NVCC
CORE-CT SELF SERVICE
TIME ENTRY TRAINING
(Exception Time Reporter)
4/14/16
NVCC is changing over to Self Service Timesheet entry!
Simplify things ..... 

Submit a HelpDesk to IT to add a shortcut on your computer desktop for the CORE-CT website .....
*Remember*

Hours of System Operation:

Monday - Sunday 4:00am - 8:00pm
HRMS Confirm Thursday 4:00am - 2:00pm
Enter Time:
Main Menu > Self Service > Time and Labor > Timesheet

View Time:
Main Menu > Self Service > Time and Labor > Timesheet > Reported Time Status (tab)
Or
Main Menu > Self Service > Time and Labor > Timesheet > Payable Time (tab)

View Approval Information
Main Menu > Self Service > Time and Labor > Payable Time Detail
Time Reporter

- An employee who reports and submits their time in CORE-CT

TRC

- Time Reporting Code that identifies the type of reported time, such as REG (Regular) and OVT (Overtime)

Time Administration

- Core-CT overnight process that validates and converts reported and/or scheduled time into payable time ready for payroll. This process runs 11 times during a pay period.

Payable Time

- Validated and Approved time that is ready to be collected by payroll

Exception

- Invalid time that is unable to be collected by payroll until corrected
Entering Time Process Flow

1. Employee Enters Time (Reported Time)
2. Validate Time (Time Admin)
3. Errors?
   - Yes: Manage Exceptions
   - No: Approve Time (Payable Time)
4. Time needs to be revalidated
5. View Payable Time
6. Time Ready for Payroll
Time & Labor Self Service allows employees to enter their own time into Core-CT.

- Employees access Core-CT via their own login and password
- If employees have not already done so, they must enter an email address in Personal Information & in My System Profile. A Security Question must also be set up in My System Profile.
- Employees enter their time
- Employees view their leave accrual balances on the Timesheet page
- Attendance needs to be validated during Time Admin before it can be approved
- Only approved payable time will be sent to Payroll
Time MUST be entered by 5:00 PM on the Thursday at the end of a pay period!
Personal Information
Review and update your personal information.
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints.
- My System Profile
- Change My Password
# General Profile Information

**BOR(NV)-Wright Susan B**

## Password

- [Change password](#)
- Change or set up forgotten password help

### Miscellaneous User Links

#### Email

<table>
<thead>
<tr>
<th>Primary Email Account</th>
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<th>Email Address</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

#### IM Information

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[Save](#)
Entering Time

Core-CT

Time and Labor

- Timesheet
- Approve Time
- Payable Time Summary
- Payable Time Detail
Entering Time

Exception Time Reporter

Timesheet

Daffy Duck

IT.SublMatterExpert

Actions

Time Source Schedule Information

Time Period

View By Week

*Date 03/04/2016

Scheduled Hours 70.00 Reported Hours 0.00

From Friday 03/04/2016 to Thursday 03/17/2016

<table>
<thead>
<tr>
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</table>

Total 70.00

Submit

Leave / Compensatory Time Summary Reported Time Status Payable Time

Leave and Compensatory Time Balances

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Sick</td>
<td>321.05</td>
</tr>
<tr>
<td>Leave</td>
<td>Vacation</td>
<td>394.00</td>
</tr>
<tr>
<td>Leave</td>
<td>Personal</td>
<td>14.50</td>
</tr>
<tr>
<td>Comp Time</td>
<td>C000N000N</td>
<td>64.00</td>
</tr>
</tbody>
</table>
### Timesheet

**Daffy Duck**  
IT Subj/MatterExpert  

**Employee ID**: 123123  
**Empl Record**: 0

**Time Period**

*Date: 03/04/2016*  
**Scheduled Hours**: 70.00  
**Reported Hours**: 0.00

**From Friday 03/04/2016 to Thursday 03/17/2016**

<table>
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</table>

**Leave / Compensatory Time**

**Leave and Compensatory Time Balances**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Sick</td>
<td>321.05</td>
</tr>
<tr>
<td>Leave</td>
<td>Vacation</td>
<td>394.00</td>
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<tr>
<td>Leave</td>
<td>Personal</td>
<td>14.50</td>
</tr>
<tr>
<td>Comp Time</td>
<td>C000N000N</td>
<td>64.00</td>
</tr>
</tbody>
</table>
### Timesheet

