



University of Connecticut

Entering Time: Special Payroll Employees

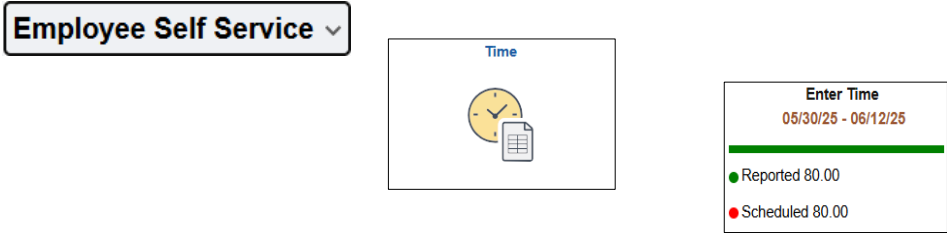


Overview This job aid instructs special payroll time reporters on the steps necessary to complete their timesheet. Special Payroll employees (Teaching and Non-Teaching) enter their time differently than the rest of the employee population because their timesheets do not automatically populate with their scheduled time; special payroll employee timesheets are blank before submission.

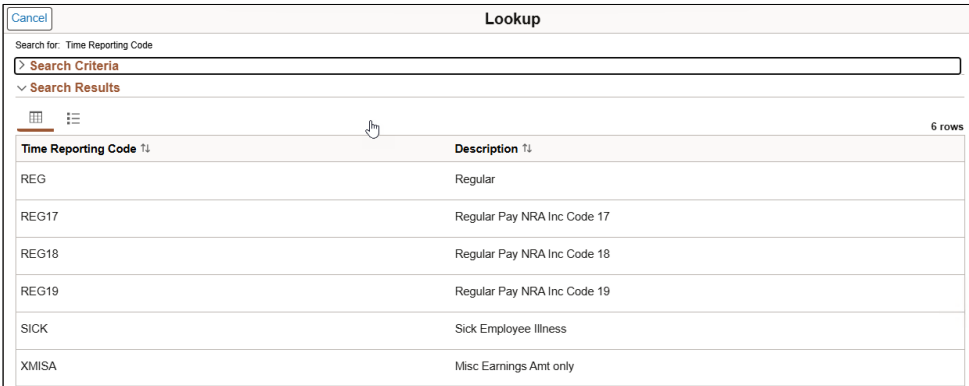
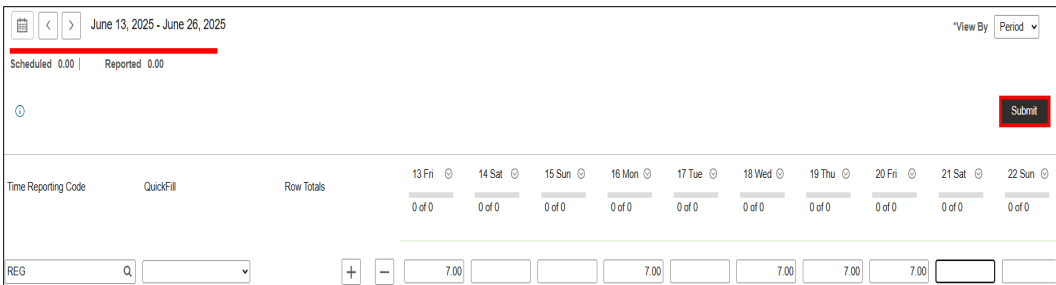
Special payroll employees will use the following time reporting codes to enter time in accordance with their work schedules:

Code	Purpose
REG	Enter for any regular time worked. REG time is entered in number of hours worked (i.e. 4.0 hours)
REG17	Enter for any regular time worked if you are a <u>Non-Resident Alien code 17</u> . REG17 time is entered in number of hours worked.
REG18	Enter for any regular time worked if you are a <u>Non-Resident Alien code 18</u> . REG18 time is entered in number of hours worked.
REG19	Enter for any regular time worked if you are a <u>Non-Resident Alien code 19</u> . REG19 time is entered in number of hours worked.
REGPD	This time reporting code is used to enter a flat rate for an agreed upon amount. Special Payroll employees should not select this time reporting code.

Note: Special Payroll employees are not eligible for vacation or overtime.

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: Employee Self Service Homepage> Time tile> Enter Time tile	 <p>The screenshot shows the 'Employee Self Service' dropdown menu. Below it, the 'Time' tile is highlighted, featuring a clock icon. To the right, the 'Enter Time' tile displays the date range '05/30/25 - 06/12/25' and shows 'Reported 80.00' and 'Scheduled 80.00'.</p>
3	On the Timesheet page, 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.	 <p>The screenshot shows the 'Timesheet' page for the period 'June 13, 2025 - June 26, 2025'. It displays a table with columns for days of the week (13 Fri, 14 Sat, 15 Sun, 16 Mon, 17 Tue, 18 Wed, 19 Thu, 20 Fri, 21 Sat, 22 Sun) and rows for 'Time Reporting Code' and 'QuickFill'. The 'Row Totals' section shows '0 of 0' for each day. The 'Time Reporting Code' field is currently blank.</p>
4	Enter REG in the Time Reporting Code field and enter hours worked on the applicable days. The Override Reason Code field can be located by scrolling to the right.	 <p>The screenshot shows the 'Timesheet' page with 'REG' entered in the 'Time Reporting Code' field. The 'QuickFill' section shows '7.00' for 13 Fri, 14 Sat, 15 Sun, 16 Mon, 17 Tue, 18 Wed, 19 Thu, 20 Fri, 21 Sat, and 22 Sun. The 'Row Totals' section shows '35.00'. The 'Override Reason Code' field is highlighted with a red box.</p>

Step	Action	Screenshot
5	<p>The magnifying glass can be used to look up the correct time reporting code.</p> <p>Note: Special Payroll employees should talk to their supervisors to determine which time reporting codes they are eligible to use.</p>	 <p>The screenshot shows a 'Lookup' window with a search bar containing 'Time Reporting Code'. Below the search bar, there are tabs for 'Search Criteria' and 'Search Results'. The 'Search Results' tab is active, displaying a table with 6 rows. The table has two columns: 'Time Reporting Code' and 'Description'. The rows are: REG (Regular), REG17 (Regular Pay NRA Inc Code 17), REG18 (Regular Pay NRA Inc Code 18), REG19 (Regular Pay NRA Inc Code 19), SICK (Sick Employee Illness), and XMISA (Misc Earnings Amt only).</p>
6	<p>When all time reporting entries are complete, you are ready to submit your timesheet.</p> <p>Click Submit.</p>	 <p>The screenshot shows a timesheet submission interface. At the top, there's a date range 'June 13, 2025 - June 26, 2025' and a 'View By' dropdown set to 'Period'. Below this, there's a progress bar showing 'Scheduled 0.00' and 'Reported 0.00'. The main area is a table with columns for days of the week (13 Fri, 14 Sat, 15 Sun, 16 Mon, 17 Tue, 18 Wed, 19 Thu, 20 Fri, 21 Sat, 22 Sun) and rows for 'Time Reporting Code', 'QuickFill', and 'Row Totals'. The 'Row Totals' row shows values for each day: 0 of 0, 0 of 0, 0 of 0, 0 of 0, 0 of 0, 0 of 0, 0 of 0, 0 of 0, 0 of 0, 0 of 0. At the bottom, there's a search bar with 'REG' and a 'Submit' button.</p>