

**Changes Between CO and LT  
(Applies only to Dept. of Correction)**



Last Updated: March 2019


Use this job aid as a checklist to guide you through the process of switching employees between the CO and LT job titles.

NOTE: Special care should be taken when changing an employee to and from a CO and LT job title due to the difference in standard hours used for the rotating averaging schedules.

IMPORTANT: Changing an employee's standard hours on Job Data in the middle of a week will cause a failure in Time Administration for the entire batch.

**Promotion/Demotion**

Part A – Place Employee in new title

Part A focuses on steps that need to be completed on the Job Data page.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Place Employee in new job title</b>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Workforce Administration &gt; Job Information &gt; Job Data</i></li> <li>2. Enter the appropriate information into the appropriate field and search</li> <li>3. Click on the  button to Add a Row</li> <li>4. Add a row with the <b>*Effective Date</b> equal to the date the employee will enter the new job title</li> <li>5. Enter and/or select the appropriate information</li> </ol> <p><b>Important:</b> If the employee is switching in the middle of a week this step cannot be performed until <u>after</u> the pay period in which the change occurs has been confirmed.</p> <p><b>Important:</b> If the employee will switch from one job title to the other and back again (for example: a CO to LT and back to CO) in the same pay period, enter rows for each transaction in Job Data with the effective date of each change but DO NOT change the standard hours. Please also note the special instructions in the sections that follow for this situation.</p>	HR


Part B – Assign New Schedule

Part B will enroll the employee in the new schedule.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Assign New Work Schedule</b>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Time and Labor &gt; Enroll Time Reporters &gt; Assign Work Schedule</i></li> </ol>	TL


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		<ol style="list-style-type: none"> <li>2. Click on the  button to Add a Row</li> <li>3. Effective Date: Date when new Time Reporting begins</li> <li>4. Assignment Method: Choose “Use Default Schedule” to use default schedule for the Workgroup or Assignment Method: Choose “Select Predefined Schedule” to enter a different schedule</li> <li>5. Save the information</li> </ol> <p><b>Important:</b> It is critical that only the beginning of a pay period is used in order for Time Administration to run properly. If the effective date is mid period use an effective date equal to the first pay period begin date <u>after</u> the effective date of the job change. If the date of the change is the first day of a pay period use that date.</p> <p><b>Important:</b> If the employee is switching from one job title to the other and back again (for example: LT to CO and back to LT) in the same pay period <u>skip this step</u>. Changes in pay should be accounted for on the Additional Pay page.</p>	
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Part C – Update Maintain Time Reporter Data

Part C lists the steps to change the employee’s workgroup.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Update Time Reporter Data</b>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Time and Labor &gt; Enroll Time Reporters &gt; Maintain Time Reporter Data</i></li> <li>2. Enter the appropriate information into the appropriate field and search</li> <li>3. Click on the  button to Add a Row</li> <li>4. Add a new row. If the effective date is mid period use an <b>*Effective Date</b> equal to the first pay period begin date <u>after</u> the effective date of the job change. If the date of the change is the first day of a pay period use that date.</li> <li>5. Enter and/or select the appropriate information</li> </ol> <p><b>Important:</b> It is critical that the effective date be the beginning of a pay period in order for Time Administration to run properly.</p>	TL


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Part D – Adjust Pay

Part D needs to be performed in order to adjust pay for the new Rotating Averaging Schedule.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Enter Dock Hours</b>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Payroll for North America &gt; Payroll Processing USA &gt; Produce Payroll &gt; Review Paycheck</i></li> <li>2. Enter the appropriate information into the appropriate search field and click “Search”</li> <li>3. Enter the amount to be docked or additional amount to be paid</li> </ol> <p><b>Important:</b> This step is required in order to adjust for a mid-week change in job title due to different standard hours.            Example: An employee who is promoted from a CO to a LT on a Tuesday would have multiple rows added on the Additional Pay page to pay the change in additional regular hours, shift differential, meal allowance, etc. from Wednesday through the end of the pay period.</p> <p><b>Important:</b> If the employee has switched from one job title to the other and back again in the same pay period, adjustments for pay (regular hours, meal allowance, shift differential, etc.) must be made on the Additional Pay page.</p> <p><b>Important:</b> This step is necessary only if the employee will be changing job title in the middle of the pay period. Skip this step if the date of the change on Job Data will be the first day of a pay period.</p>	PY

Part E – Change Leave Plans

Part E needs to be performed in order to enroll the employee in the proper leave plans.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Enroll Employee in New Leave Plan</b>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Benefits &gt; Enroll in Benefits &gt; Leave Plans</i></li> <li>2. Enter the appropriate information into the appropriate search field and click “Search”</li> <li>3. Click on the  button to Add a Row</li> <li>4. Add a new row with an effective date equal to the date of the change</li> <li>5. Enter and/or select the appropriate information</li> </ol> <p><b>Important:</b> This step is required in order to enroll the employee in the appropriate leave plan for the employee’s new bargaining union.</p>	BN

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		<p><b>Important:</b> If the employee has switched from one job title to the other and back again in the same pay period, skip this step.</p> <p><b>Important:</b> The employee will begin to earn accruals at the new rate effective with the first of the month following the effective date of the change.</p>	
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Part F – Change Compensatory Time Plans



Part E needs to be performed in order to enroll the employee in the proper comp time plans.

