NVCC
CORE-CT SELF SERVICE
TIME ENTRY TRAINING
(Exception Time Reporter)

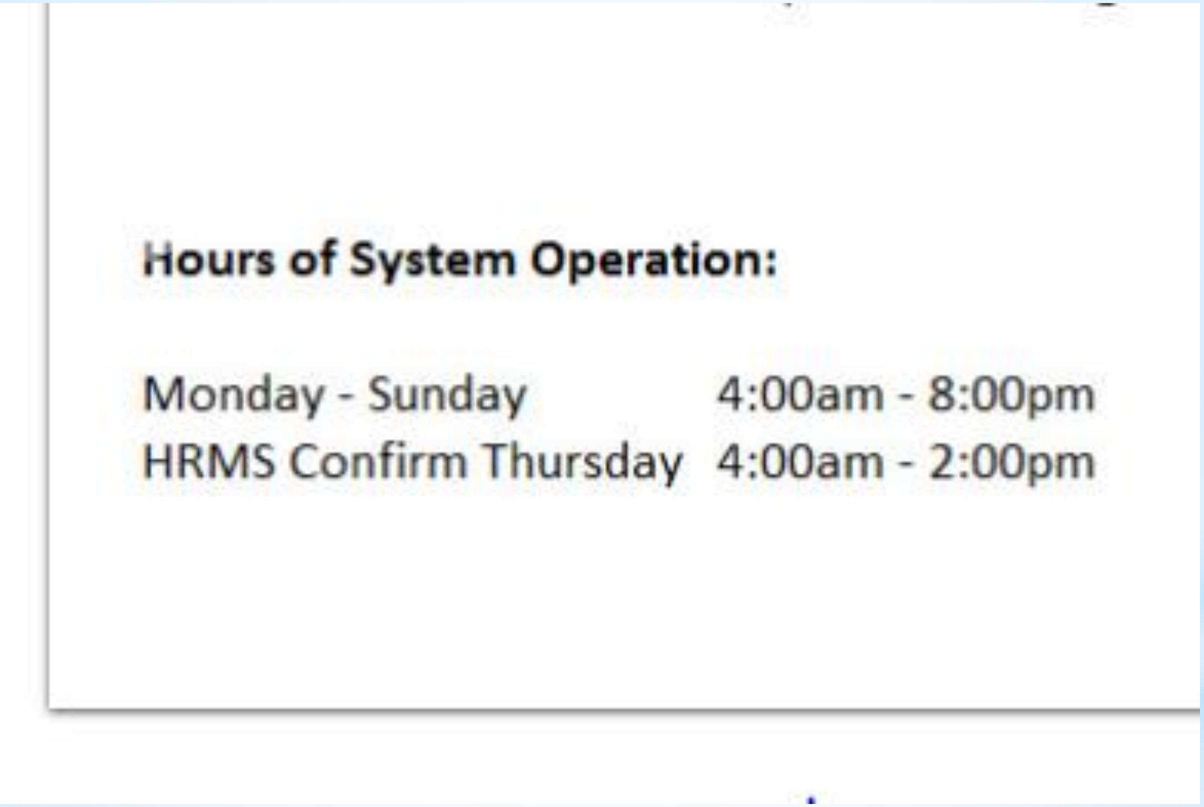
4/14/16

NVCC is changing over to Self Service Timesheet entry!

Simplify things …..

Submit a HelpDesk to IT to add a shortcut on your computer desktop for the CORE-CT website …..

*Remember *



Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

Navigation - Employee

Enter Time:

Main Menu > Self Service > Time and Labor > Timesheet

View Time:

Main Menu > Self Service > Time and Labor > Timesheet > Reported Time Status (tab)

Or

Main Menu > Self Service > Time and Labor > Timesheet > Payable Time (tab)

View Approval Information

Main Menu > Self Service > Time and Labor > Payable Time Detail

Words to Know

Time Reporter

- An employee who reports and submits their time in CORE-CT

TRC

– Time Reporting Code that identifies the type of reported time, such as REG (Regular) and OVT (Overtime)

Time Administration

– Core-CT overnight process that validates and converts reported and/or scheduled time into payable time ready for payroll. This process runs 11 times during a pay period.

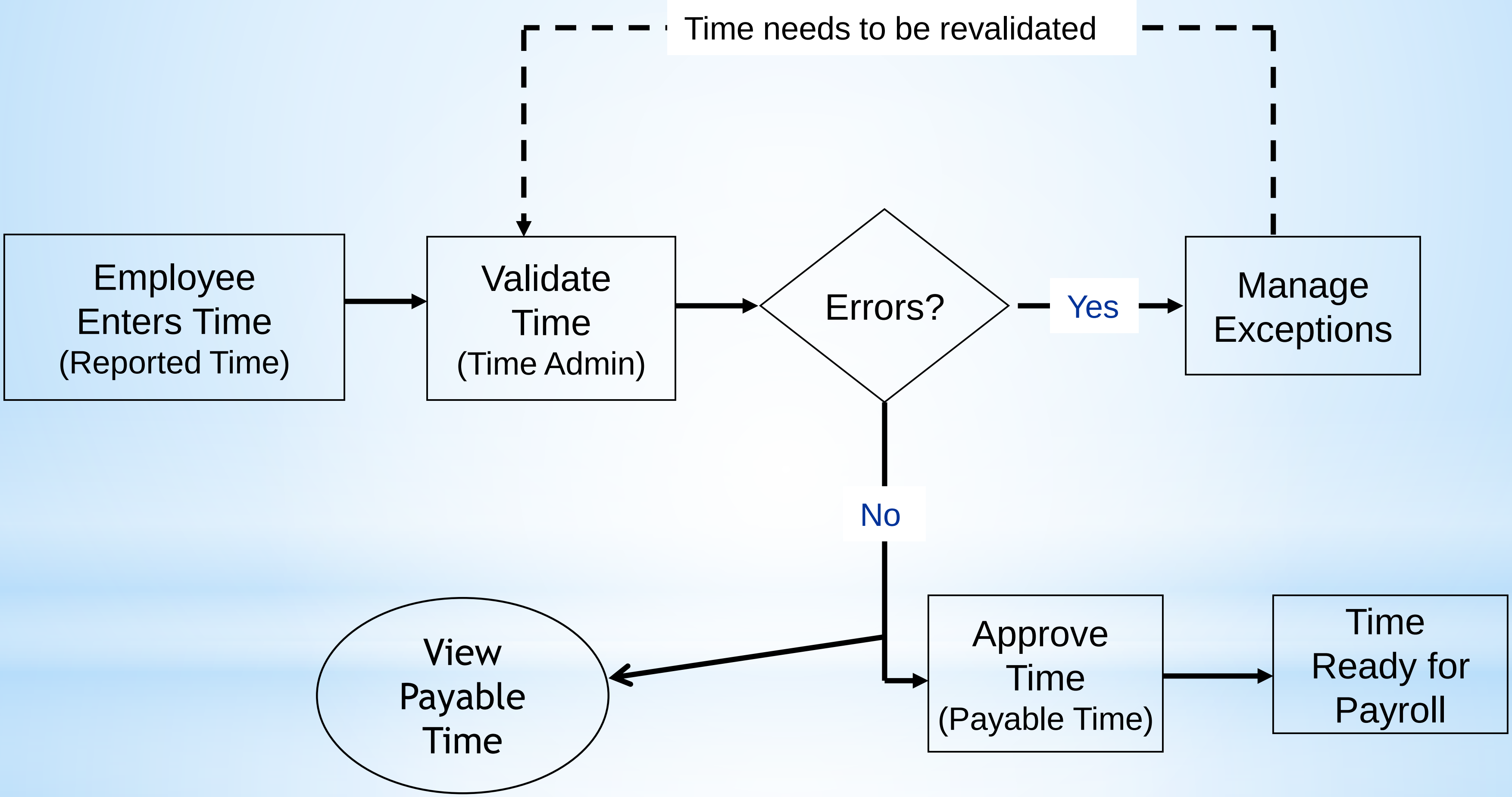
Payable Time

– Validated and Approved time that is ready to be collected by payroll

Exception

– Invalid time that is unable to be collected by payroll until corrected

Entering Time Process Flow


Time needs to be revalidated
Employee Enters Time (Reported Time)
Validate Time (Time Admin)
Errors?
Yes
Manage Exceptions
No
View Payable Time
Approve Time (Payable Time)
Time Ready for Payroll

Key Points - Entering Time

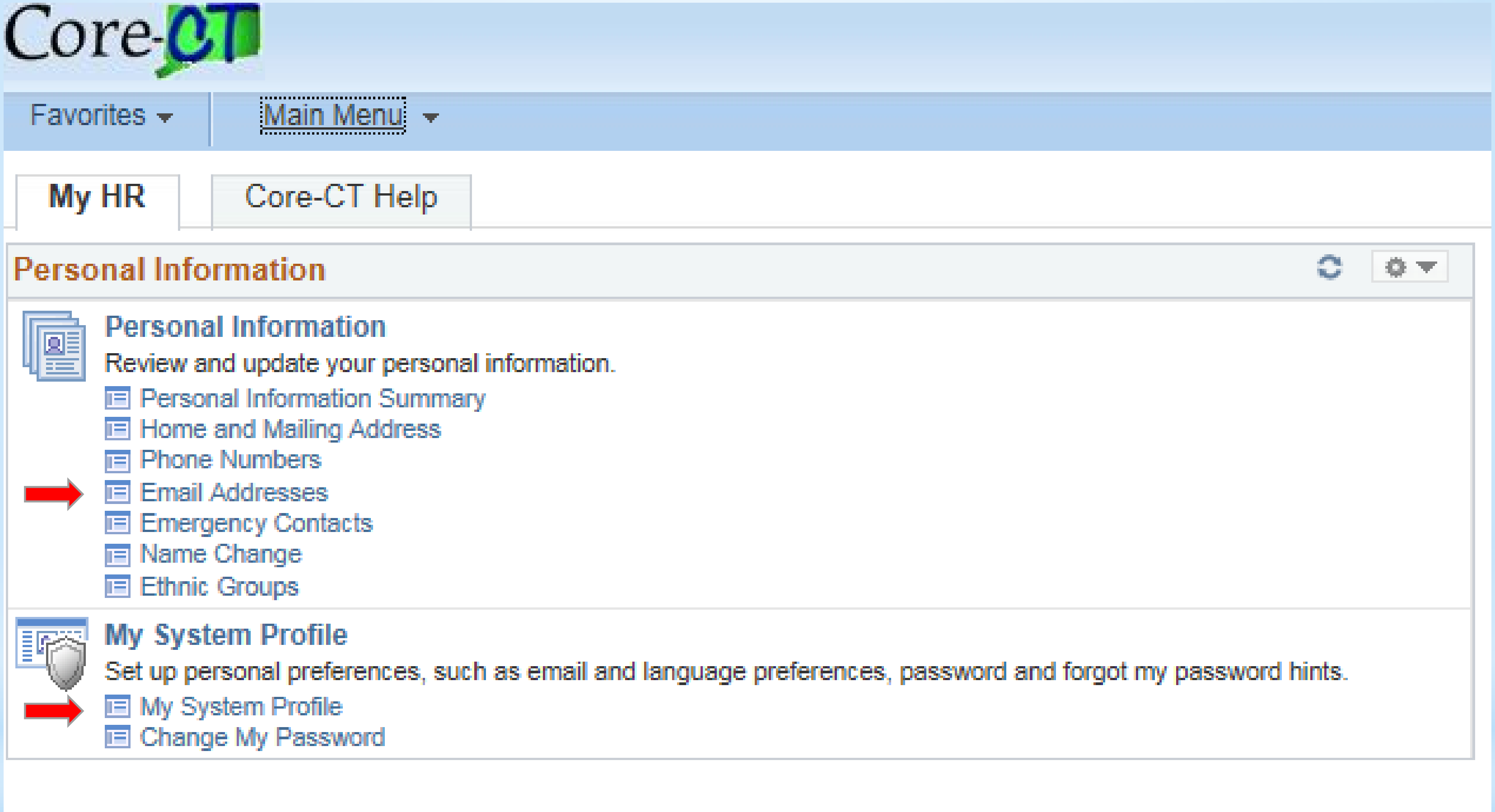
Time & Labor Self Service allows employees to enter their own time into Core-CT.

- Employees access Core-CT via their own login and password
- If employees have not already done so, they must enter an email address in Personal Information & in My System Profile. A Security Question must also be set up in My System Profile.
- Employees enter their time
- Employees view their leave accrual balances on the Timesheet page
- Attendance needs to be validated during Time Admin before it can be approved
- Only approved payable time will be sent to Payroll

Time MUST be entered by

5:00 PM

on the Thursday at the end of a pay period!


