**Quick Reference –Student ELECTRONIC Timesheet Entry**

1. Access CORE-CT log in screen: <https://corect.ct.gov/psp/PEPRD/?cmd=login>
2. Check your Southern email for USER ID and password information as it is emailed to all new hires
	1. If you can’t locate this email please contact the SCSU Payroll Department
3. Once logged in click on the “Timesheet” link under the “Time and Labor” heading:



1. Timesheet:
	1. If you work in only one department your timesheet will appear automatically
	2. If you work in multiple departments a listing of timesheets will appear, please choose the department you are entering time for

5 .Enter total hours worked into the box for each day worked on the timesheet **(please round the total number of hours to the nearest quarter for instance 15 minutes is .25, 30 minutes is .50 and 45 minutes is .75 hour.**

1. **Enter the Time Reporting Code as REG**
2. Click submit
3. Once submission is complete the “Reported Hours” above timesheet will populate with the number of hours submitted.



1. Log out of Core-CT.