

END USER MANUAL



Core-CT Self-Service

FULL-TIME EMPLOYEES



**WESTERN
CONNECTICUT
STATE UNIVERSITY**

Index

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What is Core-CT Self-Service?

Core-CT is the State of Connecticut's Payroll System that contains a module (self-service) that will allow employees to enter their biweekly time sheet electronically. Employees can access Core-CT via the internet on any desktop computer, laptop, and also via an iPad. Once an employee enters their time sheet following the completion of the pay period their hours will then be submitted to their department supervisor for their electronic approval. Once the time sheet has been approved by the supervisor it authorizes a paycheck to be produced for the employee via Core-CT.

Logging into Core-CT

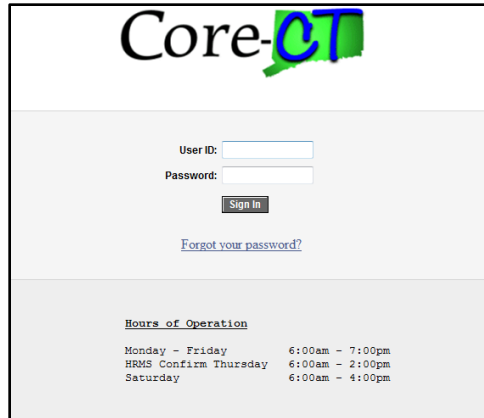
Core-CT is accessed by going to the following website address:

<http://www.core-ct.state.ct.us/>

You will then be brought to the following website:



Click on the “login” option in the upper left hand corner and you will then be brought to the following login page



Once accessing this screen you need to enter your User ID and Password and click the “Sign In” button. When logging in for the first time you will be prompted to change your password and to setup a password recovery.

- Once you have successfully logged into Core-CT you will be brought to the following screen:



Entering Your Biweekly Timesheet – Regular Hours Only

- Click on the “Timesheet” as indicated by the green arrow above
- Once clicking on this you will be brought to the following screen:

Timesheet
 Frederic Cratty Employee ID: 123456
 Job Title: SUDirector1 Empl Record: 0

View By Week Reported Hours: 0.00 Previous Period Next Period
 *Date: 04/05/2013 Scheduled Hours: 0.00

Populate Time From: Schedule Information
 Reported time on or after 04/05/2013 is for a future period.
 From Friday 04/05/2013 to Thursday 04/18/2013

	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Total Hours	Time Reporting Code

Submit

- Please be aware that if you currently work more than one (1) job with WCSU you will see the below screen first

Report Time

Timesheet

Employee's Name - Select Job Find First 1-2 of 2 Last

Empl Record	Job Description	Department Description
0	<u>StwdHumResSvsAide</u>	State of Connecticut
1	<u>HRConsultant3</u>	State of Connecticut

- In this case you must first select the correct job before you will be brought to the two (2) week time period where you will enter your hours worked. In order to select your job double click on the correct job title under the “job description” as noted by the green arrow above.
- You will then be brought to the above screen which contains the two (2) week pay period
- You now need to enter the amount of hours that you worked for each day of the pay period. In the below example this is an employee who worked Monday – Friday for eight (8) hours each day. Once you have entered the hours for each day you need to go to the box titled “Time Reporting Code” and enter REG.

*** Please be aware that you can only enter your hours in increments of .25 as follows:

- .25 = 15 minutes
- .50 = 30 minutes
- .75 = 45 minutes

- After doing this you should then click on the “Submit” button. ***Please be aware that you can submit your hours on a daily basis and do not have to submit once at the end of the pay period.***

State of Connecticut

Favorites | Main Menu > Self Service > Time and Labor > Timesheet

My HR Core-CT Help

Timesheet

Frederic Cratty Employee ID: 123456
Job Title: SUDirector1 Empl Record: 0

Instructions

View By Week Reported Hours: 0.00 Previous Period Next Period
*Date: 04/05/2013 Scheduled Hours: 0.00

Populate Time From: Schedule Information
Reported time on or after 04/05/2013 is for a future period.

From Friday 04/05/2013 to Thursday 04/18/2013

	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Total Hours	Time Reporting Code
	8			8	8	8	8	8			8	8	8	8		REG

Submit

Reported Time Status

Reported Time Summary

- You will then notice a “Saved” message appearing in the upper right hand corner of the screen. This will flash across the screen for a few seconds and then disappear.
- If you click on the triangle next to the “Reported Time Status” line you will then be brought to the following screen:

From Friday 02/08/2013 to Thursday 02/21/2013

Timesheet Overrides

	Fri 2/8	Sat 2/9	Sun 2/10	Mon 2/11	Tue 2/12	Wed 2/13	Thu 2/14	Fri 2/15	Sat 2/16	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Total Hours	Time Reporting Code	Description
	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	REG	Regular

Submit

Reported Time Status

Date	Reported Status	Total	TRC	Comments
02/08/2013	Submitted	8.00	REG	
02/11/2013	Submitted	8.00	REG	
02/12/2013	Submitted	8.00	REG	
02/13/2013	Submitted	8.00	REG	
02/14/2013	Submitted	8.00	REG	
02/15/2013	Submitted	8.00	REG	
02/18/2013	Submitted	8.00	REG	
02/19/2013	Submitted	8.00	REG	
02/20/2013	Submitted	8.00	REG	
02/21/2013	Submitted	8.00	REG	