Core-CT
Favorites
Main Menu
My HR
Core-CT Help

Personal Information

Personal Information

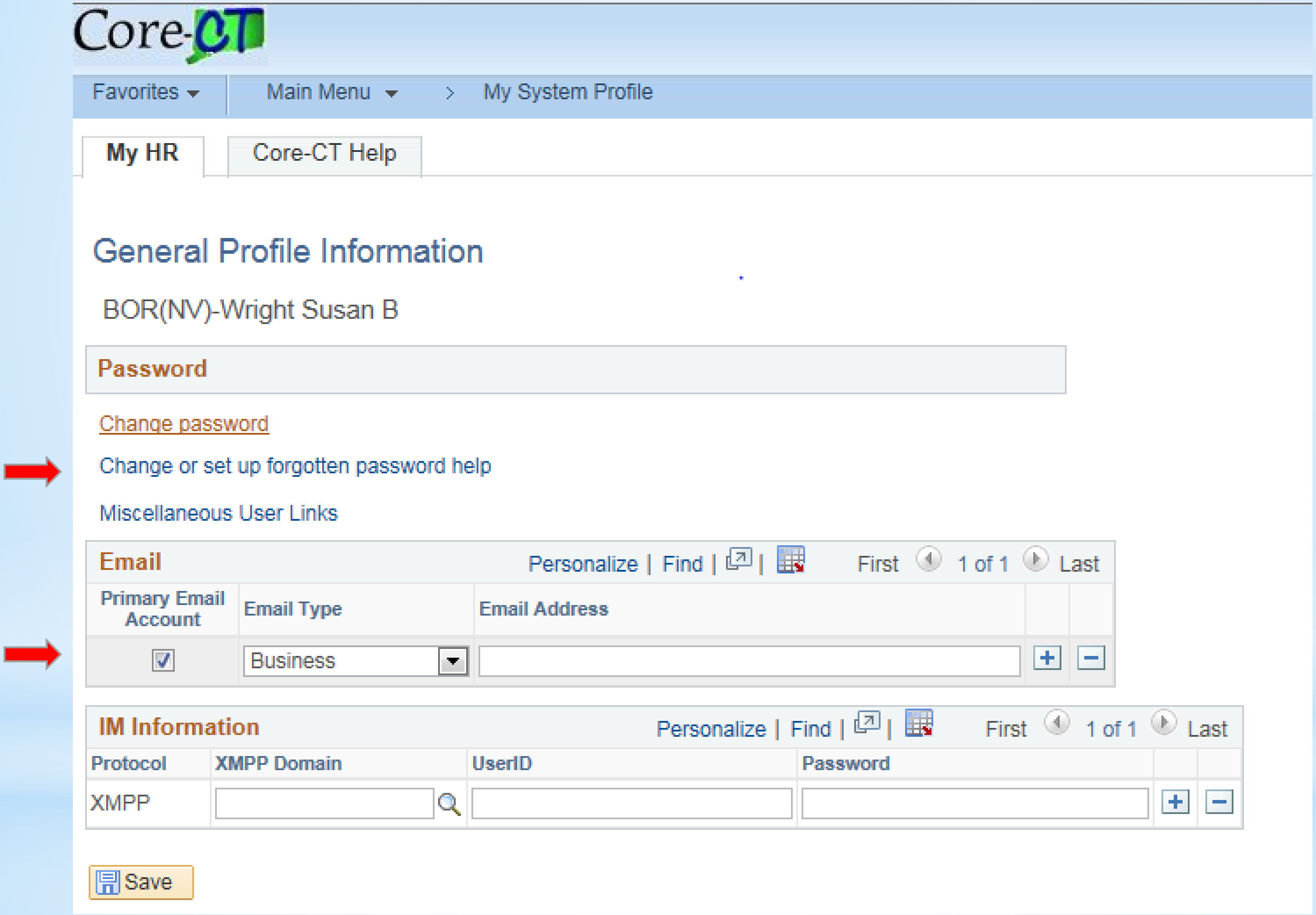
Review and update your personal information.

- 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


Core-CT
Favorites
Main Menu
> My System Profile
My HR
Core-CT Help
Personalize | Find |
First 1 of 1 Last
Personalize | Find |
First 1 of 1 Last
Save

General Profile Information

BOR(NV)-Wright Susan B

Password

Change password

Change or set up forgotten password help

Miscellaneous User Links

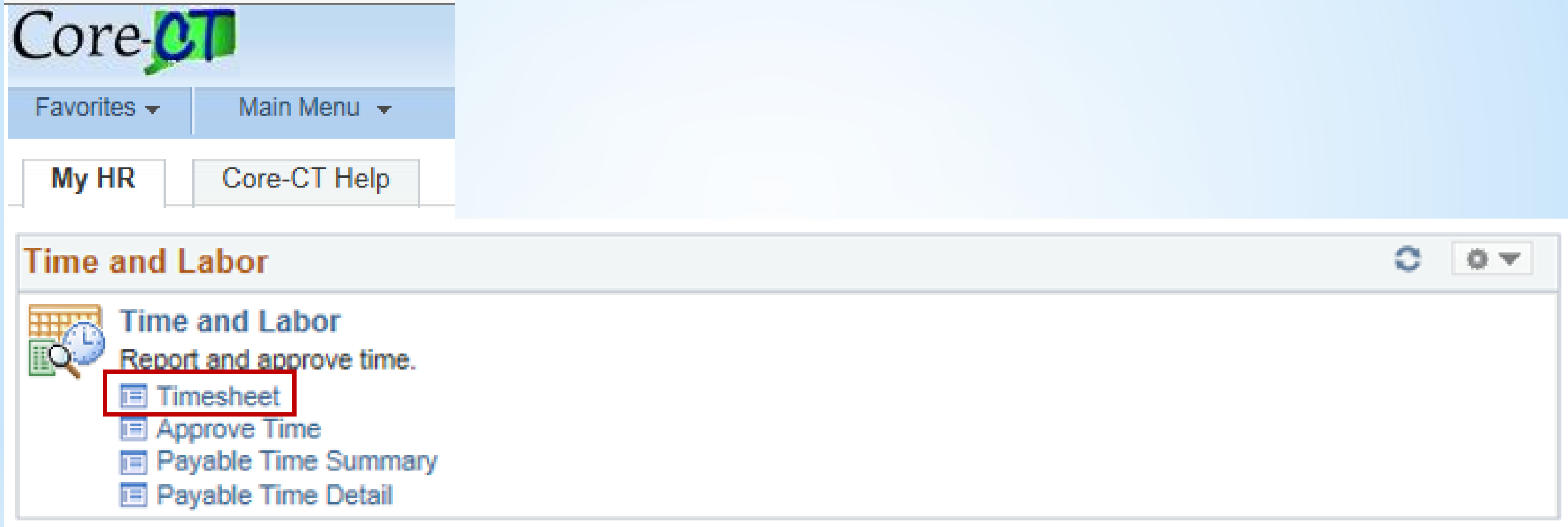
Email

Primary Email Account	Email Type	Email Address
☑	Business	

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP			

Entering Time


Core-CT
Favorites
Main Menu
My HR
Core-CT Help

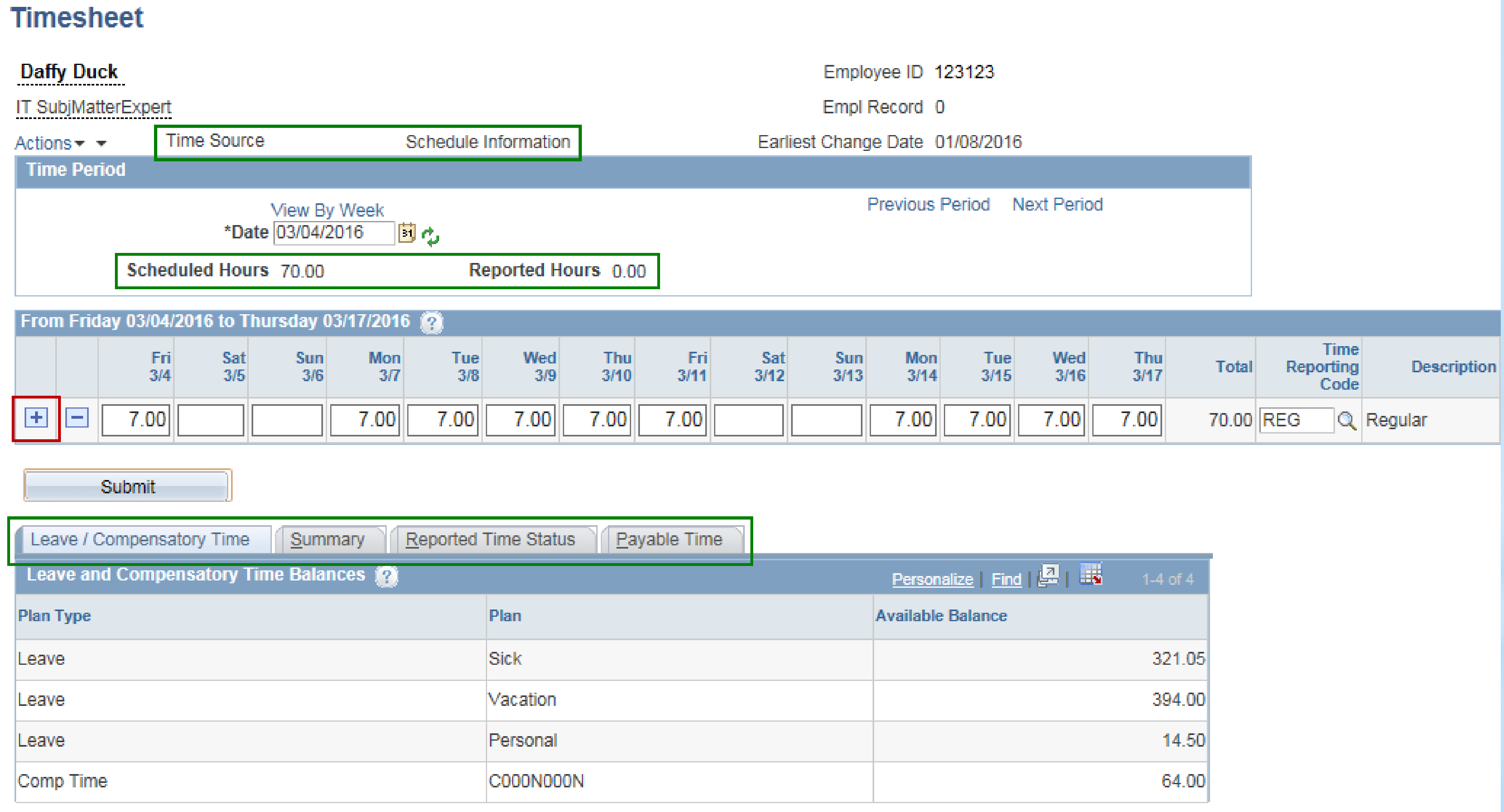
Time and Labor

Time and Labor

Report and approve time.

- Timesheet
- Approve Time
- Payable Time Summary
- Payable Time Detail

Exception Time Reporter



Timesheet

Daffy Duck
IT SubjMatterExpert
Actions
Time Source
Schedule Information

Employee ID 123123
Empl Record 0
Earliest Change Date 01/08/2016

Time Period

View By Week
*Date 03/04/2016
Previous Period
Next Period

Scheduled Hours 70.00
Reported Hours 0.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code	Description
+	−	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00	70.00	REG	Regular

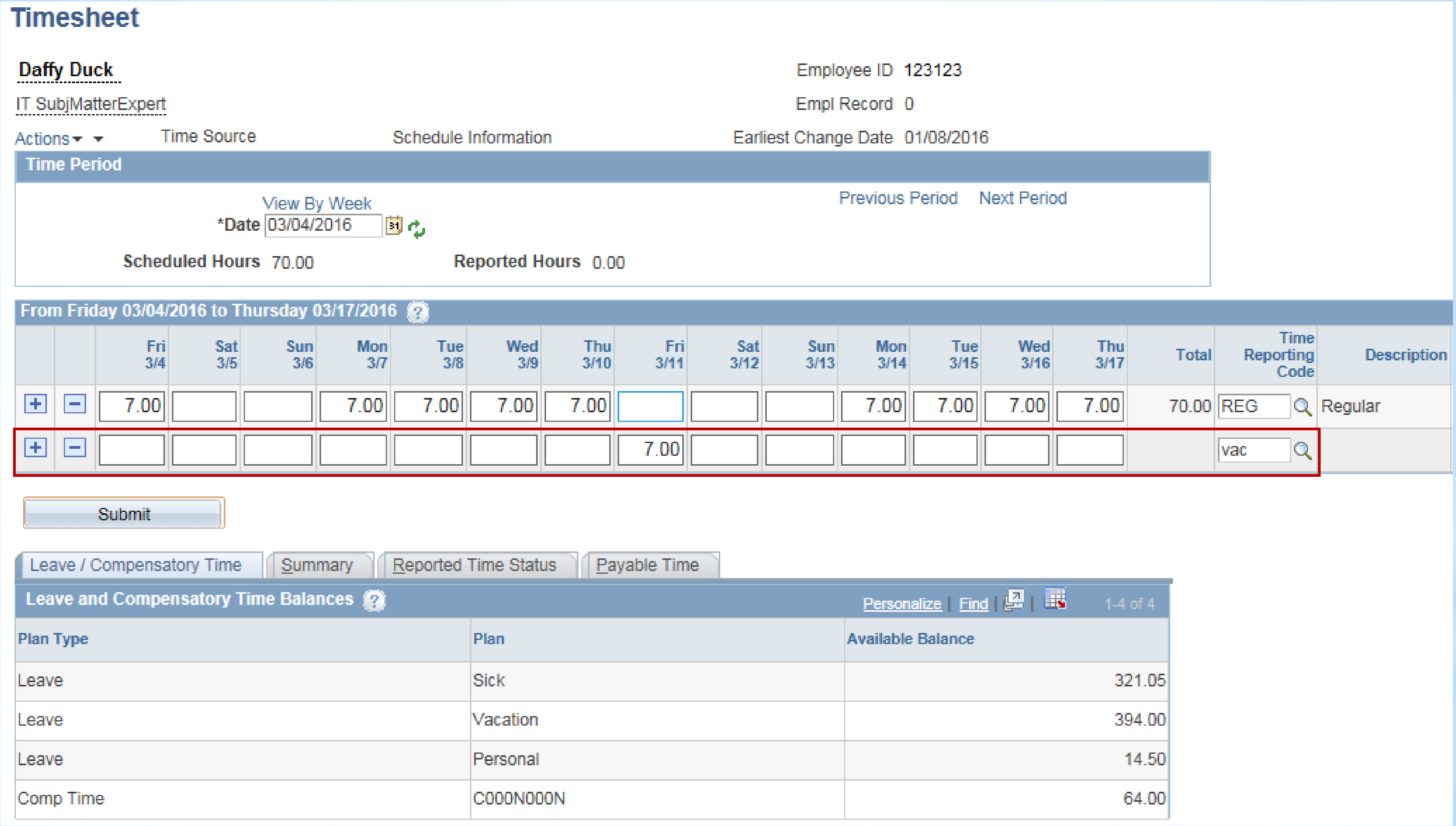
Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time

