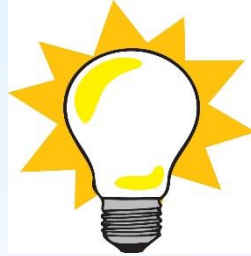




**NVCC**  
**CORE-CT SELF SERVICE**  
**TIME ENTRY TRAINING**  
**(Positive Time Reporter)**



**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

### 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

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!**

## 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](#)

My HR

Core-CT Help

## General Profile Information

BOR(NV)-Wright Susan B

### Password

[Change password](#)

[Change or set up forgotten password help](#)

Miscellaneous User Links

### Email

Personalize | Find | | First ◀ 1 of 1 ▶ Last

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business ▾	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

### IM Information

Personalize | Find | | First ◀ 1 of 1 ▶ Last

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save



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

### Positive Time Reporter

#### Timesheet

**Mickey Mouse** .....

Employee ID 456456

SU-Assistant

Empl Record 1



Actions ▾ ▾

Time Source

Schedule Information

Earliest Change Date 01/08/2016


#### Time Period


View By Week  
\*Date 03/04/2016  

Previous Period Next Period

Scheduled Hours 0.00

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
 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

Leave / Compensatory Time

Summary

Reported Time Status

Payable Time

#### Leave and Compensatory Time Balances

Personalize | Find |  |  | 1 of 1

Plan Type	Plan	Available Balance
Leave	Sick	25.00

### Timesheet

**Mickey Mouse** .....

Employee ID 456456

SU-Assistant



Empl Record 1

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 0.00

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
 					4	5	3				3	5	5			reg	

Submit

Leave / Compensatory Time

Summary

Reported Time Status

Payable Time

#### Leave and Compensatory Time Balances

Personalize Find   1 of 1

Plan Type	Plan	Available Balance
Leave	Sick	25.00

### Timesheet

**Mickey Mouse**

SU-Assistant

Employee ID 456456

Empl Record 1

Earliest Change Date 03/04/2016

Saved

Actions ▾ ▾

Time Period

View By Week Previous Period Next Period

\*Date  BY ↻

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	Description
<span>+</span>	<span>-</span>					4.00	5.00	3.00				3.00	5.00	5.00		25.00	REG	Regular

Submit

Leave / Compensatory Time

Summary

Reported Time Status

Payable Time

Leave and Compensatory Time Balances ?

Personalize | Find | 1 of 1

Plan Type	Plan	Available Balance
Leave	Sick	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
<a href="#">+</a>	<a href="#">-</a>	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG <a href="#">?</a>
<a href="#">+</a>	<a href="#">-</a>												2.00			2.00	SP <a href="#">?</a>
<a href="#">+</a>	<a href="#">-</a>								7.00							7.00	VAC <a href="#">?</a>

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

Time Period

View By Week

Previous Period Next Period

\*Date   

Scheduled Hours 0.00

Reported Hours 32.00



From Friday 02/16/2018 to Thursday 03/01/2018 

		Fri 2/16	Sat 2/17	Sun 2/18	Mon 2/19	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Total	Time Reporting Code	Descrip
					5.00											5.00	HOL 	Hol
						5.00	5.00			3.00		5.00	5.00	4.00		27.00	REG 	Regular

\*Holiday


Time Period










View By Week

\*Date   

Scheduled Hours 0.00      Reported Hours 12.00

Previous Period    Next Period  
Next Employee



From Friday 02/16/2018 to Thursday 03/01/2018 

		Fri 2/16	Sat 2/17	Sun 2/18	Mon 2/19	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Total	Time Reporting Code	Description
					2.00											2.00	HWCE 	H Wkd CTE
							3.00					2.00			3.00	8.00	REG 	Regular
					2.00											2.00	REGH 	Reg on Hol

