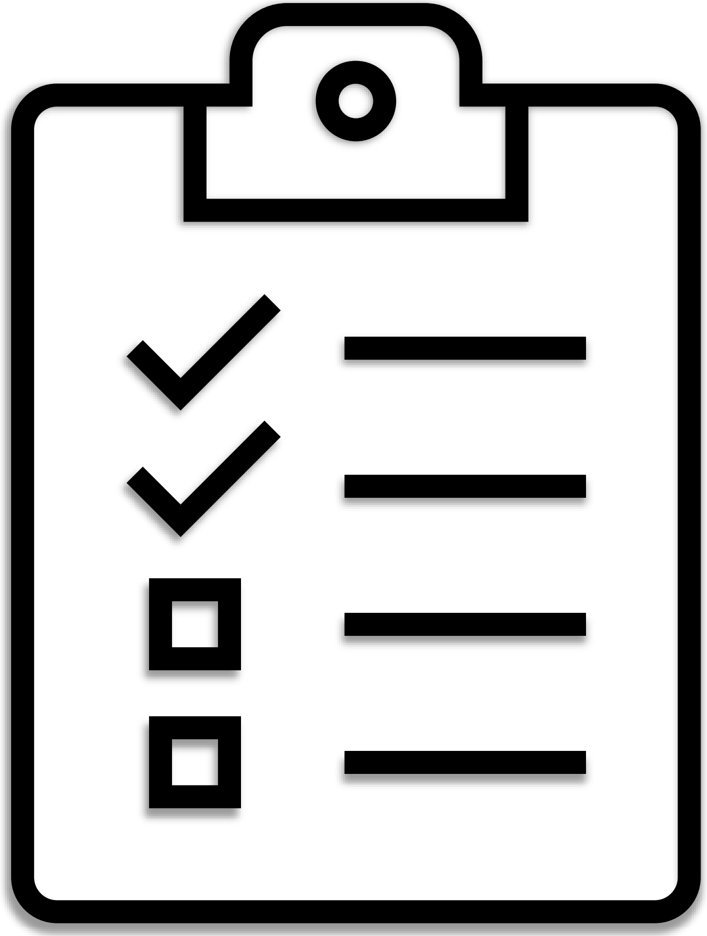
Core-CT UAT Kickoff

August 15, 2024

Agenda

- Welcome
- Timeline
- System Availability
- UAT Logging In / Passwords
- Test Scenarios/Reporting Results
- Navigation
  - Other Changes
- Reporting Issues via FootPrints
- UAT Support
- Reminders / Questions



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Change

UAT Start and End Dates

UAT Testing is set to begin on…
August 15, 2024
and be completed on
September 13, 2024

System Availability

- **Environment Status:**

  HRMS – Available 9:00AM – 4:00PM

  CRM – Available 9:00AM – 4:00PM

  EPM – Available 9:00AM – 4:00PM

  STARS – Not in scope

Logging In / Password Reset

You will be logging in with your user id and the password provided in the email along with the welcome spreadsheet.
The password will need to be changed upon sign in.

Your Role / Purpose

Your Role/Purpose:

1. To test routine transactions and reports that occur in Core-CT modules. Small set of scenarios are listed on the tab/sheet of this spreadsheet. Feel free to add scenarios by inserting new rows.
2. You will use your user id to log in to UAT, the first login will require a password reset.
3. Only test those types of transactions/reports that you use during your NORMAL COURSE OF BUSINESS in Core-CT.
4. To test routine queries and reports in EPM as well as reviewing the test transactions entered during this test.
5. The goal is to ensure that everything is functioning just as it does TODAY in the Live Production version of Core-CT.
6. To identify any issues log a footprints ticket. (Please see Kickoff Meeting Slide deck for specific instructions on how to log a UAT Help Ticket).

https://footprints.ct.gov/footprints

7. Re-test scenarios on an as needed basis.
8. Please complete your testing within a 10 business day period if possible.
9. A Nightly Batch will run to process that days transactions.

* Note - All testing is done in the UAT test environment, the Orange Banner at top will identify this. Transactions done here will **NOT** impact business in the Live Core-CT environment.

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UAT Scenarios PUM 2024

UAT Agency Users Scenarios

Testing Notes:

1. Please clear cache and use a different Browser application for accessing the test environment other than the one you use for Core-CT daily.

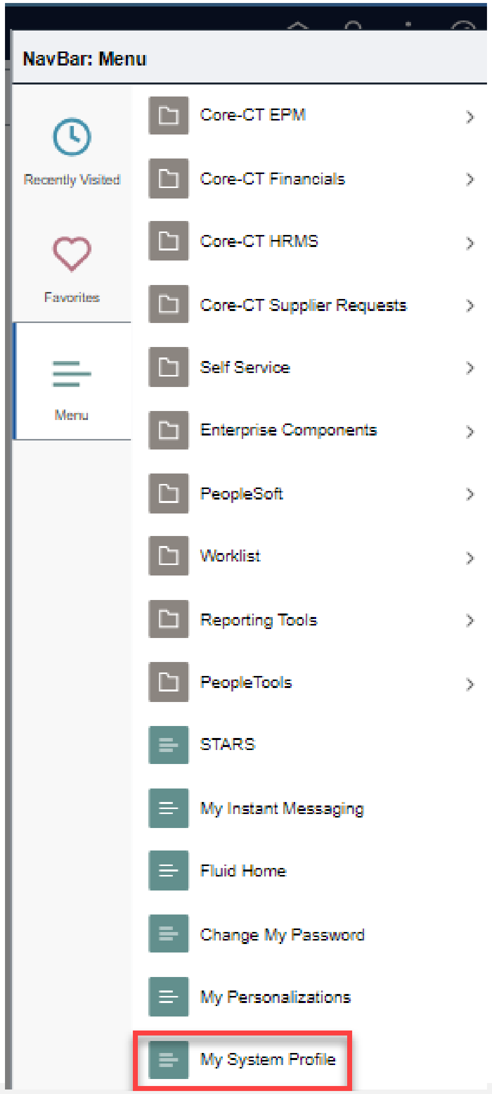
Click here for instructions to Clear Browser Cache https://www.core-ct.state.ct.us/pdfs/Clr_Browser-Cache-23.docx

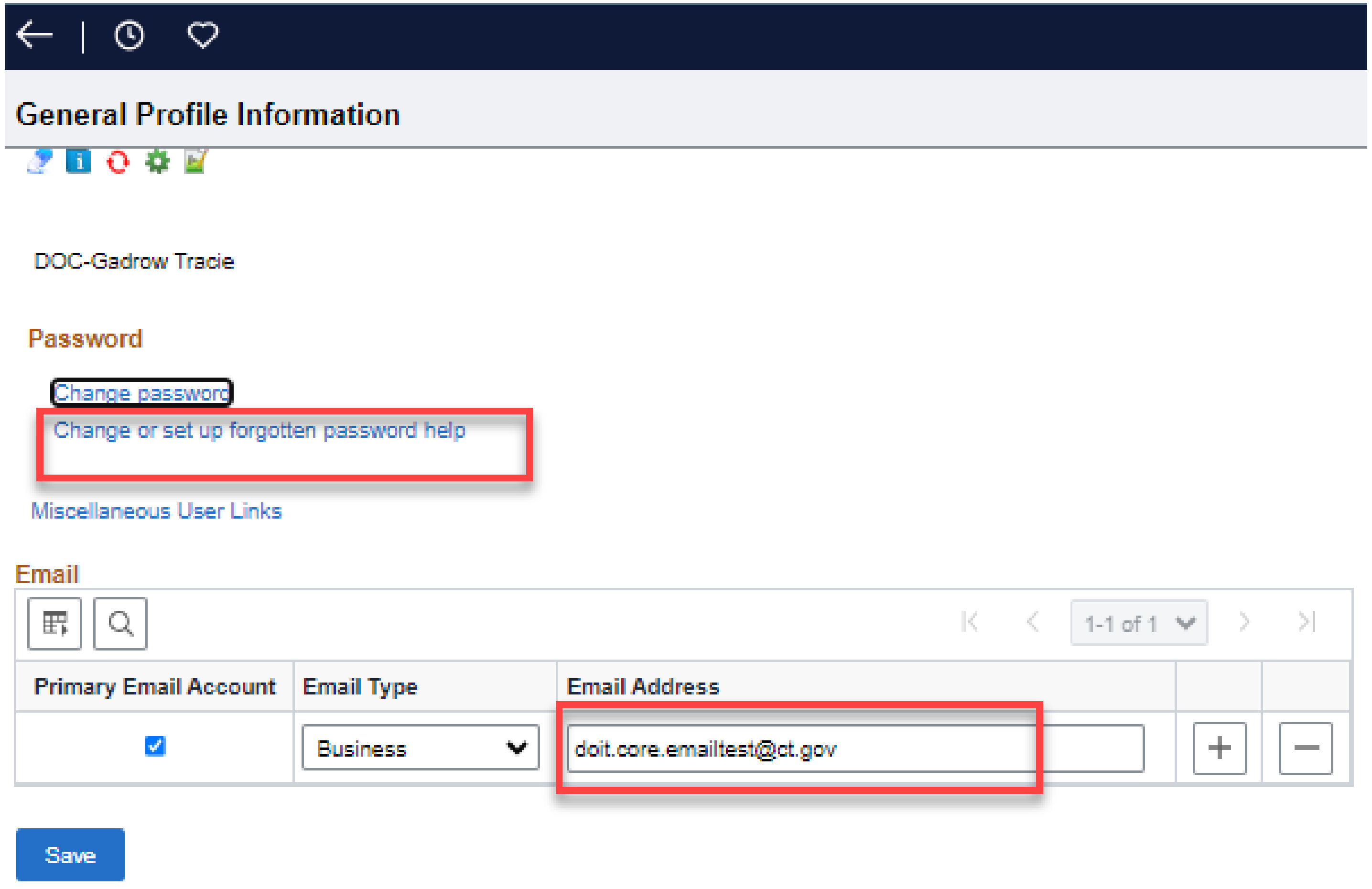
2. Data in this environment is as of **07/19/2024**, so you will only see transactions through that date.
3. EPM will be refreshed each night, so you can log in the next day to run and test EPM reports.
4. STARS is not within scope for testing at this time.
5. Please **update your Business Email Address** using My System Profile on the Main Menu, in order to enable the Forgotten Password feature.

Email Address/Forgotten Password

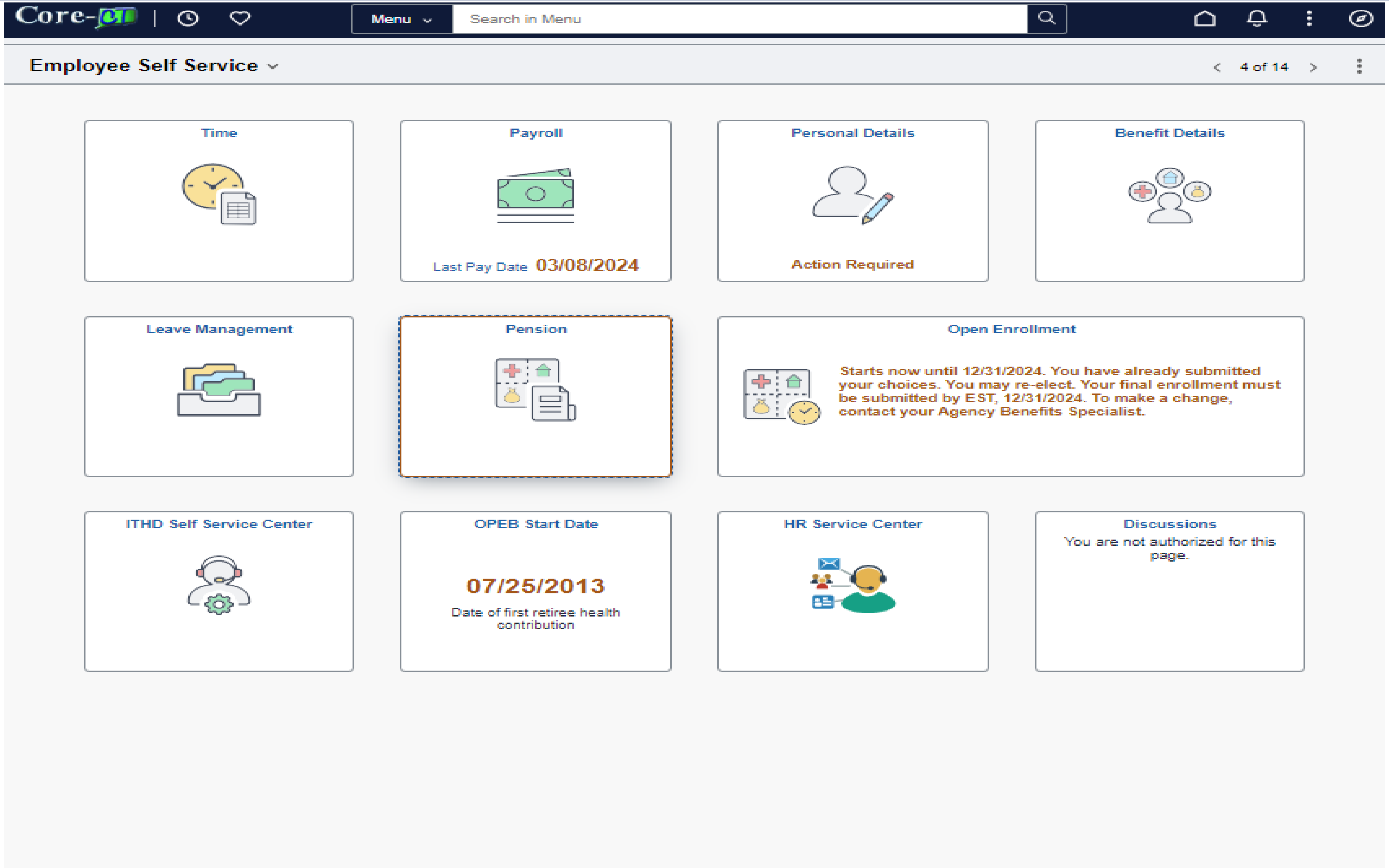
- Navigate:
  My System Profile
- Change or setup your forgotten password
- Change your email address

