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



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

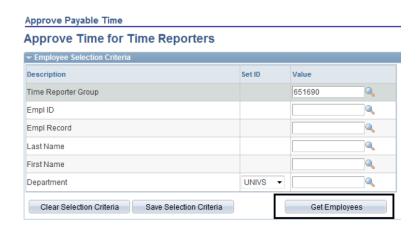


Click "Look Up" and select the code for your department





- 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
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 unanticpated circumstances	6 months
	Holiday Comp	1/2 Day	Yes	N/A (as earned)