

End User Manual



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

Index

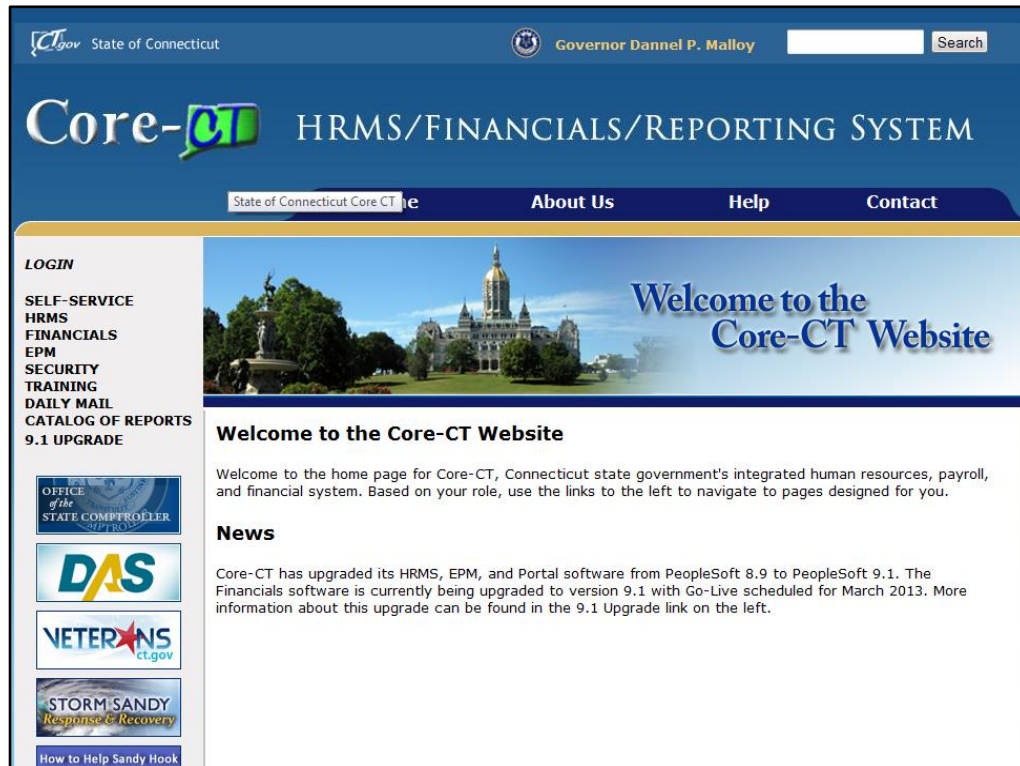
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Logging into Core-CT & Approving a Timesheet

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

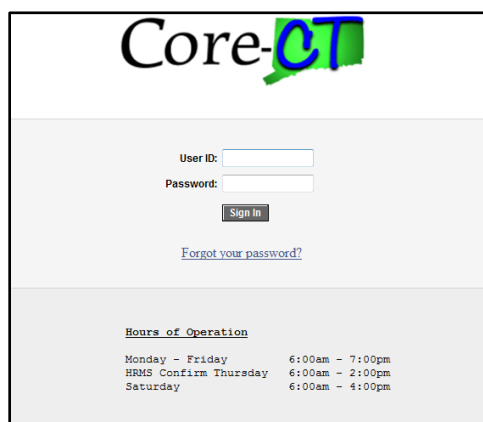
<http://www.core-ct.state.ct.us/>

You will then be brought to the following website:



The screenshot shows the homepage of the Core-CT 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 bar 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 the text "Welcome to the Core-CT Website" and a background image of the State Capitol building. 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 "LOGIN", "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

