



## **User Productivity Kit (UPK) Instructions**

CT.gov State of Connecticut Home Worklist Add to My Links Sign out

Favorites Main Menu

My HR Core-CT Help My Links Select One:

**Personal Information**

**Personal Information**  
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

**My System Profile**  
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- My System Profile
- Change My Password

**Time and Labor**

**Time and Labor**  
Report and approve time.

- Timesheet
- Approve Time

**Payroll**

**Payroll**  
Review current and prior paychecks.

- View Paycheck Information

**Core-CT News**

**EPM News**

- EPM Upgrade to 9.1!  
[More...](#)

**Finance News**

- Year End Activities Calendar  
[More...](#)

**HR News**

- HCM 9.1 Upgrade is now Live!  
[More...](#)

Feed

[View All Articles and Sections](#)

**My Reports**

No Reports To Display

[Report Manager](#)

**Log into Core-CT with your user name and password. Click the Core-CT Help tab.**

CT.gov State of Connecticut

Home | Website | About Us/Links | Contact

Favorites | Main Menu

My HR | Care-Net Help

My Links | Select One:

**UPK (User Productivity Kit)**

- [EPM UPK](#)  
EPM UPK
- [Financials UPK](#)  
Financials UPK
- [HCM UPK](#)  
HCM UPK

Feed

**HR Help and Reference**

Feed

**UPK (User Productivity Kit)**

- [EPM UPK](#)  
EPM UPK
- [Financials UPK](#)  
Financials UPK
- [HCM UPK](#)  
HCM UPK

Feed

**Click the appropriate UPK link.**



search

My Roles

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
  - Bill Processing
    - Create an Online Bill
    - Generate a Pro Forma Invoice
    - Finalize and Print an Invoice
    - Reprint an Invoice
  - Agency Configurable Options
  - Billing Distribution Codes and Charge Codes
  - Billing Adjustments
  - Customers
  - Recurring Bills
  - Installment Bills
  - Billing Inquiries
- Customer Contracts
- eProcurement
- General Ledger
- Inventory
- Project Costing
- Purchasing

See It! Try It! Print It!

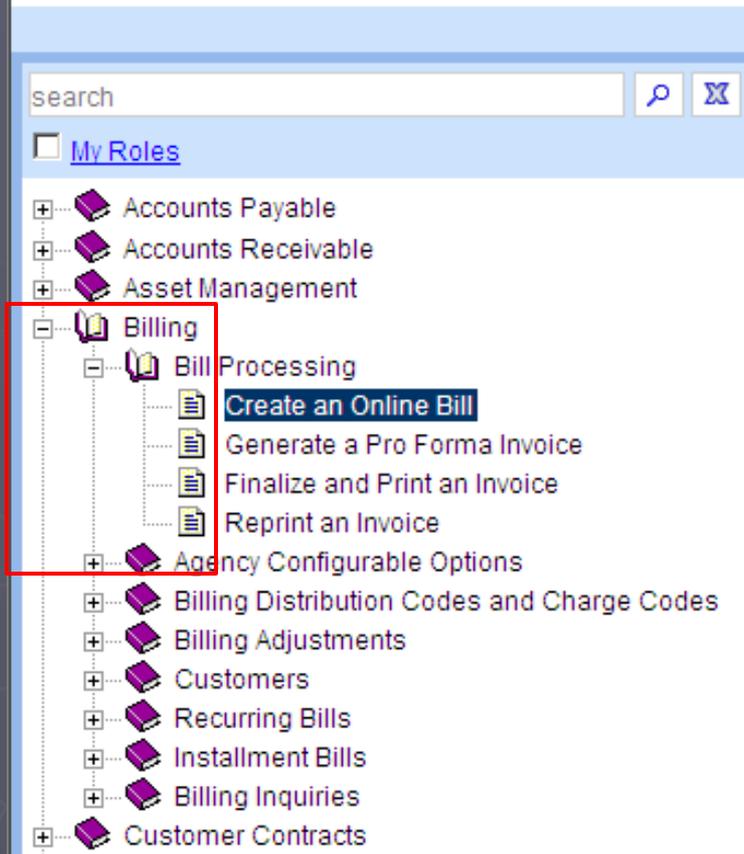
# Core-CT

Non-PO Vouchers do not copy from a purchase order or PO receipt. The use of Non-PO vouchers must have prior approval by OSC/APD Division.

