

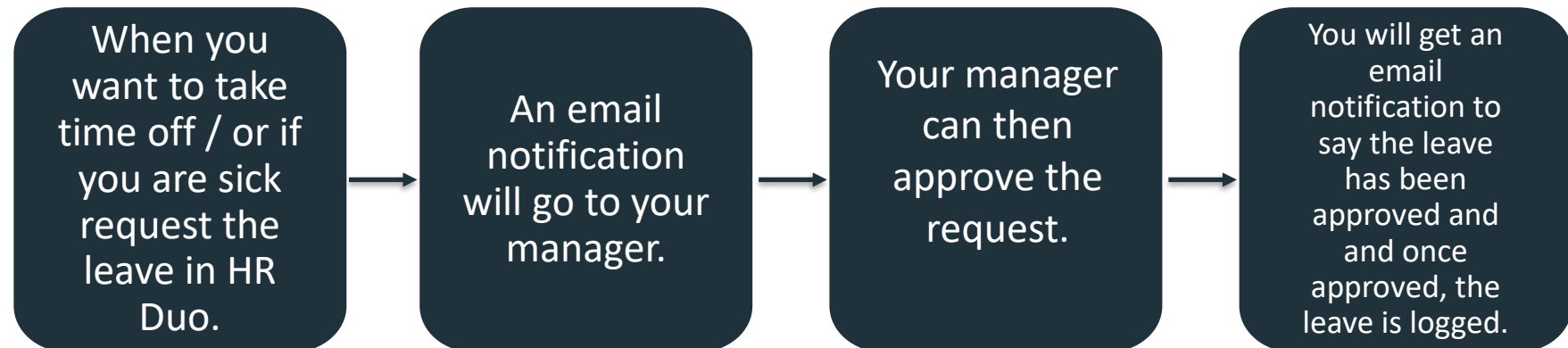
HR:Duo

- HR Duo acts as a centralised digital portal for managing leave (annual leave, sick leave etc.) 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:

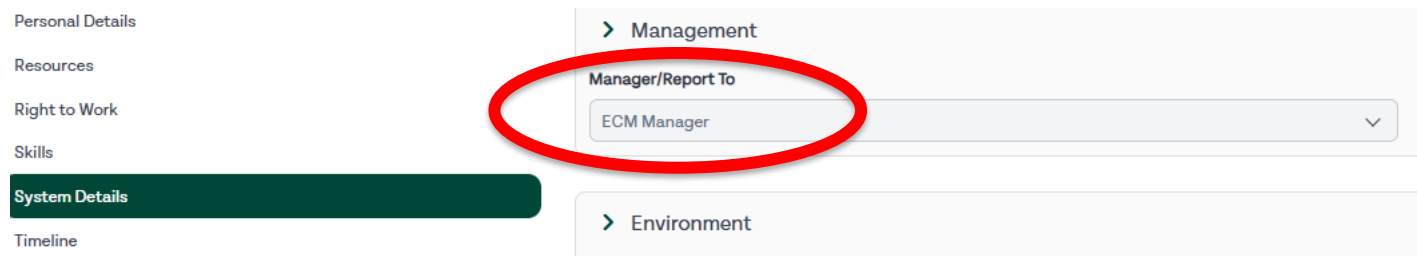
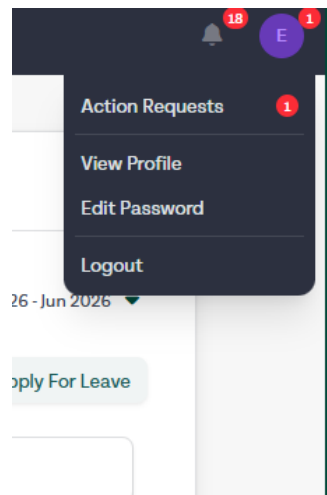
- **Self-Service Portal:** You can update personal details, view contract details, and access company documents in one secure location.
- **Leave Management:** Requesting time off is digitized, removing paperwork and email admin. Simply request leave at the click of a button and it will go to your manager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

For requesting annual leave and logging sick leave:



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.



1

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

2

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.

Main Dashboard

Your name, position and client site will show here



Here you will see your annual leave balance (**accrued leave**), the days you have taken and the days you have remaining.



Hi ECM!
QA Associate | Eli Lilly Kinsale Limited

Remaining Leave:
Including pending leave requests 9 Days [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.

