



**NYCC**  
**CORE-CT SELF SERVICE**  
**APPROVER TRAINING**

4/14/16

- Supervisor - Approve Time
- Supervisor - Run Reports

### **Time and Labor Supervisor Self Service**

- **Supervisor - Approve Time**
- Supervisor – Run Reports

# \*Remember\*

## Hours of System Operation:

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

**Time MUST be approved  
by**



**5:00 PM**



**on Friday, the day after  
the end of a pay period!**

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

- Supervisors have access to approve all employees in their group(s) and need to verify that time was correctly reported
  - ❖ Notify HR immediately if an employee is missing in your group
- Supervisors can access the Timesheet directly from the Approve Payable Time page
- Time associated to an exception is not available for approval until the exception is cleared (use the Timesheet to correct Exceptions)
- If one portion of time entered generates an error, all time entered on that day is not processed; when the Exception is corrected, the entire day is then processed
- Time cannot be unapproved but it can be changed
- If time is not approved, the employee will not be paid

The screenshot displays a software interface with two main sections: 'Time and Labor' and 'Payroll'. The 'Time and Labor' section is titled 'Time and Labor' and includes a sub-section 'Time and Labor' with the description 'Report and approve time.' Below this, there are four menu items: 'Timesheet', 'Approve Time' (highlighted with a red box), 'Payable Time Summary', and 'Payable Time Detail'. The 'Payroll' section is titled 'Payroll' and includes a sub-section 'Payroll' with the description 'Review current and prior paychecks.' Below this, there are three menu items: 'View Paycheck Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'.

### Approve Payable Time

#### Approve Time for Time Reporters

**Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>

**Change Time in View**

Start Date  
 End Date

**Employees For Peter Cottontail** [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Exception
<input type="checkbox"/>	Last Name			0	0.000000	



### Approve Payable Time

#### Approve Time for Time Reporters

▼ **Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group	36080	<input type="text"/>
Employee ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY ▼	<input type="text"/>

**Change Time in View**

Start Date 
 End Date

**Employees For Peter Cottontail**

[Personalize](#) | [Find](#) | [View All](#) | [First](#) 1-2 of 2 [Last](#)

[Time Summary](#) | [Demographics](#)

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Exception
<input type="checkbox"/>	McQueen	Lightening	111111	0	24.00	
<input type="checkbox"/>	Ariel	Princess	222222	0	24.00	

### Approve Payable Time

**Lightening McQueen**

Employee ID 111111

AssociateResearchAnalyst

Employment Record 0

Actions ▾

Previous Employee      Next Employee

Start Date 03/15/2016

End Date 03/21/2016

#### Approval Details ?

Personalize | Find | View All | | 1-3 of 3 Last

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments	Override Reason Code
<input type="checkbox"/>	03/15/2016	REG	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/16/2016	REG	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/17/2016	REG	Needs Approval		8.00 Hours	Adjust Reported Time		

Select All

Deselect All

Approve

Return to Approval Summary

### Approve Payable Time

#### Approve Time for Time Reporters

**Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		<input type="text" value="321321"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>

**Change Time in View**

Start Date 
 End Date

**Employees For Peter Cottontail** Personalize | Find | View All | First 1 of 1 Last

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Exception
<input type="checkbox"/>	Last Name			0	0.000000	

### Approve Payable Time

#### Approve Time for Time Reporters

##### Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		321321
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

##### Change Time in View

Start Date 03/04/2016

End Date 03/21/2016

##### Employees For Peter Cottontail

Personalize | Find | View All

First 1 of 1 Last

##### Time Summary

##### Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Exception
<input type="checkbox"/>	Sam	Yosemite	321321	0	64.00	

### Approve Payable Time

**Yosemite Sam**

Employee ID 321321

AdministrativeAssistant

Employment Record 0

Actions ▾

Start Date 03/04/2016

End Date 03/21/2016

#### Approval Details ?

Personalize | Find | View All | 1-8 of 8 Last

Overview	Time Reporting Elements	Task Reporting Elements	Cost					
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments	Override Reason Code
<input type="checkbox"/>	03/04/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/07/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/08/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/09/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/10/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/11/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/16/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/17/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		

