

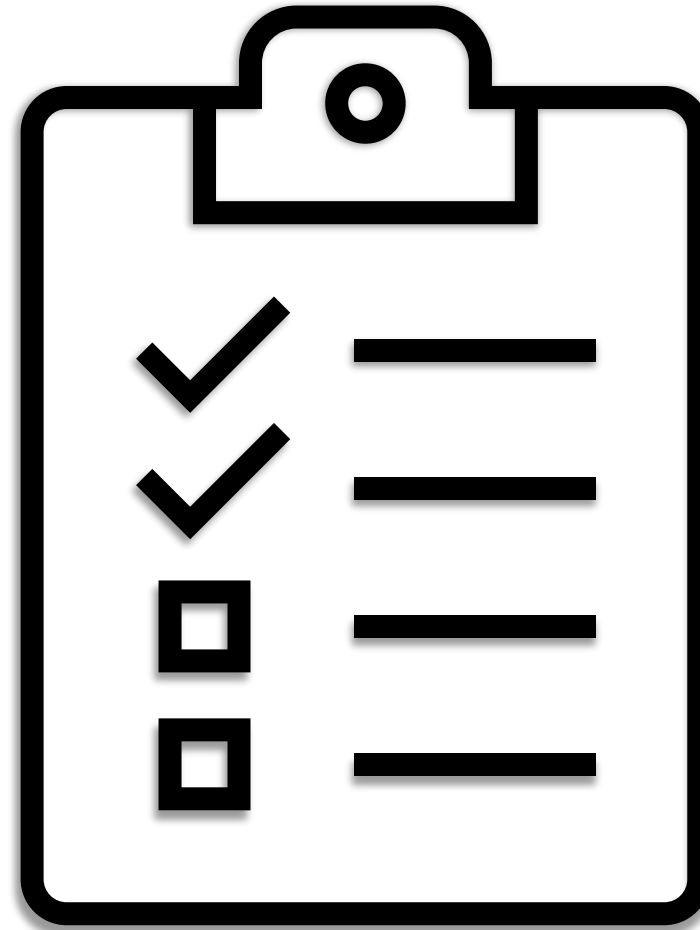


# Core-CT UAT Kickoff

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



# 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

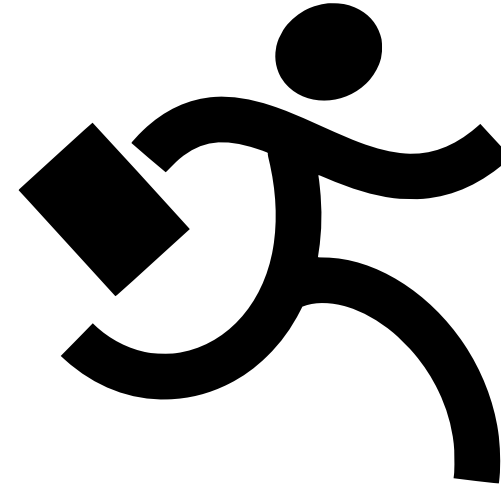
- **Environment Status:**

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.

## UAT Scenarios PUM 2024

### UAT Agency Users Scenarios

#### Testing Notes:

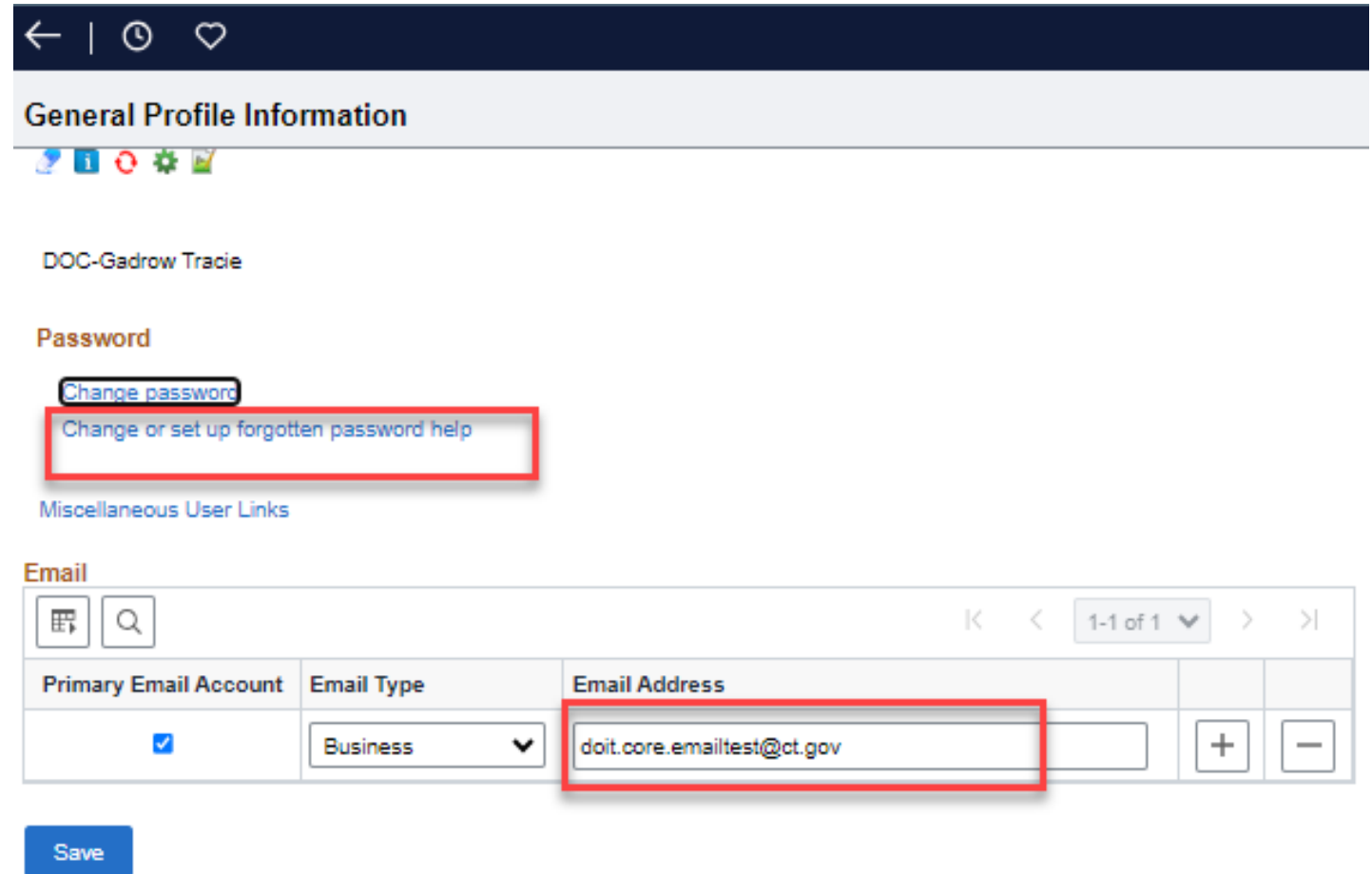
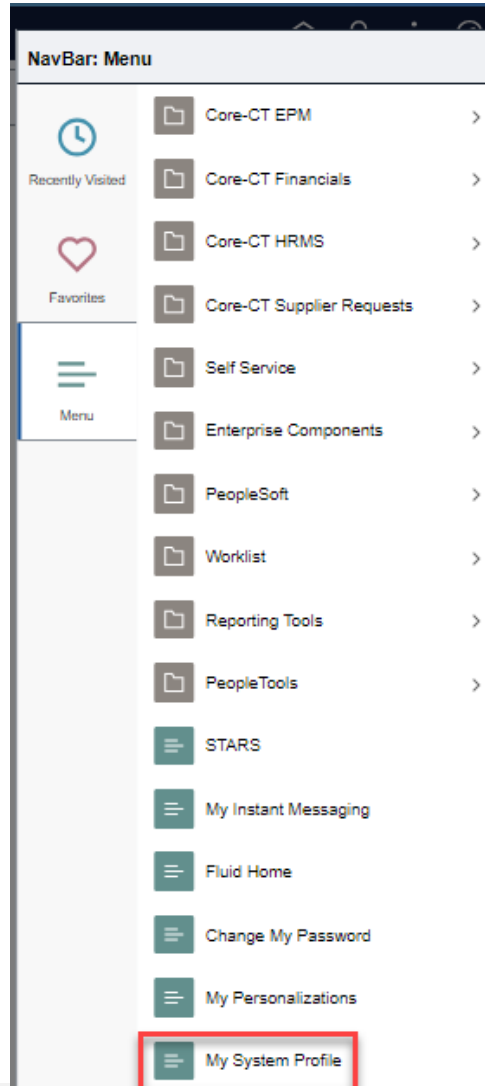
1. Please clear cache and use a different Browser application for accessing the test environment other than the one you use for Core-CT daily.  
[Click here for instructions to Clear Browser Cache https://www.core-ct.state.ct.us/pdfs/Clr\\_Browser-Cache-23.docx](https://www.core-ct.state.ct.us/pdfs/Clr_Browser-Cache-23.docx)
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