**Note: you will be getting notifications from the test environment

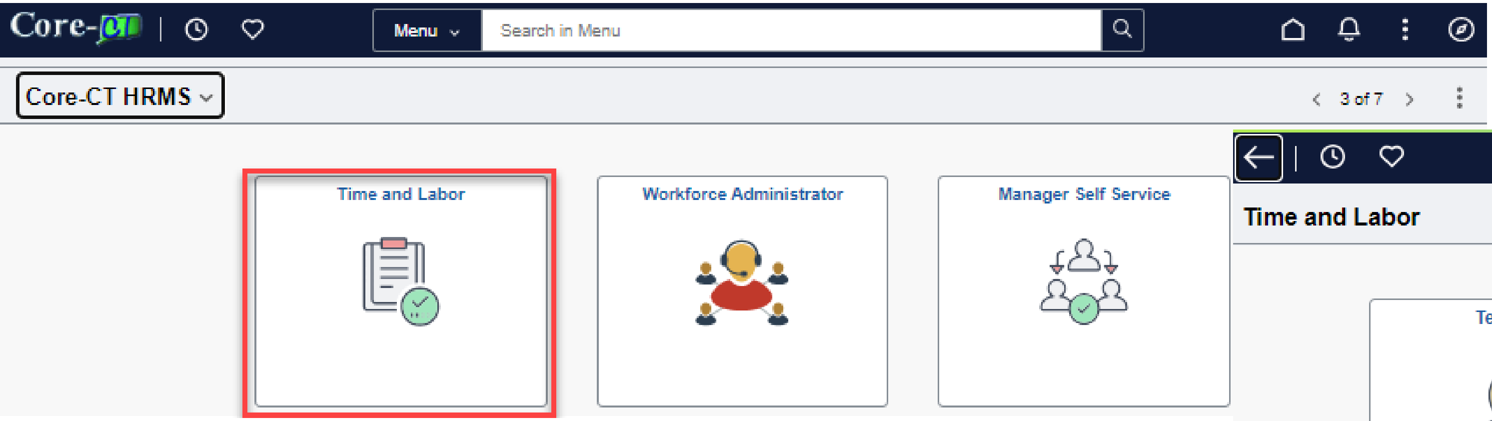


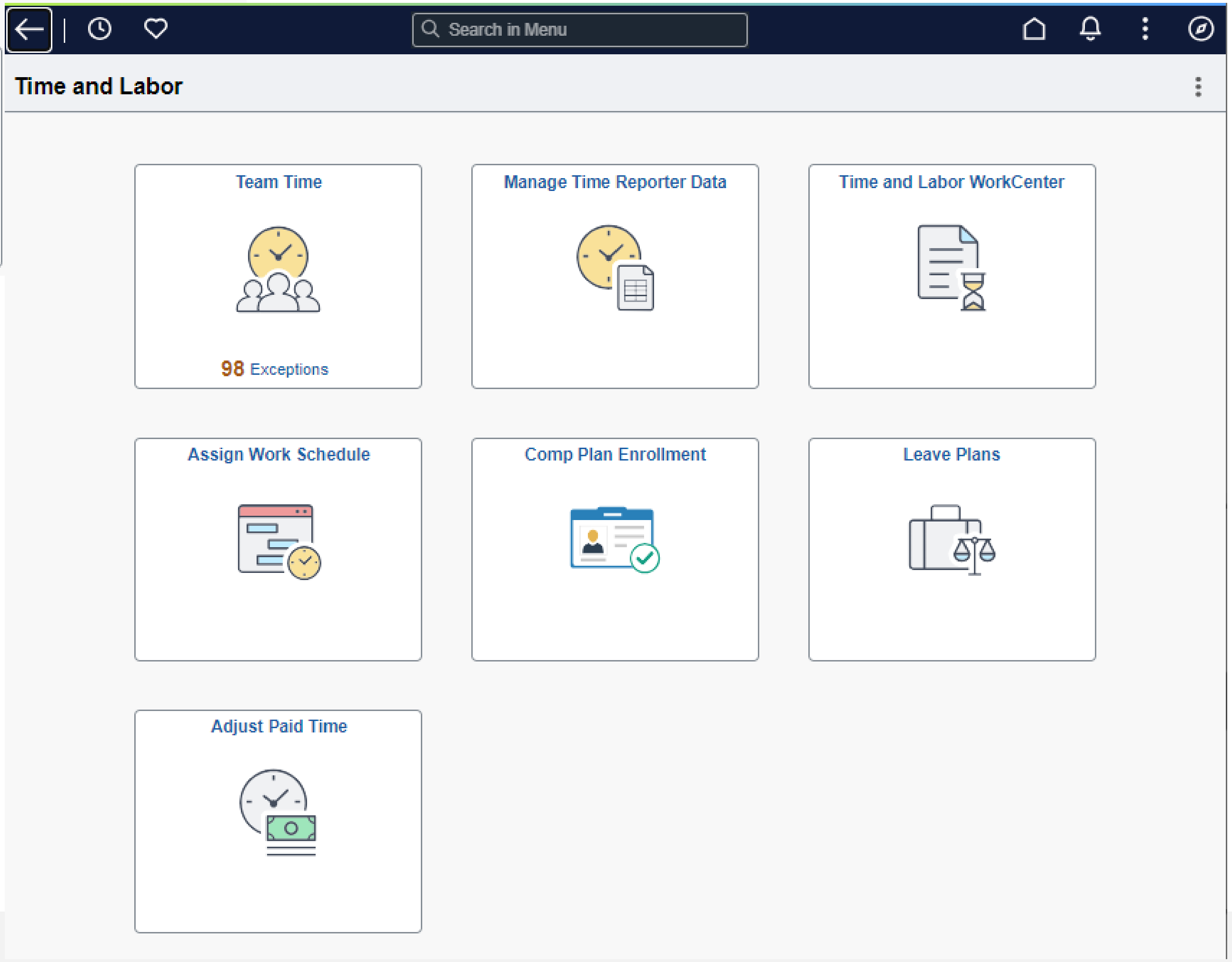


Navigation – Home Page

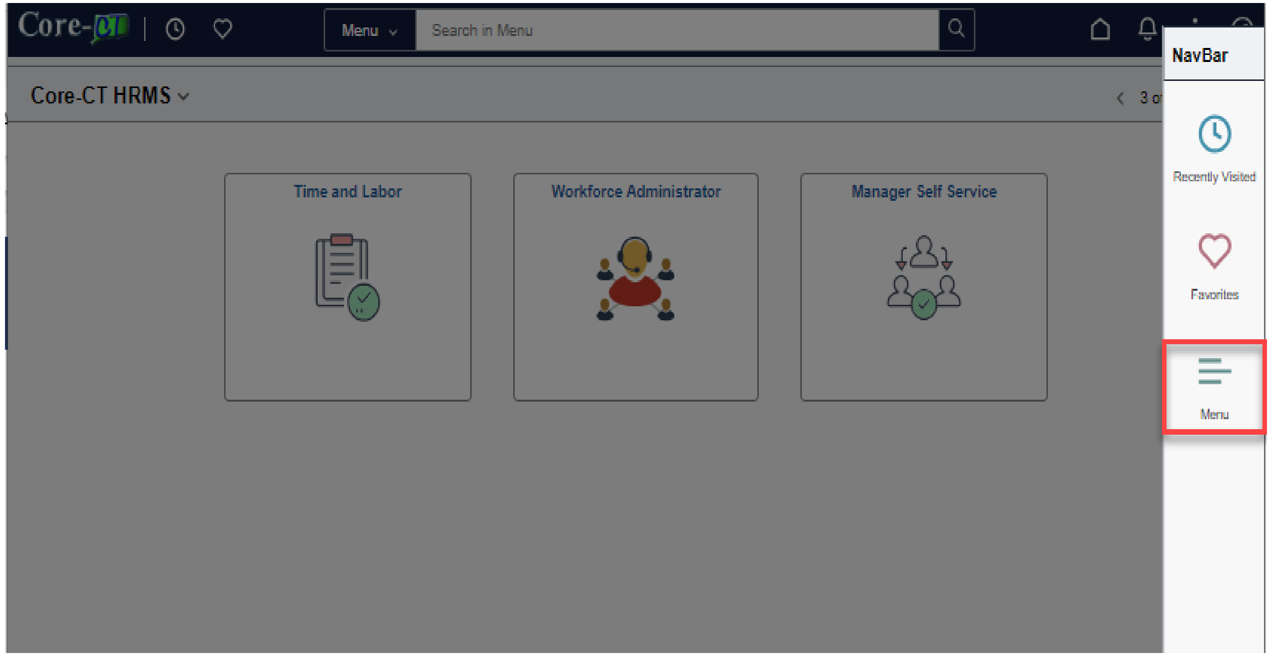


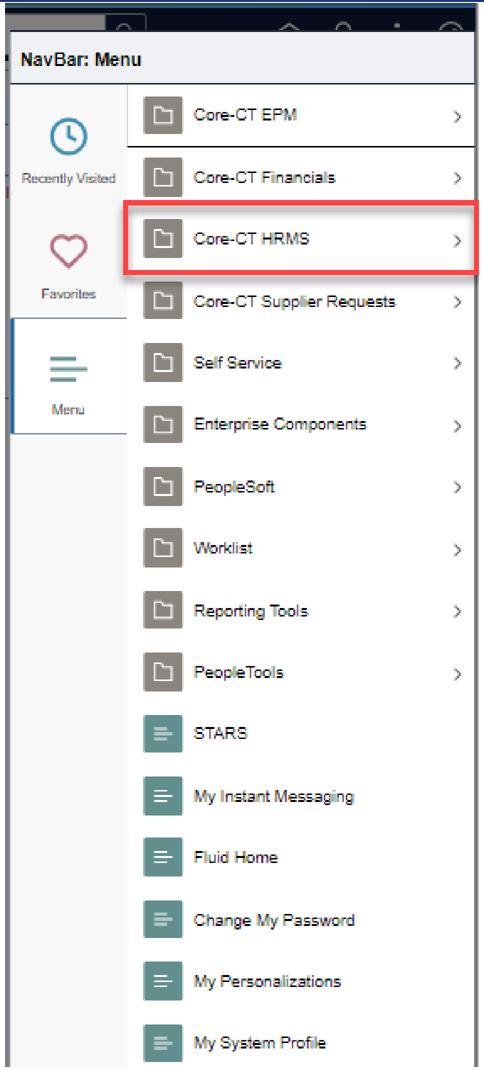
Navigation – Tiles

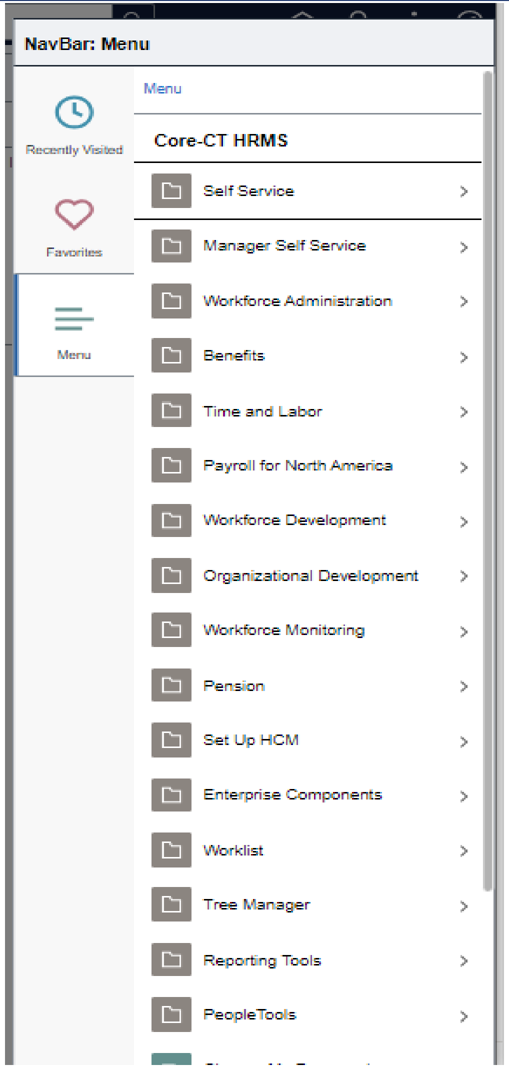




Navigation - NavBar

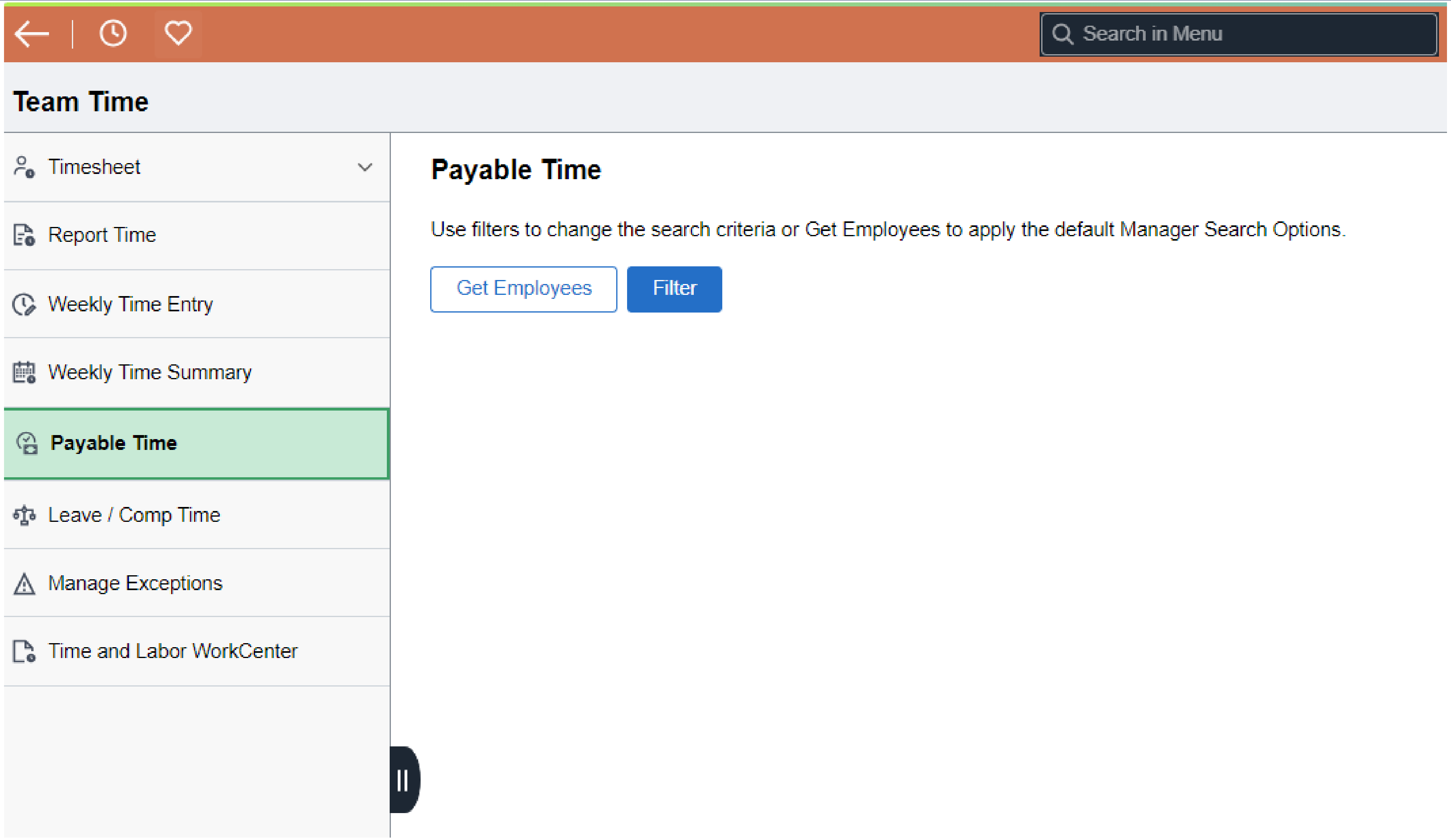






Navigation - Collections

- Collections is another way of navigating.
- The Collection menu lists the most used functions in a particular module.



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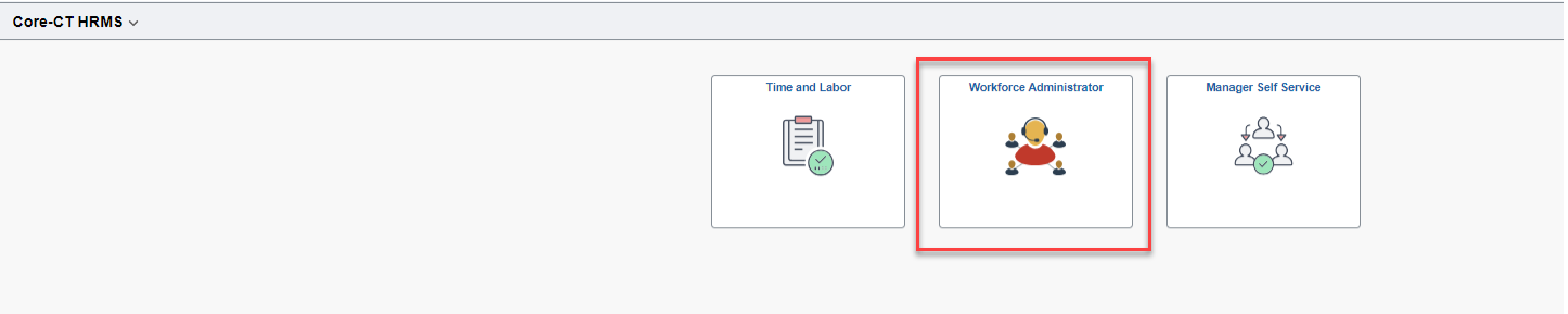
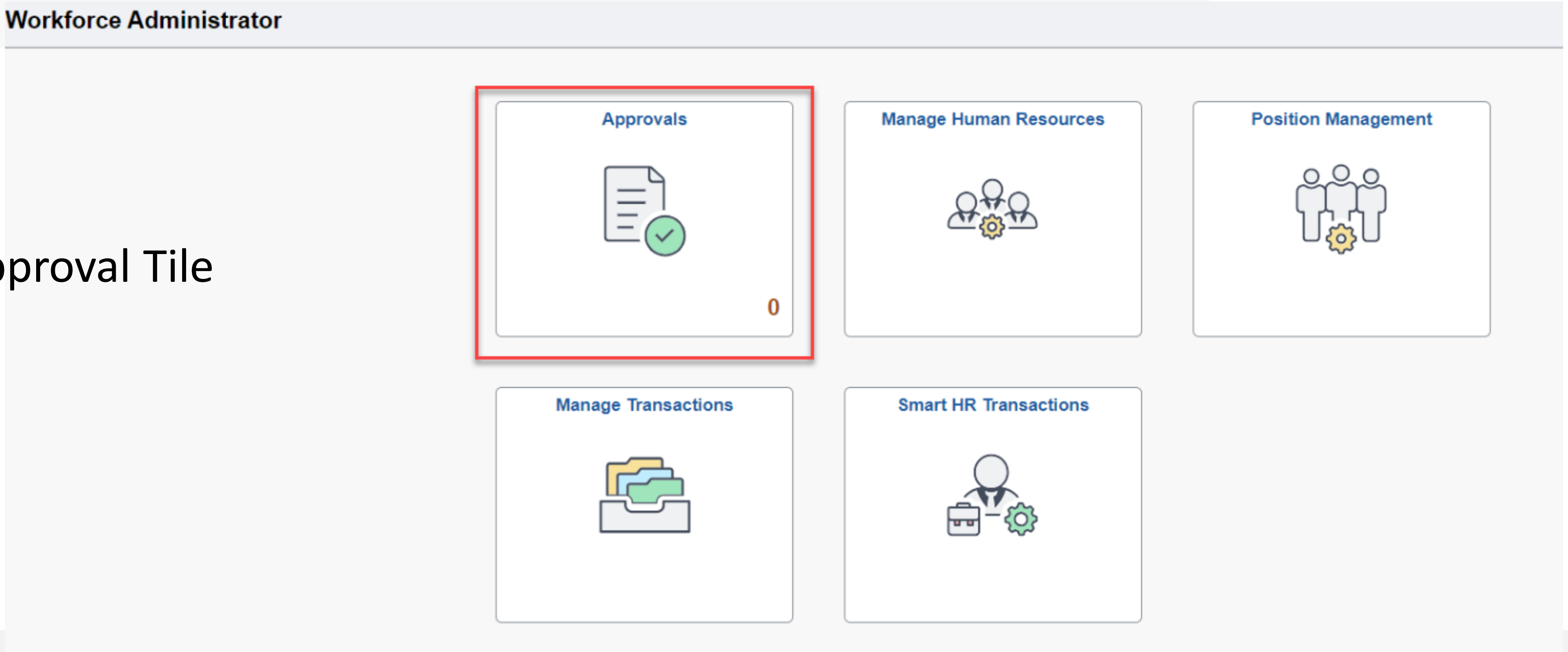
Approvals - Fluid

