



UConn | UNIVERSITY OF CONNECTICUT

University of Connecticut

Entering Time: Student Employees

Overview This job aid instructs student time reporters on the steps necessary to complete their timesheet. Student employees (Student Labor, Work Study and Non-UConn Students) enter their time differently than the rest of the employee population because their timesheets do not automatically populate with their scheduled time; student employee timesheets are blank before submission.

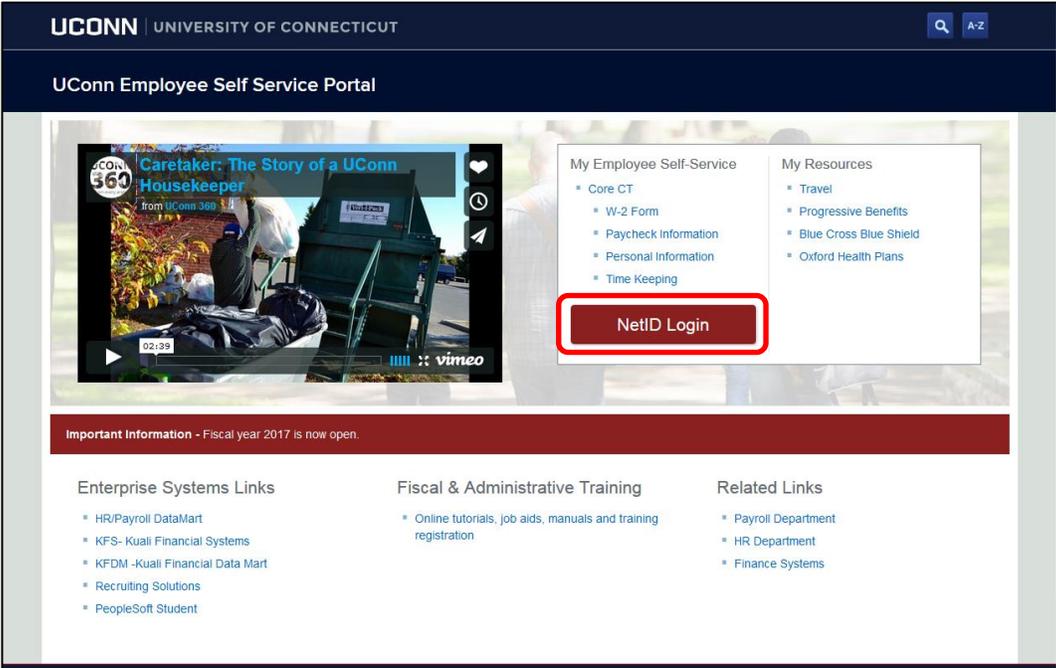
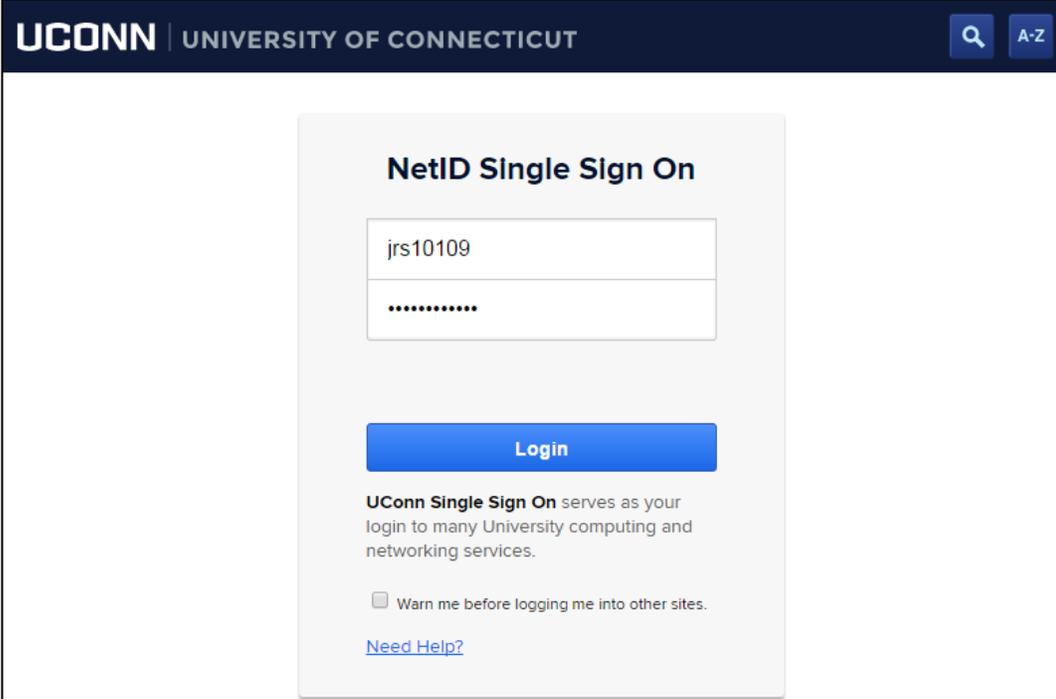
Student employees will use the following time reporting codes to enter time in accordance with their work schedules:

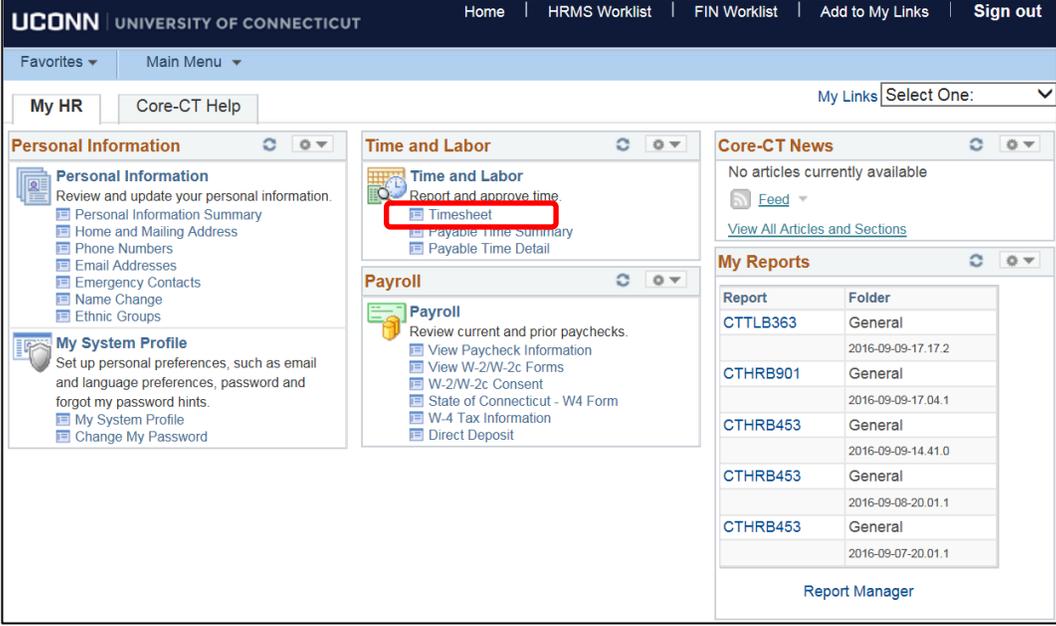
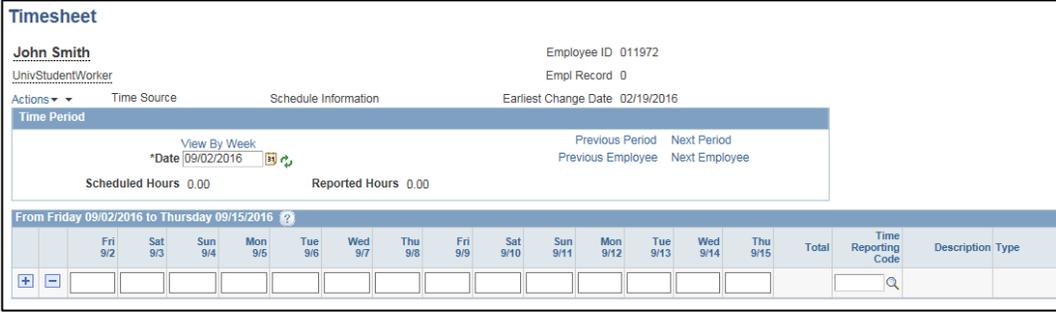
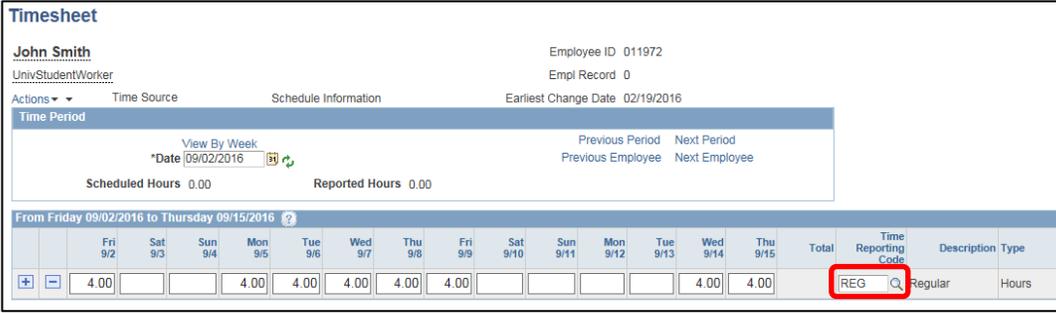
Code	Purpose
