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 <u>do not</u> automatically populate with their scheduled time; student employee timesheets are blank before submission.
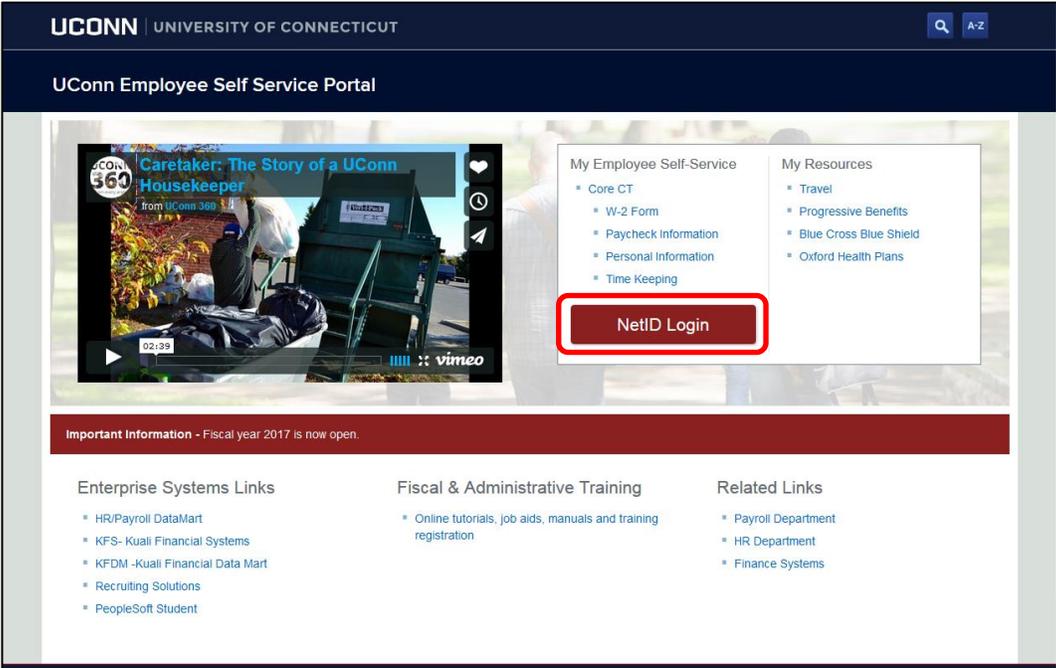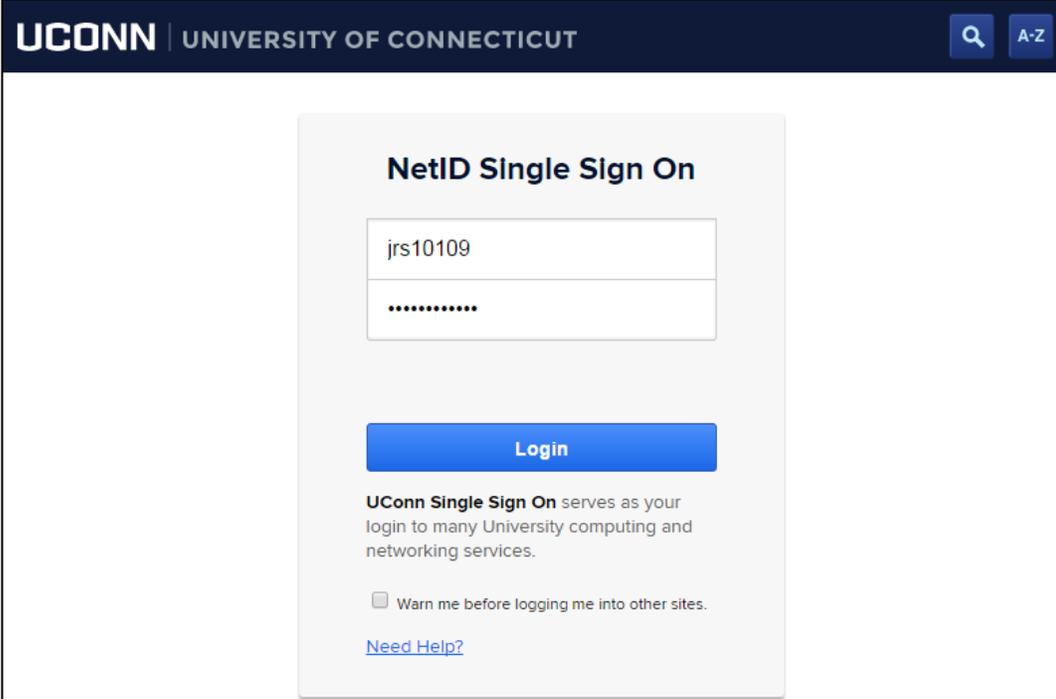
