

## Timesheet Deltas

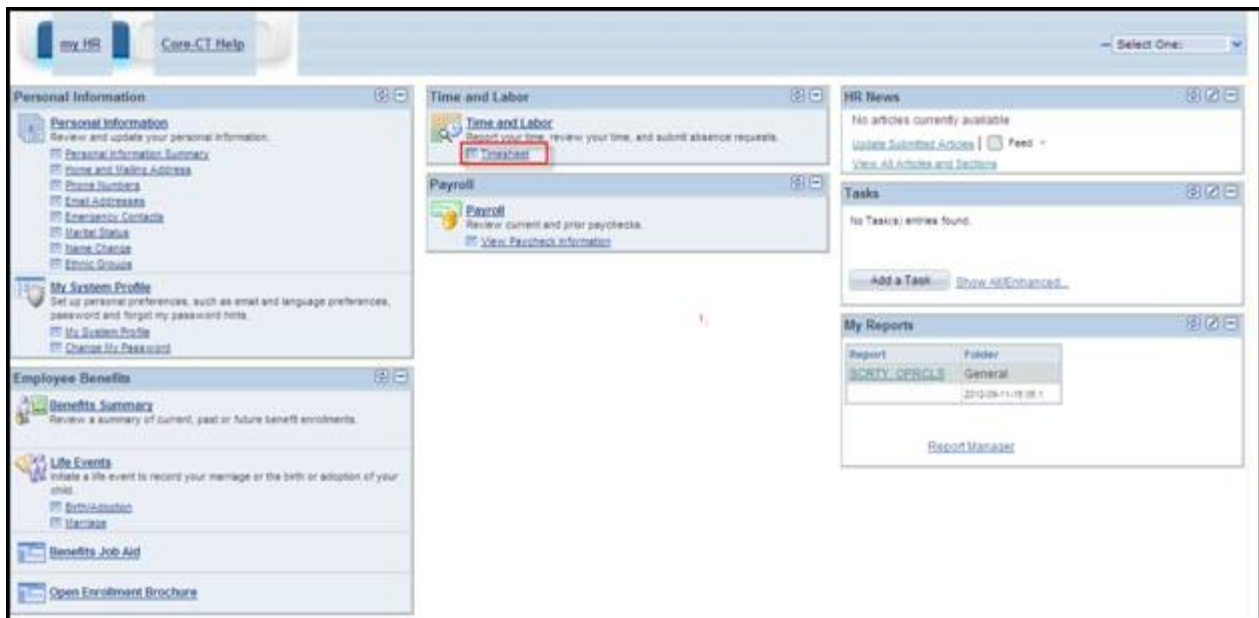
Core-CT 9.1 brings changes to the look and feel of timesheets. The general process of entering time is the same as in Core CT 8.9.

The changes are described below.

### Accessing Timesheets

In Core-CT 9.1 employees access their time sheets on the **My HR** tab of the Portal using the following navigation:

**Navigation:** Time and Labor > Timesheet



### Look and Feel

The Core-CT 9.1 timesheet differs from the timesheet in Core-CT 8.9 in three ways. Chartfield information is accessible from a link on the far right of the **Overrides** tab.

Core-CT 9.1

| From Friday 06/01/2012 to Thursday 06/07/2012 |            |            |            |            |            |            |            |             |                     |           |                  |             |
|---|------------|------------|------------|------------|------------|------------|------------|-------------|---------------------|-----------|------------------|-------------|
| Timesheet Overrides                           |            |            |            |            |            |            |            |             |                     |           |                  |             |
|   | Fri<br>6/1 | Sat<br>6/2 | Sun<br>6/3 | Mon<br>6/4 | Tue<br>6/5 | Wed<br>6/6 | Thu<br>6/7 | Total Hours | Time Reporting Code | Taskgroup | Combination Code | ChartFields |
|   | 8.00       |            |            | 8.00       | 8.00       | 8.00       | 8.00       |             | REG                 | DRS1203   |                  | ChartFields |

**ChartField Detail**

Employee ID: 035305

Combination Code:

Search Options

Combination Codes

| Account | Department | Project/Grant | Product | Fund Code | Program Code | Class Field |
|---------|------------|---------------|---------|-----------|--------------|-------------|
|         |            |               |         |           |              |             |

## Core-CT 8.9

From Friday 09/21/2012 to Thursday 10/04/2012

Timesheet Overrides

|  | Fri 9/21 | Sat 9/22 | Sun 9/23 | Mon 9/24 | Tue 9/25 | Wed 9/26 | Thu 9/27 | Fri 9/28 | Sat 9/29 | Sun 9/30 | Mon 10/1 | Tue 10/2 | Wed 10/3 | Thu 10/4 | Total | Time Reporting Code | Taskgroup | Override Rate | Business Unit |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|-----------|---------------|---------------|
|  |          |          |          |          |          |          |          |          |          |          |          |          |          |          |       |                     | DRS1203G  |               | AGNCY         |

| Business Unit | Claim Number | Updated Hourly Rate | Combo Code | Account | Department | Project/Grant | Product | Fund Code | Program Code | Class Field | Affiliate | Operating Unit |
|---------------|--------------|---------------------|------------|---------|------------|---------------|---------|-----------|--------------|-------------|-----------|----------------|
| AGNCY         |              |                     |            |         |            |               |         |           |              |             |           |                |

In Core-CT 9.1 leave and compensatory time balances display with two decimal points rather than three. The Holiday and Compensatory types have been changed to reflect the actual plan type description.

## Core-CT 9.1

Leave and Compensatory Time Balances

| Plan      | Available Balance |
|-----------|-------------------|
| Sick      | 259.00            |
| Vacation  | 478.00            |
| Personal  | 24.00             |
| H090D000P | 0.00              |
| C000N000N | 18.50             |

## Core-CT 8.9

| Plan Type    | Available Balance |
|--------------|-------------------|
| Sick         | 258.000           |
| Vacation     | 468.000           |
| Personal     | 24.000            |
| Holiday      | 0.000             |
| Compensatory | 9.500             |

Finally, if an employee has changed workgroups in the middle of a pay period, the boxes for entering time after the change will be grayed out in the **View by Pay Period** view. Employees must switch to the **View by Week** view in order to be able to enter time for dates after the change in workgroup took place.