

Approving Payable Time

Last Updated: October 2024



This job aid illustrates how to approve payable time, make changes to employee Timesheets and how to manage prior period.

Special Note: This job aid assumes that the employee has entered attendance on the Timesheet and that Time Administration has been run overnight.

Non-Self-Service Agencies: If Needs Approval time is created for your employees see Part IV for information.

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(Hover mouse on topic or page number and click Ctrl key to toggle to that topic)

Words to Know

Reported Time	Time that is entered on the Timesheet.
Time Administration	Overnight process to validate attendance entered on the Timesheet. Also referred to as Time Admin.
Payable Time	Time that is created during Time Administration. The time passed validation and is ready to be loaded to the payroll module for paycheck calculation.
Payable Time Status	Payable Status indicates what processes have been completed. This list only includes those statuses that relate to approving time. For a complete list, refer to the Payable Time Status job aid. Needs Approval – time entered on Timesheet or from a schedule that has passed validation Approved – Ready for Payroll – time has been approved and is ready to be loaded to Payroll Taken by Payroll – Payroll has picked up the time and has calculated a paycheck Rejected by Payroll – Payroll did not accept the time - see your Time and Labor unit for resolution. Distributed – paycheck has been confirmed and distributed to the General Ledger
Exception	Time that does not pass validation during Time Administration is flagged with an exception. Refer to the job aid entitled Cleaning up Time and Labor Exceptions for more information. See your Time and Labor unit for resolution.
Prior Period Adjustment	Changes made to payable time having a status of Distributed. There is a limit of four pay periods in which a prior period adjustment can be made. If changes need to be made beyond that, contact your agency’s Time and Labor unit.
Needs Approval Time	Payable Time is assigned a status of ‘Needs Approval’ when one an employee is enrolled in a Needs Approval workgroup. These workgroups should only be assigned to an employee if your agency uses Self-Service Time Entry.

Approving Payable Time

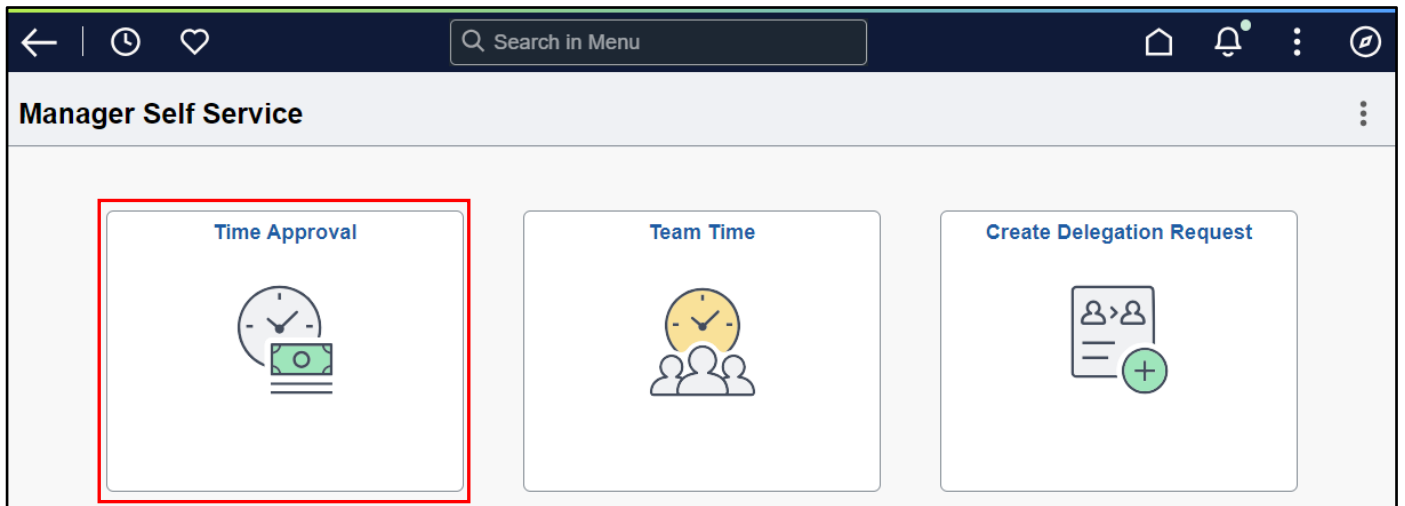
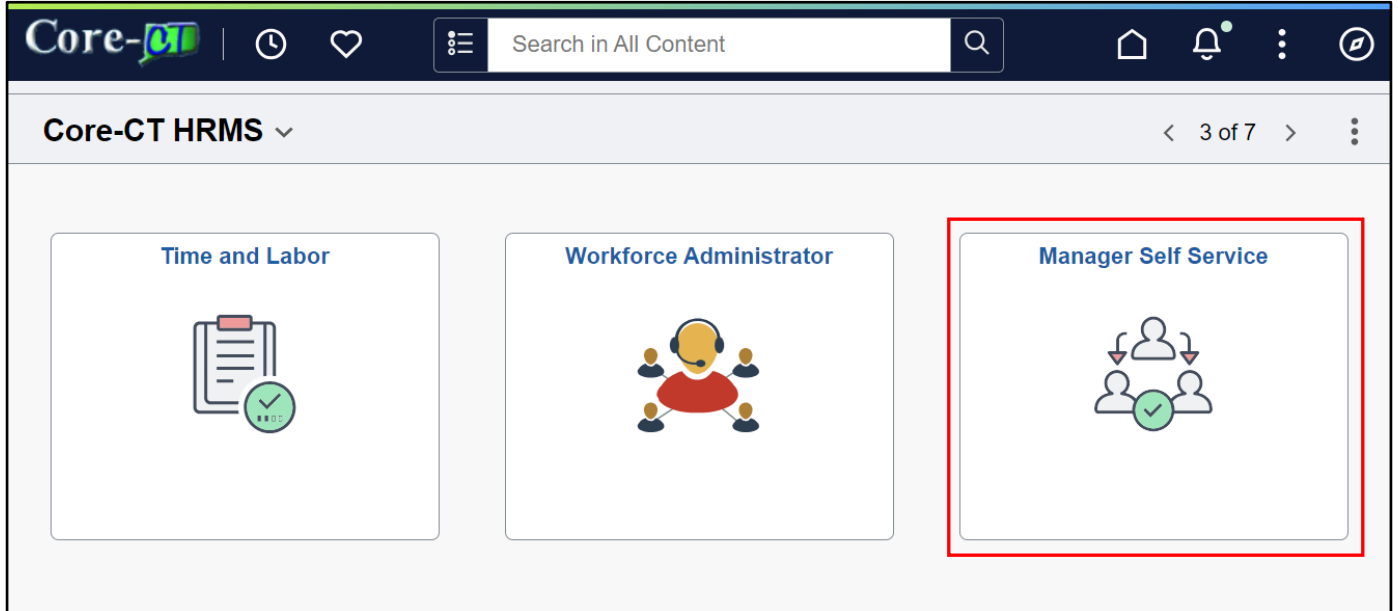
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Part I – Approving Payable Time