Select All

Deselect All

Approve

[Return to Approval Summary](#)

### Timesheet

Yosemite Sam

AdministrativeAssistant

Employee ID 321321

Empl Record 0

Actions ▾ ▾

Earliest Change Date 03/14/2016

Time Period

View By Week Previous Period Next Period

\*Date

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

[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 1-3 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

### Timesheet

Yosemite Sam  
AdministrativeAssistant



Employee ID 321321

Empl Record 0

Actions ▾ ▾


Earliest Change Date 03/04/2016

#### Time Period

View By Week  
 \*Date   

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 

### Approve Payable Time

#### Approve Time for Time Reporters

##### Employee Selection

Description	Set ID	Time Reporter Group
Time Reporter Group		<input type="text"/>
Employee ID		321321
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

##### Change Time in View

Start Date 03/04/2016

End Date 03/21/2016

##### Employees For Peter Cottontail

Personalize | Find | View All

First 1 of 1 Last

##### Time Summary

##### Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Exception
<input type="checkbox"/>	Sam	Yosemite	321321	0	80.00	



**Core-CT provides a way for you to document and view information on the Timesheet, such as why a TRC was changed.**

- The Timesheet Comments icon is located on the Reported Time Status tab on the Timesheet
- You can enter up to 32,000 characters per row for a Comment
- You can add unlimited rows for a Comment if 32,000 characters is not enough
- You cannot delete a Comment once it is saved
- You can add additional comments at any 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

### Timesheet

Yosemite Sam

AdministrativeAssistant

Actions ▾ ▾

Employee ID 321321

Empl Record 0


Earliest Change Date 03/04/2016



**Time Period**

View By Week Previous Period Next Period




\*Date   

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 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

Reported Time Status						
Date	Total	TRC	Description	Sched Hrs	Comments	
03/04/2016	8.00	REG	Regular	0.00		
03/07/2016	8.00	SFAM	Sick Family	0.00		
03/08/2016	8.00	SFAM	Sick Family	0.00		
03/09/2016	8.00	SFAM	Sick Family	0.00		
03/10/2016	8.00	SFAM	Sick Family	0.00		
03/11/2016	8.00	SFAM	Sick Family	0.00		
03/14/2016	8.00	VAC	Vacation	0.00		
03/15/2016	8.00	VAC	Vacation	0.00		
03/16/2016	8.00	REG	Regular	0.00		
03/17/2016	8.00	REG	Regular	0.00		

### Comments




Yosemite Sam

Empl ID: 321321

Job Title: AdministrativeAssistant

Empl Record: 0

							--- Resource Data ---		
Date	TRC	Quantity	Combo Code	Project ID	Activity ID	Type	Category	SubCat	
03/14/2016	VAC	8.000000							

				Personalize   Find   View All    		First	◀ 1 of 1 ▶	Last	
Operator Id	DateTime Created	Source	Comment						
1 321321	03/21/2016 9:11AM	Time Reporting							

### Comments





Yosemite Sam

Empl ID: 321321

Job Title: AdministrativeAssistant

Empl Record: 0

							--- Resource Data ---		
Date	TRC	Quantity	Combo Code	Project ID	Activity ID	Type	Category	SubCat	
03/14/2016	VAC	8.000000							

					Personalize   Find   View All      	First		1 of 1		Last
Operator Id	DateTime Created	Source	Comment							
1 321321	03/21/2016 9:11AM	Time Reporting	<div style="border: 2px solid green; padding: 5px;">                     Changed attendance from SFAM to VAC to clear an exception.                 </div>							

Message

Are you sure you want to save the comment(s) entered? (20100,22)

Once the page is saved, the comments cannot be changed.  
Press Ok to Save or press Cancel to return to the Comments page without saving.

