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**HOW TO GUIDE:**  
**USER'S TIME AND LABOR GROUP**  
Last Updated September 1, 2012

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1. Navigation: [Set Up HRMS](#) > [Security](#)> [Time and Labor Security](#)> [Dynamic Group](#)
2. Enter Group ID or Agency Description and Click Search:

A screenshot of the Core-CT web application interface. At the top, there is a blue header with the "CT.gov State of Connecticut" logo. Below the header is a breadcrumb trail: "Favorites Main Menu > Set Up HRMS > Security > Time and Labor Security > Dynamic Group". There are two buttons: "my HR" and "Core-CT Help". The main content area is titled "Dynamic Group" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search form with a "Find an Existing Value" button. The form includes a "Limit the number of results to (up to 300):" field with the value "300". There are two search criteria fields: "Time Reporter Group:" with a dropdown set to "begins with" and a text box containing "08010"; and "Description:" with a dropdown set to "begins with" and a text box containing "DAS". There is a "Case Sensitive" checkbox which is unchecked. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

3. Click on “Current Group Members” tab

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The screenshot shows the Core-CT interface for the State of Connecticut. The breadcrumb trail is: Favorites > Main Menu > Set Up HRMS > Security > Time and Labor Security > Dynamic Group. There are two buttons: 'my HR' and 'Core-CT Help'. Below these are four tabs: 'Selection Criteria', 'Potential Group Members', 'Security by Group', and 'Current Group Members' (which is highlighted with a red box). The 'Current Group Members' tab displays the following information:

- Group ID: 08010
- Dynamic Group Details:
  - Description: DAS CORE
  - Short Description: CORE
  - Taskgroup for Time Reporting: DAS1320S Dept of Admin Services
  - TL Approval Group
  - Last Refresh Date/Time: 08/30/2012 8:04PM

4. This tab will contain the Employee Number (EmplID), Time Reporter Group and the Name of the employee.
5. Click "View All" to display all rows.

The screenshot shows the Core-CT interface for the State of Connecticut. The breadcrumb trail is: Favorites > Main Menu > Set Up HRMS > Security > Time and Labor Security > Dynamic Group. There are two buttons: 'my HR' and 'Core-CT Help'. Below these are four tabs: 'Selection Criteria', 'Potential Group Members', 'Security by Group', and 'Current Group Members' (which is highlighted). The 'Current Group Members' tab displays the following information:

- Time Reporter Group: 08010 DAS CORE
- As Of Date: 08/30/2012
- Last Refresh Date/Time: 08/30/12 8:04PM
- Refresh Dynamic Group button

Below this information is a table with the following columns: Empl ID, Time Reporter Group, and Name. The table is currently empty. There are navigation buttons: 'Customize', 'Find', 'View All' (highlighted with a red box), 'First', '1-4 of 4', and 'Last'.