**Core-CT** | **Menu**

**Employee Self Service** < 4 of 14 >

<b>Time</b>  Last Pay Date <b>03/08/2024</b>	<b>Payroll</b>  Last Pay Date <b>03/08/2024</b>	<b>Personal Details</b>  <b>Action Required</b>	<b>Benefit Details</b> 
<b>Leave Management</b> 	<b>Pension</b> 	<b>Open Enrollment</b> Starts now until 12/31/2024. You have already submitted your choices. You may re-elect. Your final enrollment must be submitted by EST, 12/31/2024. To make a change, contact your Agency Benefits Specialist.	
<b>ITHD Self Service Center</b> 	<b>OPEB Start Date</b> <b>07/25/2013</b> Date of first retiree health contribution	<b>HR Service Center</b> 	<b>Discussions</b> You are not authorized for this page.

# Navigation – Tiles

Core-CT | Menu Search in Menu

Core-CT HRMS > < 3 of 7 >

Time and Labor

Workforce Administrator

Manager Self Service

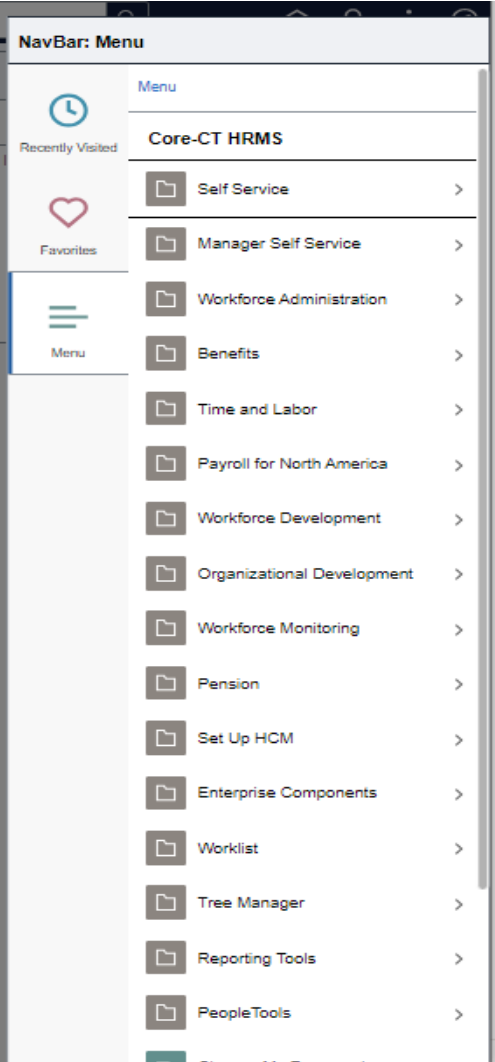
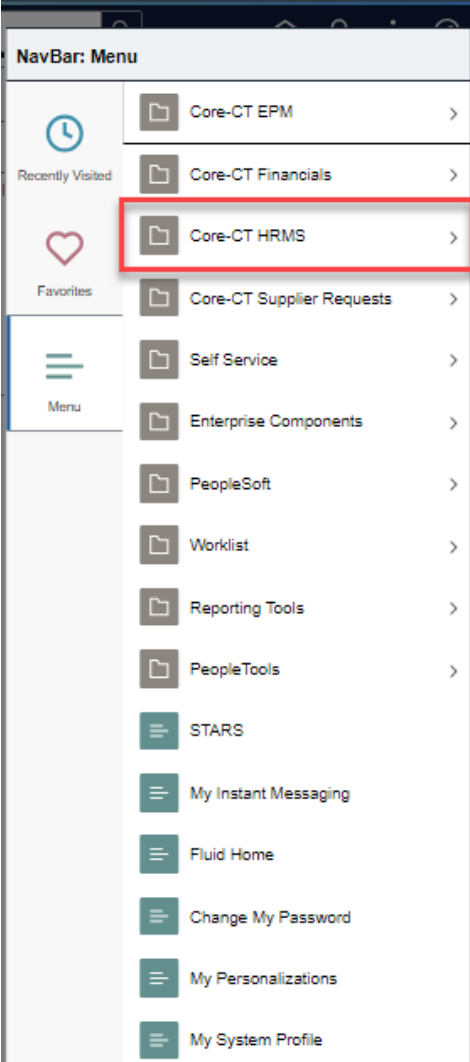
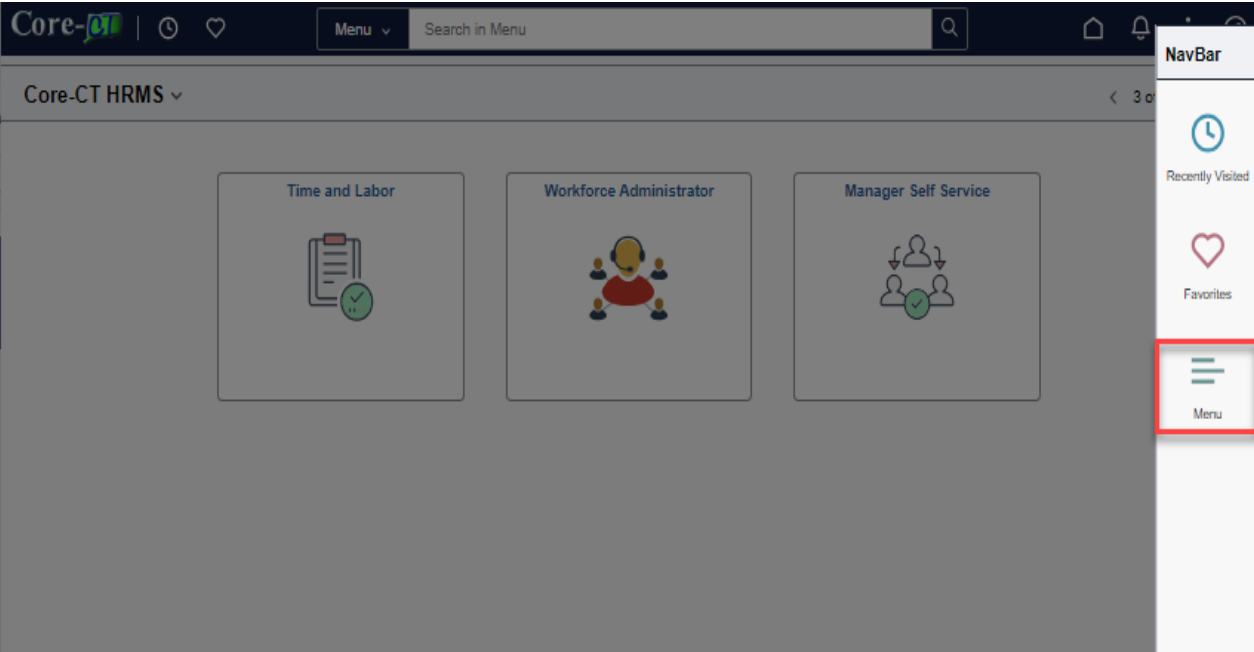
Time and Labor