Leave and Compensatory Time Balances

Personalize | Find
1-4 of 4

Plan Type	Plan	Available Balance
Leave	Sick	321.05
Leave	Vacation	394.00
Leave	Personal	14.50
Comp Time	C000N000N	64.00

Entering Time



Timesheet

Daffy Duck

IT SubjMatterExpert

Employee ID 123123

Empl Record 0

Actions Time Source Schedule Information

Earliest Change Date 01/08/2016

Time Period

View By Week

Previous Period Next Period

*Date 03/04/2016

Scheduled Hours 70.00 **Reported Hours** 0.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code	Description
+	−	7.00			7.00	7.00	7.00	7.00				7.00	7.00	7.00	7.00	70.00	REG	Regular
+	−								7.00								vac	

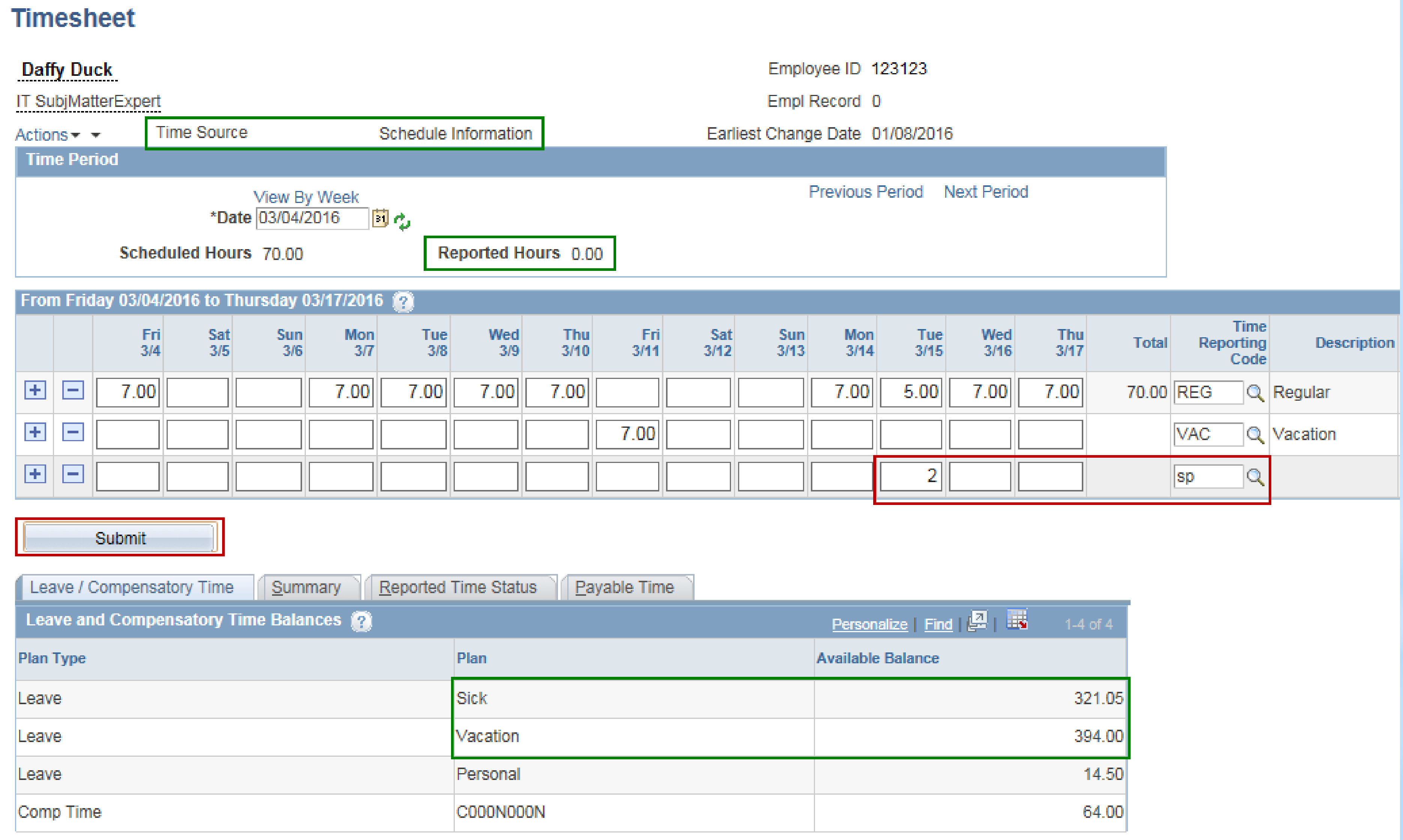
Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time

Leave and Compensatory Time Balances

Personalize | Find
1-4 of 4

Plan Type	Plan	Available Balance
Leave	Sick	321.05
Leave	Vacation	394.00
Leave	Personal	14.50
Comp Time	C000N000N	64.00

Entering Time



Timesheet

Daffy Duck

IT SubjMatterExpert

Actions ▾ ▾ Time Source Schedule Information

Employee ID 123123

Empl Record 0

Earliest Change Date 01/08/2016

Time Period

View By Week Previous Period Next Period

***Date** 03/04/2016

Scheduled Hours 70.00 **Reported Hours** 0.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code	Description
⊞	⊟	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	70.00	REG	Regular
⊞	⊟								7.00								VAC	Vacation
⊞	⊟												2				sp	

Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time

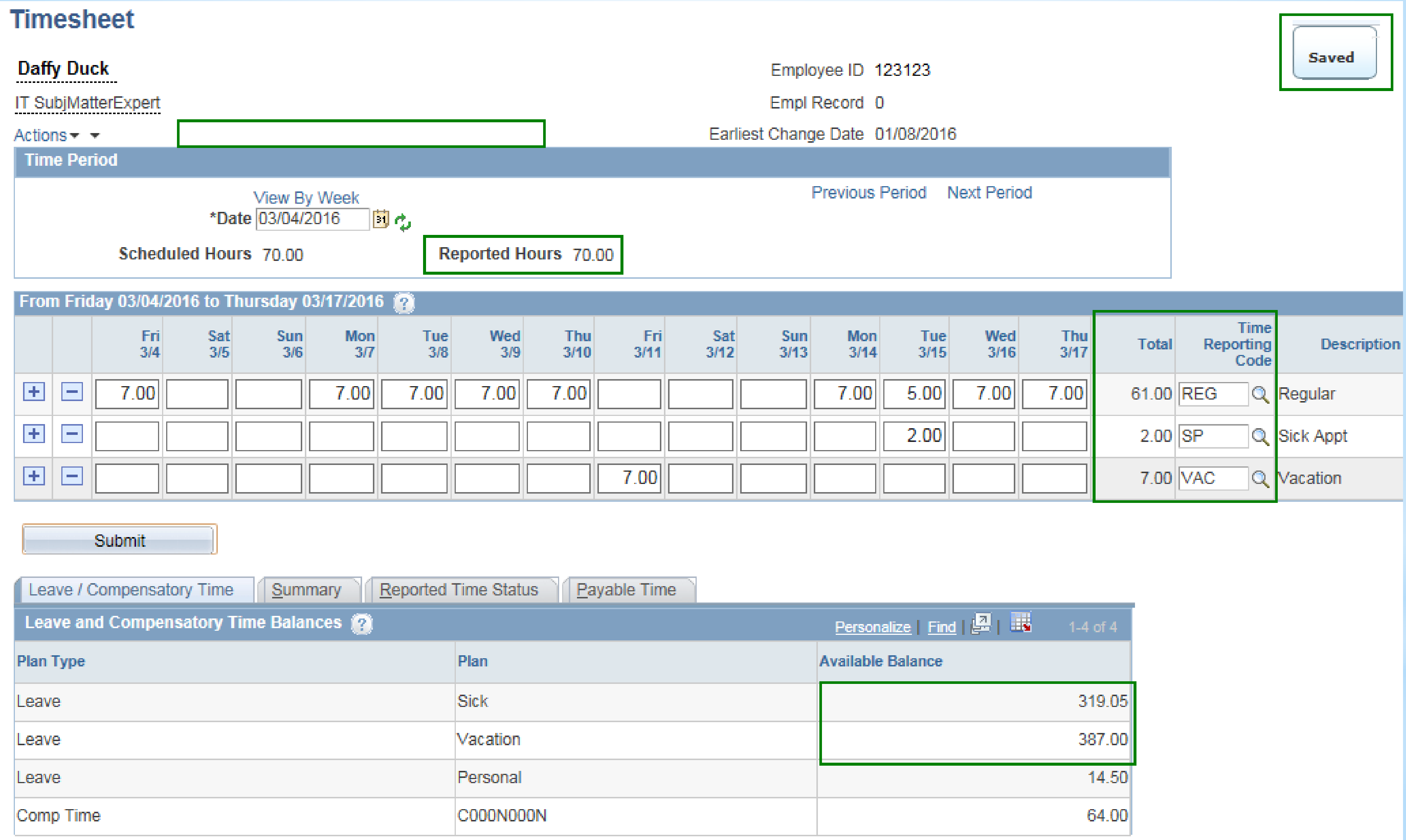
Leave and Compensatory Time Balances

Personalize | Find
1-4 of 4

Plan Type	Plan	Available Balance
Leave	Sick	321.05
Leave	Vacation	394.00
Leave	Personal	14.50
Comp Time	C000N000N	64.00

Core-CT

Entering Time


Saved
Actions
View By Week
Previous Period
Next Period
Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time
Personalize | Find
1-4 of 4

Timesheet

Daffy Duck

IT SubjMatterExpert

Employee ID 123123

Empl Record 0

Earliest Change Date 01/08/2016

Time Period

*Date 03/04/2016

Scheduled Hours 70.00

Reported Hours 70.00

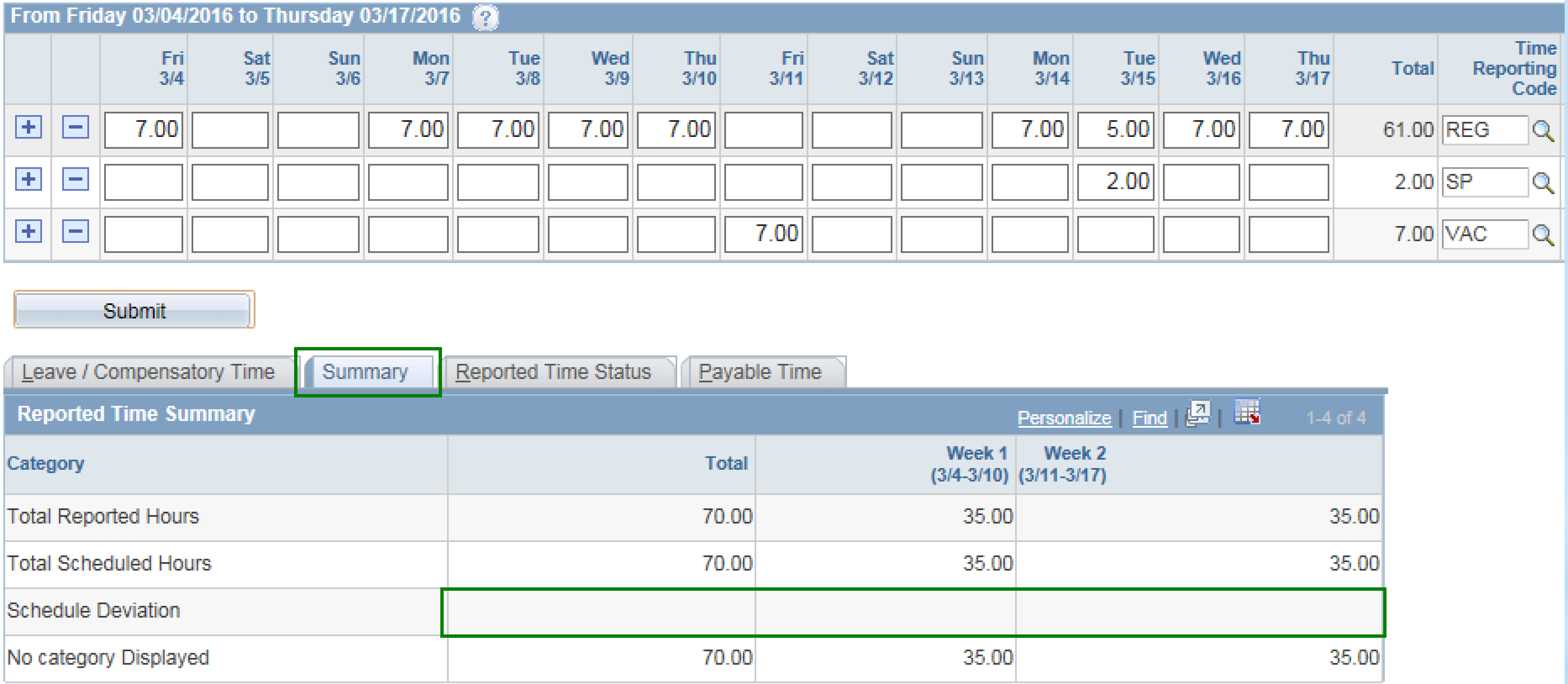
From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code	Description
+	−	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG	Regular
+	−												2.00			2.00	SP	Sick Appt
+	−								7.00							7.00	VAC	Vacation

