
Navigation Paths for PS v. 9.2 – Time and Labor



Last Updated: March 2019

Verify / Correct Employee's Setup:

Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

Assign a Schedule:

Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule

Enter Time:

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet

Or

Main Menu > Core-CT HRMS > Self Service > Time Reporting > Report Time > Timesheet

View Time:

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > View Time > Payable Time Summary

Or

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > View Time > Payable Time Detail

Leave Plans:

Main Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Leave Plans

View Leave Accrual Balances:

Main Menu > Core-CT HRMS > Benefits > Manage Leave Accruals > Review Accrual Balances

Enroll Comp Plan:

Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

View Compensatory Time:

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > View Time > Compensatory Time

Or

Main Menu > Core-CT HRMS > Time and Labor > View Time > Compensatory Time

Navigation Paths for PS v. 9.2 – Core-CT

Time and Labor

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View Exceptions:

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

Or

Main Menu > Core-CT HRMS > Time and Labor > View Time > Exceptions

Or

Main Menu > Core-CT HRMS > Time and Labor > View Time > Exceptions History

Adjust Paid Time:

Main Menu > Core-CT HRMS > Time and Labor > Report Time > Adjust Paid Time

Reports:

Main Menu > Core-CT HRMS > Time and Labor > Reports > (Select Report)