Search in Menu

- Team Time  
  
98 Exceptions
- Manage Time Reporter Data
- Time and Labor WorkCenter
- Assign Work Schedule
- Comp Plan Enrollment
- Leave Plans
- Adjust Paid Time



# Navigation - NavBar



# Navigation - Collections

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

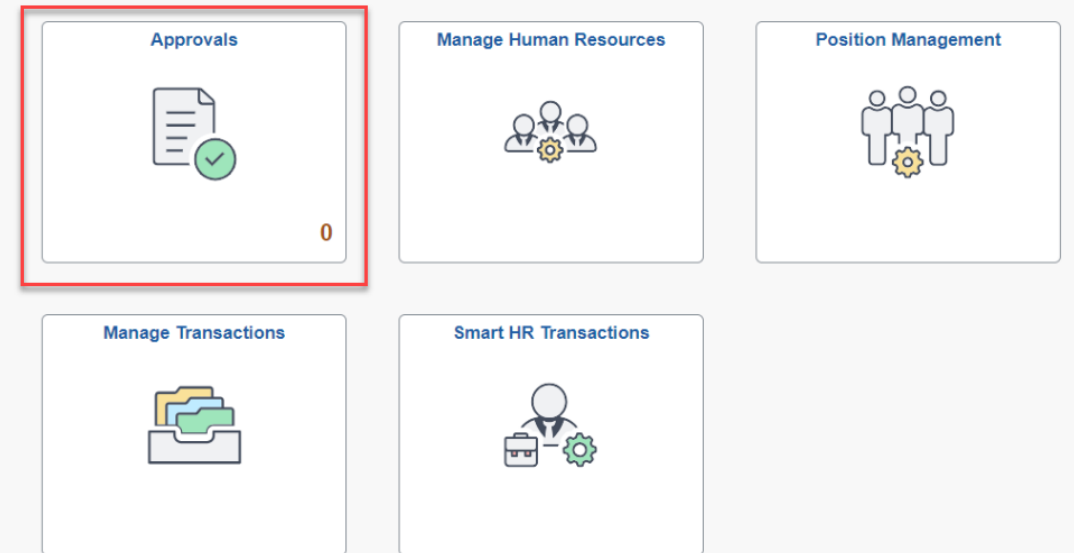
The screenshot displays a software interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Team Time" and lists several options: Timesheet, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time (highlighted in green), Leave / Comp Time, Manage Exceptions, and Time and Labor WorkCenter. The main content area is titled "Payable Time" and contains the text "Use filters to change the search criteria or Get Employees to apply the default Manager Search Options." Below this text are two buttons: "Get Employees" and "Filter". The interface also features a search bar at the top right labeled "Search in Menu" and a back arrow, a clock icon, and a heart icon at the top left.

# Approvals - Fluid

Core-CT HRMS ▾



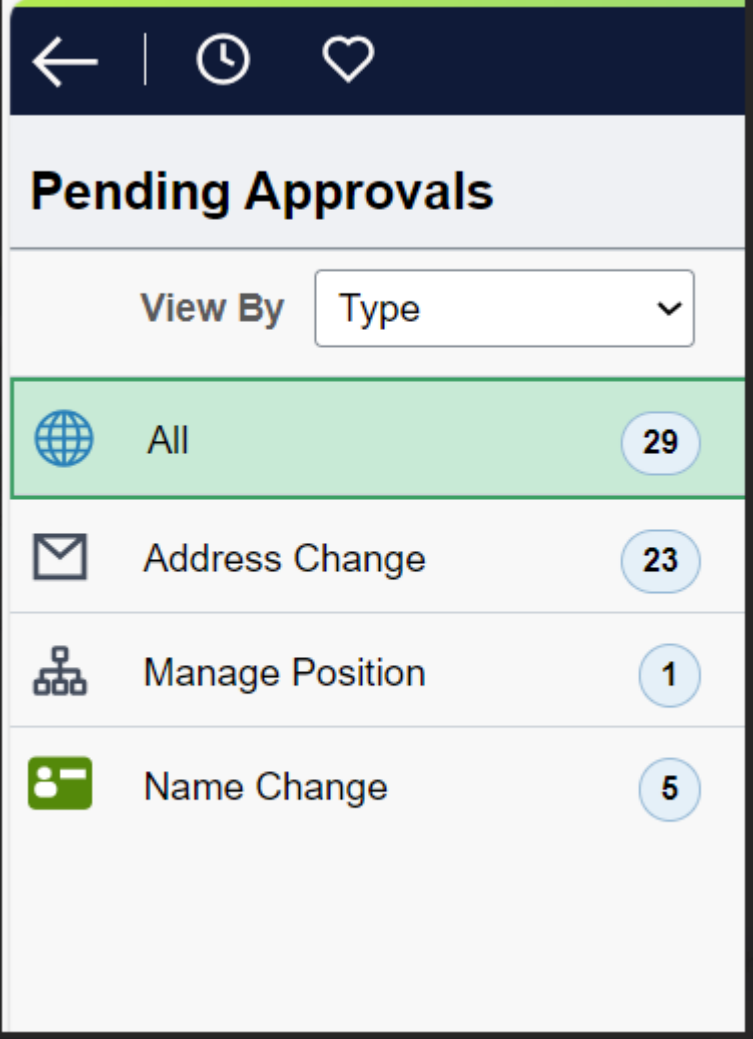
Workforce Administrator







- Approvals are now through the Fluid Approval Tile

# Approvals – Left Hand

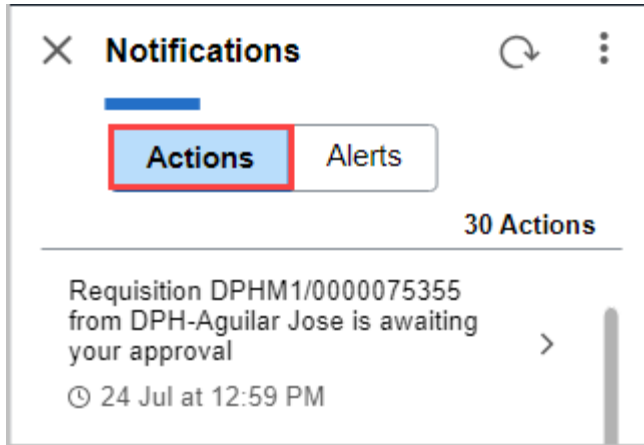
- Once clicking on the Approval Tile, to the left will populate with the list of approvals.



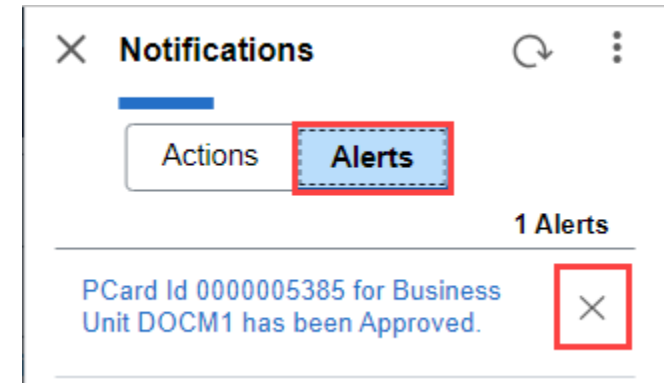
Pending Approvals		
View By <input type="text" value="Type"/>		
	All	29
	Address Change	23
	Manage Position	1
	Name Change	5

# 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.





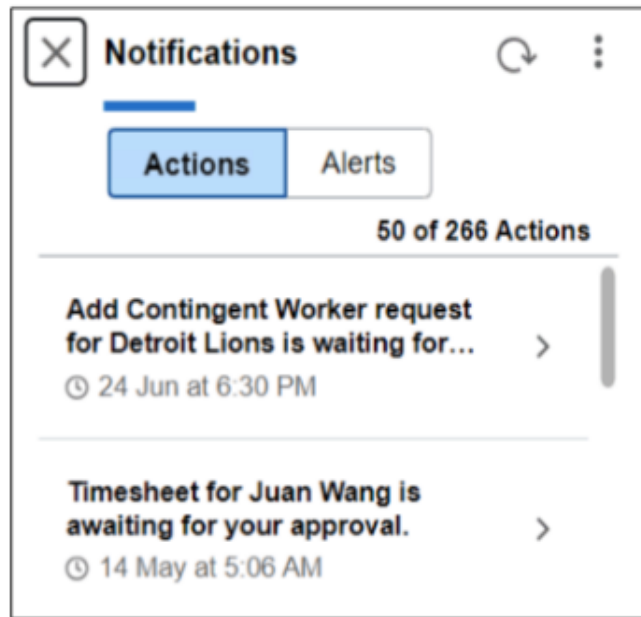
# Notification Actions

## Notifications Panel: Actions Section

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

which can be accessed via the Notification Icon

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

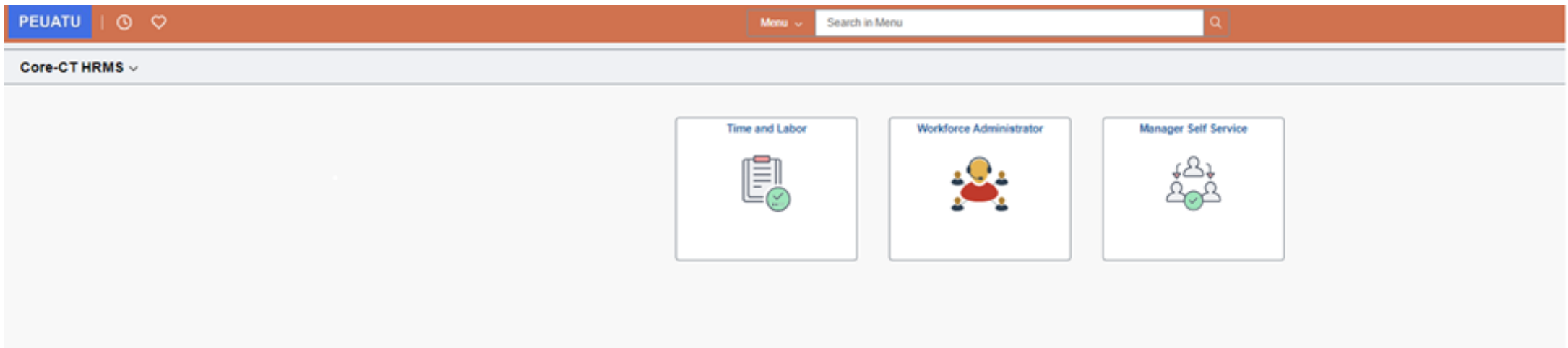
Approvals can also be managed via the Notification Alerts...which can be accessed via the Notification Icon

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

The screenshot displays the PEUATU Employee Self Service interface. At the top, there is a navigation bar with the PEUATU logo, a clock icon, a heart icon, a 'Menu' dropdown, and a search bar labeled 'Search in Menu'. Below the navigation bar, the main content area is titled 'Employee Self Service' and contains four large, light-gray buttons: 'Time' (with a clock icon), 'Payroll' (with a stack of money icon and the text 'Last Pay Date 07/26/2024'), 'Personal Details' (with a person icon and a pencil), and 'Benefit Details' (with a person icon and a gear). On the right side, a 'Notifications' panel is open, showing a list of alerts. The 'Alerts' tab is selected, and the panel indicates '23 Alerts'. The first alert reads: 'Purchase Order Econ. & Community Development, 000023496 of ECD-Flanagan Jessica R has been approved.' The second alert reads: 'Purchase Order Econ. & Community Development, 000023489 of ECD-Flanagan Jessica R has been approved.' The third alert reads: 'Requisition ECDM1/000002362 has been approved.'

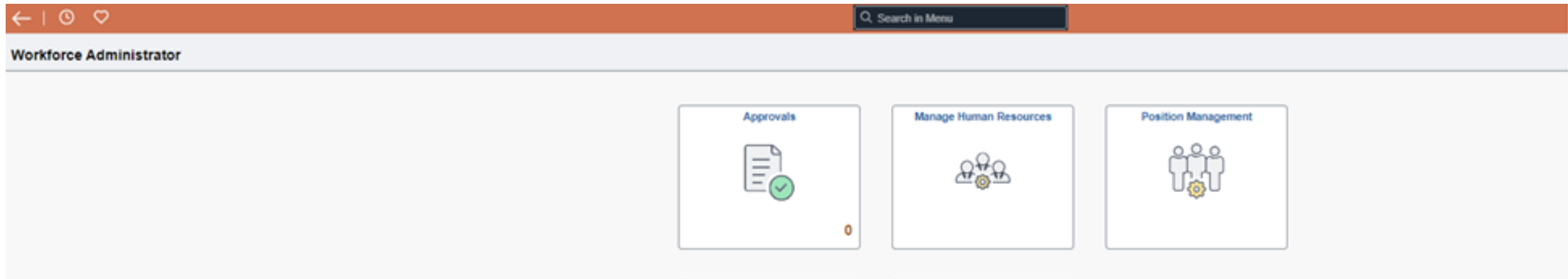
# Other Changes – HR

- 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

**Data Change - General Data Change**

0 - Employee  
ResearchAnalyst

Return to Search | Next >

**Work Location** (Visited)

**Job Information**  
 Not Started

**Additional Job info**  
 Not Started

**Job Labor**  
 Not Started

**Payroll**  
 Not Started

**Salary and Compensation**  
 Not Started

**Employment Data**  
 Not Started

**Benefit Program**  
 Not Started

Payroll Distribution-Higher Ed Employment-Service Calc Dates  
 Not Started

Work Study Balances-Stipend and Course  
 Not Started

**Work Location**

Effective Date 07/12/2024      Effective Sequence 1  
HR Status Active      Payroll Status Active  
\*Job Indicator Primary Job

Position Number 0012  
ResearchAnalyst

Position Entry Date 09/25/2020      Position Managed Record No

\*Regulatory Region USA      Company CT  
USA Regulatory Region      State of Connecticut

\*Business Unit AGENCY  
Executive Branch Agency Default

\*Department DEP44700      Department Entry Date 09/25/2020  
Bur of Energy & Tech Policy

\*Location DEP089021      Establishment ID DEP050  
BET-Policy-OfficeAffHous&Enrgy      DEP-Public Utility Control

Date Created 08/15/2024

Last Start Date 09/25/2020      Expected Job End Date

**Related Information**

Reference Links

[Time Report Data](#)  
[View Job Details](#)

# Other Changes – HR






- Approval tile is replacing the current worklist

The screenshot shows a mobile application interface for 'Pending Approvals'. At the top, there is a dark blue navigation bar with a back arrow, a clock icon, and a heart icon. Below this is a light gray header with the title 'Pending Approvals'. A 'View By' dropdown menu is set to 'Type'. The main content is a list of approval categories, each with an icon, a text label, and a count in a blue circle. The 'All' category is highlighted with a green background.






Icon	Category	Count
	All	29
	Address Change	23
	Manage Position	1
	Name Change	5

# Other Change – Life Events

Employee Self Service ▾

<b>Time</b> 	<b>Payroll</b>  Last Pay Date <b>01/26/2024</b>	<b>Personal Details</b>  Action Required	<b>Benefit Details</b>  Action Required
<b>Pension</b> 	<b>OPEB Start Date</b> <b>11/03/2022</b> Date of first retiree health contribution		

Benefit Details

<b>Benefits Summary</b> 	<b>Benefits Enrollment</b> 	<b>Dependent/Beneficiary</b>  1 Beneficiary
<b>Life Events</b>  Resume Marriage Event	<b>Benefits Attachment</b> 	

- **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**

### Life Events

EnvrmtAnlyst2

Benefits Summary

**Life Events**

*\* Indicates required field*

**Read the following instructions:**

1. The Life Events page provides you with online access to review information and make changes consistent with the change in your situation. The Life Event must be entered within 31 days of your qualifying event to use this page. Otherwise, you will need to contact your Agency Benefits Specialist.
2. If you and your spouse are both State of Connecticut employees and you have at least one eligible dependent, you must contact your Agency Benefits Specialist for assistance in enrolling in or changes to the Family Less Employed Spouse (FLES) health options. FLES elections cannot be processed through self-service.
3. Before proceeding, please make sure the following documents are available. If you are adding dependents, you need to provide the long form birth certificate for children, adoption decree for adopted children and a marriage certificate for a spouse. If you are enrolling yourself and/or dependents due to a loss of coverage from another source, you need to provide proof of the loss of coverage such as a COBRA notice or employer letter including names and coverage lost. If you are dropping your spouse and step children due to a divorce/legal separation, you need to provide a copy of the divorce decree or documentation from the court. Social Security Numbers are requested for all dependents.
4. Please select the event from the list below. If your event is not listed, contact your Agency Benefits Specialist.

**Employee**

Birth/Adoption (Add Children)

**Marriage (Add Spouse/Children) ...(event in progress)**

Divorce/Legal Separation (Drop Spouse/Children)

Loss of Dependent Coverage

Loss of Coverage (Add Self/Spouse/Children)

\*As Of

[Continue Life Event](#)



# Other Changes – Life Events

- Depending on the selection made the corresponding page displays

Complete the pages on the Activity Guide

Select **Next** to continue

**Marriage Event**  
Qualifying Period 5/25/2024-8/23/2024  
Matthew Allen

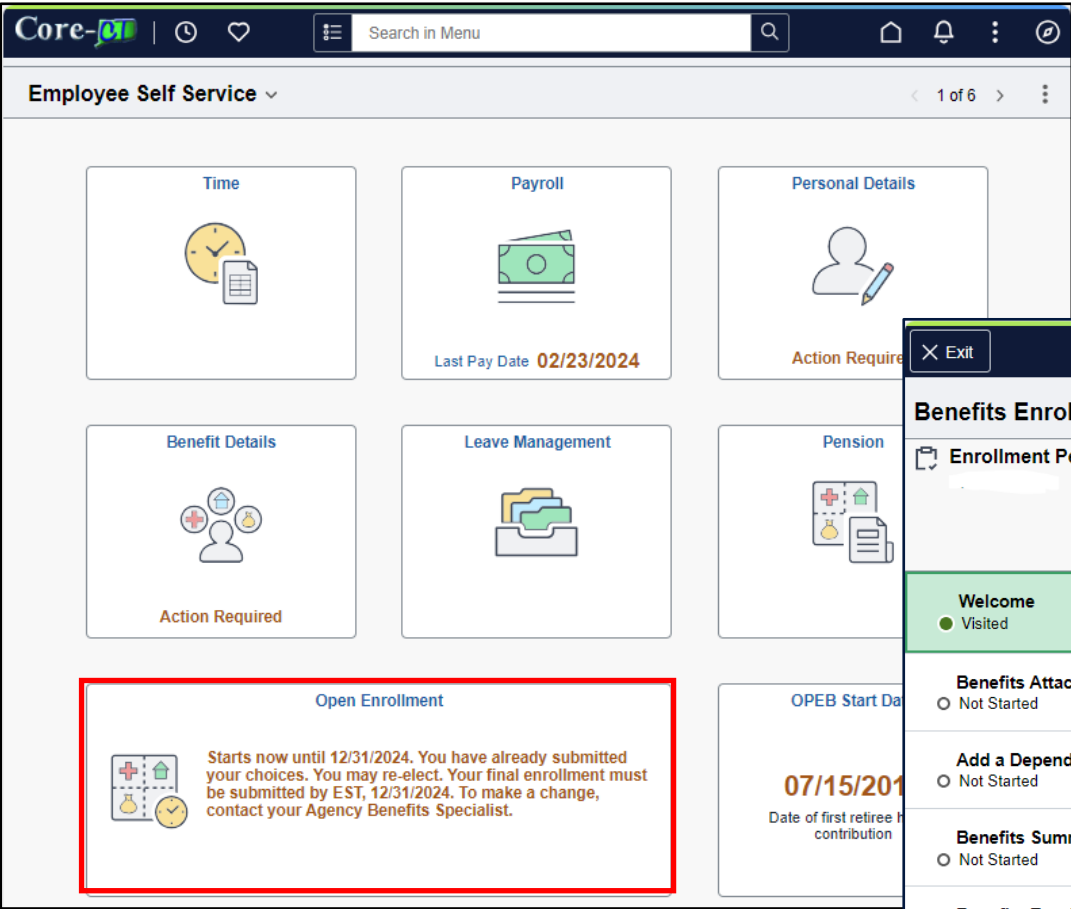
[Return to Search](#)

- ★ **Welcome to Marital Event**  
● Complete
- Benefits Summary**  
● Visited
- Dependent/Beneficiary Info**  
● Visited
- Benefit Enrollment**  
 Not Started
- Document Upload**  
 Not Started
- Event Completion and Exit**  
 Not Started

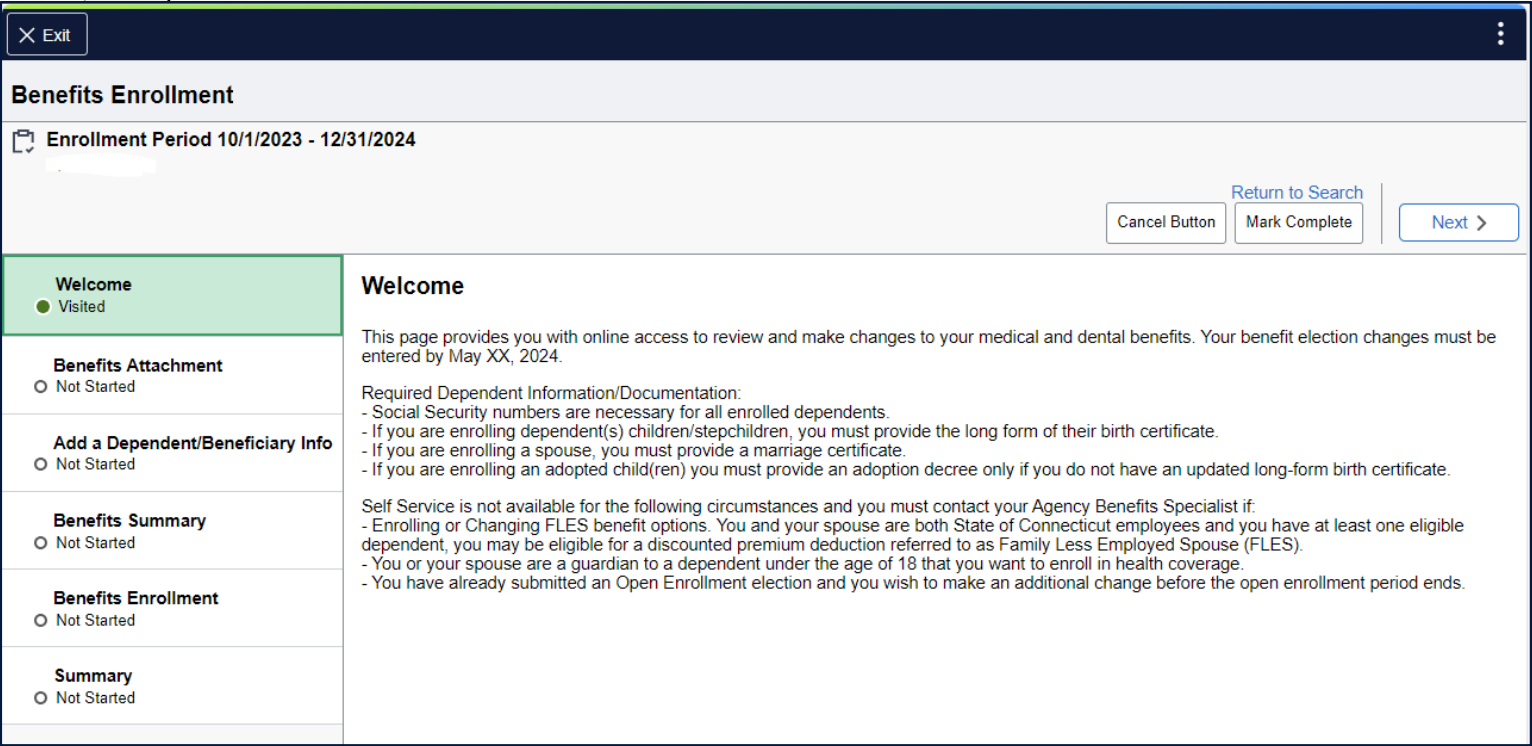
**Dependent/Beneficiary Info**

Name	Relationship	Beneficiary	Dependent
	Parent	✓	<input type="button" value="&gt;"/>

# 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

**Benefits Enrollment**

Enrollment Period 10/1/2023 - 12/31/2024

Welcome  
● Visited

Benefits Attachment  
● Visited

**Add a Dependent/Beneficiary Info**  
● Complete

Benefits Summary  
● Visited

Benefits Enrollment  
● Visited

Summary  
● Visited

**Add a Dependent/Beneficiary Info**

[Add Individual](#)

Name	Relationship	Beneficiary	Dependent	Attachment
	Parent	✓		
John Doe	Child	✓	✓	Incomplete

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

**Add Individual Dependent/Beneficiary Information**

Select Save after you have added your Dependent/Beneficiary's information. \* Indicates required field

**Name**

[Add Name](#)

**Personal Information**

Date of Birth: MM/DD/YYYY

\*Gender: [Dropdown]

\*Relationship to Employee: [Dropdown]

Dependent: [Radio]

Beneficiary: [Radio]

\*Marital Status: Single [Dropdown] As of: MM/DD/YYYY

\*Disabled: No [Dropdown] As of: [Date]

**Address**

Address	Address Type	Same Address as mine
	Home	Same as mine

**Dependent Attachments**

Event Value: John Doe

**Instructions**

Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click **Add Attachment**. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click **Add Note**.

**Document List**

Document	Upload / Status	Approval / Status
Proof Document	Required Uploaded	Not Required

**Add Document**

[Add Attachment](#) [Add Note](#)

Document Name	Description	Attached By	Attached	Status
Sample_File.docx	Birth Certificate		06/12/24 12:50:53 PM	Active

# Other Changes – Open Enrollment – Benefits Summary

The Summary Screens offers two different views

## Card View

**Benefits Enrollment**  
 Enrollment Period 10/1/2023 - 12/31/2024

Cancel Button | Return to Search | Mark Complete | < Previous | Next >

- Welcome ● Visited
- Benefits Attachment ● Visited
- Add a Dependent/Beneficiary Info ● Visited
- Benefits Summary ● Visited**
- Benefits Enrollment ○ Not Started
- Summary ○ Not Started

**Benefits Summary**

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 06/12/2024 Refresh

**Benefit Plans**

Category	Plan	Coverage	Dependents	Review
Medical	Quality First Select Access	Employee Only	0 Dependents	Review
	Caremark Anthem Prescription	Employee Only	0 Dependents	Review
Dental	Basic Dental	Employee Only	0 Dependents	Review
HEP/Non-HEP Standard Plan	Anthem BC Prime HEP	Employee Only	0 Dependents	Review

## List View

**Benefits Enrollment**  
 Enrollment Period 10/1/2023 - 12/31/2024  
 Matthew Allen

Cancel Button | Return to Search | Mark Complete | < Previous | Next >

- Welcome ● Visited
- Benefits Attachment ● Visited
- Add a Dependent/Beneficiary Info ● Visited
- Benefits Summary ● Visited**
- Benefits Enrollment ● Visited
- Summary ○ Not Started

**Benefits Summary**

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 06/12/2024 Refresh

**Benefit Plans**

Enrollment Type	Plan	Coverage / Participation	Dependents or Beneficiaries	Actions
Medical	Quality First Select Access	Employee Only	0 Dependents	Review
Prescription	Caremark Anthem Prescription	Employee Only	0 Dependents	Review
Dental	Basic Dental	Employee Only	0 Dependents	Review
HEP/Non-HEP Standard Plan	Anthem BC Prime HEP	Employee Only	0 Dependents	Review
Life		Waived		Review
Supplemental Life		Waived		Review

# Other Changes – Open Enrollment – Benefits Enrollment

**Benefits Enrollment**  
 Enrollment Period 10/1/2023 - 12/31/2024

Cancel Button | Return to Search | Mark Complete | < Previous | Next >

Welcome Visited  
 Benefits Attachment Visited  
 Add a Dependent/Beneficiary Info Visited  
 Benefits Summary Visited  
**Benefits Enrollment Visited**  
 Summary Not Started

**Enrollment Summary**

Your Pay Period Cost **\$42.07** Full Cost **\$42.07**  
 Status **Visited**

Enrollment Preview Statement  
 Submit Enrollment

**Benefit Plans**

Medical	Prescription	Dental
Current Quality First Select Access New Quality First Select Access Status Pending Review 0 Dependents Pay Period Cost \$42.07 Annual Cost \$1,093.82 Review	Current Caremark Anthem Prescription New Caremark Anthem Prescription Status Pending Review 0 Dependents Pay Period Cost \$0.00 Annual Cost \$0.00 Review	Current Basic Dental New Basic Dental Status Pending Review 0 Dependents Pay Period Cost \$0.00 Annual Cost \$0.00 Review

The chart will update as elections are changed.

**Enroll Your Dependents**

Check the Enroll box next to the name of the eligible dependent(s) you are enrolling. Uncheck the Enroll box next to the name of the dependent(s) you are removing. Note: If the eligible dependent(s) you wish to enroll do not appear in the list, click the 'Add a Dependent or Beneficiary' button. Otherwise, click on the 'Done' button to continue.

The list below includes current and historical dependents/beneficiaries. If you need to make changes to the people listed below, contact your Agency Benefits Specialist. To add a new dependent or beneficiary whose name does not appear below, select 'Add a Dependent or Beneficiary' button.

You have no dependent registered

Add/Update Dependent

**Enroll in Your Plan**

The cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Select Expanded Access Requires enrollment to Prescription Caremark Anthem Prescription	\$68.90		\$68.90
Select Primary Care Access Requires enrollment to Prescription Caremark Anthem Prescription	\$53.54		\$53.54
<input checked="" type="checkbox"/> Quality First Select Access Requires enrollment to Prescription Caremark Anthem Prescription	\$42.07		\$42.07
Select Standard Access Requires enrollment to Prescription Caremark Anthem Prescription	\$58.16		\$58.16
Select Waive			\$0.00


Overview of All Plans

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


# Other Changes – ePay

Employee Self Service ▾

**Time**




**Payroll**




Last Pay Date 01/26/2024

**Personal Details**




Action Required

**Benefit Details**



Action Required

**Pension**



**OPEB Start Date**

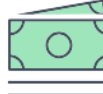
11/03/2022

Date of first retiree health contribution

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


Payroll

**Pay**




Last Pay Date 01/26/2024

**W-2/W-2c Consent**



Consent received

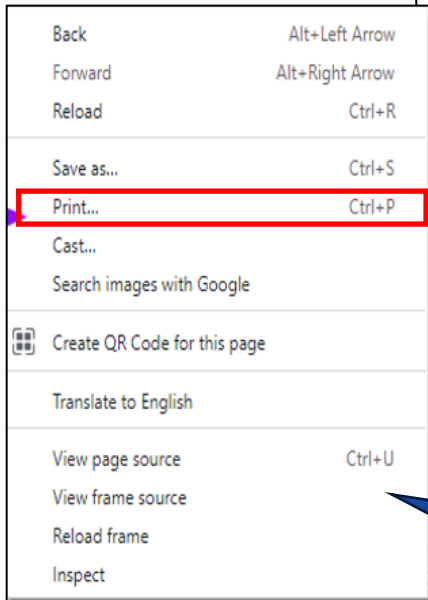
**W-2/W-2c Forms**



2022 W-2 Form available

# Other Changes – ePay – Paycheck Details

Scroll the page to view the details of the selected paycheck



### View Paycheck

Company: State of Connecticut  
Address: Office of the State Comptroller  
165 Capitol Avenue  
Hartford, CT 06106-1621

Net Pay: \$1,787.28  
Pay Begin Date: 10/06/2023  
Pay End Date: 10/19/2023  
Check Date: 11/03/2023

#### General

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Address: \_\_\_\_\_

Business Unit: AGENCY  
Pay Group: All Biweekly 7-Day 2  
Department: DPH48500 - Public Health  
Location: Drinking Water  
Job Title: EnvmtAnlyst2  
Pay Rate: \$2,486.90 Biweekly 26.1

#### Tax Data

Fed Tax Status: Married  
Fed Allowances: N/A  
Fed Percent: N/A  
Fed Addl Amount: \$0.00

CT Tax Status: CT Code D  
W/H Allows: 0  
CT Addl Percent: 0.000  
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	Taxes	Description	Amount
Reg	42.00	35.527143	1,492.14	Fed Withholding		123.37
Sick Pay	14.00	35.527143	497.38	Fed MED/EE		35.36

Right click on the page to Print if needed

# Other Changes – ePay – W2 Consent

Payroll

Pay




01/26/2024

W-2/W-2c Consent



Consent received

W-2/W-2c Forms




2022 W-2 Form available

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

**W-2/W-2c Consent**

Your Current Status C

 You currently receive W-2 or W-2c forms electronically

If you wish to receive a printed W-2 form, please check the box below and you will receive a printed W-2. The hardcopy W-2 will be mailed to the most current Core-CT address. If your address is not current, please contact your agency to find out the quickest way to update your Core-CT address to avoid delays in receiving your hardcopy W-2. In addition, please be sure that Core-CT has an updated email address and phone number. This information is recorded in Core-CT to ensure you receive electronic notifications.

Check here to receive Printed W-2 and W-2c forms



# Other Changes – Timesheet Impacts

## Current:

The screenshot shows the Core-CT portal interface. On the left, there is a 'Log into Core-CT' section with fields for 'User Id' and 'Password', and a 'Sign In' button. Below this are links for 'I Forgot My Password!' and 'I Cannot Log In.'. The main content area features a welcome message, 'Hours of System Operation' (Monday - Sunday 4:00am - 8:00pm, HRMS Confirm Thursday 4:00am - 2:00pm), and an 'Advanced Search' bar. A navigation menu on the left includes 'Time and Labor', 'Payroll', and 'OPEB Start Date'. The 'Time and Labor' menu is highlighted with a red box, and its sub-items are: 'Time and Labor', 'Report and approve time', 'Timecard', 'Payable Time Summary', and 'Payable Time Detail'. The 'Payable Time Summary' item is also highlighted with a red box. On the right, there are sections for 'Core-CT News', 'My Reports', and a table of reports.

## Update:

The screenshot shows the updated Core-CT portal interface. At the top, there is a dropdown menu labeled 'Employee Self Service'. Below this, there are several tiles: 'Pension', 'Open Enrollment', 'Payroll', 'Time', 'Personal Details', and 'Benefit Details'. The 'Time' tile is highlighted with a red box and contains a clock icon and a document icon. Below the 'Time' tile, there is a red text label 'Action Required'. To the right of the 'Time' tile, there is a 'Report Time' tile with a progress bar showing 'Reported 0.00' and 'Scheduled 80.00', and a 'Report Time' button. Below the 'Report Time' tile, there is a 'Weekly Time' tile with a progress bar showing 'Reported 0.00' and 'Scheduled 40.00', and a 'Weekly Time Summary' tile with a calendar icon. At the bottom, there is a 'Leave / Comp Time' tile with a briefcase icon and a 'Payable Time' tile showing 'Last Time Period 03/08/24 - 03/21/24' and 'Total Hours 0 Hours'.

