*Use this job aid as a tool for identifying the impact to HRMS when an agency is using Project Costing.*

**Note:** Projects Combo Codes cannot be charged across agencies unless both agencies are using Project Costing and the employee is enrolled in a Projects Taskgroup.

**IMPORTANT:** This job aid is intended for HRMS users when the agency is also using Project Costing in Financials. Included in the job aid are the impacts to the HR, TL, PY, and BN modules. For more details on TL processes please refer to the job aids entitled Entering Time -Self Service Agencies and Approving Time.

**Human Resources**

**Using Projects Combo Codes as default funding in Position Data**

Part A – Setting up Projects default funding

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| Part A focuses on setting up default funding for Projects employees.  |
|  | Step | Step Details | Core-CT Module |
|  | **Setting up Position Funding** | 1. Navigate to: ***Main Menu > Core-CT HRMS > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info***
2. Enter Position Number into the Position Number field
3. Click Search
4. Click the Add a New Row (+) button
5. Enter the Effective Date of the funding change
6. Enter in the comments in the Detailed Position Description link
7. Click on the Combination Code tab
8. Enter or look up the new Projects’ Combination Code
9. Enter the Percentage of Distribution amount for this Combo Code in the Percentage of Distribution field
10. Enter the Funding End Date, if applicable
11. Click on the Add a New Row (+) button to add additional Combo Codes on the Combination Code Information tab in the Position Funding Details section
12. Complete steps 8-11 to add additional Combo Codes
13. Click on the Position Approval tab
14. Enter brief comments to describe the funding source and/or other changes and include your name and the date entered
15. Click Save

**Important:** Changing the funding source will cause the position to be routed through workflow if any of the following fields have been changed: Fund, SID, or corresponding Percentage Distribution. **Important:** Use the Combo Code look up feature to narrow the search. Enter as many of the individual financial chartfields as are known. Adding more criteria will narrow the results to fewer Combo Codes. When the correct Combo Code is found in the search click on the corresponding link.**Important:** Once the Combo Code has been selected, the remaining funding fields will automatically default into the page.**Important:** If funding is to be split among two or more funding sources, all percentages when added together must equal 100%.**Important:** The Funding End Date needs to be completed if the funding specifically ends on a particular fiscal year date other than 6/30 (the State’s Budget End Date). If the funding source is a grant and can be used until expended this field can remain blank.**Important:** The entire Position Data record should be reviewed before saving to ensure that all information is correct. | HR |

**Time and Labor**

**Employee Set Up in Time and Labor**

Part A– Time Reporter Data

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| Part A discusses a Project Costing employee’s set up.  |
|  | Step | Step Details | Core-CT Module |
|  | **Reports** | 1. Navigate to: ***Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Maintain Time Reporter***
2. Enter the employee number and then click search
3. Click on the employee name link and the appropriate record number, if necessary
4. Click on the Add a New Row (+) button
5. Type in the agency three-letter acronym into the Taskgroup field then click on lookup button
6. Click on the Taskgroup that ends with ‘P’
7. Verify all other information
8. Click Save

**Note:** Employees must be enrolled in a Projects Taskgroup in order to charge attendance to Project Combo Codes. Once enrolled, the employee is considered a Projects employee.**Important:** Projects Taskgroup naming convention consists of eight or nine characters. The first three are the agency acronym. The next four or five characters are the agency number. The last character is ‘P’ for Projects. Example: DOT5000P**Important:** The Taskgroup cannot be changed if attendance has already been posted on or after the effective date of the Projects Taskgroup on Time Reporter Data. The Time Reporter Data page will be saved successfully, however, the Taskgroup will not change on the Timesheet and the new Projects Combo Code fields will not be visible until the date of the future posted attendance has passed. If the Taskgroup must be changed as of a certain date, the future posted attendance will need to be deleted and reposted after the Taskgroup has been updated.**Important:** An employee must be active in the Project Taskgroup as of the 1st day of the pay period in order for the Project Combo Codes to be available for that pay period. | TL |