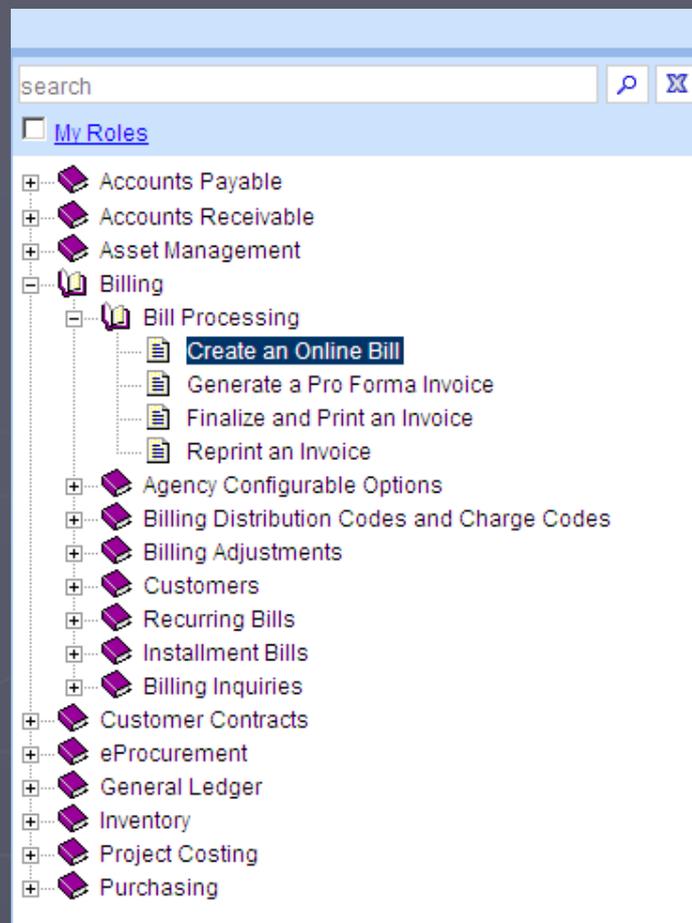
**The UPK Outline (left column) displays. Use the outline to navigate to a topic. The Outline is similar to a Table of Contents.**

The screenshot shows the Core-CT software interface. On the left is a navigation menu with a search bar and a list of categories including Accounts Payable, Accounts Receivable, Asset Management, Billing, Agency Configurable Options, Billing Distribution Codes and Charge Codes, Billing Adjustments, Customers, Recurring Bills, Installment Bills, Billing Inquiries, Customer Contracts, eProcurement, General Ledger, Inventory, Project Costing, and Purchasing. The 'Billing' category is expanded to show sub-items: Bill Processing (with further sub-items: Create an Online Bill, Generate a Pro Forma Invoice, Finalize and Print an Invoice, Reprint an Invoice), Agency Configurable Options, Billing Distribution Codes and Charge Codes, Billing Adjustments, Customers, Recurring Bills, Installment Bills, and Billing Inquiries. At the top right of the interface are buttons for 'See It!', 'Try It!', and 'Print It!'. The main content area on the right, outlined in red, displays the Core-CT logo and the following text: 'Non-PO Vouchers do not copy from a purchase order or PO receipt. The use of Non-PO vouchers must have prior approval by OSC/APD Division.'

**The Concept window will change when navigating through the Outline and will display information about a particular topic.**



**Click the plus sign in the UPK Outline to navigate to the desired subject.**

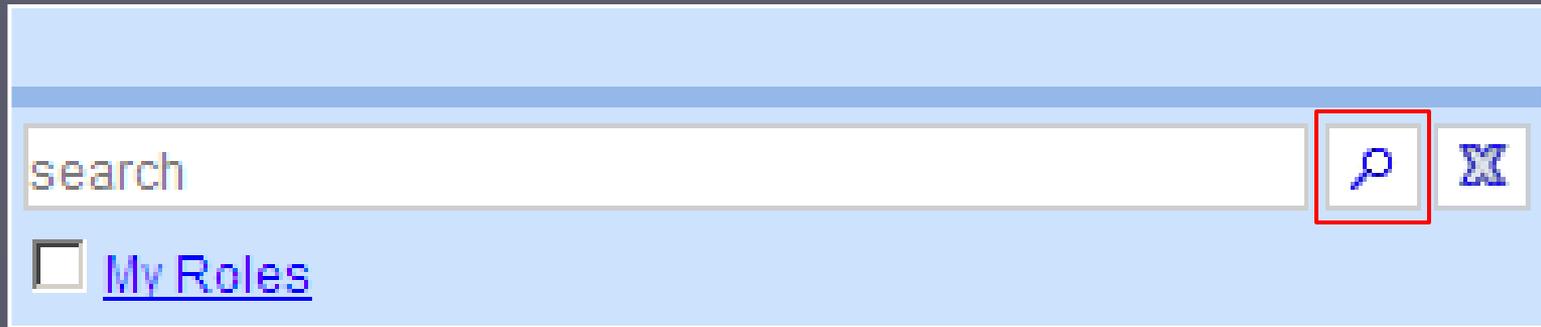


The purple book  in the Outline represents a module within Core-CT.