**Daffy Duck**

IT SublMatterExpert

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>123123</th>
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<tbody>
<tr>
<td>Empl Record</td>
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</table>

#### Actions

- **Time Source**
- **Schedule Information**

**View By Week**

**Earliest Change Date:** 01/08/2016

**Date:** 03/04/2016

**Scheduled Hours:** 70.00

**Reported Hours:** 0.00

#### Time Period

From Friday 03/04/2016 to Thursday 03/17/2016

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<td>Regular</td>
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<td></td>
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<td>sp</td>
</tr>
</tbody>
</table>

**Total:** 70.00

**Time Reporting Code:**

- REG: Regular
- VAC: Vacation
- sp: Vacation

**Submit**

### Leave and Compensatory Time Balances

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Available Balance</th>
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<tbody>
<tr>
<td>Leave</td>
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<tr>
<td>Leave</td>
<td>Vacation</td>
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<td>Leave</td>
<td>Personal</td>
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<tr>
<td>Comp Time</td>
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</table>

**Available Balance:**

- Leave: Sick: 321.05
- Leave: Vacation: 394.00
- Leave: Personal: 14.50
- Comp Time: CO00N000N: 64.00
### Timesheet

**Daffy Duck**

- IT SubjMatterExpert

**Actions**

- [ ]

**View By Week**

**Date** 03/04/2016

**Earliest Change Date** 01/08/2016

**Scheduled Hours** 70.00

**Reported Hours** 70.00

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**From Friday 03/04/2016 to Thursday 03/17/2016**

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</tbody>
</table>

**Total** 61.00

**Time Reporting Code**

- REG: Regular
- SP: Sick Appt
- VAC: Vacation

---

### Leave / Compensatory Time

**Leave and Compensatory Time Balances**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Available Balance</th>
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</thead>
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<tr>
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**Submit**

**Saved**
Entering Time

From Friday 03/04/2016 to Thursday 03/17/2016

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</thead>
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</table>

Submit

Leave / Compensatory Time  Summary  Reported Time Status  Payable Time

Reported Time Summary

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<th>Week 1</th>
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<tr>
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<td>(3/4-3/10)</td>
<td>(3/11-3/17)</td>
</tr>
<tr>
<td>Total Reported Hours</td>
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## Entering Time

### Reported Time Status

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<th>TRC</th>
<th>Description</th>
<th>Sched Hrs</th>
<th>Comments</th>
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<tr>
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<td>03/08/2016</td>
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<td>Vacation</td>
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## Entering Time

### Payable Time Viewing Option

- By TRC and Status
- By TRC, Status and Day
- Show In Detail

### Payable Time Table

<table>
<thead>
<tr>
<th>Date</th>
<th>TRC</th>
<th>Description</th>
<th>TRC Type</th>
<th>Payable Status</th>
<th>Quantity</th>
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</tbody>
</table>
### Employees with multiple self-service jobs

<table>
<thead>
<tr>
<th>Empl Record</th>
<th>Job Title</th>
<th>Department</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SU-Assistant</td>
<td>Western CSU</td>
<td>Music</td>
</tr>
<tr>
<td>2</td>
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<td>Music</td>
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<tr>
<td>3</td>
<td>SU-Assistant</td>
<td>Western CSU</td>
<td>Theatre Arts</td>
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### Time Reporting Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL</td>
<td>Holiday</td>
<td>SICK</td>
<td>Sick Employee Illness</td>
</tr>
<tr>
<td>HCU</td>
<td>Holiday Comp. Used</td>
<td>SFAM</td>
<td>Sick Family</td>
</tr>
<tr>
<td>HWCE</td>
<td>Holiday Worked - Comp. Earned</td>
<td>SFFNR</td>
<td>Sick Funeral Immediate Family</td>
</tr>
<tr>
<td>LJURY</td>
<td>Jury Duty</td>
<td>SFNRL</td>
<td>Sick Funeral Non Immediate Family</td>
</tr>
<tr>
<td>PL</td>
<td>Personal Leave</td>
<td>SP</td>
<td>Sick Medical/Dental/Eye Appt.</td>
</tr>
<tr>
<td>PL03</td>
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<td>Vacation</td>
</tr>
<tr>
<td>REG</td>
<td>Regular</td>
<td>LWWTR</td>
<td>Weather Closing</td>
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</tbody>
</table>
Quick Reference Guide:

In the Time and Labor section:
- Click “Timesheet”
- Scheduled hours are already defaulted in
- To make adjustments, add a row by clicking the plus sign on the left for each different Time Reporting Code used.
- You must click on SUBMIT to save your time.