Access Approve Payable Time:

Employee Self-Service > Core-CT HRMS > Manager Self Service > Time Approval



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Special Notes:

- For this section it is assumed that the employee has already posted attendance, and the time has been validated by the overnight Time Admin process.
- Time entered on the Timesheet must be processed by Time Admin before it is ready to be approved.
- Time Admin runs every night except Sundays and on pay confirm Thursday (non-payday).

Time Approval

[Approve Payable Time](#)

Approve Time for Time Reporters

Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	UNIVS	<input type="text"/>
Location Code	UNIVS	<input type="text"/>
Workgroup		<input type="text"/>

Change Time in View

Start Date: End Date:

Employees For Theresa Robbins

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception	Location Description
Last Name			0	0.000000		0.000000		

[Manager Self Service](#)
Time Management

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Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text" value="BOR"/>
Employee ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	UNIVS	<input type="text"/>
Location Code	UNIVS	<input type="text"/>
Workgroup		<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change Time in View

Start Date End Date

Employees For Theresa Robbins

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception	Location Description
Last Name			0	73.192571	SUProfr(10Months)	35.00		Art

1. Enter the Group ID or Empl ID (e.g., Group ID BOR)
2. Enter the pay period Start Date and End Date (e.g., 10/04/2024 and 10/17/2024)

3. Click

Approve Payable Time

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Selection Criterion	Set	
Time Reporter Group		
Employee ID		
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>
Location Code	AGNCY	<input type="text"/>
Workgroup		<input type="text"/>

Get Employees

Save Criteria

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

OK

4. Click



Special Notes:

- If there is time that needs approval prior to the Start Date selected a warning message will appear. The affected employee number will be indicated in the warning message. Click OK to bypass the message.
- Managing prior period adjustments is illustrated in Part II.

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Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		BOR
Employee ID		
Empl Record		
Last Name		
First Name		
Department	UNIVS	
Location Code	UNIVS	
Workgroup		

Get Employees

Clear Criteria

Save Criteria

Change Time in View

Start Date: 10/04/2024

End Date: 10/17/2024

Employees For

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception	Location Description
Last Name			0	73.192571	SUProfr(10Months)	35.00		Art

- A list of employees with Needs Approval time is populated.
- Click on a [Last Name](#) link to view the attendance details for an employee.

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Approve Payable Time

SUProfr(10Months) Employee ID
Employment Record 0

Start Date 10/04/2024
End Date 10/10/2024

Approval Details

Overview | Time Reporting Elements | Task Reporting Elements | Cost

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments	Override Reason Code
<input checked="" type="checkbox"/>	10/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	<input type="text"/>	
<input checked="" type="checkbox"/>	10/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	<input type="text"/>	
<input checked="" type="checkbox"/>	10/08/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	<input type="text"/>	
<input checked="" type="checkbox"/>	10/09/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	<input type="text"/>	
<input checked="" type="checkbox"/>	10/10/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	<input type="text"/>	

Select All | Deselect All

[Return to Approval Summary](#)

7. Verify the attendance details to ensure accuracy.
8. Click the Select box on each row to select entries for approval.

Special Note:

- You may also click the [Select All](#) link to select all entries for approval.

