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 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 Regular - 11 Hours	2 Off Day	Off Day	3	4 Regular - 3 Hours	5 Regular - 7 Hours	6 Regular - 7 Hours	7 Regular - 7 Hours
Scheduled: 7 Hours Reported: 11 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours		Scheduled: 7 Hours Reported: 3 Hours	Scheduled: 7 Hours Reported: 7 Hours	Scheduled: 7 Hours Reported: 7 Hours	Scheduled: 7 Hours Reported: 7 Hours
8 Regular - 7 Hours	9 Off Day	Off Day	10	11 Regular - 7 Hours	12 Regular - 7 Hours	13 Regular - 7 Hours	14 Regular - 7 Hours
Scheduled: 7 Hours Reported: 7 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours		Scheduled: 7 Hours 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.