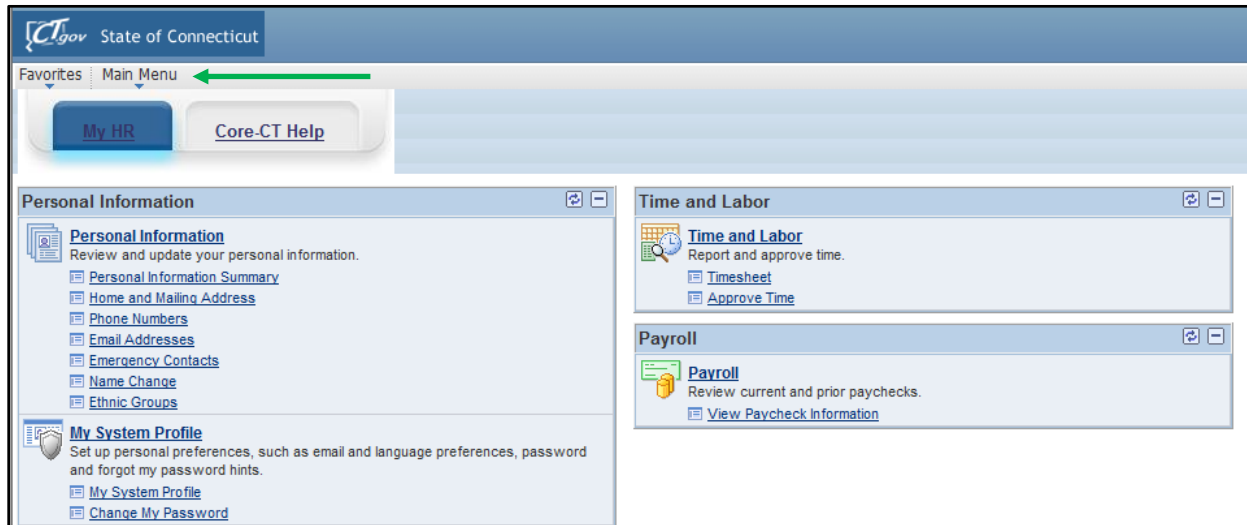


The screenshot shows the login page for the Core-CT system. At the top, there is the Core-CT logo. Below the logo, there are two input fields: "User ID:" and "Password:". Below these fields is a "Sign In" button. Below the button is a link for "Forgot your password?". At the bottom of the page, there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

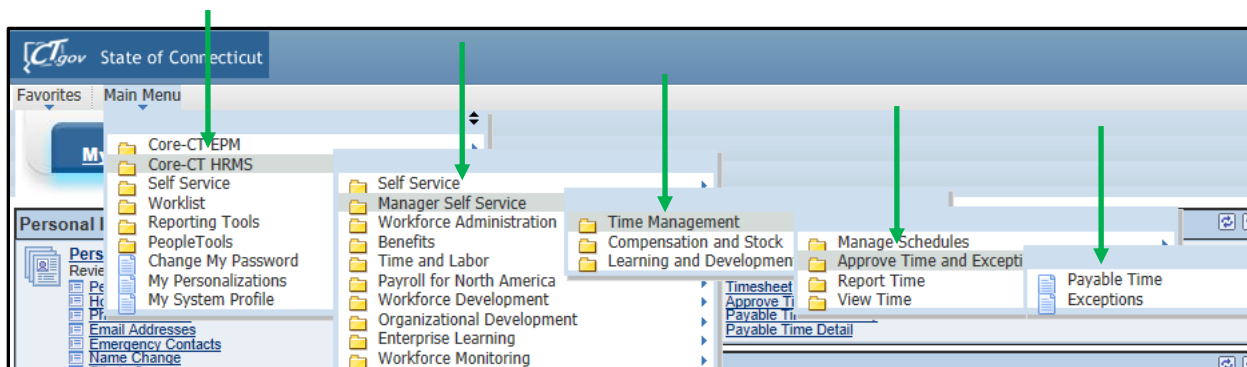
Hours of Operation	
Monday - Friday	6:00am - 7:00pm
HRMS Confirm Thursday	6:00am - 2:00pm
Saturday	6:00am - 4:00pm

