University of Connecticut
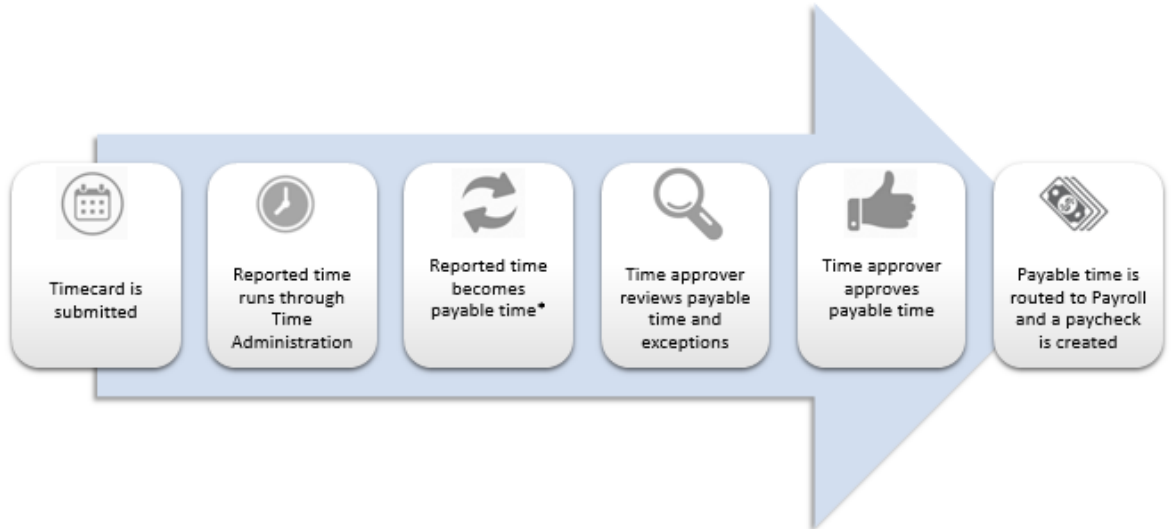
Entering Time Job Aid

Overview   This job aid instructs time reporters the steps necessary to complete their timesheet.
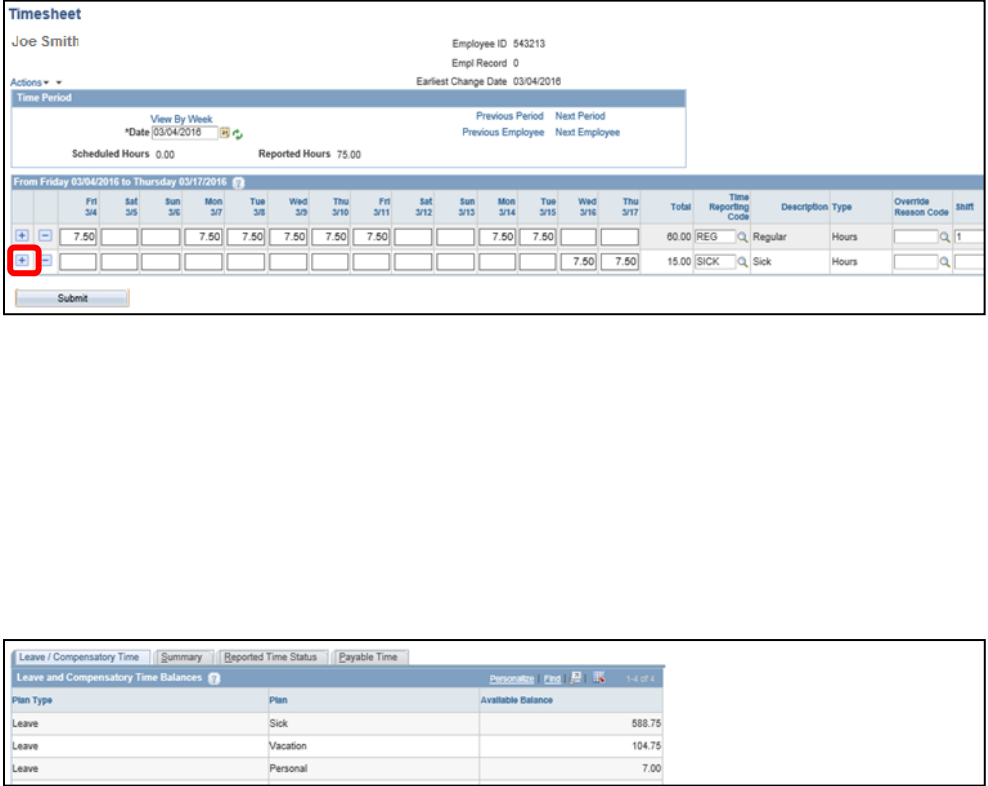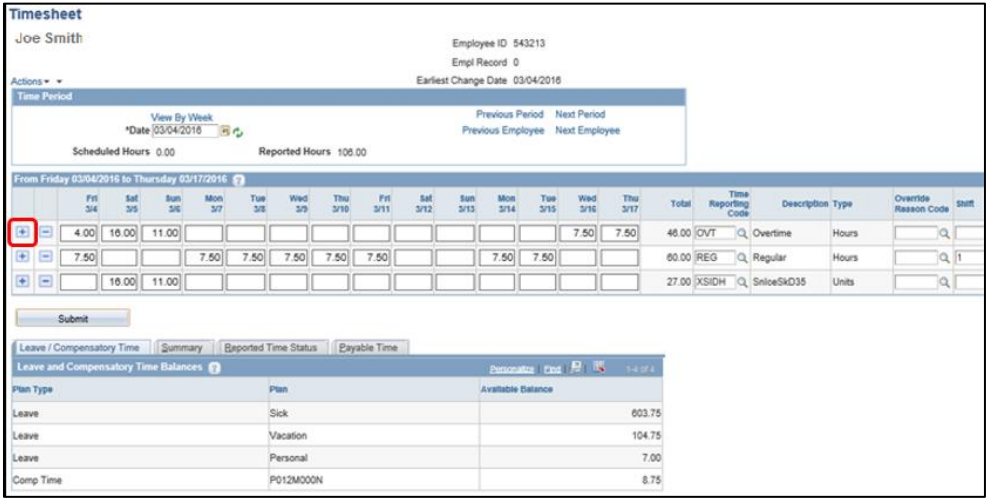
Key Terms