9. Click on the [Select All Link](#) or click individual lines

10. Click

Special Note:

- You may deselect individual rows by clicking the Select box on that row

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.

Approving Payable Time

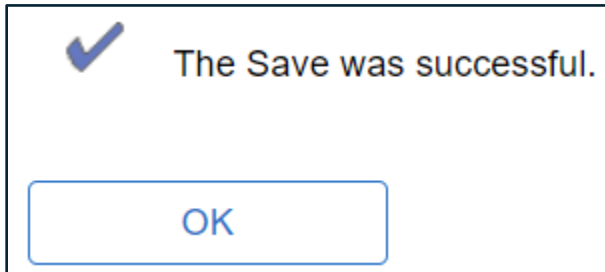
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11. Click to approve the rows selected

Special Notes:

- Click the button to return to the details page without approving
- Once time is approved it cannot be unapproved



12. Click

Approve Payable Time

	Employee ID
SUProfr(10Months)	Employment Record 0

Actions ▾

Start Date 10/05/2024

End Date 10/11/2024

Select All Deselect All

[Return to Approval Summary](#)

13. There is no time left to be approved for this employee for the date range selected.

14. Click the [Return to Approval Summary](#) link to approve the next employee

Special Note:

You may also click on the [Next Employee](#) link to access the next employee in the list

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Time Approval

Approve Payable Time

SU-Assistant
[Actions](#) ▾

Start Date 09/01/2024
End Date 10/31/2024

Employee ID

Employment Record 0

[Next Employee](#)

19. Click on the [Last Name](#) link to view the attendance details for Hermione Granger. Note the Total Payable Hours for this employee (e.g., 77)

Employees For Minnie Mouse

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception	Location Description
Last Name			0	73.192571	SUProfr(10Months)	77.00	Art	

[Manager Self Service](#)
[Time Management](#)

Approve Payable Time

SUProfr(10Months)
[Actions](#) ▾

Start Date 11/01/2024
End Date 11/19/2024

Employee ID

Employment Record 0

Approval Details

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments	Override Reason Code
<input type="checkbox"/>	11/01/2024	PL	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comments	
<input type="checkbox"/>	11/01/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comments	
<input type="checkbox"/>	11/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comments	
<input type="checkbox"/>	11/05/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comments	
<input type="checkbox"/>	11/06/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comments	
<input type="checkbox"/>	11/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comments	

Special Notes:

- You may also directly access employee timesheets by navigating to *Core-CT HRMS > Manager Self Service > Team Time > Timesheet*

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- Approvers at agencies where employees are set up as an Exception Time Reporter (schedules default to REG on the timesheet) need to click on the Adjust Reported Time link to verify that the timesheet has been submitted BEFORE approving.

| 0 | Dept: Central CSU | Loc: Art and Design | Hourly RT: 73.19

November 1, 2024 - November 14, 2024 *View By Period

Scheduled 70.00 | Reported 70.00 Submit

Reported time on or after 10/18/2024 is for a future period.

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri
PL			7.00	7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7	7 of 7	7 of 7
REG			63.00				7.00	7.00	7.00	7.00	7.00

22. Make any necessary changes

Special Notes:

- Follow your agency's business process for notifying the employee of the Timesheet change
- Notice that the Reported Hours field indicates 70.00 hours. This indicates that the employee has submitted (signed) the timesheet. Do not approve if the Reported Hours is 0.00. Have the employee submit the timesheet and approve after the next Time Admin process runs.

23. Click Submit to save your changes

Special Note:

- Any changes made to employee Timesheets must be approved after the next Time Admin process runs. Supervisors can approve changes they themselves made to their employee's Timesheet.

Approving Payable Time

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| 0 | Dept: Central CSU | Loc: Art and Design | Hourly RT: 73.19

November 1, 2024 - November 14, 2024 *View By Period

Scheduled 70.00 | Reported 70.00

Reported time on or after 10/18/2024 is for a future period.

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri
PL			7.00	7.00							
REG			63.00				7.00	7.00	7.00	7.00	7.00

24. The page is saved

Enter Time

| 0 | Dept: Cent | Hourly RT: 73.19


October 18, 2024 - October 31, 2024

Scheduled 70.00 | Reported 105.00

Actions X

Approve Payable Time

Reporting Location

- 25. To navigate back to the payable time page click  to access the drop-down menu
- 26. Click the [Approve Payable Time](#) Link
- 27. Reselect the Employee Name

Special Note:

- Approving changes is illustrated in Part III.