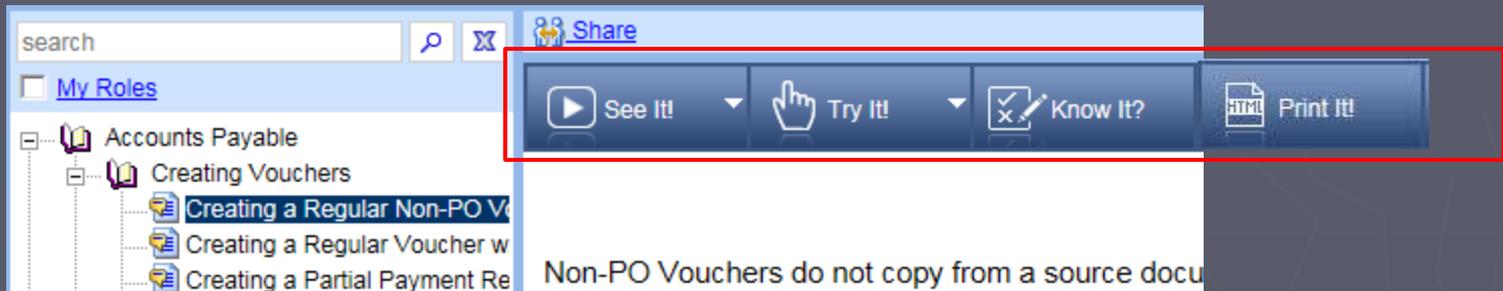
The purple book within the module represents a Section.

The open book icon  represents your place in the outline.

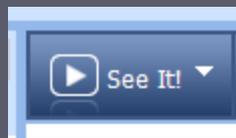
Click the Plus sign to view the topics for a module. The paper sheet icon  represents topics. The paper sheet icon with a bubble  represents a simulation.



**You can also search for a topic by entering key words in the Search field above the Outline. Click the magnifying glass icon to display the search results.**



**After selecting a topic, choose a playback mode. The options are See It!, Try It!, Know It!, and Print It!**



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Favorites Main Menu

- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- My Content
- Portal Administration
- HRMS Worklist**
- Worklist
- HRMS Reporting Tools
- Reporting Tools
- HRMS PeopleTools
- PeopleTools
- Take a Survey
- Change My Password
- My System Profile