**Entering and Viewing Time**

Part A – Entering Time

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| Part A focuses on entering attendance on the Timesheet.  |
|  | Step | Step Details | Core-CT Module |
|  | **Entering Attendance** | 1. Employee: Navigate to: ***Main Menu > Core-CT HRMS > Self Service > Time Reporting > Report Time > Timesheet***
2. Approver or Payroll/HR users: Navigate to: ***Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet***
3. Enter the employee number and then click “Get Employees”
4. Click on the Name link
5. Verify the pay period date
6. If needed, change the date to the appropriate pay period and click the Refresh button or click the Previous Period/Next Period links until the correct pay period displays
7. Enter attendance
8. Scroll to the right to enter additional information regarding overrides, such as: Workers’ Comp Claim Number and the Combination Code
9. Click Add a New Row (+) button to add a row for additional attendance
10. When all attendance has been entered click the Submit button

**Important:** Exception Time Reporters (those employees who are enrolled in a schedule) should enter attendance using the Time Period view. Using the Week view could have an impact on pay. Positive Time Reporters (those employees whose timesheet does not automatically populate with hours) can use the Week or Time Period view.**Important:** Projects Combo Codes entered on the Timesheet will override the employee’s default funding from Position Data. Use the look up button to narrow the search results. When the correct Project Combo Code is found, click on the link to have it loaded onto the Timesheet. Other chartfield values will automatically default in. If a Resource Type is required, click on the look up button for this field to find the appropriate code. Consult with your agency’s financial department for applicable Projects Combo Codes.**Important:** Click the Submit button to send attendance for processing even if there are no changes to scheduled time. This will ensure that the attendance is run through the Time and Labor rules and is ready for approval and/or Payroll processing. **Important:** Attendance must be processed overnight by the Time Administration process before it is available for approval.**Important:** Access the Core-CT website for processing updates. The website is located at: <http://www.core-ct.state.ct.us/>. Click on the HRMS User link. In the upper right hand corner of the page is the HRMS System Status box. Listed there is the last instance of Time Administration and Pay Calc. If problems were encountered with these processes a Comment will be listed below the box.**Important:** The employee must advise the approver if a prior period adjustment is entered. The approver will not receive automatic notification that it needs approval. If not approved, the adjustment will not be processed. This could have an impact on pay and/or accrual balances. | TL |

Part B – Viewing Reported Time

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| Part B outlines the steps required to view and verify the status of attendance that has been entered on the Timesheet.  |
|  | Step | Step Details | Core-CT Module |
|  | **View Attendance on the Timesheet** | 1. Employee: Navigate to: ***Main Menu > Core-CT HRMS > Self Service > Time Reporting > Report Time > Timesheet***
2. Approver or Payroll/HR users: Navigate to: ***Manager Self Service > Time Management > Report Time > Timesheet***
3. Enter the employee number and then click “Get Employees”
4. Click on the Name link
5. Verify the pay period date
6. If needed, change the date to the appropriate pay period and click the Refresh button or click the Previous Period/Next Period links until the correct pay period displays
7. Note the Time Source, Reported Hours and Scheduled Hours fields
8. Click the Reported Time Status tab. This tab will be populated once the timesheet has been submitted
9. Click the Payable Time tab. This tab will be populated once the attendance has been processed by Time Administration. The applicable status will be displayed.