Leave / Compensatory Time		Summary		Reported Time Status		Payable Time					
Reported Time Status							Personalize	Find			1-10 of 10
Date	Total	TRC	Description	Sched Hrs	Comments						
03/04/2016	8.00	REG	Regular	0.00							
03/07/2016	8.00	SFAM	Sick Family	0.00							
03/08/2016	8.00	SFAM	Sick Family	0.00							
03/09/2016	8.00	SFAM	Sick Family	0.00							
03/10/2016	8.00	SFAM	Sick Family	0.00							
03/11/2016	8.00	SFAM	Sick Family	0.00							
03/14/2016	8.00	VAC	Vacation	0.00							
03/15/2016	8.00	VAC	Vacation	0.00							
03/16/2016	8.00	REG	Regular	0.00							
03/17/2016	8.00	REG	Regular	0.00							



### **When entering Timesheet Comments, remember the following:**

- The Timesheet Comments icon is located on the Reported Time tab located on the Timesheet
- You may enter up to 32,000 characters per row; you can click the + (Plus) icon to add another row for the same comment
- You can not delete a saved comment
- You can return to a comment to enter additional information
- You do not need to submit the Timesheet to save the Comments
- If a comment has been entered on a date that has multiple Timesheet entries, a shaded Comments icon will appear beside each row of that date's attendance
- When viewing comments, all comments for a particular day will be displayed regardless of what page the comment was entered from

### Approve Payable Time

**Yosemite Sam**

Employee ID 321321

AdministrativeAssistant

Employment Record 0

Actions ▾

Start Date 03/04/2016

End Date 03/21/2016

#### Approval Details ?

Personalize | Find | View All | 1-10 of 10 Last

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments	Override Reason Code
<input type="checkbox"/>	03/04/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/07/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/08/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/09/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/10/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/11/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/14/2016	VAC	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/15/2016	VAC	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/16/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input type="checkbox"/>	03/17/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		

Select All

Deselect All

Approve

### Comments




Yosemite Sam

Empl ID: 321321

Job Title: AdministrativeAssistant

Empl Record: 0

--- Resource Data ---						
Date	TRC	Quantity	Combo Code	Project ID	Activity ID	Type Category SubCat
03/14/2016	VAC	8.000000				

Personalize   Find   View All      				First	1 of 1	Last
Operator Id	DateTime Created	Source	Comment			
1 321321	03/21/2016 9:11AM	Time Reporting	Changed attendance from SFAM to VAC to clear an exception.			

Save

Cancel

\*If you change time, you must:

- 1.) Change the time
- 2.) Enter in a comment
- 3.) Email the employee
- 4.) Let it run overnight

### Approve Payable Time

**Yosemite Sam**

Employee ID 321321

AdministrativeAssistant

Employment Record 0

Actions ▾

Start Date 03/04/2016

End Date 03/21/2016

#### Approval Details ?

Personalize | Find | View All | 1-10 of 10 Last

Overview **Time Reporting Elements** Task Reporting Elements Cost

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments	Override Reason Code
<input type="checkbox"/>	03/04/2016	REG	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/07/2016	SFAM	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/08/2016	SFAM	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/09/2016	SFAM	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/10/2016	SFAM	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/11/2016	SFAM	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/14/2016	VAC	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/15/2016	VAC	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/16/2016	REG	Needs Approval		8.00 Hours	Adjust Reported Time		
<input type="checkbox"/>	03/17/2016	REG	Needs Approval		8.00 Hours	Adjust Reported Time		

Select All

Deselect All

Approve

### Approve Payable Time

**Yosemite Sam**

Employee ID 321321

AdministrativeAssistant

Employment Record 0

Actions ▾

Start Date 03/04/2016

End Date 03/21/2016

#### Approval Details ?

Personalize | Find | View All | 1-10 of 10 Last

Overview	Time Reporting Elements	Task Reporting Elements	Cost					
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments	Override Reason Code
<input checked="" type="checkbox"/>	03/04/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/07/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/08/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/09/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/10/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/11/2016	SFAM	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/14/2016	VAC	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/15/2016	VAC	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/16/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		
<input checked="" type="checkbox"/>	03/17/2016	REG	Needs Approval		8.00 Hours	<a href="#">Adjust Reported Time</a>		

Select All

Deselect All

Approve

[Return to Approval Summary](#)

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

---

### Save Confirmation



The Save was successful.

