Core-CT Time Approvals

Core



This is the navigation to follow to approve payable time. Click on the **Manager Self-Service** tile, and then select the **Time Approval** tile. The key change is the navigation, the process remains the same.



Time Pending Approvals

This is the search page for **Time Approval**. Under the **Employee Selection** section, identifying information for an employee can be entered. The **Change Time in View** section allows for the date range to be entered. If there needs to be time approved for a group, the **Time Reporter Group** field can be utilized. Input identifying information and then select **Get Employees** to populate the necessary data.

$\leftarrow \mid \odot \heartsuit$		Q Search in Menu				Ĵ.	:	Ø
Time Approval								
Time	Approve Payable Time Approve Time for Time Reporter	rs			New V	Vindow	v ł	łelp ∡
	Selection Criterion	Set ID Selection Criterion Value		Get Employees				
	Time Reporter Group Employee ID		Q	Clear Criteria Save Criteria				
	Empl Record		Q	L				

Last Name		Q	
First Name		Q	
Department	AGNCY ~	Q	
Location Code	AGNCY	Q	
Workgroup		Q	
No employees were returned for the time period s Change Time in View Start Date 07/26/2024	specified. Er	d Date 08/01/2024 🔛 🍫	
/anager Self Service Time Management			

Managing Exceptions

\leftarrow \mid \odot \heartsuit	Q	Search in Menu		$\hat{\Box}$	Û,	:
Manager Self Service						
	Time Approval	Team Time Image: Constraint of the second	Approvals			
	Create Delegation Request	My Delegates	My Delegated Authorities			
	Leave Management					

Responsibility for managing exceptions depends on the agency. These exceptions are errors or warnings in time entry or setup data. These are generated after the time administration process is run and require review. Click on the **Team Time** tile from the Manager Self-Service Homepage to resolve exceptions.

$\leftarrow \mid \odot \heartsuit$	Q Search in Menu		U Ô. :
Team Time			
P₀ Timesheet	Manage Exceptions		
Report Time	Fix (7) Allow (0) All (7)		
() Weekly Time Entry	Exceptions		
Weekly Time Summary	Diane Frost		
Payable Time	CTXTLLV1 - Not eligible for Sick or Vac	High 12/26/2023	>
क्त Leave / Comp Time	Diane Frost		
A Manage Exceptions	CTXTLLV1 - Not eligible for Sick or Vac	High 01/29/2024	
Time and Labor WorkCenter	Diane Frost		
	CTXTLLV1 - Not eligible for Sick or Vac	High 01/30/2024	>
	Explanation		
	Diane Frost	High	
	CTXTLLV1 - Not eligible for Sick or Vac	01/31/2024	>
	Explanation Diana Erect		
	CTXTLLV1 - Not eligible for Sick or Vac	High 02/01/2024	>
	Explanation		

Filter by clicking on the **Filter** icon. The **Fix** tab shows all exceptions that are pending a resolution. The exceptions must be corrected for the timesheet to be accepted.

$\leftarrow \bot$	\bigcirc	Q Search in Menu						
Manag	Manage Exceptions							
Fix (0) Allow (5) All (5) Exceptions Allow								
	Susan Bergeron CTXTLSP2 - Time not within Stipend dates Explanation	H 12/05/2	High 2023					
	Susan Bergeron CTXTLSP2 - Time not within Stipend dates Explanation	H 12/06/2	High 2023					
	Susan Bergeron CTXTLSP2 - Time not within Stipend dates Explanation	H 12/11/2	High 2023					

The **Allow** tab shows exceptions where Core-CT identified an issue without a fix to the timesheet. The **All** tab shows unresolved exceptions in both the **Fix** and **Allow** categories.