End User Manual

Core-CT Self Service Supervisors of Part-Time Athletic Coaches, Part-Time Librarians, University Assistants & Student Employees

Updated 04-2021

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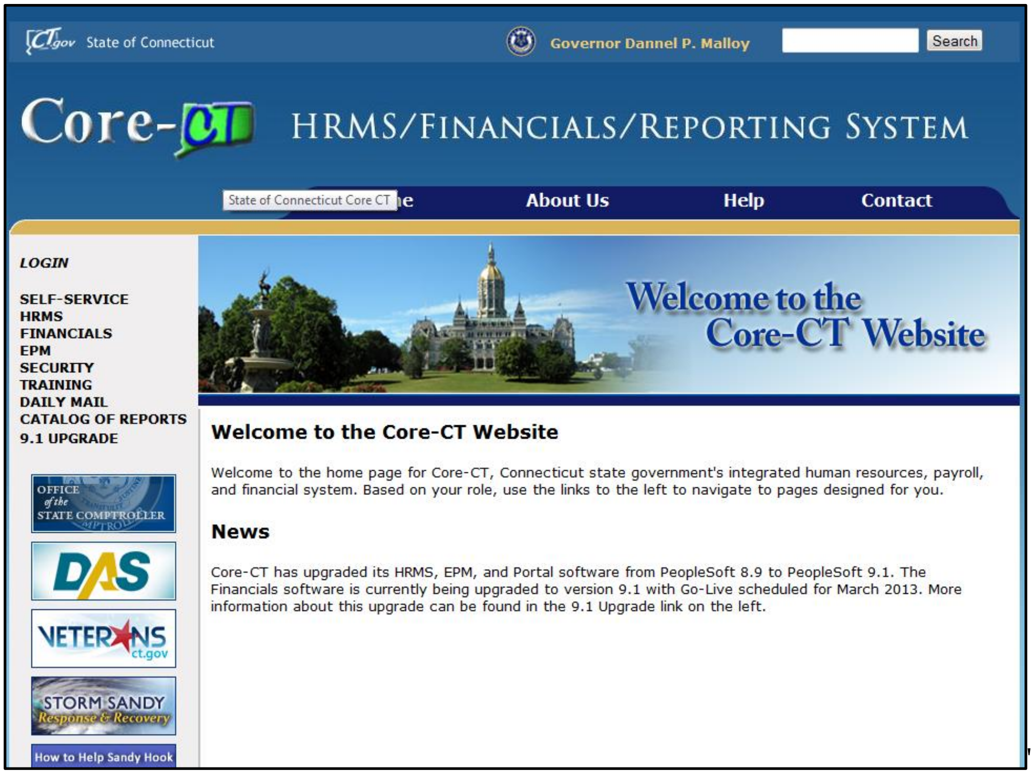
Logging into Core-CT & Approving a Timesheet

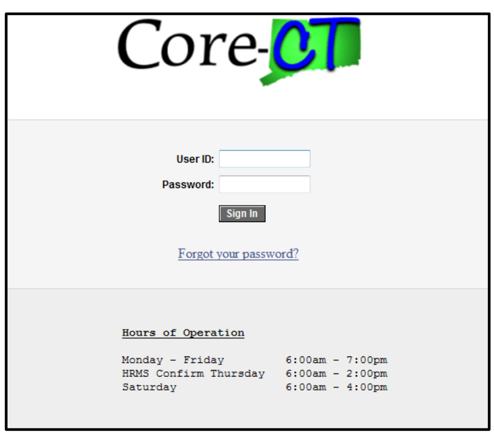
Core-CT is accessed by going to the following website address:

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

You will then be brought to the following website:

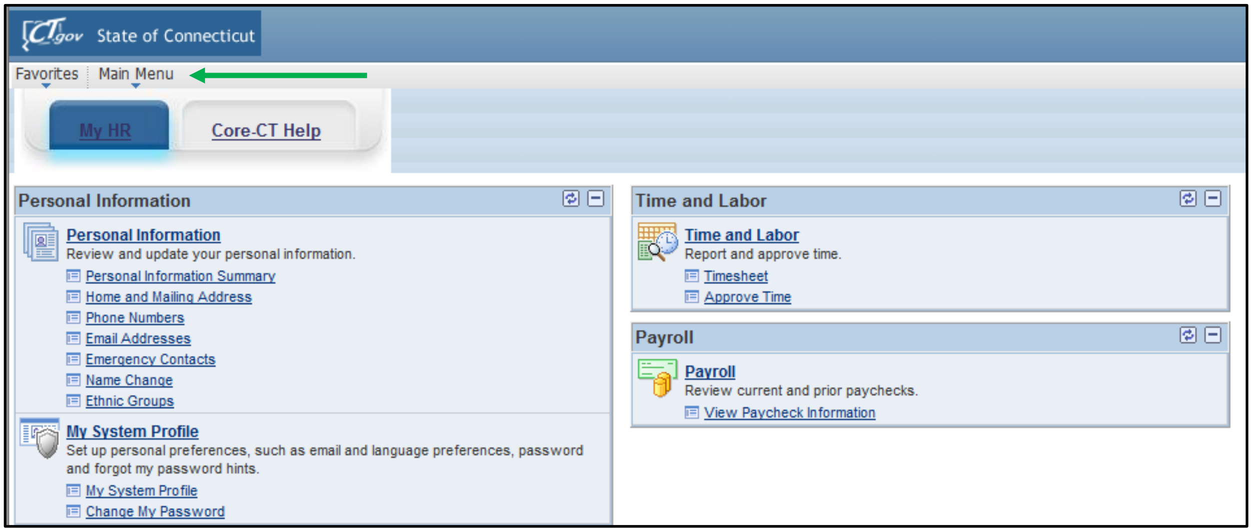


Click on the "login" option in the upper left hand corner and you will then be brought to the following login page

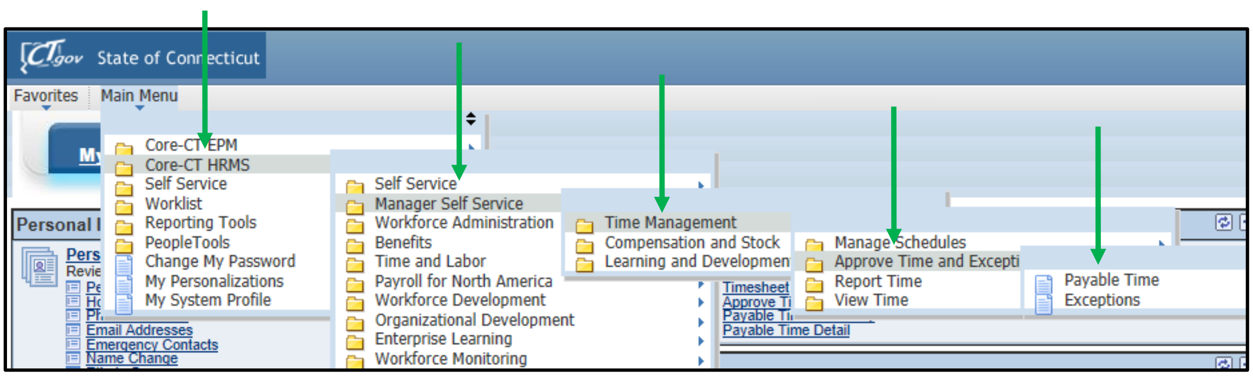


Once accessing this screen you need to enter your User ID and Password and click the "Sign In" button. When logging in for the first time you will be prompted to change your password and to setup a password recovery. Instructions on doing this are included in the supplement at the end of this manual.

