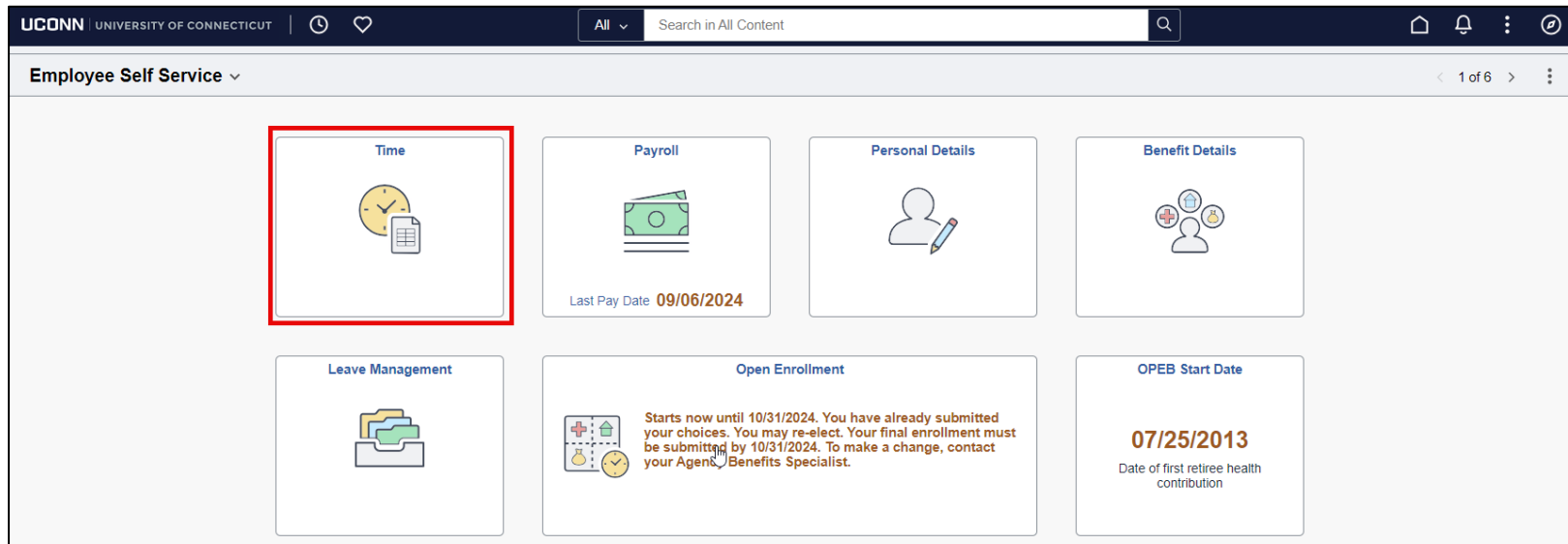


# Core-CT Modernization

## Overview of Setup Quick-Fill

# 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**: A tile with a clock and calendar icon, highlighted with a red border.
- Payroll**: A tile with a stack of money icon, showing "Last Pay Date 09/06/2024".
- Personal Details**: A tile with a person and pencil icon.
- Benefit Details**: A tile with a person and various benefit icons.
- Leave Management**: A tile with a folder and document icon.
- Open Enrollment**: A tile with a calendar and clock icon, containing text: "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." A mouse cursor is pointing at the word "Agent".
- OPEB Start Date**: A tile showing "07/25/2013" and "Date of first retiree health contribution".

# Setup Quick-Fill

### Setup Quick-Fill



### My Current Quick Fills

No quick-fill exists

**Add Quick Fill**

Cancel Save

### Quick-Fill - Details

*Name	<input type="text"/>	*Taskgroup	UOC67000G	University of Connecticut
Shift	<input type="text"/> Q	Eligible for Weekend Diff	<input type="text"/> Q	
Eligible for Shift Diff	<input type="text"/> Q	Business Unit	<input type="text"/> Q	
Override Reason Code	<input type="text"/> Q	Claim Number	<input type="text"/> Q	
Updated Hourly Rate	<input type="text"/>	Combination Code	<input type="text"/> Q	

Quick-fill can be used to default information onto the timesheet. However, as hours are not included on the setup, use of this functionality is only recommended for employees whose standard schedule includes shifts that vary.