OK



### Approve Payable Time

Yosemite Sam

AdministrativeAssistant

Actions ▾

Start Date 03/04/2016

End Date 03/21/2016

Select All

Deselect All

Approve

Return to Approval Summary

Employee ID 321321

Employment Record 0

### Approve Payable Time

#### Approve Time for Time Reporters

Employee Selection

Selection Criterion	Set ID	Selection Criterion Value	
Time Reporter Group		36080	<input type="text"/>
Employee ID			<input type="text"/>
Empl Record			<input type="text"/>
Last Name			<input type="text"/>
First Name			<input type="text"/>
Department	AGNCY		<input type="text"/>

Get Employees  
Clear Criteria  
Save Criteria

#### Change Time in View

Start Date 03/15/2016  End Date 03/21/2016

#### Employees For Peter Cottontail

Personalize | Find | View All | First

Time Summary | Demographics

Message

There is Needs Approval time for dates prior to the Start Date selected for employee 111111 (20100,19)

OK

### **When approving Time, remember the following:**

- Approvers can approve by Group ID or Employee ID
- Supervisors need to verify that Timesheet was submitted by verifying the Reported Hours (and not Scheduled Hours) and attendance is accurate
- Time associated to an exception is not available for approval until the exception is cleared
- Time cannot be unapproved but it can be changed on the Timesheet
- If you change time, you must update comments and notify the employee
- If Time is updated, it must reprocess through Time Admin before you can approve it
- If Time is not approved the employee will not be paid

NVCC Time Reporter Codes (TRC)

Employee May Enter/Supervisor May Approve\*

Description	TRC	Explanation	Notes:
Holiday	HOL	Indicates that a regularly scheduled workday is a designated holiday.	Use when College is closed for a Holiday or when employee does not report to work on a holiday. Must be full or half day increments only.
Holiday Comp. Used	HCU	Use whenever an employee charges leave to Holiday Comp Time.	May only be used in 1/2 day increments, except NP-2
Holiday Worked - Comp. Earned	HWCE	Use when a non-premium holiday is worked and Holiday Comp Time is earned.	Time worked on a holiday when the College is open may be HWCE only. NA faculty.
Jury Duty	LJURY	Paid leave to record employee's jury service.	Provide Payroll with Jury Slip
Overtime - General OT Code	OVT	Use whenever the rules should be used to calculate overtime	Employees are not authorized to work OVT unless approved in advance
PL Personal Leave	PL	Use to record PL time taken.	3 days/calendar year
PL Used 2003 Rowland Settlement	PL03	Use when an employee uses PL time awarded as a result of the 2003 SEBAC/Rowland Settlement Agreement.	
Regular	REG	Regular time.	
Sick Employee Illness	SICK	Employee uses Sick Time for their own illness.	No more than 5 days/cal year all BUs, except NP-5, which is 3 days/cal year
Sick Family	SFAM	Use when employee uses Sick Time to attend to family illness.	5 days/occurrence all BUs, except NP-5, which is 3 days/occurrence
Sick Funeral Immediate Family	SFFNR	Use when employee uses Sick Time to attend to a funeral in their immediate family.	3 days/calendar year
Sick Funeral Non Immediate Fam	SFNRL	Use when an employee is using Sick Time to attend a funeral for other than their immediate family.	
Sick Medical/Dental/Eye Appt	SP	Use for an employee's medical appointments.	
Vacation	VAC	Use when employee takes Vacation.	
Weather Closing	LWWTR	Paid leave when agencies are closed as a result of weather conditions.	When authorized by President

Contact HR Office:  
 Family Medical leave  
 Governor Closing  
 Union Picnic Party  
 Union Business Release  
 Unpaid leave  
 Workers' Compensation

Accrued Time Off Usage				
Bargaining Unit	Accrued Leave Plan	Increments	Advance Notice	Waiting period for new hires
Clerical (NP-3)				
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)
Congress/AFSCME				
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)
AFT				
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)

