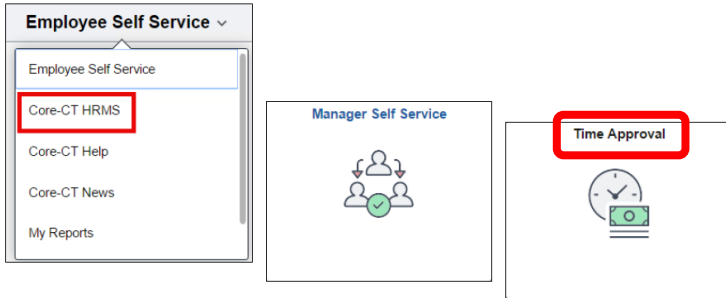


UConn Storrs and Regional Campus – Approving Timecards (Core-CT)

- (1) Storrs/Regional campus supervisors should login to Core-CT from the UConn [Employee Self Service](#) website. UConn Health supervisors of Storrs/regional campus staff should login from the State of Connecticut [CoreCT.State.gov](#) secure website, using the secondary login information provided by the [UConn Payroll Department](#).
- (2) Use the **EMPLOYEE SELF SERVICE** dropdown menu to navigate to **CORE-CT HRMS** and then open the **“MANAGER SELF SERVICE”** tile.
- (3) Select the **“TIME APPROVAL”** tile.



- (4) Update the [payroll dates](#) that pending approval in the **“CHANGE TIME IN VIEW”** fields of the **SELECTION CRITERION** section.
- (5) Use the magnifying glass icon to look up the **“TIME REPORTER GROUP”** and select a Time Reporter Group from the list of options that is returned in the search.

Employee Selection

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

Get Employees
Clear Criteria
Save Criteria

No employees were returned for the time period specified.

Change Time in View

Start Date: 03/07/2025 End Date: 03/20/2025

Look Up Time Reporter Group

Search by: Time Reporter Group begins with:

Search Cancel Advanced Lookup

Search Results

View 100 1-14 of 14

Time Reporter Group	Group Type Indicator	Description
670339	Dynamic	324312 Pudlo, Laurie N
670344	Dynamic	160032 Glasgow Jr, Michael G

(6) Once the Time Reporter Group has been retrieved, click the “GET EMPLOYEES” button to retrieve the timecards that are pending approval. Timecards will only be available to approve if they have been submitted the day before and have processed overnight in the Core-CT system.

Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		671342
Employee ID		
Empl Record		
Last Name		
First Name		
Department	UNIVS	
Location Code	UNIVS	
Workgroup		

Get Employees
Clear Criteria
Save Criteria

No employees were returned for the time period specified.

Change Time in View

Start Date: 03/07/2025 End Date: 03/20/2025

(7) To approve time submitted that has been verified as correct, check the box next to the corresponding date under the “Select” column. An alternate view of timecards can be viewed by clicking on any hyperlink in the “ADJUST REPORTED TIME” column.

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments	Override Reason Code
<input type="checkbox"/>	10/20/2023	REG	Needs Approval	7.00	Hours	Adjust Reported Time		UCTEL
<input type="checkbox"/>	10/23/2023	REG	Needs Approval	7.00	Hours	Adjust Reported Time		

Note: Telecommuters should always have a UCTEL Override Reason Code showing for any hours not worked on campus. Timecard corrections made by an employee are not available to be approved until the following day.

March 21, 2025 - April 3, 2025
 Scheduled 70.00 | Reported 70.00

Time Reporting Code	QuickFill	Row Totals	in	1 Tue	2 Wed	3 Thu	Override Reason Code	Taskgroup
REG		54.00	+	6.00	6.00	6.00	UCTEL	UOC67000G
SPU		7.00	+					UOC67000G
VAC		9.00	+	1.00	1.00	1.00		UOC67000G