



University of Connecticut

Entering Time: Special Payroll Employees

Overview This job aid instructs special payroll time reporters on the steps necessary to complete their timesheet. Special Payroll employees (Teaching and Non-Teaching) enter their time differently than the rest of the employee population because their timesheets do not automatically populate with their scheduled time; special payroll employee timesheets are blank before submission.

Special payroll employees will use the following time reporting codes to enter time in accordance with their work schedules:

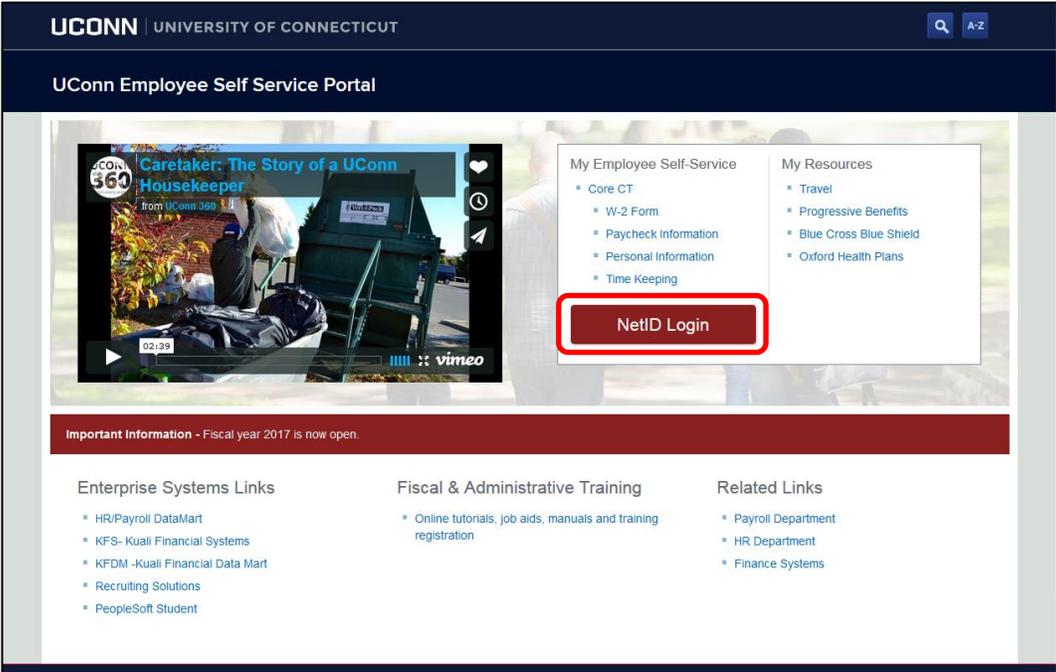
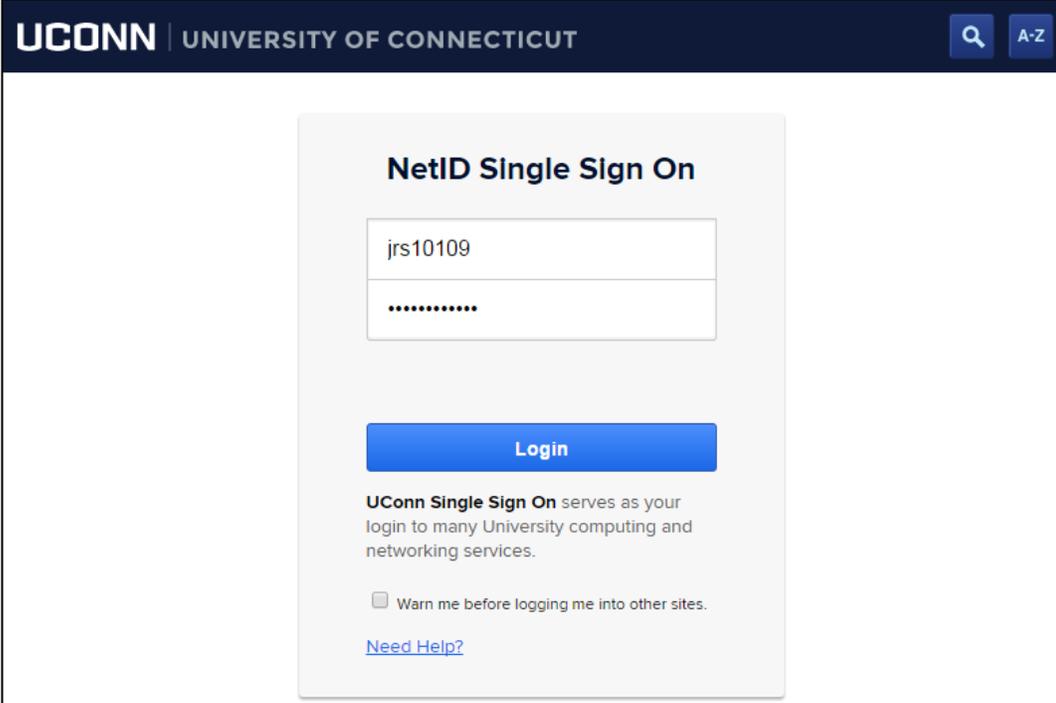
Code	Purpose
REG	Enter for any regular time worked. REG time is entered in number of hours worked (i.e. 4.0 hours)
REG17	Enter for any regular time worked if you are a <u>Non-Resident Alien code 17</u> . REG17 time is entered in number of hours worked.
REG18	Enter for any regular time worked if you are a <u>Non-Resident Alien code 18</u> . REG18 time is entered in number of hours worked.
REG19	Enter for any regular time worked if you are a <u>Non-Resident Alien code 19</u> . REG19 time is entered in number of hours worked.
REGPD	This time reporting code is used to enter a flat rate for an agreed upon amount. Special Payroll employees should not select this time reporting code.