Leave and Compensatory Time Balances

Plan Type	Plan	Available Balance
Leave	Sick	319.05
Leave	Vacation	387.00
Leave	Personal	14.50
Comp Time	C000N000N	64.00

Entering Time


Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time
Personalize | Find
1-4 of 4

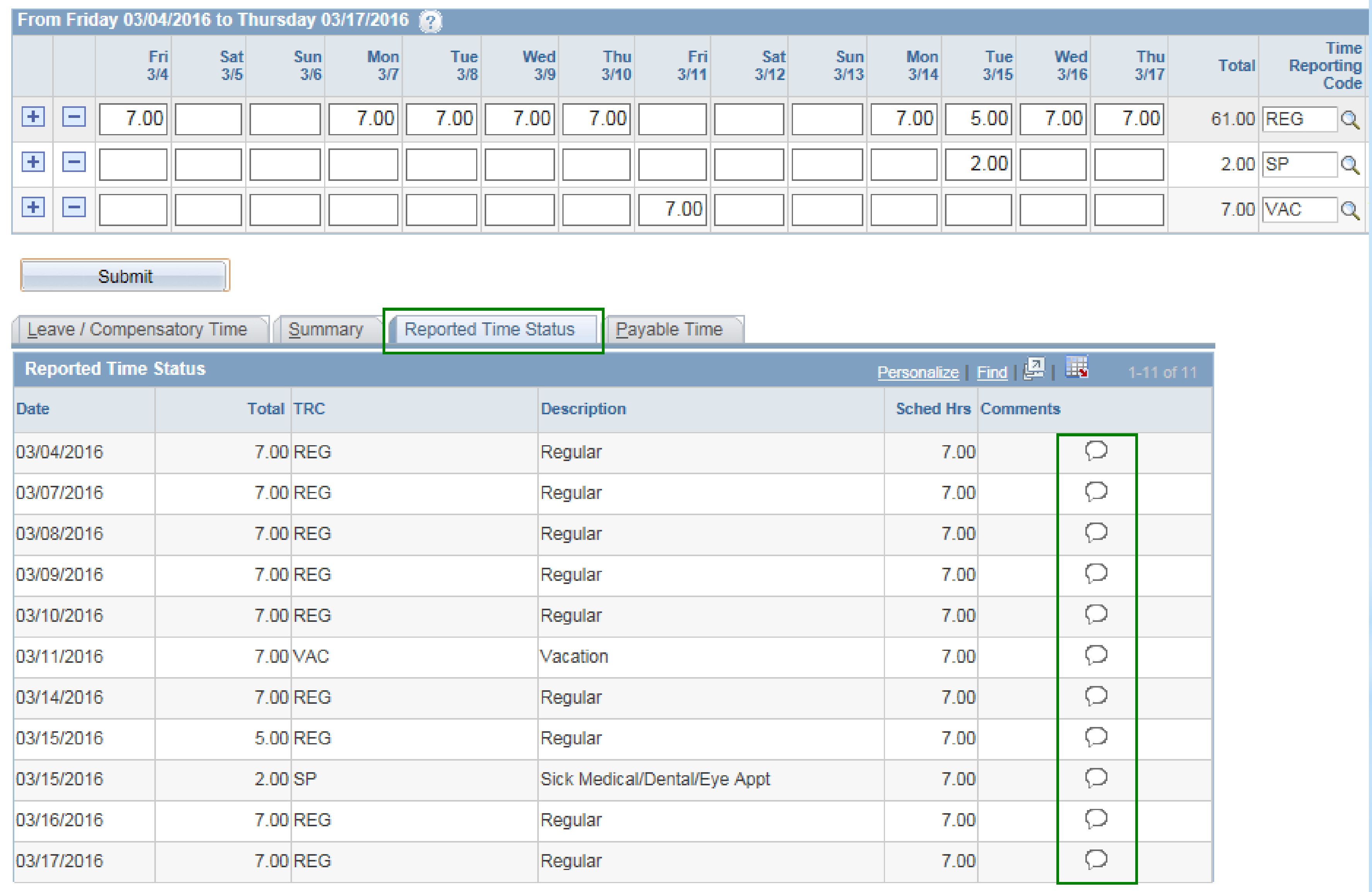
From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
+	−	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG
+	−												2.00			2.00	SP
+	−								7.00							7.00	VAC

Reported Time Summary

Category	Total	Week 1 (3/4-3/10)	Week 2 (3/11-3/17)
Total Reported Hours	70.00	35.00	35.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation			
No category Displayed	70.00	35.00	35.00

Entering Time


Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time
Personalize | Find
1-11 of 11

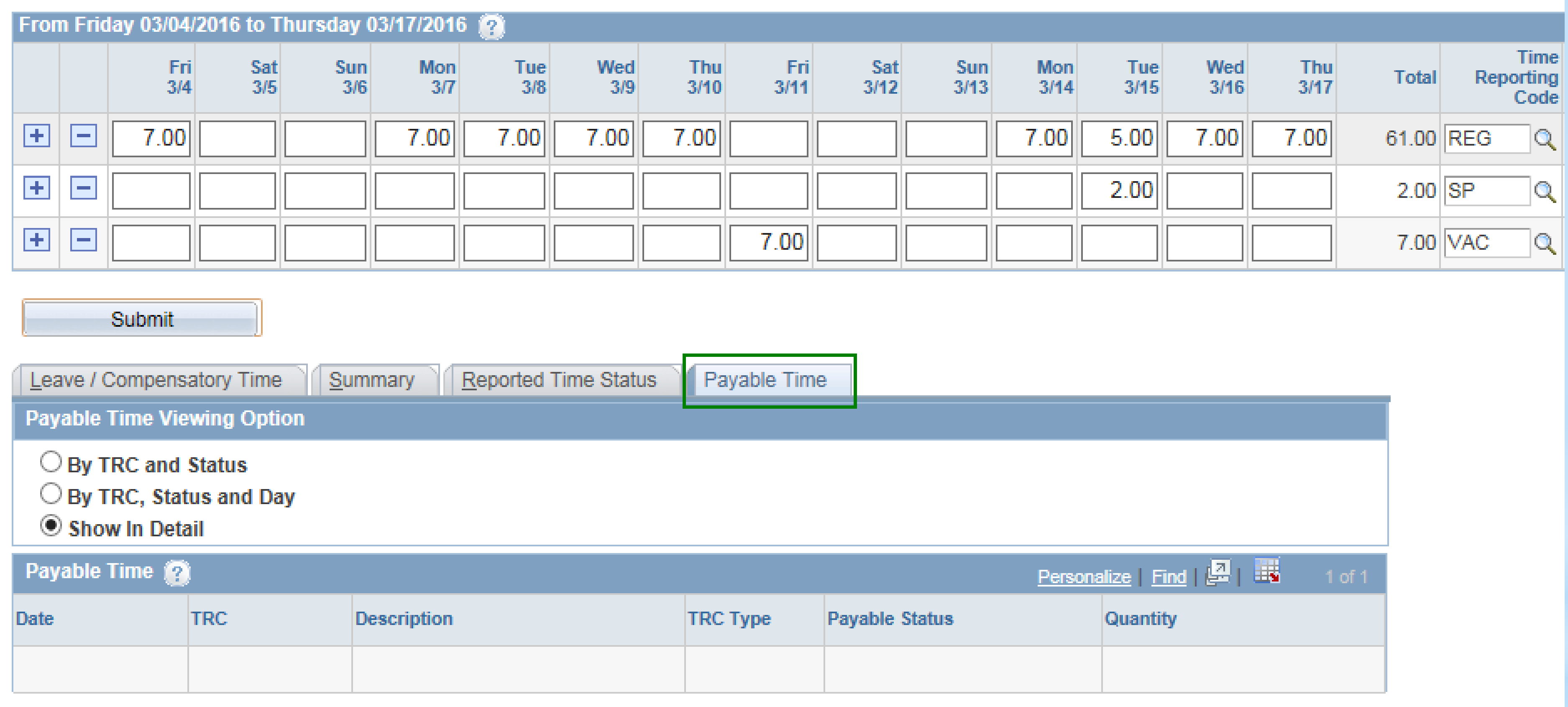
From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
+	−	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG
+	−												2.00			2.00	SP
+	−								7.00							7.00	VAC

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
03/04/2016	7.00	REG	Regular	7.00	💬
03/07/2016	7.00	REG	Regular	7.00	💬
03/08/2016	7.00	REG	Regular	7.00	💬
03/09/2016	7.00	REG	Regular	7.00	💬
03/10/2016	7.00	REG	Regular	7.00	💬
03/11/2016	7.00	VAC	Vacation	7.00	💬
03/14/2016	7.00	REG	Regular	7.00	💬
03/15/2016	5.00	REG	Regular	7.00	💬
03/15/2016	2.00	SP	Sick Medical/Dental/Eye Appt	7.00	💬
03/16/2016	7.00	REG	Regular	7.00	💬
03/17/2016	7.00	REG	Regular	7.00	💬

Entering Time



From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
+	−	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG
+	−												2.00			2.00	SP
+	−								7.00							7.00	VAC

Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time

Payable Time Viewing Option

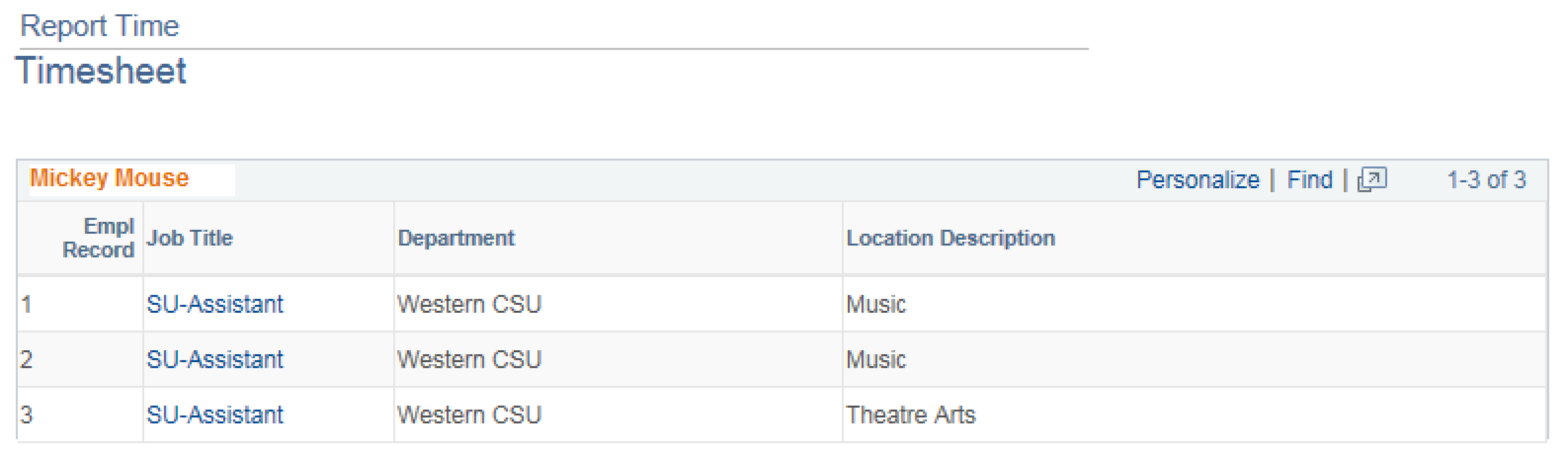
○ By TRC and Status
○ By TRC, Status and Day
● Show In Detail

Payable Time

Personalize | Find |
1 of 1

Date	TRC	Description	TRC Type	Payable Status	Quantity

Employees with multiple self-service jobs



Report Time

Timesheet

Mickey Mouse

Empl Record	Job Title	Department	Location Description
1	SU-Assistant	Western CSU	Music
2	SU-Assistant	Western CSU	Music
3	SU-Assistant	Western CSU	Theatre Arts

Time Reporting Codes:

HOL	**Holiday**		**SICK**	**Sick Employee Illness**
HCU	Holiday Comp. Used		SFAM	Sick Family
HWCE	Holiday Worked – Comp. Earned		SFFNR	Sick Funeral Immediate Family
LJURY	Jury Duty		SFNRL	Sick Funeral Non Immediate Family
PL	Personal Leave		SP	Sick Medical/Dental/Eye Appt.
PL03	PL Used 2003 Rowland Settlement		VAC	Vacation
REG	Regular		LWWTR	Weather Closing

Quick Reference Guide:

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.