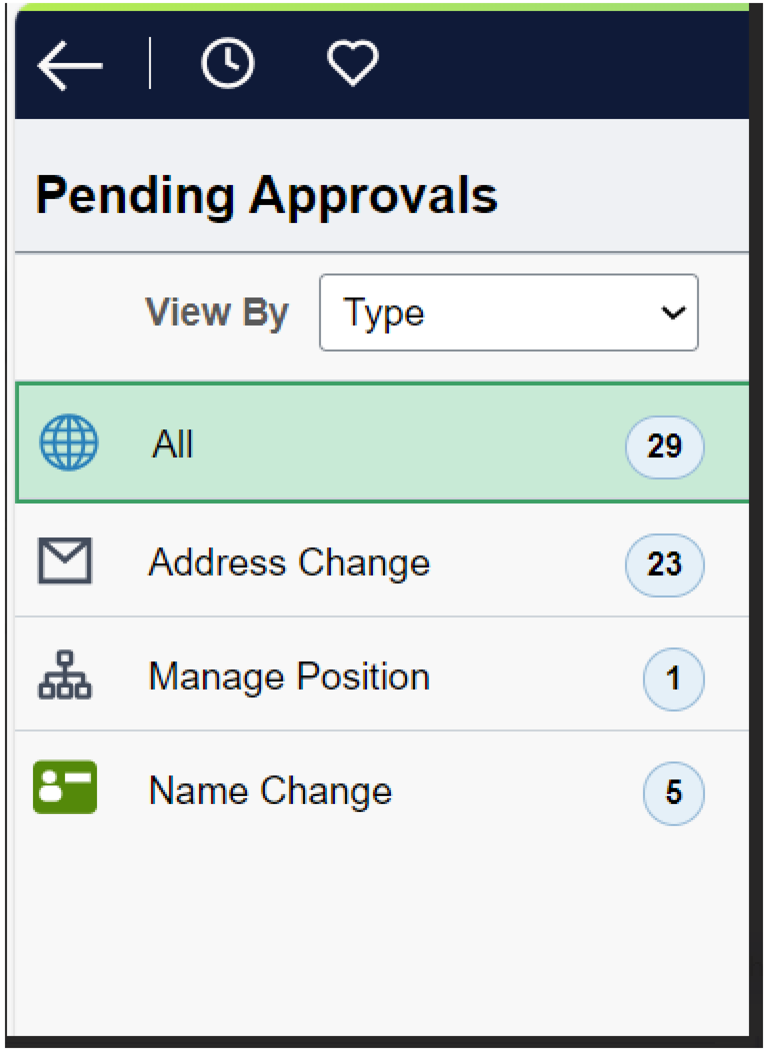




- Approvals are now through the Fluid Approval Tile

Approvals – Left Hand

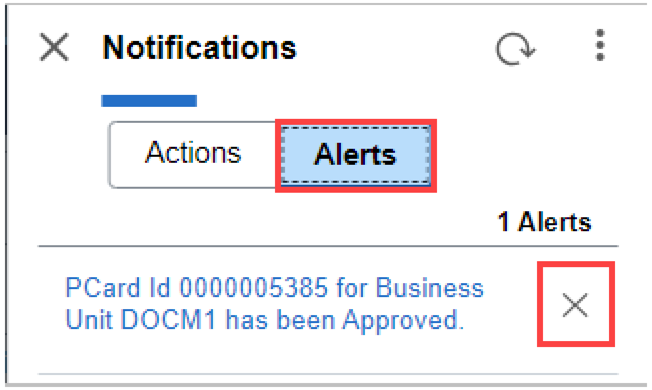
- Once clicking on the Approval Tile, to the left will populate with the list of approvals.



Notification Actions/Alerts

- Depending on the module and transaction type, a notification Action or Alert will be created.
- Clicking on either will take the user to the specific transaction.
- The key difference is that after a user processes the transaction (e.g. approve) a Notification Action will be cleared from the list.

- Alerts are maintained by the users. To remove one from the list, click the X.



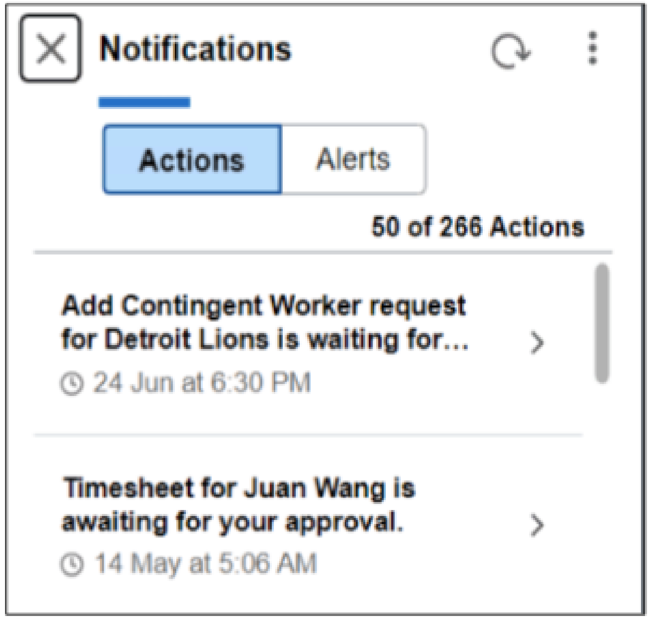
Notification Actions

Approvals can also be managed via the Notification Actions...

which can be accessed via the Notification Icon

Notifications Panel: Actions Section

As you adjust to this new interface, some of the features you are familiar with have been reclassified. Let's look at the **Navigation Panel**, previously known as **Worklist**:



Actions:

are notifications that enable users to navigate directly to transactions that need attention.

Alerts:

enable users to navigate to a transaction to see details of updates that may have been made to existing information or status changes.

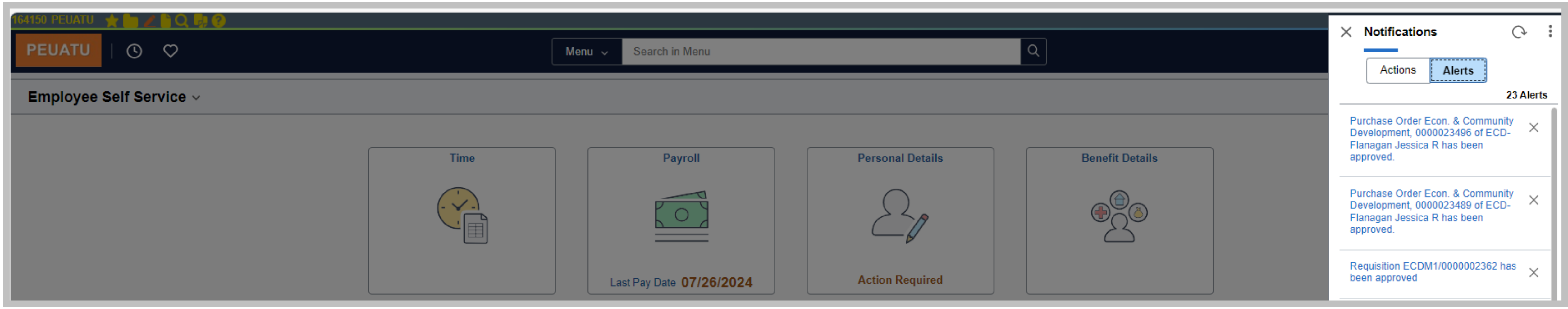
What can I do with this panel?

- View all notifications
- Refresh the notification window
- Select actions/alerts
- Open/dismiss a transaction
- Mark an action complete

Notification Alerts

Approvals can also be managed via the Notification Alerts...which can be accessed via the Notification Icon

For example: You will receive an alert when an item has been approved.



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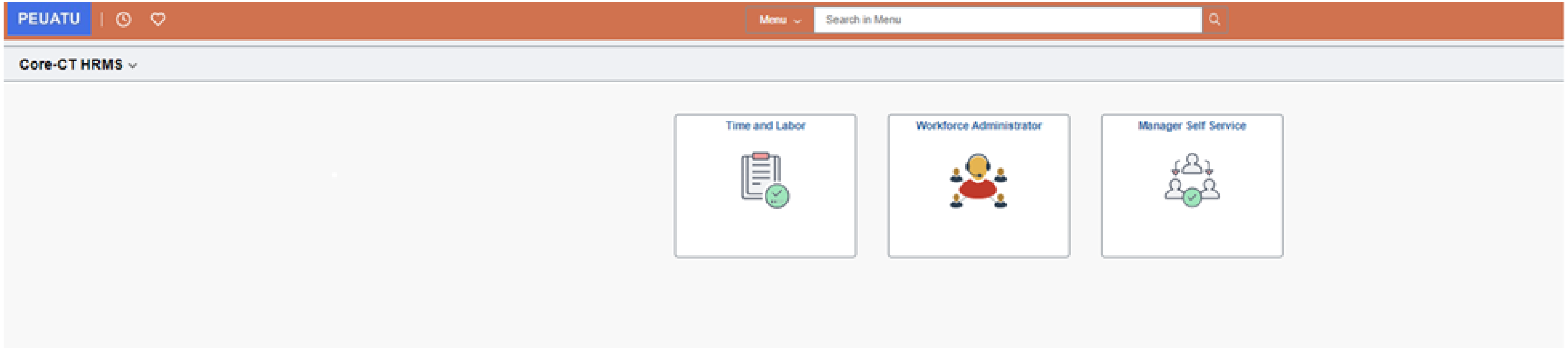
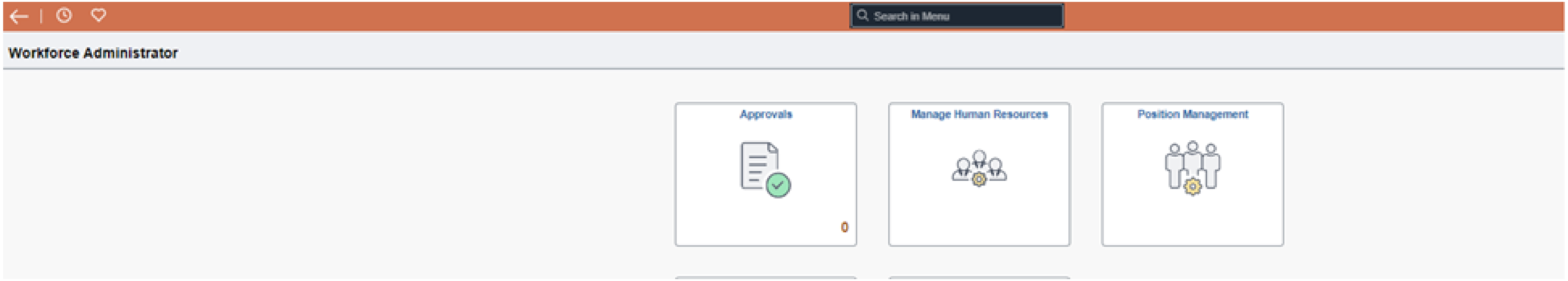
Other Changes – HR

- Workforce Administrator now contains both Position and Job



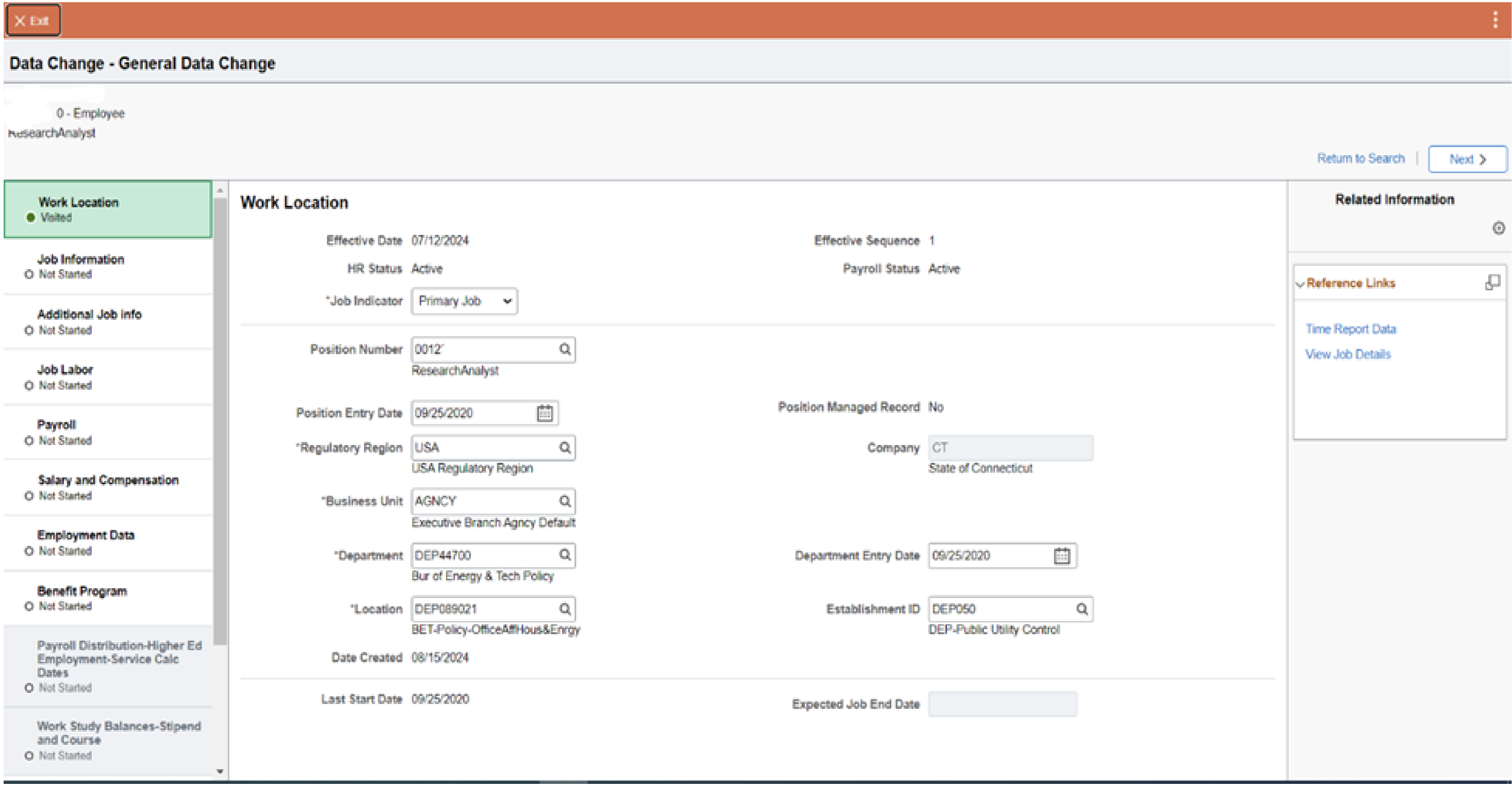
Other Changes – HR

- All HR fluid pages are located under Workforce Administrator.



