

END USER MANUAL



Core-CT Self-Service

SUMMER TERM EMPLOYEE



**WESTERN
CONNECTICUT
STATE UNIVERSITY**

Index

<u>Topic</u>	<u>Page #</u>
• What is Core-CT Self-Service?	2
• Logging into Core-CT	2
• Entering Your Biweekly Timesheet	4
• Revising a Timesheet	9
• Reviewing the Detailed Status of a Submitted Timesheet	11
• Reviewing a One Week Summary of a Submitted Timesheet	14
• Logging Out of Core-CT	15
• Important Items	16
• Core-CT Documentation and Website	17
• Questions	17

What is Core-CT Self-Service?

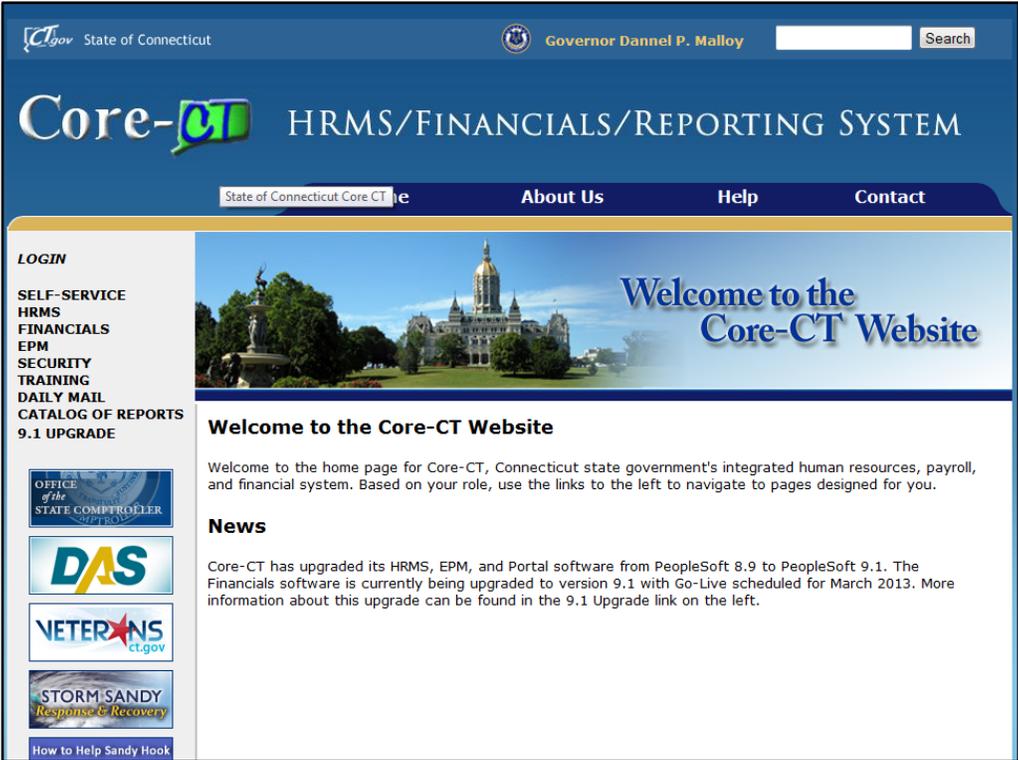
Core-CT is the State of Connecticut's Payroll System that contains a module (self-service) that will allow employees to enter their biweekly time sheet electronically. Employees can access Core-CT via the internet on any desktop computer, laptop, and also via an iPad. Once an employee enters their time 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:

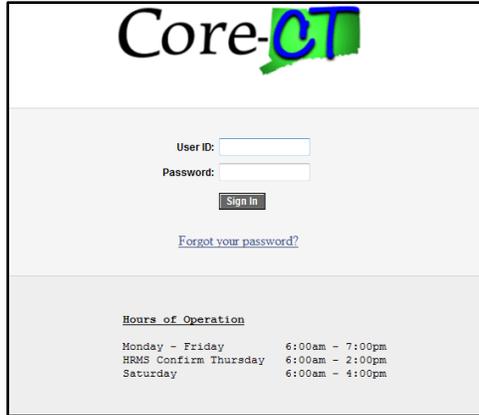
<http://www.core-ct.state.ct.us/>

You will then be brought to the following website:



The screenshot shows the Core-CT website home page. At the top, there is a blue header with the 'CT.gov State of Connecticut' logo on the left, the Governor's name 'Governor Dannel P. Malloy' in the center, and a search bar on the right. Below the header, the main title reads 'Core-CT HRMS/FINANCIALS/REPORTING SYSTEM'. A navigation bar contains links for 'State of Connecticut Core-CT Home', 'About Us', 'Help', and 'Contact'. On the left side, there is a vertical menu with the following items: 'LOGIN', 'SELF-SERVICE', 'HRMS', 'FINANCIALS', 'EPM', 'SECURITY', 'TRAINING', 'DAILY MAIL', 'CATALOG OF REPORTS', and '9.1 UPGRADE'. A green arrow points to the 'LOGIN' link. Below the menu are several logos: 'OFFICE of the STATE COMPTROLLER', 'DAS', 'VETERANS ct.gov', and 'STORM SANDY Response & Recovery'. The main content area features a large banner with a photo of the State Capitol and the text 'Welcome to the Core-CT Website'. Below the banner, there is a 'Welcome to the Core-CT Website' section with a message: 'Welcome to the home page for Core-CT, Connecticut state government's integrated human resources, payroll, and financial system. Based on your role, use the links to the left to navigate to pages designed for you.' Below this is a 'News' section with a headline: 'Core-CT has upgraded its HRMS, EPM, and Portal software from PeopleSoft 8.9 to PeopleSoft 9.1. The Financials software is currently being upgraded to version 9.1 with Go-Live scheduled for March 2013. More information about this upgrade can be found in the 9.1 Upgrade link on the left.'

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



Once you have accessed this screen you need to enter your User ID and Password and click the “Sign In” button. Your User ID is your six (6) digit State of Connecticut employee number (if you do not know this number you can find it on your recent pay stub / advice of deposit slip or you can obtain it by contacting Ms. Maureen Jeans in the Human Resources Department at 203-837-8631 or via email at jeansm@wcsu.edu). For your password the first time you login you will need to enter the first four (4) letters of your last name (all in uppercase) along with the last four (4) digits of your social security number.

When logging in for the first time you will be prompted to change your password and to setup a password recovery. Instructions on doing this are included in the supplement at the end of this manual.

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



Entering Your Biweekly Timesheet

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

State of Connecticut

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

[My HR](#) [Core-CT Help](#)

Timesheet

Duncan Donut Employee ID: 123456
 Job Title: SUFedWorkStudy Empl Record: 0

Instructions

[View By Week](#) Reported Hours: 0.00 [Previous Period](#) [Next Period](#)
 *Date: 04/05/2013 Scheduled Hours: 0.00 [Next Job](#)

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

Timesheet Overrides

	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

Duncan Donut [Select Job](#) Find | First 1-2 of 2 Last

Empl Record	Job Description	Department Description
0	SUFedWorkStudy	Western CSU
1	SUFedWorkStudy	Western CSU

- 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. **Please be aware that in most cases you will have the same “Job Description” in all of your options, however they will each have a unique “Empl Record” which is indicated by the green arrow in the above screen print. The Empl Record is unique to the department where you work which you would have received in an email from a member of the Human Resources Department with the correct Empl Record when you began your employment. If you are not certain which Empl Record matches up to each department do not proceed, instead contact Ms. Maureen Jeans in the Human Resources Department at 203-837-8631 or via email at jeansm@wcsu.edu for the correct match up. Please be aware that if you enter your hours on the incorrect “Empl Record” you may be paid incorrectly or worse you may not be paid at all.**
- You will then be brought to the above screen which contains the two (2) week pay period
- In this scenario let’s say that you worked the following hours on the following dates:
 - 4 hours on Fri, 4/5
 - 2 hours on Tue, 4/9
 - 1.5 hours on Fri, 4/12
 - 3 hours on Wed, 4/17