	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Zero Out Comp Time Balance in Old Plan</b>	<ol style="list-style-type: none"> <li>Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Manager Self Service &gt; Time Management &gt; Report Time &gt; Timesheet</i></li> <li>Search on <u>two days prior</u> to the effective date of the change</li> <li>Add a new row and create an entry using the CAD or HCAD time reporting codes as appropriate. The hours should be equal to the employee’s comp time balance.</li> </ol> <p><b>Note:</b> A comp plan cannot be inactivated if there is comp time earned or used on the effective date of the inactivation.</p> <p><b>Important:</b> You can view the comp time balance by navigating to: <i>Main Menu &gt; Core CT-HRMS &gt; Manager Self Service &gt; Time Management &gt; View Time &gt; Compensatory Time</i></p> <p><b>Important:</b> This step is the first of three steps required to change the employee’s comp time plans and transfer any balance from the old plan to the new one.</p> <p><b>Important:</b> If the employee is enrolled in a regular comp plan as well as a holiday comp plan, the balance in each plan must be zeroed out.</p> <p><b>Important:</b> It is important that the comp time is zeroed out two days prior to the effective date of the change. For example, if the employee is promoted to LT on 3/5/15 you would enter the CAD or HCAD hours on 3/3/15.</p> <p><b>Important:</b> If the employee has switched from one job title to the other and back again in the same pay period, skip this step.</p> <p><b>Important:</b> If the employee has a “zero comp time” balance, then this step is not necessary.</p>	TL
<input type="checkbox"/>	<b>Inactivate the</b>	<ol style="list-style-type: none"> <li>Navigate to: <i>Main Menu &gt; Core CT-HRMS &gt; Time and Labor</i></li> </ol>	TL

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	<p><b>Old Comp Plan</b></p>	<p align="center">&gt; <i>Enroll Time Reporters</i> &gt; <i>Comp Plan Enrollment</i></p> <ol style="list-style-type: none"> <li>2. Enter the appropriate information into the appropriate search field and click “Search”</li> <li>3. Click on the  button to Add a Row</li> <li>4. Add a new row with an effective date <u>one day prior</u> to the date of the change</li> <li>5. Populate the <b>*Compensatory Time Off Plan</b></li> <li>6. Click the <b>*Status</b> dropdown and populate it with “Inactive”</li> </ol> <p><b>Important:</b> This step is required in order to terminate the employee’s old comp plan.</p> <p><b>Important:</b> It is important that the old comp time is terminated one day prior to the effective date of the change. For example, if the employee is promoted to LT on 3/5/15 you would terminate the old comp plans on 3/4/15.</p> <p><b>Important:</b> If the employee is enrolled in both a regular comp plan and a holiday comp plan, these steps will need to be completed for each plan.</p> <p><b>Important:</b> If the employee has switched from one job title to the other and back again in the same pay period, skip this step.</p>	
<input type="checkbox"/>	<p><b>Enroll Employee in New Comp Time Plan</b></p>	<p align="center">1. Navigate to: <i>Main Menu</i> &gt; <i>Core CT-HRMS</i> &gt; <i>Time and Labor</i> &gt; <i>Enroll Time Reporters</i> &gt; <i>Comp Plan Enrollment</i></p> <ol style="list-style-type: none"> <li>2. Click on the  button to Add a Row</li> <li>3. Add a new row with an effective date equal to the date of the change</li> <li>4. Enter and/or select the appropriate information</li> </ol> <p><b>Important:</b> Comp plans MUST be effective with the first day of a pay period in order for time to be used or earned in that pay period.</p> <p><b>Important:</b> This step is required in order to enroll the employee in the appropriate comp plan for the employee’s new bargaining union.</p> <p><b>Important:</b> If the employee has switched from one job title to the other and back again in the same pay period, skip this step.</p> <p><b>Important:</b> If the employee should be enrolled in both a regular comp plan and a holiday comp plan, these steps will need to be completed for each plan.</p>	<p>TL</p>
<input type="checkbox"/>	<p><b>Restore Comp Time Balance to New Leave Plan</b></p>	<p align="center">1. Navigate to: <i>Main Menu</i> &gt; <i>Core CT-HRMS</i> &gt; <i>Manager Self Service</i> &gt; <i>Time Management</i> &gt; <i>Report Time</i> &gt; <i>Timesheet</i></p> <ol style="list-style-type: none"> <li>2. Search for the day of the effective date of the change</li> <li>3. Add a new row and create an entry using the CAA or HCAA</li> </ol>	<p>TL</p>

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		<p>time reporting codes as appropriate. The hours should be equal to the amount of hours used to zero out the old comp balance.</p> <p><b>Important:</b> This step is required in order to restore the employee's comp time balances.</p> <p><b>Important:</b> Comp Time can only be added to the timesheet if the new comp plans are activated with an effective date equal to the first day of the pay period.</p> <p><b>Important:</b> If the employee has switched from one job title to the other and back again in the same pay period, skip this step.</p> <p><b>Important:</b> If the employee had a zero comp time balance in the old plans this step is not necessary.</p>	
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