Other Changes – HR

- When entering new transactions, Activity Guide will be displayed



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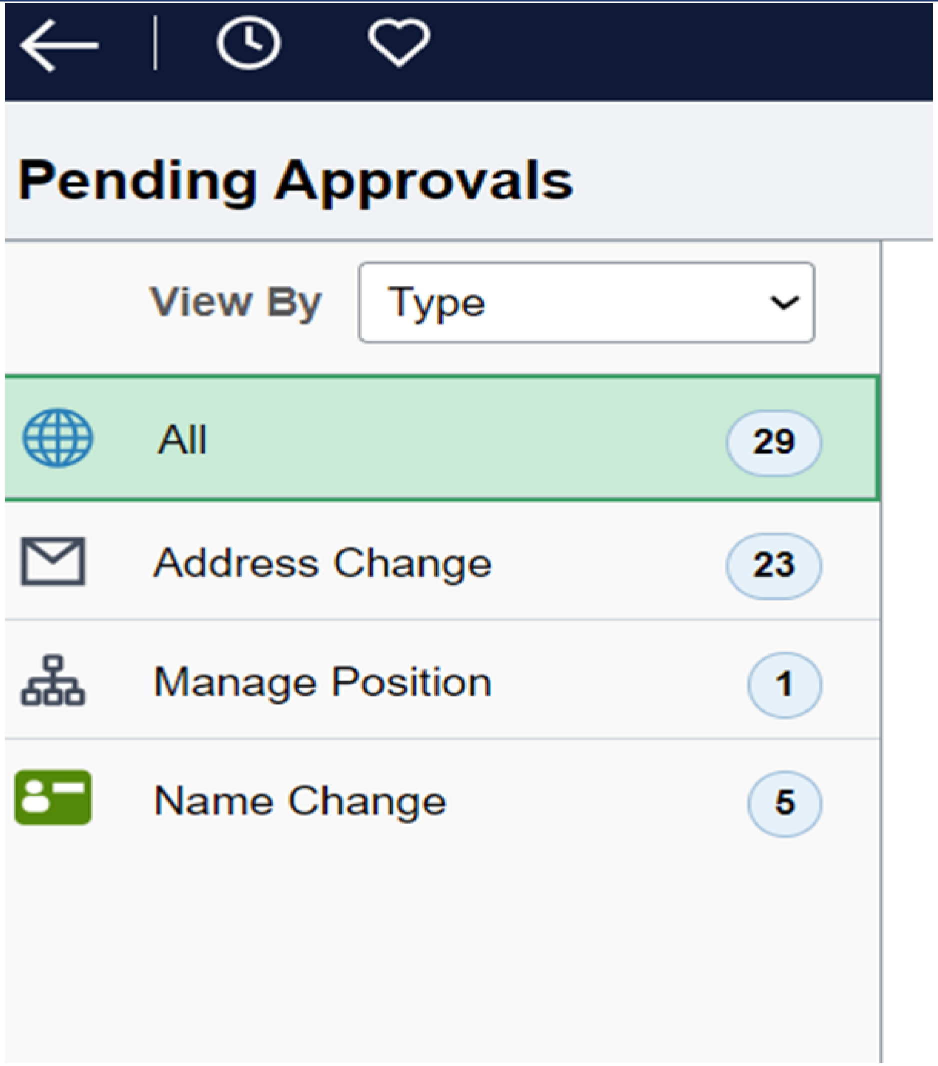
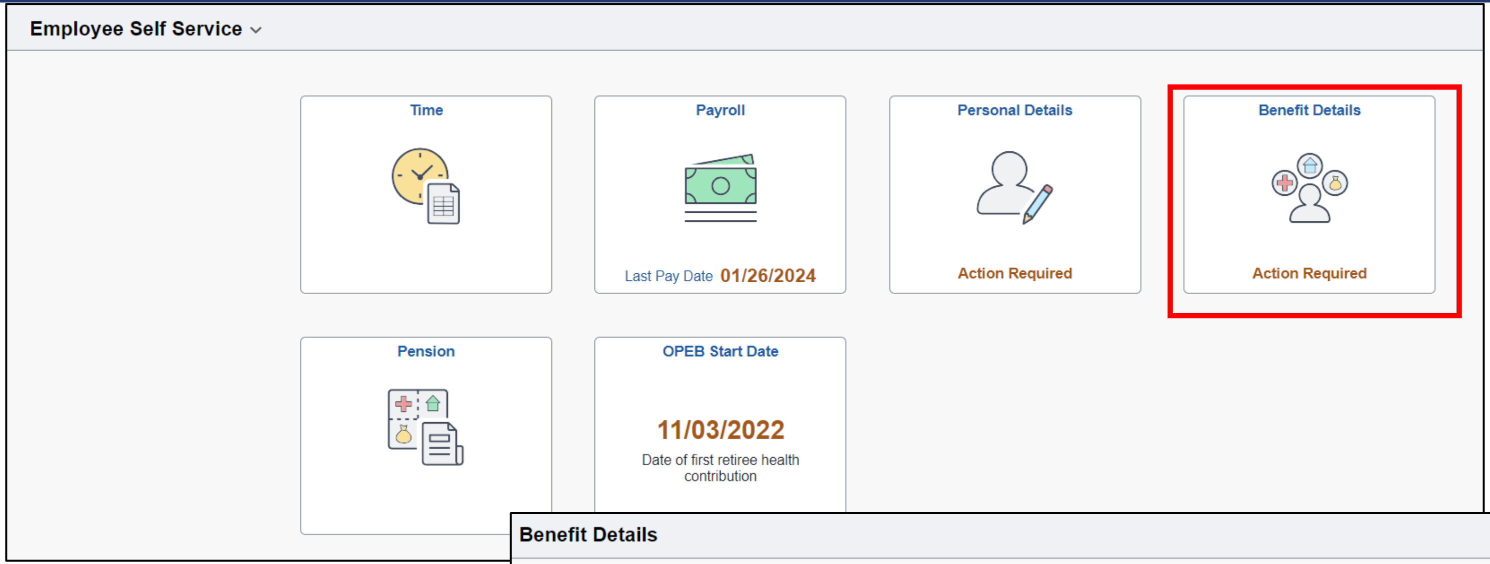
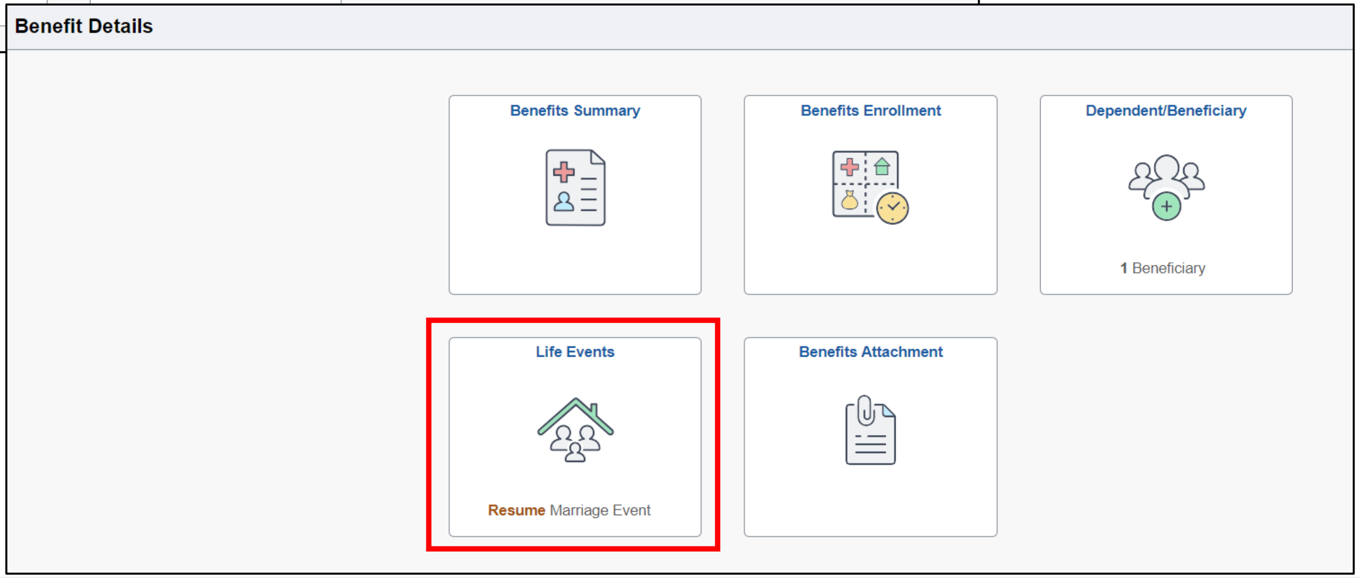
Other Changes – HR

- Approval tile is replacing the current worklist



Other Change – Life Events

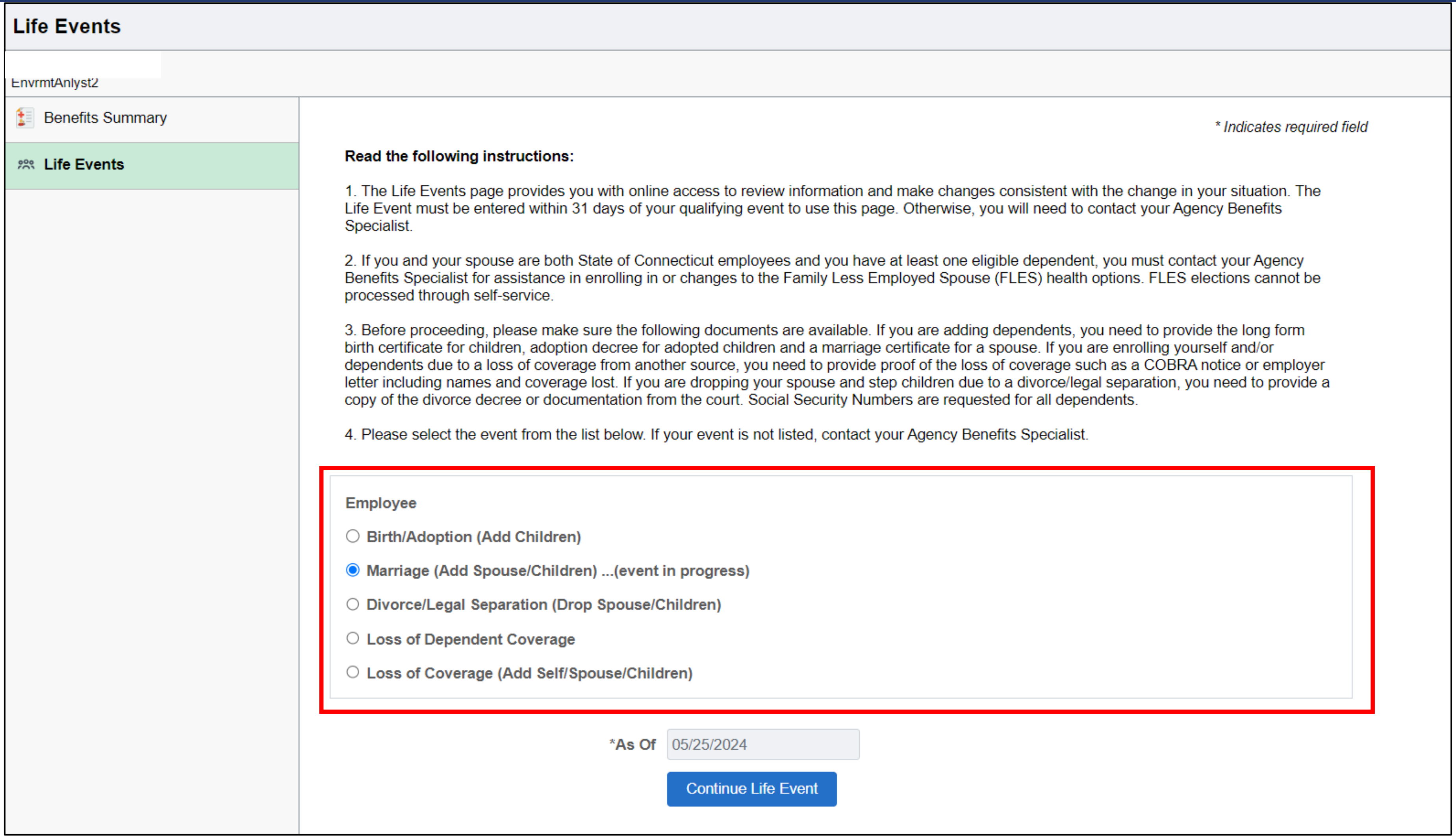




- **Using the Fluid Dashboard, navigate to:** Employee Self Service **>** Benefits Details **>** Life Events

Other Change – Life Events

- Select the appropriate Life Event
- Click **Continue Life Event**



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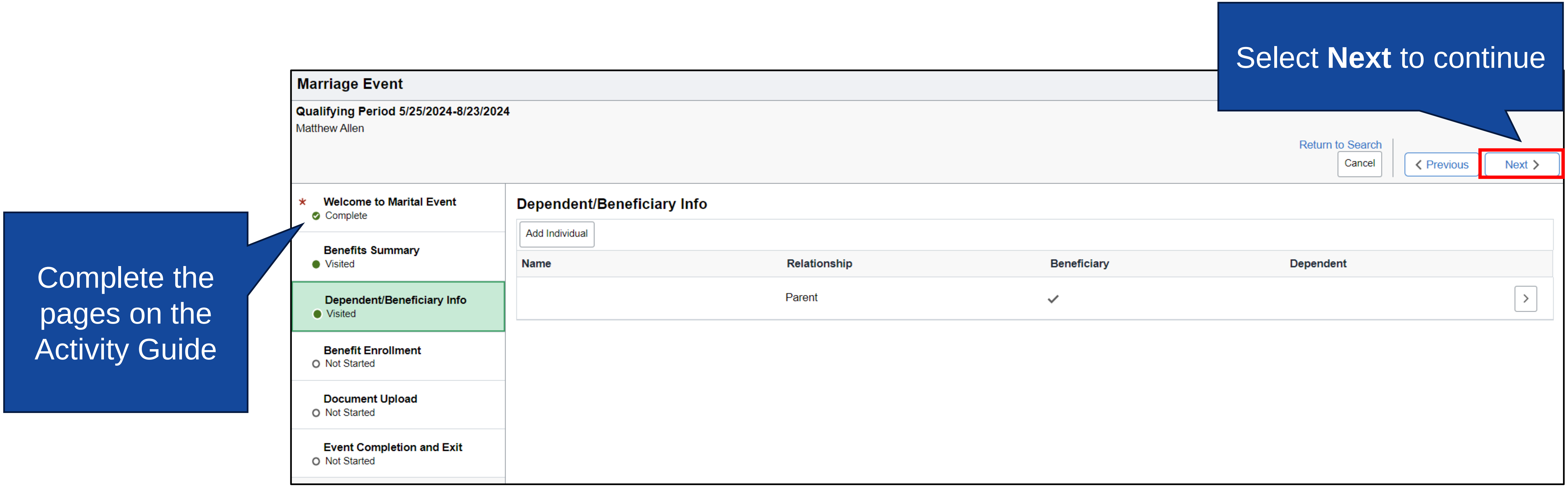
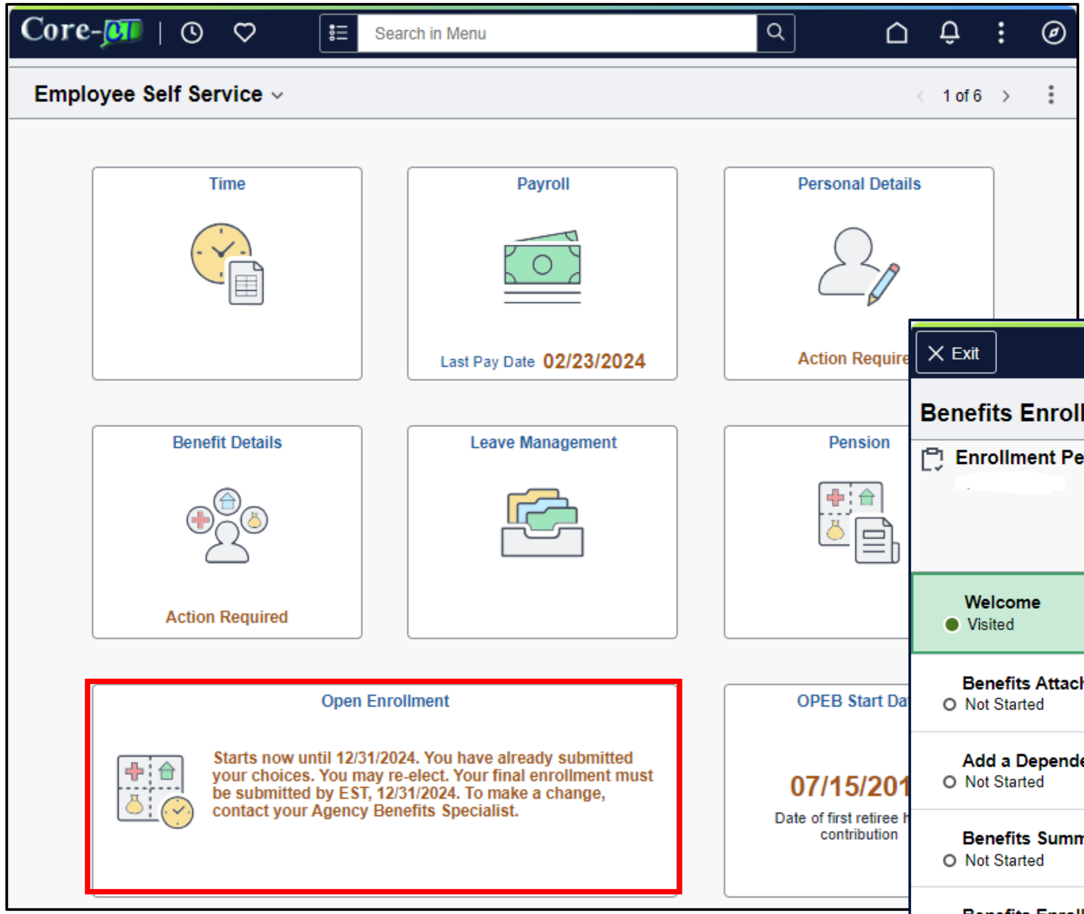
Other Changes – Life Events