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 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

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Set ID	Value
Time Reporter Group		69030
Empl ID		
Empl Record		
Last Name		
First Name		
Department	UNIVS	

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 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:

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Set ID	Value
Time Reporter Group		69030
Empl ID		
Empl Record		
Last Name		
First Name		
Department	UNIVS	

Clear Selection Criteria Save Selection Criteria Get Employees

Start Date: End Date:

[Select to view Instructions](#)

Employees For Frederic Cratty

Select	Name	Employee ID	Empl Record	Total Payable Hours	Exception	Taskgroup
<input type="checkbox"/>	Mouse, Mickey	123456	0	4.000000		CSU7800G
<input type="checkbox"/>	Duck, Donald	654321	1	6.000000		CSU7800G

- 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:

Approve Payable Time

Mickey Mouse Employee ID: 123456
 Job Title: SUFedWorkStudy Empl Record: 0

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

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Override Reason Code	Comments
<input checked="" type="checkbox"/>	12/14/2012	REG	2.00	Hours	Adjust Reported Time		
<input checked="" type="checkbox"/>	12/17/2012	REG	2.25	Hours	Adjust Reported Time		

Select All Clear All

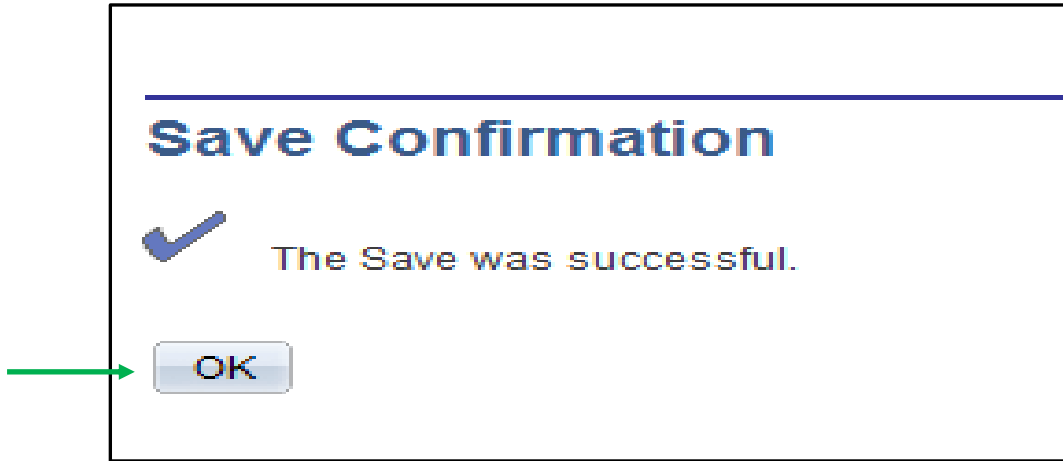
Approve

[Return to Approval Summary](#)