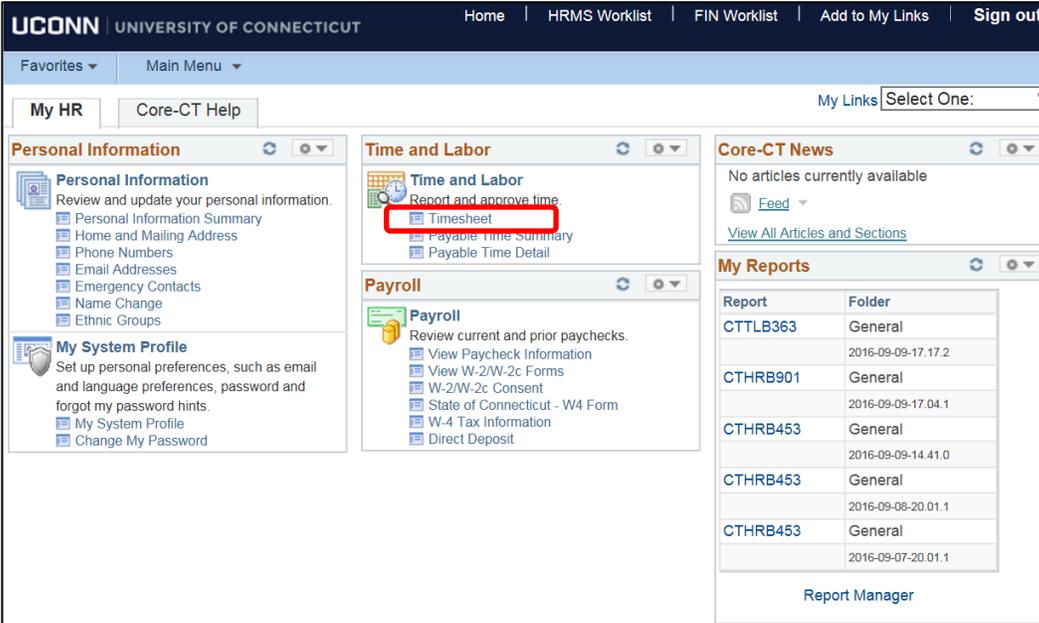
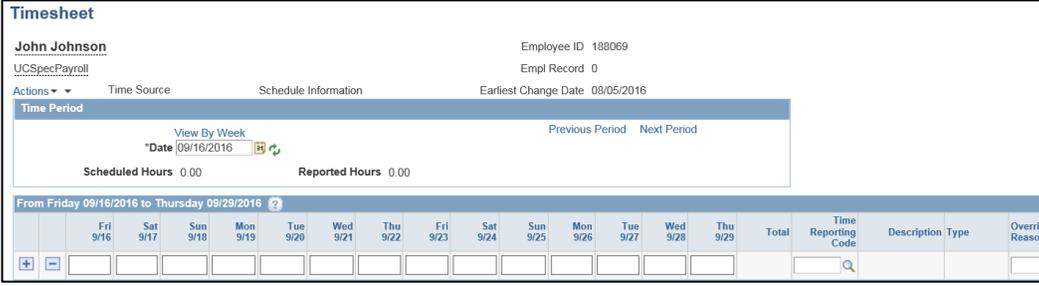
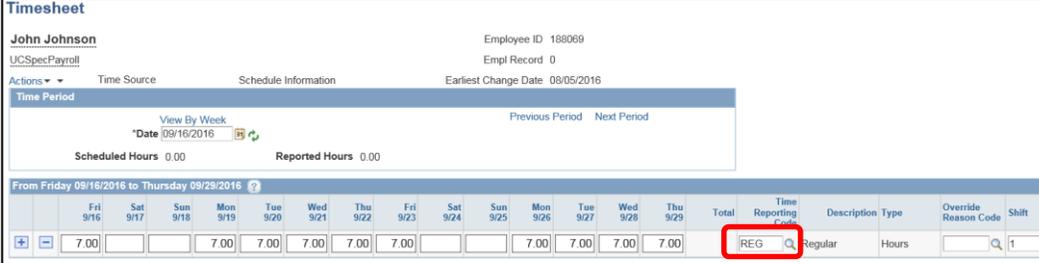
Note: Special Payroll employees are not eligible for sick, vacation or overtime.