Review - Entering Time

When entering time, remember the following:

- Exception Time Reporters only enter exceptions to their schedule
- Timesheet leave balances are updated real time
- Attendance needs to be validated during Time Admin before it can be approved
- Only approved payable time will be sent to Payroll

Time and Labor Employee Self Service

- Employee - Enter Time – Exception and Positive Time Reporter
- Employee - View Payable Time
- Employee - Manage Exceptions
- Employee - Enter Comments
- Employee – Running Attendance Report

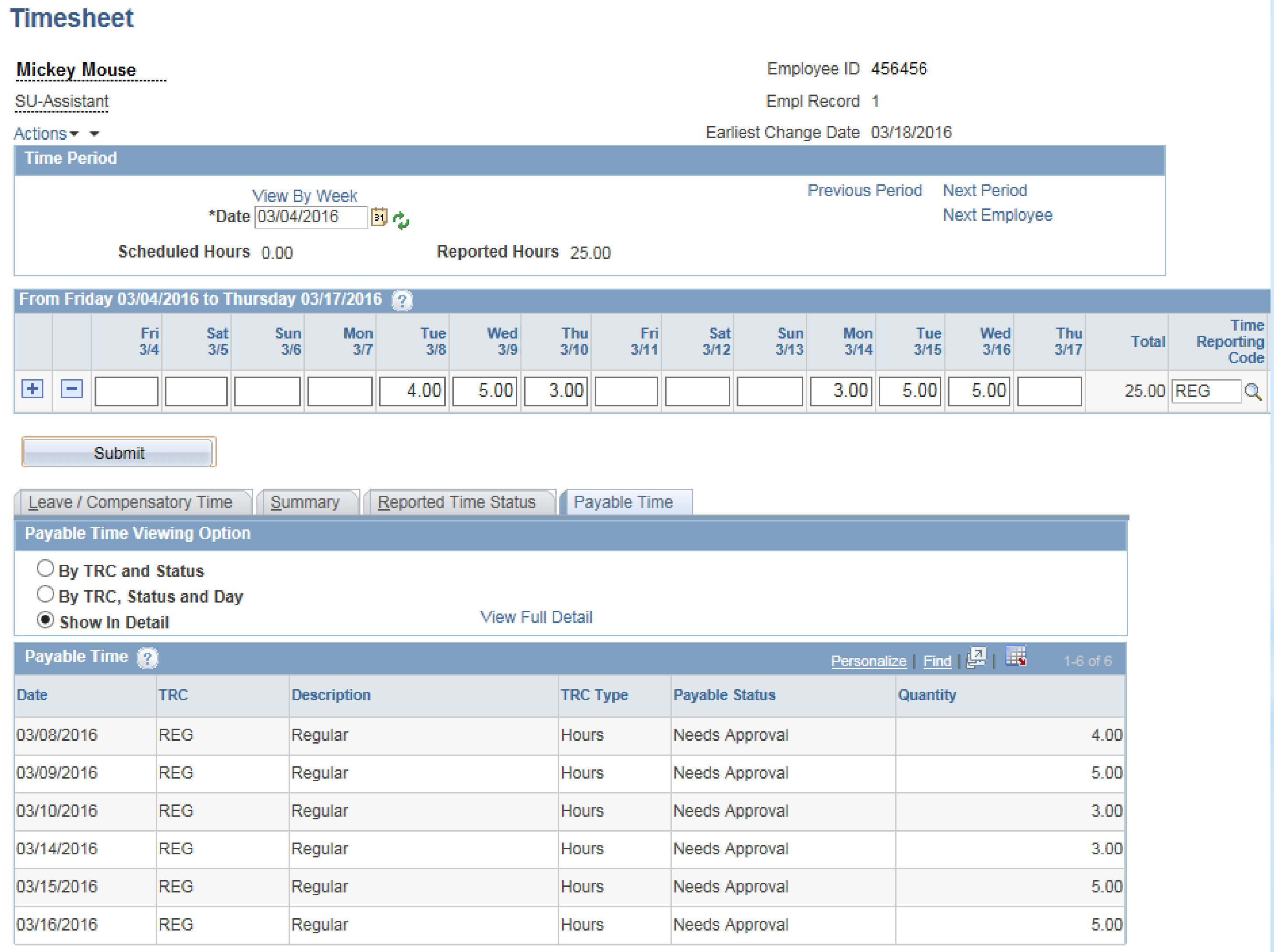
Key Points – Viewing Payable Time

Time & Labor Self Service allows employees to view their Payable Time in Core-CT.

- Payable status is current as of the most recent Time Administration process run
- Only attendance that passed validation will become payable time
- Employees can view Payable Time in three ways: Timesheet, Summary, Detail
- Timesheet provides Payable Status (pay period)
- Summary provides Total Hours by TRC (one week)
- Detail provides Payable Status, Override Reason Code, Combination Code, Date and Time of approval, Approver ID (up to 31 days)

Viewing Payable Time

1. Viewing Payable Time from the Timesheet



Actions
View By Week
Previous Period
Next Period
Next Employee
Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time
View Full Detail
Personalize | Find
1-6 of 6

Timesheet

Mickey Mouse
SU-Assistant

Employee ID 456456
Empl Record 1
Earliest Change Date 03/18/2016

Time Period

*Date 03/04/2016

Scheduled Hours 0.00
Reported Hours 25.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
+	−					4.00	5.00	3.00				3.00	5.00	5.00		25.00	REG

Payable Time Viewing Option

○ By TRC and Status
○ By TRC, Status and Day
● Show In Detail

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity
03/08/2016	REG	Regular	Hours	Needs Approval	4.00
03/09/2016	REG	Regular	Hours	Needs Approval	5.00
03/10/2016	REG	Regular	Hours	Needs Approval	3.00
03/14/2016	REG	Regular	Hours	Needs Approval	3.00
03/15/2016	REG	Regular	Hours	Needs Approval	5.00
03/16/2016	REG	Regular	Hours	Needs Approval	5.00

Review – Viewing Payable Time

When viewing payable time, remember the following:

- Payable status is current as of the most recent Time Administration process run
- Only attendance that passed validation will become payable time
- Employees can view Payable Time in three ways: Timesheet, Summary, Detail
- Timesheet provides Payable Status (pay period)
- Summary provides Total Hours by TRC (one week)
- Detail provides Payable Status, Override Reason Code, Combination Code, Date and Time of approval, Approver ID (up to 31 days)

Agenda

Time and Labor Employee Self Service

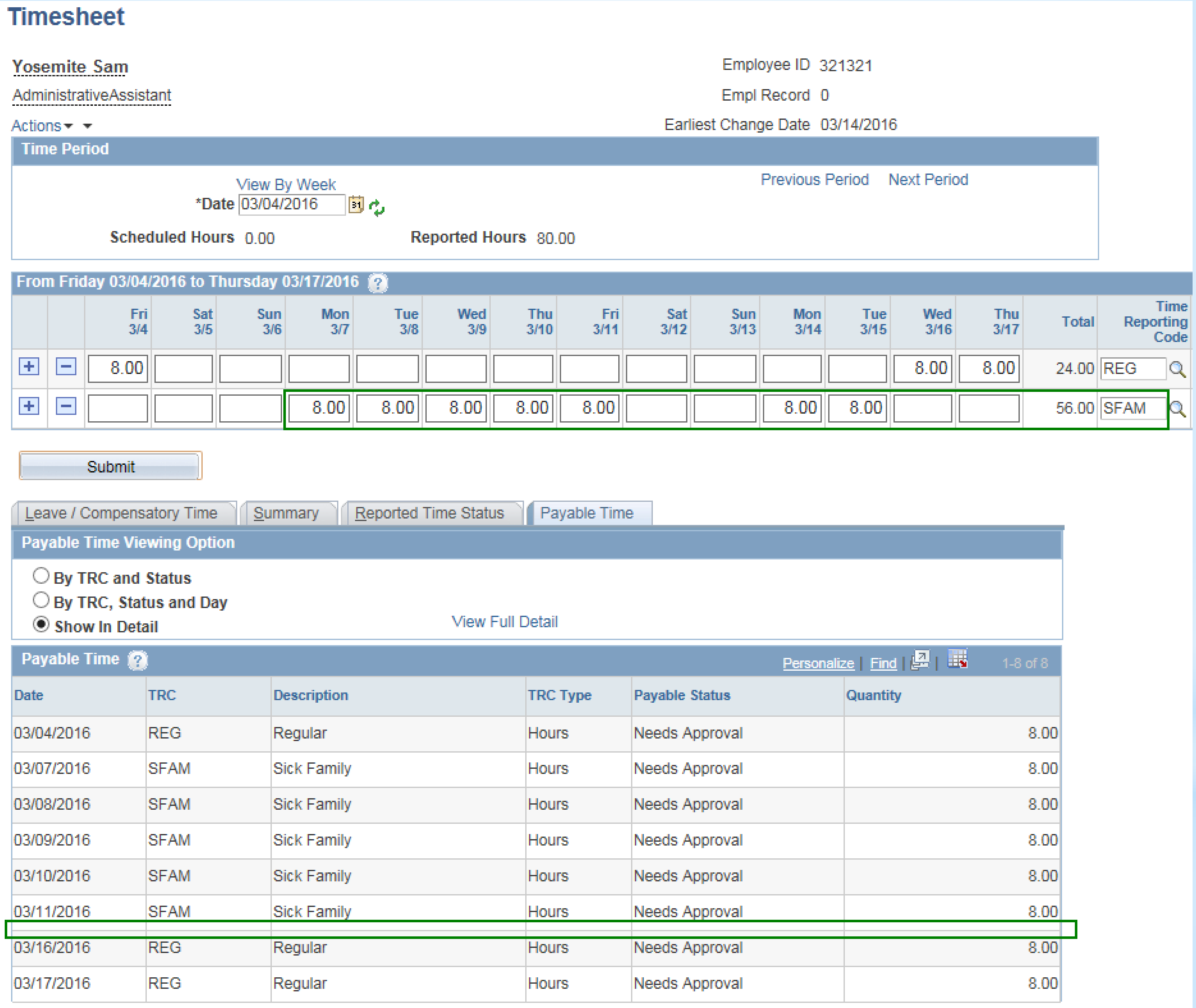
- Employee - Enter Time – Exception and Positive Time Reporter
- Employee - View Payable Time
- Employee - Manage Exceptions
- Employee - Enter Comments
- Employee – Running Attendance Report

Key Points – Exceptions

Time & Labor Self Service employees are able to view and resolve Exceptions.

- Payable Time is not created on a day that has an exception
- Payable Time is viewable on the Timesheet, Summary and Detail pages
- Exceptions can be viewed from the Payable Time Summary and Detail pages
- Exceptions can be managed by changing the attendance that caused the exception

Core-CT



Timesheet

Yosemite Sam
AdministrativeAssistant
Actions

Employee ID 321321
Empl Record 0
Earliest Change Date 03/14/2016

Time Period

View By Week
*Date 03/04/2016

Previous Period Next Period

Scheduled Hours 0.00 **Reported Hours** 80.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
⊞	⊟	8.00												8.00	8.00	24.00	REG
⊞	⊟				8.00	8.00	8.00	8.00	8.00			8.00	8.00			56.00	SFAM

Submit

Leave / Compensatory Time | Summary | Reported Time Status | Payable Time

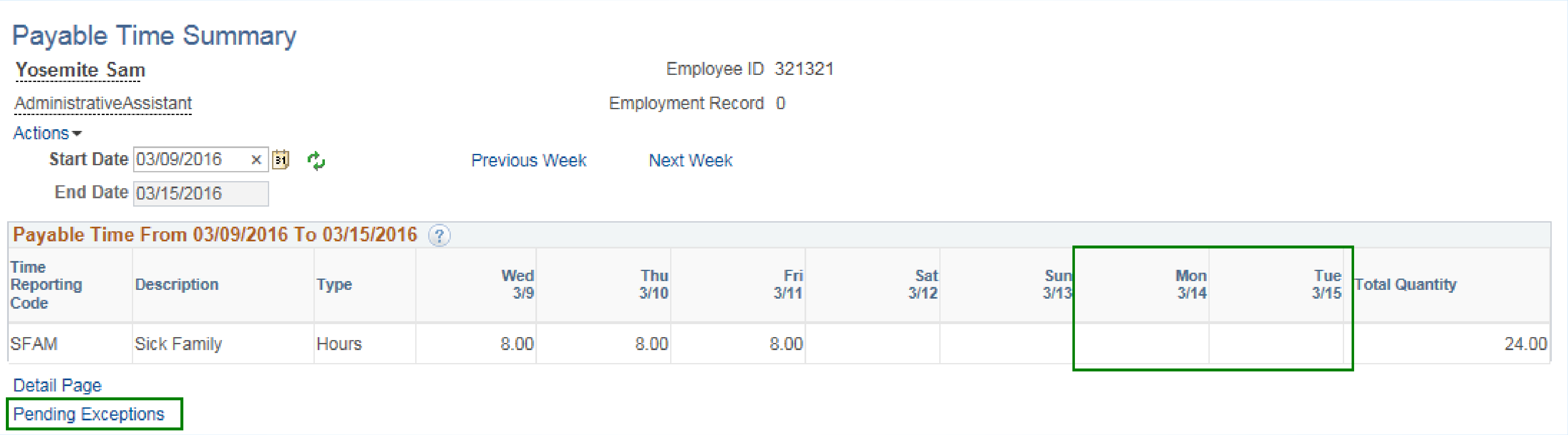
Payable Time Viewing Option

○ By TRC and Status
○ By TRC, Status and Day
● Show In Detail

View Full Detail

Payable Time Personalize | Find | 1-8 of 8

Date	TRC	Description	TRC Type	Payable Status	Quantity
03/04/2016	REG	Regular	Hours	Needs Approval	8.00
03/07/2016	SFAM	Sick Family	Hours	Needs Approval	8.00
03/08/2016	SFAM	Sick Family	Hours	Needs Approval	8.00
03/09/2016	SFAM	Sick Family	Hours	Needs Approval	8.00
03/10/2016	SFAM	Sick Family	Hours	Needs Approval	8.00
03/11/2016	SFAM	Sick Family	Hours	Needs Approval	8.00
03/16/2016	REG	Regular	Hours	Needs Approval	8.00
03/17/2016	REG	Regular	Hours	Needs Approval	8.00



