NVCC
CORE-CT SELF SERVICE APPROVER TRAINING
4/14/16
• Supervisor - Approve Time
• Supervisor - Run Reports
Time and Labor Supervisor Self Service

- Supervisor - Approve Time
- Supervisor – Run Reports
*Remember*

**Hours of System Operation:**

- Monday - Sunday: 4:00am - 8:00pm
- HRMS Confirm Thursday: 4:00am - 2:00pm
Time MUST be approved by 5:00 PM on Friday, the day after the end of a pay period!
When approving time, remember the following:

- Supervisors have access to approve all employees in their group(s) and need to verify that time was correctly reported
  - Notify HR immediately if an employee is missing in your group

- Supervisors can access the Timesheet directly from the Approve Payable Time page

- Time associated to an exception is not available for approval until the exception is cleared (use the Timesheet to correct Exceptions)

- If one portion of time entered generates an error, all time entered on that day is not processed; when the Exception is corrected, the entire day is then processed

- Time cannot be unapproved but it can be changed

- If time is not approved, the employee will not be paid
Approve Payable Time
Approve Payable Time

Approve Time for Time Reporters

Employee Selection

<table>
<thead>
<tr>
<th>Selection Criterion</th>
<th>Set ID</th>
<th>Selection Criterion Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>AGNCY</td>
<td></td>
</tr>
</tbody>
</table>

Change Time in View

Start Date: 03/15/2016  End Date: 03/21/2016

Employees For Peter Cottontail

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Empl Record</th>
<th>Total Payable Hours</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Name</td>
<td></td>
<td>0</td>
<td></td>
<td>0.000000</td>
<td></td>
</tr>
</tbody>
</table>
## Approve Payable Time

### Approve Time for Time Reporters

#### Employee Selection

<table>
<thead>
<tr>
<th>Selection Criterion</th>
<th>Set ID</th>
<th>Selection Criterion Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
<td>36080</td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td>AGNCY</td>
</tr>
</tbody>
</table>

#### Change Time in View

Start Date: 03/15/2016  
End Date: 03/21/2016

#### Employees For Peter Cottontail

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Empl Record</th>
<th>Total Payable Hours</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>McQueen</td>
<td>Lightening</td>
<td>111111</td>
<td>0</td>
<td>24.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ariel</td>
<td>Princess</td>
<td>222222</td>
<td>0</td>
<td>24.00</td>
<td></td>
</tr>
</tbody>
</table>
# Approve Payable Time

**Lightening McQueen**  
Associate Research Analyst

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Employee</td>
</tr>
</tbody>
</table>

**Employee ID:** 111111  
**Employment Record:** 0

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/2016</td>
<td>03/21/2016</td>
</tr>
</tbody>
</table>

## Approval Details

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjusted Reported Time</th>
<th>Comments</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/15/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjusted Reported Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjusted Reported Time</th>
<th>Comments</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/16/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjusted Reported Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjusted Reported Time</th>
<th>Comments</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/17/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjusted Reported Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Actions

- Select All
- Deselect All
- Approve
- Return to Approval Summary
Approve Payable Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

<table>
<thead>
<tr>
<th>Selection Criterion</th>
<th>Set ID</th>
<th>Selection Criterion Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td>321321</td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>AGNCY</td>
<td></td>
</tr>
</tbody>
</table>

Get Employees
Clear Criteria
Save Criteria

Change Time in View

Start Date 03/04/2016
End Date 03/21/2016

Employees For Peter Cottontail

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Empl Record</th>
<th>Total Payable Hours</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Name</td>
<td></td>
<td></td>
<td>0</td>
<td>0.000000</td>
<td></td>
</tr>
</tbody>
</table>
Approve Payable Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

<table>
<thead>
<tr>
<th>Selection Criterion</th>
<th>Set ID</th>
<th>Selection Criterion Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
<td>321321</td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td>AGNCY</td>
</tr>
</tbody>
</table>

Change Time in View

Start Date: 03/04/2016
End Date: 03/21/2016

Employees For Peter Cottontail

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Empl Record</th>
<th>Total Payable Hours</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Sam</td>
<td>Yosemite</td>
<td>321321</td>
<td>0</td>
<td>64.00</td>
<td></td>
</tr>
</tbody>
</table>
Approve Payable Time