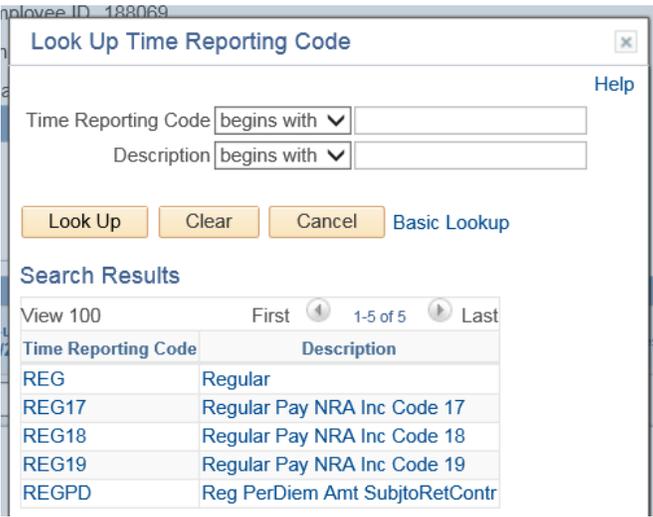
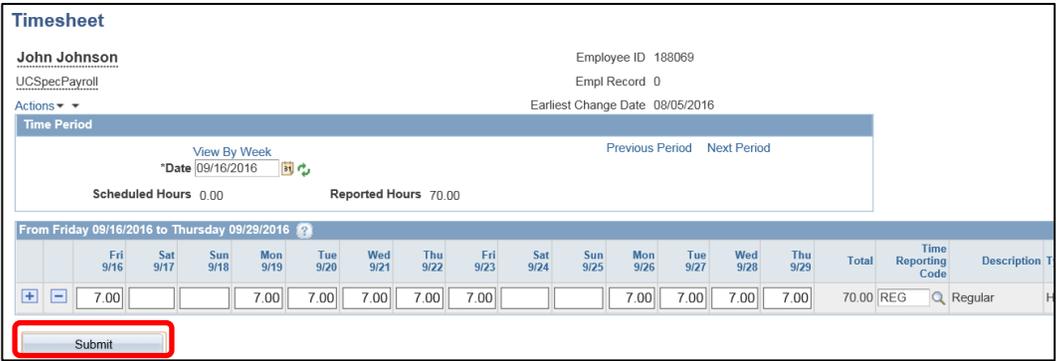
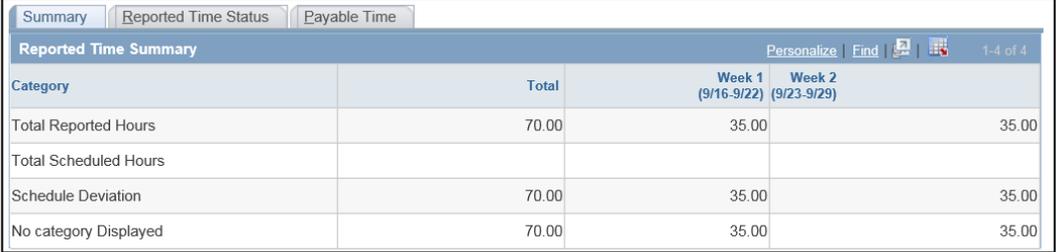
In this scenario, a Special Payroll employee is scheduled to work a full week (7.0 hours per day):

