Core-CT Modernization

Overview of Time Entry: Mobile Device

UCONN

Timesheet Navigation

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

Report Time

Report Time provides a daily time entry option. **This is the recommended option for time entry on mobile devices.**

New Feature: Job information is displayed at the top of the time entry page. This is to assist employees with multiple jobs in selecting the correct timesheet.

Report Time: Page Details

1. Navigation Arrows: can be used to move between days.

2. Reported Status: displays **(a)** Reported and Scheduled hours. Scheduled hours are populated for employees with a defined schedule.

3. Time Reporting Code: defaults to REG (Regular). To report multiple TRC/hours on a day, each entry (TRC, quantity and other Time Details as needed) must be submitted individually. The magnifying glass icon may be used to look up available values.

4. Quantity: time physically worked should be entered in quarter hour increments.

5. Time Details: this section must be expanded and is used to report **(a)** Shifts and **(b)** Override Reason Codes.

6. Submit: select after all entries are made in the Reported Status and Time Details sections.
Hours must be submitted to ensure timely and accurate payment!

Look Up

When using the Look Up feature, users must expand the Search Criteria section to enter criteria.

Select Show Operators to enable more search options. This replaces the current advanced search functionality.

Comments

Select the Comment icon to open the Time Reporting Comments page. Please note, comments cannot be deleted and should not contain sensitive or confidential information.

Leave/Comp Time

Available balances are no longer displayed on the timesheet. The balances can be found under the Leave/Comp Time tile.

Users may view plan details by clicking on each Leave/Comp Time type.

New Functionality: Point-in-time balances are displayed by pay period.

Leave / Comp Time

Sick	Vacation	Personal	HAUTOEXPN	SPUCN000N
Plan Type **Sick**	Plan Type **Vacation**	Plan Type **Personal**	Plan Type **Comp Time**	Plan Type **Comp Time**
Recorded Balance **91.75**	Recorded Balance **397.50**	Recorded Balance **0.00**	Recorded Balance **21.00**	Recorded Balance **1574.00**
			As of Date **02/19/2024**	As of Date **07/01/2023**

Leave Balance

	Vacation Balance
	397.50

Leave Balance Details

Accrual Date	Earned	Taken	Balance
02/22/2024	0.00	5.00	397.50
02/08/2024	0.00	2.00	402.50
02/01/2024	12.25	0.00	404.50
01/25/2024	0.00	0.00	392.25
01/11/2024	0.00	7.00	392.25

Important Reminders

- Core-CT is available from 4 a.m. to 8 p.m. daily except for non-payweek Thursdays, when it is unavailable.

- Always sign in to Core-CT through https://ess.uconn.edu/

- Timesheet submission & approval deadlines can be found at Time & Labor Home | Payroll Department

- Time entered on Sunday will not be available to approve until Tuesday as Time Administration does not run on Sunday.

- Time submitted on Wednesday before pay confirm will not be processed for approval until the following pay period.