<i>REG</i>	Enter for any regular time worked. <i>REG</i> time is entered in number of hours worked (i.e. 4.0 hours)
<i>SICK</i>	Enter for sick time used. Student employees are eligible to use sick time for days they were scheduled to work. <i>SICK</i> time is entered in number of hours taken (i.e. 2.0 hours)

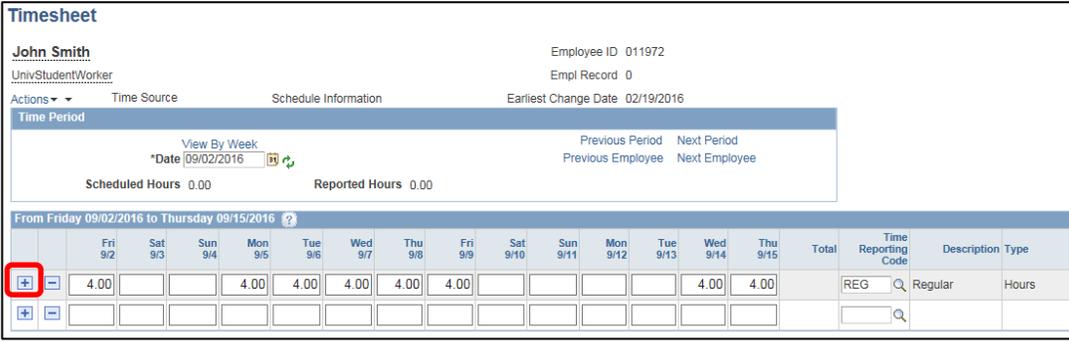
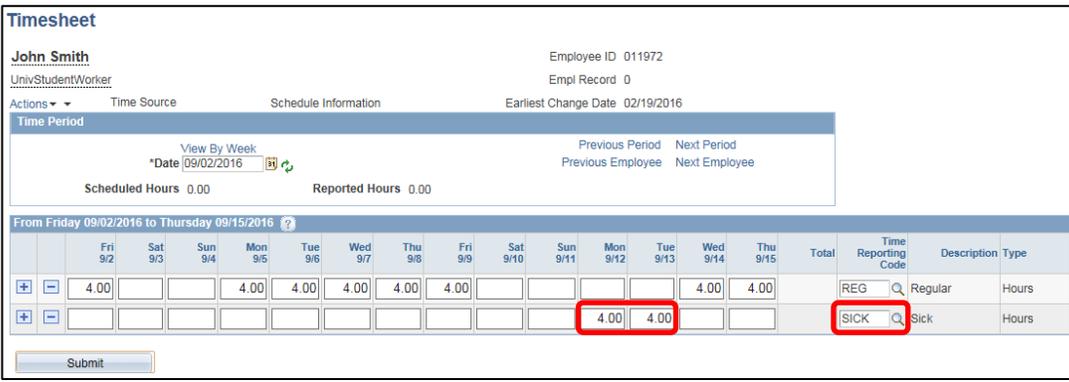
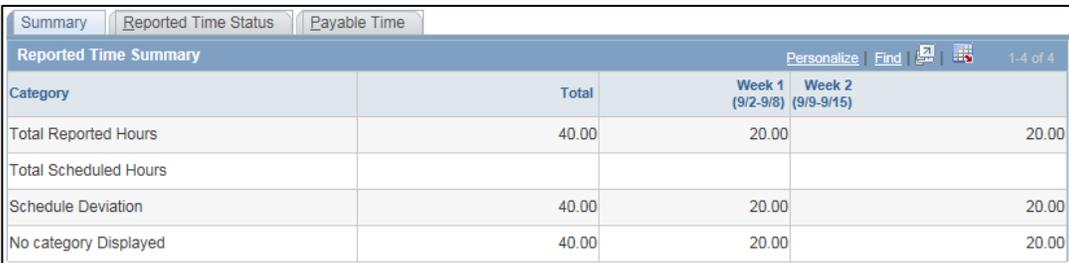
