

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

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria		
Description	Set ID	Value
Time Reporter Group		<input type="text"/> 
Empl ID		<input type="text"/> 
Empl Record		<input type="text"/> 
Last Name		<input type="text"/> 
First Name		<input type="text"/> 
Department	UNIVS	<input type="text"/> 

Clear Selection Criteria Save Selection Criteria Get Employees

No employees were returned for the time period specified.

Start Date: End Date:

Go To: [Manager Self Service](#)

[Time Management](#)

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

Look Up Value

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-45 of 45 Last

Time Reporter Group	Group Type Indicator	Description
<input type="text" value="651690"/>	Dynamic	President's Office
651692	Dynamic	Evening Division
651693	Dynamic	Behavioral/Social Science
651694	Dynamic	Business
651695	Dynamic	Math/Science

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	

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