

Division of Public Defender Services

Core-CT

Employee Self-Service Time Entry

ENTERING TIME

The screenshot displays the Core-CT web application interface. At the top left is the Core-CT logo, and at the top right is a 'Home' link. Below the logo are two tabs: 'My HR' and 'Core-CT Help'. The main content area is divided into several sections:

- Personal Information:** A section with a refresh and settings icon. It contains two sub-sections:
 - Personal Information:** 'Review and update your personal information.' with links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups.
 - My System Profile:** 'Set up personal preferences, such as email and language preferences, password and forgot my password hints.' with links for My System Profile and Change My Password.
- Payroll:** A section with a refresh and settings icon. It contains one sub-section:
 - Payroll:** 'Review current and prior paychecks.' with links for View Paycheck Information, View W-2/W-2c Forms, and W-2/W-2c Consent.
- Time and Labor:** A section with a refresh and settings icon. It contains one sub-section:
 - Time and Labor:** 'Report and approve time.' with links for Timesheet, Approve Time, Payable Time Summary, and Payable Time Detail. The 'Timesheet' link is highlighted with a red box.

Timesheet

Daffy Duck

Employee ID 123123

IT SubjMatterExpert

Empl Record 0

Actions ▾ Time Source Schedule Information

Earliest Change Date 01/08/2016

Time Period

View By Week **PAY PERIOD START DATE** Previous Period Next Period

*Date 03/04/2016

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

Submit

Leave / Compensatory Time Summary Reported Time Status Payable Time

Leave and Compensatory Time Balances

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

Regular hours are entered first

View By Week Previous Period Next Period
Previous Employee Next Employee

*Date 31 ↻

Scheduled Hours Reported Hours **80.00**

From Friday 05/12/2017 to Thursday 05/25/2017 ?

	Fri 5/12	Sat 5/13	Sun 5/14	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri 5/19	Sat 5/20	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Total	Time Reporting Code
<input type="checkbox"/>	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	REG <input type="text"/>

Enter Time: must enter all time and insure that total hours submitted equal schedule hours (i.e. 40 hrs. per week will total 80 hrs. submitted)

Employee Self-Service Time Entry Common Codes

REG	Regular Hours
SICK	Illness/ Injury Of Employee
SP	Medical And Dental Appointments
SFAM	Family Sick Immediate Family
SFFNR	Family Funeral
SFNRL	Funeral
ULSCK	Approved Medical Leave
VAC	Vacation
PL	Personal Leave
HOL	Holiday
RTRNG	Work Related Training

Entering an additional time code requires adding a line

Timesheet

Daffy Duck

Employee ID 123123

IT SubjMatterExpert

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

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="checkbox"/>	<input type="checkbox"/>	7.00			7.00	7.00	7.00	7.00				7.00	7.00	7.00	7.00	70.00	REG	Regular
<input type="checkbox"/>	<input type="checkbox"/>								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

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 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	61.00	REG	Regular
									7.00							7.00	VAC	Vacation
													2			2.00	sp	

Daily columns need to add up to the daily scheduled hrs.

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



No accruals or one day

Timesheet

Saved

Daffy Duck
IT SubjMatterExpert

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

Actions

Time Period

View By Week Previous Period Next Period

*Date

Scheduled Hours Reported Hours

Reported Hours Have To Be 80 Hrs.

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="button" value="+"/>	<input type="button" value="-"/>	7.00			7.00	7.00	7.00	7.00				7.00	5.00	7.00	7.00	61.00	REG	Regular
<input type="button" value="+"/>	<input type="button" value="-"/>												2.00			2.00	SP	Sick Appt
<input type="button" value="+"/>	<input type="button" value="-"/>								7.00							7.00	VAC	Vacation

Once submit is hit you will see a saved message

Leave / Compensatory Time Summary Reported Time Status Payable Time

Once submitted accrual balances will change

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

When entering time, remember the following:

- Must make sure that reported hours equals 80
- Timesheet leave balances are updated real time
- Attendance needs to be validated during Time Admin before it can be approved. If any errors, supervisor will send back for correction. **MUST CORRECT IMMEDIATELY**
- Only approved payable time will be sent to Payroll

Timesheet Errors

- Reported hours don't equal 80
- Over use of SFAM or Funeral Leaves
- Supervisor will notify you, you will be required to correct immediately and then re-submit again for approval.
- If you are not available to correct, Human Resources should be contacted to make correction.

