NVCC
CORE-CT SELF SERVICE
TIME ENTRY TRAINING
(Positive Time Reporter)
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
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
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!
# 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>
<th>Email Type</th>
<th>Email Address</th>
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### IM Information

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[Save]
Entering Time

Core-CT

Favorites  Main Menu

My HR  Core-CT Help

Time and Labor

Report and approve time.

Timesheet
  Approve Time
  Payable Time Summary
  Payable Time Detail
Entering Time

Positive Time Reporter

Timesheet

Mickey Mouse
SU-Assistant

Actions ▼▼ Time Source Schedule Information Earliest Change Date 01/08/2016

Time Period

View By Week
Date 03/04/2016

Scheduled Hours 0.00 Reported Hours 0.00

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

Leave / Compensatory Time Summary Reported Time Status Payable Time

Leave and Compensatory Time Balances

Plan Type Plan Available Balance
Leave Sick 25.00
## Timesheet

**Mickey Mouse**

**SU-Assistant!**

**Employee ID 456456**

**Empl Record 1**

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

### Time Period

*View By Week*

**Date 03/04/2016**

**Scheduled Hours 0.00**

**Reported Hours 0.00**

### 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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</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Sick</td>
<td>25.00</td>
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</table>

**Submit**
**Timesheet**

**Mickey Mouse**

SU-Assistant

**Actions**

**Time Period**

*Date*: 03/04/2016

Scheduled Hours: 0.00

**Reported Hours**: 25.00

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

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**Leave / Compensatory Time**

**Leave and Compensatory Time Balances**

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<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Available Balance</th>
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<tbody>
<tr>
<td>Leave</td>
<td>Sick</td>
<td>25.00</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>
<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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Total: 61.00

- REG
- SP
- VAC
**Time Period**

**View By Week**

*Date 02/16/2018*  

Scheduled Hours 0.00  

Reported Hours 32.00

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**Time Period**

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</tbody>
</table>

*Holiday Worked Comp Earned*
**Holiday Comp Used**
### Entering Time

#### Time Entry

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
<th>TRC</th>
<th>Description</th>
<th>Sched Hrs</th>
<th>Comments</th>
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<tr>
<td>03/08/2016</td>
<td>7.00</td>
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<tr>
<td>03/09/2016</td>
<td>7.00</td>
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<td>Regular</td>
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</tr>
<tr>
<td>03/10/2016</td>
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<tr>
<td>03/11/2016</td>
<td>7.00</td>
<td>VAC</td>
<td>Vacation</td>
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<tr>
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</tr>
<tr>
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<td>Regular</td>
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<tr>
<td>03/15/2016</td>
<td>2.00</td>
<td>SP</td>
<td>Sick Medical/Dental/Eye Appt</td>
<td>7.00</td>
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<tr>
<td>03/16/2016</td>
<td>7.00</td>
<td>REG</td>
<td>Regular</td>
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<tr>
<td>03/17/2016</td>
<td>7.00</td>
<td>REG</td>
<td>Regular</td>
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#### Time Status

- **Total:** 61.00 REG
- **Total:** 2.00 SP
- **Total:** 7.00 VAC
Employees with multiple self-service jobs

<table>
<thead>
<tr>
<th>Empl Record</th>
<th>Job Title</th>
<th>Department</th>
<th>Location Description</th>
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</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>
</tr>
<tr>
<td>3</td>
<td>SU-Assistant</td>
<td>Western CSU</td>
<td>Theatre Arts</td>
</tr>
</tbody>
</table>
Quick Reference Guide:

In the Time and Labor section:
  • Click “Timesheet”
  • For the DATE, enter the Last Day of the Pay Period
  • To enter time, 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 for your time to be forwarded for approval.*
When entering time, remember the following:

- Positive Time Reporters must enter all time
- 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
1. Viewing Payable Time from the Timesheet
UPK Training Exercises

Core-CT Help

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
UPK Training Exercises
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)](http://example.com), 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*