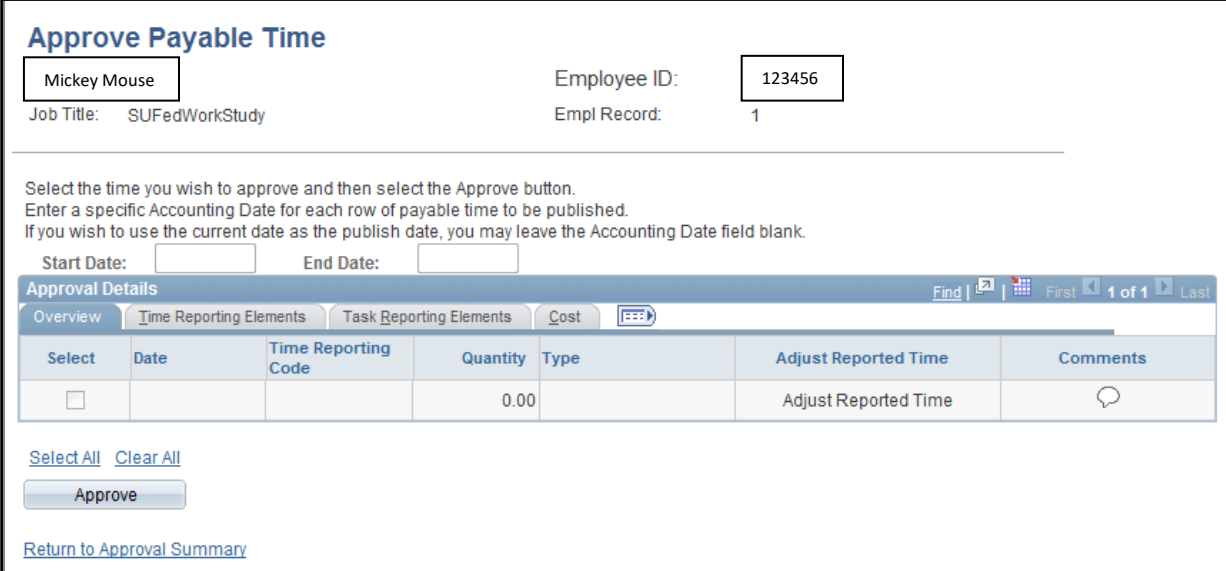
- At this point you need to verify that the hours entered next to each date are correct. If any of the hours submitted are not correct go to the section entitled “Editing a Submitted Time Sheet.” If

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:



A screenshot of the "Approve Payable Time" screen. At the top left, the name "Mickey Mouse" is displayed in a box. To the right, "Employee ID:" is followed by a box containing "123456". Below the name, "Job Title: SUFedWorkStudy" is shown. To the right, "Empl Record:" is followed by a box containing "1".

Below this information, there is a section with instructions: "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." Below the instructions are two input fields: "Start Date:" and "End Date:".

The main part of the screen is a table titled "Approval Details". The table has a header row with columns: "Select", "Date", "Time Reporting Code", "Quantity", "Type", "Adjust Reported Time", and "Comments". Below the header is one data row with a checkbox in the "Select" column, an empty "Date" field, an empty "Time Reporting Code" field, "0.00" in the "Quantity" column, an empty "Type" field, "Adjust Reported Time" in the "Adjust Reported Time" column, and a speech bubble icon in the "Comments" column.

Below the table, there are links for "Select All" and "Clear All", and a grey "Approve" button. At the bottom, there is a blue link "Return to Approval Summary". A green arrow points to this 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.”

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:

Approve Payable Time

[Daffy Duck](#) Employee ID: 888888
Job Title: LotterySalesRepresentative1 Empl Record: 0
[Next Employee](#)

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

Approval Details

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Override Reason Code	Comments
<input type="checkbox"/>	02/08/2013	SFAM	3.00	Hours	Adjust Reported Time		
<input type="checkbox"/>	02/11/2013	REG	4.00	Hours	Adjust Reported Time		
<input type="checkbox"/>	02/12/2013	REG	2.50	Hours	Adjust Reported Time		

- 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:

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 1-3 of 3 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"/>	08/28/2014	REG	4.00	Hours	Adjust Reported Time		
<input type="checkbox"/>	09/02/2014	REG	4.00	Hours	Adjust Reported Time		
<input type="checkbox"/>	09/03/2014	REG	3.00	Hours	Adjust Reported Time		

Select All Clear All

[Return to Approval Summary](#)

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

[View By Week](#) Reported Hours:

*Date: Scheduled Hours:

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
+ -	5.00			3.50		2.50	

[Reported Time Status](#)

[Reported Time Summary](#)

- 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:


View By Week

*Date: 09/05/2014 

Reported Hours:
Scheduled Hours:

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
+ -	3.00			3.50		2.50	

Submit

▶ Reported Time Status


▶ Reported Time Summary

- 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.

Home Worklist Add to My Links Sign out

My Links Select One: 



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.