### **Time and Labor Supervisor Self Service**

- Supervisor - Approve Time
- **Supervisor – Run Reports**

**Time & Labor reports can assist you in being proactive in identifying potential issues.**

- The Run Control ID is the name of your Report
- Once a Run Control ID is saved, it can be reused
- You can run reports for all employees you have access to by choosing an individual employee, a group of employees or a department
- You can set up reports for specific conditions

The screenshot displays the Core-CT web application interface. The top navigation bar includes 'Favorites' and 'Main Menu'. The left sidebar contains 'My HR' and 'Personal Information' sections. The main content area shows a hierarchical menu structure:

- Core-CT EPM
- Core-CT HRMS
- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence
- Payroll Interface
- Workforce Development
- Organizational Development
- Administer Training
- Workforce Monitoring
- Set Up HCM
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

The 'Time and Labor' folder is expanded, showing a list of reports:

- Report Time
- View Time
- Process Time
- Approve Time
- View Exceptions and Attendance
- Enroll Time Reporters
- Reports
- Time and Labor Set Up

The 'Reports' folder is further expanded, displaying a list of report titles:

- 120 Day Rehired Ret. CTHRR017
- Attendance Report - CTTLR375
- Bi-Weekly Timesheet CTTLR201
- DOC Sched TS - CTTL203C
- Expired Comp Time - CTTLR356
- GAAP Report - CTTLR370
- Leave Accrual Bal - CTTLB355
- Leave Accrual Bal DaysCTTL103A
- Leave Accrued/Proc - CTTLR360
- Monthly Leave Accrual CTTLR357
- Override Rate Usage - CTTLR105
- Payable Time Maint. - CTTLR390



- 120 Day Rehired Ret. CTHRR017
- Attendance Report - CTTLR375
- Bi-Weekly Timesheet CTTLR201
- DOC Sched TS - CTTL203C
- Expired Comp Time - CTTLR356
- Leave Accrual Bal - CTTLB355
- Leave Accrual Bal DaysCTTL103A
- Leave Accrued/Proc - CTTLR360
- Monthly Leave Accrual CTTLR357
- Proj Bi-Weekly TS CTTL201A
- Proj Sched Bi-Wkly TS CTTL203A
- Reported Time - CTTLR358
- Sched Bi-Weekly - CTTLR203
- Schedule Report - CTTLR055
- TRC Usage Report - CTHRR460
- Time Summary Report CTTLR251

- exp Comp & Holiday CTTLR354
- Deleted Vacation Time Report
- Leave Accrued by Union/Plan
- Monthly Accrual Difference
- Unproc Timesheets CTTLR403
- Scheduled Hours
- TimeCard
- Payable Status Report CTTLR252
- Comp Time Report - CTTLR395
- T&L Exception Rpt - CTTLR365
- Comp and Holiday - CTTLR400
- Comments Report - CTTLR352
- Vacation Max Report - CTTLR350
- Job Hrs vs Leave Hrs CTTLR420
- Term Emps in Lv Plans CTTLR421

### TRC Usage Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

#### ▼ Search Criteria

Search by: Run Control ID begins with

Include History  Case Sensitive

Limit the number of results to (up to 300):

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**TRC Usage Report**

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

TRC Usage Report - CTHRR460

Run Control ID SickFamily      Report Manager Process Monitor     

---

**Report Parameters**

Dates to Report	Report Style
*Begin Date: <input type="text"/> <input type="button" value="BY"/> *End Date: 03/21/2016 <input type="button" value="BY"/>	<input checked="" type="checkbox"/> Show Report Detail <input type="checkbox"/> Page Break By Employee

**Employees To Report**

Set ID:

Union Code:

Department	Description

Group ID:

Empl ID	Name	Job Code Description

---

**Report Request Options**

Run By TRC

Time Reporting Codes ( leave blank to report all TRCs )

--

Run By Override Reason Code

Override Reason Codes (leave blank to run all)

