



Welcome to Core-CT

This presentation will cover three ‘must know’ topics for first time Core-CT users:

- Logging In For the First Time
- Setting A Password Recovery Question and Email
- Viewing Your Paycheck Information

Core-CT

- ePay allows employees to view up to two years of Paycheck information
- Employees not on direct deposit will be able to view net pay only
- First phase of transitioning to paperless payroll process



CORE-CT Availability

When can you log into CORE-CT?

- Hours of Operation

Monday - Friday 6:00am - 7:00pm

HRMS Confirm Thursday 6:00am - 2:00pm (non-pay period ending Thursday)

Saturday 6:00am - 4:00pm



- ePay User ID and temporary password
 - User ID is your Employee ID number
 - Employee ID number is a six digit number located on your check stub and timesheet
 - Temporary password
 - First four letters of your last name(UPPER CASE) followed by the last four numbers of your social security number
 - If last name has less than four letters, use entire last name immediately followed by last four numbers of your social security number

The first time you log into Core-CT with the User ID and Password provided, you will be prompted to change your Password.



Here's How:

1. Open a browser and go to the Core-CT website:

<http://www.core-ct.state.ct.us/>

2. Click on Login

3. Enter the User ID and Password provided to you

- User ID - is your employee ID number found on your timesheet or paystub
- Password - is the first four digits of your last name in CAPS followed by the last four digits of your social security number with no spaces

Core-CT

User ID:

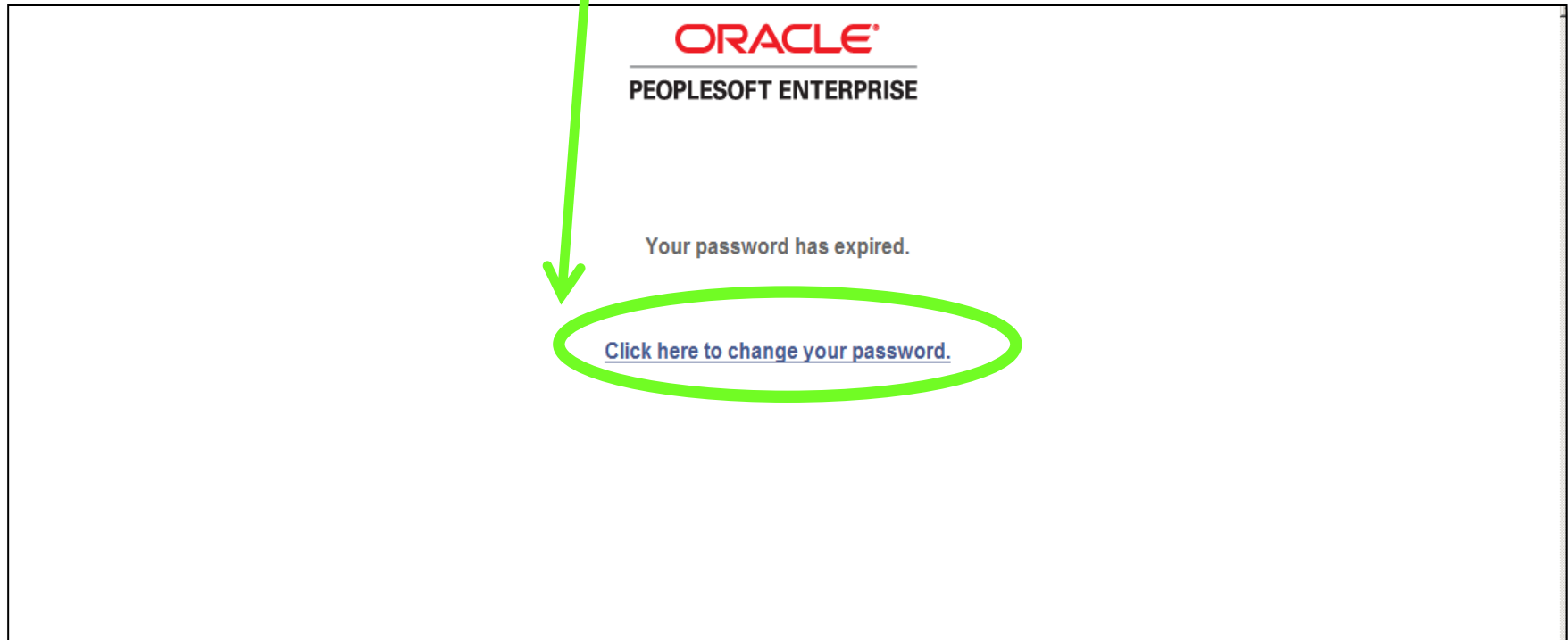
Password:

Sign In

[Forgot your password?](#)

Core-CT Password Change Prompt

Your temporary password can only be used once
To change your Password, **Click** on the Link to begin

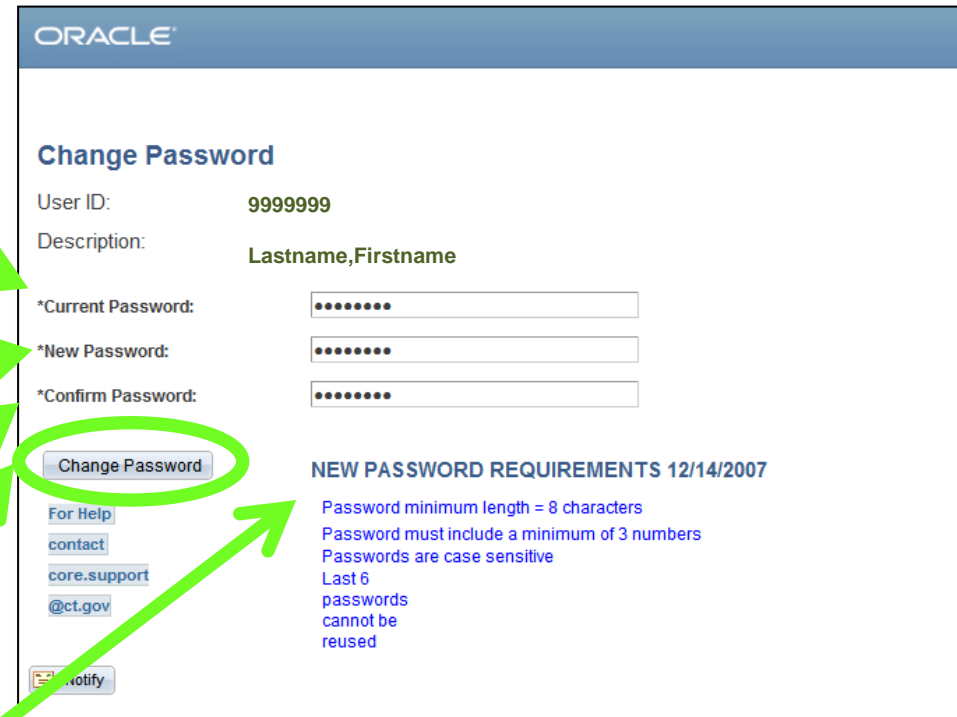


To Change Your Password

1. Enter your Current Password (the 1st four letters of your last name followed by the last four numbers of your social security number)
2. Enter a new Password of your choice
3. Re-enter the new Password to confirm
4. Click on 'Change Password' to accept your new Password

Please note the New Password Requirements

Once logged in, you will see the Core-CT Portal Home Page - the Gateway to Core-CT



ORACLE

Change Password

User ID: 9999999
Description: Lastname,Firstname

*Current Password:

*New Password:

*Confirm Password:

Change Password

[For Help](#)
[contact](#)
[core.support](#)
[@ct.gov](#)

NEW PASSWORD REQUIREMENTS 12/14/2007

- Password minimum length = 8 characters
- Password must include a minimum of 3 numbers
- Passwords are case sensitive
- Last 6 passwords cannot be reused

State of Connecticut

Home Worklist Add to My Links Sign out

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
- Marital Status
- 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

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...](#)

[Update Submitted Articles](#) | [Feed](#)

[View All Articles and Sections](#)

