

This job aid describes the fields on the Time Reporter Data page.

Access Time Reporter Data:

Using the Fluid Dashboard:

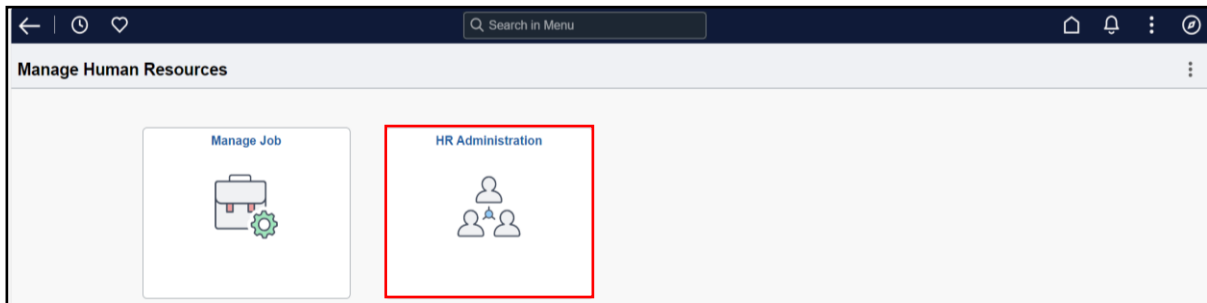
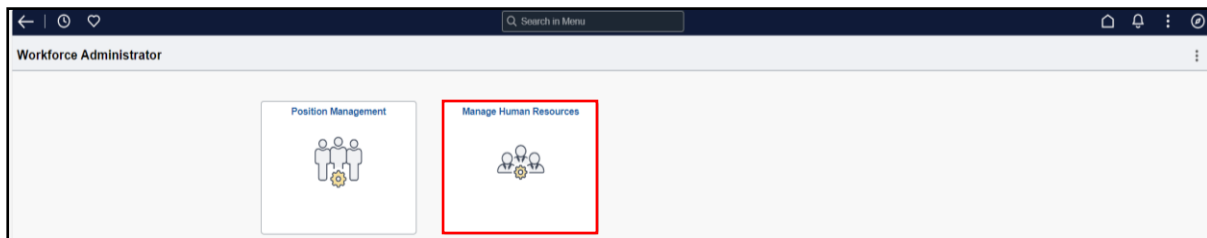
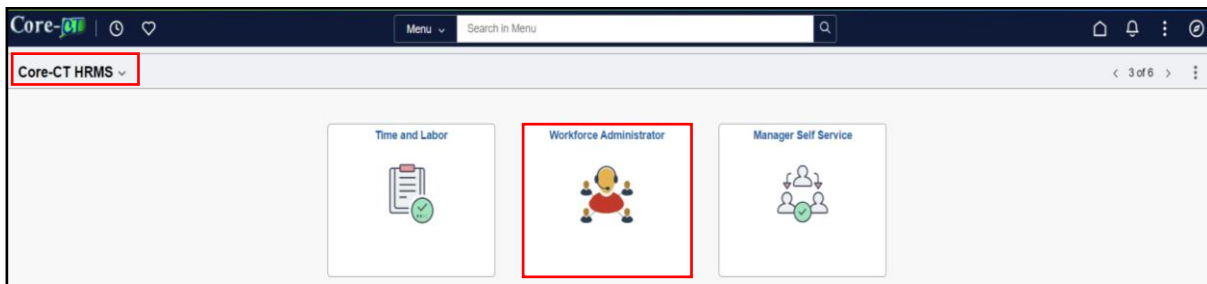
Select the **Core-CT HRMS**

Click the **Workforce Administrator** tile

Click the **Manage Human Resources** tile

Select the **HR Administration** tile

This path should be used by those who have access to Time Reporter Data through the Job Data page.



The screenshot shows the 'Find an Existing Value' search interface within the HR Administration module. The left sidebar contains navigation options: Job Information (selected), Workforce Job Summary, Person Profiles, Labor Administration, and HR Configuration. The main content area is titled 'Job Data' and includes a search criteria section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The search fields include: Empl ID (begins with), Empl Record (=), Name (begins with), Last Name (begins with), Second Last Name (begins with), Alternate Character Name (begins with), and Middle Name (begins with). There is a 'Show fewer options' link and three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History'. At the bottom are 'Search' and 'Clear' buttons.