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

Leave Time Forms

Leave Summary

Feb 2026 - Jun 2026 [▼](#)

[Apply For Leave](#)

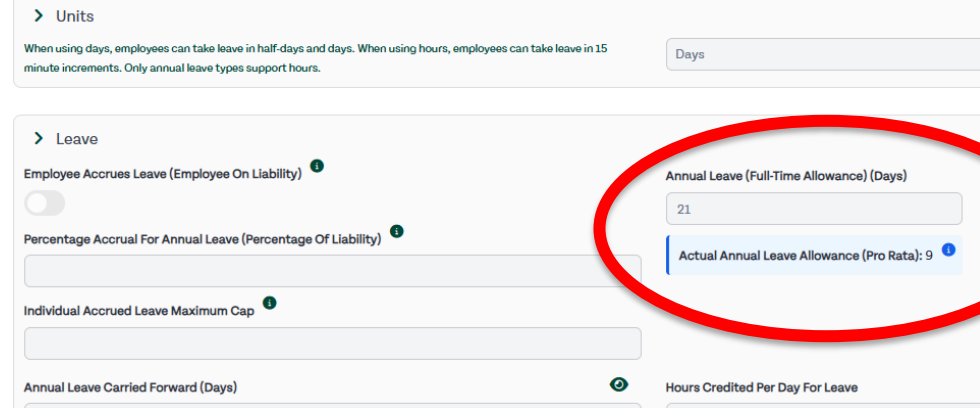
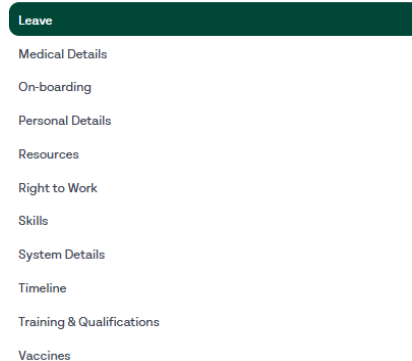
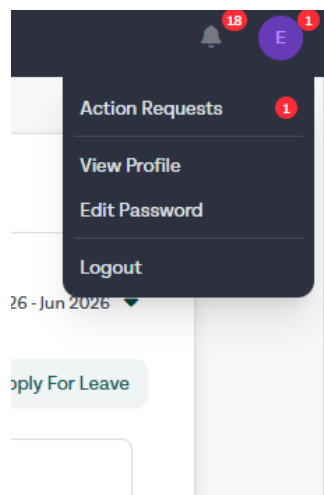
Totals

	Remaining Leave:	9
	Annual Leave:	9
	Total Leave:	9
	Sick Leave Days:	0

Company Days

No Company Days in Date Range.

Please note: The annual leave balance shown on your HR Duo dashboard is displayed on a pro-rata basis, meaning it only reflects the leave you have accrued so far this leave year. For example, if your full annual leave entitlement is 21 days, your dashboard may show a lower balance (e.g. 9 days) because you have not yet accrued the full 21 days. If you wish to view your full annual leave entitlement, you can do so by following the steps below. This will show your total entitlement for the year, rather than the leave accrued to date.



1

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

2

Click on system details and then look at the leave section.

Apply For Annual Leave

- Click on Apply For Leave
- Choose your Leave Type from the dropdown:
For annual leave, you will be selecting **ANNUAL 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
- 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 Annual Leave' form for user Aisling Callanan. The form is divided into two main sections: 'Book Leave' on the left and 'Summary' on the right.

Book Leave Section:

- Leave Type:** A dropdown menu showing 'Annual Leave (AL)'.
- Start Date:** A date picker showing '16-01-2026'.
- End Date:** A date picker showing '16-01-2026'.
- Amount:** A section showing 'Fri 16th Jan', '1.00 day', and a dropdown menu set to 'Full day'.
- Comment:** A text area containing 'AL Day - 16th Jan.'.
- File:** A dashed box with a plus icon and the text 'Select or drag max 1 file | PDF, JPEG, PNG, DOC, DOCX'.

Summary Section:

- 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)

At the bottom right, there are two buttons: 'Cancel' and 'Submit 1 day(s) of leave for yourself'.

Please note: You can only book leave based on the amount of annual leave you have **accrued (earned) to date**. For example, if your dashboard shows that you have accrued **10 days** of annual leave, you can request up to **10 days** of leave through HR Duo.

