button. The main content area is divided into three columns. The first column, 'Action Requests', has a 'Pending' toggle switch and a message box that says 'Welcome to your dashboard! Please click here to get a quick guide.' The second column, 'Leave', has tabs for 'Leave', 'Time', and 'Forms'. Under the 'Leave' tab, there is a 'Leave Summary' section with a date range selector set to 'Feb 2026 - Jun 2026'. Below this is a 'Totals' table with four rows: 'Remaining Leave:', 'Annual Leave:', 'Total Leave:', and 'Sick Leave Days:', all showing a value of '0'. At the bottom of the 'Leave' column is a 'Company Days' section that says 'No Company Days in Date Range.' A red circle highlights the 'Apply For Leave' button in the 'Leave Summary' section. Two arrows point from the text annotations to this button: one from the top right and one from the bottom left.

Hi ECM!
QA Associate | Eli Lilly Kinsale Limited

Remaining Leave:
Including pending leave requests 0 Day [Apply](#)

Worked This Week:
00:00 Hours [View](#)

My Employee Assistance Programme [View](#)

Action Requests Pending ☒

Message 5 months ago

Welcome to your dashboard! Please click here to get a quick guide.

Leave Time Forms

Leave Summary Feb 2026 - Jun 2026 [Apply For Leave](#)

Totals	
Remaining Leave:	0
Annual Leave:	0
Total Leave:	0
Sick Leave Days:	0

Company Days

No Company Days in Date Range.

When you want to take leave, click on apply for leave.

Applying For Leave

- Click on Apply For Leave
- Choose your Leave Type from the dropdown: For normal time off, you will be selecting **UNPAID LEAVE**
- 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 'Book Leave' form for user Aisling Callanan. The form is titled 'Book Leave' and has a 'Leave Type' dropdown set to 'Unpaid leave'. The 'Start Date' is '16-01-2026' and the 'End Date' is '16-01-2026'. A message states 'No-one is on leave during this period.' The 'Amount' section shows 'Fri 16th Jan', '1.00 day', and a dropdown set to 'Full day'. The 'Comment' field contains 'AL Day - 16th Jan.' There is a 'File' upload section with a plus icon and the text 'Select or drag max 1 file | PDF, JPEG, PNG, DOC, DOCX'. On the right, a 'Summary' panel shows: '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)', and 'Remaining Annual Leave After: -1 day(s)'. At the bottom right are 'Cancel' and 'Submit 1 day(s) of leave for yourself' buttons.

When you are sick

- When you are sick, please ensure that you follow the process that is required on the client site you are working.
- When you can, please submit the sick leave on HR Duo.
- Click on Apply for Leave
- Choose your Leave Type from the dropdown: For anytime you are sick you will be selecting **SICK LEAVE**
- Enter the Start Date and End Date
- 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

Book Leave

Leave Type

Sick Leave (SICK) (SICK) ▼

Start Date

30-07-2026

End Date

30-07-2026

10 of your colleagues are on leave during this period.

Amount

Thu 30th Jul
Scheduled: 08:00 - 16:30

1.00 day

Full day ▼

Comment

Optional

File

Select or drag max 1 file | PDF, JPEG, PNG, DOC, DOCX

Summary

Employee Leave Types List Set To: IE

Cancel

Submit 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.



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 and a member of our team will get back to you.

**THANK
YOU**