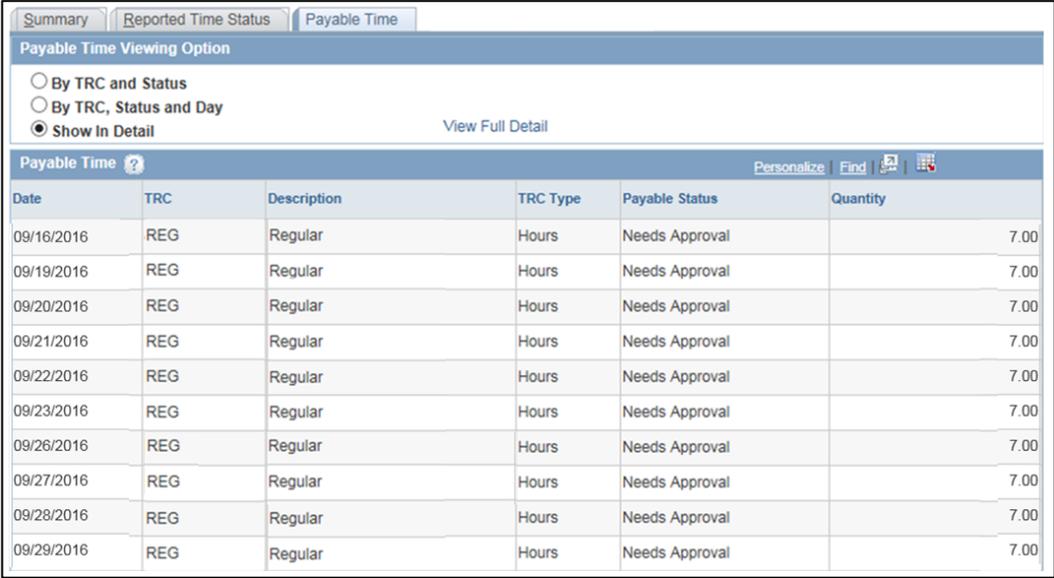
- In Week One (Friday 9/16 – Thursday 9/22) and in Week Two (Friday 9/23 – Thursday 9/29) he works both full weeks of regular time (REG).