Using the Fluid Dashboard, navigate to: **Main Menu > Core-CT HRMS > Workforce Administrator > Manage Human Resources > HR Administration**

1. Click on the [Employment Data](#) link
2. Click on the [Time Reporter Data](#) link

The screenshot displays the 'Instance Record' form in the HR Administration system. The left sidebar is the same as in the previous screenshot. The main content area shows 'Organizational Assignment Data' with a table for 'Instance Record'. The table has columns for 'Last Assignment Start Date', 'Assignment End Date', 'Home/Host Classification', 'Layoff Seniority Date', 'Benefits Service Date', 'Probation Date', 'Longevity Date', 'Business Title', 'First Assignment Start Date', 'Next Annual Increment Date', and 'Last Verification Date'. The 'Next Annual Increment Date' is set to 01/01/1987, and the 'Time Reporter Data' link is highlighted in red. Below the table is the 'Emeritus Status' section with an 'Emeritus Date' field and an 'Emeritus Status' checkbox. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. A red box highlights the 'Employment Data' link in the bottom navigation bar.

Time and Labor Data

Empl ID 000009 Empl Record 1

Time Reporter Data [Search] | < > 1 of 1 | View All

*Effective Date 12/31/2009 [Calendar] [Refresh] *Status Inactive [Dropdown] [+] [-]

Time Reporter Type Elapsed Time Reporter

Payroll
 Send Time to Payroll

Time Period ID CTBIWEEKLY CT Biweekly Time Period > **Commitment Accounting**

*Workgroup 25PSTDCCC [Search] Comm College Faculty CCCC

*Taskgroup CCC7700G [Search] [Refresh] CT Community Colleges

Task Profile ID [Search]

TCD Group [Search]

Restriction Profile ID [Search]

Shift 1 [Search] Day

Rotating Averaging N [Search] NonRotating Averaging

Eligible for Weekend Diff N [Search] Not Eligible for Weekend Diff

Eligible for Shift Diff N [Search] Not Eligible for Shift Diff

Eligible for Overtime Y [Search] Eligible for Overtime

Eligible for Sick: Y [Dropdown]

Eligible for Vacation Y [Dropdown]

Time Zone

OK Cancel Refresh

Badge Detail

This link is not used by Core-CT.

Payable Time Start Date:

This field is only available for a new hire. Once the page is saved for the first time, the field is no longer displayed. Enter the hire date or, if the hire is done retroactively, enter the first day of an unconfirmed pay period. The date indicates the pay period in which the employee will first be paid.

Effective Date:

Enter the hire date or the date of the change. For changes, agency users can only use a Friday date and cannot select a date beyond the current pay period. For changes on a date that is not

a Friday or that is contained in a prior period, log a Help Desk ticket with the Time and Labor Team.

Status:

The default value is “Active” which opens the Timesheet for entry. Select ‘Inactive’ if you are placing the employee on a leave of absence or do not wish to have the Timesheet available for entry.

For employees that are employed by an agency that uses Time and Labor, but will not be using the Timesheet for attendance, the Workgroup 100TLEXMPT must be selected.

Time Reporter Type:

This field cannot be changed. Core-CT only uses Elapsed Time Reporting.

Send Time to Payroll

This field cannot be changed. The box is checked when the employee is active and all time entered on the Timesheet is sent to Payroll. If the employee is inactive, the box will become unchecked.

Commitment Accounting

The fields in this box cannot be changed and they are always checked.

Time Period ID:

This value determines the period of time that can be viewed on the timesheet. It cannot be changed.

Workgroup:

Enter the employee’s Workgroup or select it from the list using the lookup button. The Workgroup indicates the employee’s bargaining unit and contains rules regarding attendance and pay, holiday schedules, default work schedules and the available Time Reporting Codes. Refer to the *Workgroups* job aid for more information.

The following describes the naming convention for Workgroups. Refer to the *Naming Standards for Time and Labor* job aid for more information.

1-2 = the first two characters are used for the numeric code of the bargaining unit or labor unit.