- Depending on the selection made the corresponding page displays

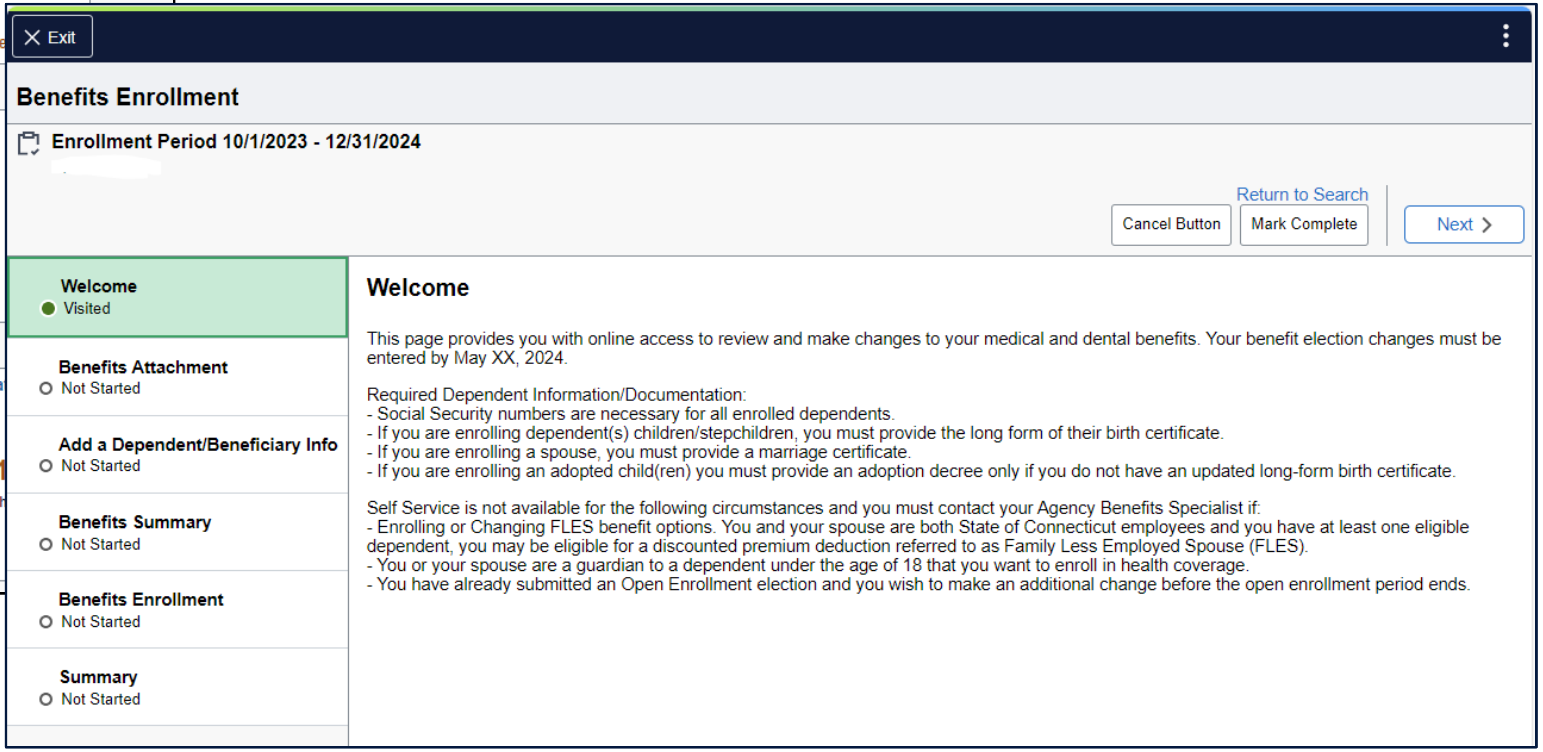


Other Changes – Open Enrollment



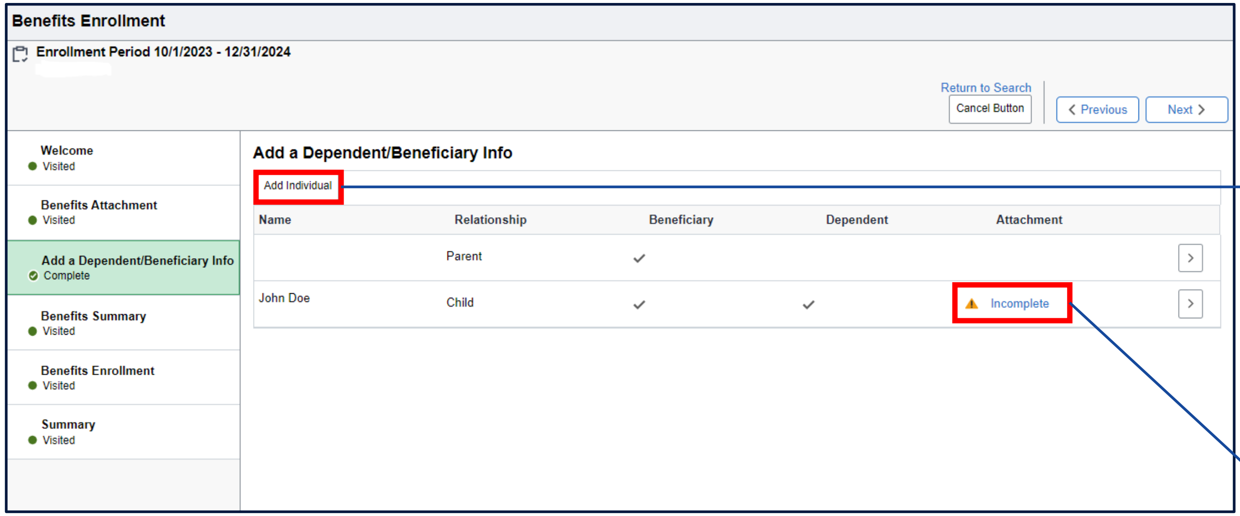
Using the Fluid Dashboard, navigate to :

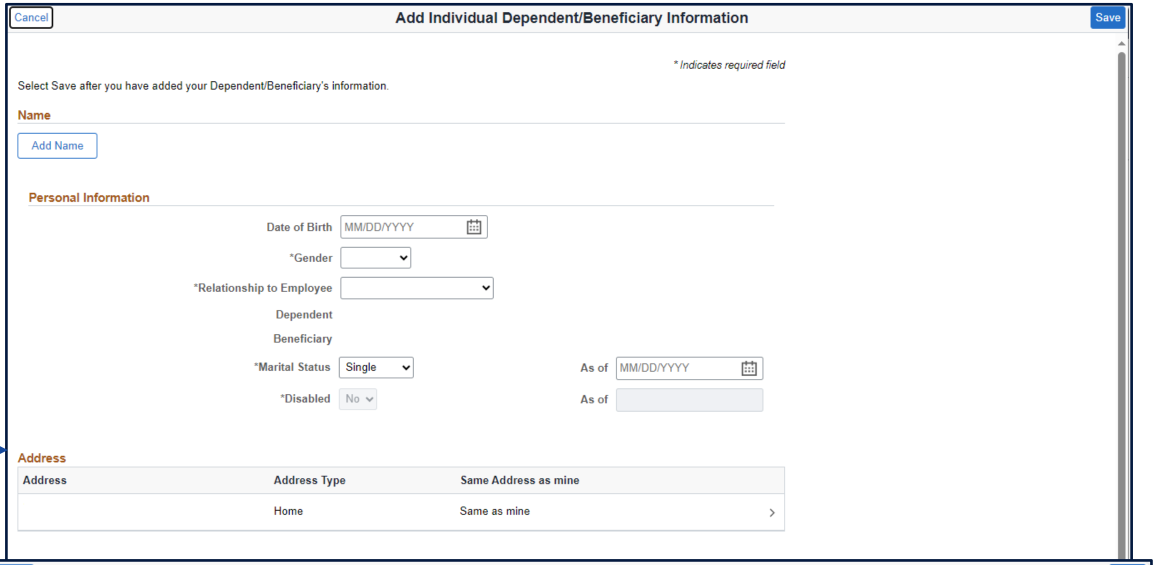
Employee Self Service **>** Open Enrollment

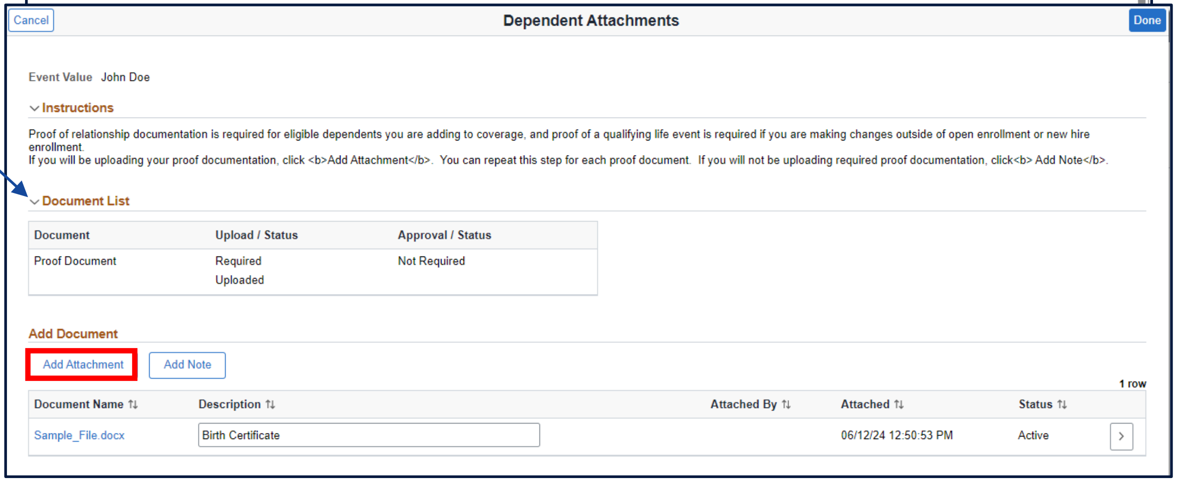


Other Changes – Open Enrollment – Dependent/Beneficiary

- You can add Dependent/Beneficiary Information





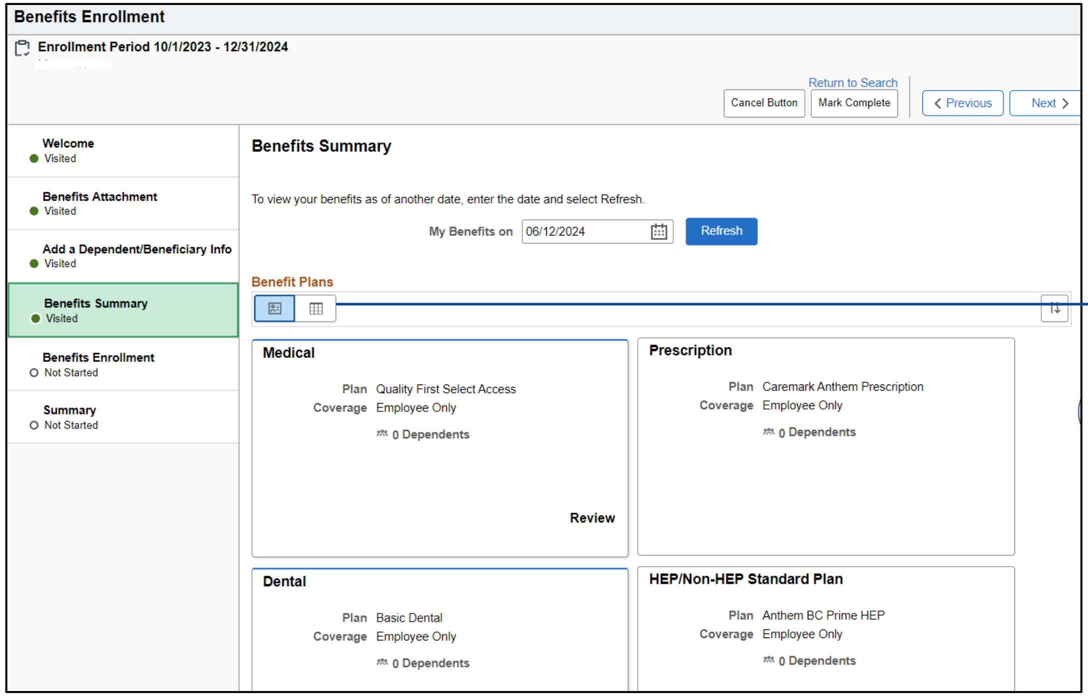


- When adding a **Dependent**, a proof document will need to be attached and uploaded

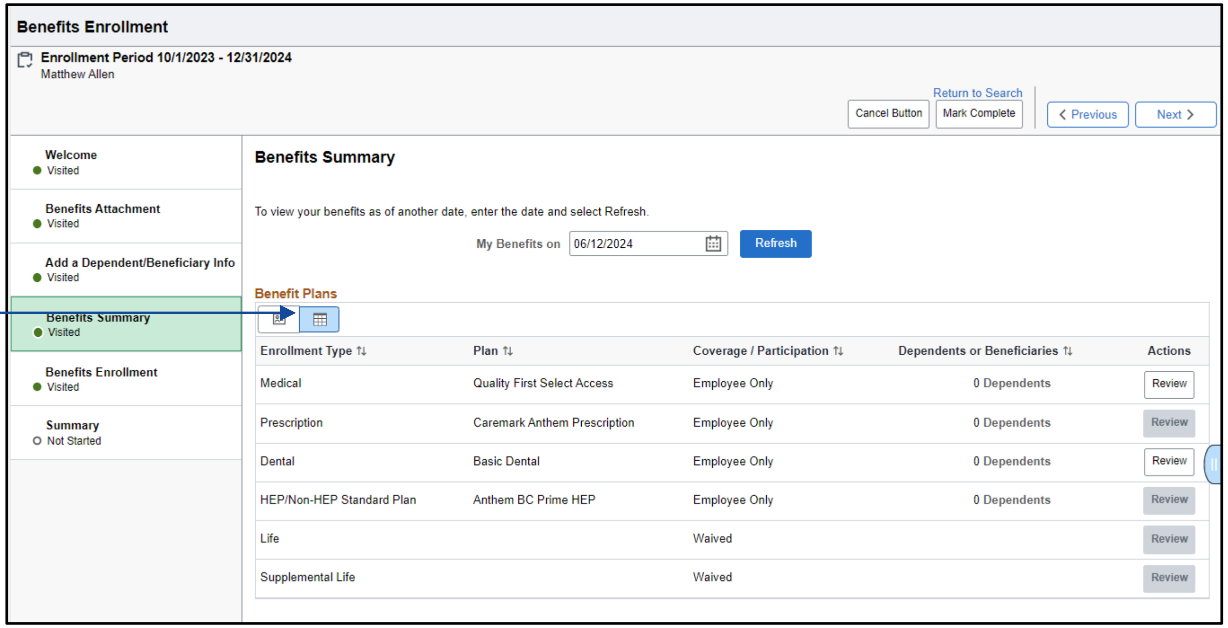
Other Changes – Open Enrollment – Benefits Summary