Process Steps

Step	Action	Screenshot
1	All employees will navigate to http://ess.uconn.edu to log in to Core-CT to report their time.	
2	<p>On the UConn Employee Self Service Portal page, you have direct access to Core-CT and other employee resources.</p> <p>Click on the NetID Login button to open the NetID Single Sign On page.</p>	
3	<p>On the NetID Single Sign On page, enter the following:</p> <ul style="list-style-type: none"> • Net ID: Enter your NetID. • Password: Enter the password associated with your NetID <p>When the two fields have been entered, click Login to open the Core-CT homepage.</p>	

Step	Action	Screenshot
4	Click Timesheet under Time and Labor on the Core-CT homepage to open your timesheet.	 <p>The screenshot shows the UConn Core-CT homepage. The 'Time and Labor' section is highlighted with a red box, and the 'Timesheet' link is circled in red. Other sections include Personal Information, My System Profile, Core-CT News, and My Reports.</p>
5	On the Timesheet page, the special payroll employee's timesheet is blank.	 <p>The screenshot shows the Timesheet page for John Johnson. The 'Reported Hours' field is 0.00. The page includes fields for Employee ID, UC Spec Payroll, and a calendar view for the week of 09/16/2016 to 09/29/2016.</p>
6	Enter the hours of REG time worked for each day. Enter REG in the Time Reporting Code field.	 <p>The screenshot shows the Timesheet page for John Johnson. The 'Time Reporting Code' field is set to 'REG'. The 'Reported Hours' field is 0.00. The page includes fields for Employee ID, UC Spec Payroll, and a calendar view for the week of 09/16/2016 to 09/29/2016.</p>