Student employees will use the following time reporting codes to enter time in accordance with their work schedules:
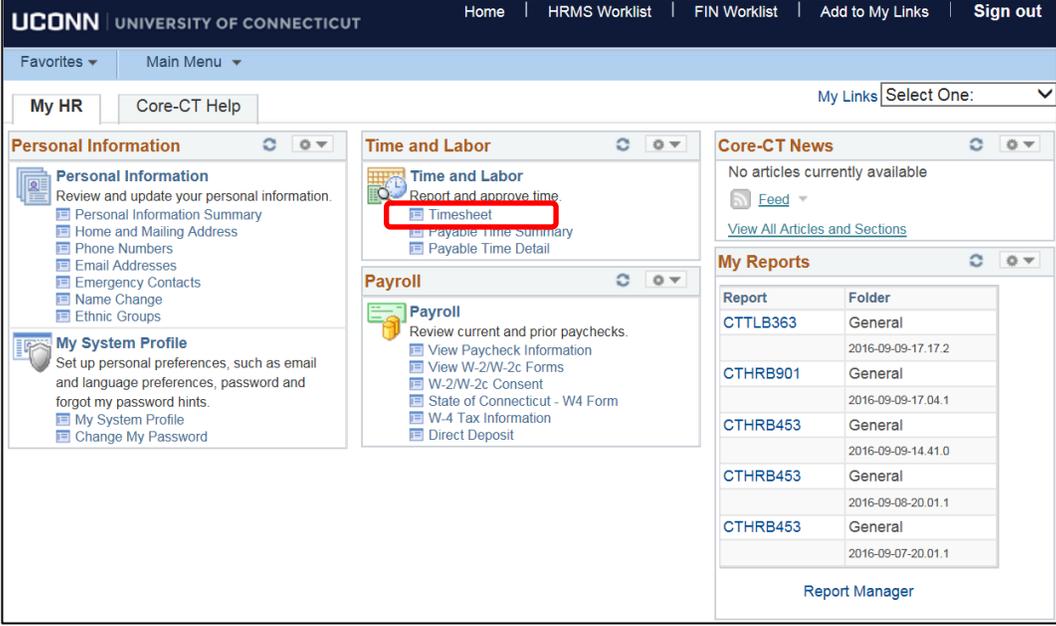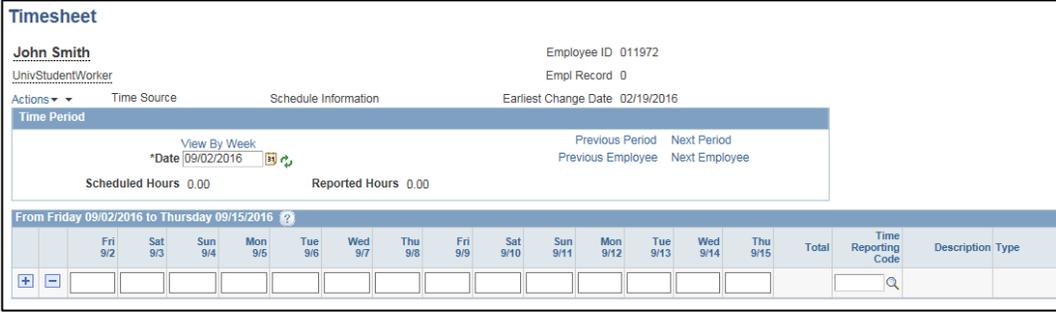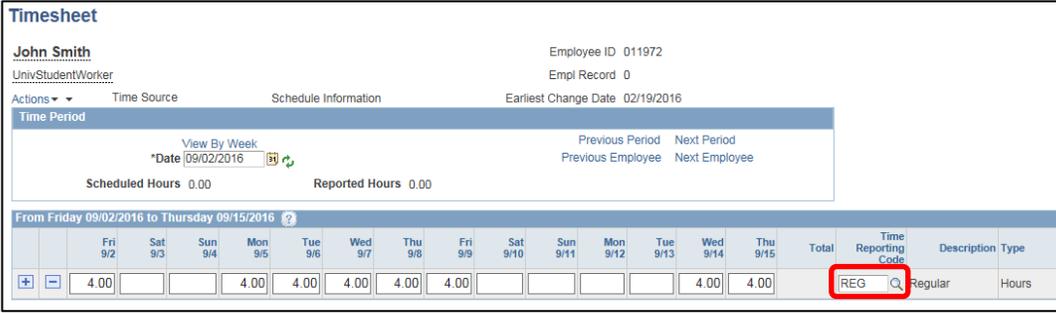
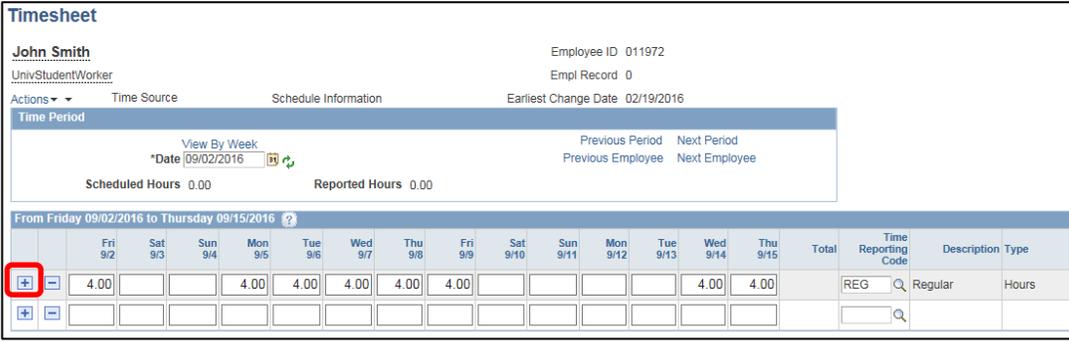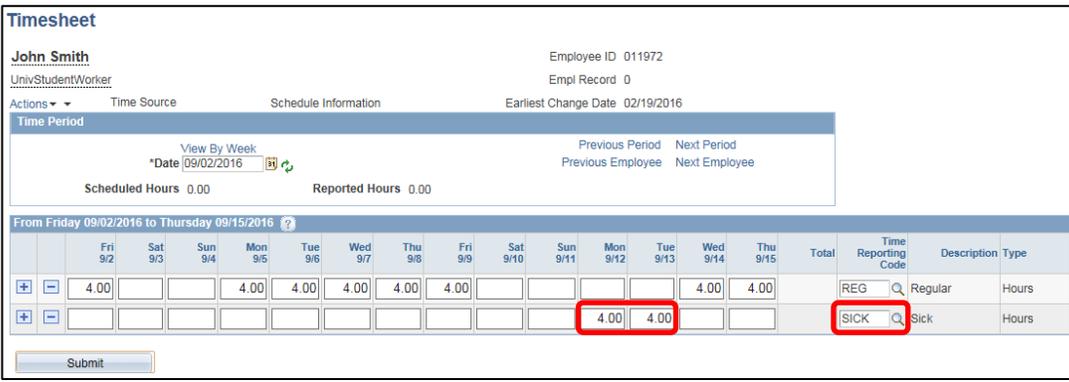