In this scenario, a Student Labor employee is scheduled to work 20.0 hours per week (4.0 hours a day):

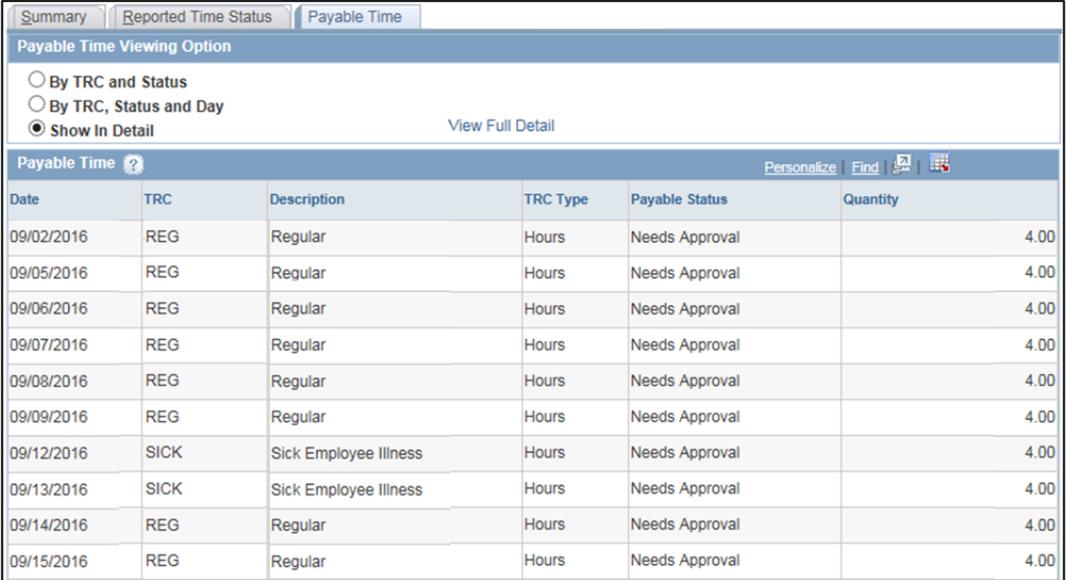
- In Week One (Friday 9/2 – Thursday 9/8), he works 20.0 hours of regular time.
- In Week Two (Friday 9/9 – Thursday 9/15), he is sick on **Monday 9/12** and **Tuesday 9/13** for 4.0 hours each day, and works 4.0 hours of regular time each day for the rest of the week.

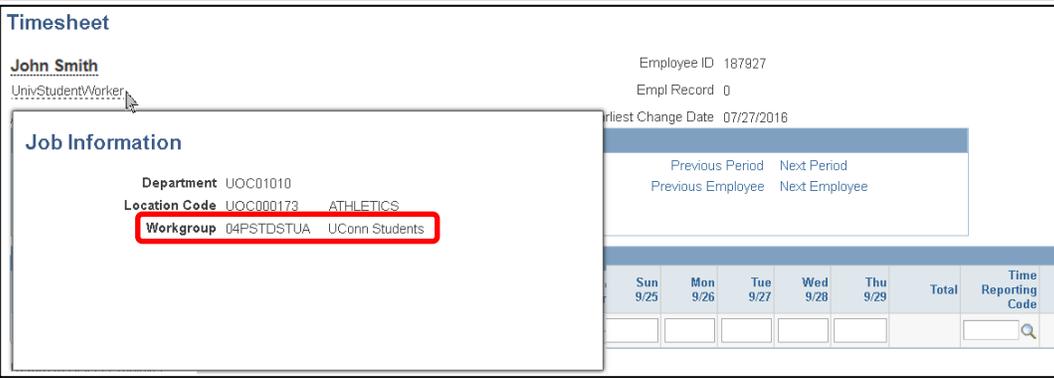
Process Steps

Step	Action	Screenshot
1	All employees will navigate to http://ess.uconn.edu to log in to Core-CT to report their time.	
2	<p>On the UConn Employee Self Service Portal page, you have direct access to Core-CT and other employee resources.</p> <p>Click on the NetID Login button to open the NetID Single Sign On page.</p>	
3	<p>On the NetID Single Sign On page, enter the following:</p> <ul style="list-style-type: none"> • Net ID: Enter your NetID. • Password: Enter the password associated with your NetID <p>When the two fields have been entered, click Login to open the Core-CT homepage.</p>	

Step	Action	Screenshot																																						
4	Click Timesheet under Time and Labor on the Core-CT homepage to open your timesheet.	 <p>The screenshot shows the UConn Core-CT homepage. The 'Time and Labor' section is highlighted with a red box, and the 'Timesheet' link is circled in red. Other sections include Personal Information, My System Profile, Payroll, Core-CT News, and My Reports.</p>																																						
5	On the Timesheet page, the student employee's timesheet is blank.	 <p>The screenshot shows the Timesheet page for John Smith. The 'Reported Hours' field is blank. The page includes a header with the employee's name and ID, and a table for reporting hours.</p> <table border="1" data-bbox="472 1165 1528 1268"> <thead> <tr> <th></th> <th>Fri 9/2</th> <th>Sat 9/3</th> <th>Sun 9/4</th> <th>Mon 9/5</th> <th>Tue 9/6</th> <th>Wed 9/7</th> <th>Thu 9/8</th> <th>Fri 9/9</th> <th>Sat 9/10</th> <th>Sun 9/11</th> <th>Mon 9/12</th> <th>Tue 9/13</th> <th>Wed 9/14</th> <th>Thu 9/15</th> <th>Total</th> <th>Time Reporting Code</th> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>		Fri 9/2	Sat 9/3	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Total	Time Reporting Code	Description	Type																			
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6	Enter the hours of REG time worked for each day. Enter REG in the Time Reporting Code field.	 <p>The screenshot shows the Timesheet page for John Smith. The 'Reported Hours' field is filled with 4.00 for each day, and the 'Time Reporting Code' field is filled with REG. The page includes a header with the employee's name and ID, and a table for reporting hours.</p> <table border="1" data-bbox="472 1507 1528 1610"> <thead> <tr> <th></th> <th>Fri 9/2</th> <th>Sat 9/3</th> <th>Sun 9/4</th> <th>Mon 9/5</th> <th>Tue 9/6</th> <th>Wed 9/7</th> <th>Thu 9/8</th> <th>Fri 9/9</th> <th>Sat 9/10</th> <th>Sun 9/11</th> <th>Mon 9/12</th> <th>Tue 9/13</th> <th>Wed 9/14</th> <th>Thu 9/15</th> <th>Total</th> <th>Time Reporting Code</th> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>4.00</td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td></td> <td></td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td></td> <td>REG</td> <td>Regular</td> <td>Hours</td> </tr> </tbody> </table>		Fri 9/2	Sat 9/3	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Total	Time Reporting Code	Description	Type		4.00			4.00	4.00	4.00	4.00	4.00					4.00	4.00		REG	Regular	Hours
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7	<p>A new reporting line needs to be added for each time reporting code. Click the plus sign (+) to add a new row. Only one time reporting code can be used per row.</p>	 <p>Timesheet John Smith Employee ID 011972 UnivStudentWorker Empl Record 0 Actions Time Source Schedule Information Earliest Change Date 02/19/2016</p> <p>View By Week *Date 09/02/2016 Scheduled Hours 0.00 Reported Hours 0.00</p> <table border="1"> <thead> <tr> <th colspan="14">From Friday 09/02/2016 to Thursday 09/15/2016</th> <th>Total</th> <th>Time Reporting Code</th> <th>Description</th> <th>Type</th> </tr> <tr> <th></th> <th>Fri 9/2</th> <th>Sat 9/3</th> <th>Sun 9/4</th> <th>Mon 9/5</th> <th>Tue 9/6</th> <th>Wed 9/7</th> <th>Thu 9/8</th> <th>Fri 9/9</th> <th>Sat 9/10</th> <th>Sun 9/11</th> <th>Mon 9/12</th> <th>Tue 9/13</th> <th>Wed 9/14</th> <th>Thu 9/15</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td>4.00</td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td></td> <td></td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td></td> <td>REG</td> <td>Regular</td> <td>Hours</td> </tr> <tr> <td>+ -</td> <td></td> </tr> </tbody> </table>	From Friday 09/02/2016 to Thursday 09/15/2016														Total	Time Reporting Code	Description	Type		Fri 9/2	Sat 9/3	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15					+ -	4.00			4.00	4.00	4.00	4.00	4.00					4.00	4.00		REG	Regular	Hours	+ -																		
