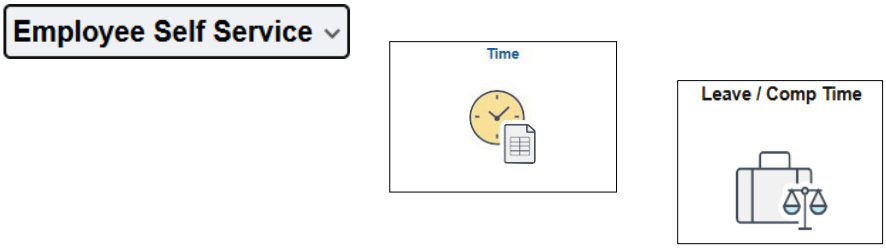
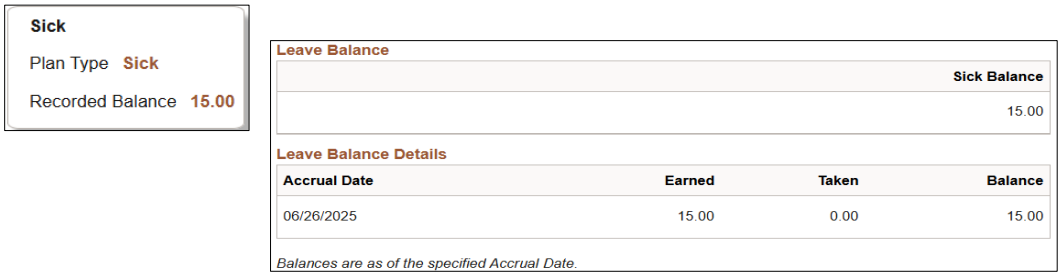
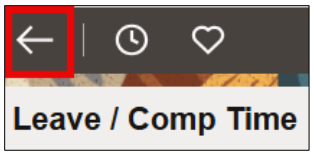
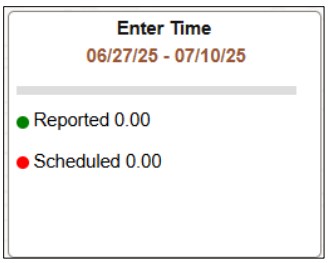
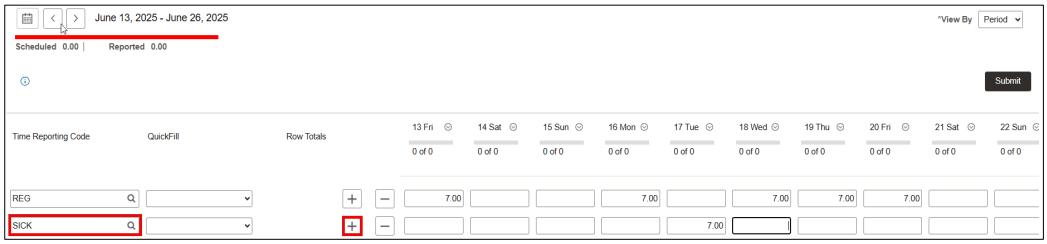
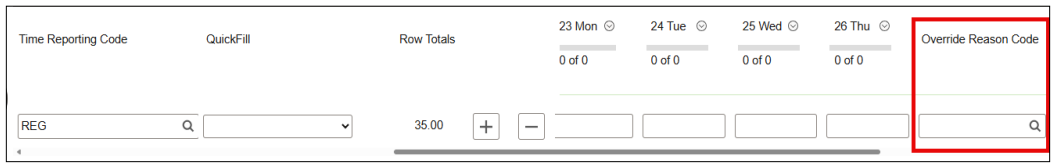
University of Connecticut

Entering Time: Special Payroll Employees Sick Time

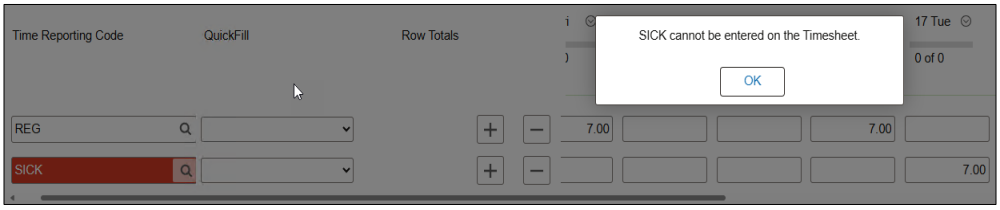
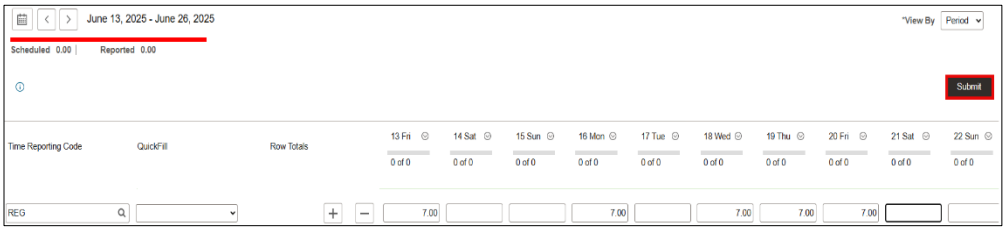
Overview This job aid instructs special payroll time reporters on the steps necessary to view available sick balances and how to complete their timesheet when reporting sick time.

Process Steps:

Step	Action	Screenshot
1	All employees will navigate to http://ess.uconn.edu to log in to Core-CT to report their time.	
2	Navigation: View balances. Employee Self Service Homepage>Time > Leave/Comp Time	
3	Available leave and compensatory time balances are displayed. Clicking on the tile will display balance details.	

Step	Action	Screenshot
Please note, sick time begins to accrue immediately at a rate of 1 hour per every 30 hours worked. Balances will be displayed as the sick time accrues. Employees must complete 120 days of work prior to using sick time, regardless of the balances available.		
4	Navigation to the timesheet: Back arrow>Enter Time tile	 
5	The special payroll employee's timesheet is blank. Please note, the full 2 week period is displayed in a single line. Users may need to scroll to the right to view all days.	
6	Enter *REG* in the **Time Reporting Code** field and enter hours worked on the applicable days. Next, click the "+" to add a row. Enter *SICK* in the **Time Reporting Code** field and enter hours used on the applicable days. The Override Reason Code field can be located by scrolling to the right.	 

Process Steps

Step	Action	Screenshot
7	If sick time is entered before meeting the days-worked criteria, an error will appear. Sick time must be removed before submitting the timesheet	
8	When all time reporting entries are complete, you are ready to submit your timesheet. Click **Submit.**