Reported Time Summary

- You now will see each day listed that you entered time for along with a reported status code of “Submitted.” This means that you have submitted your hours worked to your supervisor and there is nothing further for you to do. Please be aware that your supervisor will not be able to access or approve your hours worked until the following day. This is due to the fact that the system has to process the hours during an overnight process.
- Also please note that the column titled “TRC” stands for Time Reporting Code and for everyday it lists REG which stands for regular pay.
- If you click the triangle next to “Reported Time Status” again it will now hide this information
- Now click on the triangle next to the “Reported Time Summary” line and you will be brought to the following screen:

Reported time on or after 02/22/2013 is for a future period.

From Friday 02/22/2013 to Thursday 03/07/2013

Timesheet Overrides

	Fri 2/22	Sat 2/23	Sun 2/24	Mon 2/25	Tue 2/26	Wed 2/27	Thu 2/28	Fri 3/1	Sat 3/2	Sun 3/3	Mon 3/4	Tue 3/5	Wed 3/6	Thu 3/7	Total Hours	Time Reporting Code	Description	Type
	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	REG	Regular	Hours

Submit

Reported Time Status

Reported Time Summary

Category	Total Hours	Week 1 (2/22-2/28)	Week 2 (3/1-3/7)
Total Reported Hours	80.00	40.00	40.00

- Please note the “Total Hours” noted above is 80.00. This number should equal the number of hours that you worked for the two (2) week pay period.
- Also, please note that there a column titled “Week 1” which lists 40.00 hours and “Week 2” which lists 40.00 hours. These columns represent the number of hours that you worked in each respective week of the pay period.
- If you click the triangle next to “Reported Time Summary” again it will now hide this information

Entering a Holiday

- Click on the “Timesheet” as indicated by the green arrow below

The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with 'CT.gov State of Connecticut' and 'Favorites Main Menu'. Below this are buttons for 'My HR' and 'Core-CT Help'. The main content area is divided into two columns. The left column contains 'Personal Information' and 'My System Profile' sections. The right column contains 'Time and Labor' and 'Payroll' sections. A green arrow points to the 'Timesheet' link in the 'Time and Labor' section.

- You will now be brought to the following screen:

The screenshot shows the 'Timesheet' entry screen for Frederic Crafty. The employee's ID is 123456 and their job title is SUDirector1. The screen displays a calendar grid for the week of Friday 03/22/2013 to Thursday 04/04/2013. The 'Reported Hours' are 80.00 and 'Scheduled Hours' are 0.00. The Friday, 3/29 cell is highlighted in yellow, indicating a holiday. A 'Submit' button is located at the bottom left.

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code

- In this example the employee worked nine (9) days during the pay period and had one (1) holiday.
- In the above screen print you will see the Fri, 3/29 is highlighted in yellow. The reason for this is because this is the day of the observed holiday for the employee. The holidays in Core-CT are

highlighted for each employee based on their union contract, thus for this employee the observed holiday is on Fri, 3/29.

- At this point enter 8 for every work day of the pay period with the exception of Fri, 3/29 and enter REG in the “Time Reporting Code” box. After doing so your screen will look as follows:

Timesheet
Frederic Cratty Employee ID: 123456
 Job Title: SUDirector1 Empl Record: 0

Instructions

View By Week Reported Hours: 80.00 Previous Period Next Period
 *Date: 03/22/2013 Scheduled Hours: 0.00

From Friday 03/22/2013 to Thursday 04/04/2013

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code
	8			8	8	8	8				8	8	8	8	72.00	REG

Submit

- Now you need to add another row to the timesheet in order to add the holiday. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

Timesheet
Frederic Cratty Employee ID: 123456
 Job Title: SUDirector1 Empl Record: 0

Instructions

View By Week Reported Hours: 80.00 Previous Period Next Period
 *Date: 03/22/2013 Scheduled Hours: 0.00

From Friday 03/22/2013 to Thursday 04/04/2013

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code
	8.00			8.00	8.00	8.00	8.00	0.00			8.00	8.00	8.00	8.00	72.00	REG

Submit

- Go to the yellow highlighted box and enter 8 and then enter HOL in the “Time Reporting Code” box.
- Click on the “Submit” box
- Your timesheet will now look as follows:

Timesheet

[Frederic Cratty](#)

Job Title: SUDirector1

Employee ID:

123456

Empl Record:

n

Instructions

[View By Week](#)

Reported Hours: 80.00

[Previous Period](#)

[Next Period](#)

*Date: 03/22/2013

Scheduled Hours: 0.00

From Friday 03/22/2013 to Thursday 04/04/2013

Timesheet Overrides

		Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code
<input type="checkbox"/>	<input type="checkbox"/>	8.00			8.00	8.00	8.00	8.00	0.00			8.00	8.00	8.00	8.00	72.00	REG
<input type="checkbox"/>	<input type="checkbox"/>								8.00							8.00	HOL