The Summary Screens offers two different views

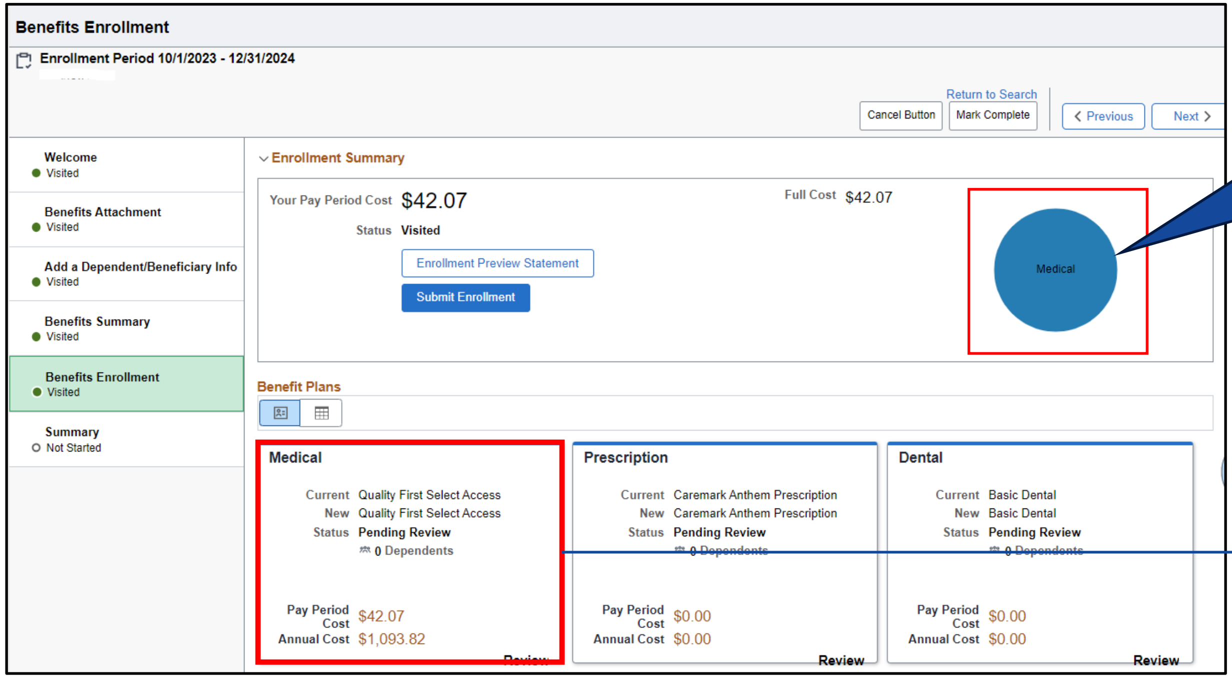
Card View



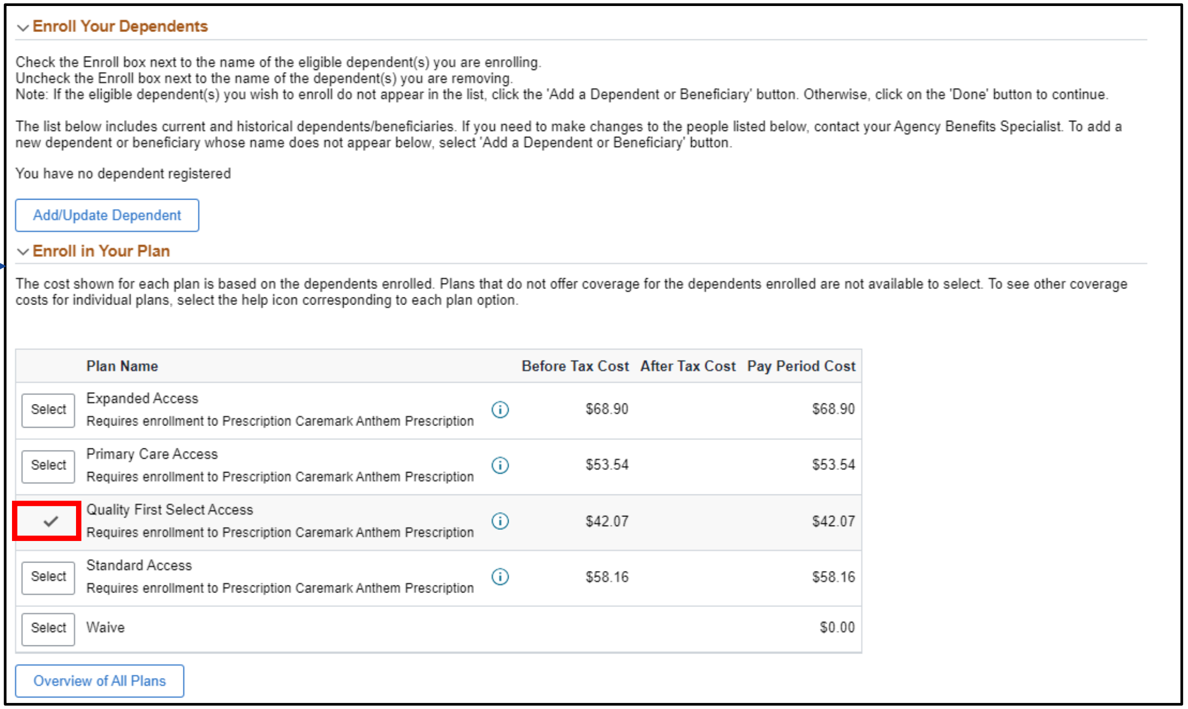
List View



Other Changes – Open Enrollment – Benefits Enrollment



The chart will update as elections are changed.



- You will get a snapshot of your enrollment elections.
- Click each card to **select/waive** your elections.

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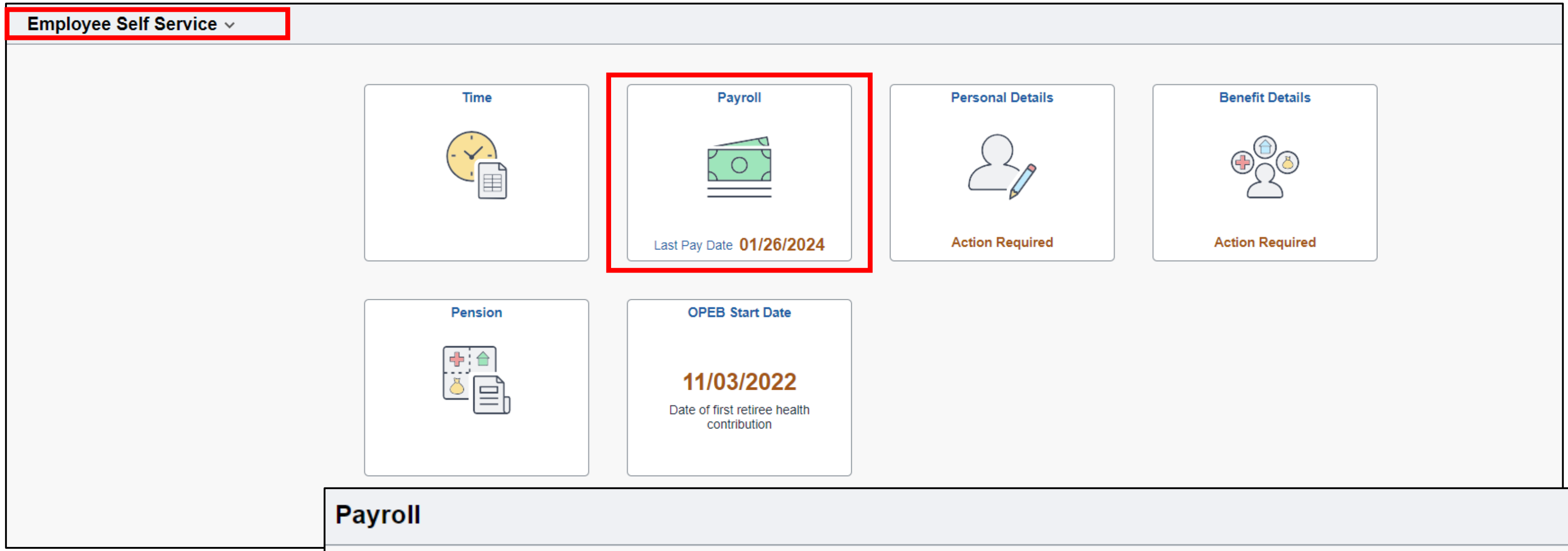
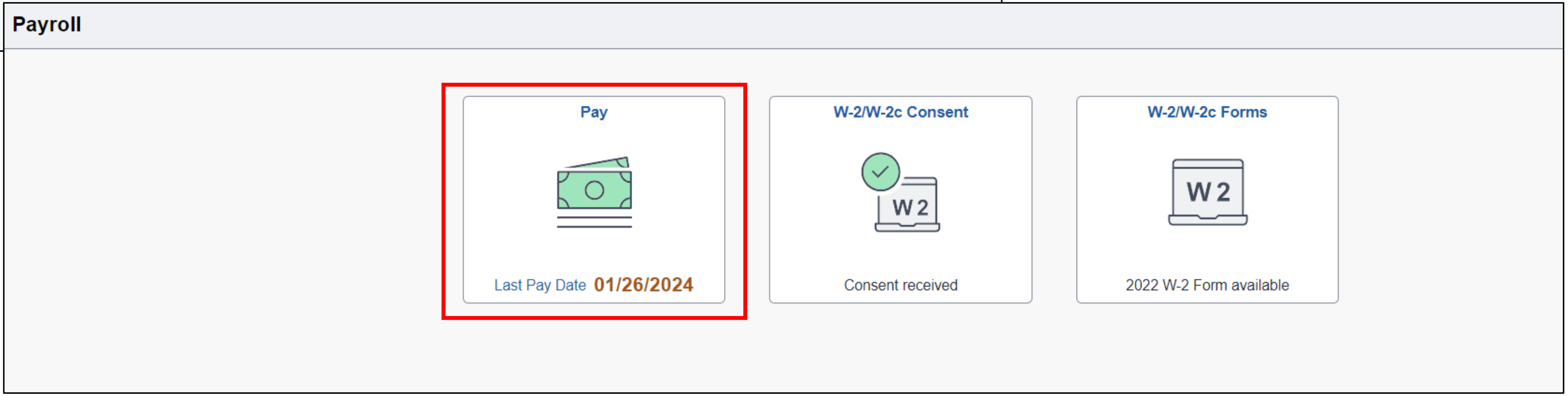
Other Changes – ePay

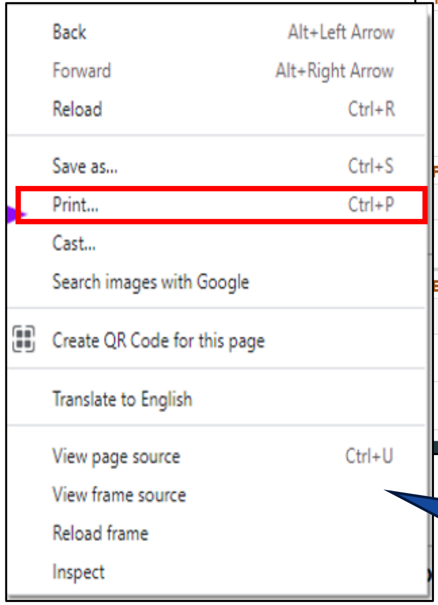


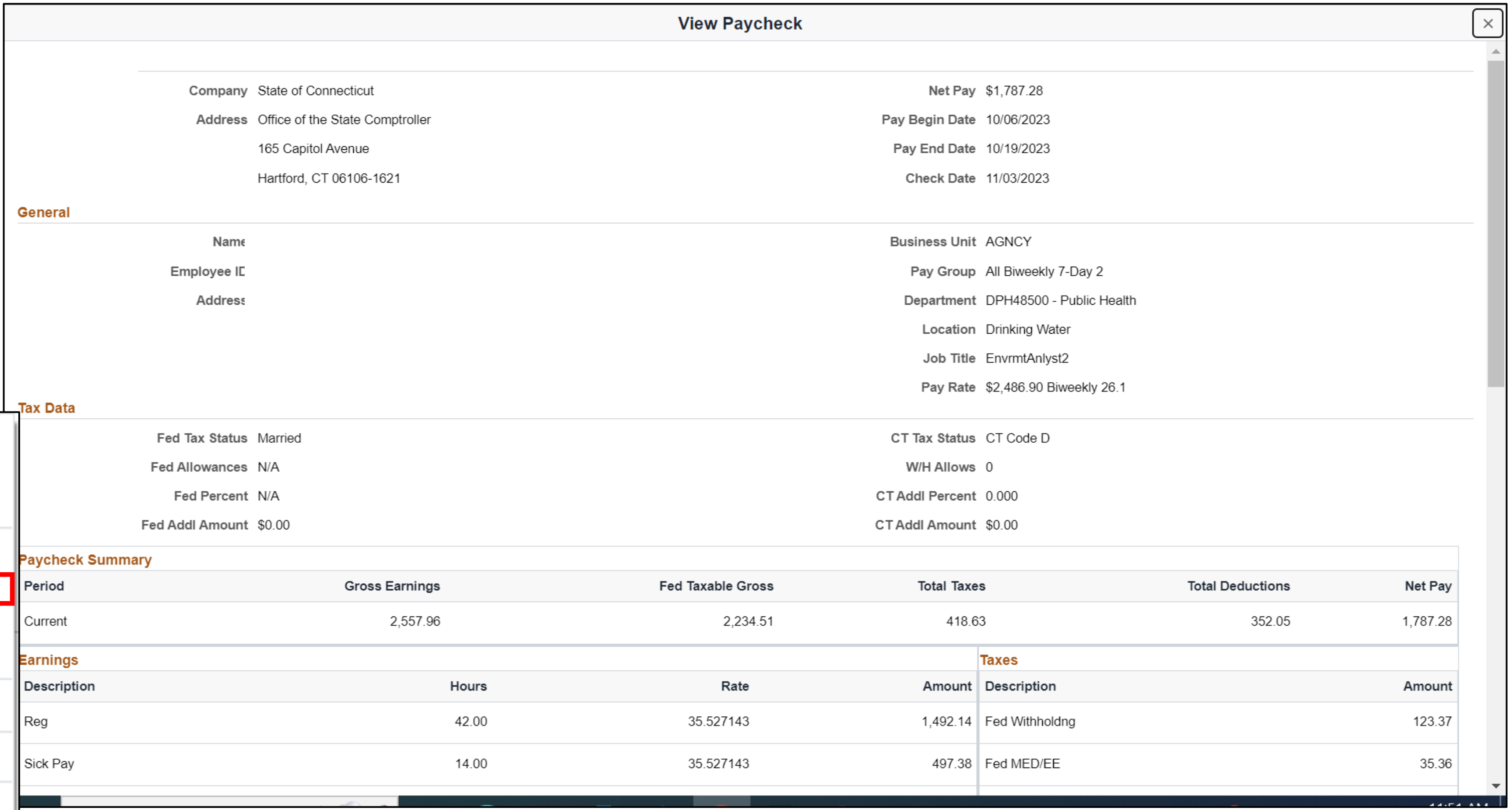


Using the Fluid Dashboard, navigate to : Employee Self Service **>** Payroll **>** Pay

Other Changes – ePay – Paycheck Details

Scroll the page to view the details of the selected paycheck





View Paycheck

Company	State of Connecticut	Net Pay	$1,787.28
Address	Office of the State Comptroller	Pay Begin Date	10/06/2023
	165 Capitol Avenue	Pay End Date	10/19/2023
	Hartford, CT 06106-1621	Check Date	11/03/2023

General

Name		Business Unit	AGNCY
Employee ID		Pay Group	All Biweekly 7-Day 2
Address		Department	DPH48500 - Public Health
		Location	Drinking Water
		Job Title	EnvrmtAnlyst2
		Pay Rate	$2,486.90 Biweekly 26.1

Tax Data

Fed Tax Status	Married	CT Tax Status	CT Code D
Fed Allowances	N/A	W/H Allows	0
Fed Percent	N/A	CT Addl Percent	0.000
Fed Addl Amount	$0.00	CT Addl Amount	$0.00

Paycheck Summary

Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,557.96	2,234.51	418.63	352.05	1,787.28