*You must click on SUBMIT even if you are not making any changes for your time to be forwarded for approval.*
When entering time, remember the following:

- Exception Time Reporters only enter exceptions to their schedule
- Timesheet leave balances are updated real time
- Attendance needs to be validated during Time Admin before it can be approved
- Only approved payable time will be sent to Payroll
Time and Labor Employee Self Service

- Employee - Enter Time - Exception and Positive Time Reporter
- Employee - View Payable Time
- Employee - Manage Exceptions
- Employee - Enter Comments
- Employee - Running Attendance Report
Time & Labor Self Service allows employees to view their Payable Time in Core-CT.

- Payable status is current as of the most recent Time Administration process run
- Only attendance that passed validation will become payable time
- Employees can view Payable Time in three ways: Timesheet, Summary, Detail
- Timesheet provides Payable Status (pay period)
- Summary provides Total Hours by TRC (one week)
- Detail provides Payable Status, Override Reason Code, Combination Code, Date and Time of approval, Approver ID (up to 31 days)
1. Viewing Payable Time from the Timesheet
When viewing payable time, remember the following:

- Payable status is current as of the most recent Time Administration process run
- Only attendance that passed validation will become payable time
- Employees can view Payable Time in three ways: Timesheet, Summary, Detail
- Timesheet provides Payable Status (pay period)
- Summary provides Total Hours by TRC (one week)
- Detail provides Payable Status, Override Reason Code, Combination Code, Date and Time of approval, Approver ID (up to 31 days)
Time and Labor Employee Self Service

- Employee - Enter Time - Exception and Positive Time Reporter
- Employee - View Payable Time
- Employee - Manage Exceptions
- Employee - Enter Comments
- Employee - Running Attendance Report
Time & Labor Self Service employees are able to view and resolve Exceptions.

- Payable Time is not created on a day that has an exception
- Payable Time is viewable on the Timesheet, Summary and Detail pages
- Exceptions can be viewed from the Payable Time Summary and Detail pages
- Exceptions can be managed by changing the attendance that caused the exception
# Timesheet

**Yosemite Sam**  
**Administrative Assistant**

**Employee ID:** 321321  
**Emp Record:** 0  
**Earliest Change Date:** 03/14/2016

**Time Period**

View By Week

**Date:** 03/04/2016

**Scheduled Hours:** 0.00  
**Reported Hours:** 80.00

**From Friday 03/04/2016 to Thursday 03/17/2016**

<table>
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<td>SFAM</td>
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</tbody>
</table>

**Total:** 24.00  
**Time Reporting Code:** REG

---

**Payable Time Viewing Option**

- **By TRC and Status**
- **By TRC, Status and Day**
- **Show in Detail**

**Payable Time**

<table>
<thead>
<tr>
<th>Date</th>
<th>TRC</th>
<th>Description</th>
<th>TRC Type</th>
<th>Payable Status</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/16</td>
<td>REG</td>
<td>Regular</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/07/16</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/09/16</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/10/16</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/11/16</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/15/16</td>
<td>REG</td>
<td>Regular</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/17/16</td>
<td>REG</td>
<td>Regular</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
</tbody>
</table>
# Payable Time Summary

**Employee ID**: 321321  
**Employment Record**: 0

## Actions

- **Start Date**: 03/09/2016  
- **End Date**: 03/15/2016

## Payable Time From 03/09/2016 To 03/15/2016

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
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</tbody>
</table>

**Pending Exceptions**
# Payable Time Detail

**Yosemite Sam**  
Employee ID 321321  
Employment Record 0  
Administrative Assistant

**Actions**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2016</td>
<td>03/17/2016</td>
</tr>
</tbody>
</table>

## Payable Status Filter

### Payable Time

[Expand for details]

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>TRC Type</th>
<th>Override Reason Code</th>
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<tbody>
<tr>
<td>03/04/2016</td>
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<td>Needs Approval</td>
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</tbody>
</table>

