

**END USER MANUAL**



Core-CT Self-Service

# **STUDENT EMPLOYEES & UNIVERSITY ASSISTANTS**



**WESTERN**  
CONNECTICUT  
STATE UNIVERSITY

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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

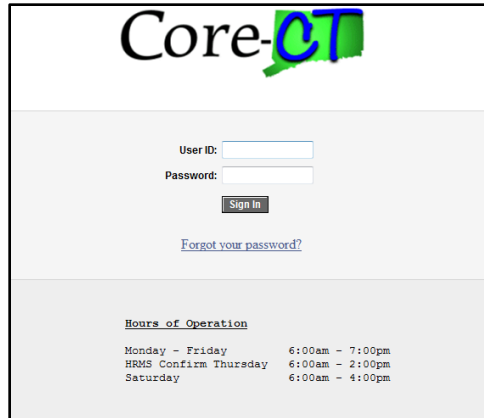
Core-CT is accessed by going to the following website address:

<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?](#)

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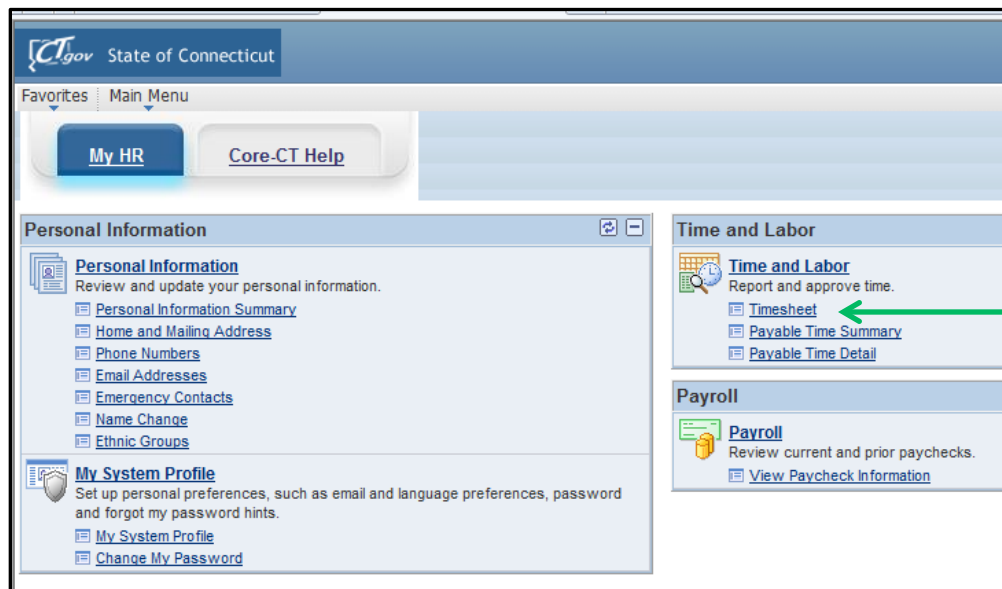
Hours of Operation

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. Sarah Davin in the Human Resources Department at 203-837-8661 or via email at [davins@wcsu.edu](mailto:davins@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:



The dashboard features a blue header with the **CT.gov** logo and "State of Connecticut". Below the header is a "Favorites | Main Menu" bar with buttons for **My HR** and **Core-CT Help**.

The main content area is divided into three sections:

- Personal Information:** Includes links for "Personal Information Summary", "Home and Mailing Address", "Phone Numbers", "Email Addresses", "Emergency Contacts", "Name Change", and "Ethnic Groups". Below this is the "My System Profile" section with links for "My System Profile" and "Change My Password".
- Time and Labor:** Includes links for "Time and Labor" (Report and approve time), "Timesheet", "Payable Time Summary", and "Payable Time Detail". A green arrow points to the "Timesheet" link.
- Payroll:** Includes links for "Payroll" (Review current and prior paychecks) and "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	<a href="#">SUFedWorkStudy</a>	Western CSU
1	<a href="#">SUFedWorkStudy</a>	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 Sarah Davin in the Human Resources Department at 203-837-8661 or via email at davins@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

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

Buttons: My HR | Core-CT Help

### Timesheet

**Duncan Donut**  
Job Title: SUFedWorkStudy

Employee ID: 123456  
Empl Record: 0

**Instructions**

View By Week  
\*Date: 04/05/2013 [Calendar Icon] [Refresh Icon]

Reported Hours: 10.50  
Scheduled Hours: 0.00

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

	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](#)

**Saved**

- 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  
Empl Record: 0

Job Title: SUFedWorkStudy

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

Employee ID: 123456  
Empl Record: n

Job Title: SUFedWorkStudy

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

### **Entering Sick Leave on Your Biweekly Timesheet in Addition to Regular Pay**

Effective January 1, 2012, Public Act 11-52 was passed which extends 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 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 you are eligible for this benefit, do not attempt to enter any sick leave accruals on your biweekly timesheet as the system will not allow you to do so. In other words please skip this section of the manual.