When you are Sick

- When you are sick, please ensure that you follow the process that is required on the client site that you are working in.
- When you can, please submit the sick leave on HR Duo.
- Click on Apply for Leave
- Choose your Leave Type from the dropdown: When you are sick you will be selecting **SICK 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 (e.g out sick)
- **If you have a sick cert or any other documentation**, you can upload it to the file section, after the comment section.
- Once submitted and your Manager approves, you will see the activity in your Leave Summary tile on the Dashboard

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Summary Section:

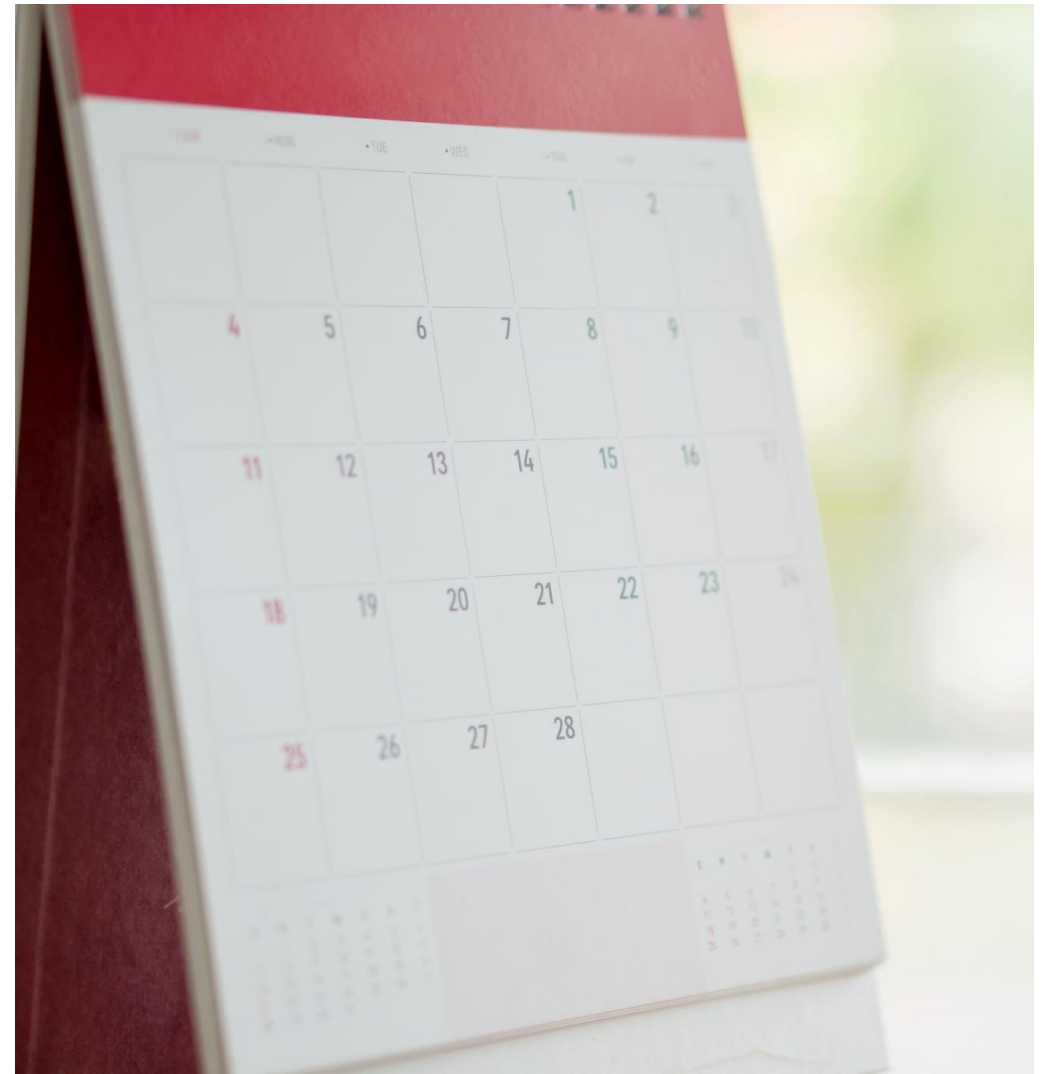
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The Calendar shows the following:

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**