Payroll

Payroll

Review current and prior paych

View Paycheck Information

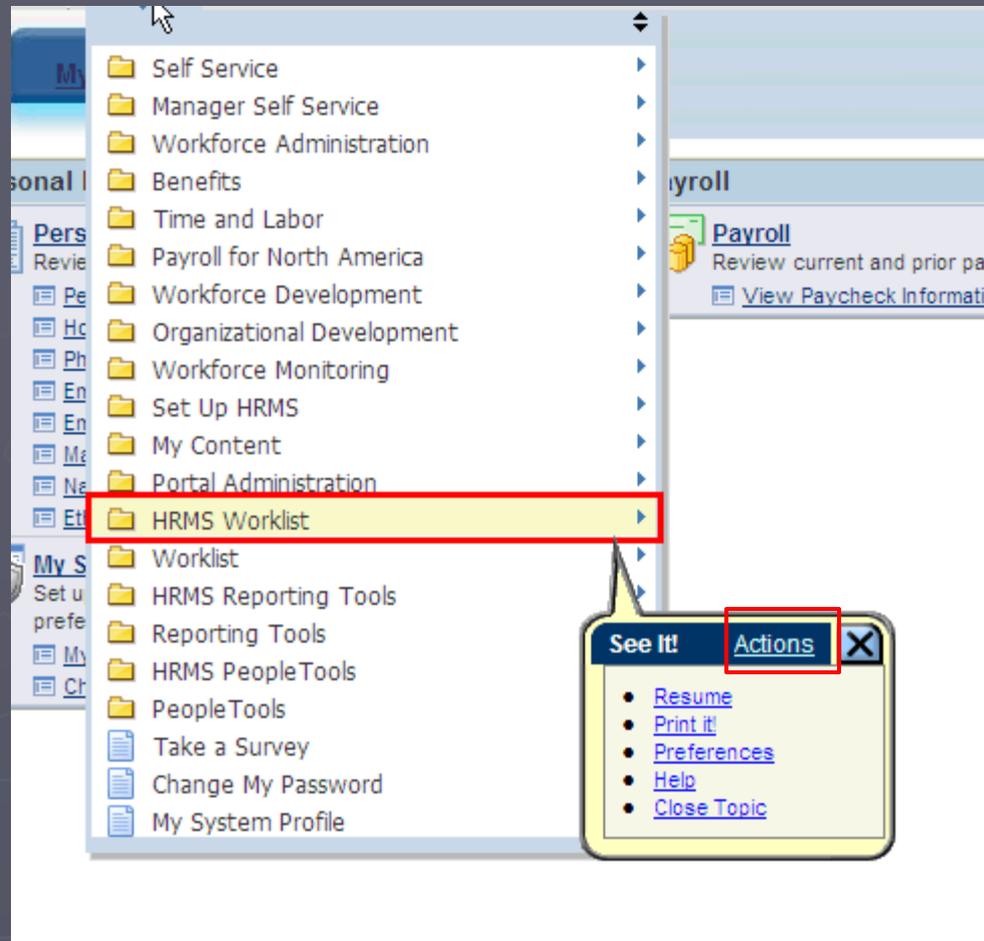
See It! Actions X

Click the **HRMS Worklist** menu.

Pause

**See It!** - This is a web video that allows learning by simply watching. Pause, resume, and replay the training at any time.

Select the or press escape on the keyboard to close the topic.



**Clicking the Actions link in any mode will open the Actions Menu. Click the appropriate link.**



CT.gov State of Connecticut Home

Favorites Main Menu > HRMS Worklist > Worklist

[My HR](#) [Core-CT Help](#)

New Window

User ID:

Comment:

**Try It!** Actions X

Enter **Employee changed job locations** into the **Comment** field.

**Try It!** - Learn interactively in this simulated environment. The UPK Player provides instructions as to what needs to be done to complete a task. Perform the task to advance to the next step.

**Look Up**

**Look Up User ID**

Search by: User ID begins with

Look Up Cancel [Advanced Lookup](#)

**Search Results**

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

User ID	Description
<a href="#">025861</a>	Lisa Brenneman
<a href="#">1</a>	1: clone of CTHRPRDSUP
<a href="#">1099AdamovichA</a>	OSC-Adamovich Arline
<a href="#">1099CaronSa</a>	OSC-Caron Sarah B
<a href="#">1099IslamWal</a>	OSC-Islam Wally M
<a href="#">1099LarnedJan</a>	OSC-Larned Jane M
<a href="#">1099MachaE</a>	OSC-Macha Elizabeth M
<a href="#">1099MorrisR</a>	OSC-Morris Rahbyn
<a href="#">1099PelletierE</a>	OSC-Pelletier Elaine P

**Try It! Actions**

Enter **Coregholson** into the **begins with** field.

Typing Complete

**Look Up**

**Look Up User ID**

Search by: User ID begins with

Look Up Cancel [Advanced Lookup](#)

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<a href="#">1099MorrisR</a>	OSC-Morris Rahbyn
<a href="#">1099PelletierE</a>	OSC-Pelletier Elaine P

**Try It! Actions**

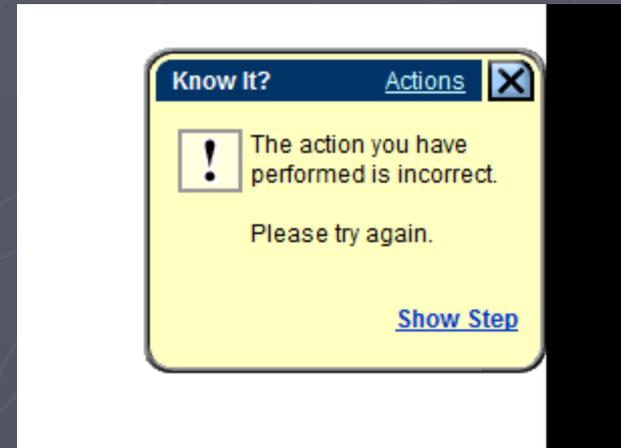
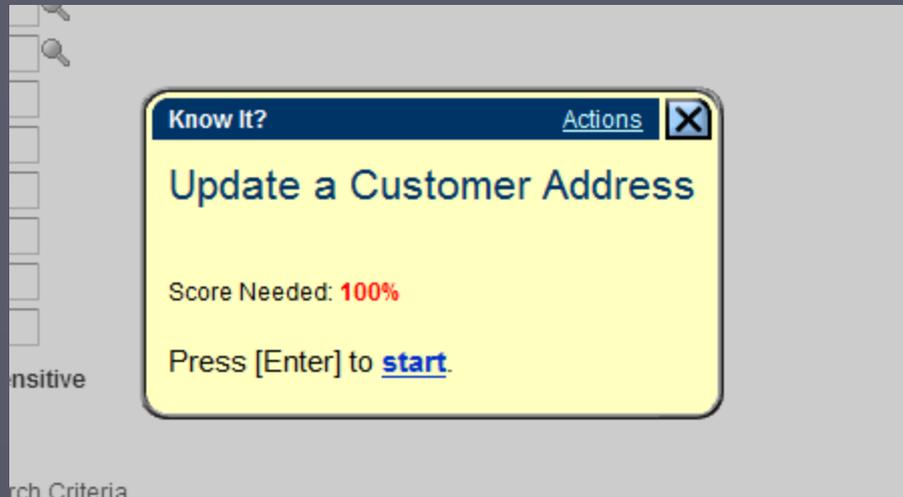
Please enter the requested text.

