

# CORE Self-Service - Approving Time

**Timesheets must be approved by 5:00 PM Friday (day after end of pay period)**

1. Log in to CORE-CT: Website: [www.core-ct.state.ct.us](http://www.core-ct.state.ct.us)

2. Under TIME & LABOR, select "Approve Time"



3. Next to the "Time Reporter Group" Value box, click the magnifying glass



4. Click "Look Up" and select the code for your department

## Look Up Value

Search by: Time Reporter Group begins with

Look Up Cancel Advanced Lookup

## Search Results

View 100 First 1-45 of 45 Last

Time Reporter Group	Group Type Indicator	Description
651690	Dynamic	President's Office
651692	Dynamic	Evening Division
651693	Dynamic	Behavioral/Social Science

5. Change the start date and end date to reflect the current pay period

6. Select "Get Employees"



7. Select the first employee listed by clicking on their name

8. The time they have submitted will appear (you can view in timesheet format by clicking “Adjust Reported Time” – and to return, click on “Return to Payable Time”)
9. Review the submitted time
10. Check all of the boxes or click “Select All”
11. Click on “Approve”
12. Click “Return to Approval Summary”
13. Repeat steps 7-12 for each of the remaining employees listed

-----

**Time Reporting Codes:**

HOL	Holiday
HCU	Holiday Comp. Used
HWCE	Holiday Worked – Comp. Earned
LJURY	Jury Duty
PL	Personal Leave
PL03	PL Used 2003 Rowland Settlement
REG	Regular

SICK	Sick Employee Illness
SFAM	Sick Family
SFFNR	Sick Funeral Immediate Family
SFNRL	Sick Funeral Non Immediate Family
SP	Sick Medical/Dental/Eye Appt.
VAC	Vacation
LWWTR	Weather Closing

**Accrued Time Off Usage**

Bargaining Unit	Accrued Leave Plan	Increments	Advance Notice	Waiting period for new hires
<b>Clerical (NP-3)</b>				
40 hours/week	Vacation	1/2 hour	Yes	6 months
8 hours/day	Sick	1/2 hour	Yes, for scheduled appts	N/A (as accrued)
	Personal Leave	1/2 hour	"as much in advance as possible"	6 months
	Holiday Comp	4 hours	Yes	N/A (as earned)
<b>Congress/AFSCME</b>				
35 hours/week	Vacation	1/2 Day	Yes	6 months
7 hours/day	Sick	1/4 Day	Yes, for scheduled appts	N/A (as accrued)
	Personal Leave	1/2 day	"Except in an emergency situation, ...shall give at least 3 days notice"	6 months
	Holiday Comp	1/2 Day	Yes	N/A (as earned)
<b>AFT</b>				
35 hours/week	Vacation	1/2 Day	Yes	6 months
7 hours/day	Sick	1/2 Day	Yes, for scheduled appts	N/A (as accrued)
	Personal Leave	1/2 day	At least 24 hours in advance, except in emergency or unanticipated circumstances	6 months
	Holiday Comp	1/2 Day	Yes	N/A (as earned)