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8	<p>In this example, the student employee was sick for 4.0 hours each on Mon 9/12 and Tues 9/13.</p> <p>Enter <i>SICK</i> in the Time Reporting Code field.</p> <p>Click Submit.</p>	 <p>Timesheet John Smith Employee ID 011972 UnivStudentWorker Empl Record 0 Actions Time Source Schedule Information Earliest Change Date 02/19/2016</p> <p>View By Week *Date 09/02/2016 Scheduled Hours 0.00 Reported Hours 0.00</p> <table border="1"> <thead> <tr> <th colspan="14">From Friday 09/02/2016 to Thursday 09/15/2016</th> <th>Total</th> <th>Time Reporting Code</th> <th>Description</th> <th>Type</th> </tr> <tr> <th></th> <th>Fri 9/2</th> <th>Sat 9/3</th> <th>Sun 9/4</th> <th>Mon 9/5</th> <th>Tue 9/6</th> <th>Wed 9/7</th> <th>Thu 9/8</th> <th>Fri 9/9</th> <th>Sat 9/10</th> <th>Sun 9/11</th> <th>Mon 9/12</th> <th>Tue 9/13</th> <th>Wed 9/14</th> <th>Thu 9/15</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td>4.00</td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td></td> <td></td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td></td> <td>REG</td> <td>Regular</td> <td>Hours</td> </tr> <tr> <td>+ -</td> <td></td> <td>4.00</td> <td>4.00</td> <td></td> <td></td> <td></td> <td>SICK</td> <td>Sick</td> <td>Hours</td> </tr> </tbody> </table> <p>Submit</p>	From Friday 09/02/2016 to Thursday 09/15/2016														Total	Time Reporting Code	Description	Type		Fri 9/2	Sat 9/3	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15					+ -	4.00			4.00	4.00	4.00	4.00	4.00					4.00	4.00		REG	Regular	Hours	+ -											4.00	4.00				SICK	Sick	Hours
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10	<p>Move to the Reported Time Status tab to review all time that was sent for approval.</p> <p>If necessary, click the Comments icon to add a comment about a line of reported time. Comments can be viewed by the student and his/her Time Approver or Timekeeper.</p>	 <p>Summary Reported Time Status Payable Time</p> <p>Reported Time Status Personalize Find 1-10 of 10</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Total</th> <th>TRC</th> <th>Description</th> <th>Sched Hrs</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>09/02/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/05/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/06/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/07/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/08/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/09/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/12/2016</td><td>4.00</td><td>SICK</td><td>Sick Employee Illness</td><td>0.00</td><td></td></tr> <tr><td>09/13/2016</td><td>4.00</td><td>SICK</td><td>Sick Employee Illness</td><td>0.00</td><td></td></tr> <tr><td>09/14/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> <tr><td>09/15/2016</td><td>4.00</td><td>REG</td><td>Regular</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Total	TRC	Description	Sched Hrs	Comments	09/02/2016	4.00	REG	Regular	0.00		09/05/2016	4.00	REG	Regular	0.00		09/06/2016	4.00	REG	Regular	0.00		09/07/2016	4.00	REG	Regular	0.00		09/08/2016	4.00	REG	Regular	0.00		09/09/2016	4.00	REG	Regular	0.00		09/12/2016	4.00	SICK	Sick Employee Illness	0.00		09/13/2016	4.00	SICK	Sick Employee Illness	0.00		09/14/2016	4.00	REG	Regular	0.00		09/15/2016	4.00	REG	Regular	0.00	
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11	<p>Lastly, move to the Payable Time tab. On this tab, the employee can view the payable time status of each reported line of time. Payable time can only be viewed <u>after the Time Administration process is run</u>.</p> <p>Time with <i>Needs Approval</i> status has been sent to the employee's Time Approver and is pending approval.