

# Core-CT Modernization

## Overview Payable Time

# Timesheet Navigation

Navigation Reminder: Time entry options are accessed from the Time tile on the Employee Self Service homepage.

The screenshot displays the UConn Employee Self Service homepage. The header includes the UConn logo, navigation icons, a search bar, and user profile icons. The main content area features several tiles: 'Time' (highlighted with a red box), 'Payroll' (showing 'Last Pay Date 09/06/2024'), 'Personal Details', 'Benefit Details', 'Leave Management', 'Open Enrollment' (with a notice about the 10/31/2024 deadline), and 'OPEB Start Date' (showing '07/25/2013').

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All Search in All Content

Employee Self Service

1 of 6

**Time**

**Payroll**

Last Pay Date **09/06/2024**

**Personal Details**

**Benefit Details**

**Leave Management**

**Open Enrollment**

Starts now until 10/31/2024. You have already submitted your choices. You may re-elect. Your final enrollment must be submitted by 10/31/2024. To make a change, contact your Agent Benefits Specialist.

**OPEB Start Date**

**07/25/2013**

Date of first retiree health contribution

# Payable Time

**Payable Time**

Last Time Period **10/18/24 - 10/31/24**

Total Hours **70 Hours**

**Payable Time Summary**

Summary Detail

| Time Reporting Code | Quantity (Hours) | Override Reason Code | Taskgroup | Override Rate | Approved at | User ID |
|---------------------|------------------|----------------------|-----------|---------------|-------------|---------|
| Regular             | 70.00            |                      |           |               |             |         |
| <b>Total</b>        | <b>70.00</b>     |                      |           |               |             |         |

Payable Time is displayed in Summary or Detail. The detail view reflects the status of submitted time (Payable Status) as well as approval details (date, time and approver User ID).

**Payable Time Details**

Summary Detail

| Date         | Time Reporting Code | Quantity (Hours) | Override Reason Code | Taskgroup | Override Rate | Approved at           | User ID | Payable Status |
|--------------|---------------------|------------------|----------------------|-----------|---------------|-----------------------|---------|----------------|
| 02/23/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 02/26/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 02/27/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 02/28/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 02/29/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 03/01/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 03/04/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 03/05/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 03/06/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| 03/07/2024   | Regular             | 7.00             |                      | UOC67000G |               | 01/01/1900 12:00:00AM |         | Needs Approval |
| <b>Total</b> |                     | <b>70.00</b>     |                      |           |               |                       |         |                |

# Payable Time Status

## Common Payable Time Status definitions

| Status           | Definition  |
|------------------|---|
| Estimated        | Time has been validated and is ready to be picked up by Payroll.  |
| Needs Approval   | Time has been validated via Time Administration but has not been approved by a time approver and has not been picked up by Payroll. |
| Approved         | Time is ready to be picked up by Payroll to generate paychecks.   |
| Distributed      | The pay period has been confirmed and the Paycheck information sent to Financials.  |
| Sent to Payroll  | The Approved (AP) time is sent to Payroll, where it can either be Taken by Payroll (TP) or Rejected (RP)                            |
| Taken by Payroll | Time has been validated and loaded to Payroll.  |
| Reversed Check   | A negative row is inserted into Payable Time with a status of RV for the paycheck time being reversed.                              |
| Closed           | Closed time will not be picked up by Payroll.   |