**Important:** Attendance can be verified immediately after it has been entered without leaving the Timesheet page by completing step 8 above. Once the Submit button is pushed the tab will be populated.**Important:** The Reported Hours field reflects hours that have either been entered on the timesheet or hours from the employee’s schedule that were submitted. Scheduled Hours will be hours from the employee’s schedule. Employees in a Zero Hours schedule will have 0.00 (zero) hours in this field. Reported Hours should equal the Scheduled Hours. In some cases, the Reported Hours will exceed the Scheduled Hours if overtime is worked or other entries have been posted such as accrual adjustments or differential payments.**Important:** If the employee does not enter exceptions to the scheduled time, the Reported Hours field will be 0.00 (zero) and the Reported Time Status tab will be blank. To populate the Reported Hours field, the Submit button must be pushed. **Important:** Refer to the next section Viewing Payable Time or the Payable Status job aid for more information on the Payable Time status listed on the Payable Time tab. The Payable Status will indicate where in the processing cycle the attendance has advanced to. If the Payable Time tab is not populated it indicates that either the attendance has not yet been picked up by Time Administration or that exceptions were created. | TL |

Part C – Viewing Payable Time

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| Part C lists the steps to view Payable Time.  |
|  | Step | Step Details | Core-CT Module |
|  | **Viewing Payable Time** | 1. Navigate to: ***Core-CT HRMS > Manager Self Service > Time Management > View Time > Payable Time Detail*** or ***Payable Time Summary***
2. Enter the employee number and then click “Get Employees”
3. Type in the Start Date and End Date to be selected
4. Click on the refresh icon

**Important**: Only 31 days can be viewed at one time from the Payable Time Details page. Only 7 days at one time can be viewed from the Payable Time Summary page.**Important**: The date and time of approval and the Approver’s User ID is displayed on the Cost and Approval tab.**Important**: The Projects Combo Codes entered on the Timesheet can be viewed from this page by clicking on the Task Reporting Elements tab.**Definitions of Payable Time Status**:**Needs Approval** – Attendance that is ready to be approved.**Approved** – Attendance that has been approved and is ready to be sent to Payroll.**Taken By Payroll** – Attendance that has been passed from Time and Labor to Payroll for check processing.**Paid - Labor Distributed** – Attendance that has been paid and distributed to the Financials module including the General Ledger and Project Costing.**Important**: Refer to the Payable Status job aid for more information on the Payable Time status and for definitions of other statuses. The Payable Status will indicate where in the processing cycle the attendance has advanced to. If the Payable Time Detail page is not populated it indicates that either the attendance has not yet been picked up by Time Administration or that exceptions were created. | TL |

**Approving Attendance and Viewing or Clearing Exceptions**

Part A – Approving Attendance

**Note:** Attendance is not available for approval until it has been processed by Time Administration. As a general guideline, Time Administration is run nightly except for Sundays, and confirm Thursday. For processing updates access the Core-CT website. The website is located at: <http://www.core-ct.state.ct.us/>. Click on the HRMS User link. In the upper right hand corner of the page is the HRMS System Status box. Listed there is the last instance of Time Administration. If problems were encountered with the process, a Comment will be listed below the box.

For detailed instructions on Approving attendance refer to the Approving Time job aid.

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| Part A needs to be performed when an employee has attendance to be approved.  |
|  | Step | Step Details | Core-CT Module |
|  | **Approving Attendance**  | 1. Navigate to: ***Core-CT HRMS > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time***
2. Enter the Time Reporter Group or employee ID and then click “Get Employees”
3. To view details of an employee’s attendance click on the link for the employee’s name
4. Click on the Time Reporting Elements or Task Reporting Elements tabs, or the Chartfields link to view additional information
5. From the Overview tab click on the Adjust Reported Time link to verify that the timesheet has been submitted or to make changes to the employee’s attendance
6. From any tab select the attendance to approve or click the Select All link
7. Click Approve
8. Click Yes to confirm or No to continue without approving
9. Click OK

