## **Core-CT Modernization**

## **Overview of Time Summary**



## **Timesheet Navigation**

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

| Employee Self Service ~ |      |         |                                     |  |  |
|-------------------------|------|---------|-------------------------------------|--|--|
|                         | Time |         | Time Summary<br>10/18/24 - 10/31/24 |  |  |
|                         |      | Regular | 70.00 Hours                         |  |  |

Time Summary provides a calendar view by Period or Week of Reported Time or Payable Time. Viewing Time Summary is optional.

## Time Summary

| Scheduled 70.00 Reported 70 Hours        |                                     |                                     |    |   |   |   |   |
|--|-------------------------------------|-------------------------------------|----|---|---|---|---|
| Filters                                  | Reported Fortiours                  | [                                   | Re | ported Time Payable                     | Time                                    |   | View Legend                             |
| Friday                                   | Saturday                            | Sunday                              |    | Monday                                  | Tuesday                                 | Wednesday                               | Thursday                                |
| 1<br>Regular - 11 Hours                  | 2<br>Off Day                        | Off Day                             | 3  | 4<br>Regular - 3 Hours                  | 5<br>Regular - 7 Hours                  | 6<br>Regular - 7 Hours                  | 7<br>Regular - 7 Hours                  |
| Scheduled: 7 Hours<br>Reported: 11 Hours | Scheduled: Off<br>Reported: 0 Hours | Scheduled: Off<br>Reported: 0 Hours |    | Scheduled: 7 Hours<br>Reported: 3 Hours | Scheduled: 7 Hours<br>Reported: 7 Hours | Scheduled: 7 Hours<br>Reported: 7 Hours | Scheduled: 7 Hours<br>Reported: 7 Hours |
| 8<br>Regular - 7 Hours                   | 9<br>Off Day                        | Off Day                             | 10 | 11<br>Regular - 7 Hours                 | 12<br>Regular - 7 Hours                 | 13<br>Regular - 7 Hours                 | 14<br>Regular - 7 Hours                 |
| Scheduled: 7 Hours<br>Reported: 7 Hours  | Scheduled: Off<br>Reported: 0 Hours | Scheduled: Off<br>Reported: 0 Hours |    | Scheduled: 7 Hours<br>Reported: 7 Hours |

Time Summary provides the option to view Reported time or Payable Time by Period or Week. A link to the Legend is also provided.

|          |   | NOTE ACTIONS |
|----------|---|--------------|
|          |   | Edit Time    |
| NOVEMBER | Total Reported: 3 Hours   |              |
| 4        | Time Reporting Code: Regular - 3 Hours                          | Actions      |
|          | Time Details: University of Connecticut, Eastern Time (US), Day | : Actions    |
| Monday   |   |              |

Each day includes an Actions option to link to the timesheet if corrections are needed.