

Core Self-Service – Log-In and Time Sheet Entry

Website: www.core-ct.state.ct.us

1. Click on LOGIN – far left
2. Enter: User ID (employee ID #)
Password

First-time users:

Password: First 4 letters of last name (UPPER CASE) and last 4 of SS#
Change password when prompted to.

You are now logged in.

3. If you haven't already done so, set up your personal preferences, such as email and language preferences, password and forgot my password hints.
 - a. Click [My System Profile](#)
 - b. Click on "[Change or set up forgotten password help](#)"
 - c. Select a question from dropdown and type response.
 - d. Click **OK**. Click **Save**.
 - e. Back arrow to Main Menu.

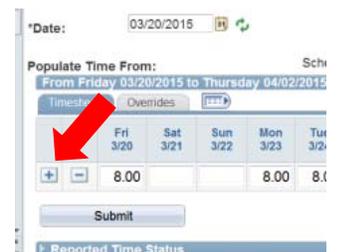


4. In Time and Labor box:
 - a. Click [timesheet](#)
 - b. Date: Last Day of the Pay Period
 - c. Enter time: hours are already defaulted in.
 - d. Add a row by clicking the plus sign
for each **Time Reporting Code** used. Click **Submit**



Time Reporting Codes:

- REG** – Regular work day
- SICK** – Employee sick
- SP** – Sick Medical/ Dental appointment
- VAC** - Employee vacation
- PL** – Employee Personal Leave
- HWCE** – Holiday Worked Comp Time Earned (non-faculty)
- HCU** – Holiday Comp Time Used (non-faculty)



Contact Payroll Office for more codes.