3 = the next character is either a “P” for positive time reporters or an “E” for exception time reporters. Employees can either be Exception or Positive Time Reporters. Exception Time Reporters are assigned a work schedule and the scheduled hours are defaulted on the Timesheet with a Time Reporting Code of REG. Positive Time Reporters are assigned a zero-hour schedule and the Timesheet is blank.

4-6 = the next three characters are used to identify the holiday schedule for the group. The three character combination can be STD for standard holiday schedules or CON for continuous operations.

7-10 = the final four characters are reserved to distinguish between general workgroups and workgroups that are for specific agency use. If a workgroup ends with GEN it means that this workgroup is applicable to multiple agencies. If the workgroup ends with APPN, AP or A it means that employees in this workgroup enter their own time and must have their time approved before it will be paid. Otherwise the last four characters represent the agency’s acronym.

Taskgroup:

The Taskgroup is used in Time and Labor for agency/department identification.

The following describes the naming convention for Taskgroups. Refer to the *Naming Standards for Time and Labor* job aid for more information.

1-3 = the first three characters represent the agency acronym.

4 -7(8) = the next four (converted) or five (created after 2003) characters represent the agency number.

8(9) = the last character identifies if the Taskgroup is for general agency use (G), for agencies using Time Collection Devices (S) or for agencies using Projects Costing (P).

TaskProfile ID:

This field is only used by Kronos agencies to indicate the employees’ lunch period.

TCD Group:

This field is not used by Core-CT

Restriction Profile TCD:

This field is not used by Core-CT

Shift:

This is the employee's default shift assignment. Values can be "1", "2", "3" or "4". The default is "1". This value can be overridden by entering a Shift on the Timesheet. During attendance processing, if no shift is found on the Timesheet the value in this field is used.

Rotating Averaging:

The default value is "N". This field is used by rules processing for employees who work a rotating schedule that is averaged over a period of time. If the value is "Y", the employee must also be enrolled in a Workgroup that contains Rotating Averaging rules.

Refer to the *Workgroups* job aid to determine which Workgroups contain Rotating Averaging rules.

Eligible for Weekend Diff:

The default value is "N". This field is used by rules processing for employees who work a shift that is eligible for weekend differential payments. If the value is "Y", the employee must also be enrolled in a Workgroup that contains Weekend Diff rules and must report time on a weekend to an eligible shift. If the value is "N", the employee is prevented from entering weekend differential Time Reporting Codes on the Timesheet.

Refer to the *Workgroups* job aid to determine which Workgroups contain Weekend Diff rules.

Eligible for Shift Diff:

The default value is "N". This field is used by rules processing for employees who work a shift that is eligible for shift differential payments. If the value is "Y", the employee must also be enrolled in a Workgroup that contains Shift Diff rules and must report time to an eligible shift. If the value is "N", the employee is prevented from entering shift differential Time Reporting Codes on the Timesheet.

Refer to the *Workgroups* job aid to determine which Workgroups contain Shift Diff rules.

Eligible for Overtime:

The default value is "Y". This field is used by rules processing for employees who are eligible to earn overtime. If the value is "Y", the employee must also be enrolled in a Workgroup that contains overtime rules and must report time using an overtime Time Reporting Code. If the value is "N", the employee is prevented from entering overtime Time Reporting Codes on the Timesheet.

Refer to the *Workgroups* job aid to determine which Workgroups contain Overtime rules.

Eligible for Sick:

The default value is “Y”. This field is used for Timesheet validation. If the employee is accruing sick time but is not eligible to use it, select “N”. If the value is “N”, the employee is prevented from entering sick Time Reporting Codes on the Timesheet.

This field can be used for employees who are eligible to earn sick time under PA 11-52 Connecticut Paid Sick Leave Law but who have not met the requirements to be entitled to use sick time. When the requirements have been met, add a new effective dated row and select “Y”.

This field was added in April 2015.

Eligible for Vacation:

The default value is “Y”. This field is used for Timesheet validation. If the employee is accruing vacation time but is not eligible to use it, select “N”. If the value is “N”, the employee is prevented from entering vacation Time Reporting Codes on the Timesheet.

This field can be used for new hires who, during the first six months of employment are eligible to accrue vacation, but who cannot use it until the completion of six months of continuous state service. Upon completing the eligibility requirement, add a new effective dated row and select “Y”.