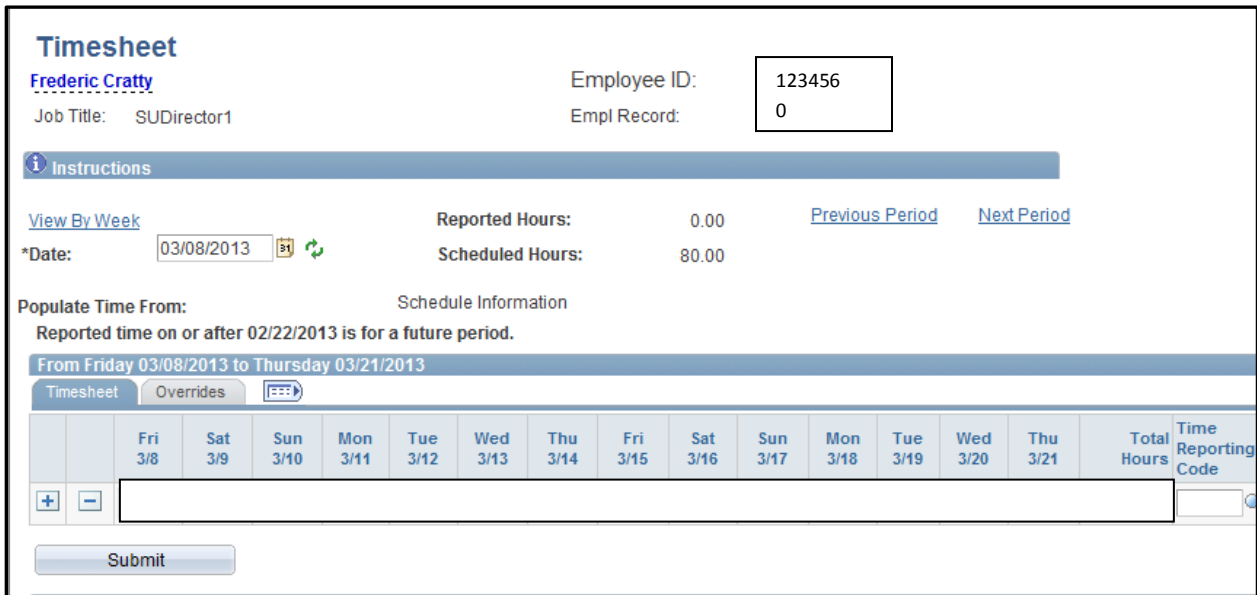
Submit

Entering Your Biweekly Timesheet – Time Reporting Codes in Addition to Regular Pay

- Click on the “Timesheet” as indicated by the green arrow below



- You will now be brought to the following screen:



- Below we are going to be entering a timesheet for an employee who works 40 hours per week (80 per pay period). During this pay period the following time was used:

- 56 hours of regular pay
- 8 hours of sick leave
- 8 hours of vacation leave
- 4 hours of sick/medical appointment
- 4 hours of personal leave

*** Please be aware that you can only enter your hours in increments of .25 as follows:

- .25 = 15 minutes
- .50 = 30 minutes
- .75 = 45 minutes

- In the above screen print you will notice that there are no hours filled in for the pay period. Go to each day that the employee worked and enter 8. Also, go to the column titled “Time Reporting Code” and enter REG which stands for “Regular Pay”. Once doing so your biweekly timesheet will look as follows:

	Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code
	8.00			8.00	8.00	8.00	8.00	8.00			8.00					REG

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above. Please note that a listing of all eligible Time Reporting Codes (TRC’s) are listed in a separate attachment entitled “Eligible Time Reporting Codes”
- Once doing so your biweekly timesheet will look as follows:

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code
+ -		8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG
+ -																	

Submit

- You will notice that there is an additional row of empty boxes located under the row of REG pay that you just entered.
- In the new row go to the empty box located under Tue, 3/19 and enter 8 and then go to the Time Reporting Code box in the same row and enter SICK which stands for “Sick Employee Illness”. Once doing so your biweekly timesheet will look as follows:

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code
+ -		8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG
+ -													8				SICK

Submit

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description
+ -		8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG	Regular
+ -												8.00					SICK	Sick
+ -																		

Submit

- You will notice that there is an additional row of empty boxes located under the row of SICK pay that you just entered.

- In the new row go to the empty box located under Wed, 3/20 and enter 8 and then go to the Time Reporting Code box in the same row and enter VAC which stands for “Vacation”. Once doing so your biweekly timesheet will look as follows:

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description
		8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG	Regular
													8.00				SICK	Sick
														8			VAC	Vacation

Submit

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description
		8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG	Regular
													8.00				SICK	Sick
														8.00			VAC	Vacation

Submit

- You will notice that there is an additional row of empty boxes located under the row of VAC pay that you just entered.
- In the new row go to the empty box located under Thu, 3/21 and enter 4 and then go to the Time Reporting Code box in the same row and enter SP which stands for “Sick Medical/Dental/Eye Appt”. Once doing so your biweekly timesheet will look as follows:

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description
		8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG	Regular
													8.00				SICK	Sick
														8.00			VAC	Vacation
															4		SP	Sick Medical/Dental/Eye Appt

Submit

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

Timesheet		Overrides														[...]			
		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description	
+	-	8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG	Regular	
+	-												8.00				SICK	Sick	
+	-													8.00			VAC	Vacation	
+	-														4.00		SP	Sick Appt	
+	-																		

Submit

- You will notice that there is an additional row of empty boxes located under the row of SP pay that you just entered.
- In the new row go to the empty box located under Thu, 3/21 and enter 4 and then go to the Time Reporting Code box in the same row and enter PL which stands for “Personal Leave”. Please be aware that since you only entered 4 hours of SP time on Thu, 3/21 you now are adding 4 hours of PL time in order to complete your 8 work day. Once doing so your biweekly timesheet will look as follows:

Timesheet		Overrides														[...]			
		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description	
+	-	8.00			8.00	8.00	8.00	8.00	8.00			8.00				80.00	REG	Regular	
+	-												8.00				SICK	Sick	
+	-													8.00			VAC	Vacation	
+	-														4.00		SP	Sick Appt	
+	-														4		PL		

Submit

- At this point you have successfully added all of your work hours and accrued leave time for the pay period, thus all you need to do is to click on the “Submit” button

Timesheet
 Frederic Cratty
 Job Title: SUDirector1

Employee ID: 123456
 Empl Record: n

Saved

Instructions

View By Week
 *Date: 03/08/2013

Reported Hours: 80.00
 Scheduled Hours: 80.00

Previous Period Next Period

Reported time on or after 02/22/2013 is for a future period.

From Friday 03/08/2013 to Thursday 03/21/2013

Timesheet Overrides

		Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description
+	-														4.00	4.00	PL	PL Pers Lv
+	-	8.00			8.00	8.00	8.00	8.00	8.00			8.00				56.00	REG	Regular
+	-												8.00			8.00	SICK	Sick
+	-													4.00		4.00	SP	Sick Appt
+	-												8.00			8.00	VAC	Vacation

Submit

Reported Time Status

- You will then notice a “Saved” message appearing in the upper right hand corner of the screen. This will flash across the screen for a few seconds and then disappear.
- Please be aware that if you go to enter hours for a time reporting code that has a limit attached to it you will not be able to do so if you exceed the limit. An example of this is if you go to enter 6 hours of PL time and you only have 4 hours of PL time accrued you will receive an error message when you go and try to submit the time. Below is an example of this message:

Message

6 new hours are reported against Leave Plan Personal. The possible maximum is 4. (13504,117)

The leave balance is exceeded. Reduce the number of hours reported and re-submit.

OK

- If you receive this message then that means that you do not have enough accrual balances remaining for the specific time reporting code, thus you need to correct it before you will be able to submit your timesheet
- In order to correct this click on the “OK” box and then make the necessary corrections on the timesheet

- If you would like to see your current leave accrual balances click on the triangle next to the “Leave and Compensatory Time Balances” at the bottom of the screen as shown by the green arrow in the below screen print:

From Friday 02/08/2013 to Thursday 02/21/2013

Timesheet Overrides

		Fri 2/8	Sat 2/9	Sun 2/10	Mon 2/11	Tue 2/12	Wed 2/13	Thu 2/14	Fri 2/15	Sat 2/16	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Total Hours	Time Reporting Code	Description
+ -													11.50	10.00	10.00	31.50	CCE	CT Earned
+ -									7.00							7.00	HWCE	H Wkd CTE
+ -		7.00			7.00	7.00	7.00	7.00				7.00	7.00	7.00	7.00	63.00	REG	Regular

Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Available Balance
Sick	1413.50
Vacation	845.66
Personal	21.00
H000N000N	7.00
C000N000N	63.00

- You will now see your available leave accrual balances. Please note that all balances are listed in hours.
- Please note the H000N000N stands for Holiday Compensatory Leave accrual and C000N000N stands for Regular Compensatory Leave accrual

- If you click on the triangle next to the “Reported Time Status” line you will then be brought to the following screen:

▼ Reported Time Status					
Date	Reported Status	Total	TRC	Comments	
03/08/2013	Submitted	8.00	REG	☺	
03/11/2013	Submitted	8.00	REG	☺	
03/12/2013	Submitted	8.00	REG	☺	
03/13/2013	Submitted	8.00	REG	☺	
03/14/2013	Submitted	8.00	REG	☺	
03/15/2013	Submitted	8.00	REG	☺	
03/18/2013	Submitted	8.00	REG	☺	
03/19/2013	Submitted	8.00	SICK	☺	
03/20/2013	Submitted	8.00	VAC	☺	
03/21/2013	Submitted	4.00	PL	☺	
03/21/2013	Submitted	4.00	SP	☺	

