ADS CORE EDIT/UPDATE ROSTER APPLICATION

Data was provided by CORE-CT on June 3rd, and will be supplied to CORE for upload at noon <mark>on Friday, 12-Jun</mark> regardless of whether you've completed your CORE updates.

CORE uploads this data to populate the following FY2010 position data elements:
- Program Codes – verify the Pgm01 through Pgm05 fields and edit as necessary
- CT_Fin_DeptID - inspect the CT_Fin_DeptID01 through CT_Fin_DeptID05 fields and edit as necessary

- Core FTE – review and update the fields labeled Core FTE01 through Core FTE05 as necessary to comply with the CORE convention where FTE = Scheduled Hours for the position ÷ Normal Hours for the Job Class; pay special attention to positions in your authorized count

- Core Adds to FTE – review and update the roster field labeled "Core Adds to FTE" (Yes/No values obtained from the CORE interface file) so that each authorized position is coded to Yes

- Budget Reference – edit as necessary; no changes are required for positions coded to appropriated funds and the non-appropriated funds shown below (the CORE upload will automatically increment these positions to the FY2010 HR combination code):

Appropriated	Code	Fund Title
Yes	11000	General Fund
Yes	12001	Transportation Fund
Yes	12003	Banking Fund
Yes	12004	Insurance Fund
Yes	12006	Consumer Counsel and Public Utility Fund
Yes	12007	Workers' Compensation Fund
Yes	12010	Soldiers, Sailors', and Marines' Fund
Yes	12013	Regional Market Operating Fund
Yes	12014	Criminal Injuries Compensation Fund
No	12020	Regional Community College Operating Fund
No	12026	Environmental Quality Fund
No	12027	Conservation Fund
No	12031	Labor-ESD
No	12033	Economic Development Fund
No	12034	Economic Assistance Bond Fund
No	12035	Economic Assistance Revolving Fund.
No	12039	Housing Repayment & Revolving Loan Fund
No	12060	Federal and Other Activities (certain agencies)
No	12062	Boating Fund
No	13019	Urban Acts
No	13033	Transportation Infrastructure
No	13044	Bond Fund
No	21005	Auto Emissions
No	21009	Bradley Enterprise Fund
No	21014	Clear Water Fund (certain agencies)
No	22001	Correction Industries

No	22002	Tech Services Revolving Fund
No	22003	General Services Revolving Fund

Edit the BudRef01 through BudRef05 values as necessary so that positions coded to non-appropriated funds not listed above point to the appropriate CORE HR combination code.

- Chartfield1, Chartfield2, Project Id – review and edit each of these fields as necessary, splits 01 through 05

The CORE Fiscal Year End HR Job Aid is available via the link below:
http://www.core-ct.state.ct.us/user/hrjobaids/fye/2009_hr_fye.doc

CORE Edit Processing
Click *Start/All Programs/FY2010-2011 Midterm/FY2010 ADS Desktop* to login; complete the panel with your username and password then click OK. Click the CORE Edit button on the main menu. Use the drop-down lists on the Selection Criteria tab to pull up subsets of roster records; for example, all positions coded to SID 10010.

Data is shown on the Core Edits screen. The software enables updates only to those fields listed in the bullets above; these fields are shown with white (direct entry) or yellow (double-click for a list) background. Protected fields are shown with a green background, and will not be updated via the upload.

Menu Commands:
- Edit/Find and Edit Find/Replace – similar to the word processing or spreadsheet software functionality; Find produces a subset of records with a specific value based on the selected column, while Find/Replace changes found records based on your "Replace With" entry

- Filter - select from 1 to 3 fields and enter values to reduce the number of records displayed; Filter Reset restores the original display

- Sort - provides 3 sort fields; select a value from each of the lists provided and choose ascending or descending order

- Save - saves all edits made in the current session, and is active after a change is made and you move off the revised cell.