

#	Questions	Answers
1	Is there going to be a "sandbox" for us to be able to do some test entries so that we can become comfortable with the new look and feel?	There will not be a sandbox.
2	What is SDE rank on job data page, additional information?	This is a field that was created for Department of Education use when Core was originally designed.
3	Is anyone able to delete attachments after they are posted in Job Data?	For the attachment questions, there will be additional guidance coming out regarding attachments.
4	Can you provide an example of what we would upload in Core as an attachment?	For the attachment questions, there will be additional guidance coming out regarding attachments.
5	My question is in regards to the attachment feature. If you upload an attachment, is the attachment viewable by anyone who accesses the transaction? Or just the person who uploaded the attachment?	For the attachment questions, there will be additional guidance coming out regarding attachments.
6	If I realize effective date is wrong after starting a job data transaction, what do I do?	Exit the transaction before saving and update to the correct effective date.
7	I was curious how we change the action reason if we do make a mistake. Do we close out and start over?	Yes, if you make a mistake on the Action/Reason, you will need to exit the transaction to update to the correct Action/Reason.
8	On the search page, can you save your search criteria?	Yes, you can save your searches the same as you do today.
9	Will footprints be required if we make an error?	Any corrections needed will require a Footprints ticket, same as today.
10	Will job aids be updated with new screens?	Yes, the job aids on the Core-CT website will be updated with screenshots from the upgraded system.
11	Since Time Reporter Data now opens in a new tab, will it now be possible to review a different employee's Time Reporter Data while entering a job transaction for comparison?	Yes, since Time Reporter Data will be in its own tab that will remain open until you choose to close it, so you can keep that tab open for comparison when entering a new transaction.
12	When completing a job data transaction where do you enter the notes?	After submitting the transaction, you will need to navigate back to the Job Actions Summary page for that record to add a new Note. Select the drop down below "Actions" on the new row to create a note with that effective date.
13	Are the notes the same from the left and right buttons?	There are two places to access the Notes from the Job Actions Summary Page, which both bring you to the Note screen you will recognize from the current system. On the left, the Notes icon just above the Job Rows will show all notes entered for that record; on the right, click the dropdown below "Actions" on an individual row and select "Notes" to add a new note or view an existing note with that effective date.
14	When entering a note – is this only done outside the transaction or is there a way to get to notes in the actual transaction?	Notes can only be accessed from the Job Actions Summary page. They cannot be added from the Activity Guide where you enter the transaction.
15	What documents if any are being recommended to add? Service ratings, FMLA HR2c?	Additional guidance will be forthcoming about the attachments feature.
16	You will only be able to delete your own attachments in Core, correct?	Additional guidance will be forthcoming about the attachments feature, including access to delete.

17	What happens if you enter the wrong date on the record action since you cannot change it? Do we have to do a ticket?	If you have saved the transaction, yes, you will need to submit a Footprints ticket to request that the effective date be corrected. If you have not yet saved the transaction, click "Exit" to exit the Activity Guide and then "Create Job Action" to start the transaction over.
18	I noticed that there are new empl class abbreviations – is there a list for these?	Yes, the Employee Class abbreviations as they appear in the upgraded system are listed in the "Short Description" column on the Employee Class job aid available on the Core-CT website.