

END USER MANUAL



Core-CT Self-Service

# **SUPERVISORS**

of Full-time Employees



## Index

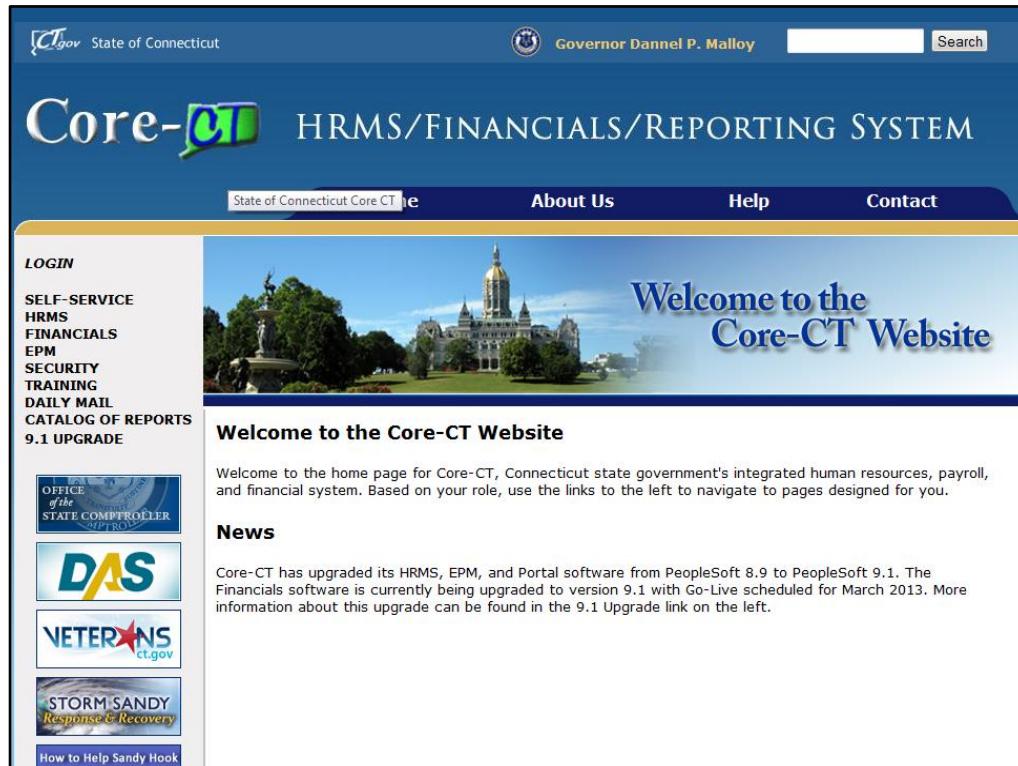
<u>Topic</u>	<u>Page #</u>
• Logging into Core-CT & Approving a Timesheet	2
• Editing a Submitted Timesheet (Correcting Time Entered)	7
• Editing a Submitted Timesheet (Adding Additional Time Reporting Codes)	9
• Logging out of Core-CT	12
• Important Items	13
• Core-CT Documentation and Website Link	14
• Questions	14

## Logging into Core-CT & Approving a Timesheet

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

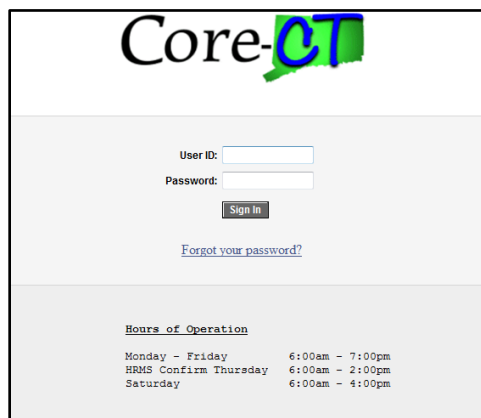
<http://www.core-ct.state.ct.us/>

You will then be brought to the following website:



The screenshot shows the homepage of the Core-CT HRMS/Financials/Reporting System. At the top, there is a header with the State of Connecticut logo, Governor Dannel P. Malloy's name, and a search bar. Below this is the main title "Core-CT HRMS/FINANCIALS/REPORTING SYSTEM" and a navigation menu with links for "State of Connecticut Core-CT Home", "About Us", "Help", and "Contact". A green arrow points to the "LOGIN" link in the left-hand navigation menu. 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 brief introduction and a "News" section mentioning a software upgrade from PeopleSoft 8.9 to 9.1. The left-hand navigation menu includes links for "SELF-SERVICE HRMS", "FINANCIALS", "EPM", "SECURITY", "TRAINING", "DAILY MAIL", "CATALOG OF REPORTS", and "9.1 UPGRADE". There are also logos for the Office of the State Comptroller, DAS, VETERANS ct.gov, and STORM SANDY Response & Recovery.

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

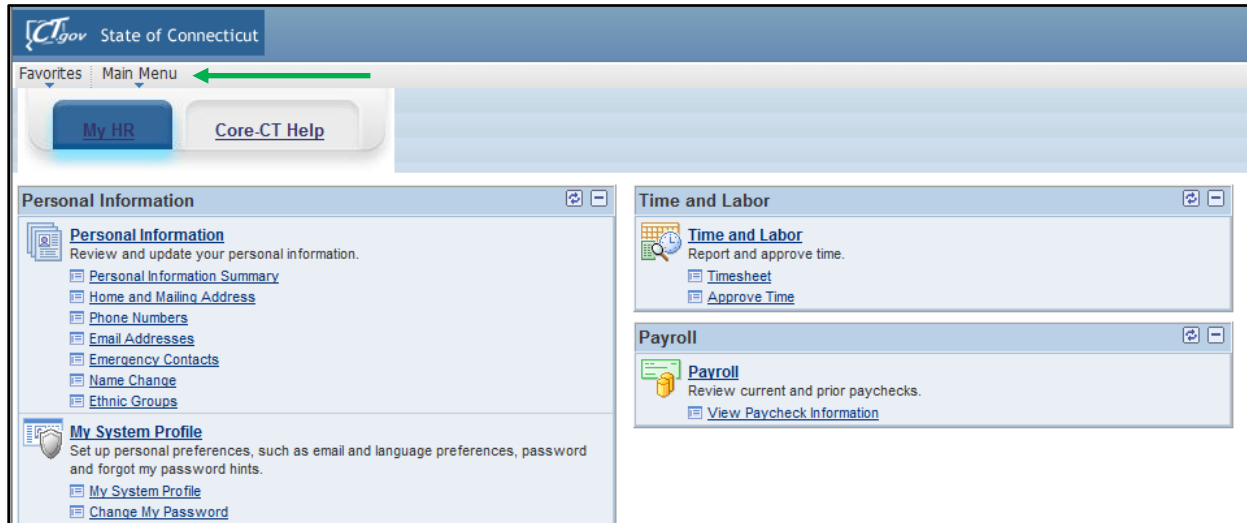


The screenshot shows the login page for the Core-CT system. At the top, there is the Core-CT logo. Below the logo, there are two input fields: "User ID:" and "Password:". Below these fields is a "Sign In" button. Below the button is a link that says "Forgot your password?". At the bottom of the page, there is a section titled "Hours of Operation" with a table of operating hours:

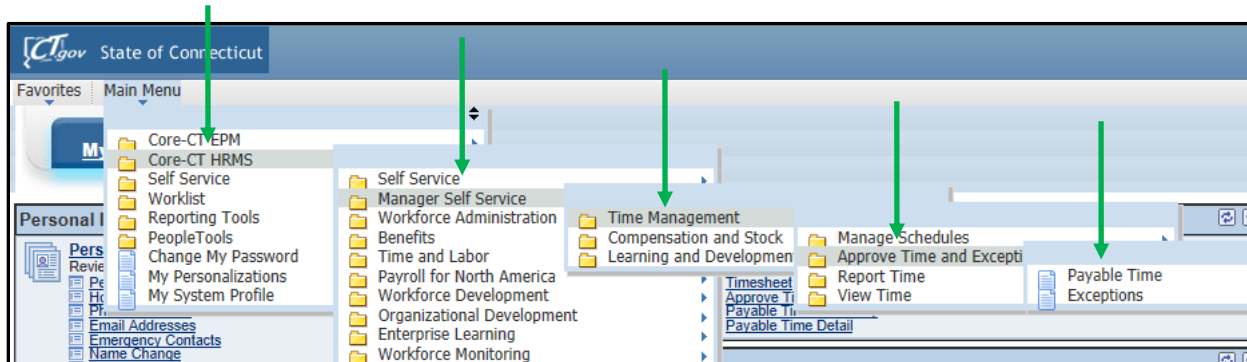
Hours of Operation	
Monday - Friday	6:00am - 7:00pm
HRMS Confirm Thursday	6:00am - 2:00pm
Saturday	6:00am - 4:00pm

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. Instructions on doing this are included in supplement # 1 at the end of this manual.

- After successfully logging into Core-CT you will be brought to a screen that looks as follows:



- Click on the “Main Menu” as marked by the arrow above
- You will then be brought to the below screen



- Next click on the “Core-CT HRMS” option
- Click on the “Manager Self Service” option
- Click on the “Time Management” option
- Click on the “Approve Time and Exceptions” option
- Click on the “Payable Time” option
- This will then bring you to the below “Approve Time for Time Reporters” screen

## Approve Payable Time

### Approve Time for Time Reporters

Employee Selection Criteria

Description	Set ID	Value
Time Reporter Group		69030
Empl ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	UNIVS	<input type="text"/>

No employees were returned for the time period specified.

**Start Date:** 
**End Date:**

Go To: [Manager Self Service](#)  
[Time Management](#)

- In the box entitled “Time Reporter Group” enter the time & labor group number for your department/location. If you don’t have this you can obtain it by contacting Fred Cratty in the Human Resources Department.
- In the boxes next to “Start Date” and “End Date” be sure to erase any date information in them and make sure that both boxes are empty.
- Click on the “Get Employees” box at the right hand side of the screen noted by the arrow. By entering the above parameters it will return the records of all of the employees that you need to approve time for.
- You will now be brought to the following screen:

Start Date:  End Date:

[Select to view Instructions](#)

Select	Name	Employee ID	Empl Record	Total Payable Hours	Exception	Taskgroup
<input type="checkbox"/>	Elmer Fudd	888888	0	56.000000		CLC1205G
<input type="checkbox"/>	Daffy Duck	777777	0	80.000000		CLC1205G
<input type="checkbox"/>	<a href="#">Speedy Gonzalez</a>	666666	0	88.000000		CLC1205G
<input type="checkbox"/>	<a href="#">Mickey Mouse</a>	555555	0	80.000000		CLC1205G
<input type="checkbox"/>	<a href="#">Tweety Bird</a>	444444	0	80.000000		CLC1205G
<input type="checkbox"/>	<a href="#">Bugs Bunny</a>	333333	0	80.000000		CLC1205G

- As you can see at the bottom of the screen you will see a listing of all of the employees that report to you that have timesheets pending your approval. Also, as noted by the arrow, you will see the total number of hours worked for each employee during the pay period.
- In this example lets say that you want to review and approve the timesheet for Daffy Duck first. In order to do so click on his name.
- After doing so you will be brought to the following screen:

My HR Core-CT Help

Enter a specific Accounting Date for each row of payable time to be published.  
If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date:  End Date:

Approval Details Find | First 1-11 of 11 Last

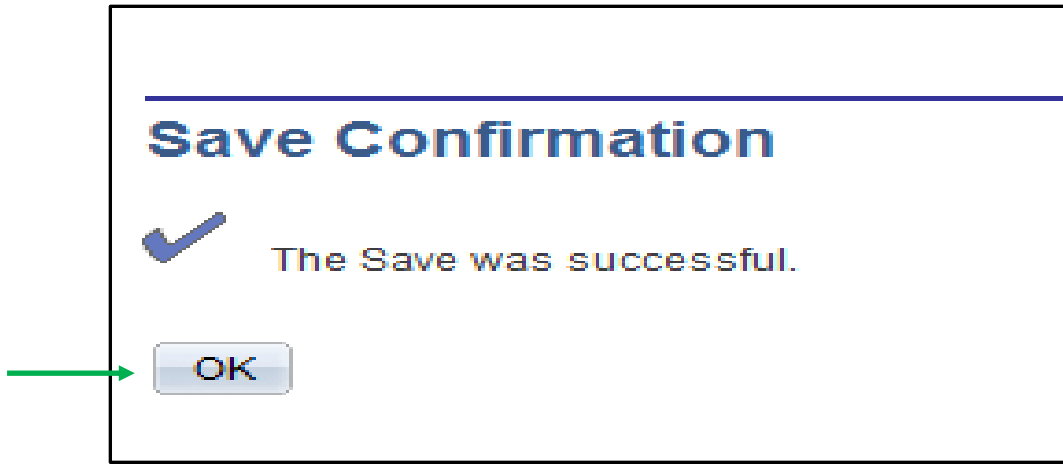
Overview Time Reporting Elements Task Reporting Elements Cost

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Override Reason Code	Comments
<input type="checkbox"/>	04/05/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/08/2013	REG	7.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/08/2013	VAC	1.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/09/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/10/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/11/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/12/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/15/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/16/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/17/2013	REG	8.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	04/18/2013	PL	8.00	Hours	<a href="#">Adjust Reported Time</a>		

[Select All](#) [Clear All](#)

[Return to Approval Summary](#)

- At this point you need to verify that the hours entered next to each date are correct. If any of the hours submitted are not correct go to the section entitled “Editing a Submitted Timesheet.” If you have verified that the submitted hours are correct then click on the “Select All” option at the bottom of the screen and verify that all of the boxes are checked next to each date for which you are approving time.
- Click on the “Approve” button
- You will then receive the following confirmation:



- Click on the “OK” button. After doing so you will be brought to the following screen:

A screenshot of the "Approve Payable Time" screen. At the top, it shows the employee name "Daffy Duck" and "Employee ID: 123456". Below that, "Job Title: SUFedWorkStudy" and "Empl Record: 1". A section of instructions follows: "Select the time you wish to approve and then select the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank." There are input fields for "Start Date:" and "End Date:". Below this is a table titled "Approval Details" with tabs for "Overview", "Time Reporting Elements", "Task Reporting Elements", and "Cost". The "Time Reporting Elements" tab is active. The table has columns: "Select", "Date", "Time Reporting Code", "Quantity", "Type", "Adjust Reported Time", and "Comments". One row is visible with a checkbox in the "Select" column, a quantity of "0.00", and "Adjust Reported Time" in the "Adjust Reported Time" column. Below the table are links for "Select All" and "Clear All", an "Approve" button, and a link "Return to Approval Summary". A green arrow points to the "Return to Approval Summary" link from the left.

- At this point you should continue to approve pending time sheets for any other employees. Simply do so by clicking on the “Return to Approval Summary” link and then by following the same approval process as before and continue do so until no employees are remaining.
- Once you have approved the time for all of your employees proceed to the section entitled “Logging out of Core-CT.”