Earnings

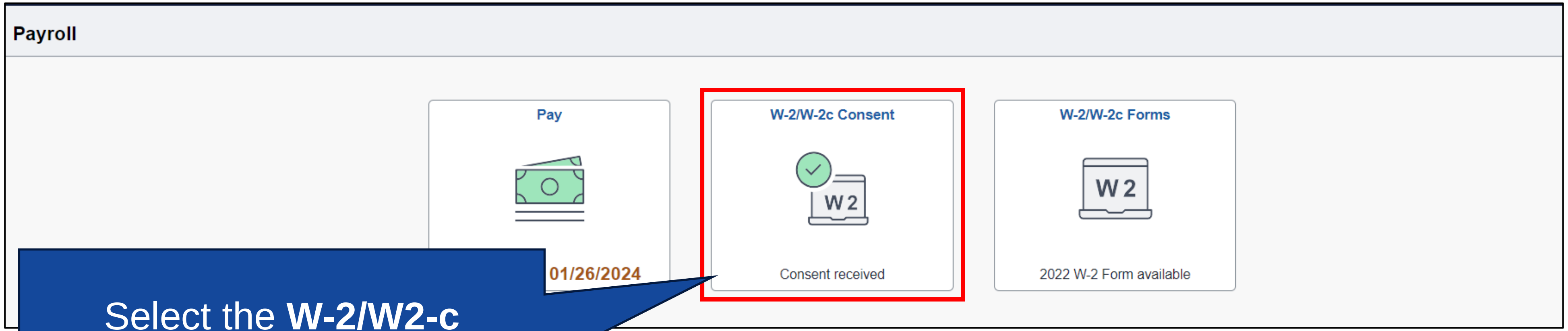
Description	Hours	Rate	Amount
Reg	42.00	35.527143	1,492.14
Sick Pay	14.00	35.527143	497.38

Taxes

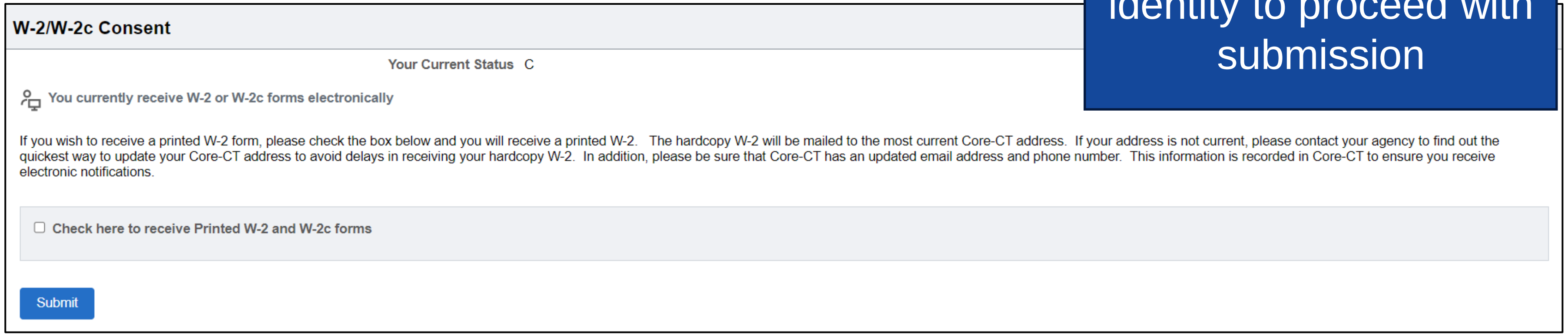
Description	Amount
Fed Withholdng	123.37
Fed MED/EE	35.36

Right click on the page to Print if needed

Other Changes – ePay – W2 Consent



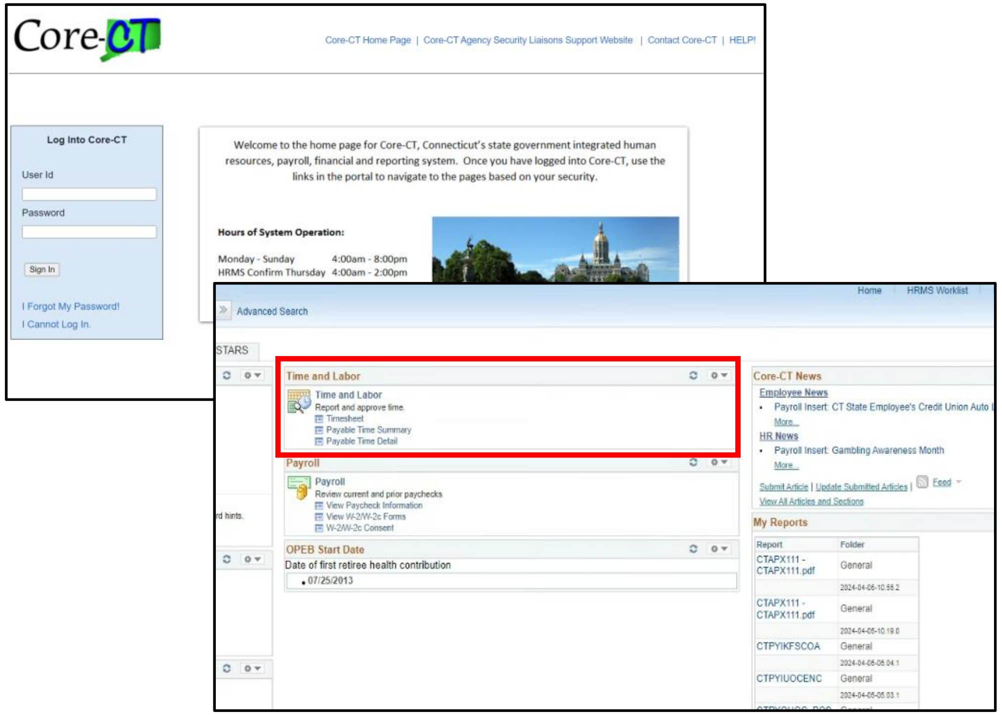
Select the **W-2/W2-c Consent** tile to choose either to receive electronic or printed W-2 forms



Note: Password will be required to verify identity to proceed with submission

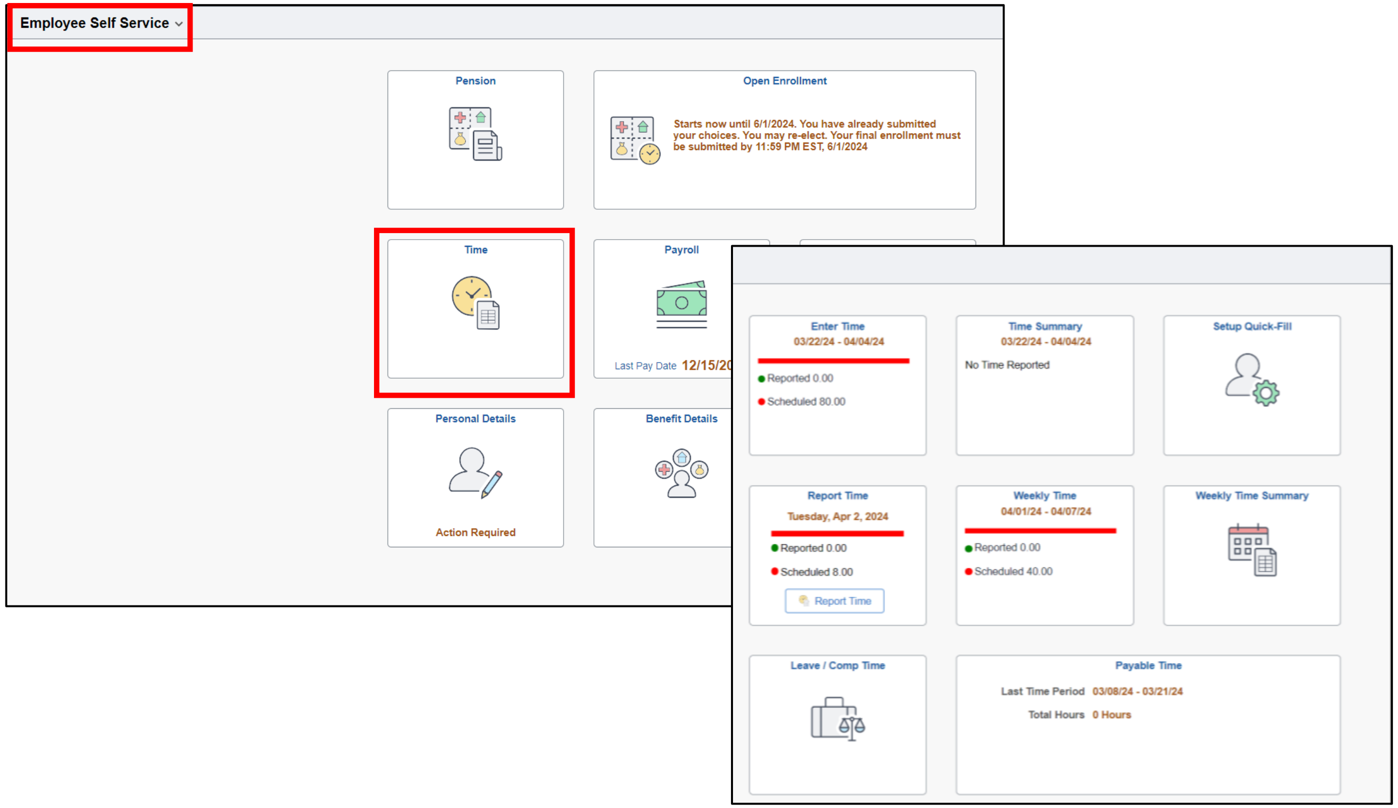
Other Changes – Timesheet Impacts

Current:



- Self Service > Time Reporting > Report Time > Timesheet
- Or can be accessed from the portal for quicker access

Update:



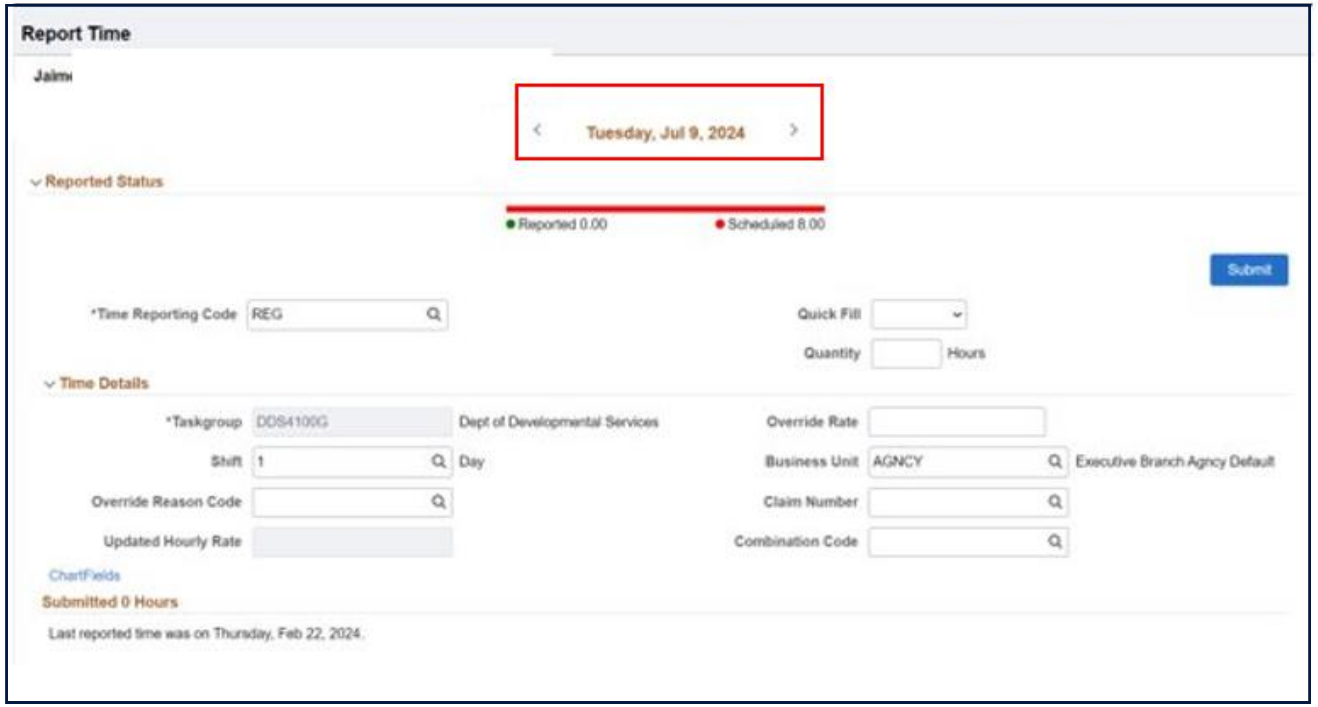
- Time can be entered by accessing the **Time** Tile from the Employee Self Service page

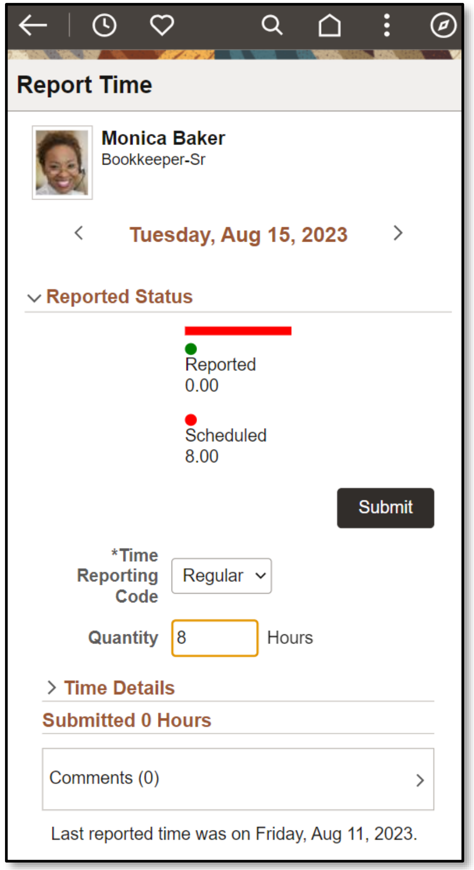
Other Changes – Timesheets Available for Entry

Timesheets available for entry	Desktop or Mobile time entry
Enter Time Page • Displays Time Entry by time pay period	Desktop Only
Weekly Time Entry Page	Both
Report Time Page • Displays Time Entry by Day	Both

Other Changes – Report Time

- Single Date will be displayed on the top of the Report Time sheet.





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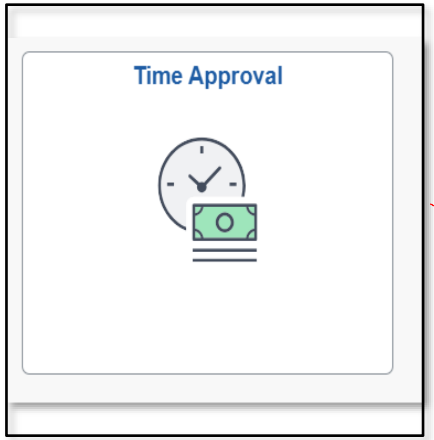
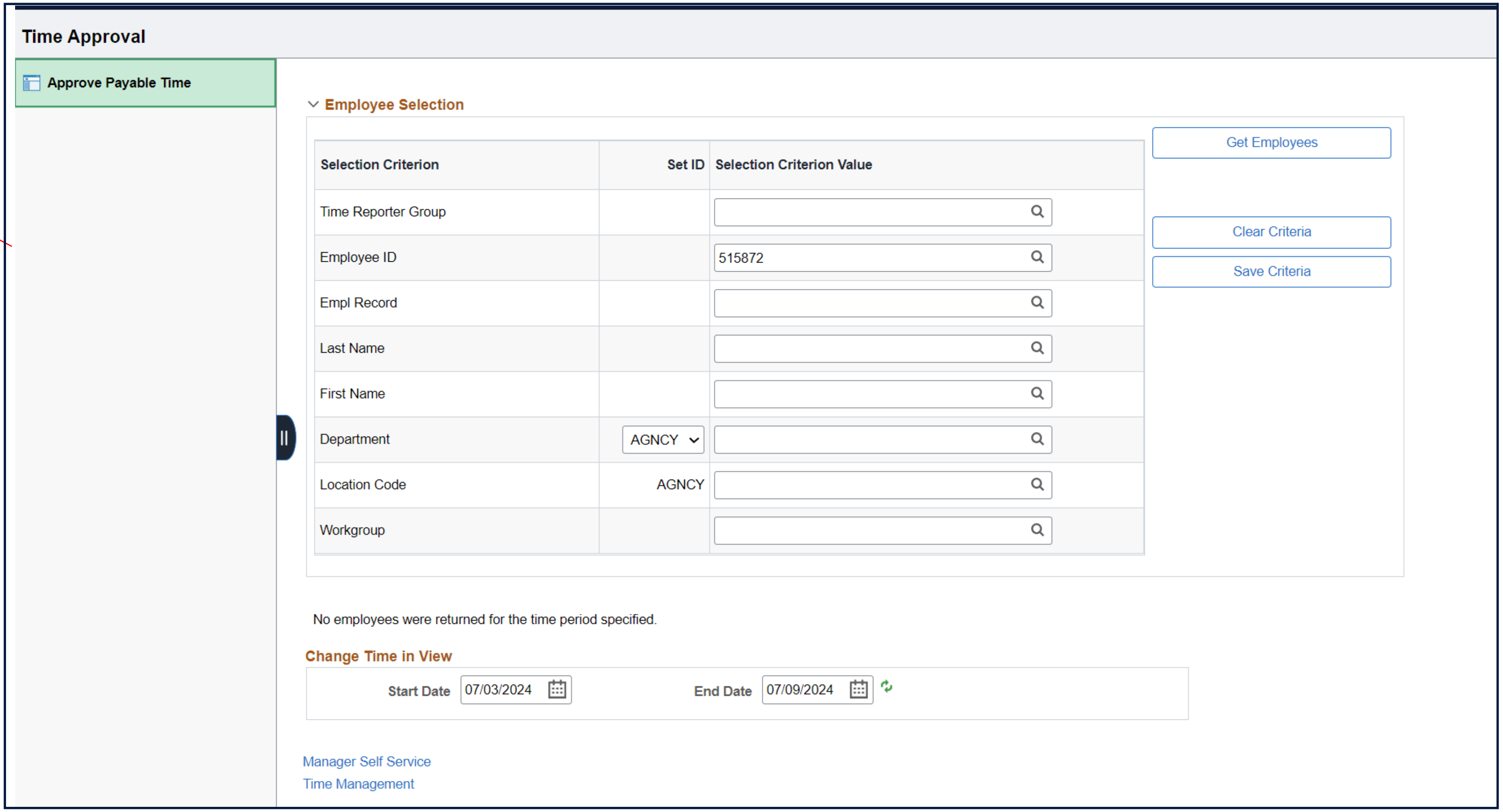
Other Changes – Timesheet Approval