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Employees For Minnie Mouse ⓘ

☰ 🔍

Time Summary Demographics ⌵

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours
Last Name			0	73.192571	SUProfr(10Months)	70.00

Approve Payable Time

Employee ID

SUProfr(10Months) Employment Record 0

Actions ▾

Start Date 11/01/2024
End Date 11/14/2024

Approval Details ⓘ

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Overview Time Reporting Elements Task Reporting Elements Cost ⌵

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input type="checkbox"/>	11/01/2024	PL	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/01/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/05/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/06/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/08/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/11/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/12/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/13/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/14/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	

[Select All](#) [Deselect All](#)


28. Click the [Select All](#) link

















Special Notes:

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- A comment can be entered by clicking the Comment icon  on the desired row. Comments are associated with the TRC. The comment field can be used as an audit record of any changes made to the Timesheet. Comments can be entered on the Timesheet or on the Approval Details page. If you need to enter a Comment to record, why attendance was deleted you will need to choose another TRC in the pay period to associate the Comment with.
- Adding a comment is illustrated in Part II

Approve Payable Time							
SUProfr(10Months)			Employee ID				
Actions			Employment Record 0				
Start Date		11/01/2024					
End Date		11/14/2024					
Approval Details 							
<div style="display: flex; justify-content: space-between; align-items: center;">     </div>							
Overview	Time Reporting Elements	Task Reporting Elements	Cost	>			
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input checked="" type="checkbox"/>	11/01/2024	PL	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/01/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/05/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/06/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/08/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/11/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/12/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/13/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/14/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	

29. Click the **Select** checkbox on each of the two 11/01/2024 rows to deselect them

Special Notes:

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- If the Payable Time you are deleting has a status of Needs Approval it will not be necessary to approve the deletion later. This is because Time Admin recognizes that the original Needs Approval time has not yet been loaded to Payroll and offsetting entries do not need to be created. Deleting or changing time that has already been approved and passed to Payroll (status of Taken by Payroll) requires approval of the changes.
- Please note that deleting time with a status of Taken by Payroll or Distributed will create a negative entry for the deleted time and a positive entry for any new time added. Both the negative and positive payable time has to be approved. Approving Timesheet changes are discussed further in Part III.

Approve Payable Time

SUProfr(10Months)

Actions ▾

Start Date 11/01/2024

End Date 11/14/2024

Employee ID

Employment Record 0

Approval Details ⓘ

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Overview

Time Reporting Elements

Task Reporting Elements

Cost

▶▶

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input type="checkbox"/>	11/01/2024	PL	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/01/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/05/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/06/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/08/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/11/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/12/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/13/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/14/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	

Select All
Deselect All

30. Click

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.

31. Click to approve the rows selected

Special Note:

a. Click to return to the details page without approving

Save Confirmation

 The Save was successful.

32. Click to confirm the approval

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Approve Payable Time

SUProfr(10Months)
Employee ID

Actions ▾
Employment Record 0

Start Date 11/01/2024

End Date 11/14/2024

Approval Details 🔍

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🔍

Overview
Time Reporting Elements
Task Reporting Elements
Cost
⌵

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input type="checkbox"/>	11/01/2024	PL	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	11/01/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	

Select All
Deselect All

Approve

[Return to Approval Summary](#)

33. Click the [Return to Approval Summary](#) link

Special Notes:

- a. The deselected rows remain as needing approval
- b. Time that is not approved will NOT be paid
- c. Approving changes will be discussed in Part I

Employees For Minnie Mouse 🔍

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🔍

Time Summary
Demographics
⌵

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception
Last Name			0	73.192571	SUProfr(10Months)	35.00	
			0	22.000000	SU-Assistant	42.00	

[Manager Self Service](#)
[Time Management](#)

1. Click on [Last Name](#) link. Note the Total Payable Hours for this employee.

Special Note:

- a. The Alarm Clock icon indicates that an Exception exists for attendance within the date range selected.

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Approve Payable Time

SU-Assistant
[Actions](#)

Employee ID
Employment Record 0
[Previous Employee](#)

Start Date 10/04/2024
End Date 10/17/2024

Approval Details [?](#)

[Filter](#) [Search](#) K

Overview | Time Reporting Elements | Task Reporting Elements | Cost | [More](#)

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input type="checkbox"/>	10/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comment
<input type="checkbox"/>	10/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comment
<input type="checkbox"/>	10/08/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comment
<input type="checkbox"/>	10/09/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comment
<input type="checkbox"/>	10/10/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comment
<input type="checkbox"/>	10/14/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	Add Comment

2. Verify the attendance details to ensure accuracy. Note that the employee is short 28 hours.
3. Click the [Adjust Reported Time](#) link to verify the Timesheet entries.

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0 | Dept: Central CSU | Loc: Art and Design | Hourly RT: 73.19

October 4, 2024 - October 17, 2024 *View By Period

Scheduled 70.00 | Reported 70.00 Submit

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat
				7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7	7 of 7	7 of 7	0 of 0

REG 70.00 + - 7.00 7.00 7.00 7.00 7.00 7.00 7.00

- Note that time has been entered for each day of the pay period. The Exception is due to the employee exceeding the allowed Sick Family limit for his bargaining unit. You can see Exception descriptions by navigating to *Core-CT HRMS > Manager Self-Service > Team Time > Manage Exceptions*.
- After reviewing/making adjustments return to the Approve Payable Time Page by Clicking  next to employee name and select Approve Payable Time

Special Notes:

- During Time Admin all time entered on the Timesheet is validated for accuracy. Time that does not pass validation is flagged with an Exception.
- Time flagged with an Exception will NOT be paid. The Exception will prevent any time posted on that day from being paid.
- Follow your agency's business process for clearing exceptions.

