University of Connecticut

List of UPKs

Purpose: The following UPKs are available to aid you in completing transactions in Core-CT:

#	Module	UPK Name
1	Introduction	Introduction to UConn Core-CT
2	Introduction	Understanding Navigation Paths
3	Human Resources	Entering Your School and Degree Information
4	Human Resources	Submitting a Request to Change Your Name
5	Human Resources	Updating Your Personal Information
6	Human Resources	Hire an employee Using Smart HR Templates
7	Human Resources	Navigating Smart HR
8	Human Resources	Using the Worklist to View and Approve Pending Transactions
9	Time and Labor	Entering Comments on the Timesheet - Employee
10	Time and Labor	Entering Time
11	Time and Labor	Viewing Payable Time
12	Time and Labor	Approving Time
13	Time and Labor	Entering Comments on the Timesheet - Supervisor
14	Time and Labor	Reviewing and Clearing Exceptions
15	Payroll	Completing Your CT W-4 Form
16	Payroll	Completing Your Federal W-4 Form
17	Payroll	Viewing and Printing Your Paycheck
18	Payroll	Adding or Modifying Foundation Deductions