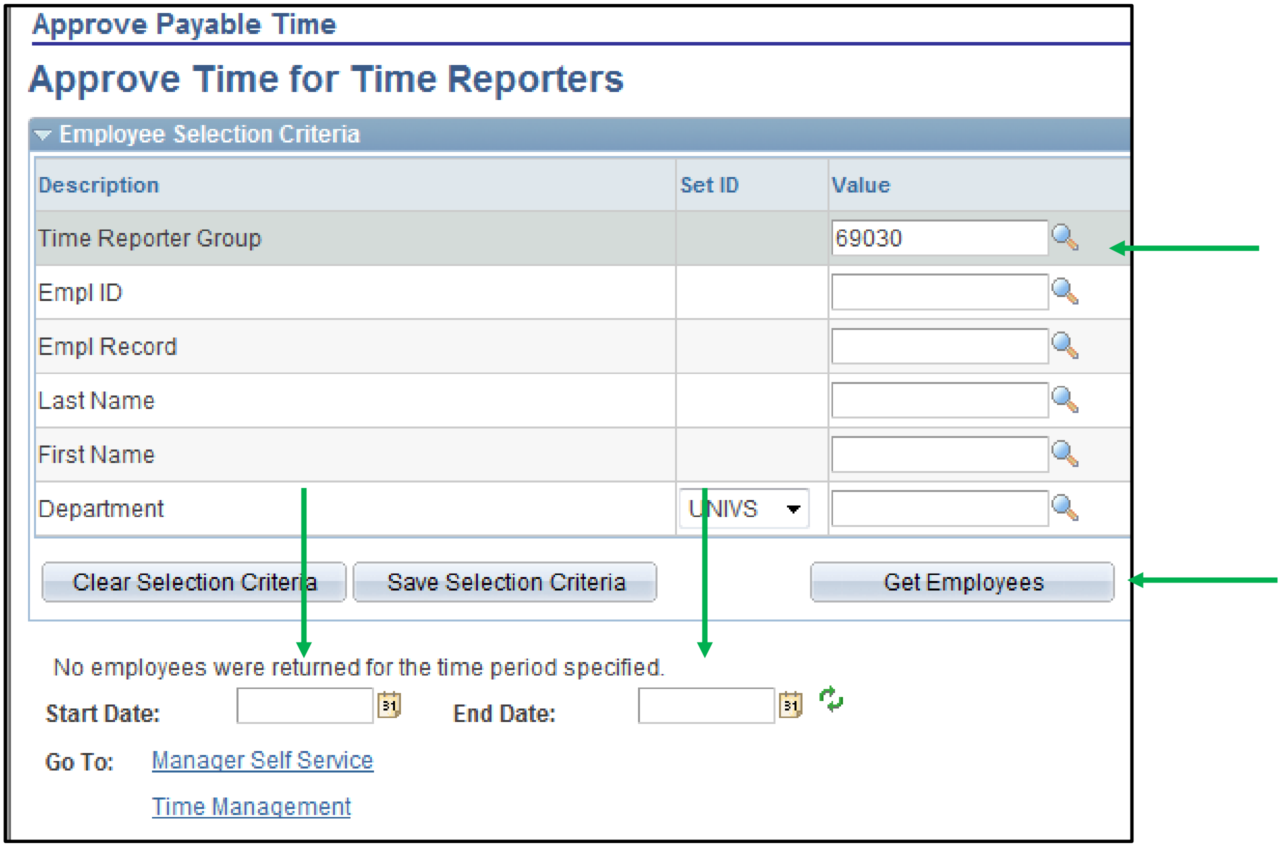
- After successfully logging into Core-CT you will be brought to a screen that looks as follows:



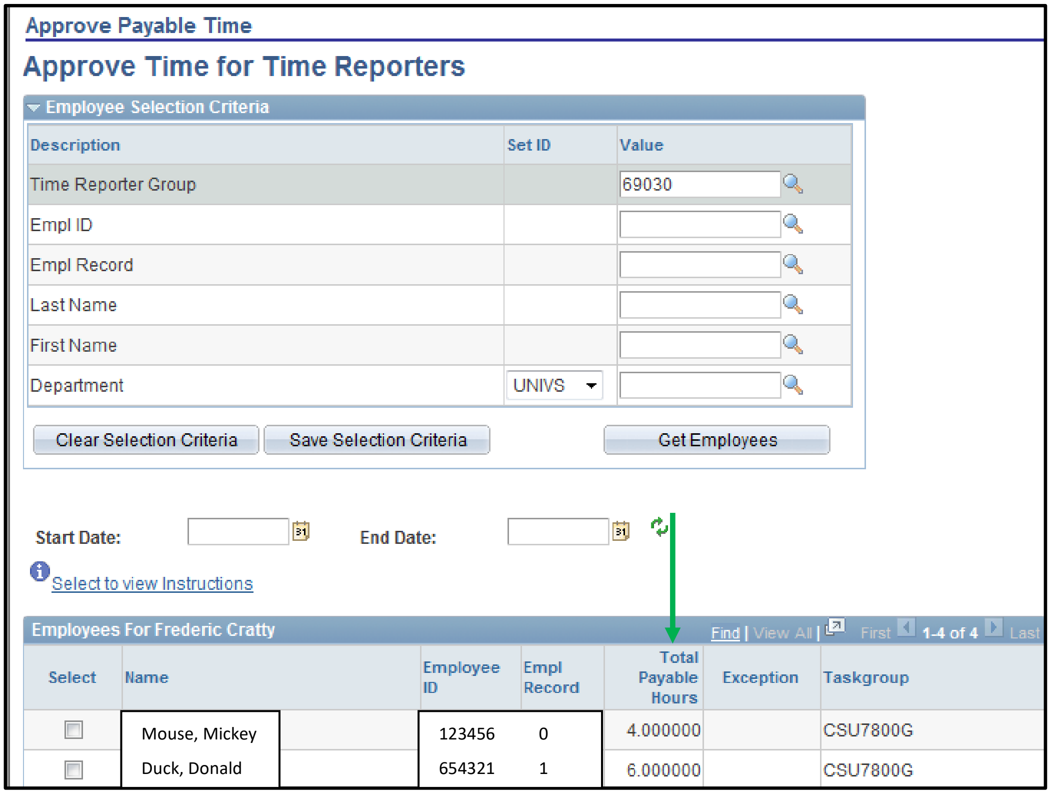
- Click on the "Main Menu" as marked by the arrow above
- You will then be brought to the below screen