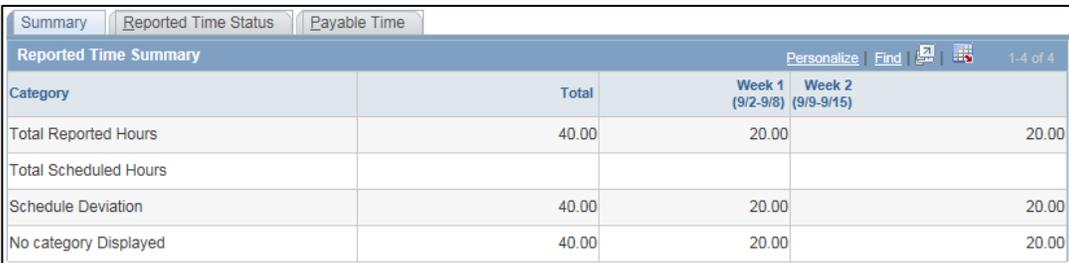| Code	Purpose
REG	Enter for any regular time worked. *REG* time is entered in number of hours worked (i.e. 4.0 hours)
SICK	Enter for sick time used. Student employees are eligible to use sick time for days they were scheduled to work. *SICK* time is entered in number of hours taken (i.e. 2.0 hours)

<u>In this scenario</u>, a Student Labor employee is scheduled to work 20.0 hours per week (4.0 hours a day):
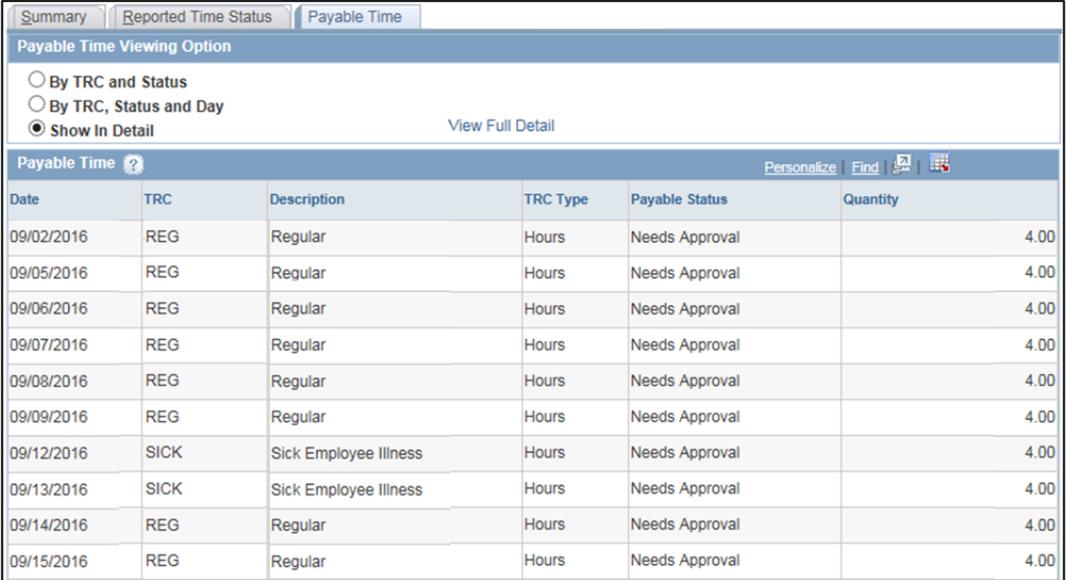
- In Week One (Friday 9/2 – Thursday 9/8), he works 20.0 hours of regular time.