Payable Time Summary

Yosemite Sam

AdministrativeAssistant

Employee ID 321321

Employment Record 0

Actions
Previous Week
Next Week

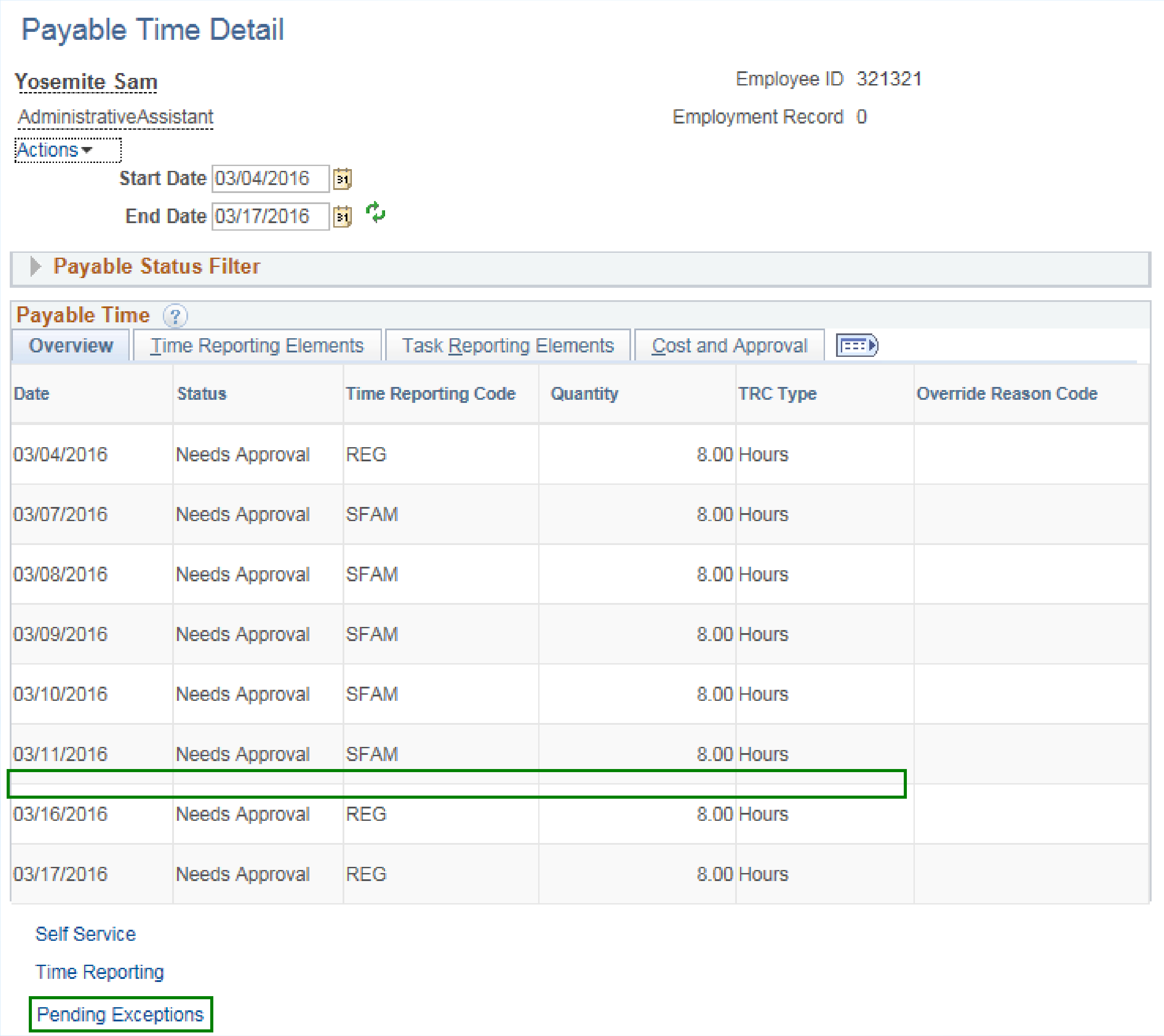
Start Date 03/09/2016

End Date 03/15/2016

Payable Time From 03/09/2016 To 03/15/2016

Time Reporting Code	Description	Type	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Total Quantity
SFAM	Sick Family	Hours	8.00	8.00	8.00					24.00

Detail Page
Pending Exceptions



Payable Time Detail

Yosemite Sam

AdministrativeAssistant

Employee ID 321321

Employment Record 0

Actions ▾

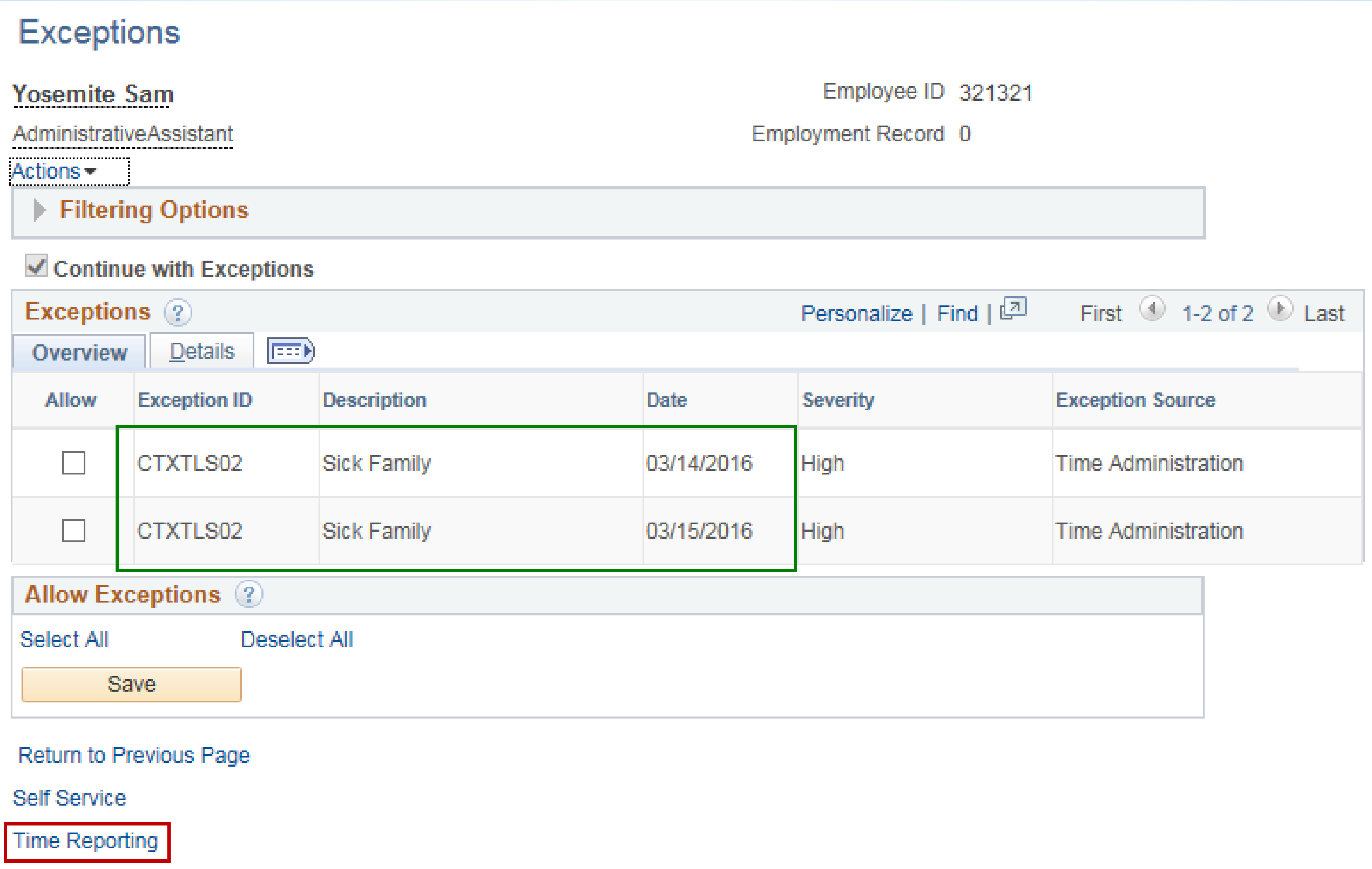
Start Date 03/04/2016

End Date 03/17/2016

▸ Payable Status Filter
Payable Time
Overview
Time Reporting Elements
Task Reporting Elements
Cost and Approval

Date	Status	Time Reporting Code	Quantity	TRC Type	Override Reason Code
03/04/2016	Needs Approval	REG	8.00	Hours	
03/07/2016	Needs Approval	SFAM	8.00	Hours	
03/08/2016	Needs Approval	SFAM	8.00	Hours	
03/09/2016	Needs Approval	SFAM	8.00	Hours	
03/10/2016	Needs Approval	SFAM	8.00	Hours	
03/11/2016	Needs Approval	SFAM	8.00	Hours	
03/16/2016	Needs Approval	REG	8.00	Hours	
03/17/2016	Needs Approval	REG	8.00	Hours	

Self Service
Time Reporting
Pending Exceptions



Exceptions

Yosemite Sam

AdministrativeAssistant

Employee ID 321321

Employment Record 0

Actions
Filtering Options

☑ Continue with Exceptions

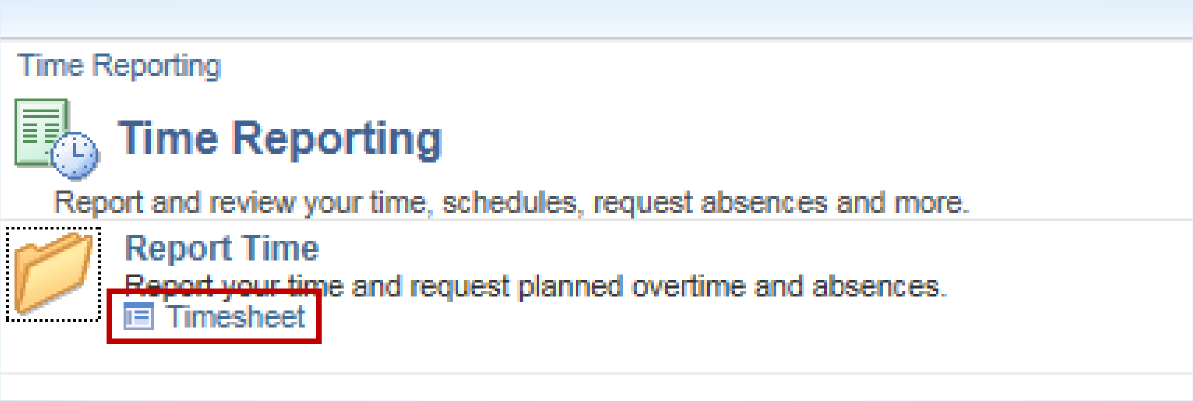
Exceptions

Personalize | Find |
First 1-2 of 2 Last
Overview
Details

Allow	Exception ID	Description	Date	Severity	Exception Source
☐	CTXTLS02	Sick Family	03/14/2016	High	Time Administration
☐	CTXTLS02	Sick Family	03/15/2016	High	Time Administration

Allow Exceptions

Select All
Deselect All
Save
Return to Previous Page
Self Service
Time Reporting



Time Reporting

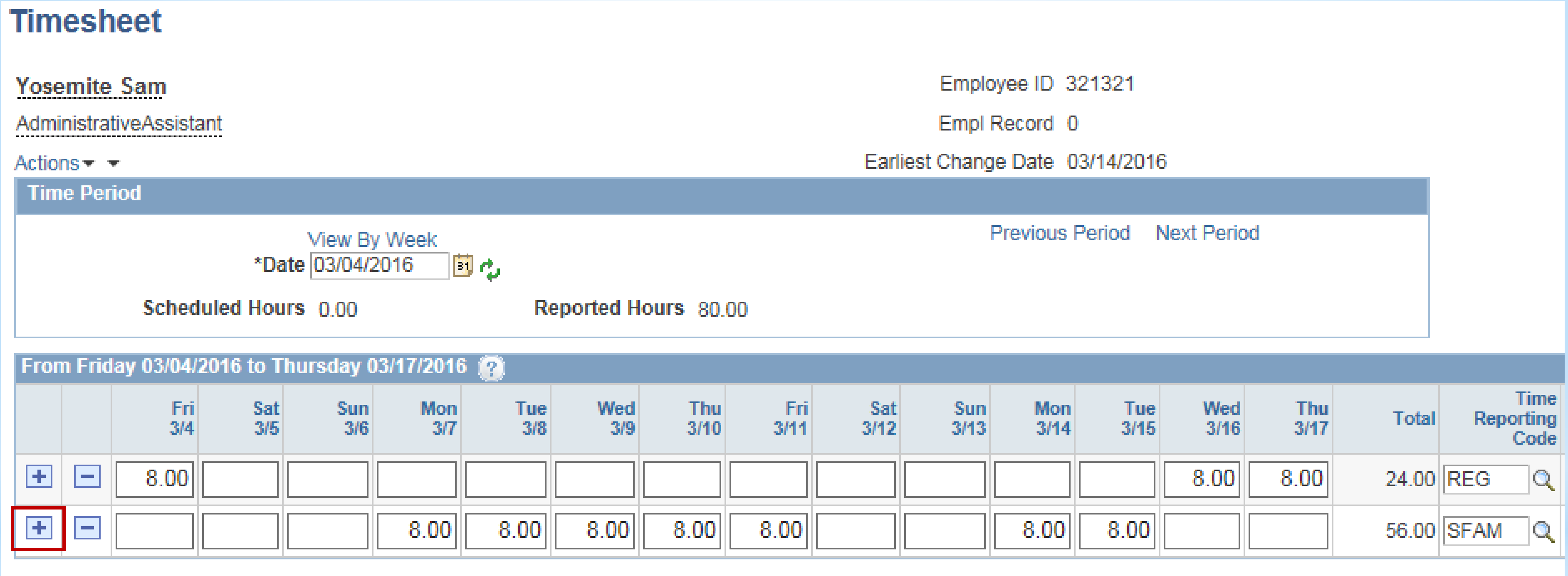
Time Reporting

Report and review your time, schedules, request absences and more.

