

# Time and Labor Reports



Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Central	Central	CTBNB450	TL_COMPLEAV_TBL TL_QUANTITY CORRECTION	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Benefits&gt; Manage Leave Accruals&gt; Update ComLeave TL Quantity</b>	This report is run in Batch on a nightly basis excluding confirm night. The Timesheet balance is updated if the TL Quantity is incorrect.	EmplID Empl Rcd Comp Plan Correct TL Quantity Current TL Quantity End Bal	Batch - Nightly	The TL Quantity can become incorrect when leave time is entered on the timesheet and then changed or deleted a number of times. It can also become incorrect when leave time is posted in a future period and the monthly accruals are run before that future period is confirmed. This process will calculate the correct TL Quantity and update the ComLeave table.	CT CNTRL TL SPECIALIST
Agency	Agency	CTHRR017	Rehired Retirees 120 Days Worked Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; 120 Day Rehired Ret. CTHRR017</b>	Run by Department and calendar year this report lists each 120 day rehired retiree along with their maximum hours, how many have been worked to date and how many hours remain.	JobCode Title Name EmplID Empl Rcd # Job Entry Dt Std Hours/Day Max Hours/Yr Dept Hrs to Date Oth Hrs to Date Hours Remaining	As Needed	To keep track of hours worked by a rehired retiree in order to ensure that they do not exceed the calendar year maximum.  Employees with Empl_Class of 'RR' or in Jobcodes '0438V1','0438VR','1373VR','1373V1','1320VR','1320V1','1371VR','1372VR' will be selected by the report.  Payable Time of REG or REG equivalent is reported. If no payable time is found, the report will look for Additional Pay entries.	CT AGY HR SPECIALIST CT AGY HR REPORT GENERATOR CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER SPECIALIST CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL TIME APPROVER  CT CNTRL HR SPECIALIST CT CNTRL HR REPORT GENERATOR CT CNTRL TL SPECIALIST
Central	Agency Central	CTHRR312	Working Condition Stipend	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Wrkg Condition Stpnd CTHRR312</b>	Core-CT runs this report upon request of an agency. Report shows all employees who will receive the Working Condition Stipend. It is first run in Report mode and must be reviewed by the agency. Upon verification it is run in Update mode and Additional Pay records are created.	Employee Name EmplID Empl Rcd Status EarnCd Union Dept ID Amount Total Employees by Dept Total Amount by Dept Total Employees Total Amount	As Needed	This process can be run for an entire Department based on Union Code or Job Code. It is used to create Additional Pay entries for a specific one-time earning such as stipends, shoe allowance, etc. Additional Pay records are created for all employees in the Department, Union or Job Code. The agency needs to manually delete transactions for those exception employees who are not entitled to the payment.	CT AGY TL SPECIALIST  CT CNTRL TL SPECIALIST
Agency	Agency	CTHRR460	TRC Usage Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; TRC Usage Report - CTHRR460</b>	This report can be run by Department, Group or Employee. It allows for the reporting of specific TRCs or Override Reason Code during the period specified. The report will display Reported Time, Scheduled Time and Adjust Paid Time.	Employee Name EmplID Empl Rcd Union Code Date Under Report TRC Description Hours Override Reason Total by TRC	As Needed	An example of its use would be to report on overtime or comp time usage over a specific period of time. The report can be set up using a unique Run Control ID for specific TRCs such as Sick Family, Workers' Comp or REG for FMLA. This report only shows payable time with a status of TP (Taken - Used by Payroll), PD (Paid - Labor Distributed) or CL (Closed). Leaving the TRC criteria blank will return all TRCs for the period selected.  Select Show Details to display all payable time hours. Deselect Show Details to display a summary of hours by TRC. The summary report does not total all employees if more than one employee or a group of employees is selected.	CT AGY HR REPORT GENERATOR CT AGY HR SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL HR REPORT GENERATOR CT CNTRL HR SPECIALIST CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Central	Central Agency	CTHRR906	Override Rounding Exception Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	This report is run after every pay confirm. It displays those employees who had override rates populated on the Timesheet by the State's rounding program.	Emplid Empl Rcd Name Job Hrly Rate Override Rate Override Hours Override Reason Date Under Report TRC Exception	Biweekly	Agencies should review the report to ensure that employee's are being paid at the proper hourly rate for those hours with an override rate entered on the Timesheet. In addition to inserting an updated override rate, this process also inserts BATCH in the OPRID field and COVRP in the Updated Hourly Rate field.	CT AGY PY SPECIALIST CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR

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Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Central	Central Agency	CTTLB103	Leave Plan Hours Conversion	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	The conversion process is run nightly and a report of employees updated is produced. The process will update any employee that is enrolled in a Leave Plan that reports time in days and had a leave plan changed with an effective date that is within the last seven days. Sick, Vacation and PL time is converted and the employee's balances are updated.  Comp and Holiday conversion is calculated and printed to the report. Conversion amounts for Comp and Holiday must be verified and manually updated.	Emplid Empl Rcd Union Cd Jobcode SetID Jobcode Plan Type Prior Plan Prior Effdt Prior Std Hrs Current Plan Current Effdt Current Std Hrs Accrual Date Carryover Hrs Earned Ytd Taken Ytd Adjust Ytd Taken Unproc Adjust Unproc	Batch - Nightly	Agencies having bargaining units that report time in days should review the report to ensure that employee records were converted correctly.	CT AGY TL SPECIALIST CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR  CT CNTRL TL SPECIALIST
Agency	Agency	CTTLB103A	Leave Accruals Balance in Days Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Leave Accrual Bal DaysCTTL103A</b>	This report is for the specific use of agencies having bargaining units that report accruals in days such as the Department of Corrections and Department of Public Safety.	Employee Name EmplID Rcd# Plan Type Benefit Plan Proc Date Carry Over YTD Days Earned YTD Days Taken YTD Days Adjust Bal Days Near Max Dept/Group Total	As Needed	Agency users can run this report to review and verify employee leave accrual balances for those bargaining units that require these balances to be reported in days. The report can be run by Set ID and Department or by Group. Users can also choose to identify employees within a specified percentage of reaching the maximum balance.	CT AGY TL REPORT GENERATOR CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL PY SUPERVISOR CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Central	Central Agency	CTTLB353	Leave Accrual Shutoff Audit Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	Lists all employees who have had ('Update' mode) or will have ('Report' mode) their leave accruals updated. The accrual balance shown reflects what the balances will be after the leave balance is updated by the Accrual Shut Off Process.  Part Time Accruals for sick and vacation time are calculated using the Job Code Std Hrs x Job Data FTE. The row used is the effective dated row in effect as of the date the accruals are run (i.e., 6/1/09).	Name Emplid Empl Rcd Plan Type Descr Leave Balance Number of Rows Updated for Department Total Negative Balance for Department	Batch - Monthly Once in 'Report' mode Once in 'Update' mode	Agency Payroll Specialist needs to review this report to identify those employees who will have a negative balance as a result of the Accrual Shut Off Process. The Agency Payroll Specialist needs to make attendance corrections for these employees prior to pay confirm to ensure that the employee will no longer have a negative balance after the Accrual Shut Off Process is run in 'Update' mode. The dates the report is run can be found on each year's Accrual Calendar on the Core-CT web page. This process is run in 'Report' mode each night during confirm week for the pay period which contains the first of the month. It is run in 'Update' mode following pay confirm.	CT AGY TIMEKEEPER CT AGY TL SPECIALIST CT AGY TL LEAVE PLAN SPEC  CT CNTRL TL LEAVE PLAN SPEC CT CNTRL TL SPECIALIST
Agency	Agency	CTTLB355	Leave Accruals Balances	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Leave Accrual Bal - CTTLB355</b>	This report summarizes, as of the date selected, information on Sick, Vacation and PL leave activity for each plan in which the employee is enrolled. It can be run by Department or Group.	Employee Name EmplID Rcd# Plan Type Ben Plan Proc Date Carry Over YTD Hours Earned YTD Hours Taken YTD Hours Adjust Bal Hours Near Max Dept/Group Total	As Needed	In addition to running this report to see a year-to-date summary of the activity by employee in each leave plan in which they are enrolled, it can be used to see which employees are approaching the maximum number of vacation hours that they are entitled to. The report also provides a total balance for Sick, Vacation and PL hours for the entire Department or Group.	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL LEAVE PLAN SPEC CT AGY TL TIME APPROVER  CT CNTRL TL SPECIALIST

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Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Central	Central Agency	CTTLB359	Part Time Accruals	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</i>	Report is run in either Report or Update mode. For employees in leave plans based on scheduled hours, the report is run in both Report and Update modes on the same day as the Full Time Employee monthly accruals are run. Employees that are enrolled in leave plans based on hours worked will have this process run in Report mode at the same time as Pay Calc for the pay period which contains the last day of the month. It is run in Update mode following pay confirm for the same pay period.	Name Emplid Empl Rcd Plan Type Descr Leave Plan Proc Mtd Accrual Percent Monthly Full Time Accrual Adjusted Empl Monthly Accrual Leave Balance Message	Monthly	<p>The report is run during pay confirm week for the pay period which contains the last day of the month. Refer to the Accrual Calendar on the Core-CT web page for the exact date. Each month when the accruals are awarded every employee enrolled in a leave plan receives the full time accrual for that plan. This process adjusts the full time accrual based on the part time method for the employee's leave plan (scheduled hours or hours worked). A report is generated as a result of the process. This report will give the employee's balance AFTER the accrual is adjusted.</p> <p>This report is especially useful for those employees whose balance is approaching zero and who post attendance based on the full time accrual award. For those employees, a negative accrual balance will be displayed on this report and the accrual attendance must be adjusted.</p> <p><b>Note:</b> Employees enrolled in a leave plan based on scheduled hours must have the Assignment Method set to Select Predefined Schedule. If it is set to Use Default Schedule the report will display an error message 'Schedule Could Not Be Found' and the full time accrual will not be adjusted.</p> <p>Part Time Accrual Calculation: (Scheduled or Worked Hours / Jobcode Standard Hours) x Full Time Accrual amount All hours are based on the calendar month. Jobcode Standard Hours assume a Monday-Friday schedule.</p>	CT AGY TIMEKEEPER CT AGY TL SPECIALIST CT AGY TL LEAVE PLAN SPEC  CT CNTRL TL LEAVE PLAN SPEC CT CNTRL TL SPECIALIST
Central	Central Agency	CTTLB361	Service Workers' Sick Leave Accrual Report	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</i>	For employees enrolled in S80BPW sick leave plan, this report will display employees who earned time in the current pay period greater than .000001 hours.	Nams Emplid Empl Rcd Plan Type Descr Leave Plan Amount Accrued Leave Balance Message	Batch - Bi-weekly	<p>The CTTLB361 process is for employees entitled to sick leave under PA 11-52 Connecticut Paid Sick Leave Law. The CTTLB31 process runs biweekly only and calculates the number of sick hours worked based on one hour earned for every 40 hours worked. The process is run after pay confirm and follows the normal accrual program.</p> <p>Two messages are displayed: one if the employee has a negative sick balance and another one if an employee exceeds 40 hours earned in a calendar year (Earned Year-to-date plus Adjusted Year-to-Date.)</p>	CT AGY TL SPECIALIST CT AGY TL LEAVE PLAN SPEC  CT CNTRL TL SPECIALIST CT CNTRL TL LEAVE PLAN SPEC
Central	Central Agency	CTTLB363	Service Date Update Report	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</i>	Employees in this report have had some action on their JOB record in the past pay period which necessitates a possible manual update to the employee's Service Date used to find their length of service for leave accrual rate calculations. Examples: (1) employees who hold multiple jobs during the pay period, including those who are temporarily serving at a higher class and have had an action in the past pay period which necessitates an evaluation of their service date, (2) employees who switch bargaining units during the pay period, (3) employees who switch between continuous and total state service during the pay period, (4) Employees who do not have a union, (5) employees who were rehired during the pay period, (6) employees who had a leave of absence that is indicated by its action/action reason as contributing to a maximum aggregate of time, (7) Part Time Hourly employees that have had an unpaid leave of absence due to Worker's Compensation, and (8) employees who had a retroactive change to their employee data which would affect service date.	Emplid Empl Rcd Name Exception Message	Batch - Bi-weekly	Agency HR users should review this report and verify/correct the Service Date for those employees listed on the report. It should be noted that employees will not appear on this report a second time unless another exception occurs, therefore it is important that agency users review the report every two weeks and clean up any exceptions reported.	CT AGY HR SPECIALIST CT AGY TL SPECIALIST  CT TL SPECIALIST CT CNTRL TL LEAVE PLAN SPEC