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Approve Payable Time

SU-Assistant
Actions

Employee ID
Employment Record 0
Previous Employee

Start Date 10/04/2024
End Date 10/17/2024

Approval Details ⓘ

☰ 🔍

Overview | Time Reporting Elements | Task Reporting Elements | Cost ||>

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Review Comments
<input type="checkbox"/>	10/04/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/07/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/08/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/09/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/10/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/14/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	

Select All Deselect All

[Return to Approval Summary](#)

6. Click [Select All](#) link

7. Click

8. Click to approve the time selected

9. Click to confirm the approval

Special Note:

- Depending on your agency’s business process for clearing Exceptions, you may need to approve additional time once the Exceptions have been cleared.

Part II – Managing Prior Period Adjustments

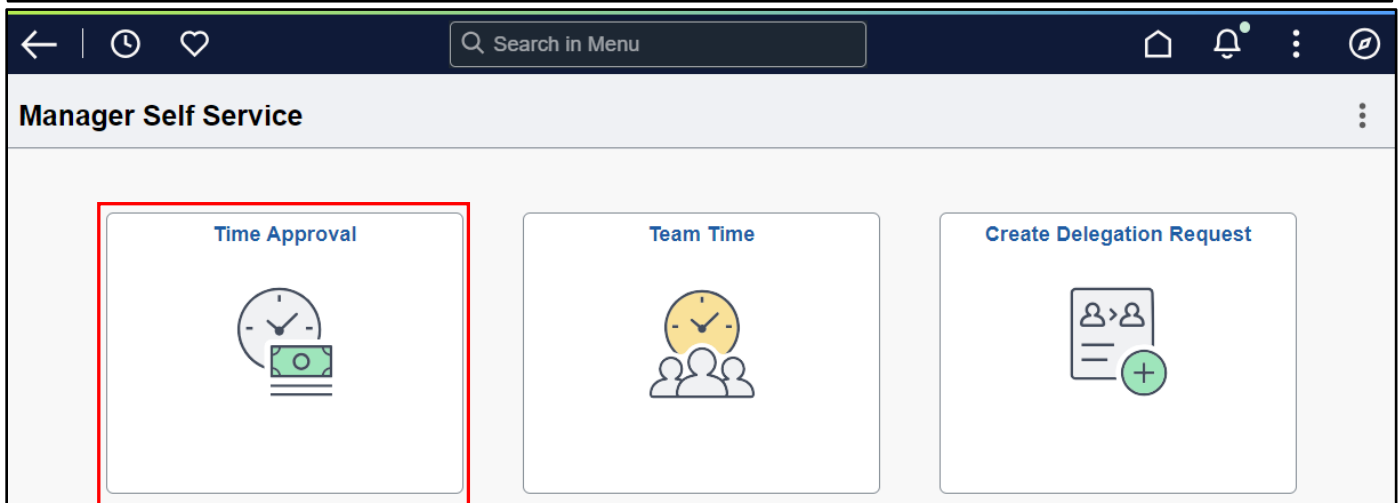
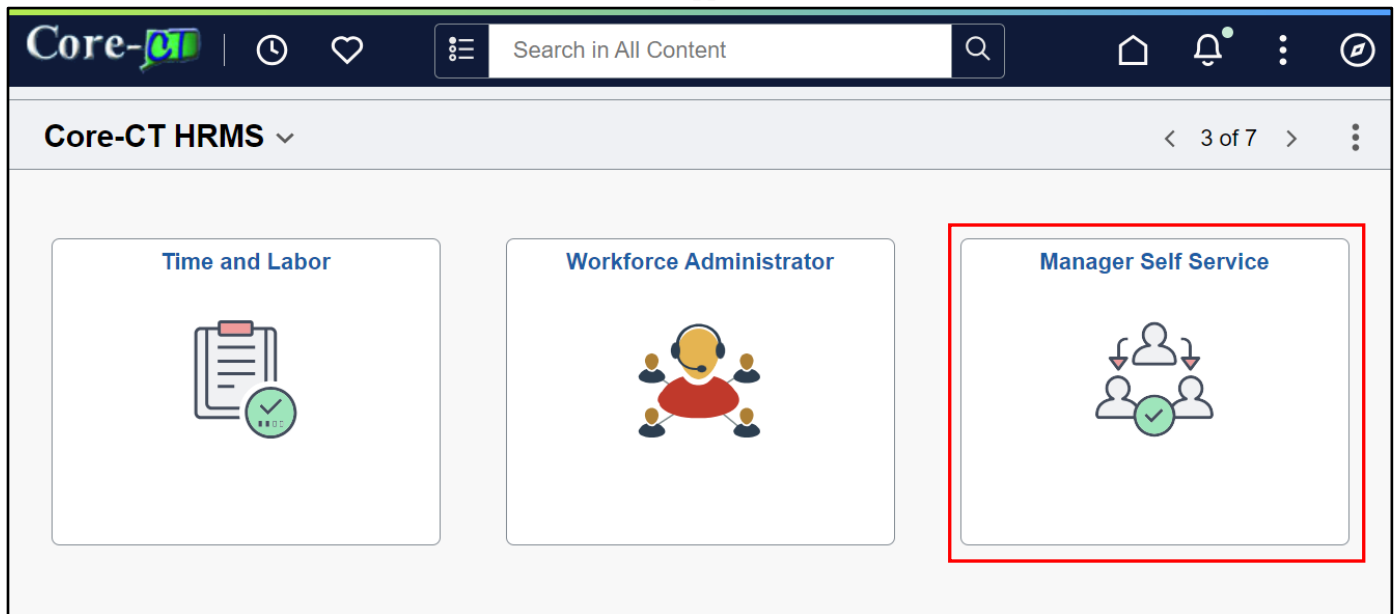
Approvers can be made aware of prior period adjustments in the following ways.