Enter **Coregholson** into the **begins with** field.

Typing Complete

**Follow the instructions in the yellow bubbles to complete an exercise.**

**You will be prompted to try again if you make a mistake.**



**Test your knowledge with the Try It! mode.**

Rate Type: CRRNT

Correspo  
 Correspo  
 Remit Fro  
 Remit Fro  
 Corporate  
 Corporate  
 Consolida

**Know It?** Actions X

**Update a Customer Address**

Total % of Steps Without Assistance:	100%
% Needed to Pass:	100%
Result:	Pass

Press [Enter] to [Finish](#).

[Print Results](#)

on Business Unit:

Topic: Update a Customer Address - Scoring Results - Windows Internet Explorer

https://corect.ct.gov:11000/UPK11\_pub\_docs/FIN/Publishing%20Content/PlayerPackage/certificate/certificate.html#Module

Get more Add-ons Free Translation and Profe...

**ORACLE**  
USER PRODUCTIVITY KIT

Topic: Update a Customer Address

<b>Result:</b>	Pass
Total percentage of steps completed without assistance:	100%
Percentage needed to pass:	100%
Date and time printed:	Tuesday, November 25, 2014 2:02:11 PM

Signature

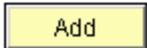
Close

**Upon completion, you can print and save the Scoring Results.**



### Creating a Regular Non-PO Voucher



Step	Action
1.	Click <b>Voucher Style</b> drop down list. 
2.	Select <b>Regular Voucher</b> . 
3.	Click the <b>Add</b> button. 
4.	Enter <b>875961</b> in the <b>Invoice Number</b> field.
5.	The <b>Invoice Date</b> is the date the agency receives the vendor's invoice at the agency. It is usually date-stamped when received. This date is critical for timing of payments, as it is the basis for determining the payment due date. The <b>Invoice Date</b> is not the vendor's invoice date or the date the agency processes the invoice.

**Clicking the Print It! link will open a PDF file similar to a Core-CT job aid that will be available to print.**

## LOGIN

SELF-SERVICE

HRMS

FINANCIALS

EPM

SECURITY

TRAINING

DAILY MAIL

CATALOG OF REPORTS

STARS



## Help

### Hours of System Operation:

Monday - Sunday

4:00am - 8:00pm

HRMS Confirm Thursday

4:00am - 2:00pm

### General Contact Information:

- Help Desk telephone: **860-622-2300**. Please direct all Requests for Service or inquiries to the FootPrints Help Desk Application for Core-CT using the following link: <http://footprints.ct.gov/footprints>
- Core-CT non-production inquiries telephone: **860-622-2987**
- Subscribe to [Daily Mail: Core-CT Communication Bulletins](#)

### Core-CT Help Desk

- [Log a ticket / Request for Service](#) (if you have problems logging a ticket, please call the Help Desk)
- FootPrints Help Desk Instructions:
  - How to Log in / Log out (click [here](#) to locate your Agency to determine the appropriate log in instructions. This will vary depending on how you log in at your agency.)
  - [Submit a Ticket](#)
  - [How to Search and View a Ticket](#)
  - [How to Update a Ticket](#)
  - [How to Subscribe to a Global Ticket](#)
  - [For IT Staff / How to Switch Workspaces](#)

**Contact the Help Desk (860-622-2300, <http://footprints.ct.gov/footprints>) if you have any questions or problems with UPK.**