▶ Reported Time Summary

- You now will see each day listed that you entered time for along with a reported status code of “Submitted.” This means that you have submitted your hours worked along with your accrued leave time to your supervisor and there is nothing further for you to do. Please be aware that your supervisor will not be able to access or approve your biweekly timesheet until the following day. This is due to the fact that the system has to process the hours during an overnight process.
- Also, please note that the column titled “TRC” stands for Time Reporting Code. In this column you will see the various TRC’s that you have entered (REG, SICK, VAC, PL, & SP) for the pay period along with their respective hours listed in the “Total” column.
- You will also note that there is a column titled “Comments.” This is not a required column to complete, however it will allow you to enter comments for your supervisor to see regarding any of the hours entered on your timesheet. In order to enter comments for a specific day double click on the “comment bubble” next to the respect date you would like to enter a comment for. After doing so you will be brought to the following screen:

Comments

Frederic Cratty Empl ID: 123456
 Job Title: SUDirector1 Empl Record: 0

---- Resource Data ----

Date	TRC	Quantity	Combo Code	Project ID	Activity ID	Type	Category	SubCat
03/19/2013	SICK	8.000000						

Operator Id	DateTime Created	Source	Comment
1 CrattyF	02/21/2013 3:23PM	Time Reporting	I was sick at home with the flu on this date.

Save Cancel

- As you can see in the comment box I entered the following: “I was sick at home with the flu on this date.” Again, you are not required to enter any comments but it is a nice location to do so if necessary. However, please be aware that once you enter a comment it cannot be deleted, thus make sure to only enter appropriate comments if entering any at all.
- Once you have completed entering your comment click on the “Save” button
- After clicking “OK” on the warning message you will be brought to the following screen:

My HR Core-CT Help

+ -	8.00			8.00	8.00	8.00	8.00	8.00	8.00			8.00			56.00	REG	Regular
+ -												8.00			8.00	SICK	Sick
+ -														4.00	4.00	SP	Sick Appt
+ -												8.00			8.00	VAC	Vacation

Submit

Date	Reported Status	Total	TRC	Comments
03/08/2013	Submitted	8.00	REG	
03/11/2013	Submitted	8.00	REG	
03/12/2013	Submitted	8.00	REG	
03/13/2013	Submitted	8.00	REG	
03/14/2013	Submitted	8.00	REG	
03/15/2013	Submitted	8.00	REG	
03/18/2013	Submitted	8.00	REG	
03/19/2013	Submitted	8.00	SICK	
03/20/2013	Submitted	8.00	VAC	
03/21/2013	Submitted	4.00	PL	
03/21/2013	Submitted	4.00	SP	

- As you will see in the above screen print inside the comment bubble for 3/19/2013 there are now some lines. This means that comments have been entered for that specific date.
- If you would like to enter any comments for any other days follow the same procedure as above.
- If you click the triangle next to “Reported Time Status” again it will now hide this information
- Now click on the triangle next to the “Reported Time Summary” line and you will be brought to the following screen:

From Friday 03/08/2013 to Thursday 03/21/2013

Timesheet Overrides [EFT]

	Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Total Hours	Time Reporting Code	Description
+ -														4.00	4.00	PL	PL Pers Lv
+ -	8.00			8.00	8.00	8.00	8.00	8.00			8.00				56.00	REG	Regular
+ -												8.00			8.00	SICK	Sick
+ -														4.00	4.00	SP	Sick Appt
+ -													8.00		8.00	VAC	Vacation

Submit

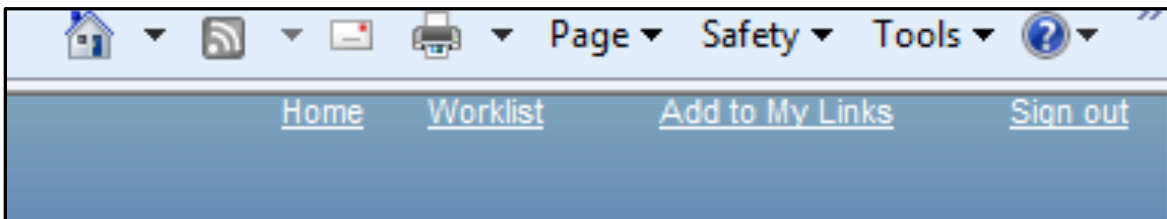
Reported Time Status

Reported Time Summary

Category	Total Hours	Week 1 (3/8-3/14)	Week 2 (3/15-3/21)
Total Reported Hours	80.00	40.00	40.00

Leave and Compensatory Time Balances

- Please note the “Total Hours” noted above is 80.00. This number should equal the number of hours that you worked for the two (2) week pay period.
- Also, please note that there a column titled “Week 1” which lists 40.00 hours and “Week 2” which lists 40.00 hours. These columns represent the number of hours that you worked in each respective week of the pay period.
- If you click the triangle next to “Reported Time Summary” again it will now hide this information
- At this point there is nothing further that you need to do and you can log out of Core-CT by clicking on the “Sign Out” button on the top right hand side of the screen as noted by the green arrow below.



Removing Hours That Were Entered Incorrectly

- Click on the “Timesheet” as noted by the green arrow below:

The screenshot shows the State of Connecticut HR system interface. The 'Time and Labor' section is highlighted, and a green arrow points to the 'Timesheet' link. The interface includes a navigation bar with 'My HR' and 'Core-CT Help' buttons, and a main content area with 'Personal Information' and 'Time and Labor' sections.