This field was added in April 2015.

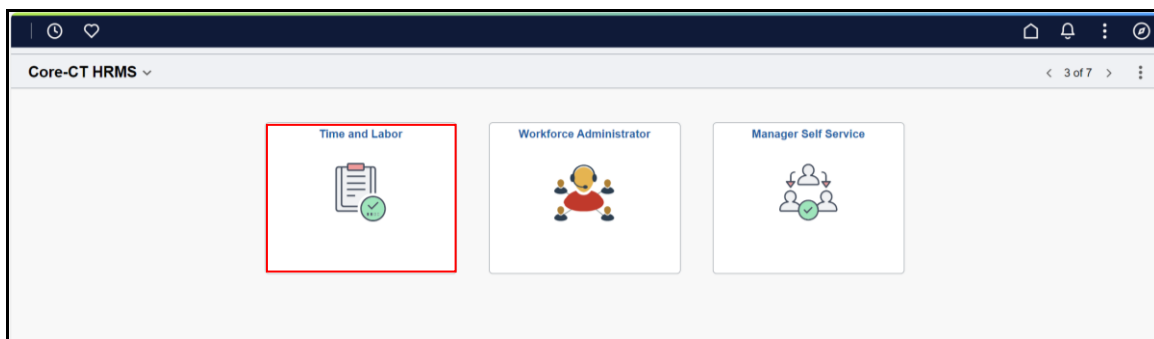
Time Zone:

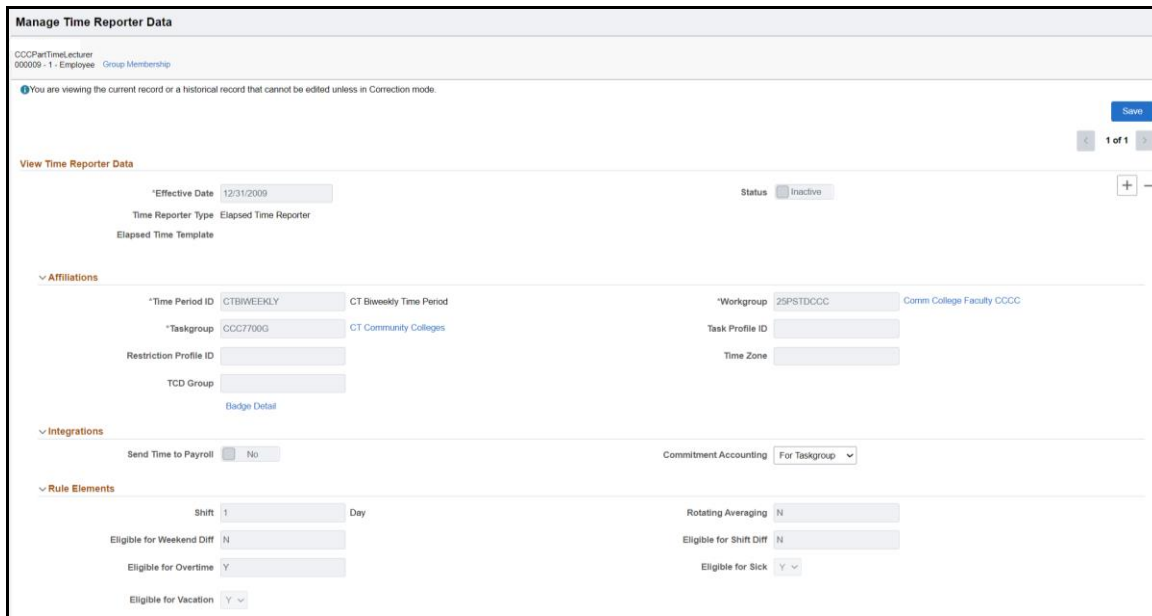
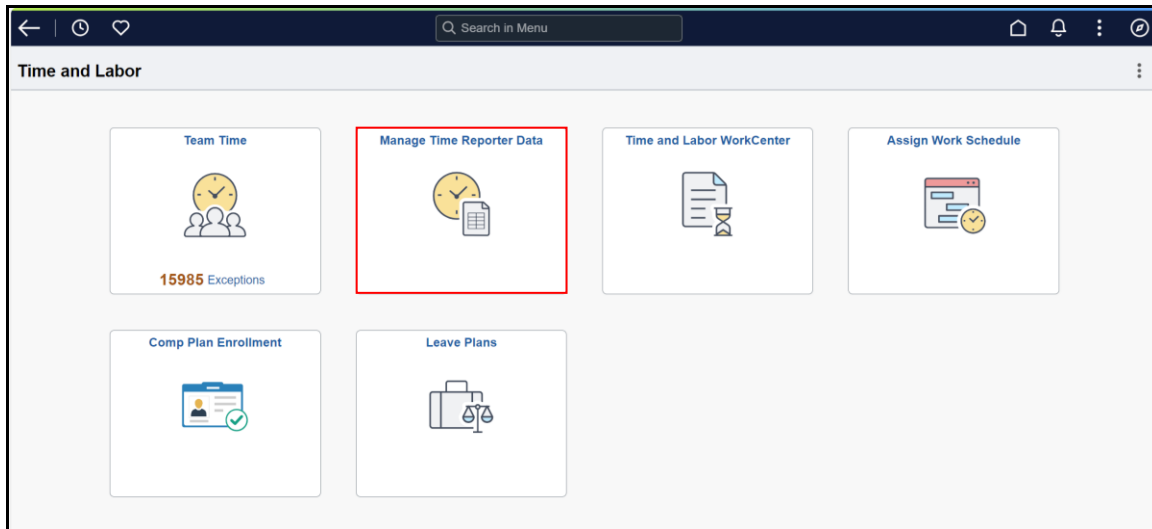
The default is “EST”. This should not be changed.