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Central	Central Agency	CTTLB364	Sick, Vacation & Personal Leave Balance Update	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	Used to inform agency users of employees whose accruals were out of balance and were subsequently updated by this batch process. For these employees, the process will change the Timesheet balance to match the balance on the Review Accrual Balances page for the Accrual Process Date listed on the report.  <b>Note:</b> The Review Accrual Balances page and the paycheck balances are considered to be the most accurate as they reflect all leave transactions that were processed through Payroll. The Timesheet balance may contain transactions that were not processed through to Payroll.	Current Accr Dt Department Name Emplid Empl Rcd Plan Type Descr Leave Plan TL Quantity Adjustment Time Sheet Balance Before New Leave Balance Message	Biweekly after Pay Confirm	Users should be reviewing this report every two weeks and performing accrual audits for employees listed. The process was first run on 10/19/06 and it updated balances from 10/17/03 until the pay period ended 10/12/06. Subsequent reports will only update employee balances for the pay period being confirmed.  Message Definitions: <u>Unprocessed Reported Time</u> - time posted on the timesheet but has not gone through Time Admin. <u>Future/Needs Approval Time</u> - attendance has been processed by Time Admin but is either for a future pay period or has not been approved. <u>Adjust Paid Time</u> - Sick, vacation or PL attendance has been posted in Adjust Paid Time which impacted the timesheet balance. User needs to verify that this attendance was manually deducted and is reflected in the Accrual Balance. <u>TRC Adjustments</u> - there have been manual adjustments to sick, vacation or PL time. <u>Reported with Exceptions</u> - Employee has posted leave time on the timesheet for which an exception has been created. <u>Online check</u> - an online check has been produced for the employee which contains leave time. <u>Additional Pay</u> - there are additional pay entries for the employee related to leave time.  This process will not sync up the balance if the employee has used that accrual type (S, V, PL) in the current pay period.	CT AGY TL SPECIALIST CT AGY TL LEAVE PLAN SPEC  CT CNTRL TL SPECIALIST CT CNTRL TL LEAVE PLAN SPEC
Central	Central Agency	CTTLB382	Max Leave Accrual Process	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	This process resets the vacation balance to the maximum amount allowed for the leave plan.	Name EmplID Empl Rcd Plan Type Descr Current Leave Balance Max Leave Balance New Leave Balance	After each Accrual Process	In order for accruals to be awarded when an employee is at max and uses time in the last days of the month, one extra month's accrual was added to each vacation plan. This process runs after the regular accrual process and reduces the vacation balance back to the maximum allowed.	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST  CT CNTRL TL LEAVE PLAN SPEC CT CNTRL TL SPECIALIST
Central Agency	Central Agency	CTTLR055	Attendance Expectation Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Schedule Report - CTTLR055</b>	This report was designed to be used primarily as a management tool for agencies that would like to view staffing and scheduling needs over a specified time range.  The Department of Public Safety can use this report to to comply with Article 17, section 4, of the NP-1 contract.	Emplid Empl Rcd Job code Description Schedule	As Needed	This report can be run by Department or Group for a selected date range. While the report automatically sorts employees by shift the user can select an additional sort by EmplID, Jobcode, Jobcode and appointment date or by Name.	CT AGY TIMEKEEPER SPEC CT AGY TCD TIMEKEEPER SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR105	Override Rate Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor &gt; Reports &gt; Override Rate Usage - CTTLR105</b>	This report was designed to assist agencies in monitoring the usage of the override rate field. The report will show any time on the Timesheet which has had an override rate entered.	EmplID Empl Rcd Name STD Rate Override Rate Override Hours TRC Override Reason Date Under Report	As Needed/BI-weekly	This report should be run at the end of each pay period after time has been entered and before the final run of Time Administration in order to review and validate that the employee's hourly rate has properly and legitimately been overridden.  Information is obtained from Reported Time.  Note: Self Service employees do not have access to this field on their timesheet.	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST  CT CNTRL PY SUPERVISOR CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST

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Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	CTTLR201	Individual Biweekly Time Sheet	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports &gt; Bi-Weekly Timesheet CTTLR201</i>	For the two week period specified this report will show all of the Time and Labor related provisions such as scheduled time, holidays, meals, shift differential etc. for which the employee is eligible. After time has been entered and processed it can be used as a record of what was paid.	Week 1 Shft Fri - Thu Dates Week 2 Shft Fri - Thu Dates TRC OvRRn Combination Code Employee Signature Date Supervisor Signature Date	As Needed/Bi-weekly	This report is designed to be run after the payroll has been closed and confirmed in order to provide a record of what was processed through Time and Labor. Some agencies in which employees do not submit individual timesheets have the employee verify and then sign and date this report after the fact. Only payable time will be displayed on the report however, all payable time statuses will be reflected. Holidays are indicated above the date as HOL. Leave time is displayed as of the last Accrual Process Date.	CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR201A	Projects Individual Biweekly Time Sheet	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Proj Bi-Weekly TS CTTLR201A</i>	For the two week period specified this report will show all of the Time and Labor related provisions such as scheduled time, holidays, meals, shift differential etc. for which the employee is eligible. After time has been entered and processed it can be used as a record of what was paid.  <b>Note:</b> The employee must be enrolled in a Projects Taskgroup on Time Reporter.	Week 1 Shft Fri - Thu Dates Week 2 Shft Fri - Thu Dates TRC OvRRn Combination Code Proj ID Act ID RscTy Cat SbCat Employee Signature Date Supervisor Signature Date	As Needed/Bi-weekly	This report is designed to be run after the payroll has been closed and confirmed in order to provide a record of what was processed through Time and Labor. Some agencies in which employees do not submit individual timesheets have the employee verify and then sign and date this report after the fact. Only payable time will be displayed on the report however, all payable time statuses will be reflected. Holidays are indicated above the date as HOL. Leave time is displayed as of the last Accrual Process Date.	CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR203	Individual Biweekly Time Sheet	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Sched Bi-Weekly - CTTLR203</i>	This report was designed to be used as a timesheet by agencies to capture employee time worked and labor distribution information on a bi-weekly basis.  This Timesheet is a report of the employee's bi-weekly work schedule. The employee only reports exceptions to his/her schedule, such as vacation time used, sick time used, personal time used, compensatory time used, funding source changes and all overtime worked. Positive Time Reporters will also have to enter regular time worked.	Week 1 Shft Fri - Thu Dates Week 2 Shft Fri - Thu Dates TRC OvRRn Combination Code Employee Signature Date Supervisor Signature Date	As Needed/Bi-weekly	When run, this report produces a one page timesheet for each employee in the Group or Department selected. If the employee is an Exception Time Reporter then his/her schedule will pre-populate the timesheet. In addition the employee's Vacation, Sick, PL, Holiday Comp and Regular Comp balances as of the last pay period processed appear on the Timesheet. Only scheduled time will display on the report.	CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST

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Agency	Agency	CTTLR203A	Projects Individual Biweekly Time Sheet	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Proj Sched Bi-Wkly TS CTTL203A</b>	<p>This report was designed to be used as a timesheet to capture employee time worked and labor distribution information on a bi-weekly basis for employees who report time to Projects.</p> <p>This Timesheet is a report of the employee's bi-weekly work schedule. The employee only reports exceptions to his/her schedule, such as vacation time used, sick time used, personal time used, compensatory time used, funding source changes and all overtime worked. Positive Time Reporters will also have to enter regular time worked.</p> <p><b>Note:</b> The employee must be enrolled in a Projects Taskgroup on Time Reporter.</p>	Week 1 Shift Fri - Thu Dates Week 2 Shift Fri - Thu Dates TRC OvRRn Combination Code Proj ID Act ID RscTy Cat SbCat Employee Signature Date Supervisor Signature Date	As Needed/Bi-weekly	When run, this report produces a one page timesheet for each employee in the Group or Department selected. If the employee is an Exception Time Reporter then his/her schedule will pre-populate the timesheet. In addition the employee's Vacation, Sick, PL, Holiday Comp and Regular Comp balances as of the last pay period processed appear on the Timesheet. Only scheduled time will display on the report.	CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR203C	DOC Individual Biweekly Time Sheet	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; DOC Sched TS - CTTL203C</b>	<p>This report was designed to be used as a timesheet by the Department of Corrections to capture employee time worked and labor distribution information on a bi-weekly basis.</p> <p>This Timesheet is a report of the employee's bi-weekly work schedule. The employee only reports exceptions to his/her schedule, such as vacation time used, sick time used, personal time used, compensatory time used, funding source changes and all overtime worked. Positive Time Reporters will also have to enter regular time worked.</p> <p><b>Note:</b> The employee must be enrolled in a DOC Taskgroup on Time Reporter.</p>	Week 1 Shift Fri - Thu Dates Week 2 Shift Fri - Thu Dates TRC OvRRn Combination Code Employee Signature Date Print Name Supervisor Signature Date Print Name	As Needed/Bi-weekly	When run, this report produces a one page timesheet for each employee in the Group or Department selected. If the employee is an Exception Time Reporter then his/her schedule will pre-populate the timesheet. In addition the employee's Vacation, Sick, PL, Holiday Comp and Regular Comp balances as of the last pay period processed appear on the Timesheet. Only scheduled time will display on the report.	CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR251	Time Summary Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Time Summary Report - CTTLR251</b>	<p>This report contains a detailed listing of all Payable Time for the pay period end date and Employee, Group or Department specified. For each employee processed, the report prints the total number of hours to be paid by Time Reporting Code (TRC). Any prior period adjustments made to the employee's time during the pay period specified are totaled by TRC and Date and are printed on a separate page.</p> <p>The report can be run for Time Summary Report Only, Time Summary Report Adjustments Only or Both.</p>	<b>Time Summary:</b> Employee Name Empl ID RCD Title TRC TRC Description Hours Sched Hours Schedule ID Report Totals <b>Adjustments:</b> Employee Name Empl ID RCD Title DUR TRC TRC Description Adjustment Hrs	As Needed/Bi-weekly	<p>This report should be run at the end of each pay period after time has been entered and before the final run of Time Administration in order to review what has been processed and being sent to Payroll. All payable time will be displayed EXCEPT that which has a status of NA (Needs Approval) or RP (Rejected) as time with NA or RP status will not be sent to Payroll. The report will not display entries made on the Adjust Paid Time page (status of CL - Closed).</p> <p>Payable Time will be displayed on the Time Summary Report after Time Admin has run. The prior period adjustment page will not be populated until after Load to Payroll has run.</p>	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST

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Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	CTTLR252	Payable Status Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Payable Status Report CTTLR252</b>	The Payable Status report can be used as an audit tool for agency users to verify that time will be processed. This report prints each TRC together with the status of time reported for each day in the pay period for every employee in the Department or Group selected. Status includes time that has been rejected or is awaiting approval as well as time that has been processed.	Name Empl ID Empl Rcd Payable Status TRC TRC Description Total Hours	As Needed/Daily	This report should be run at the end of each pay period after time has been entered and before the final run of Time Administration in order to review the status of each instance of time entered. Users can choose the type of payable time that will be displayed. The choices are: Approved, Closed, Estimated, Needs Approval, Paid, Rejected, Ignore, Reversed, and Taken By Payroll. If run for Estimated, Rejected, Ignore, Closed, and/or Needs Approval (Needs Approval is for Self Service agencies) it will show all time entered for which payment will not be processed. The option of Diluted will not produce any results as the State does not compute diluted hours.  The report displays a total number of hours for the pay period selected by TRC. Details are displayed for time having a status of RP (Rejected) or NA (Needs Approval) is selected to assist agencies in auditing and managing errors.	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL PY SUPERVISOR CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR253	Hours and Earnings by Earnings Code Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Earnings &amp; Hrs - CTTLR253</b>	This report was originally designed for SDE to assist them in determining whether employees whose annual pay is based upon the statutory school year have been paid correctly when they did not work the full year however; it can be used by all agencies. The report is run by employee and provides total hours and dollar amounts by Earnings Code for each pay period selected.	Emplid Rcd # Name Pay End Date Erncd Description Hours Amount Employee Earnings Code Totals	As Needed	Agencies can report on a specific employee for the specified period of time. This could be useful for budgetary purposes or to determine an employee's year-to-date earnings. The report can also be used to review pay at the end of the FLSA period for employees on a rotating averaging schedule.  This report requires Pay Calc to be run.	CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR  CT CNTRL PY REPORT GENERATOR CT CNTRL PY RPT GEN NON-OSC CT CNTRL PY SUPERVISOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR254	Standard Hours vs Reported Hours	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Std Hours Vs Rptd - CTTLR254</b>	This report can be run by Department or Group and sorts employees by standard hours then compares each employee's standard hours with the total paid and unpaid hours processed for them. The standard hours are obtained from Job Data while the Regular, Unpaid and Rotating Average hours are obtained from Payable Time.  An asterisk (*) next to the employee's name indicates that the employee was on leave or was terminated during the pay period.	Employee Name Emplid Rcd Pay Period Hours Regular Hours Unpaid Hours Over/Under Rotating Average - REGNF, REGPN, ROTAJ Location	As Needed/Biweekly	This report should be run each pay period prior to pay confirm in order to verify that paid and unpaid time processed for the pay period matches the employee's standard hours for the biweekly period. The rotating averaging adjustment should be verified to ensure that all hours have been processed for the employee.  The report will retrieve payable time with a status of ES (Estimated), TP (Taken by Payroll), PD (Paid - Labor Distributed), and AP (Approved) where the TRC type is H (Hours).  Employees with a Job Data status of 'A', 'P' or 'L' and a Time Reporter status of 'A' or 'I' will display on the report. Employees enrolled in the workgroup 100TLEXMPT and a Time Reporter status of 'I' will not appear.	CT AGY TCD TIMEKEEPER SPEC CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR350	Vacation Max Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Vacation Max Report - CTTLR350</b>	Reports employees who have vacation time posted in the future and are at or reaching the maximum allowed balance. Users should select the date range of the future period. The report will display any vacation time posted for that period and will indicate whether or not the employee's vacation balance is within the selected percentage of the maximum allowed balance. The vacation balance from the Accrual Page is compared to the maximum balance value of the employee's Vacation Leave Plan and the percentage selected on the report (default percentage is 95). If the employee's Accrual Page balance is within the percentage selected, a 'Y' indicator is printed onto the report in the Near Max column.	Employee Name Employee ID Empl RCD# Dur TRC TL_Quantity Near Max	As Needed/Biweekly	If run every pay period using the dates for the following pay period, this report will alert agencies to employees who have vacation time posted on a future Timesheet. Posting vacation time in a future pay period may allow the maximum balance limit to be inappropriately bypassed. This is especially useful for self service agencies where employees have access to their own Timesheets.	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL SPECIALIST