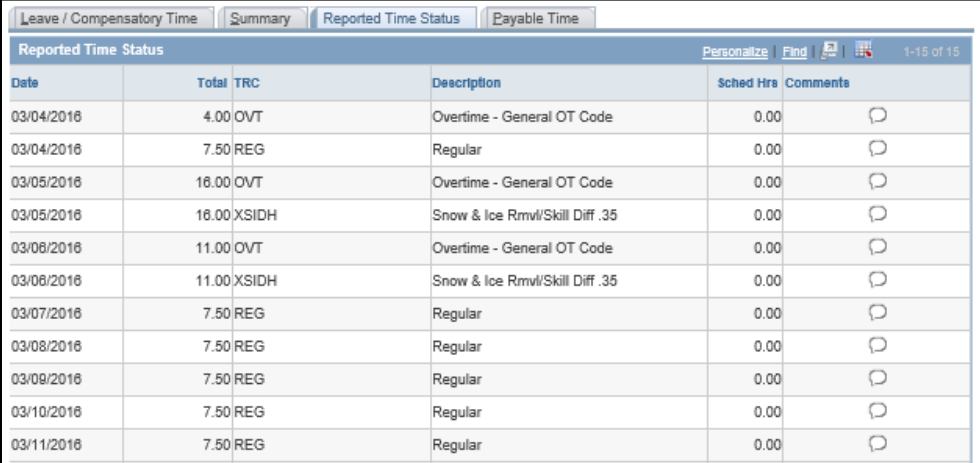| Term	Description
Payable Time	Time that is created during the Time Administration process. Payable time means the time has passed validation and is ready to be loaded to the Payroll module for paycheck calculation.
Prior Period Adjustment	Any adjusting entry made to the timesheet after time has been approved. They are completed in the actual period the time was worked, but paid in the period the adjustment was approved.
Reported Time	Time that is entered on the timesheet.
Self Service	Allows users to access personal information, payroll and compensation information, benefits information and other miscellaneous areas.
Time Administration	The overnight process to validate time entered on the timesheet. Also referred to as Time Admin.
Time Reporting Code (TRC)	An element entered on the timesheet by which Core-CT collects labor data, hours, amounts or units worked. TRCs are mapped to Payroll earnings codes.
Timekeeper	A person who records the amount of time worked on behalf of a group of employees.

UConn/Core CT Job Aid: Entering Time

Version 1.0

Business Process

Process Steps

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Self Service > Time Reporting > Report Time > Timesheet** OR **Timesheet** from the Core-CT home page	
2	On the **Timesheet**, review the pre-populated time or enter time worked. The pre-populated **Time Reporting Code** is *REG* (regular) hours. **Note**: Time can be entered in .25 hour increments.	

Step	Action	Screenshot
3	To add a differential in regular hours (ex: an employee was sick Thursday and Friday), click the **plus sign (+)** to add a new row. Enter the hour of sick time, and enter the *SICK* time reporting code. A new reporting line needs to be added for each time reporting code. **Note:** The available balances for any leave and compensatory time you are eligible for are available at the bottom of the timesheet.	
4	Once all time and the appropriate time reporting codes are added, you are ready to submit your timesheet. Click **Submit.**	

Step	Action	Screenshot
5	Once you submit your timesheet, you can move to the **Reported Time Status** tab on the bottom of the **Timesheet** to review all time that was sent for approval. If necessary, click the **Comments** icon to add a comment about a line of reported time. Comments can be viewed by the Time Reporter and his/her Time Approver or Timekeeper.	Leave / Compensatory Time Summary Reported Time Status Payable Time **Reported Time Status** Personalize | Find 1-15 of 15 <table><tr><td>Date</td><td>Total</td><td>TRC</td><td>Description</td><td>Sched Hrs</td><td>Comments</td></tr><tr><td>03/04/2016</td><td>4.00</td><td>OVT</td><td>Overtime - General OT Code</td><td>0.00</td><td></td></tr><tr><td>03/04/2016</td><td>7.50</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr><tr><td>03/05/2016</td><td>16.00</td><td>OVT</td><td>Overtime - General OT Code</td><td>0.00</td><td></td></tr><tr><td>03/05/2016</td><td>16.00</td><td>XSIDH</td><td>Snow & Ice Rmvl/Skill Diff .35</td><td>0.00</td><td></td></tr><tr><td>03/06/2016</td><td>11.00</td><td>OVT</td><td>Overtime - General OT Code</td><td>0.00</td><td></td></tr><tr><td>03/06/2016</td><td>11.00</td><td>XSIDH</td><td>Snow & Ice Rmvl/Skill Diff .35</td><td>0.00</td><td></td></tr><tr><td>03/07/2016</td><td>7.50</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr><tr><td>03/08/2016</td><td>7.50</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr><tr><td>03/09/2016</td><td>7.50</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr><tr><td>03/10/2016</td><td>7.50</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr><tr><td>03/11/2016</td><td>7.50</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr></table>