--

TRC Usage Report - CTHRR460

Run Control ID SickFamily
Report Manager Process Monitor
Run

### Report Parameters

Dates to Report	Report Style
<div style="border: 2px solid red; padding: 2px;">           *Begin Date: <input type="text" value="01/01/2015"/> *End Date: <input type="text" value="12/31/2015"/> </div>	<input checked="" type="checkbox"/> Show Report Detail <input type="checkbox"/> Page Break By Employee

### Employees To Report

Set ID:

Union Code:

		Description
<input checked="" type="radio"/>	<div style="border: 2px solid red; padding: 2px;">Group ID: <input type="text" value="36080"/></div>	Asst Director Registration AR

	Empl ID	Name	Job Code Description
<input type="radio"/>			

### Report Request Options

Run By TRC

#### Time Reporting Codes ( leave blank to report all TRCs )


+	-	<input type="text" value="SFAM"/>	Q	Sick Family
+	-	<input type="text" value="SCFS"/>	x Q	FMLA Combo Family Sick

### Process Scheduler Request

User ID 654654

Run Control ID SickFamily

Server Name

Run Date  

Recurrence

Run Time

Time Zone  

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TRC Requirement Report	CTHRR460	SQR Report	Web	PDF	Distribution

TRC Usage Report - CTHRR460

Run Control ID SickFamily

**Report Manager** Process Monitor

Run

Process Instance:1182

### Report Parameters

Dates to Report	Report Style
*Begin Date: 01/01/2015 <input type="text"/> <input type="button" value="31"/> *End Date: 12/31/2015 <input type="text"/> <input type="button" value="31"/>	<input checked="" type="checkbox"/> Show Report Detail <input type="checkbox"/> Page Break By Employee

### Employees To Report

Set ID:

Union Code:

	Description

Group ID: 36080   Asst Director Registration AR

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

---

**View Reports For**

Folder  Instance  to

Name  Created On   Last  1 Days

**Reports** [Personalize](#) | [Find](#) | [View All](#) |  |

[First](#)  1 of 1  [Last](#)

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<input type="text" value="CTHRR460"/>	TRC REQUIREMENT REPORT	General	03/21/16 3:42PM	1132	1182



Report		
Report ID	1132	Process Instance 1182
Name	CTHRR460	Process Type SQR Report
Run Status	Success	
TRC Requirement Report		
Distribution Details		
Distribution Node	PRODRPTFTP	Expiration Date 04/20/2016
File List		
Name	File Size (bytes)	Datetime Created
SQR_CTHRR460_1182.log	1,742	03/21/2016 3:42:34.500729PM EDT
<b>cthr460_1182.PDF</b>	2,970	03/21/2016 3:42:34.500729PM EDT
cthr460_1182.out	547	03/21/2016 3:42:34.500729PM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	654654	

Report ID: DHR460

State of Connecticut  
TRC REQUIREMENTS REPORT

Page No. 1  
Run Date 03/21/2016  
Run Time 15:42:20

Group: 36080 Asst Director Registration AR

Report Begin Date: 01/01/2015

Report End Date: 12/31/2015

Report TRCs: SCFS, SFAM

Show Detail: Y

Employee Name	EmplID	Empl Rcd	Date Under Report	Union Code	TRC	Description	Hours	Override Reason
Sam, Yosemite	111111	0	03/12/2015	16	SFAM	SickFamily	2.00	
Totals					SFAM	SickFamily	2.00	

### **When running a report, remember the following:**

- You can search for an existing report or add a new one
- When you run a report, its parameters are automatically saved
- After you have run a report, you can save it, delete it, or print it
- You can run a report for one employee or a group of employees
- You can set up reports for specific conditions
- You can send reports to other users through Core-CT

### Approving Time:

- Time can not be unapproved
- Time can be changed
- Attendance changes must be processed and approved

### Running Reports:

- Run Control ID: Report's Name
- Set up report once and reuse
- Run reports by employee or group

\*Information on the CORE-CT Self-Service is posted on the HR/Payroll web page\*

**Questions?**