***If you are eligible for this benefit you can use it for the following reasons:***

#### **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

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



- You will now be brought to the following screen:

CT.gov 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](#)

\*Date: 04/05/2013

Reported Hours: 0.00

Scheduled Hours: 0.00

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

[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

- Below we are going to be entering a timesheet for an employee with the following time worked/used:
  - 10 hours of regular pay
  - 3 hours of sick leave
  - 1 hours of sick/medical appointment
  - 2 hours of sick/family

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
+	-	2.00			2.00	2.00					4.00				10.00	REG

Submit

- First enter the 10 hours that you worked during the pay period. Once you have done so enter REG for the “Time Reporting Code”
- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

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
+	-	2.00				2.00	2.00					4.00				10.00	REG
+	-																

Submit

- You will notice that there is an additional row of empty boxes located under the row of REG pay that you just entered.
- In the new row go to the empty box located under Mon, 4/8 and enter 3 and then go to the Time Reporting Code box in the same row and enter SICK which stands for “Sick Employee Illness”. Once doing so your biweekly timesheet will look as follows:

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
+	-	2.00				2.00	2.00					4.00				10.00	REG
+	-				3												SICK

Submit

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

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
+	-	2.00				2.00	2.00					4.00				10.00	REG
+	-				3.00												SICK
+	-																

Submit

- You will notice that there is an additional row of empty boxes located under the row of SICK pay that you just entered.
- In the new row go to the empty box located under Thu, 4/11 and enter 1 and then go to the Time Reporting Code box in the same row and enter SP which stands for “Sick Medical/Dental/Eye Appt”. Once doing so your biweekly timesheet will look as follows:

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
		2.00				2.00	2.00					4.00				10.00	REG
					3.00												SICK
								1									SP

Submit

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the “+” sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

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
		2.00				2.00	2.00					4.00				10.00	REG
					3.00												SICK
								1.00									SP

Submit

- You will notice that there is an additional row of empty boxes located under the row of SP pay that you just entered.
- In the new row go to the empty box located under Wed, 4/17 and enter 2 and then go to the Time Reporting Code box in the same row and enter SFAM which stands for “Sick Family”. Once doing so your biweekly timesheet will look as follows:

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
		2.00				2.00	2.00					4.00				10.00	REG
					3.00												SICK
								1.00									SP
													2				SFAM

Submit

- At this point you have successfully added all of your work hours and accrued leave time for the pay period, thus all you need to do is to click on the “Submit” button. After doing so your timesheet will look as follows:

### Timesheet

Duncan Donut

Employee ID: 123456

Job Title: SUFedWorkStudy

Empl Record: 0

Saved

Instructions

[View By Week](#)

Reported Hours: 16.00

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

PDF

		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
+	-	2.00				2.00	2.00					4.00				10.00	REG	Regular
+	-													2.00		2.00	SFAM	SickFamily
+	-				3.00											3.00	SICK	Sick
+	-							1.00								1.00	SP	Sick Appt

Submit

Reported Time Status

Reported Time Summary

- 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.
- If you click on the triangle next to the “Reported Time Status” line you will then be brought to the following screen:

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
+	-	2.00				2.00	2.00					4.00				10.00	REG
+	-													2.00		2.00	SFAM
+	-				3.00											3.00	SICK
+	-							1.00								1.00	SP

Submit

▼ Reported Time Status

Date	Reported Status	Total	TRC	Comments
04/05/2013	Submitted	2.00	REG	
04/08/2013	Submitted	3.00	SICK	
04/09/2013	Submitted	2.00	REG	
04/10/2013	Submitted	2.00	REG	
04/11/2013	Submitted	1.00	SP	
04/15/2013	Submitted	4.00	REG	
04/17/2013	Submitted	2.00	SFAM	

► 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 along with your accrued leave time 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 biweekly timesheet 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. In this column you will see the various TRC’s that you have entered (REG, SICK, SP, & SFAM) for the pay period along with their respective hours listed in the “Total” column.
- You will also note that there is a column titled “Comments.” This is not a required column to complete, however it will allow you to enter comments for your supervisor to see regarding any of the hours entered on your timesheet. In order to enter comments for a specific day double click on the “comment bubble” next to the respect date you would like to enter a comment for. After doing so you will be brought to the following screen:

**Comments**

Duncan Donut

Empl ID: 123456

Job Title: SUFedWorkStudy

Empl Record: 0

----- Resource Data -----

Date	TRC	Quantity	Combo Code	Project ID	Activity ID	Type	Category	SubCat
04/08/2013	SICK	3.000000						

