

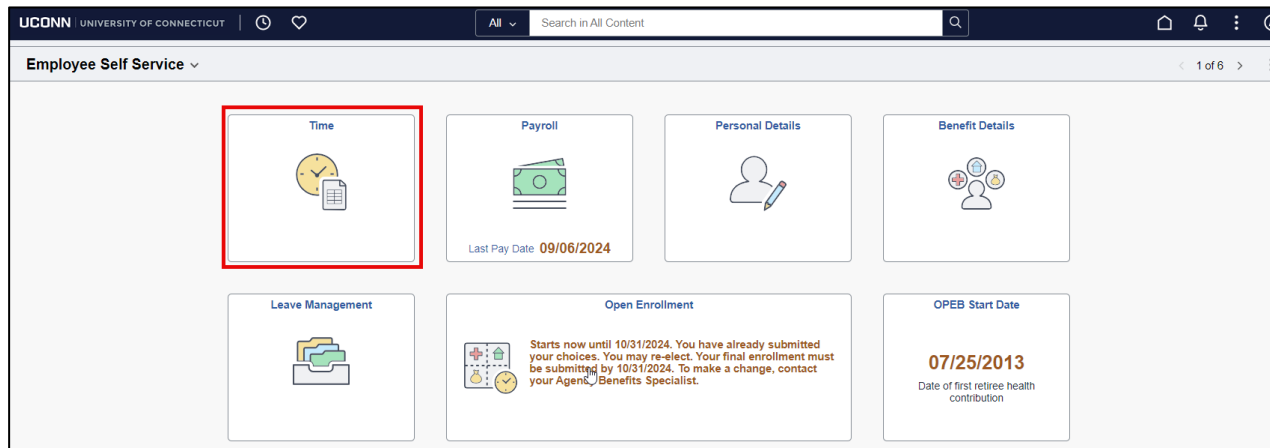
Core-CT Modernization

Overview of Timesheet Navigation Changes

Timesheet Navigation

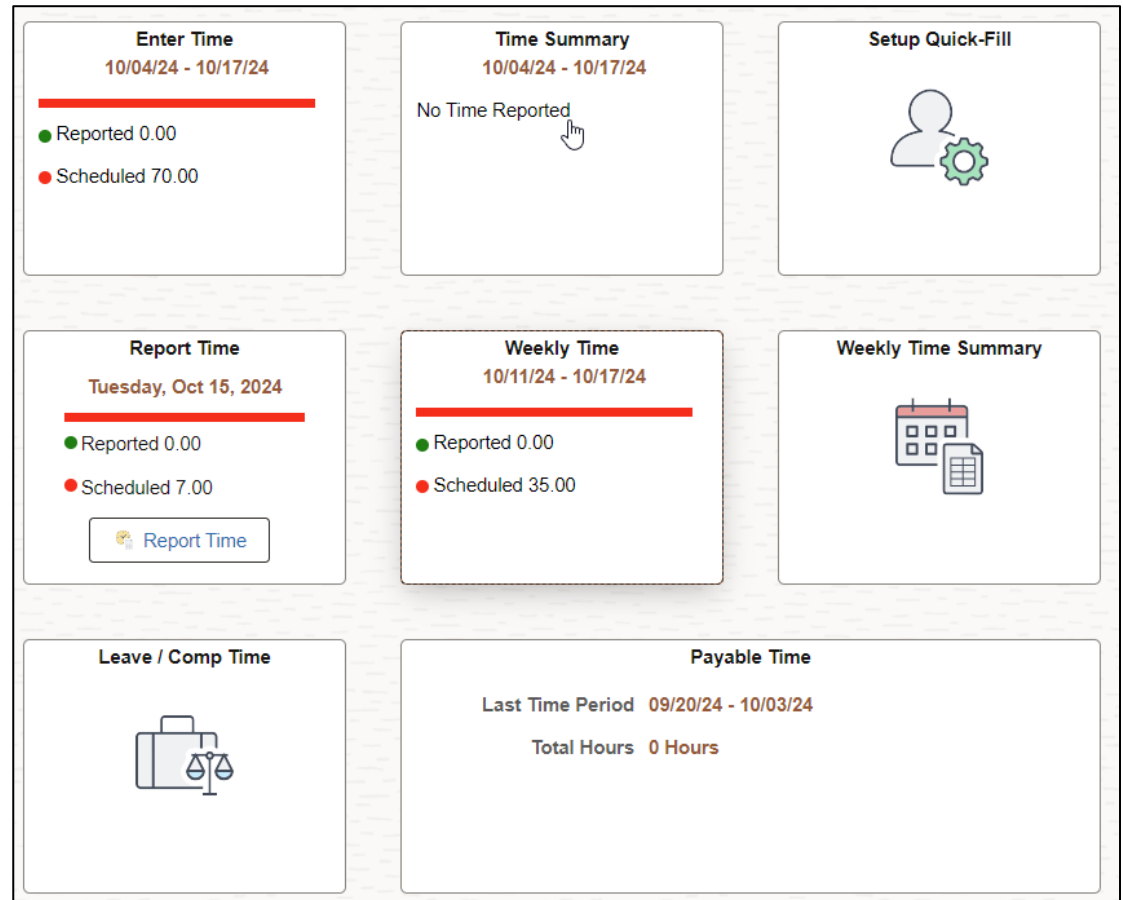
The Core-CT Modernization project has streamlined time entry by delivering several quick access pagelets, called tiles.