**Note:** Leaving the date fields blank will return all attendance needing approval for the Group or Employee selected.**Important:** The schedule for Exception Time Reporters will be processed by Time Admin and the scheduled time will have a status of Needs Approval. Supervisors need to verify that the schedule has been submitted by clicking on the Adjust Reported Time link. Once on the timesheet, verify that the Reported Hours are at least equal to the employee’s scheduled hours. If the Reported Hours are zero, have the employee submit the timesheet before approving the attendance.**Important:** Any changes made to the employee’s timesheet by the Approver must be processed through Time Administration and subsequently approved before the attendance will be sent to Payroll.**Important:** The approver can enter Comments related to the employee’s attendance by clicking on the Comments icon from the Overview tab.**Important:** From the search page, approvers will be alerted to any exceptions that were created for the employee’s attendance. There will be an alarm clock icon in the Exception field. Depending on the type of exception, either the employee or the Payroll/HR unit should be notified so that it can be cleared. **Important:** Projects Combo Codes entered on the Timesheet can be verified prior to approval by clicking on the Task Reporting Elements tab. | TL |

Part B– Reviewing and Clearing Exceptions

**Note:** There are no changes to the process of reviewing and clearing Exceptions as a result of Project Costing. See job aid Cleaning up Time and Labor Exceptions for more information.

**Attendance Reports**

Part A– Reports

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| Part A lists the reports related to Project Costing and includes steps on how to run them.  |
|  | Step | Step Details | Core-CT Module |
|  | **Reports** | 1. Navigate to: ***Main Menu > Core-CT HRMS > Time and Labor > Reports***
* Select desired report
1. Type in Run Control ID
2. Type in the report criteria
3. Click Run
4. Verify Server, Type and Format
5. Click OK
6. Click the Process Monitor link
7. Click the Refresh button periodically until the Distribution Status reads “Posted”
8. Click on the Details link
9. Click on the View Log/Trace link
10. Click on the report link

**Note:** Refer to the job aid entitled How to Run an HRMS Report for more details. This job aid contains more information about creating Run Control IDs. For more report options and for detailed information about all reports consult the Time and Labor Reports job aid.**Projects Bi-Weekly Timesheet - *Main Menu > Core-CT HRMS > Time and Labor > Reports > Proj Bi-Weekly TS CTTL201A***: This report has been created for Project Costing to print Project Combo Codes and the other project related fields: Resource Type, Resource Category, Resource Sub Category, Activity ID, Project Costing Business Unit (PCBU), and Project ID. The report is designed to be run after the payroll has been closed and confirmed in order to provide a record of what was processed through Time and Labor. Some agencies in which employees do not submit individual timesheets have the employee verify and then sign and date this report after the fact. Only payable time will be displayed on the report.**Projects Schedule Bi-Weekly TS - *Main Menu > Core-CT HRMS > Time and Labor > Reports > Proj Sched Bi-Wkly TS CTTL203A***: This report has been created for Project Costing to print Project Combo Codes and the other project related fields: Resource Type, Resource Category, Resource Sub Category, Activity ID, Project Costing Business Unit (PCBU), and Project ID. When run, this report produces a one page timesheet for each employee in the Group selected. If the employee is an Exception Time Reporter then the schedule will pre-populate the timesheet report. In addition, the employee's Vacation, Sick, PL, Holiday Comp and Regular Comp balances as of the last pay period processed appear on the timesheet. Only scheduled time will be displayed on the report.There are no other changes to Time and Labor reports as a result of Project Costing. | TL |

**Adjusting Attendance**

Part A– Adjusting Attendance Within Four Pay Periods

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| Part A describes how to adjust attendance falling within the previous four pay periods.  |
|  | Step | Step Details | Core-CT Module |
|  | **Adjusting Attendance Within Four Pay Periods** | 1. Employee: Navigate to: ***Main Menu > Core-CT HRMS > Self Service > Time Reporting > Report Time > Timesheet***
2. Approver or Payroll/HR users: Navigate to: ***Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet***
3. Enter the employee ID and then click “Get Employees”
4. If needed, change the date to the appropriate pay period and click the Refresh button or click the Previous Period/Next Period links until the correct pay period displays
5. Update attendance needing adjustment or add additional attendance
6. Scroll to the right to enter additional information regarding overrides, such as: Workers’ Comp Claim Number and the Combination Code
7. Click Add a New Row (+) button to add a row for additional attendance
8. When all attendance is entered and/or adjusted click the Submit button

