# Core-CT Time and Labor Frequently Asked Questions

| # | Question | Answer |
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| 1 | Will supervisors have an alternate for approving timecards? | A supervisor has the ability to identify an alternate for approving timesheets. Most supervisors have already identified an alternative approver, but if an alternate has not been identified, please contact your Security Liaison to submit a security request. |
| 2 | How will students, timekeepers and supervisors be able to differentiate between different jobs if a student works for the same department, has the same supervisor, same pay rate, and same title? | Please refer to **Page 6** of the Entering Time: Student Employees Job Aid for information on how navigate to differentiate between different Student jobs. |
| 3 | What is the deadline for timecard approval the first pay period in Core-CT? | The deadline to approve timesheets is Monday, October 3rd. |
| 4 | Why do I, as the time approver, not see the timesheets for some of my employees? | If you are an approver of a Student or Special Payroll employee, you will not see their timesheet until they record and submit. If you are an approver of a regular employee and cannot see a timesheet for an employee, please ensure by navigating to **Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet**. Click the lookup next to **Time Reporter Group**, then click the **Look Up** button. Select a **Time Reporter Group**, then click **Get Employees**. **Note:** Do this for each **Time Reporter Group** available in your list. If an employee is still not showing, please contact your Department Processor to submit a Smart HR Supervisor ID change. |
| 5 | How do I view a regular employee timesheet versus a student timesheet? | Approvers will navigate to the "Approve Payable Time" page to view all time that needs approval regardless of the Employee Group. |
| 6 | How do I approve re-submitted time? | On the "Approve Payable Time" page, re-submitted time will appear with a "Needs Approval" status.<br><br>**Please note**: If a timesheet from a previous pay period is re-submitted, the approver will need to delete the "Start Date" on the "Approve Payable Time" page in order to see the re-submitted time.<br><br>**Please note**: Status on the timesheet is updated one business day after a timesheet has been recorded and submitted, and after the successful completion of the Core-CT nightly batch process. |
| 7 | Where can I obtain definitions for Time Reporting Codes? | Please refer to the List of Time Reporting Codes can be found on the ESS site. |

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| 8 | How do I know if a timesheet has been approved? | On the Payable time tab on the timesheet, approved time will have a status of "Approved". Time that is not approved, will have a "Needs Approval" status.<br><br>**Please note**: Status on the timesheet is updated one business day after a timesheet has been recorded and submitted, and after the successful completion of the Core-CT nightly batch process. |
| 9 | What are the following codes that I see on my timesheet?<br>1. HAUTOEXPN (Earned Holiday Time that expires at the end of next calendar year)<br>2. SPUCN000N (Unclassified "As-If-Accrued" sick time; also referred to as "Prior Sick") | Please refer to the List of Compensatory Time and Holiday Plans Reference Material that is located on the ESS site. |