- A. Employee communicates Timesheet change directly to the supervisor.
- B. Approver receives warning message on Approve Payable Time page.
- C. The supervisor uses the Approval page to search for prior period adjustments.
- D. Approver runs Payable Status Report CTTLR252.*
- E. Notification by your Agency’s Time and Labor unit.

* Refer to the job aid How to Run an HRMS Report for instructions on running this report. Access the job aid on the Core-CT web page by navigating to HRMS > Cross Module > Cross Module Job Aids > How to Run an HRMS Report. Refer to the job aid Time and Labor Reports for more information about the CTTLR252 report. The job aid is available on the Core-CT web page by navigating to HRMS > Time and Labor > Time & Labor Job Aids > Time and Labor Reports.

Access Approve Payable Time:

Core-CT HRMS > Manager Self Service > Time Approval



Time Approval

[Approve Payable Time](#)

Approve Time for Time Reporters

▼ **Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text" value=""/>
Employee ID		<input type="text" value=""/>
Empl Record		<input type="text" value=""/>
Last Name		<input type="text" value=""/>
First Name		<input type="text" value=""/>
Department	UNIVS ▼	<input type="text" value=""/>
Location Code	UNIVS	<input type="text" value=""/>
Workgroup		<input type="text" value=""/>

[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

Employees For Theresa Robbins ⓘ

|< < 1-1 of 1 > >| View All

Time Summary
Demographics
||>

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception	Location Description
Last Name			0	0.000000		0.000000		

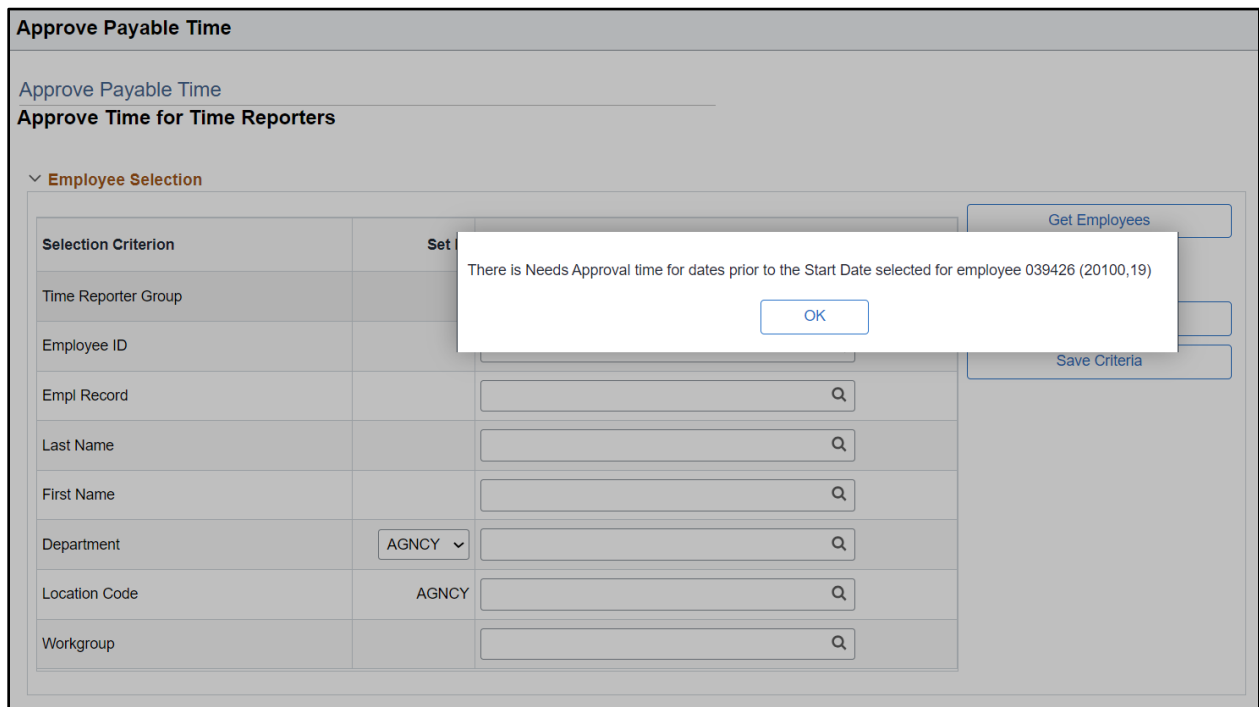
[Manager Self Service](#)
[Time Management](#)



Special Note:

- This section illustrates how a supervisor can use the Approval page to find prior period adjustments.

