Entering Time: Special Payroll Employees

Overview  This job aid instructs special payroll time reporters on the steps necessary to complete their timesheet. Special Payroll employees (Teaching and Non-Teaching) enter their time differently than the rest of the employee population because their timesheets do not automatically populate with their scheduled time; special payroll employee timesheets are blank before submission.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Enter for any regular time worked. REG time is entered in number of hours worked (i.e. 4.0 hours)</td>
</tr>
<tr>
<td>REG17</td>
<td>Enter for any regular time worked if you are a Non-Resident Alien code 17. REG17 time is entered in number of hours worked.</td>
</tr>
<tr>
<td>REG18</td>
<td>Enter for any regular time worked if you are a Non-Resident Alien code 18. REG18 time is entered in number of hours worked.</td>
</tr>
<tr>
<td>REG19</td>
<td>Enter for any regular time worked if you are a Non-Resident Alien code 19. REG19 time is entered in number of hours worked.</td>
</tr>
<tr>
<td>REGPD</td>
<td>This time reporting code is used to enter a flat rate for an agreed upon amount. Special Payroll employees should not select this time reporting code.</td>
</tr>
</tbody>
</table>

Note: Special Payroll employees are not eligible for sick, vacation or overtime.

In this scenario, a Special Payroll employee is scheduled to work a full week (7.0 hours per day):

- In Week One (Friday 9/16 – Thursday 9/22) and in Week Two (Friday 9/23 – Thursday 9/29) he works both full weeks of regular time (REG).
Process Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All employees will navigate to <a href="http://ess.uconn.edu">http://ess.uconn.edu</a> to log in to Core-CT to report their time.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>2</td>
<td>On the <a href="http://ess.uconn.edu">UConn Employee Self Service Portal</a> 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.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
| 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. | ![Screenshot](image3.png) |
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<td>4</td>
<td><strong>Click Timesheet under Time and Labor on the Core-CT homepage to open your timesheet.</strong></td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>5</td>
<td><strong>On the Timesheet page, the special payroll employee’s timesheet is blank.</strong></td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>6</td>
<td><strong>Enter the hours of REG time worked for each day.</strong> Enter REG in the Time Reporting Code field.</td>
<td><img src="image3.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
### UConn/Core CT Job Aid: Entering Time: Special Payroll Employees

#### Version 1.0

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| 7    | **If the employee does not know the correct time reporting code,** click the look up to view a list of all available time reporting codes for special payroll employees.  
**Note:** Special Payroll employees should talk to their supervisors to determine which time reporting codes they are eligible to use. | ![Look Up Time Reporting Code](image) |
| 8    | **When all time is entered on the timesheet,** click Submit.       | ![Timesheet](image) |
| 9    | **At the bottom of the timesheet,** the Summary tab displays the reported time summary.  
Here, the employee can see he reported 35.0 hours of time each week. | ![Summary](image) |
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<td>10</td>
<td>Move to the <strong>Reported Time Status</strong> tab to review all time that was sent for approval. If necessary, click the <strong>Comments</strong> icon to add a comment about a line of reported time. Comments can be viewed by the employee and his/her Time Approver or Timekeeper.</td>
<td><img src="image1.png" alt="Reported Time Status screenshot" /></td>
</tr>
<tr>
<td>11</td>
<td>Lastly, move to the <strong>Payable Time</strong> tab. On this tab, the employee can view the payable time status of each reported line of time. Payable time can only be viewed after the <strong>Time Administration</strong> process is run. Time with <strong>Needs Approval</strong> status has been sent to the employee’s Time Approver and is pending approval.</td>
<td><img src="image2.png" alt="Payable Time screenshot" /></td>
</tr>
</tbody>
</table>
| 12   | Once the timesheet is approved by the special payroll employee’s supervisor (or a department Time Approver), it is sent to Payroll and a paycheck is created. Special Payroll employees 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:** Special Payroll employees with multiple jobs at the University will receive one paycheck per job. | ![Payable Time Viewing Option screenshot](image3.png)