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

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

# Other Changes – Timesheets Available for Entry

<b>Timesheets available for entry</b>	<b>Desktop or Mobile time entry</b>
Enter Time Page <ul style="list-style-type: none"><li>• Displays Time Entry by time pay period</li></ul>	Desktop Only
Weekly Time Entry Page	Both
Report Time Page <ul style="list-style-type: none"><li>• Displays Time Entry by Day</li></ul>	Both

# Other Changes – Report Time

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

**Report Time**

Jaimi

< Tuesday, Jul 9, 2024 >

Reported Status

Reported 0.00 Scheduled 8.00

Submit

\*Time Reporting Code REG Quick Fill

Quantity Hours

Time Details

\*Taskgroup DDS4100G Dept of Developmental Services Override Rate

Shift 1 Day Business Unit AGNCY Executive Branch Agency Default

Override Reason Code Claim Number

Updated Hourly Rate Combination Code

Submitted 0 Hours

Last reported time was on Thursday, Feb 22, 2024.

**Report Time**

Monica Baker  
Bookkeeper-Sr

< Tuesday, Aug 15, 2023 >

Reported Status

Reported 0.00 Scheduled 8.00

Submit

\*Time Reporting Code Regular

Quantity 8 Hours

Time Details

Submitted 0 Hours

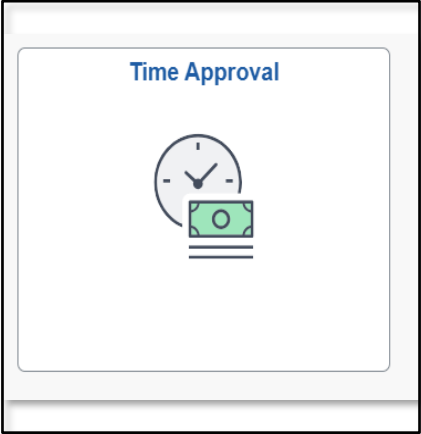
Comments (0)

Last reported time was on Friday, Aug 11, 2023.

Comments (0)

Last reported time was on Tuesday, Sep 26, 2023.

# Other Changes – Timesheet Approval



**Time Approval**

[Approve Payable Time](#)

Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		515872
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>
Location Code	AGNCY	<input type="text"/>
Workgroup		<input type="text"/>

[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

No employees were returned for the time period specified.

**Change Time in View**

Start Date: 07/03/2024  End Date: 07/09/2024


[Manager Self Service](#)  
[Time Management](#)

# Reporting Issues / Contact Information

- Create a FootPrints Ticket
- FootPrints Access –  
ct [Readiness@ct.gov](mailto:Readiness@ct.gov)



**Core-CT**  
Who to contact for Password Resets  
Financials  
HRMS  
EPM  
Security  
STARS  
Technical Issues  
TRS-Teachers' Retirement  
**Find Services**



**UPGRADE TESTING - FINANCIALS**  
FOR UAT APPROVED TESTERS ONLY - PLEASE USE THE REGULAR SERVICE CATALOG FOR PRODUCTION ISSUES  
**Find Services**



**UPGRADE TESTING - HRMS**  
FOR UAT APPROVED TESTERS ONLY - PLEASE USE THE REGULAR SERVICE CATALOG FOR PRODUCTION ISSUES  
**Find Services**



**User Testing - EPM**  
**Find Services**

# Reporting Issues

## Service Catalog → UPGRADE TESTING - HRMS

 Edit this Category  Create Subcategory  Create Service

### Subcategories



## Upgrade Testing HRMS

Benefits  
Human Resources  
Interface TCD  
Payroll  
Pension  
Schedule Front End  
Time/Labor  
TRS-Teachers' Retirement

**Find Services**

## Service Catalog → UPGRADE TESTING - HRMS → Upgrade Testing HRMS

 Edit this Category  Create Subcategory  Create Service

Search Category

 Help

 GO

### Subcategories



## Upgrade Testing Benefits

**Find Services**



## Upgrade Testing Human Resources

**Find Services**



## Upgrade Testing Interface TCD

**Find Services**



## Upgrade Testing Payroll

**Find Services**



## Upgrade Testing Pension

**Find Services**



## Upgrade Testing Schedule Front End

**Find Services**

# Reporting Issues

**Service Catalog** → UAT - HRMS → UAT HRMS → **Benefits** Help

Edit this Category Create Subcategory Create Service Search Category  GO

Services in this Category

<a href="#">UAT-HRMS-Benefits</a>
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Configure Display

**Service Catalog** → UAT - HRMS → UAT HRMS → **Human Resources** Help

Edit this Category Create Subcategory Create Service Search Category  GO

Services in this Category

<a href="#">UAT-HRMS-HR-Job Data</a>
<a href="#">UAT-HRMS-HR-Miscellaneous</a>
<a href="#">UAT-HRMS-HR-Personal Data</a>
<a href="#">UAT-HRMS-HR-Position Data</a>
<a href="#">UAT-HRMS-HR-Reporting</a>
<a href="#">UAT-HRMS-HR-Workers' Comp</a>

Configure Display

# 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.



# 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.



The screenshot shows the Core-CT HRMS/FINANCIALS/REPORTING SYSTEM website. The header includes the Core-CT logo and navigation links for Home, About Us, Help, and Contact. A left sidebar contains a menu with categories like LOGIN, SELF-SERVICE, HRMS, FINANCIALS, EPM, SECURITY, TRAINING, CORE-CT MAIL, CATALOG OF REPORTS, and STARS. Below the menu are logos for the Office of the State Comptroller, DAS, Register Online to Vote, and Regulations of CT State Agencies. The main content area is titled "Core-CT Modernization" and features a sub-section for "User Acceptance Testing (UAT) Support". Underneath, there is a "Change Agent Meetings" section with a table listing various meetings and their associated content.

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

# UAT Support

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

The screenshot shows the homepage of the Core-CT HRMS/Financials/Reporting System. The header includes the State of Connecticut logo, Governor Ned Lamont's name, and the system title. A navigation bar contains links for Home, About Us, Help, and Contact. A left sidebar lists various services like LOGIN, SELF-SERVICE, HRMS, FINANCIALS, EPM, SECURITY, TRAINING, CORE-CT MAIL, CATALOG OF REPORTS, and STARS. The main content area is titled "User Acceptance Testing (UAT) Support" and features a table with three columns: Test Environment Hours, UAT Testing Issue?, and Training Documentation. Below the table is a section for "Test Environment Status Updates and Alerts" which currently shows no updates.

Test Environment Hours		UAT Testing Issue?	Training Documentation
FINANCIALS	7:00 am - 4:00 pm	Log a FootPrints Ticket <a href="#">click here</a>	Access training documentation by clicking the appropriate link below:
HRMS	9:00 am - 4:00 pm	Need help using FootPrints? Click on a job aid below:	HRMS
CRM	7:00 am - 4:00 pm	How to Submit a Ticket	FINANCIALS
EPM	7:00 am - 4:00 pm	How to Search & View a Ticket	CRM
STARS	TBD	How to Update a Ticket	

**Test Environment Status Updates and Alerts**

Currently no status updates are available.



# 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



The screenshot shows the top navigation bar of the Core-CT website. It includes the CT.GOV logo, the text "Connecticut's Official State Website", the Governor Ned Lamont logo, and the text "Governor Ned Lamont". Below this is the Core-CT logo and the text "HRMS/FINANCIALS/REPORTING SYSTEM". A navigation menu contains links for "Home", "About Us", "Help", and "Contact". The main content area features a section titled "Browser Information" with a list of links: "Opening a Browser in a Private Session - updated November 2023", "Clearing Browser Cache - updated November 2023", "How to Manage Pop-up Blockers - updated May 2022", "Browsers Supported by Core-CT - updated May 2022", and "Clearing Cache on TC75 Module Device".

# 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.

Thank  
You

# Glossary of Fluid Terms



## APPLIES TO HR AND FIN

- **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.

## FIN ONLY

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