

Time Administration Batch Processing Time and Labor Groups

Last Updated: April 2024



Purpose

This job aid will assist users in determining which batch processing groups employees are in and where to find information related to the status of Time Administration.

Batch Processing Time and Labor Groups

Time Administration is run every night except Sunday and pay confirm Thursday. Nine groups have been established based on Bargaining Units, Workgroups, and employee numbers.

| Group # | Description | Employees Enrolled |
|--------------|--------------------------|--|
| BP001 | Batch Processing Group 1 | 04 Other Bargaining Units Workgroup 04PSTDSTUA only |
| BP002 | Batch Processing Group 2 | 01 Executive 02 Managerial 03 Confidential 09 Protective Services (NP-5) 13 Education A (P-3A) 14 Education B (P-3B) 23 State University Exempt 24 CT Housing and Finance Authority 29 UConn - Non-Faculty 47 Bd/St Acad Awd Exempt 50 Comm College Mgmt Exclusions 53 Crim Justice Non-Mgmt Exempts 54 Conn Assoc Prosecutors 55 Comm College Admin – AFSCME 56 Conn Development Authority 57 Criminal Justice Residual 59 Higher Ed – Professional Emp 60 Bd State Acad Awards Prof 62 Connecticut Innovations Inc 63 Higher Ed - Confidential 64 Conn. Lottery Exclusion |

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|--------------|--------------------------|---|
| BP003 | Batch Processing Group 3 | 04 Other Bargaining Units Workgroup 04PSERVWKA only 08 Correctional Officers (NP-4) Workgroups 08ESTDDOC, 08ESTDBOP and 08ECONDOCA only 15 Engineer, Scientific, Tech. (P-4) 18 American Fed of School Admin 19 Comm. College Faculty - AFT 20 Comm. College Conf Exclusions 22 State University Faculty 26 Comm. College – Non Bargaining 27 Higher Education – Professional |
| BP004 | Batch Processing Group 4 | 04 Other Non-Bargaining All Positive Workgroups except 04PSERVWKR, 04PSERVWKA, 04PSTDAPPN, 04PSTDGEN and 04PSTDSTUA 07 Administration Clerical (NP-3) |
| | | 16 Admin and Residual (P-5) 17 St Vocation Federation Teacher |
| BP005 | Batch Processing Group 5 | 04 Other Bargaining Units Workgroup 04PSTDGEN only 25 Comm. College Faculty CCC 42 Judicial - Professional 43 Judicial – Non-Professional 46 Comm College Admin – CCC 68 State Police Lts & Captains (NP-9) |
| BP006 | Batch Processing Group 6 | 1199 Health (NP-6 & P-1) 04 Other Bargaining Units Workgroups Non-Resident Aliens |
| BP007 | Batch Processing Group 7 | 04 Other Bargaining Units Workgroup 04PSTDAPPN only 06 Service/Maintenance (NP-2) 66 BESB Industries (NP-7) 67 Correctional Supervisor (NP-8) 70 Crim. Justice Managerial Exempt 71 Criminal Justice - Statutory 72 DPDS Public Defenders 73 DPDS Chief Public Defenders 74 Criminal Justice Inspectors 75 DPDS Exempt 76 DPDS Executive PDs 77 Auditors of Public Accounts 78 Comm. College AFT Couns/Lib 79 DPDS Public Defenders Statutory |

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| BP008 | Batch Processing Group 8 | 08 Correctional Officers (NP-4) Workgroups 08ECONDOC, 08ESTDBOPA, 08ESTDDOCA, 08PCONDOC and 08PSTDDOC only |
| BP009 | Batch Processing Group 9 | 05 State Police (NP-1) 12 Social and Human Services (P-2) 21 State University Faculty |
| BP010 | Batch Processing Group 10 | 04 Other Bargaining Units Workgroup 04PSERVWKR only 04 Other Bargaining Units All Exception Workgroups 201, 202, 203, 204 – Workers’ Comp Workgroups 301, 302, 202. 203 – LSUMR Workgroups |

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Part A – How to find which Batch Processing Group an employee is enrolled in

Part A shows where to find Batch Processing Group enrollment

| | Step | Step Details | Core-CT Module |
|--------------------------|---------------------------|--|----------------|
| <input type="checkbox"/> | Time Reporter Data | <ol style="list-style-type: none"> 1. Navigate to: <i>Core-CT HRMS > Time and Labor Tile > Manage Time Reporter Data Tile</i>> 2. Enter the Employee ID into the Empl ID field 3. Click on Group Membership link 4. Look for the Batch Processing Group (starts with BP) <p>Important: If a particular employee has not been processed by Time Admin, check the System Status as listed in Part B to see if other employee’s may be impacted at your agency.</p> | TL |

Part B – How to find information about Batch Processing

Part B lists how to find Batch Processing information

| | Step | Step Details | Core-CT Module |
|--------------------------|----------------------------|--|----------------|
| <input type="checkbox"/> | Time Administration | <ol style="list-style-type: none"> 1. Navigate to the Core-CT Home page 2. Click on HRMS User link 3. Review System Status <p>This information can also be obtained from within Core-CT by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the Home link 2. Click on Core-CT Home Page – Includes System Status link 3. Click on the www.core-ct.state.ct.us link 4. Click on HRMS User link 5. Review System Status <p>Important: If a particular Batch Processing Group did not run, Time Admin will be listed as incomplete and there will be a Comment listed below the System Status box. The comment will indicate which Group(s) did not complete. It is up to agency users to determine which employees are affected.</p> <p>Important: Self Service agencies note: employee’s time may not be ready for approval if Time Admin did not complete. If this occurs at a critical time during payroll processing log a ticket with the Core-CT Help Desk.</p> | |

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