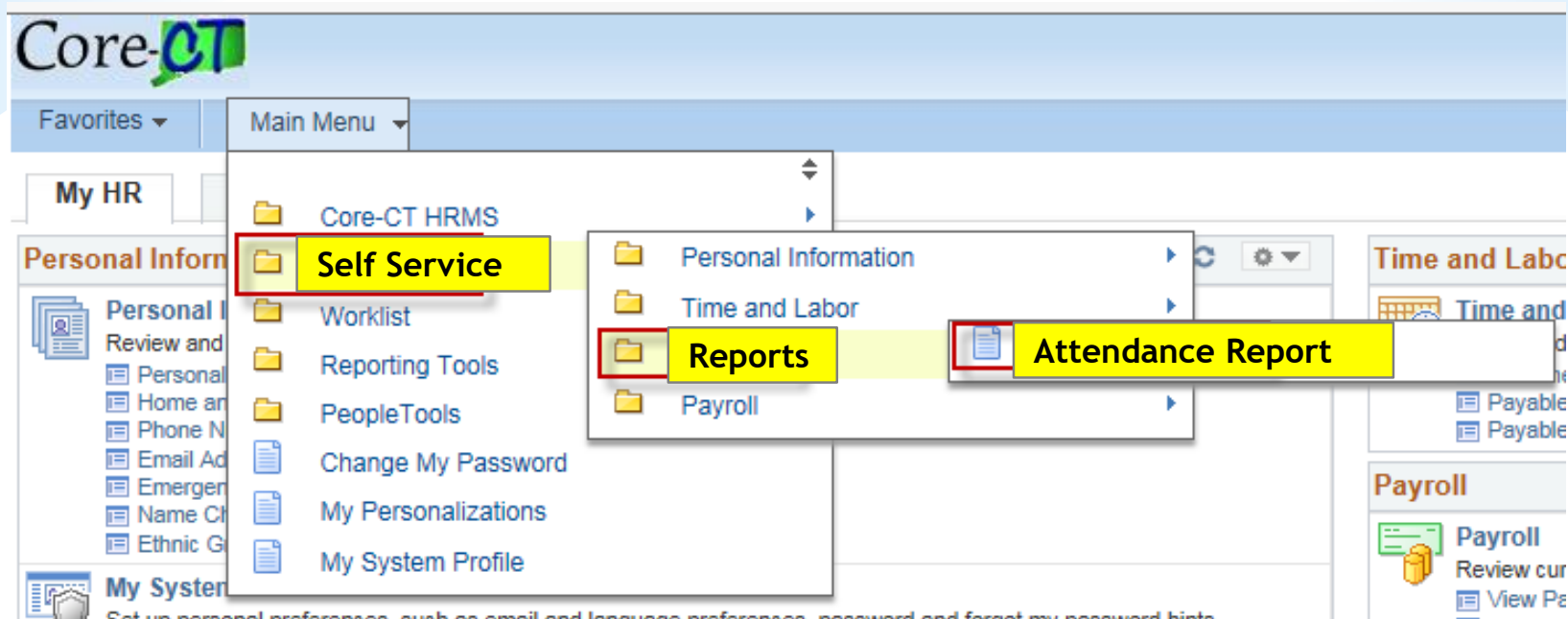
Time and Labor Employee Self Service

- Employee - Enter Time
- **Employee - Running Attendance Report**

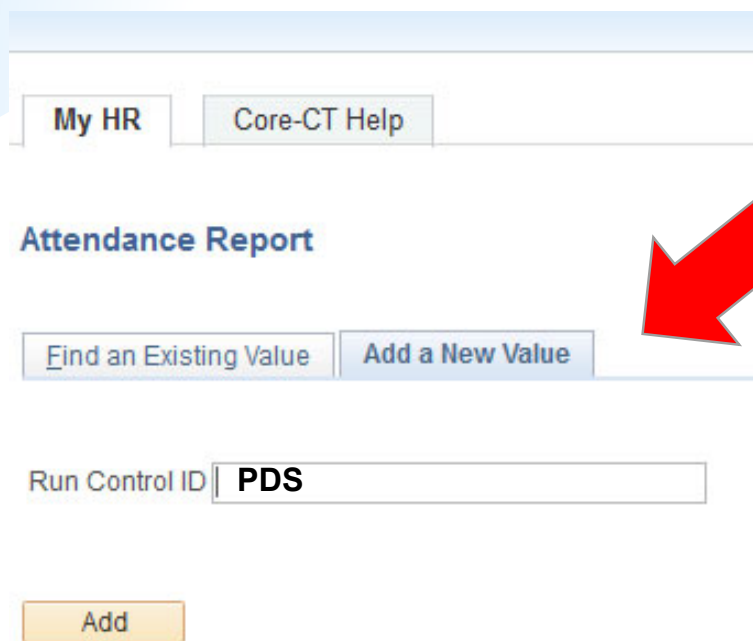
When viewing your attendance information, remember the following:

- Up to one year's worth of attendance can be printed to a report
- The Run Control is the name of your report
- You can view, print or save your report

Navigate to the Attendance Report



Creating the Attendance Report



The screenshot shows a web interface for creating an attendance report. At the top, there are two buttons: "My HR" and "Core-CT Help". Below them is the heading "Attendance Report". Underneath the heading are two buttons: "Find an Existing Value" and "Add a New Value". A red arrow points to the "Add a New Value" button. Below these buttons is a text input field labeled "Run Control ID" containing the text "PDS". Below the input field is an "Add" button. A second red arrow points to the "Add" button.

Use last name

Attendance Report (Self Svc)

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

[Add](#)

Ct Runctl TI375 Ss

Run Control ID MyAttendance Report Manager Process Monitor Run

Report Parameters

Empl ID	321321
Empl Record	<input type="text" value="0"/>
*Year	<input type="text" value="2003"/>
Month	January
Include Accrual Page	<input type="text" value="N"/>

Save Notify Add Update/Display

This will go forward one year from month selected

Process Scheduler Request

User ID 321321

Run Control ID MyAttendance

Server Name **PSUNX** ▼

Choose the server

Run Date 03/21/2016

Recurrence ▼

Run Time 10:32:43AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Attendance Report	CTLR375A	SQR Report	Web ▼	PDF ▼	Distribution

OK

Cancel

Leave as shown

Ct Runctl TI375 Ss

Run Control ID MyAttendance Report Manager Process Monitor **Run**

Report Parameters

Empl ID	321321
Empl Record	<input type="text"/> <input type="button" value="Q"/>
*Year	2015
Month	October
Include Accrual Page	<input type="checkbox"/> Y

This will run report that shows accruals received & used

Accruals and Leaves posted last payroll

Save Return to Search Previous in List Next in List Notify Add Update/Display

Process Scheduler Request

User ID 321321

Run Control ID MyAttendance

Server Name **PSUNX**

Run Date 03/21/2016

Recurrence

Run Time 10:32:43AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Format	Distribution
<input checked="" type="checkbox"/>	Attendance Report	CTRL375A	SQR Report	PDF	Distribution

- Email
- File
- Printer
- Web

USE WEB & PDF

OK

Cancel

List Explorer Administration Archives

View Reports For

Folder: Instance: to Refresh

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 CTLR375A	ATTENDANCE REPORT	General	03/21/16 10:47AM	1128	1179

Give it a few minutes, refresh and then click here to view report

Attendance Report

Browser address bar: /u01/psoft/cfg/HRPRD/appserv/ X +
 https://corehr.ct.gov/psreports/HRPRD/5335835/cttlr375_8562289.PDF

Page No. Run Date Run Time

Report ID: CTTLR375
 Bold TRC has a Outside Reason Code attached
 Underlined than 10 rows

653686 0 Location: OPM064028 Jobcode: 5256MP Dept Id: OPM20000 Off of Policy and Management

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
JAN	HOL 8.00	VAC 8.00			REG 8.00	REG 8.00	REG 8.00	REG 8.00	REG 8.00			REG 8.00	REG 8.00	REG 8.00	REG 8.00	REG 8.00			HOL 8.00	SICK 8.00	SICK 8.00	SICK 8.00	SICK 8.00			LWGOV 1.00	LWGOV 8.00
	VAA 40.00																										REG 7.00
FEB		LWGOV 2.00	REG 8.00	REG 8.00	REG 4.50	REG 8.00			REG 8.00	REG 8.00	REG 8.00	HOL 8.00	VAC 8.00			HOL 8.00	REG 8.00	REG 8.00	PL 1.00	PL 0.50			REG 8.00	REG 7.50	REG 8.00	REG 8.00	REG 8.00
	REG 6.00			SP 3.50															REG 7.00	REG 7.50			SP 0.50				
MAR	REG 8.00	REG 8.00	PL 0.50	SICK 4.00	REG 8.00				REG 7.50	REG 8.00	REG 8.00	REG 8.00	REG 8.00			REG 8.00	REG 8.00	REG 8.00	REG 8.00	REG 8.00			REG 8.00	REG 8.00	REG 8.00	REG 8.00	REG 8.00