# Time and Labor Reports



Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	CTTLR352	Comments Report	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Comments Report CTTLR352</i>	Provides all Comments entered for an employee for the period selected.	Employee Name EmplID Empl RCD Union Code Date Under Report TRC Date Time Created OperID Comment	As Needed	The report can be used as an audit tool to display comments entered. It is especially useful for agencies that routinely enter comments for adjustments, unique attendance, or attendance changes. Comments can be entered from the Timesheet, Adjust Paid Time or Approval Detail page by any one that has access to those pages.  Note: Comments are associated with a date, not a TRC therefore; a comment will be repeated if multiple TRCs are reported on a specific date.	CT AGY TIMEKEEPER SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR354	Expiring Comp and Holiday Time Report	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; exp Comp &amp; Holiday CTTLR354</i>	This report provides agencies with the means to monitor, track, and review employees' comp and holiday time.	Name Emplid Rcd# Union Code Comp/Hol Plan Comp Tm Earned Comp Tm Taken Comp Hrs Bal Comp Tm Earned DT Comp Tm Exp DT	As Needed/Biweekly	This report provides a history of employees' Comp and Holiday time as Core-CT does not store history. Agencies should run this report at least every pay period. The report is run by pay period end date. The report will not display any time processed after that date. As time is taken or paid off the earliest earn record is reduced. Once an earn record has been totally taken or has expired, it will no longer be displayed on the report.	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL PY SUPERVISOR CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR356	Expired Comp and Holiday Time Report	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Expired Comp Time - CTTLR356</i>	Provides users with a list of expired comp and holiday time for the period requested.	Expired Between Name Emplid Rcd# DeptID Union Code Comp/Hol Plan Amount To Be Used Taken/Exprd To Date Comp Tm Expired Comp Tm Earned DT Comp Tm Exp DT Empl Status	As Needed	Used to determine Comp time that has expired. Can be used for those plans that require comp time to be paid if it is not used.  Amount To Be Used - total hours that had to be used before the Comp Time Expiration Date. This is not representative of the total hours the employee has earned to date.  Taken/Expired To Date - Of the Amount To Be Used hours those that were taken or expired prior to the Comp Time Expiration Date.  <b>Note:</b> Report will display comp time which has expired as of the last confirmed paycheck prior to the end date requested.	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR357	Leave Accrual Report	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor &gt; Reports &gt; Monthly Leave Accrual CTTLR357</i>	By employee this report lists the accrual received for each leave plan in which the employee is enrolled for the period selected. It can be run by Department, Group or by Employee.	Employee Name Employee ID RCD# Plan Type Leave Plan Proc Date Hours Accrued End Balance	As Needed/Once a Month	The report should be used to check that the employees are receiving the correct accrual. It can also be run after the Shut Off process to check that all employees received that month's accrual and to verify that no employee has a negative balance as a result of the Shut Off process. Do this after the Shut Off process is run in Update mode by entering the first of the month you wish to view as both the From Date and the End Date.	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR358	Reported Time	<i>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Reported Time - CTTLR358</i>	This report can be run by Department, Group or Employee. It allows for the reporting of specific TRCs during the period selected. If a change is made and saved to the Timesheet it will immediately display on this report. Time Administration does not have to be run first.	Employee Name EmplID Empl Rcd Union Code Date Under Report TRC Description Hours Shift Total by TRC Task Profile (DPH only)	As Needed	Only time which has been entered on the Timesheet (Reported Time) will be reflected on this report therefore, Adjust Paid Time entries will not be displayed.	CT AGY TIMEKEEPER SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST



# Time and Labor Reports

Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	CTTLR360	Leave Accrued/Processed Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Leave Accrued/Proc - CTTLR360</b>	This report prints all accrual process dates (i.e., the first of the month accrual posting and the update that occurs at the end of each pay period.) Hours Accrued, Hours Taken, Hours Adjusted, Unprocessed and the End Balance are displayed.	Employee Name Employee ID RCD# Plan Type Leave Plan Proc Date Hours Accrued Hours Taken Hours Adjusted Unprocessed Ending Balance Comments	As Needed	For the period selected a record is provided of all activity in each leave plan in which the employee is enrolled. As the report can be run by individual employee, it can be used as an audit tool by the agency user and can be given to the employee when questions arise about accruals.  Comments are printed to the report if the comment is associated with a sick, vacation or PL time reporting code. To print comments, the Include Comments checkbox must be selected.	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR365	Time and Labor Exceptions Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; T&amp;L Exception Rpt - CTTLR365</b>	All exceptions for the Department, Group or Employee are listed. An exception is created during Time Administration when the time being processed does not pass validation. Exceptions are created for such things as: reporting more than 24 hours worked in a day, exceeding Sick Family limits, exceeding Funeral limits, etc.	Employee Name Employee ID RCD# Exception ID Description Date Severity Exception Source Last Update Date Time Exception Data Exception Description	Biweekly and/or As Needed	It is recommended that agencies run this report biweekly and clear any exceptions that may appear. Failure to clear exceptions will adversely affect the employee's paycheck and will cause Time Administration to run longer.  This report contains the same information as the on-line exception page does. To access the on-line page navigate to: Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions.	CT AGY TIMEKEEPER SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL TIME APPROVER CT AGY PAYROLL SPECIALIST  CT CNTRL TL SPECIALIST
Central	Central Agency	CTTLR370	GAAP Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	The GAAP Report is an informational report provided to agencies to show the data that will be used by the State to calculate potential liability for sick and vacation payouts. The actual calculation is done by the Office of the State Comptroller.	Name Emplid/Rcd Vacation 1/4 of Sick Hrly Rate Liability Union Hours Biwkly Sal Service Dt Department Fund # of Employees Vacation Liability Sick Liability % of Sick Liability Total Liability Total % Liability	Annually - after the pay period that contains June 30 has been confirmed and the July 1 accrual has been awarded.	Employees' vacation balances are displayed for time used through June 30 and includes the July 1 accrual. Sick balances include time used through June 30 and the July 1 accrual but is displayed at 1/4 of the total balance. Central agencies will also receive summary pages.  Employees will be displayed on the report if they are active in Job Data for the pay period before the one containing July 1 and whose leave plans are also active for the same period.	CT AGY TL SPECIALIST CT AGY PAYROLL SPECIALIST  CT CNTRL TL SPECIALIST

# Time and Labor Reports



Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	CTTLR375	Annual Employee Attendance	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Attendance Report - CTTLR375</b>	<p>This report is run by calendar year and can be run for a Department, Group or Employee. It comprises two distinct sections for each employee. The first part displays the employee's attendance by day and by month for the year selected while the second part shows leave and comp activity by plan type and process date. Please note that there can be several pages for each employee.</p> <p>The starting month can be chosen by the user but the report will always run for a full year of attendance. For example, if the user enters September as the starting month, the report will display attendance for September through August. Multiple years can be selected and each year can have the same or a different starting month.</p> <p>Self Service employees have the ability to run the report for themselves.</p>	Month Day TRC Hours Plan Type Accrual Proc Dt Hrs Carried Ovr Hrs Earned YTD Hrs Taken YTD Hrs Adjusted YTD Hrs Taken Unproc Hrs Adjust Unproc Hrs Balance Exp Date	As Needed	<p>For the year selected it provides a detailed breakdown of both an employee's attendance and leave and comp time activity. The first ten rows of attendance on each day will be displayed. If the employee has more than ten rows of attendance on a particular day the TRC for the tenth entry will be underlined. Users must review the entries over ten online. The report can be used as an audit tool for agency users and can provide the employee with an attendance record. Only payable time with a status of PD (Paid - Labor Distributed) or CL (Closed) will be displayed on the report. Time Reporting Codes that begin with 'X' are not displayed.</p> <p>The compensatory and holiday time displayed reflects time earned and used during the date range selected. If there was no comp or holiday activity during the period selected the report will display the balance as of the begin date selected. The balance shown is the balance on the date of that transaction.</p>	CT AGY HR REPORT GENERATOR CT HR SPECIALIST CT AGY TIMEKEEPER SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER CT AGY TL TIME REPORTER  CT CNTRL HR SPECIALIST CT CNTRL TL SPECIALIST
Central	Central Agency	CTTLR380	Employees Not Processed By Payroll	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Reporting Tools &gt; Report Manager</b>	<p>Report runs before Pay Calc and displays those employees with Rejected, Estimated, and/or Needs Approval time. These employees will not be paid for Rejected or Needs Approval time unless action is taken. Estimated time may or may not be paid and should be investigated.</p>	Name Emplid Rcd Payable Status Description Begin Date End Date Count SetID DeptID Description	Saturday, Monday, Tuesday, Wednesday following pay period end	<p>Employees with more than 300 rows of Rejected time will not be paid unless the rows are closed. Needs Approval time must be approved before it will be paid. Estimated time will not be paid in the current check if it is created on or after pay confirm Thursday. It will get paid in the next paycheck if no further action is taken. The clean up of Needs Approval time and Rejected time must be done before pay confirm Thursday in order for it to be included with that pay period's paycheck.</p>	CT AGY PAYROLL SPECIALIST  CT CNTRL PY SUPERVISOR CT CNTRL TL SPECIALIST
Central	Central Agency	CTTLR385	Time Reporter / Job Maintenance	<b>Nav Bar Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</b>	<p>Automated Time Reporter runs just prior to Time Admin. The process produces this report to advise agencies which employees were affected. Agencies need to review the report to ensure that the changes made were appropriate and to verify that paychecks will be processed correctly.</p>	Deleted Updated Inserted Not Enrolled  Emplid Empl Rcd# Effective Date Time Reporter Status Time Reporter Type Elapsed Time Reporting Template Time Period ID Workgroup Taskgroup TCD Group Shift Rotating Average Schedule Eligible for Weekend Diff Eligible for Shift Diff Eligible for Overtime Time Zone	Nightly just before Time Admin	<p>Use this report as an audit tool to ensure that the employee's Job Data and Time Reporter Data rows are correctly reported. The automated Time Reporter process assumes that the information contained on Job Data is correct. The process looks at both the Job Data and Time Reporter Data information and ensures that they are in sync from an Active/Inactive perspective. If they are not in sync, a row is added to Time Reporter. In addition, this process will compare the Time Reporter rows and delete duplicate rows where no information was changed.</p>	CT AGY TL SPECIALIST CT AGY PAYROLL SPECIALIST  CT CNTRL TL SPECIALIST