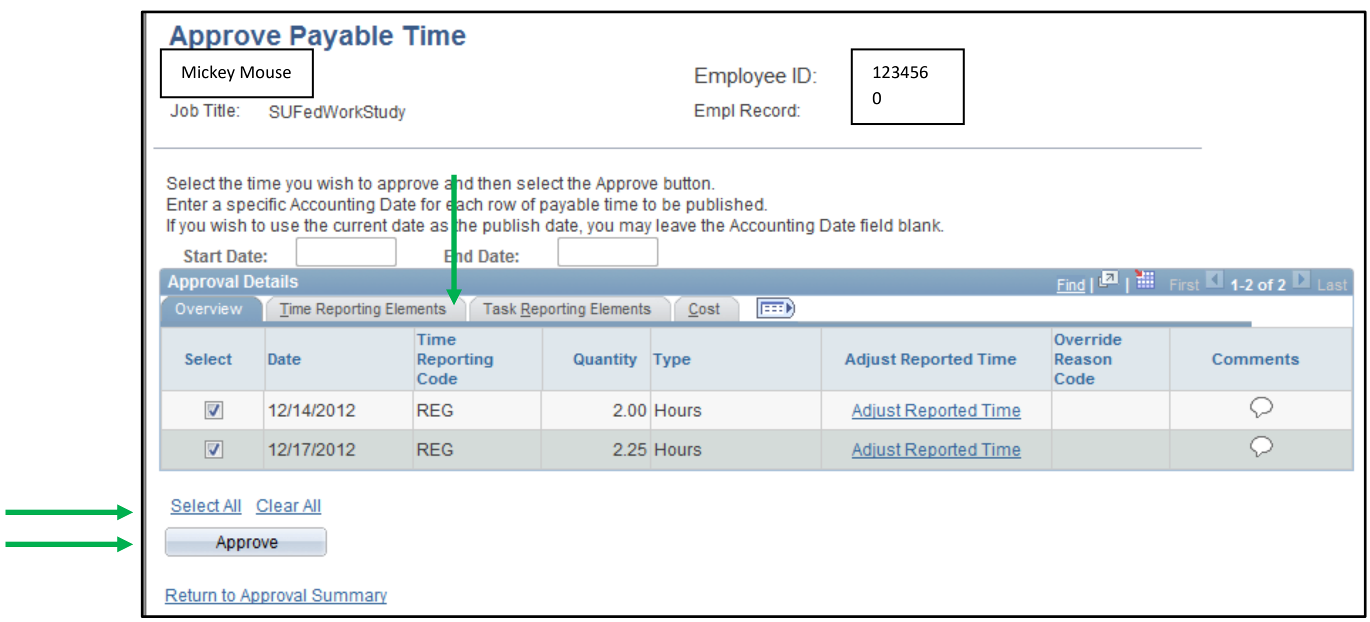
- Next click on the "Core-CT HRMS" option
- Click on the "Manager Self Service" option
- Click on the "Time Management" option
- Click on the "Approve Time and Exceptions" option
- Click on the "Payable Time" option
- This will then bring you to the below "Approve Time for Time Reporters" screen



- 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 Ms. Lisa Lengel 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 Student Employees and/or University Assistants that you need to approve time for.
- You will now be brought to the following screen:

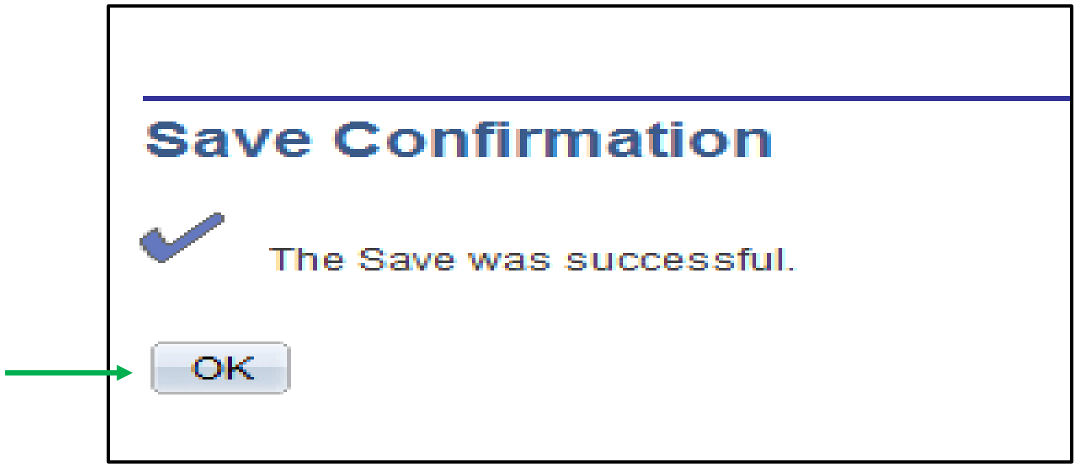


- As you can see at the bottom of the screen you will see a listing of all of the Employees that report to you that have time sheets pending your approval. Also, as noted by the arrow, you will see the total number of hours worked for each employee during the pay period.
- Click on the name of the first employee in the list. In the above example it is Mickey Mouse.
- After doing so you will be brought to the following screen:

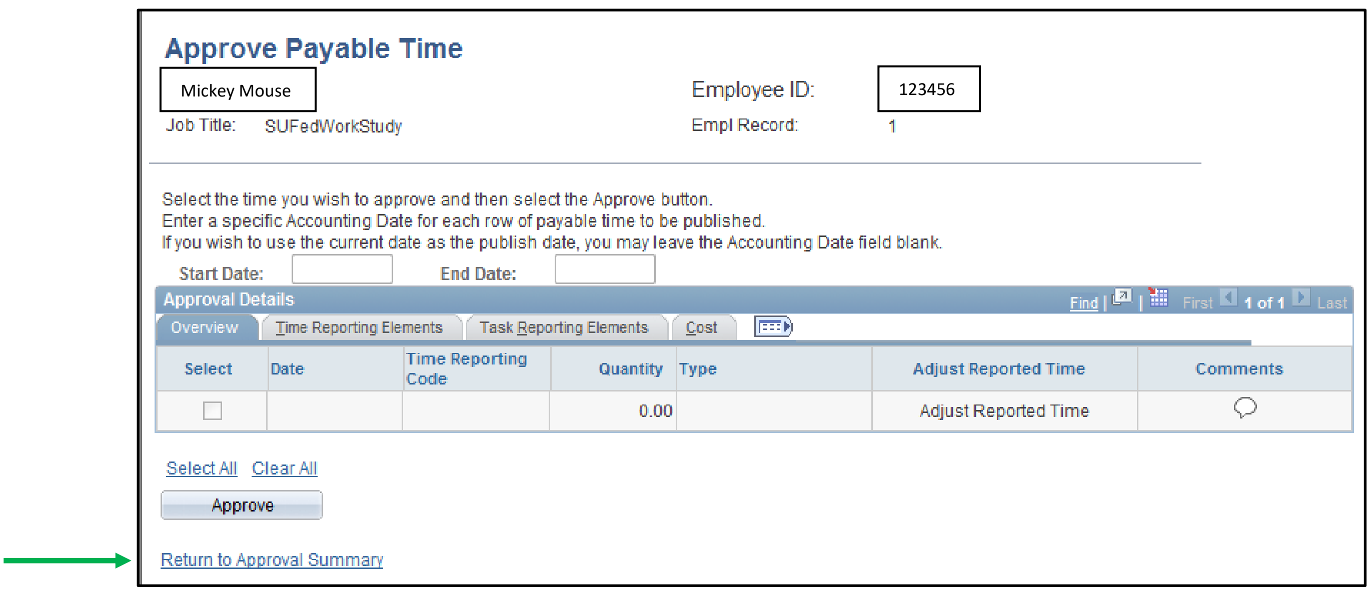


- At this point you need to verify that the hours entered next to each date are correct. If any of the hours submitted are not correct go to the section entitled “Editing a Submitted Time Sheet.” If you have verified that the submitted hours are correct then click on the "Select All" option at the bottom 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:



- 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."

