

CORE Self-Service - Log-In and Time Sheet Entry

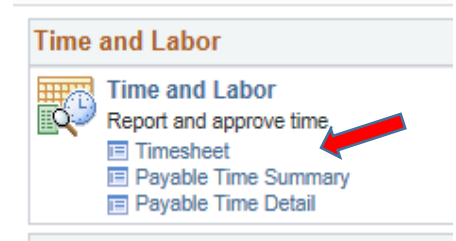
Timesheets must be entered by 5:00 PM on Thursday (end of pay period)

Website: www.core-ct.state.ct.us

1. Click on LOGIN (left side of page) *First time users, see instructions below*

2. In the Time and Labor section:

- Click “Timesheet”
- Scheduled hours are already defaulted in
- To make adjustments, add a row by clicking the plus sign on the left + for each different Time Reporting Code used.
- You must click on **SUBMIT** to save your time. *You must click on SUBMIT even if you are not making any changes for your time to be forwarded for approval*



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

First time user instructions:

1. Enter USER ID (employee ID #) and PASSWORD.

- Password – First 4 letters of last name (UPPER CASE) and last 4 of SS#
- Change password when prompted

2. You must set up your email address and security question.

- Under Personal Information, click on “Email Addresses” and make sure an email is entered.
- Click on “My System Profile”
- Click on “Change or set up forgotten password help”
- Select a question from the dropdown and answer.
- Click **OK**
- Make sure an email is entered on this page as well.
- Click **SAVE**