Select the Time tile on the Employee Self Service homepage to access the Time and Labor functions.



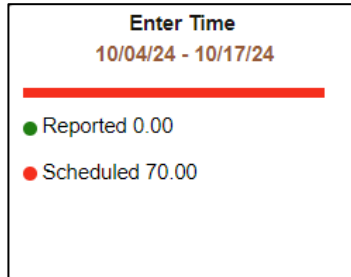
Timesheet Navigation

Tiles displayed are dependent on the user's Core-CT access. Not all tiles will be available for every employee.



Timesheet Tiles

Enter Time resembles the current timesheet!



Enter Time: Defaults to the current pay period. **This is the recommended option for entering time. This tile is not supported on mobile devices.**



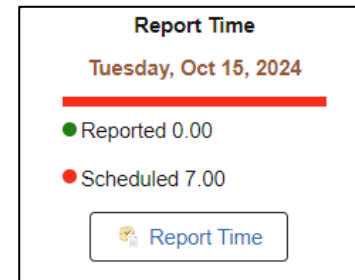
Time Summary: Displays the time entered for the pay period.



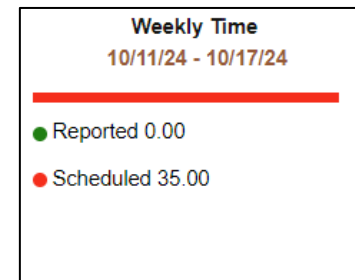
Setup Quick Fill: Allows the set-up of limited fields to be defaulted on the timesheet. **Use of this option is only recommended for employees with variable shifts.**

Timesheet Tiles

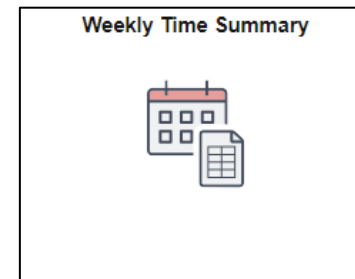
Report Time: Allows for daily time entry. **This is the recommended option for use with a mobile device.**



Weekly Time: Allows for time entry for the current week. **Not recommended for use at this time.**



Weekly Time Summary: Displays time reported for the current week.



Timesheet Tiles

Leave / Comp Time



Leave/Comp Time: displays paid leave and comp plan balances for each plan.

Payable Time: Displays the time processed by Time Administration.

Payable Time

Last Time Period 09/20/24 - 10/03/24

Total Hours 0 Hours

Glossary

Time Entry Period: Friday through Thursday biweekly pay cycle.

Scheduled Hours: Employee's standard hours. May be displayed as weekly or biweekly. Please note, these may show as zero hours for employees without a schedule.

Reported Hours: Total hours submitted for approval. May be displayed as weekly or biweekly. Please note, total hours may not equal scheduled hours under certain circumstances.

Time Reporting Code (TRC): Code used to track employee time to support administrative and compensation needs. Incorrect TRC use can negatively impact pay and leave balances.

Glossary

Override Reason Code: Used in conjunction with TRC to further categorize employee time. Use only as directed. Primarily used to define telecommuting hours.

Payable Time: Reported time that is available for supervisory review and approval.

Time Administration: (Time Admin) A system process that runs overnight to create payable time.