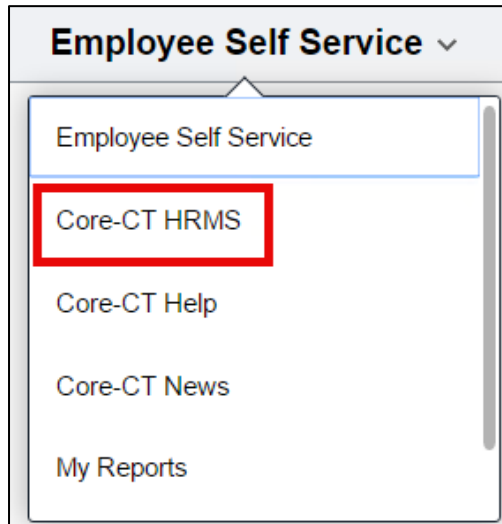# Core-CT Modernization

Overview of Time Approval

Time Approval Navigation

From the Core-CT HRMS dashboard, select the Manager Self Service tile and then the Time Approval tile.

Approve Payable Time Search

Changes have not been made to Core-CT time approval functionality.

Approvers should enter their Time Reporter Group to return timesheets for approval.

Get Employees is still used to return values.

Best practice is to remove the Start Date from the Change Time in View field and set the End Date to the current pay period end-date.

Common Time Approval Questions

How do I find my Time Reporter Group?

- Click the magnifying glass and select look up in the pop-up window. No additional criteria in that pop-up is needed.

Why don't I see employee and/or time for approval?

- Time has not been entered.
- Time was entered on the same day that you are trying to approve.
- Time Administration has not run. This process does not run on Sunday.
- Time was already approved.
- Time entered has generated an exception. See exceptions document.

How do I know if there is pending retroactive time requiring approval?

- Best practice is to remove the Start Date from the Change Time in View field and set the End Date to the current pay period end-date.

Why is there negative time?

- Negative time is generated when time was approved and then removed/corrected. For example, changes to hours reported or time reporting code used. All time should be approved, positive and negative.
  ** Please ensure you are reviewing hours and time reporting codes for accuracy prior to approval. Failure to do so can negatively impact employee's pay.**