# Time and Labor Reports

Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Central	Central	CTTLR390	Payable Time Maintenance	<i>Nav Bar Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</i>	Report is produced to show payable time that has been changed to Closed and won't be loaded to Payroll.	Type Emplid Empl Rcd Dur Seq Nbr Orig Seq Nbr Trc TL Quantity Payable Status Frozen Date Frozen Sw Oprid	Nightly after Time Admin and before Load to Payroll	Rows of payable time that have no value are prevented from loading to Payroll. These rows include payable time with TL Quantity = zero and rows that net to zero (positive TL Quantity = negative TL Quantity). The rows are marked for deletion and can be viewed on the Payable Time Detail page. They will be deleted when the system date is thirty-five (35) days greater than the Frozen Date (processed date).	CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR391	Leave Used Prior to 1st of Month	<i>Nav Bar Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</i>	This reports displays employees who used leave time prior to earning it on the 1st of a month.	Employee Name EmplID Rcd Plan Type Available Balance Total Overage DUR Accrual Process Date TRC TL Quantity Overage Summary SKAA/VAA Hrs Added SKAD/VAD Hrs Deducted	Monthly or As Needed	The report can be used as an audit tool for agencies to monitor accrual usage. It can be run each month after the 1st of the month accruals have run and the pay period that contains the last day of the month has confirmed. Select a date that is the last day of a confirmed pay period. The report can be run by Department, TL Group or Employee. User must select option to run by Sick Only, Vacation Only or Both Sick and Vacation. If no option is selected, the report will be blank.  The Available Balance will be the balance at the beginning of the pay period. The Total Overage is the amount of time used in excess of the available balance. The DUR is the date the excess time was posted on. The Overage Summary shows the accrual balance as the hours taken are deducted from the available balance.	CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR CT AGY PAYROLL SPECIALIST  CT CNTRL TL SPECIALIST
Central	Central Agency	CTTLR395	Comp Time Conversion Report	<i>Nav Bar Menu&gt; Core-CT HRMS&gt; Reporting Tools&gt; Report Manager</i>	Displays employees who report compensatory and holiday comp time in days and who have had a workgroup change in the last seven days resulting in a different day length.	Name Emplid Rcd# Union Code Comp/Hol Plan Prior Workgroup Prior Effdt Prior Std Hrs Current Workgroup Current Effdt Std Hours Current Balance Suggested Adjustment	Biweekly after Pay Confirm	For use by agencies that have employees who report compensatory and holiday time in days. The report reflects the employee's old standard hours and new standard hours. A suggested adjustment is provided. Agencies should use the report as an auditing tool to ensure that employee balances are correctly converted when the employee's day length changes. No updates will be made to the employee balances as a result of this report.	CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TL TIME APPROVER CT AGY PAYROLL SPECIALIST  CT CNTRL TL SPECIALIST

# Time and Labor Reports



Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Central Agency	CTTLR397	Sick, Vacation & Personal Leave Balance Update	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Sick, Vac &amp; PL Update Rpt - CTTLR397</b>	The report displays employee balances from the Timesheet and the Review Accrual Balance pages. There are circumstances which cause these two balances to become out of sync. All employees will be printed to the report whether or not the balances are currently different. The various circumstances will be listed for employees that have them. These circumstances are listed under the "Report Used For" section. This report can be run by Department, Group or Employee.	Current Accr Dt Name Emplid Empl Rcd Plan Type Descr Leave Plan Time Sheet Balance Actual Leave Balance Message	As Needed	This report can be used as an audit tool when a small group or an individual employee's record is being audited due to Sick, Vacation and/or PL balances are out of balance. It is also a useful audit tool when reviewing employee accrual balances to capture all transactions processed.  The leave balances displayed on the report may be out of sync. The report will list possible causes to be reviewed and/or corrected.  Messages displayed: <u>TRC Adjustments</u> - SKAA, SKAD, VAA, VAD, PLAA, PLAD <u>Reported with Exceptions</u> - leave time was reported on timesheet and exceptions were created <u>Adjust Paid Time</u> - leave transactions made in Adjust Paid Time where payable status is 'CL' and RECORD_ONLY_ADJ flag is 'Y' <u>Additional Pay</u> - leave transactions entered in Additional Pay with hours (amounts not displayed) <u>Paycheck Reversal</u> - a paycheck containing leave transactions was reversed and the PAYCHECK_OPTION is 'R' <u>Online Check</u> - leave transactions are contained in an online check where the OFF_CYCLE flag is 'Y' <u>Ee has Negative Leave Balance</u> - the employee's current balance is negative <u>Time Rejected by Payroll</u> - a leave transaction was rejected by payroll and has a payable status of 'RP' or 'IG' <u>Unprocessed Reported Time</u> - leave transactions were posted on the timesheet but have not been processed by Time Admin and no payable time exists <u>Unprocessed Payable Time</u> - leave transactions are in payable time but have not been through a confirmed paycheck	CT AGY TL SPECIALIST CT AGY TL REPORT GENERATOR CT AGY PAYROLL SPECIALIST  CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR399	Leave Accrued by Union/Plan	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Leave Accrued by Union/Plan</b>	This report is identical to the CTTLR360 report except that it can be run on demand for a Department by Union Code or Plan Type.	Employee Name Employee ID RCD# Plan Type Leave Plan Proc Date Hours Accrued Hours Taken Hours Adjusted Unprocessed Ending Balance Comments	As Needed	For the period selected a record is provided of all activity in each leave plan in which the employee is enrolled. The report can be narrowed to provide information for a particular Plan Type (Sick, Vacation or Personal)	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR400	Comp and Holiday Balance Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Comp and Holiday - CTTLR400</b>	The report provides a list of employees who have a Compensatory Time or Holiday Time balance and whose plans are active.	Name Emplid Rcd# Union Code Comp/Hol Plan JobCode Deptid Comp Hrs Bal	As Needed	To be used as a tool in reporting on Comp and Holiday balances for a Department, Group or Individual employee. The balance as of the Pay Period End date is shown. The report does not provide Comp or Holiday transaction details.	CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR403	Unprocessed Timesheets	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Unproc Timesheets CTTLR403</b>	This report will identify employees who have not submitted a timesheet for the period selected. This report is identical to the EPM report CT_CORE_UNPROC_TIME.	Name EmployeeID Rcd# Dept ID Dept Name Group ID Group Descr	Biweekly or As Needed	Use as an audit tool to identify employees who did not submit a Timesheet for the period selected. The report provides a list of employees who do not have Reported Time during the period. The report will be updated as soon as an employee submits a timesheet. No overnight processing is required.  The report verifies whether or not Time Reporter is Active or Inactive. If the employee is inactive for the entire pay period, the employee is not printed to the report.	CT AGY TIMEKEEPER CT AGY TIMEKEEPER SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST

# Time and Labor Reports



Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	CTTLR405	Monthly Accrual Difference	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Monthly Accrual Difference</b>	Displays all employees for the department or group selected. Those employee's whose monthly accrual has changed will be indicated.	Employee Name Employee ID RCD# Plan Type Leave Plan Proc Date Hours Accrued Current Month Hours Accrued Prior Month Difference	Monthly or As Needed	This report can be used as an audit tool to identify those employees whose monthly accrual has changed since the previous month. To run the report select the month you wish to report on (i.e., August 1, 2011 to August 1, 2011). The report will display the August 1, 2011 accrual and the July 1, 2011. If they are different a 'Y' will be inserted in the Difference column. The report can be run for one plan type (Sick, Vacation) or both. Users can also choose to run the report by a particular leave plan (i.e., V80AXS).	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR406	Deleted Vacation Time Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Deleted Vacation Time Report</b>	This report will identify those employees who posted vacation time in the future and later deleted it.	Employee Name Employee ID Empl RCD# DUR TRC TL_Quantity	Biweekly or As Needed	To be used as an audit tool to identify employees who reported vacation time in a future pay period and later deleted it erroneously. This report will return any employee who deleted vacation time including those with legitimate timesheet changes. Employees displayed on the report will need further review to determine if the employee made an erroneous or legitimate timesheet change. The report will display any employee with deleted vacation time within the date range selected or beyond.  Run this report for the current biweekly period to find employees with deleted vacation time in the following pay period. Run it for a greater period of time to identify patterns of erroneous timesheet changes.  The report uses the Reported Time Audit table to find an audit action of 'D' and TRC like 'V'. To determine who deleted the attendance navigate to Time and Labor > View Time > Reported Time Audit.	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR420	Job Hours VS Leave Hours Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor &gt; Reports &gt; Job Hrs vs Leave Hrs CTTLR420</b>	Designed as an audit tool for employees in Temporary Service in a Higher Class (TSHC) or Special Leave Position Held (SLH) position.	Name Emplid Rcd # Job Ind. Reason Leave Plan CT Max Std Hrs Rcd # Std Hrs	Monthly or Quarterly	For agencies who have employees in TSHC or SLH positions, this report can be used to monitor leave plans. Employees in TSHC positions should be accruing leave time based on the standard hours of the permanent position. The report will display the leave plan of the TSHC position and the Standard Hours of the permanent (LOA) position. These two should match.  Employees in SLH positions should have the leave plans in the held (LOA) position terminated or should be enrolled in the no accrual plans. The report will display employees who are active in leave plans in the SLH position with the leave plans of the held position. Agencies should terminate these leave plans or change them to the no accrual plans (SNOACC, VNOACC, PNOACC).	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR421	Terminated Employees in Leave Plans	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; Term Emps in Lv Plans CTTLR421</b>	This report provides an audit tool for agencies to identify terminated employee still enrolled in leave plans.	Name Emplid Rcd# Term Date Plan Type Leave Plan Description	Monthly or Quarterly	For use as a audit tool to identify employees who are terminated on Job Data but whose leave plans are still active. Employees will continue to accrue time when the leave plans are active, even if the Job record is terminated. Once an employee terminates, accrual balances cannot be adjusted as the adjustment TRCs must be processed through a paycheck.  It is strongly recommended that this report be run monthly but no less than every quarter. If employees appear on this report, the leave plans MUST be inactivated. You may wish to enter a note on Notepad in Job Data stating that the employee is not entitled to the accruals earned since the termination date.	CT AGY TL LEAVE PLAN SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	CTTLR904	TCD Error Report	<b>Nav Bar&gt; Menu&gt; Core-CT HRMS&gt; Time and Labor&gt; Reports&gt; TCD Error Report CTTLR904</b>	Provides the same details as the online TCD Error page in a printed, user-friendly format.	Name Emplid Rcd# Date Und Rpt TRC Quantity Message	Biweekly	For use by TCD agencies as an audit tool to identify those transactions that did not pass TCD file validation. Employees listed on the report will not have the time reported populated on the Timesheet. Error correction must be done directly in Core-CT on the Timesheet.	CT AGY TCD TIMEKEEPER SPEC  CT CNTRL TL SPECIALIST

# Time and Labor Reports



Report Run By	Report Viewed By	Report ID	Report Name	Navigation Path	Report Description	Report Columns	Run Frequency	Report Used For	Role Security Access
Agency	Agency	TL002	Time Card Report	<i>Nav Bar &gt; Menu &gt; Core-CT HRMS &gt; Time and Labor &gt; Reports &gt; TimeCard Report</i>	For the time period specified this report shows all of the TRCs that appear on the Timesheet and Payable Time that was created from it. It can be run by Employee or by Group.	EmplID Name Job Title Dept Reported Elapsed Time Detail Payable Time Outstanding Exceptions Date Under Report Quantity Type Description Time Rptg Code Time Reporter Signature Approval Signature	As Needed	Three main sections are contained on the report: Reported Elapsed Time Detail, Payable Time and Outstanding Exceptions. Items created during Time Admin such as meals and shift differential are shown under Payable Time. Please note that the State does not use Reported Punch Time so that section will not contain data. This report can be used as a record of what an employee will be paid and contains space for both the employee and supervisor's signatures.  This report only displays Payable Time with a status of AP (Approved), ES (Estimated), NA (Needs Approval) or CL (Closed).	CT AGY TIMEKEEPER SPECIALIST CT AGY TCD TIMEKEEPER SPEC CT AGY TL REPORT GENERATOR CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST
Agency	Agency	TL004	Scheduled Hours Report	<i>Nav Bar &gt; Menu &gt; Core-CT HRMS &gt; Time and Labor &gt; Reports &gt; Scheduled Hours Report</i>	A list of the scheduled hours will be produced including off days for the specified period. The report can be run for single or multiple employees. Employees in Zero Hours schedules will display all days as Off.  <b>Note:</b> The State does not use Punch or Flex Schedules in Core-CT.	Empl ID / Rcd Name Title Date Elapsed Schedule Work Hours	As Needed	This report can be used to view an individual employee's schedule. For auditing purposes, it can be compared to what was posted to the Timesheet. It can also be provided to employees to show future work days and off days.	CT AGY TIMEKEEPER SPECIALIST CT AGY TL REPORT GENERATOR CT AGY TCD TIMEKEEPER SPEC CT AGY TL SPECIALIST CT AGY TL TIME APPROVER  CT CNTRL TL REPORT GENERATOR CT CNTRL TL SPECIALIST