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7	<p>If the employee does not know the correct time reporting code, click the look up to view a list of all available time reporting codes for special payroll employees.</p> <p>Note: Special Payroll employees should talk to their supervisors to determine which time reporting codes they are eligible to use.</p>	 <p>The screenshot shows a 'Look Up Time Reporting Code' window. It has two search criteria: 'Time Reporting Code begins with' and 'Description begins with'. Below the search area are buttons for 'Look Up', 'Clear', and 'Cancel'. A 'Basic Lookup' link is also present. The search results section shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Time Reporting Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>REG</td> <td>Regular</td> </tr> <tr> <td>REG17</td> <td>Regular Pay NRA Inc Code 17</td> </tr> <tr> <td>REG18</td> <td>Regular Pay NRA Inc Code 18</td> </tr> <tr> <td>REG19</td> <td>Regular Pay NRA Inc Code 19</td> </tr> <tr> <td>REGPD</td> <td>Reg PerDiem Amt SubjtoRetContr</td> </tr> </tbody> </table>	Time Reporting Code	Description	REG	Regular	REG17	Regular Pay NRA Inc Code 17	REG18	Regular Pay NRA Inc Code 18	REG19	Regular Pay NRA Inc Code 19	REGPD	Reg PerDiem Amt SubjtoRetContr								
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8	<p>When all time is entered on the timesheet, click Submit.</p>	 <p>The screenshot shows the 'Timesheet' for John Johnson (Employee ID 188069). It displays a weekly grid for the period from Friday 09/16/2016 to Thursday 09/29/2016. The grid shows reported hours of 7.00 for each day. A 'Submit' button is highlighted with a red box.</p>																				
9	<p>At the bottom of the timesheet, the Summary tab displays the reported time summary.</p> <p>Here, the employee can see he reported 35.0 hours of time each week.</p>	 <p>The screenshot shows the 'Reported Time Summary' tab. It displays a table with the following data:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Total</th> <th>Week 1 (9/16-9/22)</th> <th>Week 2 (9/23-9/29)</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td>70.00</td> <td>35.00</td> <td>35.00</td> </tr> <tr> <td>Total Scheduled Hours</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Schedule Deviation</td> <td>70.00</td> <td>35.00</td> <td>35.00</td> </tr> <tr> <td>No category Displayed</td> <td>70.00</td> <td>35.00</td> <td>35.00</td> </tr> </tbody> </table>	Category	Total	Week 1 (9/16-9/22)	Week 2 (9/23-9/29)	Total Reported Hours	70.00	35.00	35.00	Total Scheduled Hours				Schedule Deviation	70.00	35.00	35.00	No category Displayed	70.00	35.00	35.00
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10	<p>Move to the Reported Time Status tab to review all time that was sent for approval.</p> <p>If necessary, click the Comments icon to add a comment about a line of reported time. Comments can be viewed by the employee and his/her Time Approver or Timekeeper.</p>	 <p>The screenshot shows the 'Reported Time Status' tab selected. It displays a table with columns: Date, Total TRC, Description, Sched Hrs, and Comments. The 'Comments' column contains speech bubble icons. One icon on the row for 09/26/2016 is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Total TRC</th> <th>Description</th> <th>Sched Hrs</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>09/16/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/19/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/20/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/21/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/22/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/23/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/26/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/27/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/28/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> <tr><td>09/29/2016</td><td>7.00 REG</td><td>Regular</td><td>0.00</td><td>🗨️</td></tr> </tbody> </table>	Date	Total TRC	Description	Sched Hrs	Comments	09/16/2016	7.00 REG	Regular	0.00	🗨️	09/19/2016	7.00 REG	Regular	0.00	🗨️	09/20/2016	7.00 REG	Regular	0.00	🗨️	09/21/2016	7.00 REG	Regular	0.00	🗨️	09/22/2016	7.00 REG	Regular	0.00	🗨️	09/23/2016	7.00 REG	Regular	0.00	🗨️	09/26/2016	7.00 REG	Regular	0.00	🗨️	09/27/2016	7.00 REG	Regular	0.00	🗨️	09/28/2016	7.00 REG	Regular	0.00	🗨️	09/29/2016	7.00 REG	Regular	0.00	🗨️											
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11	<p>Lastly, move to the Payable Time tab. On this tab, the employee can view the payable time status of each reported line of time. Payable time can only be viewed <u>after the Time Administration process is run</u>.</p> <p>Time with <i>Needs Approval</i> status has been sent to the employee's Time Approver and is pending approval.</p>	 <p>The screenshot shows the 'Payable Time' tab selected. It displays a table with columns: Date, TRC, Description, TRC Type, Payable Status, and Quantity. The 'Payable Status' column shows 'Needs Approval' for all entries.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>TRC</th> <th>Description</th> <th>TRC Type</th> <th>Payable Status</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>09/16/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/19/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/20/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/21/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/22/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/23/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/26/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/27/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/28/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> <tr><td>09/29/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>7.00</td></tr> </tbody> </table>	Date	TRC	Description	TRC Type	Payable Status	Quantity	09/16/2016	REG	Regular	Hours	Needs Approval	7.00	09/19/2016	REG	Regular	Hours	Needs Approval	7.00	09/20/2016	REG	Regular	Hours	Needs Approval	7.00	09/21/2016	REG	Regular	Hours	Needs Approval	7.00	09/22/2016	REG	Regular	Hours	Needs Approval	7.00	09/23/2016	REG	Regular	Hours	Needs Approval	7.00	09/26/2016	REG	Regular	Hours	Needs Approval	7.00	09/27/2016	REG	Regular	Hours	Needs Approval	7.00	09/28/2016	REG	Regular	Hours	Needs Approval	7.00	09/29/2016	REG	Regular	Hours	Needs Approval	7.00
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12	<p>Once the timesheet is approved by the special payroll employee's supervisor (or a department Time Approver), it is sent to Payroll and a paycheck is created.</p> <p>Special Payroll employees can view to their paychecks via employee self-service in Core-CT: Main Menu > Core-CT HRMS > Self Service > Payroll and Compensation > View Paycheck. Refer to the job aid Viewing and Printing Your Paycheck for additional information.</p> <p>Note: Special Payroll employees with multiple jobs at the Univeristy will receive one paycheck per job.</p>																																																																			