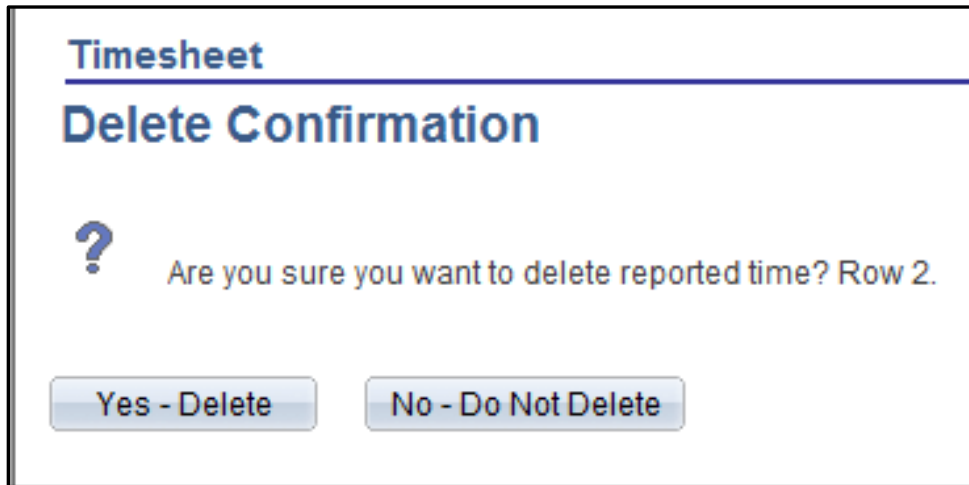
- You will then be brought to the following screen:

The screenshot shows the Timesheet entry screen for Frederic Cratty. The screen displays the employee's name, job title, and ID. It includes a grid for entering hours for each day of the week. A green arrow points to the minus sign in the first row of the grid, indicating the action to be taken to correct an error.

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code	Description
+	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG	Regular
+ -											8.00				8.00	VAC	Vacation

- In this example let’s say that you entered 8.00 hours of Vacation (VAC) leave on Mon., 4/1, however you should have entered it as 8.00 hours of Personal Leave (PL) instead.
- In order to correct this click on the “-“ sign at the far left-hand side of the row that contains VAC. This is noted by the green arrow above.

- You will then receive the below confirmation message:



- Click on the “Yes – Delete” option
- Your timesheet will now look as follows:

Timesheet
 Frederic Cratty
 Job Title: SUDirector1
 Employee ID: 123456
 Empl Record: 0

Instructions

View By Week
 *Date: 03/22/2013
 Reported Hours: 80.00
 Scheduled Hours: 80.00

from Friday 03/22/2013 to Thursday 04/04/2013

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code	Description
	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG	Regular

Submit

- You will now notice that the line containing the 8.00 hours of VAC time is no longer visible
- Click on the “+” sign at the far left-hand side of the row containing the REG hours as noted by the green arrow above
- Your timesheet will now look as follows:

Timesheet
Frederic Cratty
 Job Title: SUDirector1

Employee ID: 123456
 Empl Record: 0

Instructions

View By Week Reported Hours: 80.00 Previous Period Next Period
 *Date: 03/22/2013 Scheduled Hours: 80.00

From Friday 03/22/2013 to Thursday 04/04/2013

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code	Description
+ -	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG	Regular
+ -																	

Submit

- Now go and enter the 8.00 hours on the new line for Mon., 4/1 and then enter PL in the Time Reporting Code box and then click on the “Submit” button
- Your timesheet will now look as follows:

Timesheet
Frederic Cratty
 Job Title: SUDirector1

Employee ID: 123456
 Empl Record: 0

Instructions

View By Week Reported Hours: 80.00 Previous Period Next Period
 *Date: 03/22/2013 Scheduled Hours: 80.00

From Friday 03/22/2013 to Thursday 04/04/2013

	Fri 3/22	Sat 3/23	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Total Hours	Time Reporting Code	Description
+ -											8.00				8.00	PL	PL Pers Lv
+ -	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG	Regular

Submit

Viewing Your Leave Accrual Balances

- In order to view your leave accrual balances for items such as sick, vacation, personal leave, and compensatory time click on the “Timesheet” option noted below.

The screenshot shows the State of Connecticut HR portal. At the top, there is a navigation bar with 'CT.gov State of Connecticut', 'Favorites', and 'Main Menu'. Below this are buttons for 'My HR' and 'Core-CT Help'. The main content area is divided into two columns. The left column contains 'Personal Information' and 'My System Profile' sections. The right column contains 'Time and Labor' and 'Payroll' sections. A green arrow points to the 'Timesheet' link in the 'Time and Labor' section.