\*Holiday Worked  
Comp Earned

Time Period

View By Week

\*Date   

Previous Period    Next Period  
Next Employee

Scheduled Hours 0.00

Reported Hours 14.00

From Friday 03/30/2018 to Thursday 04/12/2018 

		Fri 3/30	Sat 3/31	Sun 4/1	Mon 4/2	Tue 4/3	Wed 4/4	Thu 4/5	Fri 4/6	Sat 4/7	Sun 4/8	Mon 4/9	Tue 4/10	Wed 4/11	Thu 4/12	Total	Time Reporting Code	Descri
															2.50	2.50	HCU 	H CT Used
						4.50		2.50								7.00	REG 	Regular
													4.50			4.50	SICK 	Sick

**\*Holiday Comp Used**



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
<input type="checkbox"/>	<input type="checkbox"/>	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>												2.00			2.00	SP <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>								7.00							7.00	VAC <input type="text"/>


Reported Time Status							Personalize	Find			1-11 of 11
Date	Total	TRC	Description	Sched Hrs	Comments						
03/04/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/07/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/08/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/09/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/10/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/11/2016	7.00	VAC	Vacation	7.00	<input type="text"/>						
03/14/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/15/2016	5.00	REG	Regular	7.00	<input type="text"/>						
03/15/2016	2.00	SP	Sick Medical/Dental/Eye Appt	7.00	<input type="text"/>						
03/16/2016	7.00	REG	Regular	7.00	<input type="text"/>						
03/17/2016	7.00	REG	Regular	7.00	<input type="text"/>						

### Employees with multiple self-service jobs

Report Time

---

Timesheet

Mickey Mouse				Personalize   Find   	1-3 of 3
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		

## Quick Reference Guide:

### In the Time and Labor section:

- Click “Timesheet”
- For the DATE, enter the Last Day of the Pay Period
- To enter time, 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 for your time to be forwarded for approval.\***

### **When entering time, remember the following:**

- Positive Time Reporters must enter all time
- 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

### 1. Viewing Payable Time from the Timesheet

**Timesheet**

**Mickey Mouse** Employee ID 456456  
 SU-Assistant Empl Record 1  
 Actions ▾ Earliest Change Date 03/18/2016

**Time Period**

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

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 1-6 of 6



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


The screenshot displays the Core-CT web application interface. At the top left is the Core-CT logo. Below it is a navigation bar with a 'Favorites' dropdown and a 'Main Menu' dropdown. A secondary navigation bar contains two tabs: 'My HR' and 'Core-CT Help', with the latter highlighted by a red rectangular box. The main content area is titled 'Personal Information' and includes a refresh icon and a settings icon. It is divided into two sections: 'Personal Information' (with a document icon) and 'My System Profile' (with a shield icon). Each section contains a brief description and a list of links to various settings and information pages.








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

The screenshot displays a web interface with two main sections: "HR Help and Reference" and "UPK (User Productivity Kit)".