Report Time

Report your time and request planned overtime and absences.

Timesheet



Timesheet

Yosemite Sam

AdministrativeAssistant

Actions

Employee ID 321321

Empl Record 0

Earliest Change Date 03/14/2016

Time Period

View By Week

*Date 03/04/2016

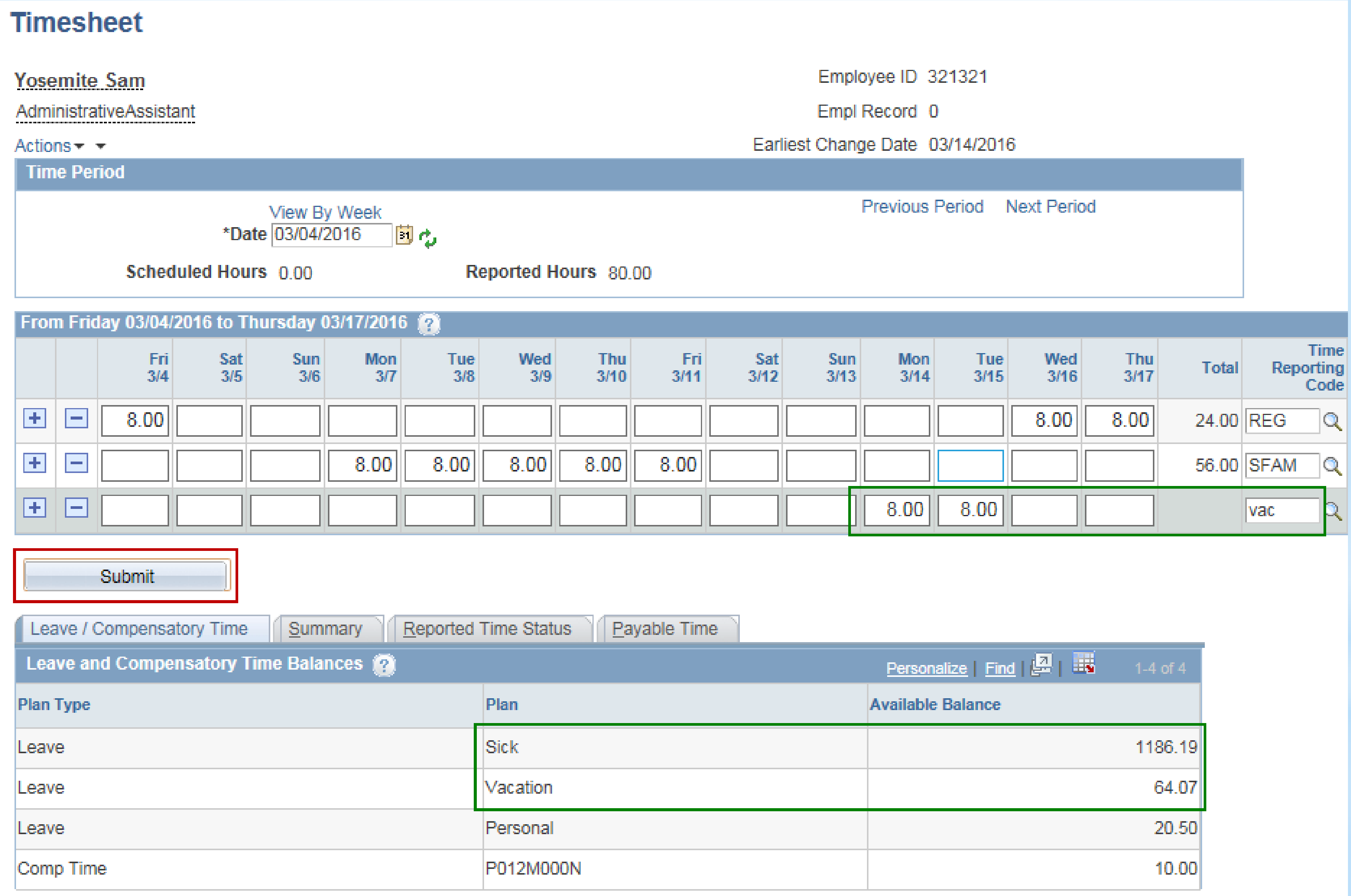
Previous Period Next Period

Scheduled Hours 0.00

Reported Hours 80.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
⊞	⊟	8.00												8.00	8.00	24.00	REG
⊞	⊟				8.00	8.00	8.00	8.00	8.00			8.00	8.00			56.00	SFAM



Timesheet

Yosemite Sam
AdministrativeAssistant

Employee ID 321321
Empl Record 0
Earliest Change Date 03/14/2016

Actions

Time Period

View By Week
Previous Period
Next Period

*Date 03/04/2016

Scheduled Hours 0.00
Reported Hours 80.00

From Friday 03/04/2016 to Thursday 03/17/2016

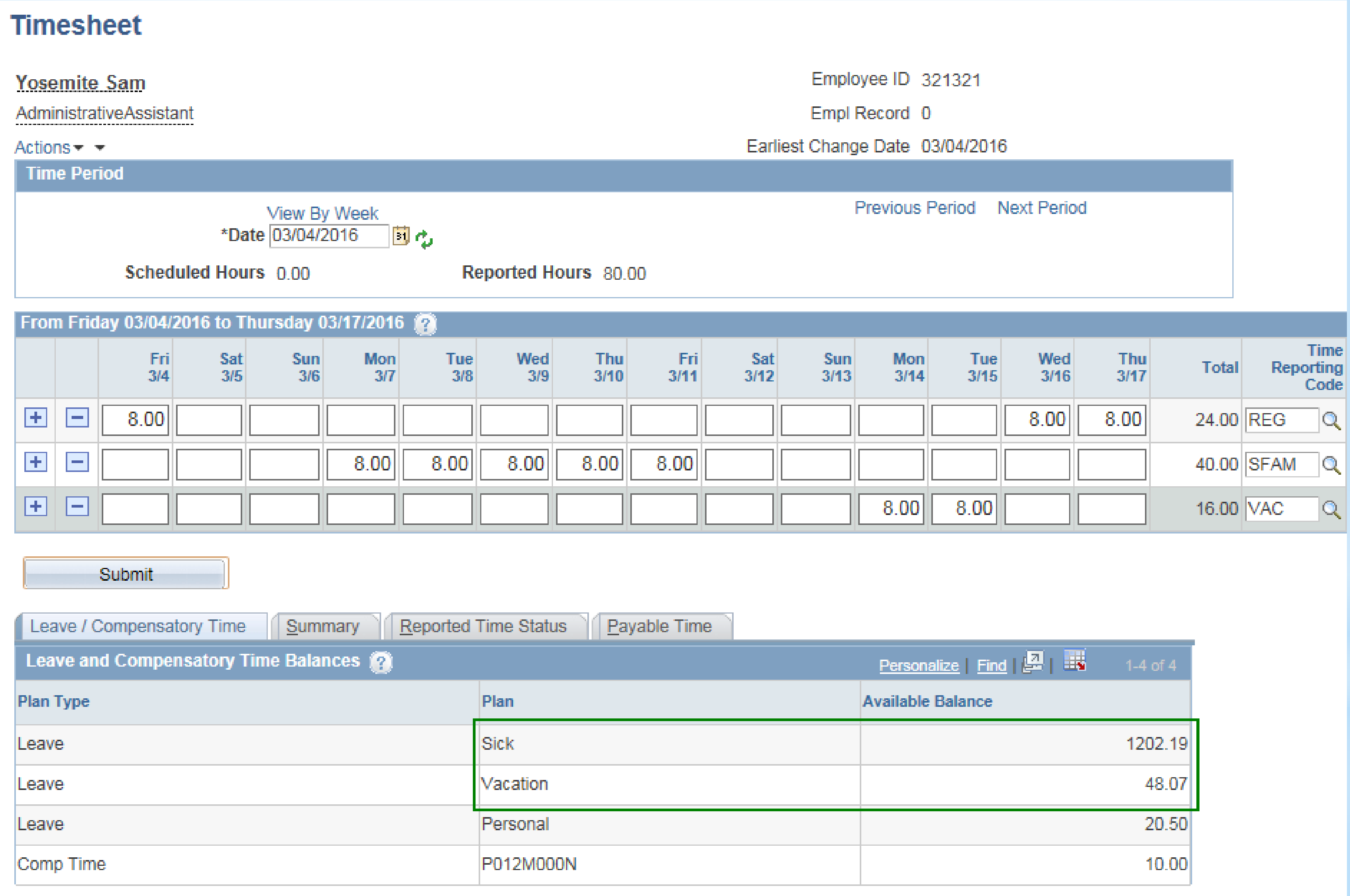
		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
+	−	8.00												8.00	8.00	24.00	REG
+	−				8.00	8.00	8.00	8.00	8.00							56.00	SFAM
+	−											8.00	8.00				vac

Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time

Leave and Compensatory Time Balances

Personalize | Find
1-4 of 4

Plan Type	Plan	Available Balance
Leave	Sick	1186.19
Leave	Vacation	64.07
Leave	Personal	20.50
Comp Time	P012M000N	10.00



Timesheet

Yosemite Sam
AdministrativeAssistant

Employee ID 321321
Empl Record 0
Earliest Change Date 03/04/2016

Actions
Time Period
View By Week
Previous Period
Next Period

*Date 03/04/2016

Scheduled Hours 0.00
Reported Hours 80.00

From Friday 03/04/2016 to Thursday 03/17/2016

		Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total	Time Reporting Code
+	−	8.00												8.00	8.00	24.00	REG
+	−				8.00	8.00	8.00	8.00	8.00							40.00	SFAM
+	−											8.00	8.00			16.00	VAC

Submit
Leave / Compensatory Time
Summary
Reported Time Status
Payable Time

Leave and Compensatory Time Balances

Personalize | Find
1-4 of 4

Plan Type	Plan	Available Balance
Leave	Sick	1202.19
Leave	Vacation	48.07
Leave	Personal	20.50
Comp Time	P012M000N	10.00

Review – Managing Exceptions

When managing Exceptions, remember the following:

- Exceptions are entered on the Timesheet and must be corrected or deleted from the Timesheet to clear the Exception
- Exceptions can be viewed on the Payable Time Summary or Detail pages
- One Exception will block that entire day from processing
- Corrected Exceptions must process through Time Admin in order to clear

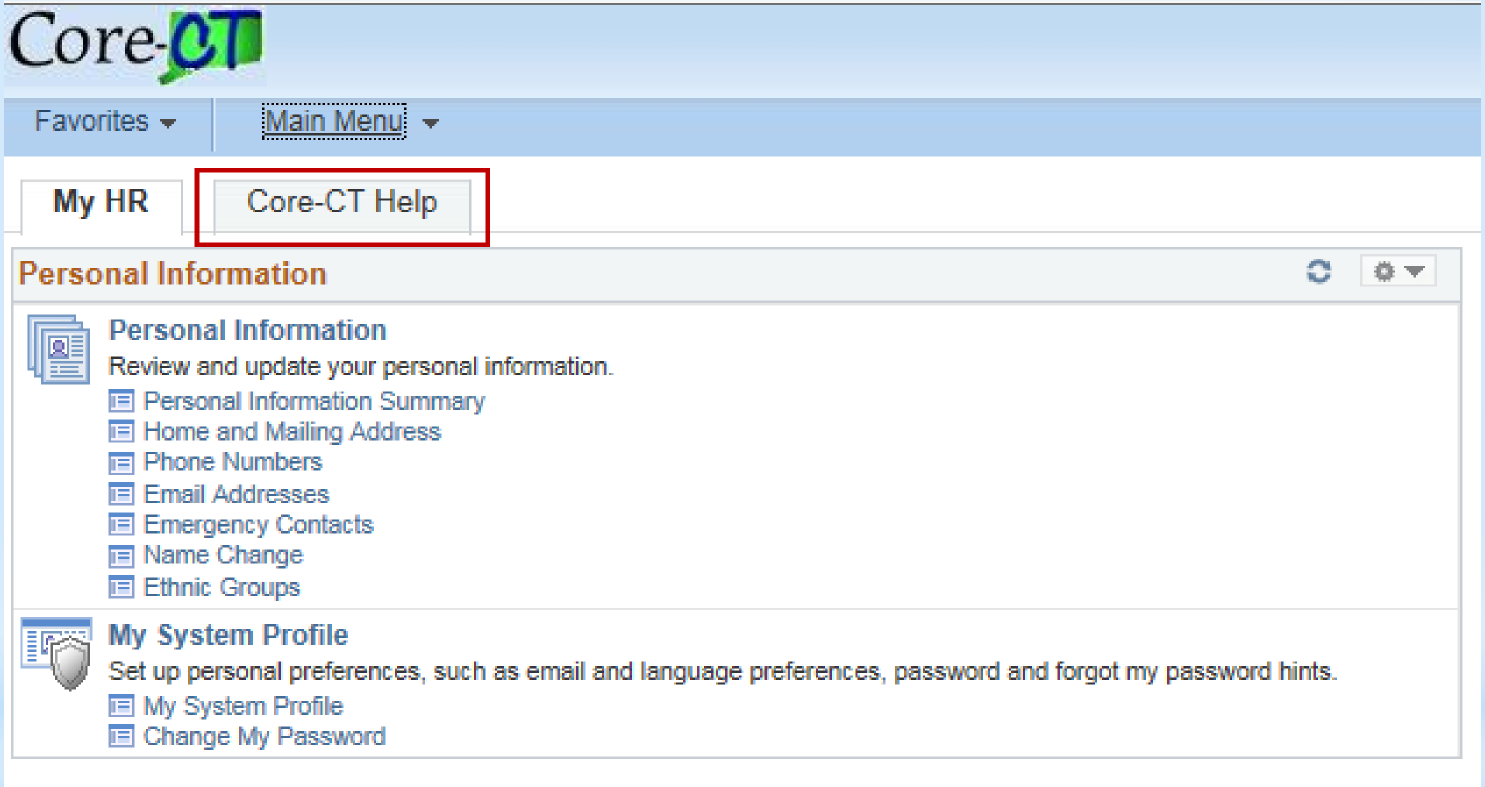
Overall Key Points

Employee Self Service Time Entry

- Entering Time: Positive - must enter all time
  Exception - only updates scheduled time

- Viewing Time: Payable Time Summary = TRC Total Hours
  Payable Time Detail = Status, Approval

- Correcting Exceptions: View on Payable Time and correct on Timesheet



Personal Information

Personal Information

Review and update your personal information.