Sick Leave for Student Employees & University Assistants

Effective January 1, 2012, Public Act 11-52 was passed which extended certain paid sick leave benefits to employees who are deemed "service workers." Per the Connecticut Department of Labor they have deemed that Student Employees & University Assistants meet the criteria of "service worker" which entitles them to certain paid sick leave benefits. In order to qualify for this benefit Student Employees & University Assistants will first need to work a total of 680 hours (as of 1/1/2012) and they will earn one (1) hour of sick leave for every 40 hours worked. The Payroll Department will track the sick leave accruals for Student Employees & University Assistants and will notify them, and their supervisor, once they have worked the required 680 hours and are eligible for this benefit. Please be aware that sick leave can only be used in lieu of previously scheduled hours. If you have not received notification from the Payroll Department stating that the Student Employee and/or University Assistant is eligible for this benefit, then they are not and they will not be able to submit any sick leave in their Core-CT timesheet to you.

If your Student Employee and/or University Assistant is eligible for the above sick leave benefits they are eligible to use it for the below situations:

Time Reporting Code (SICK)

This covers using paid sick leave for the employee for his or her own:

- Illness, injury or health condition
- The medical diagnosis, care or treatment of his or her own mental illness or physical illness, injury or health condition

Time Reporting Code (SICK)

This covers using paid sick leave for the employee if they are a victim of family violence or a sexual assault:

- For medical care or psychological or other counseling for physical or psychological injury or disability
- To obtain services from a victim services organization
- To relocate due to such family violence or sexual assault
- To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault

Time Reporting Code (SP)

This covers using paid sick leave for the employee for his or her own:

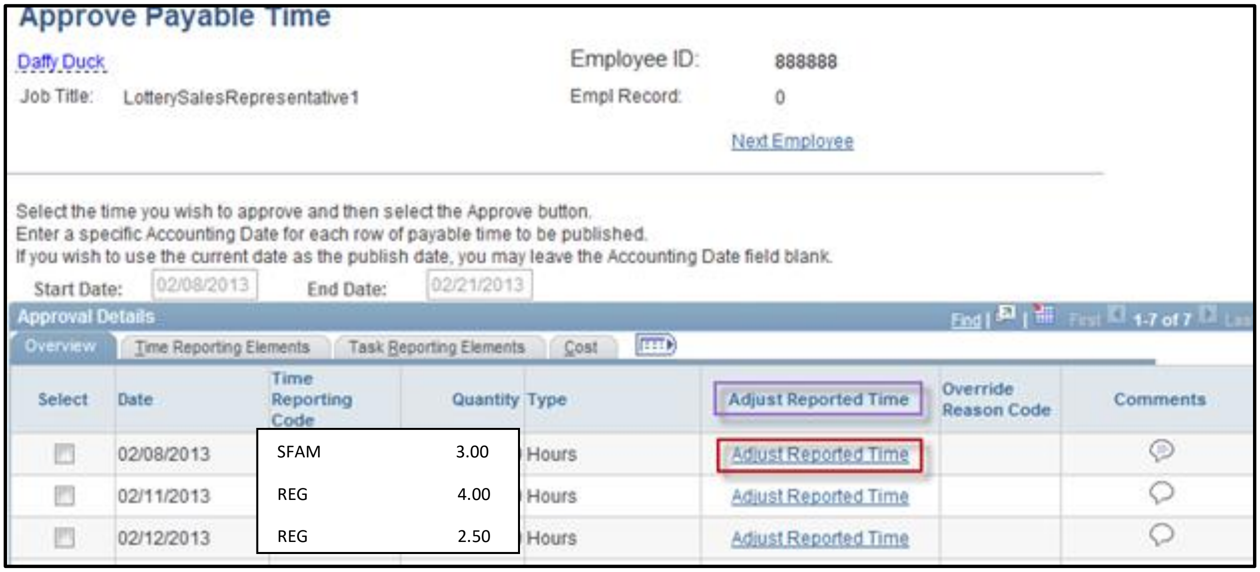
- Preventative medical care (ex: doctor or dental appointments)

