

End User Manual



Core-CT Self Service Part-Time Athletic Coaches & Librarians



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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

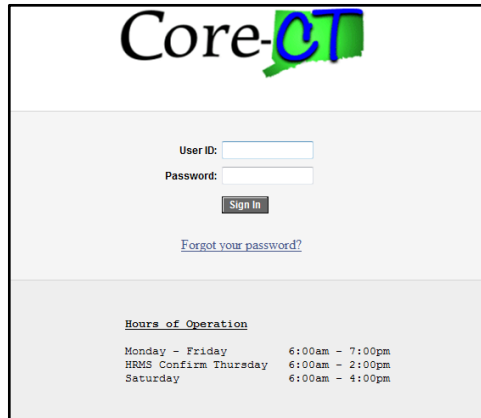
Core-CT is accessed by going to the following website address:

<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



Core-CT

User ID:

Password:

[Forgot your password?](#)

Hours of Operation

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

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. Melina De Osambela in the Human Resources Department at 203-837-8631 or via email at deosambelam@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:



CT.gov State of Connecticut

Favorites Main Menu

[Core-CT Help](#)

Personal Information

Personal Information
Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Name Change](#)
- [Ethnic Groups](#)

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- [My System Profile](#)
- [Change My Password](#)

Time and Labor

Time and Labor
Report and approve time.

- [Timesheet](#)
- [Payable Time Summary](#)
- [Payable Time Detail](#)

Payroll

Payroll
Review current and prior paychecks.

- [View Paycheck Information](#)

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:

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. Melina De Osambela in the Human Resources Department at 203-837-8631 or via email at osambelam@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

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

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	Description
	4.00				2.00			1.50					3.00		10.50	REG	Regular

Submit

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
Job Title: SUFedWorkStudy

Employee ID: 123456
Empl Record: 0

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

Removing Hours That Were Entered Incorrectly

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

CT.gov State of Connecticut

Favorites Main Menu

My HR Core-CT Help

Personal Information

Personal Information
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- My System Profile
- Change My Password

Time and Labor
Report and approve time.

- Timesheet** ←
- Approve Time
- Payable Time Summary
- Payable Time Detail

Payroll View details of your payroll

Payroll
Review current and prior paychecks.

- View Paycheck Information

- You will then be brought to the following screen:

Timesheet

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

Instructions

View By Week Reported Hours: 12.00 Previous Period Next Period
*Date: 04/05/2013 Scheduled Hours: 0.00 Next Job

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	Description
+	3.00					4.00					1.00			1.50	9.50	REG	Regular
+	-			2.50											2.50	SICK	Sick

Submit

- In this example let's say that you entered 2.50 hours of Sick (SICK) leave on Mon., 4/8, however you should have entered it as 2.50 hours of Sick Family (SFAM) instead.

- In order to correct this click on the “-“sign at the far left-hand side of the row that contains SICK. This is noted by the green arrow above.
- You will then receive the below confirmation message:

Timesheet

Delete Confirmation

?

Are you sure you want to delete reported time? Row 2.

Yes - Delete No - Do Not Delete

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

Timesheet

Duncan Donut
Employee ID: 123456

Job Title: SUFedWorkStudy
Empl Record: 0

Instructions

View By Week
Reported Hours: 12.00
Previous Period
Next Period

*Date: 04/05/2013
Scheduled Hours: 0.00
Next Job

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
+	3.00					4.00					1.00			1.50	9.50	REG	Regular

Submit

- You will now notice that the line containing the 2.50 hours of SICK 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

Duncan Donut

Job Title: SUFedWorkStudy

Employee ID: 123456

Empl Record: 0

Instructions

[View By Week](#)

*Date: 04/05/2013

Reported Hours: 12.00

Scheduled Hours: 0.00

[Previous Period](#) [Next Period](#)

[Next Job](#)

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	Description
+	3.00					4.00					1.00			1.50	9.50	REG	Regular
+																	

Submit

- Now go and enter the 2.50 hours on the new line for Mon., 4/8 and then enter SFAM in the Time Reporting Code box and then click on the “Submit” button
- Your timesheet will now look as follows:

Timesheet

Duncan Donut

Job Title: SUFedWorkStudy

Employee ID: 123456

Empl Record: 0

Instructions

[View By Week](#)

*Date: 04/05/2013

Reported Hours: 12.00

Scheduled Hours: 0.00

[Previous Period](#) [Next Period](#)

[Next Job](#)

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	Description
+	3.00					4.00					1.00			1.50	9.50	REG	Regular
+				2.50											2.50	SFAM	SickFamily

Submit

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:

The 'Payable Time Detail' screen displays the following information:

- Employee Name: Duncan Donut
- Job Title: SUFe WorkStudy
- Employee ID: 123456
- Empl Record: 0
- Start Date: 03/08/2013
- End Date: 03/21/2013
- Buttons: Get Rows, Next Job

Instructions on the screen:

- 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.

The 'Payable Status Filter' section is expanded, showing the 'Payable Time' tab. Below this are tabs for 'Overview', 'Time Reporting Elements', 'Task Reporting Elements', and 'Cost and Approval'.

- 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
Empl Record: 0

Job Title: SUFedWorkStudy

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
	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. The top navigation bar includes '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. In the 'Time and Labor' section, the 'Payable Time Summary' link is highlighted with a green arrow.

Personal Information

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Name Change](#)
- [Ethnic Groups](#)

My System Profile

- [My System Profile](#)
- [Change My Password](#)

Time and Labor

- [Timesheet](#)
- [Approve Time](#)
- [Payable Time Summary](#)
- [Payable Time Detail](#)

Payroll

- [View Paycheck Information](#)

- You will now be brought to the following screen:

The screenshot shows the 'Payable Time Summary' screen. At the top, it displays the employee's name 'Duncan Donut' and job title 'SUFedWorkStudy'. To the right, it shows the 'Employee ID: 123456' and 'Empl Record: 0'. Below this, there are fields for 'Start Date: 04/05/2013' and 'End Date: 04/11/2013'. A green arrow points to the 'Start Date' field. There are also links for 'Previous Week', 'Next Week', and 'Next Job'. Below the date fields, it says 'Payable Time From 04/05/2013 To 04/11/2013'. A table shows the time reporting code 'REG' for 'Regular' hours, with a total quantity of 6.00.

Payable Time Summary

Duncan Donut
Job Title: SUFedWorkStudy

Employee ID: 123456
Empl Record: 0

Start Date: 04/05/2013
End Date: 04/11/2013

[Previous Week](#) [Next Week](#) [Next Job](#)

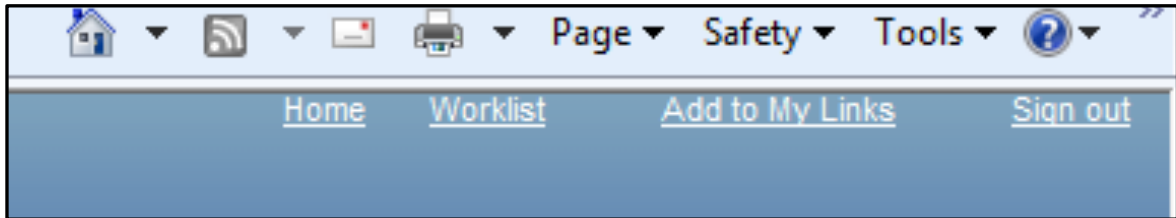
Payable Time From 04/05/2013 To 04/11/2013

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 send an email to CoreCTIssues@wcsu.edu.