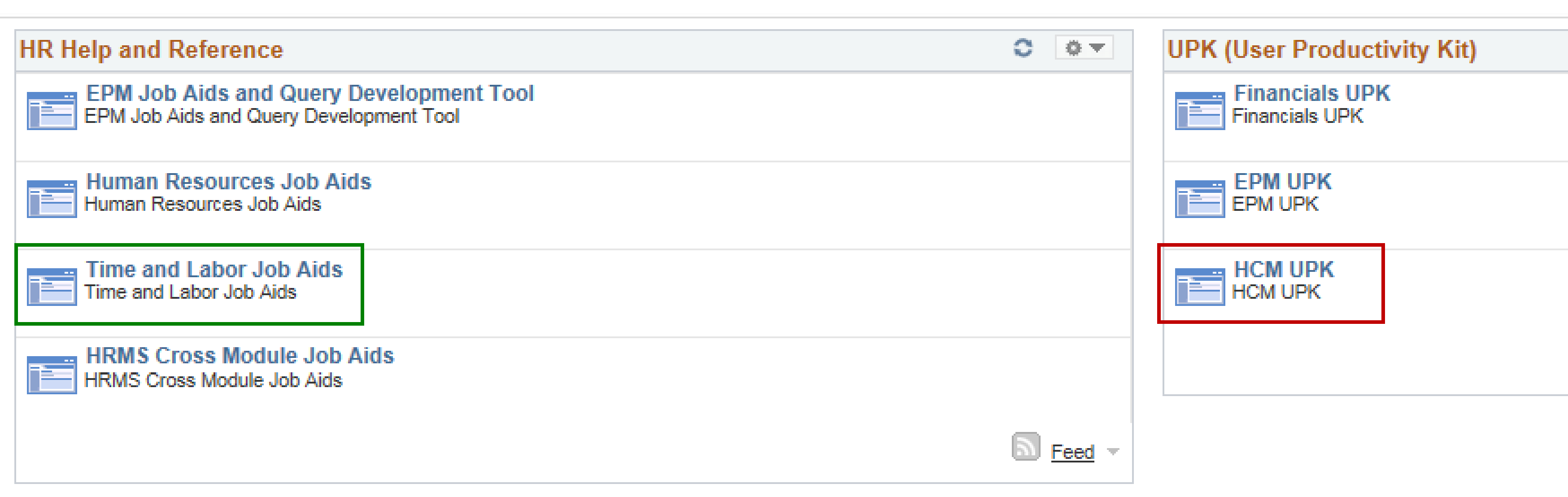
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

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

UPK Training Exercises



HR Help and Reference

EPM Job Aids and Query Development Tool
EPM Job Aids and Query Development Tool

Human Resources Job Aids
Human Resources Job Aids

Time and Labor Job Aids
Time and Labor Job Aids

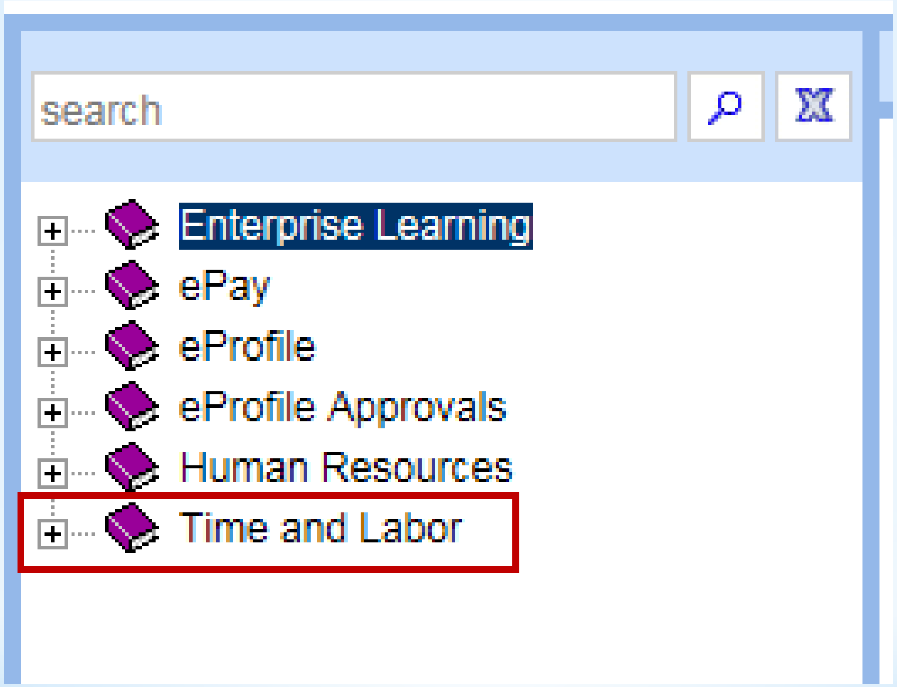
HRMS Cross Module Job Aids
HRMS Cross Module Job Aids

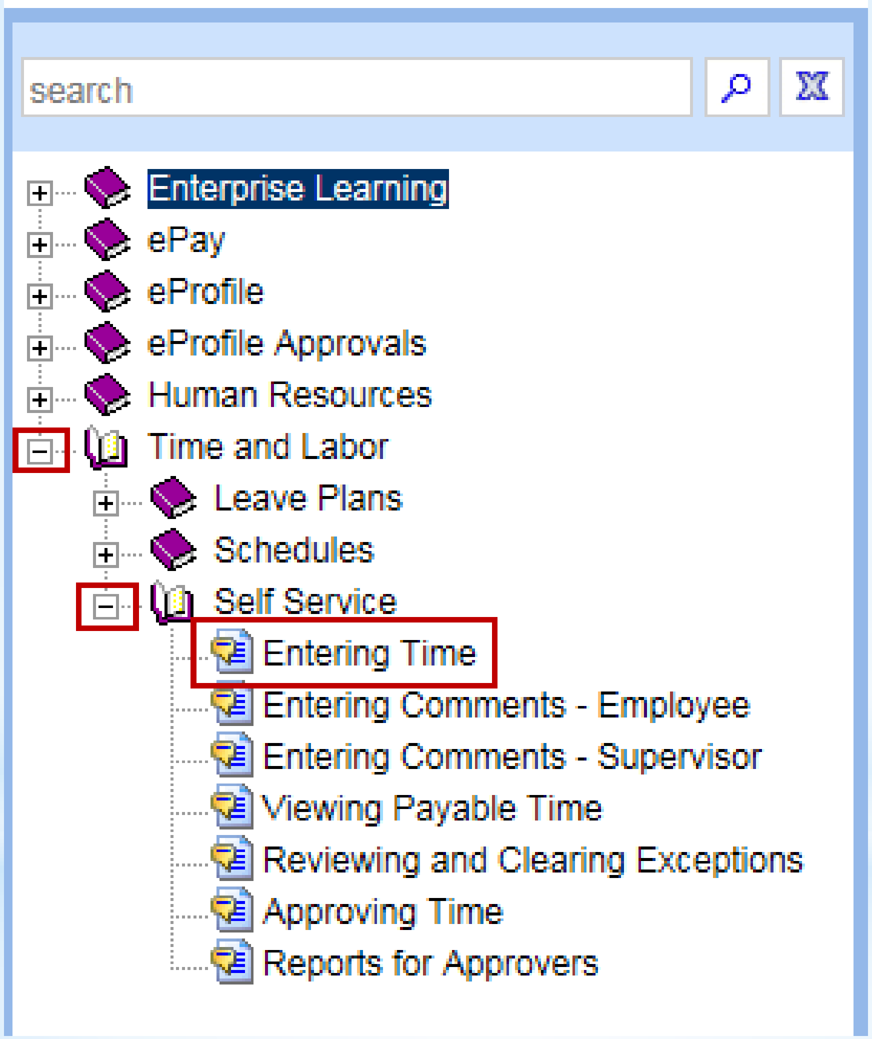
UPK (User Productivity Kit)

Financials UPK
Financials UPK

EPM UPK
EPM UPK

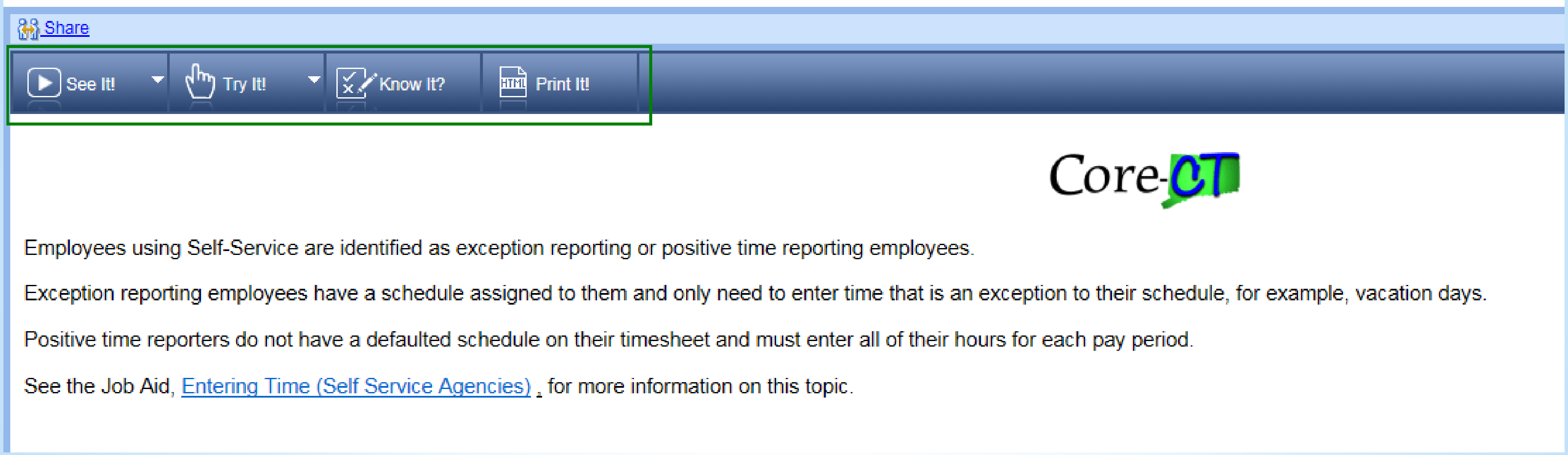
HCM UPK
HCM UPK


search
Enterprise Learning
ePay
eProfile
eProfile Approvals
Human Resources
Time and Labor



search

- Enterprise Learning
- ePay
- eProfile
- eProfile Approvals
- Human Resources
- Time and Labor
  - Leave Plans
  - Schedules
  - Self Service
    - Entering Time
    - Entering Comments - Employee
    - Entering Comments - Supervisor
    - Viewing Payable Time
    - Reviewing and Clearing Exceptions
    - Approving Time
    - Reports for Approvers



Employees using Self-Service are identified as exception reporting or positive time reporting employees.

Exception reporting employees have a schedule assigned to them and only need to enter time that is an exception to their schedule, for example, vacation days.

Positive time reporters do not have a defaulted schedule on their timesheet and must enter all of their hours for each pay period.

See the Job Aid, Entering Time (Self Service Agencies) , for more information on this topic.

UPK Training Exercises

See It!

Users watch as the system guides them through entering their time.

Try It!

Users follow prompts to enter their time. If incorrect information is typed, the system prompts user for correct information.

Know It!

Users are given limited information. If incorrect information is typed, the system gives a warning. Users can request additional information. A score is provided at the end.

Print It!

Users are able to print a User Guide similar to a job aid.

*Information on the

CORE-CT Self-Service

is posted on the

HR/Payroll web page*