Time Reporting Code (SFAM)

This covers using paid sick leave for a child's or spouse's:

- Illness, injury or health condition
- The medical diagnosis, care or treatment of a mental or physical illness, injury or health condition
- Preventative medical care

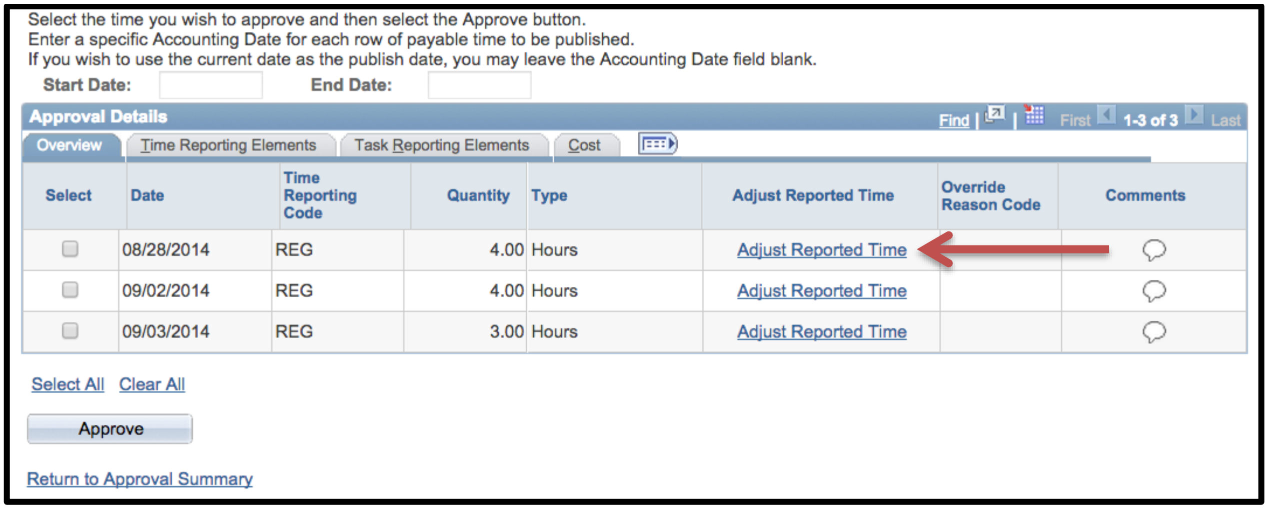
- Below is an example of what your approval screen will look like if your Student Employee and/or University Assistant uses the Time Reporting Code of SFAM:



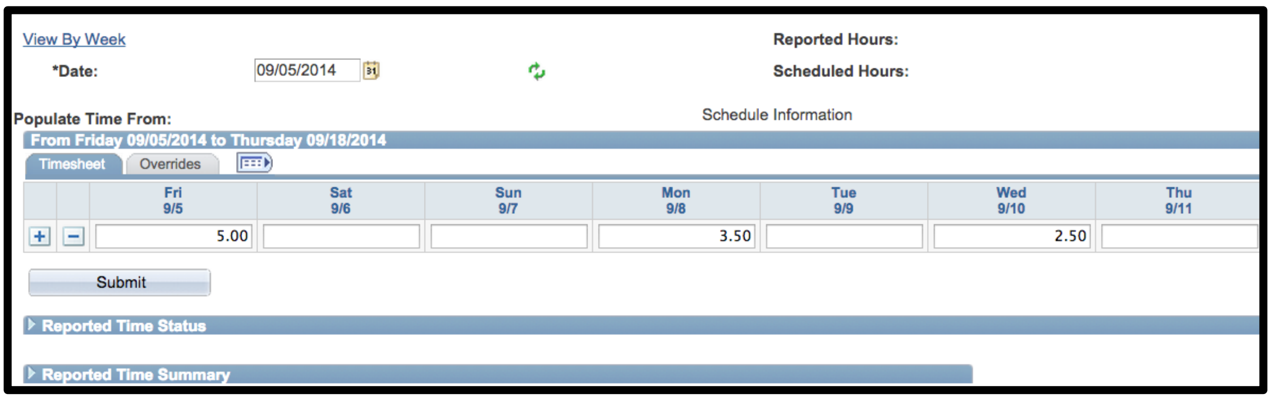
- In this example the employee is reporting that they used 3.00 hours of SFAM leave and worked a total of 6.50 hours (4.00 on 2/11/2013 and 2.50 on 2/12/2013).
- If this entered time is correct then you need to proceed to the section titled "Logging into Core-CT & Approving a Timesheet" in order to approve it.
- If there is an error with regards to the hours entered and you need to correct it you need to proceed to the section titled "Editing a Submitted Timesheet" in order to correct it before it can be approved.