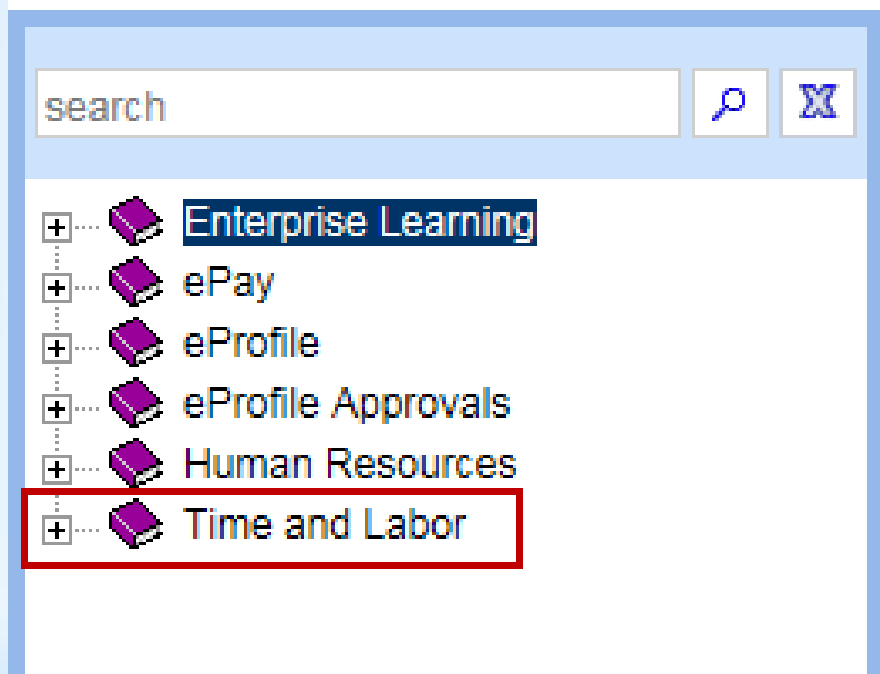
**HR Help and Reference**

- [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

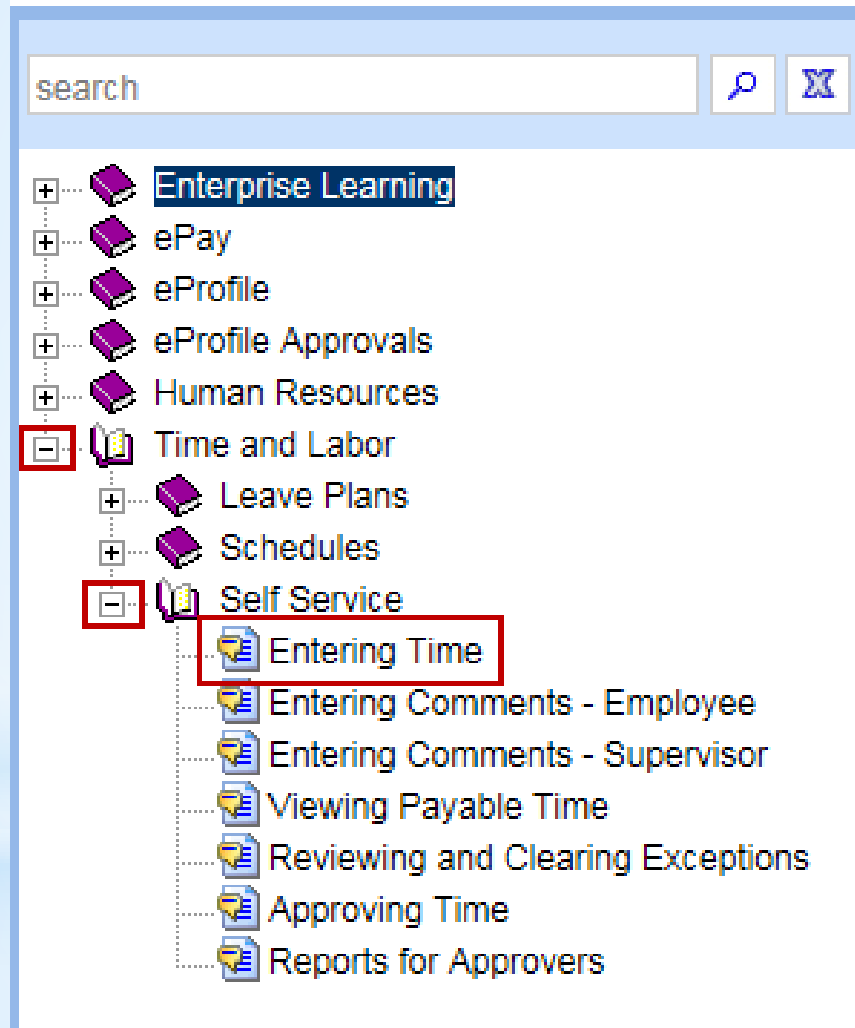
**UPK (User Productivity Kit)**

- [Financials UPK](#)  
Financials UPK
- [EPM UPK](#)  
EPM UPK
- [HCM UPK](#)  
HCM UPK

At the bottom right of the HR Help and Reference section, there is a "Feed" icon and a dropdown arrow.







Share

See It! Try It! Know It? Print It!



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.

### **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\***