Employee ID: 321321
Employment Record: 0

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2016</td>
<td>03/21/2016</td>
</tr>
</tbody>
</table>

### Overview

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjust Reported Time</th>
<th>Comments</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/04/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/07/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/08/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/09/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/10/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/11/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/12/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/13/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Return to Approval Summary]
### Approve Payable Time

**Timesheet**

**Employee:** Yosemite Sam  
**Role:** Administrative Assistant  
**Employee ID:** 321321  
**Record:** 0  
**Change Date:** 03/14/2016

**Date:** 03/04/2016 to 03/17/2016

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

**Time Period**

<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>03/04/2016</td>
<td>REG</td>
<td>Regular</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/07/2016</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/08/2016</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/09/2016</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/11/2016</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/16/2016</td>
<td>REG</td>
<td>Regular</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
<tr>
<td>03/17/2016</td>
<td>REG</td>
<td>Regular</td>
<td>Hours</td>
<td>Needs Approval</td>
<td>8.00</td>
</tr>
</tbody>
</table>
**Approve Payable Time**

### Timesheet

**Yosemite Sam**

**Administrative Assistant**

**Employee ID**: 321321  
**Empl Record**: 0  
**Earliest Change Date**: 03/04/2016

**View By Week**

<table>
<thead>
<tr>
<th>Date</th>
<th>*</th>
<th>View By Week</th>
<th>Date</th>
<th>*</th>
<th>View By Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>03/04/2016</strong></td>
<td></td>
<td>Scheduled Hours 0.00</td>
<td><strong>03/04/2016</strong></td>
<td></td>
<td>Reported Hours 80.00</td>
</tr>
</tbody>
</table>

#### Time Period

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ 8.00</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24.00</td>
<td>REG</td>
</tr>
<tr>
<td></td>
<td>+</td>
<td>- 8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40.00</td>
<td>SFAM</td>
</tr>
<tr>
<td></td>
<td>+</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VAC</td>
</tr>
</tbody>
</table>

**Total**: 80.00

**Time Reporting Code**

- REG: Regular
- SFAM: Paid Leave
- VAC: Vacation
Approve Payable Time

Approve Time for Time Reporters

Employee Selection

<table>
<thead>
<tr>
<th>Description</th>
<th>Set ID</th>
<th>Time Reporter Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td>321321</td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>AGNCY</td>
<td></td>
</tr>
</tbody>
</table>

Change Time in View

Start Date: 03/04/2016  End Date: 03/21/2016

Employees For Peter Cottontail

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Empl Record</th>
<th>Total Payable Hours</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sam</td>
<td>Yosemite</td>
<td>321321</td>
<td>0</td>
<td>80.00</td>
<td></td>
</tr>
</tbody>
</table>
Core-CT provides a way for you to document and view information on the Timesheet, such as why a TRC was changed.

- The Timesheet Comments icon is located on the Reported Time Status tab on the Timesheet
- You can enter up to 32,000 characters per row for a Comment
- You can add unlimited rows for a Comment if 32,000 characters is not enough
- You cannot delete a Comment once it is saved
- You can add additional comments at any time
Entering Time
### Timesheet

**Yosemite Sam**
- Administrative Assistant

**Employee ID**: 321321  
**Empl Record**: 0  
**Earliest Change Date**: 03/04/2016

**Actions**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>View By Week</th>
<th>Previous Period</th>
<th>Next Period</th>
</tr>
</thead>
</table>

**Date**: 03/04/2016

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

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24.00</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SFAM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VAC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit</th>
</tr>
</thead>
</table>

#### Reported Time Status

**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>1202.19</td>
</tr>
<tr>
<td>Leave</td>
<td>Vacation</td>
<td>48.07</td>
</tr>
<tr>
<td>Leave</td>
<td>Personal</td>
<td>20.50</td>
</tr>
<tr>
<td>Comp Time</td>
<td>P012M000N</td>
<td>10.00</td>
</tr>
</tbody>
</table>
### Entering Comments