*** 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
- Now go to the empty boxes under each of these dates and enter the hours worked as noted in the below screen print:

State of Connecticut

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

My HR | Core-CT Help

Timesheet

Duncan Donut
Job Title: SUFedWorkStudy

Employee ID: 123456
Empl Record: 0

Saved

Instructions

View By Week | Reported Hours: 10.50 | Previous Period | Next Period
*Date: 04/05/2013 | Scheduled Hours: 0.00 | Next Job

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	Description
	4.00				2.00			1.50					3.00		10.50	REG	Regular

Submit

Reported Time Status

- In the empty box under “Time Reporting Code” enter REG. If you are employed with WCSU as a non-resident alien then you will need to enter REG19 for the “Time Reporting Code”. Please be aware that you are setup with the ability to only enter REG or REG19 for your “Time Reporting Code”, thus if you enter one and you receive an error message then enter the other code and it should work fine.
- 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 wait until the end of the pay period to submit them all at once.***
- 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.
- You will also note that under the “Total Hours” column you will see that 10.50 defaulted in. This represents the total number of hours that you submitted for the biweekly time period.
- If you click on the triangle next to the “Reported Time Status” line you will then be brought to the following screen:

Duncan Donut

Employee ID: 123456

Job Title: SUFedWorkStudy

Empl Record: 0

i Instructions

[View By Week](#)
Reported Hours: 10.50
[Previous Period](#)
[Next Period](#)

*Date: [B] ↻

Scheduled Hours: 0.00

[Next Job](#)

Reported time on or after 04/05/2013 is for a future period.

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

Timesheet

Overrides

[B] [E]

	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	Description
+ -	4.00				2.00			1.50					3.00		10.50	REG	Regular

▼ Reported Time Status

Date	Reported Status	Total TRC	Comments
04/05/2013	Submitted	4.00 REG	☺
04/09/2013	Submitted	2.00 REG	☺
04/12/2013	Submitted	1.50 REG	☺
04/17/2013	Submitted	3.00 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:

Duncan Donut Employee ID: **123456**
 Job Title: SUFedWorkStudy Empl Record: **n**

[Instructions](#)

[View By Week](#) Reported Hours: 10.50 [Previous Period](#) [Next Period](#)
 *Date: 04/05/2013 Scheduled Hours: 0.00 [Next Job](#)

Reported time on or after 04/05/2013 is for a future period.

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

Timesheet Overrides

	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
+	4.00				2.00			1.50					3.00		10.50	REG

Submit

▶ Reported Time Status

▼ Reported Time Summary

Category	Total Hours	Week 1 (4/5-4/11)	Week 2 (4/12-4/18)
Total Reported Hours	10.50	6.00	4.50

- Please note the “Total Hours” noted above is 10.50. 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 6.00 hours and “Week 2” which lists 4.50 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

Revising a Timesheet

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

The screenshot shows the State of Connecticut HR system interface. The top navigation bar includes '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 several sections: 'Personal Information' (with links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups), 'My System Profile' (with links for My System Profile and Change My Password), 'Time and Labor' (with links for Time and Labor, Timesheet, Approve Time, Payable Time Summary, and Payable Time Detail), and 'Payroll' (with a link for View Paycheck Information). 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 entry screen. The 'View By Week' section includes a date selector set to '07/10/2015' and a 'Reported Hours' field showing '0.00'. The 'Schedule Information' section indicates 'Reported time on or after 07/10/2015 is for a future period.' The main table shows the timesheet for the week of Friday 07/10/2015 to Thursday 07/23/2015. The 'Timesheet' tab is selected, and the table has columns for each day of the week, 'Total Hours', and 'Time Reporting Code'. The 'Mon 7/13' column contains the value '3.25', which is highlighted by a green arrow. The 'Total Hours' column shows '1.50' and the 'Time Reporting Code' is 'REG'. A 'Submit' button is located at the bottom left of the table.