Self Service

Time Reporting

Pending Exceptions
Exceptions

Yosemite Sam
Employee ID 321321
Employment Record 0

Actions

Filtering Options

Continue with Exceptions

Overview

Exceptions

<table>
<thead>
<tr>
<th>Allow</th>
<th>Exception ID</th>
<th>Description</th>
<th>Date</th>
<th>Severity</th>
<th>Exception Source</th>
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</thead>
<tbody>
<tr>
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<td>CTXTLS02</td>
<td>Sick Family</td>
<td>03/14/2016</td>
<td>High</td>
<td>Time Administration</td>
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<td>Sick Family</td>
<td>03/15/2016</td>
<td>High</td>
<td>Time Administration</td>
</tr>
</tbody>
</table>

Allow Exceptions

Select All  Deselect All

Save

Return to Previous Page

Self Service

Time Reporting
Time Reporting

Time Reporting
Report and review your time, schedules, request absences and more.

Report Time
Report your time and request planned overtime and absences.

Timesheet
# Timesheet

**Yosemite Sam**  
Administrative Assistant

**Employee ID** 321321  
**Empl Record** 0  
**Earliest Change Date** 03/14/2016

## Time Period

**View By Week**

<table>
<thead>
<tr>
<th>Date</th>
<th>Previous Period</th>
<th>Next Period</th>
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<tbody>
<tr>
<td>03/04/2016</td>
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</table>

**Scheduled Hours** 0.00  
**Reported Hours** 80.00

### From Friday 03/04/2016 to Thursday 03/17/2016

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</tbody>
</table>
### Timesheet

**Yosemite Sam**
Administrative Assistant

**Employee ID**: 321321  
**Empl Record**: 0  
**Earliest Change Date**: 03/14/2016

#### Time Period

**View By Week**  
**Scheduled Hours**: 0.00  
** Reported Hours**: 80.00

#### From Friday 03/04/2016 to Thursday 03/17/2016

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#### Leave / Compensatory Time

**Leave and Compensatory Time Balances**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Available Balance</th>
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<tbody>
<tr>
<td>Leave</td>
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<tr>
<td>Leave</td>
<td>Vacation</td>
<td>64.07</td>
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<td>Leave</td>
<td>Personal</td>
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<tr>
<td>Comp Time</td>
<td>P012M000N</td>
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</table>
When managing Exceptions, remember the following:

- Exceptions are entered on the Timesheet and must be corrected or deleted from the Timesheet to clear the Exception.
- Exceptions can be viewed on the Payable Time Summary or Detail pages.
- One Exception will block that entire day from processing.
- Corrected Exceptions must process through Time Admin in order to clear.
Employee Self Service Time Entry

• Entering Time: Positive - must enter all time
  Exception - only updates scheduled time

• Viewing Time: Payable Time Summary = TRC Total Hours
  Payable Time Detail = Status, Approval

• Correcting Exceptions: View on Payable Time and correct on Timesheet
UPK Training Exercises
UPK Training Exercises

HR Help and Reference

- EPM Job Aids and Query Development Tool
  - EPM Job Aids and Query Development Tool
- Human Resources Job Aids
  - Human Resources Job Aids
- Time and Labor Job Aids
  - Time and Labor Job Aids
- HRMS Cross Module Job Aids
  - HRMS Cross Module Job Aids

UPK (User Productivity Kit)

- Financials UPK
  - Financials UPK
- EPM UPK
  - EPM UPK
- HCM UPK
  - HCM UPK
UPK Training Exercises
Employees using Self-Service are identified as exception reporting or positive time reporting employees.

Exception reporting employees have a schedule assigned to them and only need to enter time that is an exception to their schedule, for example, vacation days.

Positive time reporters do not have a defaulted schedule on their timesheet and must enter all of their hours for each pay period.

See the Job Aid, [Entering Time (Self Service Agencies)](link), for more information on this topic.
See It!
Users watch as the system guides them through entering their time.

Try It!
Users follow prompts to enter their time. If incorrect information is typed, the system prompts user for correct information.

Know It!
Users are given limited information. If incorrect information is typed, the system gives a warning. Users can request additional information. A score is provided at the end.

Print It!
Users are able to print a User Guide similar to a job aid.
*Information on the CORE-CT Self-Service is posted on the HR/Payroll web page*