#### Reported Time Status

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
<th>TRC</th>
<th>Description</th>
<th>Sched Hrs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2016</td>
<td>8.00</td>
<td>REG</td>
<td>Regular</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/07/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/08/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/09/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/10/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/11/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/14/2016</td>
<td>8.00</td>
<td>VAC</td>
<td>Vacation</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/15/2016</td>
<td>8.00</td>
<td>VAC</td>
<td>Vacation</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/16/2016</td>
<td>8.00</td>
<td>REG</td>
<td>Regular</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/17/2016</td>
<td>8.00</td>
<td>REG</td>
<td>Regular</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
## Entering Comments

**Comments**

<table>
<thead>
<tr>
<th>Date</th>
<th>TRC</th>
<th>Quantity</th>
<th>Combo Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/14/2016</td>
<td>VAC</td>
<td>8.000000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operator Id</th>
<th>DateTime Created</th>
<th>Source</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>321321</td>
<td>03/21/2016 9:11AM</td>
<td>Time Reporting</td>
<td></td>
</tr>
</tbody>
</table>
### Entering Comments

**Comments**

<table>
<thead>
<tr>
<th>Operator Id</th>
<th>Date/Time Created</th>
<th>Source</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>321321</td>
<td>03/21/2016 9:11AM</td>
<td>Time Reporting</td>
<td>Changed attendance from SFAM to VAC to clear an exception.</td>
</tr>
</tbody>
</table>

**Employee Information**

- **Yosemite Sam**
- **Empl ID:** 321321
- **Empl Record:** 0
- **Job Title:** Administrative Assistant
Are you sure you want to save the comment(s) entered? (20100,22)

Once the page is saved, the comments cannot be changed.
Press Ok to Save or press Cancel to return to the Comments page without saving.

OK  Cancel
### Reported Time Status

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
<th>TRC</th>
<th>Description</th>
<th>Sched Hrs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2016</td>
<td>8.00</td>
<td>REG</td>
<td>Regular</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/07/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/08/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/09/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/10/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/11/2016</td>
<td>8.00</td>
<td>SFAM</td>
<td>Sick Family</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/14/2016</td>
<td>8.00</td>
<td>VAC</td>
<td>Vacation</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/15/2016</td>
<td>8.00</td>
<td>VAC</td>
<td>Vacation</td>
<td>0.00</td>
<td>🆎️️️️️</td>
</tr>
<tr>
<td>03/16/2016</td>
<td>8.00</td>
<td>REG</td>
<td>Regular</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/17/2016</td>
<td>8.00</td>
<td>REG</td>
<td>Regular</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
When entering Timesheet Comments, remember the following:

- The Timesheet Comments icon is located on the Reported Time tab located on the Timesheet.
- You may enter up to 32,000 characters per row; you can click the + (Plus) icon to add another row for the same comment.
- You can not delete a saved comment.
- You can return to a comment to enter additional information.
- You do not need to submit the Timesheet to save the Comments.
- If a comment has been entered on a date that has multiple Timesheet entries, a shaded Comments icon will appear beside each row of that date’s attendance.
- When viewing comments, all comments for a particular day will be displayed regardless of what page the comment was entered from.
## Approve Payable Time

### Yosemite Sam
- **Administrative Assistant**

### Details
- **Start Date:** 03/04/2016
- **End Date:** 03/21/2016

### Approval Details

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjust Reported Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/04/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/07/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/08/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/09/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/10/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/11/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/14/2016</td>
<td>VAC</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/15/2016</td>
<td>VAC</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/16/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/17/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Footer
- **Employee ID:** 321321
- **Employment Record:** 0

### Actions
- **Select All**
- **Deselect All**

### Buttons
- **Approve**
### Comments

**Yosemite Sam**

**Empl ID:** 321321  
**Empl Record:** 0

<table>
<thead>
<tr>
<th>Date</th>
<th>TRC</th>
<th>Quantity</th>
<th>Combo Code</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Operator ID</th>
<th>DateTime Created</th>
<th>Source</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/14/2016</td>
<td>VAC</td>
<td>8.000000</td>
<td></td>
<td></td>
<td></td>
<td>321321</td>
<td>03/21/2016 9:11AM</td>
<td>Time Reporting</td>
<td>Changed attendance from SFAM to VAC to clear an exception.</td>
</tr>
</tbody>
</table>

[Save]  [Cancel]
*If you change time, you must:

1.) Change the time
2.) Enter in a comment
3.) Email the employee
4.) Let it run overnight
# Approve Payable Time

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

## Approval Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjust Reported Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/07/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/08/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/09/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/10/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/11/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/14/2016</td>
<td>VAC</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/15/2016</td>
<td>VAC</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/16/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
<tr>
<td>03/17/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00 Hours</td>
<td></td>
<td>Adjust Reported Time</td>
<td></td>
</tr>
</tbody>
</table>

**Actions:**  
- Select All  
- Deselect All  
- Approve
# Approve Payable Time

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

## Approval Details

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Quantity</th>
<th>Type</th>
<th>Adjust Reported Time</th>
<th>Comments</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>03/04/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/07/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/08/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/09/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/10/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/11/2016</td>
<td>SFAM</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/14/2016</td>
<td>VAC</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/15/2016</td>
<td>VAC</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/16/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>03/17/2016</td>
<td>REG</td>
<td>Needs Approval</td>
<td>8.00</td>
<td>Hours</td>
<td>Adjust Reported Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select All**  
**Deselect All**  
**Approve**  

[Return to Approval Summary]
Approve Payable Time

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes  No
Save Confirmation

The Save was successful.

OK
Approve Payable Time

Yosemite Sam
Administrative Assistant

Start Date: 03/04/2016
End Date: 03/21/2016

Employee ID: 321321
Employment Record: 0

Actions:
- Select All
- Deselect All

Approve

Return to Approval Summary
### Approve Payable Time

#### Approve Time for Time Reporters

**Employee Selection**

<table>
<thead>
<tr>
<th>Selection Criterion</th>
<th>Set ID / Selection Criterion Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td>35500</td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Empi Record</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>AGNCY</td>
</tr>
</tbody>
</table>

**Change Time in View**

- Start Date: 03/15/2016
- End Date: 03/21/2016

**Employees For Peter Cottontail**

**Message**

- There is Needs Approval time for dates prior to the Start Date selected for employee 111111 (20100,19)

- OK
When approving Time, remember the following:

- Approvers can approve by Group ID or Employee ID

- Supervisors need to verify that Timesheet was submitted by verifying the Reported Hours (and not Scheduled Hours) and attendance is accurate

- Time associated to an exception is not available for approval until the exception is cleared

- Time cannot be unapproved but it can be changed on the Timesheet

- If you change time, you must update comments and notify the employee

- If Time is updated, it must reprocess through Time Admin before you can approve it

- If Time is not approved the employee will not be paid
<table>
<thead>
<tr>
<th>Description</th>
<th>TRC</th>
<th>Explanation</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td>HOL</td>
<td>Indicates that a regularly scheduled workday is a designated holiday.</td>
<td>Use when College is closed for a Holiday or when employee does not report to work on a holiday. Must be full or half day increments only.</td>
</tr>
<tr>
<td>Holiday Comp. Used</td>
<td>HCU</td>
<td>Use whenever an employee charges leave to Holiday Comp Time.</td>
<td>May only be used in 1/2 day increments, except NP-2.</td>
</tr>
<tr>
<td>Holiday Worked - Comp. Earned</td>
<td>HWCE</td>
<td>Use when a non-premium holiday is worked and Holiday Comp Time is earned.</td>
<td>Time worked on a holiday when the College is open may be HWCE only. NA faculty.</td>
</tr>
<tr>
<td>Overtime - General OT Code</td>
<td>OVT</td>
<td>Use whenever the rules should be used to calculate overtime.</td>
<td>Employees are not authorized to work OVT unless approved in advance.</td>
</tr>
<tr>
<td>PL Personal Leave</td>
<td>PL</td>
<td>Use to record PL time taken.</td>
<td>3 days/calendar year</td>
</tr>
<tr>
<td>PL Used 2003 Rowland Settlement</td>
<td>PL03</td>
<td>Use when an employee uses PL time awarded as a result of the 2003 SEBAC/Rowland Settlement Agreement.</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>REG</td>
<td>Regular time.</td>
<td>No more than 5 days/cal year all BUs, except NP-5, which is 3 days/cal year.</td>
</tr>
<tr>
<td>Sick Employee Illness</td>
<td>SICK</td>
<td>Employee uses Sick Time for their own illness.</td>
<td>5 days/occurrence all BUs, except NP-5, which is 3 days/occurrence</td>
</tr>
<tr>
<td>Sick Family</td>
<td>SFAM</td>
<td>Use when employee uses Sick Time to attend to family illness.</td>
<td>3 days/calendar year</td>
</tr>
<tr>
<td>Sick Funeral Immediate Family</td>
<td>SFFNR</td>
<td>Use when employee uses Sick Time to attend to a funeral in their immediate family.</td>
<td></td>
</tr>
<tr>
<td>Sick Funeral Non Immediate Fam</td>
<td>SFNRL</td>
<td>Use when an employee is using Sick Time to attend a funeral for other than their immediate family.</td>
<td></td>
</tr>
<tr>
<td>Sick Medical/Dental/Eye Appt</td>
<td>SP</td>
<td>Use for an employee's medical appointments.</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>VAC</td>
<td>Use when employee takes Vacation.</td>
<td></td>
</tr>
<tr>
<td>Weather Closing</td>
<td>LWWTR</td>
<td>Paid leave when agencies are closed as a result of weather conditions.</td>
<td>When authorized by President</td>
</tr>
</tbody>
</table>

Contact HR Office:
Family Medical leave
Governor Closing
Union Picnic Party
Union Business Release
Unpaid leave
Workers' Compensation
<table>
<thead>
<tr>
<th>Bargaining Unit</th>
<th>Accrued Leave Plan</th>
<th>Increments</th>
<th>Advance Notice</th>
<th>Waiting period for new hires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical (NP-3)</td>
<td>40 hours/week</td>
<td>Vacation</td>
<td>1/2 hour</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>8 hours/day</td>
<td>Sick</td>
<td>1/2 hour</td>
<td>Yes, for scheduled appts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Leave</td>
<td>1/2 hour</td>
<td>&quot;as much in advance as possible&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holiday Comp</td>
<td>4 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Congress/AFSCME</td>
<td>35 hours/week</td>
<td>Vacation</td>
<td>1/2 Day</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>7 hours/day</td>
<td>Sick</td>
<td>1/4 Day</td>
<td>Yes, for scheduled appts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Leave</td>
<td>1/2 day</td>
<td>&quot;Except in an emergency situation, shall give at least 3 days notice&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holiday Comp</td>
<td>1/2 Day</td>
<td>Yes</td>
</tr>
<tr>
<td>AFT</td>
<td>35 hours/week</td>
<td>Vacation</td>
<td>1/2 Day</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>7 hours/day</td>
<td>Sick</td>
<td>1/2 Day</td>
<td>Yes, for scheduled appts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Leave</td>
<td>1/2 day</td>
<td>At least 24 hours in advance, except in emergency or unanticipated circumstances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holiday Comp</td>
<td>1/2 Day</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Time and Labor Supervisor Self Service

- Supervisor - Approve Time
- Supervisor – Run Reports
Time & Labor reports can assist you in being proactive in identifying potential issues.

- The Run Control ID is the name of your Report
- Once a Run Control ID is saved, it can be reused
- You can run reports for all employees you have access to by choosing an individual employee, a group of employees or a department
- You can set up reports for specific conditions
Running Reports

- TRC Usage Report - CTHRR460
- 120 Day Rehired Ret. CTHRR017
- Attendance Report - CTTLR375
- Bi-Weekly Timesheet CTTLR201
- DOC Sched TS - CTTL203C
- Expired Comp Time - CTTLR356
- Leave Accrual Bal - CTTLB355
- Leave Accrual Bal DaysCTTL103A
- Leave Accrued/Proc - CTTLR360
- Monthly Leave Accrual CTTLR357
- Proj Bi-Weekly TS CTTL201A
- Proj Sched Bi-Wkly TS CTTL203A
- Reported Time - CTTLR358
- Sched Bi-Weekly - CTTLR203
- Schedule Report - CTTLR055
- exp Comp & Holiday CTTLR354
- Deleted Vacation Time Report
- Leave Accrued by Union/Plan
- Monthly Accrual Difference
- Unproc Timesheets CTTLR403
- Scheduled Hours
- TimeCard
- Payable Status Report CTTLR252
- Comp Time Report - CTTLR395
- T&L Exception Rpt - CTTLR365
- Comp and Holiday - CTTLR400
- Comments Report - CTTLR352
- Vacation Max Report - CTTLR350
- Job Hrs vs Leave Hrs CTTLR420
- Term Emps in Lv Plans CTTLR421
Running Reports
Running Reports