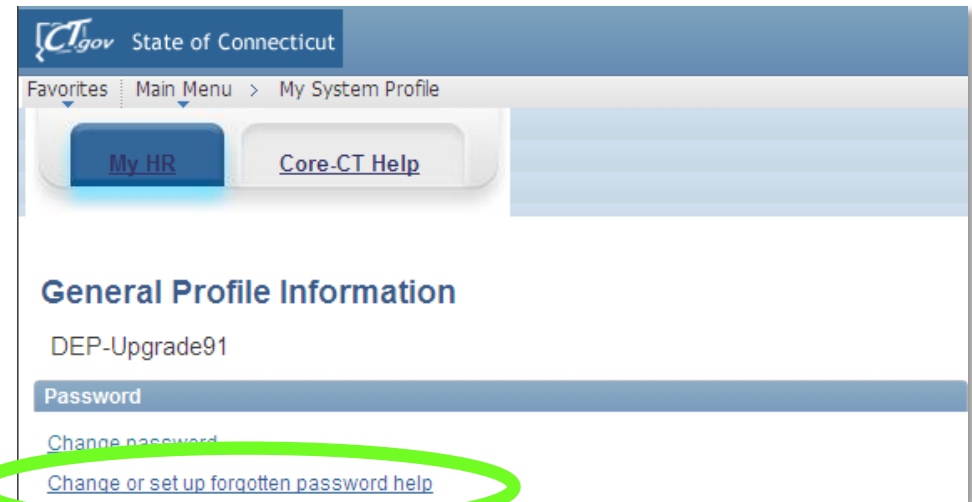
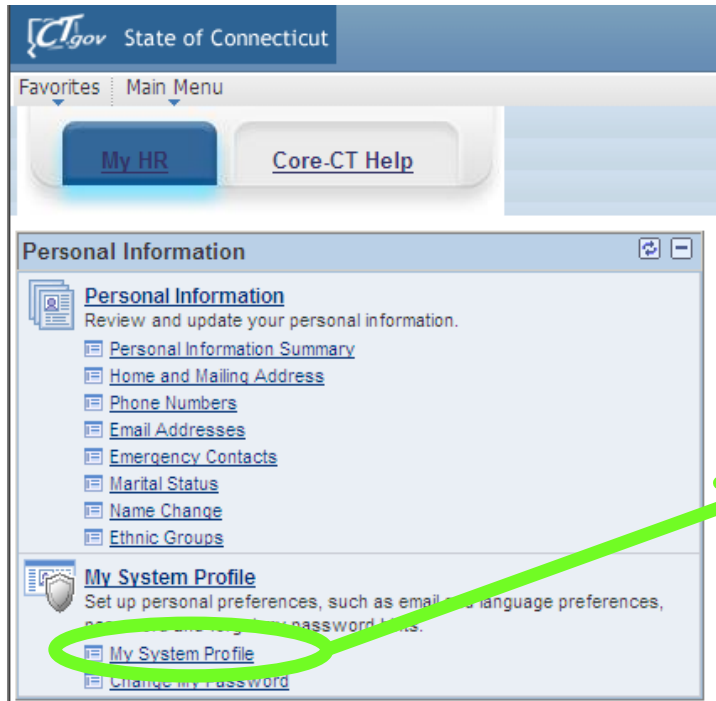
My Reports

No Reports To Display

[Report Manager](#)

While the Portal includes many tools and applications, this presentation highlights:

- Setting Your Password Recovery question and email address
- Viewing Your Paycheck
- Clicking the “My HR tab” at any time will bring you back to this home screen



'My System Profile' lets you Change Your Password and set up a recovery hint if you forget your password

Here's How:

1. Click on 'My System Profile' located under the 'My System Profile' area
2. Click on 'Change or set up forgotten password help'

Now, you are ready to create your Password Recovery hint

Favorites | Main Menu > My System Profile

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

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

1. Select the hint question from the Drop Down Menu and type a response
2. Click 'OK' to continue on how to set up your Primary Email address - **Primary Email can only be your SCSU email address**