1. Enter the Group ID or Employee ID
2. Enter the Start Date of the current pay period

3. Click Get Employees



4. A warning message appears stating that there is time that needs approval prior to the Start Date selected.
5. Click 
6. Delete the Start Date
7. Click 
8. Click on the employee's last name link

Special Note:

- Deleting the Start Date will display any time that needs approval prior to the End Date. To automatically check for prior period adjustments, a supervisor could delete the Start Date as the first step, avoiding the warning message.

Approving Payable Time

Last Updated: October 2024



Approve Payable Time							
SUProfr(10Months)				Employee ID			
Actions ▾				Employment Record 0			
Start Date 09/04/2024							
End Date 09/18/2024							
Approval Details ⓘ							
<div style="display: flex; justify-content: space-between; align-items: center;"> ☰ 🔍 ⏪ ⏩ </div>							
Overview		Time Reporting Elements		Task Reporting Elements		Cost	
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input type="checkbox"/>	9/05/2024	VAC	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/05/2024	REG	Needs Approval	- 7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/06/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/09/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/10/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/11/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/12/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	
<input type="checkbox"/>	09/13/2024	REG	Needs Approval	7.00	Hours	Adjust Reported Time	

9. Verify all attendance details to ensure accuracy. If the prior period attendance change is appropriate, approve the time following the steps illustrated in Part I. For this example, it assumed that the prior period adjustment is not appropriate, and the supervisor will change it back to what it was prior to the change.
10. Note the two rows of attendance for 09/05/2024. The negative hours represent what the attendance was before the change. The positive hours represent what the attendance was changed to.
11. Click on the [Adjust Reported Time](#) link on the prior period adjustment row

Special Notes:

- Needs Approval time for erroneous or inaccurate Timesheet changes must be cleaned up. Needs Approval time cannot be left as unapproved.
- If erroneous or inaccurate Timesheet changes are made do not approve them. Instead, make the necessary corrections on the employee’s Timesheet then approve those changes. The employee will need to be notified of the change according to your agency’s business process.
- Consult your agency’s Time and Labor unit for any questions regarding Timesheet changes and/or approving prior period adjustments.

Approving Payable Time

Last Updated: October 2024



0 | Dept: Central CSU | Loc: Art and Design | Hourly RT: 73.19

September 4, 2024 - September 18, 2024 *View By Period

Scheduled 70.00 | Reported 0.00

Submit

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat
REG			70.00	7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7	7 of 7	7 of 7	0 of 0
VAC				7.00								

12. Change the 7 VAC on 9/5 back to REG

13. Click 

14. Timesheet is saved


0 | Dept: Central CSU | Loc: Art and Design | Hourly RT: 73.19

September 4, 2024 - September 18, 2024 *View By Period

Scheduled 70.00 | Reported 0.00

Submit

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat
REG			70.00	0 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7	7 of 7	7 of 7	0 of 0
VAC				7.00								

15. To add or view a comment Click  to access the actions menu and select Add/View Comments

Approving Payable Time

Last Updated: October 2024



17. The reported time page will display, from here Click the to add comments

0 | Dept: Eastern CSU | Loc: Athletics | Hourly RT: 22.00
[Return to Select Employee](#)
Previous Next

< **Monday, Oct 7, 2024** >

Reported Status

● Reported 7.00
● Scheduled OFF

*Time Reporting Code

Quick Fill
Quantity

> **Time Details**

Submitted 7.00 Hours

Regular	7.00 Hours
---------	------------

18. Enter desired comments and press save

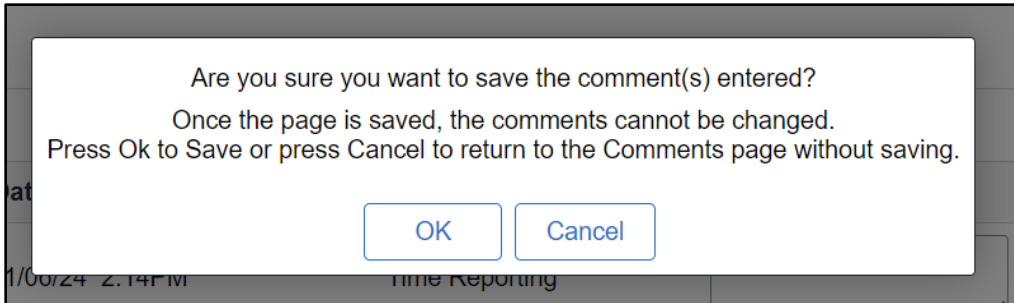
Time Reporting Comments


Job Title SU-Assistant	Empl ID	
	Empl Record 0	
Date 10/07/2024	TRC REG	Quantity 7.000000
Combo Code	Project ID	Activity ID
Type	Category	SubCat

1 row

Operator Id	DateTime Created	Source	Comment
1	11/06/24 2:14PM	Time Reporting	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Test comment </div> +

19. Press Okay or Cancel



20. The  indicates comments have been added

Special Notes

- You can also navigate directly to the Timesheet to make changes at **Core-CT HRMS > Manager Self Service > Manager Self-Service > Team Time > Timesheet**.
- The change must run overnight through Time Admin before it is ready to be approved.
- Attendance older than four pay periods in the past cannot be changed. Notify your agency's Payroll/HR unit for assistance.
- Some agencies do not allow prior period adjustments by employees or approvers. Approvers in these agencies should notify their Payroll/HR units for assistance.
- The Time Summary link will not update until the Timesheet is submitted. If the correct attendance is not displayed click Submit.
- It is not necessary to submit the Timesheet after entering a Comment.
- Comments are associated with a date and TRC.
- A comment cannot be deleted once it's saved. Additional comments can be entered at any time.
- After Time Admin runs, navigate to the Approve Payable Time page (**Core-CT HRMS > Manager Self Service > Time Approvals**) and approve the changes that were made.
- Approving changes is illustrated in Part III.

Part III – Approving Timesheet Changes

Special Notes:

- In this illustration, there is only one row needing approval. In some cases, there could be two rows for a single attendance change. One negates the original attendance and the other reflects the new entry. Both rows would need to be approved in order to correctly process the adjustment.

Approvers can approve changes they made to their employees' Timesheets. Time Admin must run overnight. The changes will be ready for approval the next day.

Access Approve Payable Time:

Core-CT HRMS > Manager Self Service > Time Approvals

Time Approval

[Approve Payable Time](#)

Approve Time for Time Reporters

▼ **Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text" value=""/>
Employee ID		<input type="text" value=""/>
Empl Record		<input type="text" value=""/>
Last Name		<input type="text" value=""/>
First Name		<input type="text" value=""/>
Department	UNIVS ▼	<input type="text" value=""/>
Location Code	UNIVS	<input type="text" value=""/>
Workgroup		<input type="text" value=""/>

[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

Change Time in View

Start Date: End Date:

Employees For Theresa Robbins

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception	Location Description
Last Name			0	0.000000		0.000000		

Manager Self Service
Time Management

1. Enter the Group ID or Employee ID

Approving Payable Time

Last Updated: October 2024



2. Delete the Start Date or leave it blank
3. Enter the End Date of the current pay period (e.g., 10/04/2024)

4. Click

Special Note:

- Deleting the Start Date will display any time that needs approval prior to the End Date.

5. Click the employee's Last Name link

Time Approval

Approve Payable Time

Employee ID 601438
Employment Record 0

SUProfr(10Months)
Actions -

Start Date 11/01/2024
End Date 11/18/2024

Approval Details

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Review Comments	Override Reason Code
<input type="checkbox"/>	11/01/2024	VAC	Needs Approval	7.00	Hours	Adjust Reported Time		
<input type="checkbox"/>	11/01/2024	REG	Needs Approval	-7.00	Hours	Adjust Reported Time		

Select All Deselect All

[Return to Approval Summary](#)

6. Click the [Select All](#) link (You may also click the individual Select checkboxes)

7. Click

8. Click to approve the time selected

9. Click to confirm the approval

Special Notes:

- Note that the icon is shaded indicating the Comment entered in Part II. (If needed additional comments be added here)
- The prior period adjustment will be processed with the current pay period and will be reflected in that pay period's paycheck.

- Deleting or changing time that has previously been approved and has been sent to Payroll (status of Distributed) will need to be approved. Please note that both the negative and positive payable time has to be approved. The negative time takes away what was already processed by Payroll and the positive time adds the new attendance.

Part IV – Managing Unapproved Time

This section explains the actions needed for time that will not be approved.

Special Note:

- There are various scenarios in which you would have unapproved time that cannot be approved. These scenarios are listed below with the recommended course of action.

Scenario 1 - There is old Needs Approval time for a date that cannot be accessed on the Timesheet.

Solution: Do not approve it. Log a Help Desk ticket with the Time and Labor team to have it deleted.

Scenario 2 – An employee makes an erroneous or inadvertent attendance change that should not be approved.

Solution: Do not approve it. Change the attendance back to the original values. To find those values, review the Payable Time Detail page. After Time Admin runs overnight approve any offsets that were created. Both the positive and negative offsets must be approved. Please note that the attendance **MUST** be put back exactly as it appeared originally. This includes any Shift, Override Reason Code, Combo Code, etc. that was entered. All of the original entry's values can be found on the Payable Time Detail page. Click on the various tabs to view all values.

Scenario 3 – Time was not approved before the pay period was closed and the employee will be paid in a subsequent pay period.

Solution: Approve the time as soon as possible. The time will be reflected in the next confirmed paycheck.

Scenario 4 – Time was not approved before the pay period was closed and the payment will be made through Central Payroll.

Solution: Delete the unapproved time from the Timesheet. The time will be deleted during the next Time Admin. No further approvals should be necessary; however, it is recommended that you review the Payable Time Detail page to ensure the needs approval time has been removed. Once the appropriate pay period has been confirmed and has a status of Distributed, the time paid through Central Payroll must be entered in Adjust Paid Time by the agency's Time and Labor unit.

Scenario 5 – You are not a self-service agency and do not have access to the Needs Approval page.

Solution: Log a Help Desk ticket for Core-CT assistance.