TRC Usage Report

Find an Existing Value | Add a New Value

Run Control ID: SickFamily

Add

Find an Existing Value | Add a New Value
Running Reports

Process Scheduler Request

- User ID: 654654
- Run Control ID: SickFamily
- Server Name
- Recurrence
- Time Zone
- Run Date: 03/21/2016
- Run Time: 3:40:34PM
- Reset to Current Date/Time

Process List:

- TRC Requirement Report
  - Process Name: CTHRR460
  - Process Type: SQR Report
  - Type: Web
  - Format: PDF
  - Distribution

[OK] [Cancel]
Running Reports

TRC Usage Report - CTHRR460

Run Control ID  SickFamily

Report Manager  Process Monitor

Run

Report Parameters

Dates to Report

*Begin Date: 01/01/2015  *End Date: 12/31/2015

Report Style

☑ Show Report Detail
☐ Page Break By Employee

Employees To Report

Set ID:  

Union Code:  

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

Group ID: 36080  Asst Director Registration AR

Process Instance: 1182
### Running Reports

![Image of a report running interface](image)

#### View Reports For

<table>
<thead>
<tr>
<th>Folder</th>
<th>Instance</th>
<th>Created On</th>
<th>Refresh</th>
</tr>
</thead>
</table>

#### Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Description</th>
<th>Folder Name</th>
<th>Completion Date/Time</th>
<th>Report ID</th>
<th>Process Instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CTHRR460 TRC REQUIREMENT REPORT</td>
<td>General</td>
<td>03/21/16 3:42PM</td>
<td>1132</td>
<td>1182</td>
</tr>
</tbody>
</table>
Running Reports

Report
- Report ID: 1132
- Process Instance: 1182
- Name: CTHRR460
- Process Type: SQR Report
- Run Status: Success

TRC Requirement Report

Distribution Details
- Distribution Node: PRODRPTFTP
- Expiration Date: 04/20/2016

File List
- Name: SQR_CTHRR460_1182.log
  - File Size (bytes): 1,742
  - Datetime Created: 03/21/2016 3:42:34.500729PM EDT
- Name: cthrr460_1182.PDF
  - File Size (bytes): 2,970
  - Datetime Created: 03/21/2016 3:42:34.500729PM EDT
- Name: cthrr460_1182.out
  - File Size (bytes): 547
  - Datetime Created: 03/21/2016 3:42:34.500729PM EDT

Distribute To
- User: 654654
### Running Reports

**Report ID:** DM8460  
**Group:** 36080 Asset Director Registration AR

**Report Begin Date:** 01/01/2015  
**Report End Date:** 12/31/2015

**Report TRCs:** SGFS, SPAM  
**Show Detail:** Y

---

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EmpID</th>
<th>Exp LD</th>
<th>Date Under Report</th>
<th>Union Code</th>
<th>TRC</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam, Yosemite</td>
<td>111111</td>
<td>0</td>
<td>03/12/2015</td>
<td>16</td>
<td>SPAM</td>
<td>SickFamily</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Totals</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>SPAM</strong></td>
<td>2.00</td>
</tr>
</tbody>
</table>

---

*State of Connecticut*  
*TRC REQUIREMENTS REPORT*  
*Page No.: 1*  
*Run Date: 03/21/2016*  
*Run Time: 15:42:20*
When running a report, remember the following:

- You can search for an existing report or add a new one
- When you run a report, its parameters are automatically saved
- After you have run a report, you can save it, delete it, or print it
- You can run a report for one employee or a group of employees
- You can set up reports for specific conditions
- You can send reports to other users through Core-CT
Overall Key Points - Supervisor Self Service

Approving Time:

- Time can not be unapproved
- Time can be changed
- Attendance changes must be processed and approved

Running Reports:

- Run Control ID: Report’s Name
- Set up report once and reuse
- Run reports by employee or group

*Information on the CORE-CT Self-Service is posted on the HR/Payroll web page*
Questions?