Approvers Guide to Approving Time:

1. Log into CORE-CT @ www.core-ct.state.ct.us
2. Under "Time & Labor" Select the "Approve Time" tab

3. Next to Time Reporter click the "look up" magnifying glass

4. Click the Look up tab & select the code for your department

5. Change start date and end date to reflect the current pay period
6. Select "Get Employees"

Approve Payable Time

Approve Time for Time Reporters

▼ Employee Selection Criteria

Description	Set ID	Value
Time Reporter Group		651690 🔍
Empl ID		🔍
Empl Record		🔍
Last Name		🔍
First Name		🔍
Department	UNIVS ▾	🔍

Clear Selection Criteria	Save Selection Criteria		Get Employees

No employees were returned for the time period specified.

Start Date: 04/14/2015 📅 **End Date:** 04/20/2015 📅 🔄

Go To: Manager Self Service

   Time Management

7. Select first employee listed (click their name)
8. The time they have submitted will pop up
9. Review the time they have submitted
10. Check all boxes or click "select all"
11. Approve
12. Click "return to approval summary"
13. Repeat for all employees