Editing a Submitted Timesheet

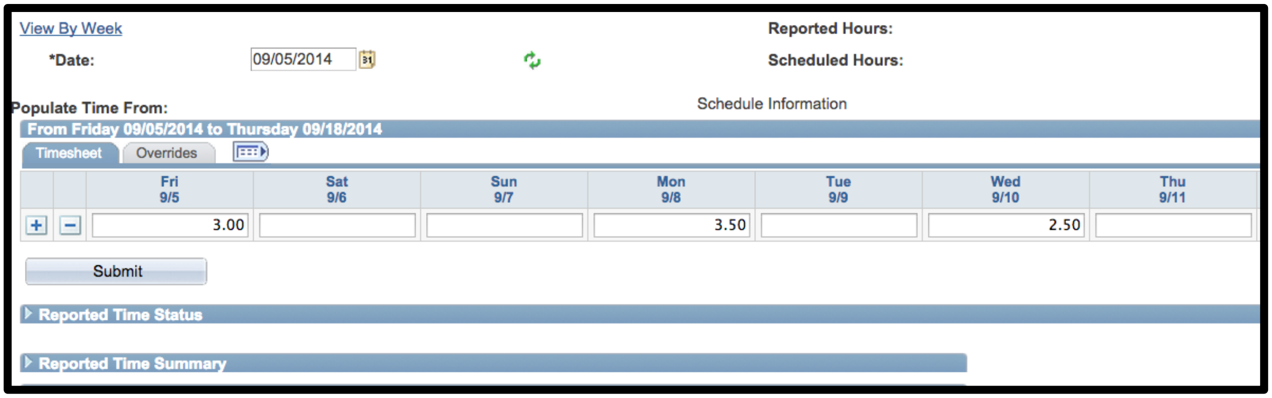
- If when you are reviewing the time sheet that was submitted to you for approval you notice a discrepancy that you need to correct click on the "Adjust Reported Time" link on the line that contains the date in question. Below is a screen print of this:



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



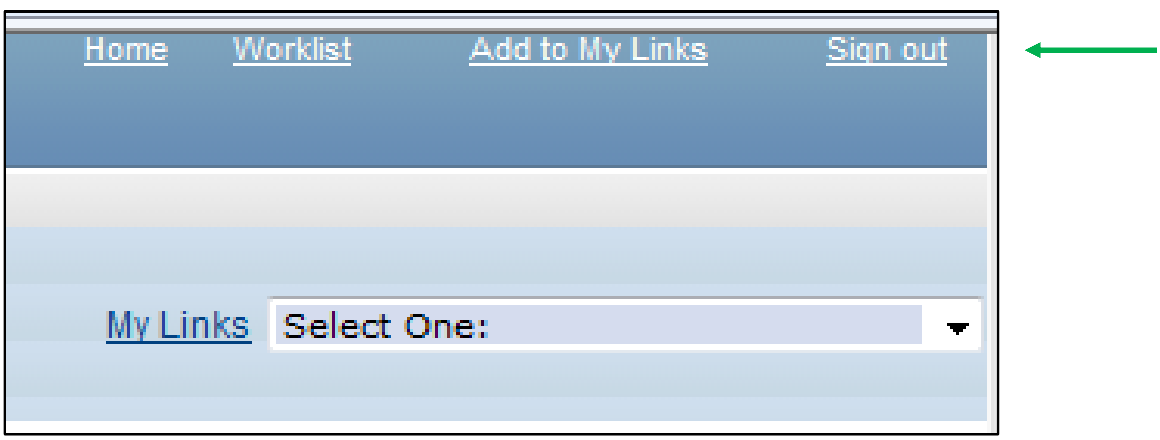
- For this example let's say that the employee entered that they worked 5.00 hours on Fri, 9/5 when they actually only worked 3.00 hours. Go to the box under Fri, 9/5 and erase the 5.00 hours and enter 3.00 hours. After doing this your screen will look as follows:



- 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 Timesheet” 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 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 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 Monday (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 Core-CT, please send an email to CoreCTIssues@wcsu.edu.