

Core-CT Modernization

Overview of Time Entry: Mobile Device

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 for different services. The 'Time' tile, located in the top-left position, is highlighted with a red border and contains an icon of a clock and a calendar. Other tiles include 'Payroll' (with a stack of money icon and 'Last Pay Date 09/06/2024'), 'Personal Details' (with a person icon), 'Benefit Details' (with a person and gear icon), 'Leave Management' (with a folder icon), 'Open Enrollment' (with a calendar icon and 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.'), and 'OPEB Start Date' (with the date '07/25/2013' and text: 'Date of first retiree health contribution').


Report Time

Report Time

Thursday, Oct 24, 2024

● Reported 7.00

● Scheduled 7.00

 Report Time

Report Time

Jane Payroll
123456 | 0 | Dept: ISS Cntr for Access PScnd Succ | Loc: UC-AVPT CAMPUS | Hourly RT: 31.60
Barg Unit: UCONN UNCLASSIFIED

Thursday, Oct 24, 2024

Reported Status

● Reported 7.00

● Scheduled 7.00

Submit

*Time Reporting Code

Quick Fill

Quantity Hours

> Time Details

Submitted 7.00 Hours

Summary Detail

Regular 7.00 Hours

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

The screenshot shows a web form for reporting time. At the top, there are navigation arrows (1) and the date 'Thursday, Oct 24, 2024'. Below this is a 'Reported Status' section (2) containing a progress bar with 'Reported 7.00' (a) and 'Scheduled 7.00'. To the right is a 'Submit' button (6). The 'Time Reporting Code' field (3) is set to 'REG'. Below it is a 'Quantity' field (4) for 'Hours'. The 'Time Details' section (5) is expanded, showing fields for '*Taskgroup' (UOC67000G), 'Override Rate', 'Shift' (1) (a), '*Eligible for Weekend Diff', '*Eligible for Shift Diff', 'Business Unit' (UNIVS), 'Override Reason Code' (b), 'Claim Number', 'Updated Hourly Rate', and 'Combination Code'. A 'ChartFields' link is at the bottom left, and a status bar at the bottom indicates 'Submitted 7.00 Hours'.

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.

The screenshot shows a 'Lookup' dialog box with a 'Cancel' button in the top left. The search criteria section is expanded, showing 'Time Reporting Code (begins with)' and 'Description (begins with)' input fields, a 'Search' button, and a 'Clear' button. A 'Show Operators' button is located in the top right. Below the search criteria is a 'Search Results' section with a table icon and a list icon. The table shows two rows of results: 'CCAFC' with description 'Combo Armed Force Caregvr Comp' and 'CCAFE' with description 'Armed Forces Com Exigency Comp'. A note states 'Only the first 300 results can be displayed.' and '300 rows' are shown.

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

This close-up shows the search criteria section with dropdown menus for operators. The 'Time Reporting Code' field has a 'begins with' dropdown and an input field. The 'Description' field has a 'begins with' dropdown and an input field. Below are 'Search' and 'Clear' buttons.

Comments

< Friday, Oct 18, 2024 >

Reported Status

● Reported 7.00 ● Scheduled 7.00

Submit

*Time Reporting Code REG Quick Fill

Quantity Hours

> Time Details

Submitted 7.00 Hours

Summary Detail

Regular 7.00 Hours



Time Reporting Comments

Jane Payroll Empl ID 123456
Job Title Business Ops Specialist 3 Empl Record 0

Date 10/18/2024 TRC REG Quantity 7.000000
Combo Code Project ID Activity ID
Type Category SubCat

Save Cancel

1 row

Operator Id	DateTime Created	Source	Comment
1	123456	10/24/24 9:04AM	Time Reporting

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



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