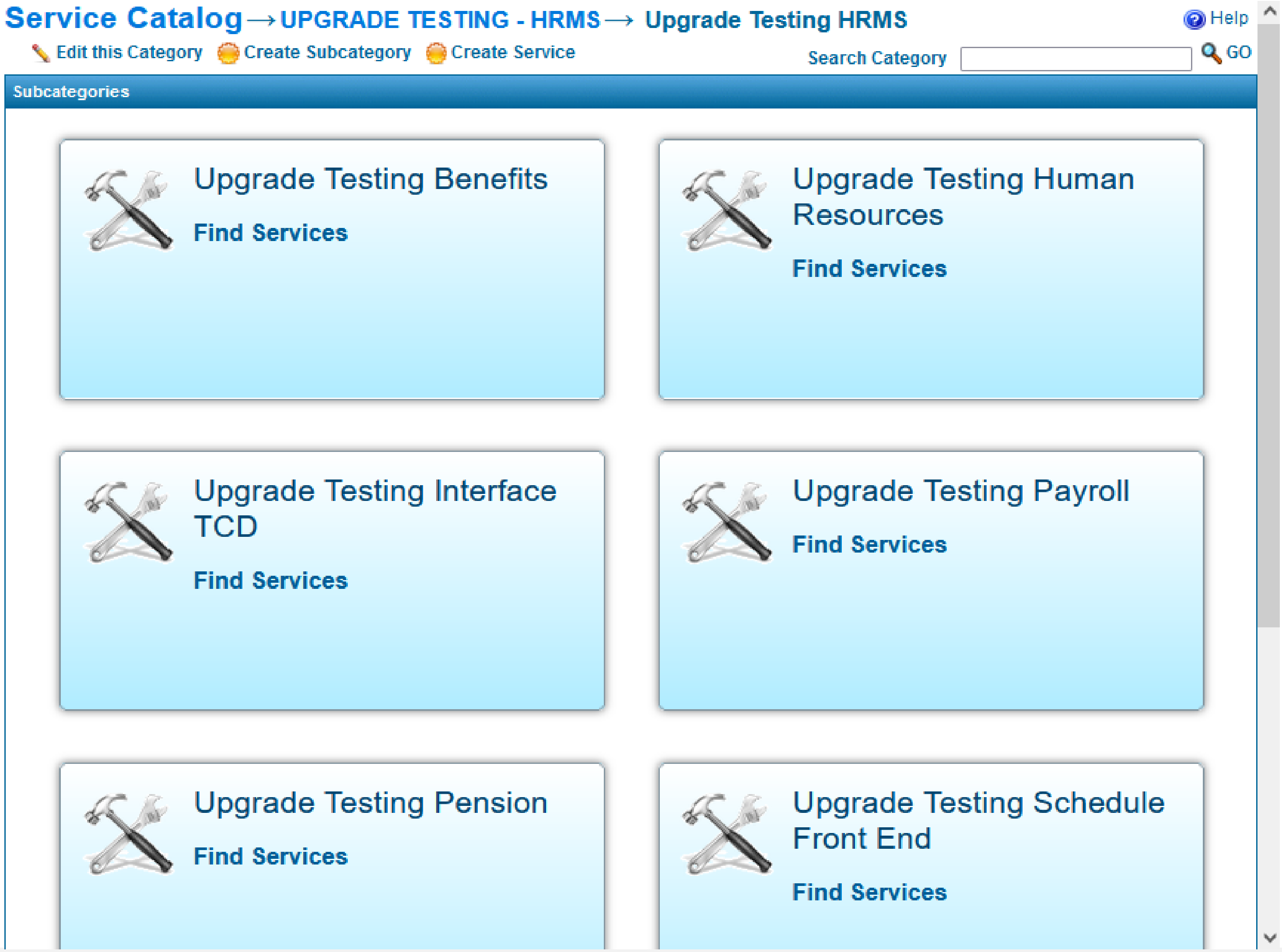


Reporting Issues / Contact Information

- Create a FootPrints Ticket
- FootPrints Access –

  ct Readiness@ct.gov

Reporting Issues



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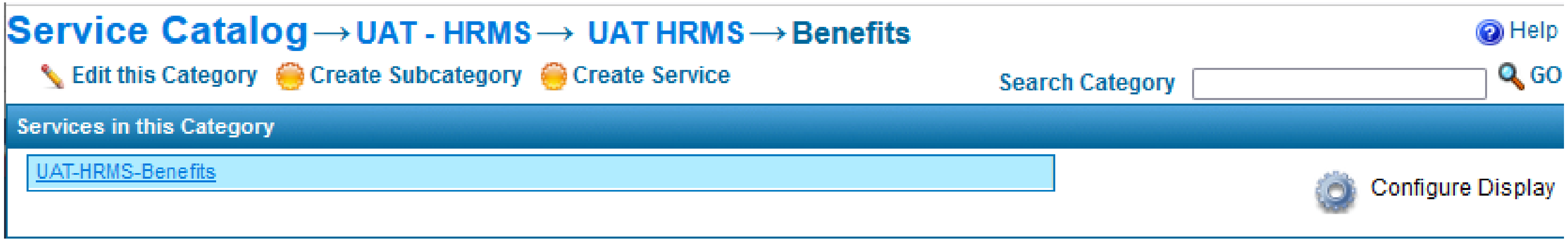
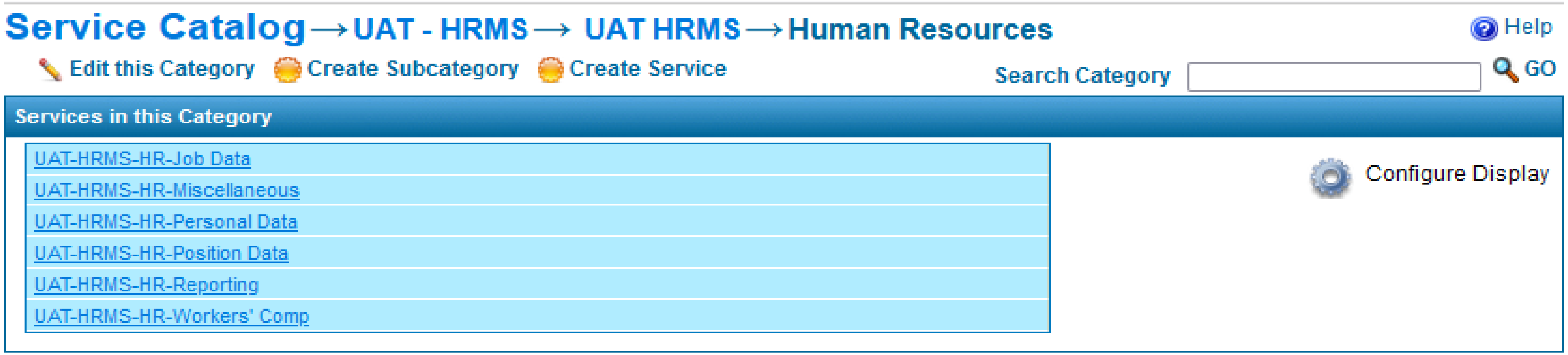
Reporting Issues





Reporting Issues

Service Catalog ⟶ UAT - HRMS ⟶ UAT HRMS ⟶ Human Resources ⟶ UAT-HRMS-HR-Job Data

Request this Service Edit Delete Hot List

Details of UAT-HRMS-HR-Job Data

Status
Active

Service Category
Human Resources

CI Number
53-1

Attributes | Attachments

SERVICE REQ...
UAT-HRMS-HR-Job
Data

BEFORE YOU SUBMIT

Please make sure you provide a detailed description of the problem you are reporting with screen shots if necessary.

TICKET INSTRUCTIONS

Please click "Request this Service" above to submit a ticket.

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UAT Support

https://www.core-ct.state.ct.us/ModernizationProject.html

The Core-CT Modernization page will be updated to display materials that change agents can use for reference about system upgrades and modernization efforts.

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home | About Us | Help | Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
CORE-CT MAIL
CATALOG OF REPORTS
STARS

OFFICE of the STATE COMPTROLLER

DAS

REGISTER Online to VOTE

Regulations of CT State Agencies

Core-CT Modernization

User Acceptance Testing (UAT) Support

Change Agent Meetings

Meeting Date	Content
August 13, 2024	Slides (pdf) - UAT Financials Kickoff 2024 Recording (mp4) - UAT Financials Kickoff 2024 Recording (attached)
July 8, 2024	Slides (pdf) - 7/8 Change Agent Meeting Slides Q&A (.xlsx) - 7/8 Change Agent Meeting Q&A Recording (mp4) - 7/8 Change Agent Meeting recording
May 2, 2024	Slides (pdf) - 5/2 Change Agent Meeting Slides Recording (mp4) - 5/2 Change Agent Meeting recording Q&A (.xlsx) - 5/2 Change Agent Meeting Q&A
February 1, 2024	Slides (pdf) - 2/1 Change Agent Meeting Slides Recording (mp4) - 2/1 Change Agent Meeting recording Q&A (.xlsx) - 2/1 Change Agent Meeting Q&A Spreadsheet (xlsx) - MFA Sample Spreadsheet
November 2, 2023	Slides (pdf) - 11/2 Change Agent Meeting Slides Recording (mp4) - 11/2 Change Agent Meeting recording

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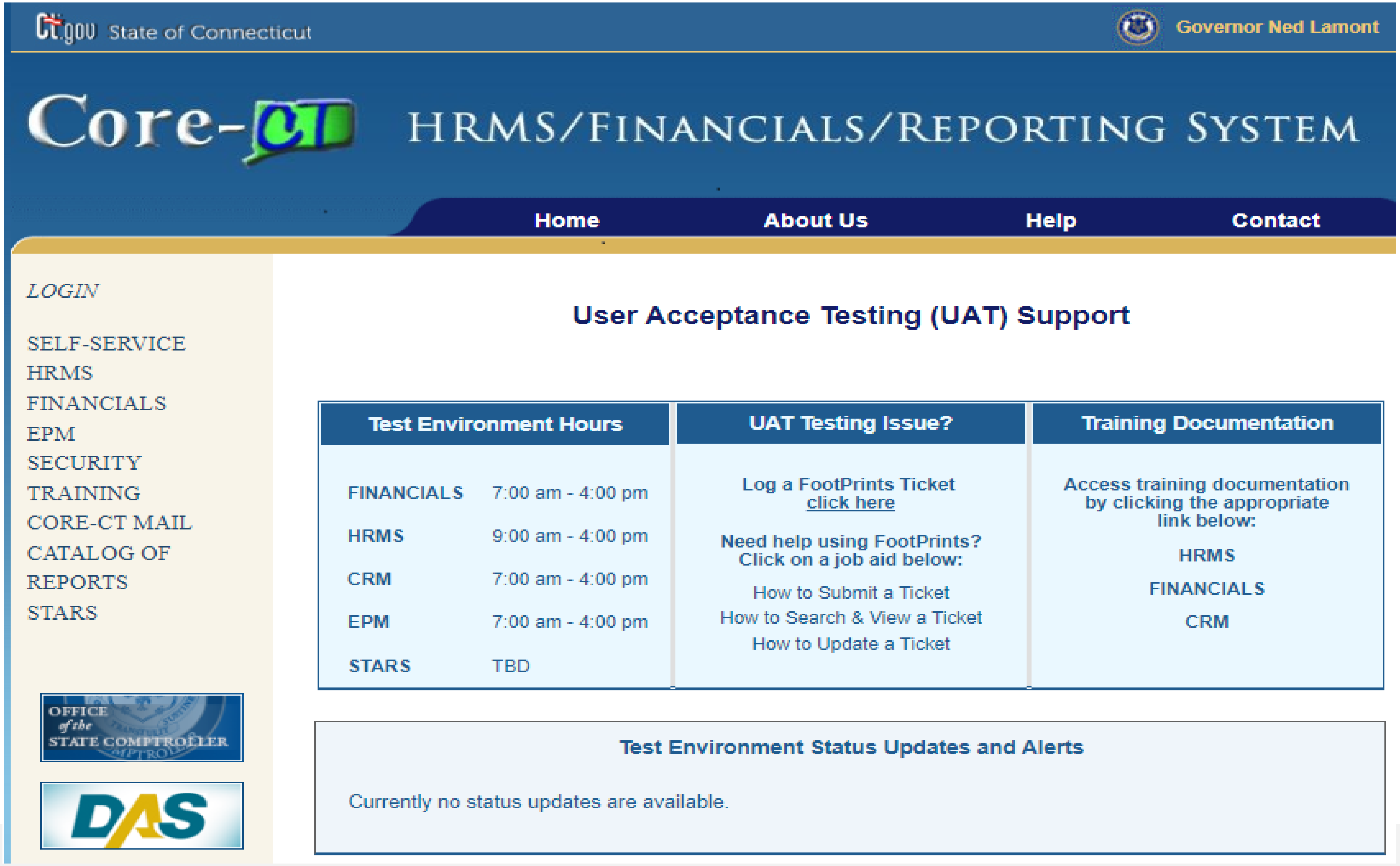
UAT Support

Direct Link: https://www.core-ct.state.ct.us/2024-08-09-FILES/CP-UAT-Main.aspx



UAT Support – Clearing Cache/Browser Info

- Clear your Cache https://www.core-ct.state.ct.us/help.html
- Please use a separate/different browser to keep environments separate
- And/or use a new window with In Cognito browsing for the test environment
- And/or use a new In Private window in Edge

Questions

UAT Welcome

Thank you for volunteering to participate in our HCM Core-CT's User Acceptance Testing for the 2024 Fluid Upgrade! We appreciate your time and effort! When you log you will see a new look and feel, new fluid Homepages, Tiles, Approval Workflow and much more! This is why we are very pleased you have accepted this challenge to test the database at your own pace.

Glossary of Fluid Terms

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- **Homepages:** Homepages are the starting point for navigation in fluid. The Employee Self-service (ESS) is the default homepage that displays after login; users will use the homepage drop down to navigate to different homepages, based on their roles.
- **Dashboard:** a dashboard is a specific module page, that organizes functionality, which can be accessed via a tile.
- **Tiles:** tiles are buttons found on fluid homepages and dashboards, when clicked they link to common business transactions and high action functionality.
- **Notifications Panel:** users can access the notification panel, to view Actions and Alerts, which replaces the Worklist. Users can also adjust settings, refresh the notification window, open a transaction, mark an action complete, or dismiss an alert.

- **Global Search:** global search can be accessed, to perform keyword-based searches.
- **Fluid Pages:** Fluid Pages are a new interface that adds tiles to homepages for navigation instead of cascading pagelets or menus. Fluid is a responsive user interface that works on desktops, tablets, and phones
- **Fluid Banner**: a standard banner, appears at the top of every fluid page, the fluid banner provides access to buttons such as favorites, home, and other standard buttons.
- **NavBar:** the navigation bar, also referred to as the navbar can be found on the fluid banner and provides access to the classic, non-fluid navigation.
- **Fluid:** fluid is a standard user interface, that provides users with the ability to access applications in a variety of ways, including smartphones, tablets, desktops and laptops.

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- **Navigation Collection:** the navigation collections. collection of content menu items and content reference folders in one centralized location by module.