## Editing a Submitted Timesheet (Correcting Time Entered)

- If when you are reviewing the time sheet that was submitted to you for approval you notice a discrepancy that you need to correct click on the “Adjust Reported Time” link on the line that contains the date in question. Below is a screen print of this:

Select the time you wish to approve and then select the Approve button.  
 Enter a specific Accounting Date for each row of payable time to be published.  
 If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date:  End Date:

**Approval Details** Find | | First | 1-9 of 9 | Last

Overview | Time Reporting Elements | Task Reporting Elements | Cost |

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Override Reason Code	Comments
<input type="checkbox"/>	08/25/2014	REG	4.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/26/2014	REG	7.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/27/2014	REG	6.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/28/2014	REG	5.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/31/2014	REG	7.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/01/2014	REG	2.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/02/2014	REG	2.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/03/2014	REG	3.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/04/2014	REG	5.00	Hours	<a href="#">Adjust Reported Time</a>		

Select All Clear All

- After doing so you will be brought to a different screen that looks as follows:

[View By Week](#) Reported Hours:   
 Scheduled Hours:

\*Date:

Populate Time From: Schedule Information

From Friday 09/05/2014 to Thursday 09/18/2014

Timesheet | Overrides |

	Fri 9/5	Sat 9/6	Sun 9/7	Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>

▶ Reported Time Status

▶ Reported Time Summary

▼ Leave and Compensatory Time Balances

Plan	Available Balance
Sick	1714.50
Vacation	341.76
Personal	0.00

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



- For this example let's say that the employee entered that they worked 8.00 hours on Fri, 9/5 when they actually only worked 6.50 hours. Go to the box under Fri, 9/5 and erase the 8.00 hours and enter 6.50 hours. After doing this your screen will look as follows:

The screenshot shows a web-based timesheet interface. At the top, there is a "View By Week" link and a date field set to "09/05/2014". To the right, there are fields for "Reported Hours:" and "Scheduled Hours:". Below this, a "Populate Time From:" section indicates the period "From Friday 09/05/2014 to Thursday 09/18/2014". The main area is a timesheet table with columns for each day of the week from Friday 9/5 to Thursday 9/11. The "Fri 9/5" column contains the value "6.50", while the other days show "8.00". Below the table is a "Submit" button, which is pointed to by a red arrow. Below the timesheet, there are sections for "Reported Time Status", "Reported Time Summary", and "Leave and Compensatory Time Balances". The latter section is a table with columns for "Plan" and "Available Balance".

Plan	Available Balance
Sick	1714.50
Vacation	341.76
Personal	0.00

At the bottom, there are links for "Go To: Self Service" and "Time Reporting".

- Click on the "Submit" button.
- Unfortunately anytime a change is made to a timesheet at this stage it must go through the overnight processing before you can make the final overall approval of it. With this being the case you must wait until tomorrow and then pull up the corrected timesheet and then approve it as described in the "Logging into Core-CT & Approving a Timesheet" section above.

## Editing a Submitted Timesheet (Adding Additional Time Reporting Codes)

- If when you are reviewing the time sheet that was submitted to you for approval you notice a discrepancy that you need to correct click on the “Adjust Reported Time” link on the line that contains the date in question. Below is a screen print of this:

Select the time you wish to approve and then select the Approve button.  
 Enter a specific Accounting Date for each row of payable time to be published.  
 If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date:  End Date:

**Approval Details** Find | | First | 1-9 of 9 | Last

Overview | **Time Reporting Elements** | Task Reporting Elements | Cost |

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Override Reason Code	Comments
<input type="checkbox"/>	08/25/2014	REG	4.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/26/2014	REG	7.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/27/2014	REG	6.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/28/2014	REG	5.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	08/31/2014	REG	7.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/01/2014	REG	2.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/02/2014	REG	2.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/03/2014	REG	3.00	Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	09/04/2014	REG	5.00	Hours	<a href="#">Adjust Reported Time</a>		

Select All Clear All

- After doing so you will be brought to a different screen that looks as follows:

[View By Week](#) Reported Hours:   
 Scheduled Hours:

\*Date:

Populate Time From: Schedule Information

**From Friday 09/05/2014 to Thursday 09/18/2014**

Timesheet | **Overrides** |

	Fri 9/5	Sat 9/6	Sun 9/7	Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>

**Reported Time Status**

**Reported Time Summary**

**Leave and Compensatory Time Balances**

Plan	Available Balance
Sick	1714.50
Vacation	341.76
Personal	0.00

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

- In this situation let's say that the individual reported all of their hours worked as REG and they should have reported Mon, 9/8 as SICK. Click on the "+" sign to the left of Fri, 9/5.
- After doing so your screen will look as follows:

View By Week Reported Hours:  
Scheduled Hours:

\*Date: 09/05/2014 Schedule Information

Populate Time From: From Friday 09/05/2014 to Thursday 09/18/2014

Timesheet Overrides

	Fri 9/5	Sat 9/6	Sun 9/7	Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11
+ -	6.50			8.00	8.00	8.00	8.00
+ -							

Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Available Balance
Sick	1714.50
Vacation	341.76
Personal	0.00

Go To: [Self Service](#)

- You will now notice that there has been an additional line added under the original one.
- On the first line go to Mon, 9/8 and remove the 8.00
- Go to the new line and go to Mon, 9/8 and enter 8.00
- Go all the way to the right hand side of the new line and enter SICK in the box for the Time Reporting Code
- After doing so your screen will look as follows:

View By Week Reported Hours:  
Scheduled Hours:

\*Date: 09/05/2014 Schedule Information

Populate Time From: From Friday 09/05/2014 to Thursday 09/18/2014

Timesheet Overrides

	Fri 9/5	Sat 9/6	Sun 9/7	Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11
+ -	6.50				8.00	8.00	8.00
+ -				8.00			

Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

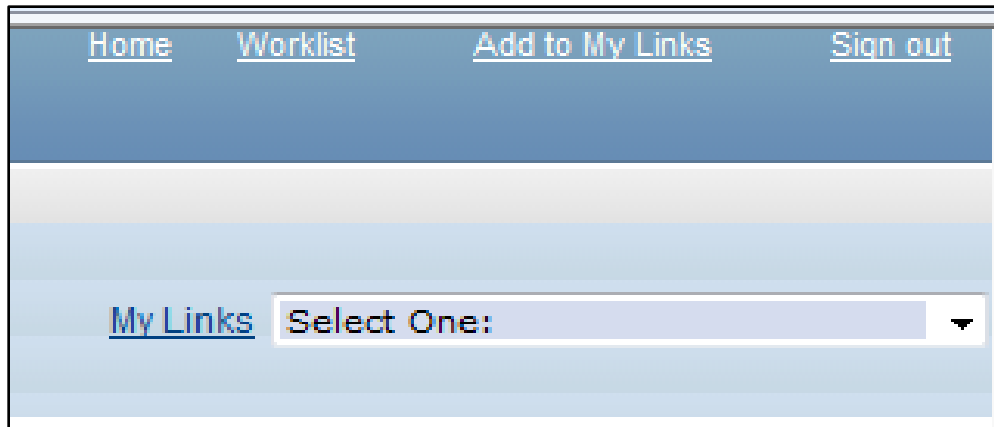
Plan	Available Balance
Sick	1714.50
Vacation	341.76
Personal	0.00

Go To: [Self Service](#)

- Click on the “Submit” button.
- Unfortunately anytime a change is made to a time sheet at this stage it must go through the overnight processing before you can make the final overall approval of it. With this being the case you must wait until tomorrow and then pull up the corrected time sheet and then approve it as described in the “Logging into Core-CT & Approving a Time Sheet” section above.

### Logging out of Core-CT

- Click on the “Sign Out” option at the upper right hand corner of the screen.



## 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, 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 period:

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 Friday (following payday) to approve your employee's timesheets.
- Add the Core-CT login page to your favorites on your web browser.

### **Core-CT Documentation and Website Link**

All information regarding Core-CT, including a direct website login link, 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 the Core-CT please feel free to contact Michele Cazorla, Assistant Director of Human Resources – Benefits Administration. Ms. Cazorla is located on the first floor of University Hall in the Human Resources Department. Her e-mail address is [cazorlam@wcsu.edu](mailto:cazorlam@wcsu.edu) and her work phone number is 203-837-8497.