**Note:** Adjusted attendance must run overnight through Time Administration for validation and must then be Approved.**Important:** After adjustments have run through Time Administration, follow the steps listed above in the Viewing Time and Approving Time sections.**Important:** Changes cannot be made on the Timesheet to Projects Combo Codes. Adjustments to funding information in a prior pay period must be done via Spreadsheet Journal Entries through the Financials module. The Combo Code changes can be recorded in Adjust Paid Time for attendance purposes. | TL |

Part B– Adjusting Attendance Beyond Four Pay Periods

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| Part B describes how to adjust attendance older than the previous four pay periods.  |
|  | Step | Step Details | Core-CT Module |
|  | **Adjusting Attendance Beyond Four Pay Periods** | 1. Payroll/HR users: Navigate to: ***Main Menu > Core-CT HRMS > Time and Labor > Report Time > Adjust Paid Time***
2. Enter Employee ID and click Search
3. Click the link for the pay period to be adjusted
4. Change the information for attendance to be adjusted
5. Click Add a New Row (+) button to add a row for additional attendance
6. Click Delete a Row (-) button to delete an entire row of attendance
7. To adjust other field information such as Workers’ Comp Claim Number or the Time Reporting Codes click on the appropriate tab
8. When all attendance is entered and/or adjusted click the Save button

**Note:** Adjustments made on this page will not be sent to Payroll for processing. If an adjustment in pay is required an entry must be made in Payroll on the Additional Pay page. Follow the steps listed in the section below to make that entry.**Important:** A change to the Projects Combo Code will require a corresponding Spreadsheet Journal entry to be processed in Financials in order for the adjustment to be recorded in the General Ledger and/or Project Costing module. | TL |

**Payroll**

**Additional Pay Entries**

**Note:** A custom program has been created to process Project Costing information from Payroll entries. This includes Fringe Benefits, Employer Paid Deductions and Employer Paid Taxes. The process will allocate costs based on (1) the employee’s default Position funding, (2) overrides to funding entered on the Timesheet, or (3) funding identified in Additional Pay.

Part A– Additional Pay Entries

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| Part A describes how to process payments through the Additional Pay page.  |
|  | Step | Step Details | Core-CT Module |
|  | **Processing Additional Pay Entries** | 1. Payroll Users: Navigate to: ***Main Menu > Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay***
2. Enter the employee ID and then click search
3. Click the Add a New Row (+) button to add a new Earnings Code then continue to step 4 or scroll through rows to use an existing Earnings Code and skip to step 5
4. If adding a new row, Type in the Earnings Code then skip to step 6
5. If using an existing Earnings Code, click on the Add a New Row (+) button under the Effective Date section
6. Type in the Effective Date equal to the first day of the pay period in which the payment will be made
7. Type in the End Date equal to the last day of the pay period in which the payment will be made
8. Type in either Earnings amount or Hours and Hourly Rate for payment to be made
9. Verify that the OK to Pay checkbox is checked
10. Verify that the appropriate Applies to Pay Periods checkboxes are checked
11. To add a Projects Combo Code click on the arrow for the Job Information subsection
12. Enter Job Data Override information into the appropriate fields in the Job Data Override subtitle
13. Click Save

**Important:** Only enter the Job Data Override information that you wish to override. For instance, if only the Combo Code is to be overridden that is the only field that needs to be filled in.**Important:** Failure to enter the appropriate Effective Date and End Date could result in an underpayment and/or overpayment.**Important:** If the OK to Pay checkbox is not checked the employee will not be paid.**Important:** Projects Combo Codes entered on Additional Pay will override the employee’s default funding from Position Data. Use the Combo Code lookup feature to narrow the search. Note that the additional Chartfields will be blank, as Projects Chartfields may not be reported in Additional Pay.   | PY |

**Benefits**

**Note:** There has been no impact to the Benefits module as a result of Project Costing.