	Fri 7/10	Sat 7/11	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Total Hours	Time Reporting Code
	4.00			3.25			5.00					1.50				REG

- In this example let's say that you entered 3.25 hours on Mon., 7/13, however you should have entered it as 4.25 hours instead.
- In order to correct this, go to the Mon., 7/13 box, erase the 3.25 and enter 4.25.
- Your timesheet will now look as follows:

[View By Week](#)
Reported Hours: 0.00 [Previous Period](#) [Next Period](#)

*Date:
Scheduled Hours: 0.00

Populate Time From: Schedule Information
 Reported time on or after 07/10/2015 is for a future period.

From Friday 07/10/2015 to Thursday 07/23/2015

		Fri 7/10	Sat 7/11	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Total Hours	Time Reporting Code
+	-	4.00			4.25			5.00					1.50				REG

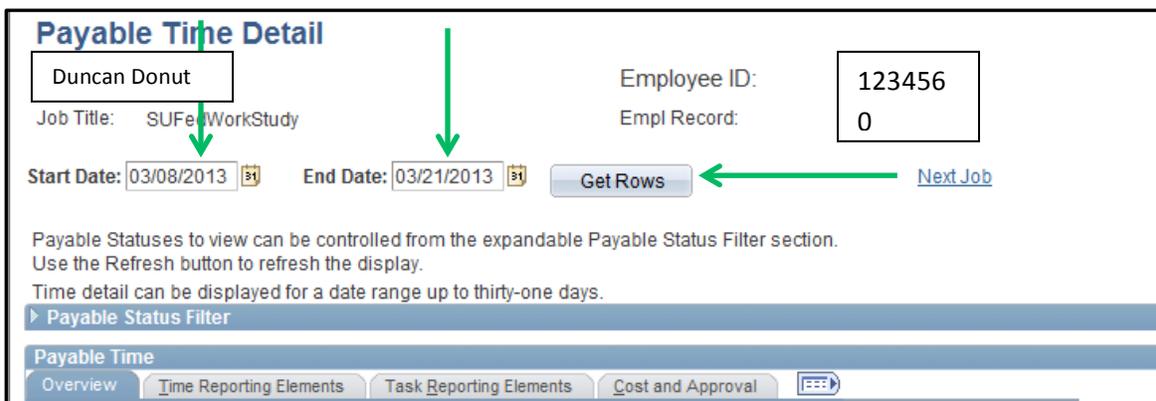
- Click on the “Submit” button.

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

Duncan Donut Employee ID: 123456
 Job Title: SUFedWorkStudy Empl Record: 0

Start Date: 03/08/2013 End Date: 03/21/2013 [Get Rows](#) [Next Job](#)

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
03/11/2013	Distributed	REG	2.50	Hours		CSU7800G
03/13/2013	Distributed	REG	2.50	Hours		CSU7800G
03/18/2013	Distributed	REG	2.50	Hours		CSU7800G
03/19/2013	Distributed	REG	2.00	Hours		CSU7800G
03/20/2013	Distributed	REG	2.50	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

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 three sections: 'Personal Information', 'Time and Labor', and 'Payroll'. The 'Time and Labor' section contains a list of links: 'Time and Labor', '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. At the top, there is a title 'Payable Time Summary' and a search box containing 'Duncan Donut'. To the right, there are fields for 'Employee ID: 123456' and 'Empl Record: 0'. Below these are fields for 'Start Date: 04/05/2013' and 'End Date: 04/11/2013'. There are also links for 'Previous Week', 'Next Week', and 'Next Job'. A green arrow points to the 'Start Date' field. Below the date fields is a table titled 'Payable Time From 04/05/2013 To 04/11/2013'.

Time Reporting Code	Description	Type	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Total Quantity
REG	Regular	Hours	4.00				2.00			6.00

- 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 Sunday 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 timesheet(s) must be submitted by 8:00pm on Sunday, March 24, 2013.
- Department supervisors must approve all timesheet(s) in Core-CT by **8:00pm on the Monday 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 timesheet(s) must be approved by your department supervisor(s) by 8:00pm on Monday, March 25, 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 time sheet. 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 Ms. 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 office phone number is 203-837-8666.