- You will then be brought to the following screen:

The screenshot shows the 'Timesheet' page for Frederic Cratty. At the top, there is a navigation bar with 'CT.gov State of Connecticut', 'Favorites', and 'Main Menu'. Below this are buttons for 'My HR' and 'Core-CT Help'. The main content area shows the user's name 'Frederic Cratty', Job Title 'SUDirector1', Employee ID '123456', and Empl Record '0'. There is a section for 'Instructions' and a 'View By Week' section with a date selector set to '04/05/2013'. Below this is a 'Populate Time From' section with a date range 'From Friday 04/05/2013 to Thursday 04/18/2013'. A table shows the timesheet data for the week of 4/5 to 4/18/2013. At the bottom, there are links for 'Reported Time Status', 'Reported Time Summary', and 'Leave and Compensatory Time Balances'. A green arrow points to the 'Leave and Compensatory Time Balances' link.

	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Total Hours	Time Reporting Code
	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	

- Click on the triangle next to the “Leave and Compensatory Time Balances”

From Friday 02/08/2013 to Thursday 02/21/2013

Timesheet Overrides

		Fri 2/8	Sat 2/9	Sun 2/10	Mon 2/11	Tue 2/12	Wed 2/13	Thu 2/14	Fri 2/15	Sat 2/16	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Total Hours	Time Reporting Code	Description
+ -													11.50	10.00	10.00	31.50	CCE	CT Earned
+ -									7.00							7.00	HWCE	H Wkd CTE
+ -		7.00			7.00	7.00	7.00	7.00				7.00	7.00	7.00	7.00	63.00	REG	Regular

Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Available Balance
Sick	1413.50
Vacation	845.66
Personal	21.00
H000N000N	7.00
C000N000N	63.00

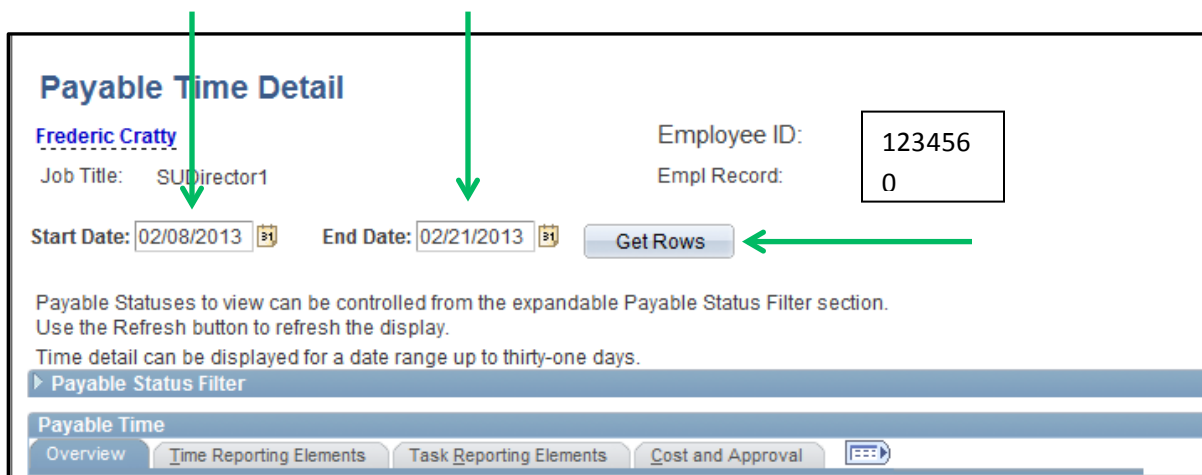
- You will now see your available leave accrual balances. Please note that all balances are listed in hours.
- Please note the H000N000N stands for Holiday Compensatory Leave accrual and C000N000N stands for Regular Compensatory Leave accrual

Reviewing the Detailed Status of a Submitted Timesheet

- Click on “Payable Time Detail” as indicated by the green arrow below



- You will now be brought to the following screen:



- In the boxes above indicated by the green arrows enter the starting date and end date of the pay period that you would like to check the status of your submitted time for.
- Click on the “Get Rows” button as indicated by the green arrow above
- You will then be brought to the following screen:

Payable Time Detail


Frederic Cratty Employee ID: 123456
 Job Title: SUDirector1 Empl Record: 0

Start Date: 02/08/2013 End Date: 02/21/2013

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display.
 Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

Payable Time

Overview Time Reporting Elements Task Reporting Elements Cost and Approval 

Date	Payable Status	Time Reporting Code	Quantity	TRC Type	Override Reason Code	Taskgroup
02/08/2013	Distributed	REG	8.00	Hours		CSU7800G
02/11/2013	Distributed	REG	8.00	Hours		CSU7800G
02/12/2013	Distributed	REG	8.00	Hours		CSU7800G
02/13/2013	Distributed	REG	8.00	Hours		CSU7800G
02/14/2013	Distributed	REG	7.50	Hours		CSU7800G
02/14/2013	Distributed	VAC	0.50	Hours		CSU7800G
02/15/2013	Distributed	REG	8.00	Hours		CSU7800G
02/18/2013	Distributed	REG	8.00	Hours		CSU7800G

- As you will see all of the dates that you have submitted time for appear above.
- In order to see the status of your submitted time you need to refer to the “Payable Status” column. In this column you will see one of the specific statuses which are defined below:

Payable Status

Needs Approval
 Approved
 Sent to Payroll
 Taken by Payroll
 Distributed

Definition

Your supervisor has not approved your timesheet yet
 Your supervisor has approved your timesheet
 Your approved timesheet has been sent to payroll for processing
 Your approved timesheet will be used to calculate your paycheck
 Your paycheck has been generated