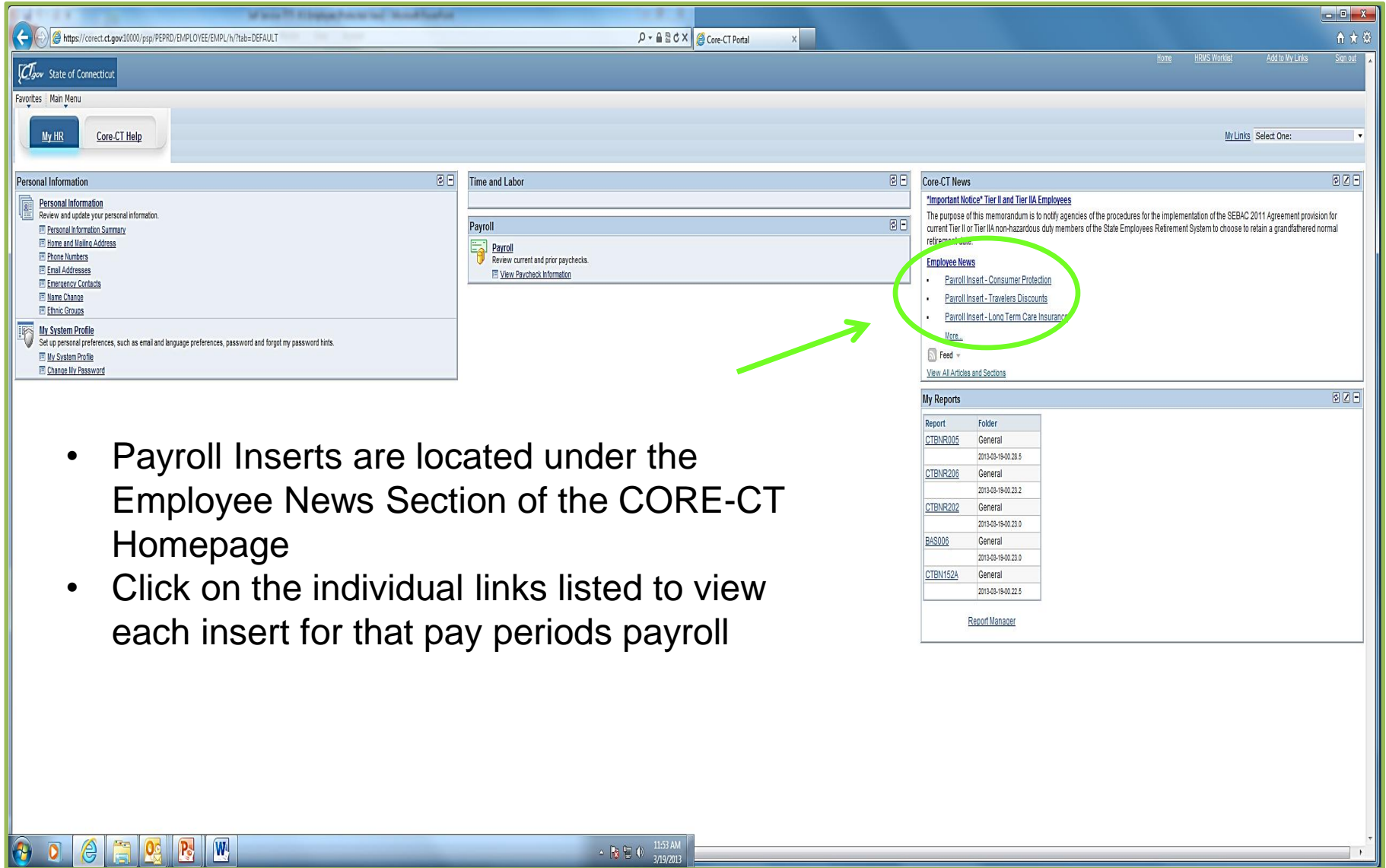
Email		Personalize	Find	First	1 of 1	Last
<u>Primary Email Account</u>	<u>Email Type</u>	<u>Email Address</u>				
<input checked="" type="checkbox"/>	Business					

You must add/update your 'Primary Email Account

If you forget your Password, it will be emailed to the address you indicate

Here's How:

1. Click in the 'Primary Email Account' box to select the email address as primary
2. Select the 'Email Type' "Business" from the Drop Down Menu
3. You must use your **Southern** email address
4. Click 'Save' in the lower left corner of the screen.



The screenshot shows the Core-CT portal interface. The main content area is divided into several sections: Personal Information, Time and Labor, Payroll, Core-CT News, and My Reports. The Payroll section is expanded, showing options for reviewing current and prior paychecks and viewing paycheck information. The Core-CT News section is also expanded, displaying a list of news items under the heading "Employee News". A green circle highlights the "Employee News" section, and a green arrow points to the list of payroll inserts: "Payroll Insert - Consumer Protection", "Payroll Insert - Travelers Discounts", and "Payroll Insert - Long Term Care Insurance".

- Payroll Inserts are located under the Employee News Section of the CORE-CT Homepage
- Click on the individual links listed to view each insert for that pay periods payroll

The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to My Links, and Sign out. Below this is a 'Favorites' section with 'My HR' and 'Core-CT Help' buttons. The main content area is divided into several panels:

- Personal Information:** Contains links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, and Ethnic Groups. It also includes a 'My System Profile' section for setting preferences.
- Time and Labor:** Contains links for Time and Labor (Report and approve time), Timesheet, and Approve Time.
- Payroll:** Contains a link for 'View Paycheck', which is highlighted with a green arrow.
- Core-CT News:** Contains sections for EPM News (EPM Upgrade to 9.1!), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). It also includes a 'Feed' section and a 'Report Manager' link.

- The 'Payroll' eApp, called ePay, includes the ability for employees to view and print their paycheck information online
- Click on the 'View Paycheck' link to access Paycheck information

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Home Worklist Add to My Links Sign out

Favorites Main Menu > Self Service > Payroll > View Paycheck

My HR Core-CT Help

My Links Select One: ▾

Pay Period End Date	Advice/Check Date	Paycheck Option	Department
2012-04-05	2012-04-19	Advice	OSC15000
2012-03-22	2012-04-04	Advice	OSC15000
2012-03-08	2012-03-22	Advice	OSC15000
2012-02-23	2012-03-08	Advice	OSC15000
2012-02-09	2012-02-23	Advice	OSC15000
2012-01-26	2012-02-09	Advice	OSC15000
2012-01-12	2012-01-26	Advice	OSC15000
2011-12-29	2012-01-12	Advice	OSC15000
2011-12-15	2011-12-29	Advice	OSC15000
2011-12-01	2011-12-15	Advice	OSC15000
2011-11-17	2011-12-01	Advice	OSC15000
2011-11-03	2011-11-17	Advice	OSC15000
2011-10-20	2011-11-03	Advice	OSC15000
2011-10-06	2011-10-20	Advice	OSC15000
2011-09-22	2011-10-06	Advice	OSC15000
2011-09-08	2011-09-22	Advice	OSC15000
2011-08-25	2011-09-08	Advice	OSC15000
2011-08-11	2011-08-25	Advice	OSC15000
2011-07-28	2011-08-11	Advice	OSC15000
2011-07-14	2011-07-28	Advice	OSC15000
2011-06-30	2011-07-14	Advice	OSC15000
2011-06-16	2011-06-30	Advice	OSC15000
2011-06-02	2011-06-16	Advice	OSC15000
2011-05-19	2011-06-02	Advice	OSC15000
2011-05-05	2011-05-19	Advice	OSC15000

- The ‘View Paycheck’ page displays a summary of pay information for each check received
- An online pay advice is available for review
- If you are not enrolled in direct deposit no further information is available.
- If you are enrolled in direct deposit click the date of the Paycheck you’d like to review (always allow pop-ups for this site - see next slide)
- To sign up for direct deposit please click link to print Direct Deposit Form <http://www.southernct.edu/offices/payroll/forms.html>

- Some employees have encountered difficulties when first attempting to view their paycheck information due to Pop-Up Blocker settings
- For help on managing pop up blockers employees can visit <http://www.core-ct.state.ct.us/help.html>

- How to Prevent an Account Lockout

- User ID will be locked after five failed attempts to access Core-CT
- **Contact Payroll at 25430 to have account unlocked**

- What to do if you have forgotten your password?

1. Go to CORE-CT login page
<http://www.core-ct.state.ct.us/>
2. Click on Forgot Password link
3. This will bring you to a password reset process
4. Enter your Employee ID #
(located on timesheet and check stub/advice)
5. Answer the security question and answer set up in My System Profile
6. New temporary password will be emailed to you



The screenshot shows the Core-CT login interface. At the top is the Core-CT logo. Below it are two input fields: 'User ID: UserID' and 'Password:'. A 'Sign In' button is positioned below the password field. At the bottom of the form, a red-bordered box highlights a blue link that says 'Forgot your password?'.