From web page you can save as PDF or print



Accrual Report Section

Report ID: CTTLR375
 Bold TRC has a Override Reason Code attached
 Underlined TRC indicates more than 10 rows

State of Connecticut
 EMPLOYEE ATTENDANCE FROM JAN 2015 TO DEC 2015

Page No. 3
 Run Date 05/26/2017
 Run Time 14:44:11

653686 0 Location: OPM064028 Jobcode: 5256MP Dept Id: OPM20000 Off of Policy and Management

Accrual Proc Dt	Hrs Carried Ovr	Hrs Earned YTD	Hrs Taken YTD	Hrs Adjusted YTD	Hrs Taken Unproc	Hrs Adjust Unproc	Hrs Balance
SICK							
01-JAN-2015	86.71	10.00	0.00	0.00	0.00	0.00	96.71
08-JAN-2015	86.71	10.00	0.00	0.00	24.00	0.00	72.71
22-JAN-2015	86.71	10.00	24.00	0.00	0.00	0.00	72.71
01-FEB-2015	86.71	20.00	24.00	0.00	11.50	0.00	71.21
05-FEB-2015	86.71	20.00	35.50	0.00	0.00	0.00	71.21
19-FEB-2015	86.71	20.00	35.50	0.00	0.00	0.00	71.21
01-MAR-2015	86.71	30.00	35.50	0.00	8.50	0.00	72.71
05-MAR-2015	86.71	30.00	44.00	0.00	0.50	0.00	72.21
19-MAR-2015	86.71	30.00	44.50	0.00	0.00	0.00	72.21
01-APR-2015	86.71	40.00	44.50	0.00	0.00	0.00	82.21
02-APR-2015	86.71	40.00	44.50	0.00	8.00	0.00	74.21
16-APR-2015	86.71	40.00	52.50	0.00	0.00	0.00	74.21
30-APR-2015	86.71	40.00	52.50	0.00	0.00	0.00	74.21
01-MAY-2015	86.71	50.00	52.50	0.00	0.00	0.00	84.21
14-MAY-2015	86.71	50.00	52.50	0.00	0.00	0.00	84.21
28-MAY-2015	86.71	50.00	52.50	0.00	0.00	0.00	84.21
01-JUN-2015	86.71	60.00	52.50	0.00	8.00	0.00	86.21
11-JUN-2015	86.71	60.00	60.50	0.00	3.00	0.00	83.21
25-JUN-2015	86.71	60.00	63.50	0.00	0.00	0.00	83.21
01-JUL-2015	86.71	70.00	63.50	0.00	0.00	0.00	93.21

Running an Previously Created Report

Attendance Report (Self Svc)

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

Case Sensitive

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

Search

[Advanced Search](#)

Use last name

Report

Report ID 1128 Process Instance 1179 [Message Log](#)
Name CTRL375A Process Type SQR Report
Run Status Success

Attendance Report

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 04/20/2016

Select PDF for report

File List

Name	File Size (bytes)	Datetime Created
SQR_CTRL375A_1178.log	1,744	03/21/2016 10:47:49.083826AM EDT
ctrl375a_1178.PDF	6,026	03/21/2016 10:47:49.083826AM EDT
ctrl375a_1178.out	219	03/21/2016 10:47:49.083826AM EDT

When running and/or viewing the Attendance Report, remember the following:

- The Run Control is the name of your report.
- Up to one year of attendance & accruals can be viewed on a report
- The reports can be printed or saved
- Only time that has been approved and posted through payroll processing on the thursday during the week between pay periods will be included on the reports.

REMINDER: TIME SHEETS MUST BE SUBMITTED FOR APPROVAL BY 4:00 PM ON THURSDAY PAY DAY.

NO TIME SHOULD BE ENTERED ON WEDNESDAY OR THURSDAY DURING THE WEEK BETWEEN PAY DAYS.