</p>	 <p>Summary Reported Time Status Payable Time</p> <p>Payable Time Viewing Option</p> <p><input type="radio"/> By TRC and Status</p> <p><input type="radio"/> By TRC, Status and Day</p> <p><input checked="" type="radio"/> Show In Detail View Full Detail</p> <p>Payable Time Personalize Find 1-10 of 10</p> <table border="1"> <thead> <tr> <th>Date</th> <th>TRC</th> <th>Description</th> <th>TRC Type</th> <th>Payable Status</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>09/02/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/05/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/06/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/07/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/08/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/09/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/12/2016</td><td>SICK</td><td>Sick Employee Illness</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/13/2016</td><td>SICK</td><td>Sick Employee Illness</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/14/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> <tr><td>09/15/2016</td><td>REG</td><td>Regular</td><td>Hours</td><td>Needs Approval</td><td>4.00</td></tr> </tbody> </table>	Date	TRC	Description	TRC Type	Payable Status	Quantity	09/02/2016	REG	Regular	Hours	Needs Approval	4.00	09/05/2016	REG	Regular	Hours	Needs Approval	4.00	09/06/2016	REG	Regular	Hours	Needs Approval	4.00	09/07/2016	REG	Regular	Hours	Needs Approval	4.00	09/08/2016	REG	Regular	Hours	Needs Approval	4.00	09/09/2016	REG	Regular	Hours	Needs Approval	4.00	09/12/2016	SICK	Sick Employee Illness	Hours	Needs Approval	4.00	09/13/2016	SICK	Sick Employee Illness	Hours	Needs Approval	4.00	09/14/2016	REG	Regular	Hours	Needs Approval	4.00	09/15/2016	REG	Regular	Hours	Needs Approval	4.00
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12	<p>Once the timesheet is approved by the student employee's supervisor (or a department Time Approver), it is sent to Payroll and a paycheck is created.</p> <p>Students can view to their paychecks via employee self-service in Core-CT: Main Menu > Core-CT HRMS > Self Service > Payroll and Compensation > View Paycheck. Refer to the job aid Viewing and Printing Your Paycheck for additional information.</p> <p>Note: Student employees with multiple jobs will receive one paycheck per job.</p>																																																																			

Notes about Student Employee Time Reporting:																														
<p>* Student employees with multiple jobs will have multiple timesheets. When entering time, select the Job Title of the job the time is being reported for.</p>	 <p>Report Time Timesheet</p> <p>John Smith Personalize Find 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl Record</th> <th>Job Title</th> <th>Hourly Rate</th> <th>Department</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>UnivStudentWorker</td> <td>11.250000</td> <td>Athletics</td> <td>Athletics</td> </tr> <tr> <td>3</td> <td>UnivStudentWorker</td> <td>11.250000</td> <td>University of Connecticut</td> <td>Southeastern Branch</td> </tr> </tbody> </table>	Empl Record	Job Title	Hourly Rate	Department	Location Description	0	UnivStudentWorker	11.250000	Athletics	Athletics	3	UnivStudentWorker	11.250000	University of Connecticut	Southeastern Branch														
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<p>* Student employees with multiple jobs with the same Job Title, Hourly Rate, Department and Location Description will need to navigate to the timesheet, hover over the Job Title and look at the Workgroup to determine which job they are reporting for.</p>	 <p>Report Time Timesheet</p> <p>John Smith Personalize Find 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl Record</th> <th>Job Title</th> <th>Hourly Rate</th> <th>Department</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>UnivStudentWorker</td> <td>11.250000</td> <td>Athletics</td> <td>Athletics</td> </tr> <tr> <td>3</td> <td>UnivStudentWorker</td> <td>11.250000</td> <td>Athletics</td> <td>Athletics</td> </tr> </tbody> </table> <p>Job Information</p> <p>Department UOC01010 Location Code UOC000173 ATHLETICS Workgroup 04PSTDSTUA UConn Students</p> <p>Employee ID 187927 Empl Record 0 Hire Date 07/27/2016</p> <p>Previous Period Next Period Previous Employee Next Employee</p> <table border="1"> <thead> <tr> <th>Sun 9/25</th> <th>Mon 9/26</th> <th>Tue 9/27</th> <th>Wed 9/28</th> <th>Thu 9/29</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Empl Record	Job Title	Hourly Rate	Department	Location Description	0	UnivStudentWorker	11.250000	Athletics	Athletics	3	UnivStudentWorker	11.250000	Athletics	Athletics	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Total	Time Reporting Code							
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