- If you click on the icon noted by the green arrow above and scroll to the right you will be able to see the date and time your hours were approved as well as the User ID of the approver. Below is what this screen will look like:

	Approved at	User ID
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC
	02/22/2013 8:25:23AM	SpiridonC

Reviewing a One Week Summary of a Submitted Timesheet

- Click on “Payable Time Summary” as indicated by the green arrow below

The screenshot shows the State of Connecticut HR system interface. At the top, there is a navigation bar with 'CT.gov State of Connecticut' and 'Favorites Main Menu'. Below this are buttons for 'My HR' and 'Core-CT Help'. The main content area is divided into two columns. The left column contains 'Personal Information' and 'My System Profile' sections. The right column contains 'Time and Labor' and 'Payroll' sections. The 'Time and Labor' section is expanded, showing links for 'Timesheet', 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'. A green arrow points to the 'Payable Time Summary' link.

- You will now be brought to the following screen:

The screenshot shows the 'Payable Time Summary' screen for Frederic Cratty. The employee ID is 123456 and the employment record is 0. The start date is 03/07/2013 and the end date is 03/13/2013. A green arrow points to the 'Payable Time Summary' link in the previous screenshot. The table below shows the time reporting data for the week of 03/07/2013 to 03/13/2013.

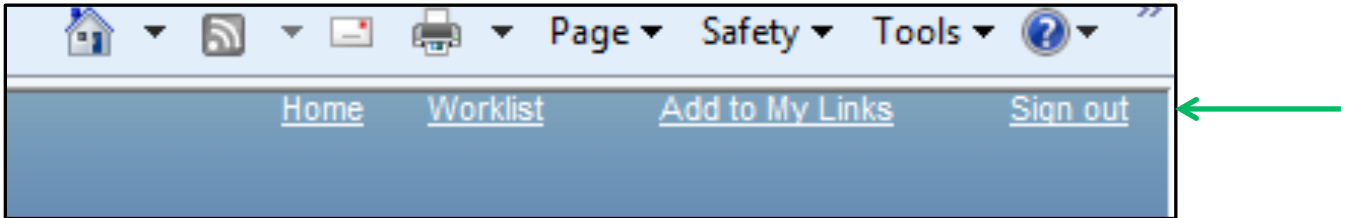
Payable Time From 03/07/2013 To 03/13/2013										
Time Reporting Code	Description	Type	Thu 3/7	Fri 3/8	Sat 3/9	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Total Quantity
REG	Regular	Hours	8.00	8.00			7.75	6.75	8.00	38.50
SP	Sick Medical/Dental/Eye Appt	Hours					0.25			0.25
VAC	Vacation	Hours						1.25		1.25

Go To: [Self Service](#), [Time Reporting](#), [Detail Page](#)

- This screen will allow you to see the hours that you listed for a specific time reporting code during a one (1) week timeframe. In order to see a different week change the “start date” as indicated by the green arrow above.

Logging Out of Core-CT

- You can log out of Core-CT by clicking on the “Sign Out” button on the top right hand side of the screen as noted by the green arrow below.



Important Items

- All employees must submit their timesheet(s) in Core-CT **by 8:00pm on the last day of the pay period**. For example if the pay period is Friday, March 8, 2013 – Thursday, March 21, 2013, then your time sheet(s) must be submitted by 8:00pm on Thursday, March 21, 2013.
- Department supervisors must approve all timesheet(s) in Core-CT by **8:00pm on the Friday following the last day of the pay period**. For example if the pay period is Friday, March 8, 2013 – Thursday, March 21, 2013, then your department supervisor(s) must approve your timesheet(s) by 8:00pm on Friday, March 22, 2013
- If for some reason an employee's timesheet is not processed according to the above timeframes then they will receive their paycheck in the following paycheck cycle, or in the paycheck cycle when the above timeframes are met.
- Core-CT is only available for employees and department supervisors to use during the following time periods:

Monday – Sunday (4:00am – 8:00pm*)

* On the Thursday in the middle of the pay period every two weeks the system becomes unavailable at 2:00pm instead of 8:00pm

- After an employee enters their hours into Core-CT the department supervisor must wait until the **following day** in order to approve the timesheet. This is necessary in order for an overnight batch process to run in Core-CT.
- Set a recurring reminder on your Outlook calendar for every other Thursday (payday) to submit your timesheet.
- Add the Core-CT login page to your favorites on your web browser.

Core-CT Documentation and Website

All information regarding Core-CT, including a direct website link to login, is located on the Human Resources Department website at the below link:

<http://www.wcsu.edu/hr/>

Once you are logged into the Human Resources Department website click on the following option:

- Core-CT Self-Service

Questions

If you have any questions or concerns regarding using Core-CT please feel free to contact Lisa Lengel, Assistant Director of Human Resources – Benefits Administration. Ms. Lengel is located on the first floor of University Hall in the Human Resources Department. Her e-mail address is lengell@wcsu.edu and her work phone number is 203-837-8666.