- In Week Two (Friday 9/9 – Thursday 9/15), he is sick on **Monday 9/12** and **Tuesday 9/13** for 4.0 hours each day, and works 4.0 hours of regular time each day for the rest of the week.
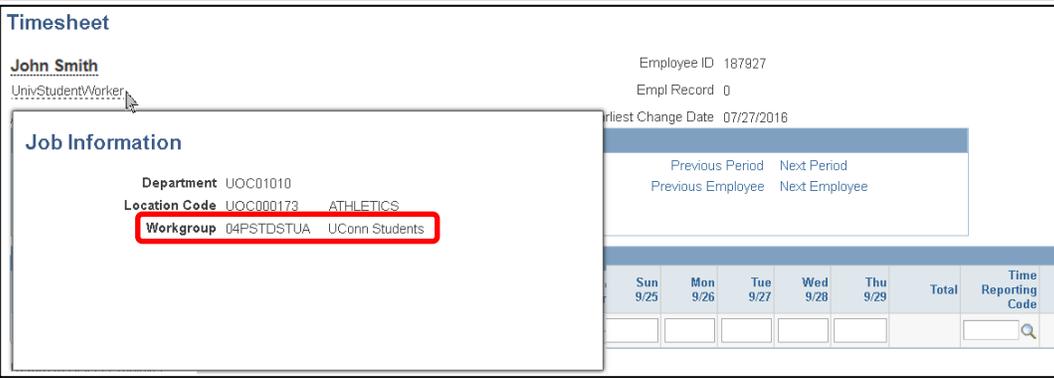
Process Steps

Step	Action	Screenshot
1	All employees will navigate to http://ess.uconn.edu to log in to Core-CT to report their time.	
2	On the **UConn Employee Self Service Portal** page, you have direct access to Core-CT and other employee resources. Click on the **NetID Login** button to open the **NetID Single Sign On** page.	
3	On the **NetID Single Sign On** page, enter the following: • **Net ID**: Enter your NetID. • **Password**: Enter the password associated with your NetID When the two fields have been entered, click **Login** to open the **Core-CT homepage.**	

Step	Action	Screenshot
4	Click **Timesheet** under **Time and Labor** on the **Core-CT homepage** to open your timesheet.	
5	On the **Timesheet** page, the student employee's timesheet is blank.	
6	Enter the hours of REG time worked for each day. Enter *REG* in the **Time Reporting Code** field.	

Step	Action	Screenshot
7	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.	
8	In this example, the student employee was sick for 4.0 hours each on **Mon 9/12** and **Tues 9/13**. Enter *SICK* in the **Time Reporting Code** field. Click **Submit.**	
9	At the bottom of the timesheet, the **Summary** tab displays the reported time summary. Here, the employee can see he reported 20.0 hours of time each week.	

Step	Action	Screenshot
10	Move to the **Reported Time Status** tab to review all time that was sent for approval. 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.	Reported Time Status | 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		
11	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> Time with *Needs Approval* status has been sent to the employee's Time Approver and is pending approval.	Payable Time Viewing Option ○ By TRC and Status ○ By TRC, Status and Day ● Show In Detail View Full Detail Payable Time | 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	
12	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. 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. **Note:** Student employees with multiple jobs will receive one paycheck per job.	

		Notes about Student Employee Time Reporting:
*	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.	
*	Student employees with multiple jobs with the same **Job Title, Houlry 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.	

Type	Workgroups
Student Labor	• 04PSTDSTUA – UConn Students • NRAUCDPS – NRA Dependent Personal Service 17 • NRAUCTCH – NRA Teaching 18 • NRAUCSTUTR – NRA Studying and Training 19 • 04PSERVWKR – Non-Bargaining Service Worker
Work Study	• 04PSTUDCWA – UConn Work Study • 04PSTDUCW – UConn Work Study

The following workgroups are associated with each type of student employee: