Navigation Paths for PS v. 9.2 – Time and Labor

Last Updated: July 2024

Verify / Correct Employee's Setup:
Using the Fluid Dashboard: Menu > Core-CT HRMS > Time and Labor **>** Manage Time Reporter Data

Assign a Schedule:
Nav Bar > Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule
Or
Using the Fluid Dashboard: Menu: Core-CT HRMS > Time and Labor > Assign Work Schedule

Enter Time:
Using the Fluid Dashboard: Menu > Core-CT HRMS > Time and Labor > Team Time > Enter Time
Or
Using the Fluid Dashboard: Menu > Core-CT HRMS > Manager Self Service > Team Time > Report Time

View Time:
Nav Bar > Menu > Core-CT HRMS > Manager Self Service > Time Management > View Time > Payable Time Summary
Or
Using the Fluid Dashboard: Menu > Core- CT HRMS > Manager Self Service > Team Time > Payable Time

Leave Plans:
Nav Bar > Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Benefits Leave Plans
Or
Using the Fluid Dashboard: Menu > Core-CT HRMS > Time and Labor > Leave Plans

View Leave Accrual Balances:
Nav Bar > Menu > Core-CT HRMS > Benefits > Manage Leave Accruals > Review Leave Accrual Balances

Enroll Comp Plan:
Nav Bar > Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment
Or
Using the Fluid Dashboard: Menu > Core-CT HRMS > Time and Labor > Comp Enrollment Plan

View Compensatory Time:
Nav Bar > Menu > Core-CT HRMS > Manager Self Service > Time Management > View Time > Compensatory Time
Or
Using the Fluid Dashboard: Menu > Core-CT HRMS > Manager Self Service > Team Time > Leave Comp Time

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View Exceptions:
Nav Bar > Main Menu > Core-CT HRMS > Manager Self Service > Time Management >
Approve Time and Exceptions > Exceptions
Or
Using the Fluid Dashboard: Menu > Core-CT HRMS > Manager Self Service > Team Time >
Manage Exceptions
Or
Nav Bar > Main Menu > Core-CT HRMS > Time and Labor > View Time > Exceptions History

Adjust Paid Time:
Nav Bar > Main Menu > Core-CT HRMS > Time and Labor > Report Time > Adjust Paid Time
Or
Using the Fluid Dashboard: Menu > Core-CT HRMS > Time and Labor > Adjust Paid Time
Reports:
Nav Bar > Main Menu > Core-CT HRMS > Time and Labor > Reports > (Select Report)