**SELF SERVICE TIME ENTRY**

 **GENERAL INFORMATION**

* Self Service employees submit their Timesheet in Core-CT.
* Clicking on the ‘Submit’ button is the same as saving a document.
* Once the Timesheet is approved by a supervisor or other designated time approver, it is processed and prepared for payroll.
* Employees who report and submit their Timesheets in Core-CT are called *Time Reporters*.
* Employees who prepare a Timesheet on behalf of another employee in Core-CT are called *Timekeepers.*
* Full time employees at the SCSU are exception time reporters. These employees have a schedule assigned to them and only need to enter time that is an exception to their schedule (for example: vacation days).
* All employees must submit their Timesheets by the end of the day on Thursday of pay week. Timesheets must be submitted even if there are no changes to the schedule.
* After a Timesheet is submitted, it is processed overnight; this is called *Time Administration.* This process must occur before the supervisor (or designated time approver) may approve the Timesheets.
* Any error that occurs on a Timesheet will show up after the *Time Administration* process. They are called *Exceptions* and must be corrected before the Timesheet can be approved – contact Payroll or HR for assistance if needed. Once an Exception is corrected, another overnight Time Administration process must run before the Timesheet can be approved. Exceptions most frequently occur when more than the allowed time for a Time Reporting Code is used. An example would be overusing the allotted number of Sick Family days.
* Supervisors must complete their review/approval of the Timesheets by Friday of pay week. Payable Time is created by this process.
* Leave Accrual Balances are available on the Timesheet page and are updated as real time as soon as the Timesheet is submitted. (With the exception of comp time, which is updated the following business day)
* Any absence due to illness that goes beyond five consecutive days requires a State of Connecticut Medical Certificate be submitted to the Human Resources Office.
* **Employees must submit an email to their supervisor to request or document time off from work.**
* You can submit your timesheet one pay period in advance. If you have a planned absence, submit your Timesheet accordingly.
* Adjustments to prior pay periods – if you find an error, you will need to complete a Revised Timesheet Form (attached). The completed form should be signed by your supervisor and forwarded to the Payroll Office which will process the correction.
* If you need assistance, please call Ken (25427) or Beth (x25425) in the Payroll Office.