When the Time Reporter Data page is accessed through Time and Labor (not Job Data) for an existing employee, an additional link is displayed on the page.

Using the Fluid Dashboard, navigate to: ***Main Menu > Core-CT HRMS > Time and Labor > Manage Time Reporter Data***

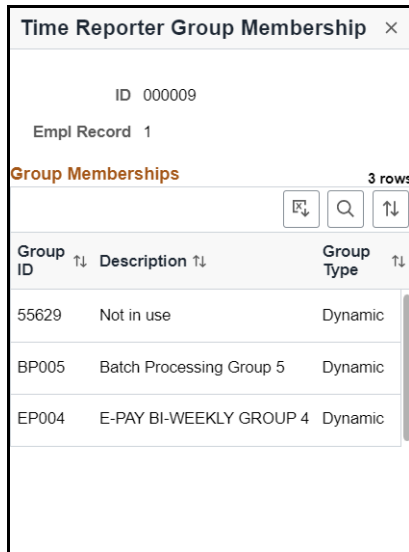
This path is used for new hires and existing employees without access to Job Data.





Group Membership

This link provides information on the Time and Labor Groups the employee is enrolled in. This can be helpful to Self-Service agencies for approvals or to all agencies for reporting.



The screenshot shows a window titled "Time Reporter Group Membership" with a close button. It displays the ID 000009 and Empl Record 1. Below this is a table of Group Memberships with 3 rows. The table has columns for Group ID, Description, and Group Type. The rows are: 55629 (Not in use, Dynamic), BP005 (Batch Processing Group 5, Dynamic), and EP004 (E-PAY BI-WEEKLY GROUP 4, Dynamic).

Group ID	Description	Group Type
55629	Not in use	Dynamic
BP005	Batch Processing Group 5	Dynamic
EP004	E-PAY BI-WEEKLY GROUP 4	Dynamic

Group ID

The “08” group in this example is the agency specific Time and Labor Group to which the employee is enrolled. Each agency is assigned a range of Group numbers using the first two digits. The remaining digits in the Group ID are agency defined. These Group IDs are used for security access.

Group IDs that begin with “BP” reflect the Time Administration batch processing group that the employee’s time is processed with. Core-CT has defined groups BP001-BP009 based on workgroups and, in some cases, employee ID.

There are also agency specific Group IDs that are named using the agency’s three character acronym. This Group ID is used for security access.

Group IDs that begin with “EP” are used for security purposes to allow users to view their paycheck/advise online in Core-CT (e-Pay). Core-CT has defined groups EP001-EP011 based on paygroups.