Personalize | Find | View All | First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1 119843	04/03/2013 4:05PM	Time Reporting	I was home sick with the flu on this day

Save Cancel

- As you can see in the comment box I entered the following: "I was sick at home with the flu on this day." Again, you are not required to enter any comments but it is a nice location to do so if necessary. However, please be aware that once you enter a comment it cannot be deleted, thus make sure to only enter appropriate comments if entering any at all.
- Once you have completed entering your comment click on the "Save" button
- After clicking "OK" on the warning message you will be brought to the following screen:

My HR Core-CT Help

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
+ -	2.00				2.00	2.00					4.00				10.00	REG	Regular
+ -													2.00		2.00	SFAM	SickFamily
+ -				3.00											3.00	SICK	Sick
+ -							1.00								1.00	SP	Sick Appt

Submit

Reported Time Status

Date	Reported Status	Total TRC	Comments
04/05/2013	Submitted	2.00 REG	
04/08/2013	Submitted	3.00 SICK	
04/09/2013	Submitted	2.00 REG	
04/10/2013	Submitted	2.00 REG	
04/11/2013	Submitted	1.00 SP	
04/15/2013	Submitted	4.00 REG	
04/17/2013	Submitted	2.00 SFAM	

Reported Time Summary

- As you will see in the above screen print inside the comment bubble for 4/8/2013 there are now some lines. This means that comments have been entered for that specific date.
- If you would like to enter any comments for any other days follow the same procedure as above.
- 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:

Timesheet																Overrides	EEB	
		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
+	-	2.00				2.00	2.00					4.00				10.00	REG	Regular
+	-												2.00			2.00	SFAM	SickFamily
+	-				3.00											3.00	SICK	Sick
+	-							1.00								1.00	SP	Sick Appt

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	16.00	10.00	6.00

- Please note the “Total Hours” noted above is 16.00. 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 10.00 hours and “Week 2” which lists 6.00 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
- At this point there is nothing further that you need to do and 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.

				Page	Safety	Tools	
<a href="#">Home</a>	<a href="#">Worklist</a>	<a href="#">Add to My Links</a>	<a href="#">Sign out</a>				

## Removing Hours That Were Entered Incorrectly

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

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.

- 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

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

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

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

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	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 screenshot shows the 'Payable Time Detail' screen. At the top, there is a header 'Payable Time Detail'. Below this, there is a form with the following fields: 'Duncan Donut' (Employee Name), 'Job Title: SUFE WorkStudy', 'Employee ID: 123456', and 'Empl Record: 0'. Below these fields are two date selection boxes: 'Start Date: 03/08/2013' and 'End Date: 03/21/2013'. A green arrow points to the 'Start Date' box, and another green arrow points to the 'End Date' box. To the right of the date boxes is a 'Get Rows' button, with a green arrow pointing to it. Further right is a 'Next Job' link. Below the date boxes, there is a section titled '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.' Below this is a 'Payable Status Filter' section. At the bottom, there is a 'Payable Time' section with 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 31 End Date: 03/21/2013 31

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 CT.gov State of Connecticut portal. The 'Time and Labor' section on the right contains a list of links: 'Timesheet', 'Approve Time', 'Payable Time Summary' (highlighted with a green arrow), and 'Payable Time Detail'. The 'Personal Information' section on the left contains links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', 'Ethnic Groups', 'My System Profile', and 'Change My Password'.

- You will now be brought to the following screen:

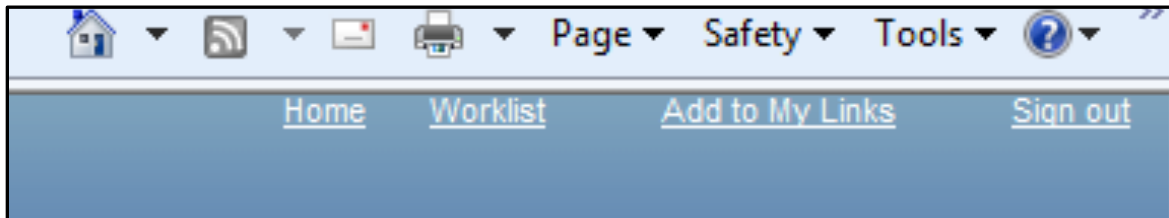
The 'Payable Time Summary' screen displays employee information: Employee ID: 123456, Empl Record: 0, Job Title: SUFedWorkStudy, and Start Date: 04/05/2013. A green arrow points to the 'Start Date' field. Below the employee information, there are links for 'Previous Week', 'Next Week', and 'Next Job'. The main section 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](mailto:lengell@wcsu.edu) and her office phone number is 203-837-8666.