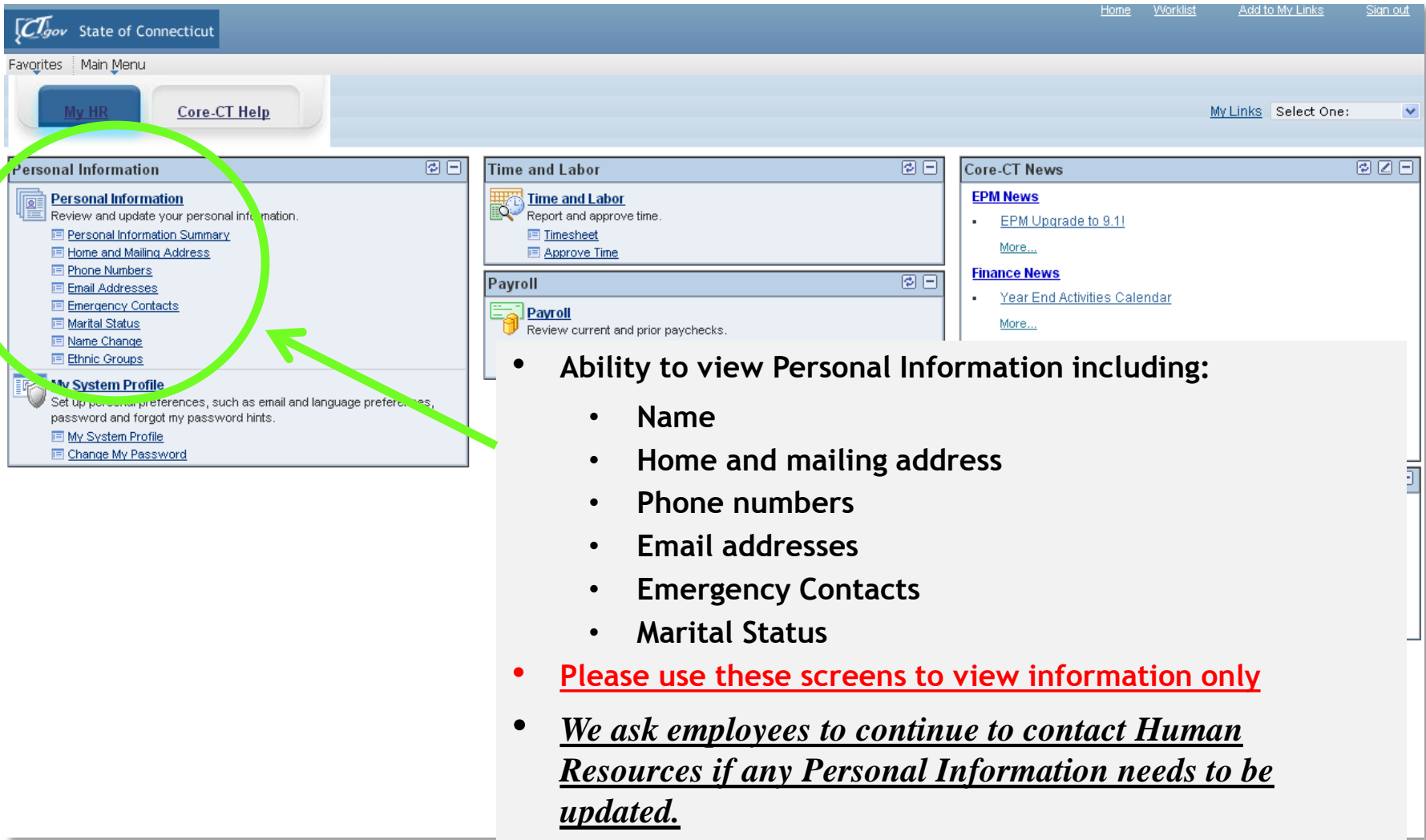
If you currently receive your pay by a regular check - perhaps you should consider Direct Deposit instead....

- Since there is not paperwork, your check can't get lost or stolen
- No need to set up special arrangements if you are not on campus to pick up your check on payday
- Direct deposit gives you access to your cash as early as Thursday morning
- Transactions are fast, reliable and safe
- Saves time - studies discovered that an average worker spends 8.5-24 hours a year cashing payroll checks
- Direct Deposit form can be printed at following link
<http://www.southernct.edu/offices/payroll/forms.html>

Direct Deposit advices will no longer be available starting pay check date

05/03/2013

* Check date 04/19/13 were the last payroll paper direct deposit stubs distributed by the SCSU Payroll Department



The screenshot displays the Core-CT web application interface. The top navigation bar includes links for Home, Worklist, Add to My Links, and Sign out. Below this, there are buttons for My HR and Core-CT Help. The main content area is divided into several sections:

- Personal Information:** This section is highlighted with a green circle and an arrow. It contains a list of links for reviewing and updating personal information:
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Marital Status
 - Name Change
 - Ethnic Groups
- Time and Labor:** This section includes links for Time and Labor, Timesheet, and Approve Time.
- Payroll:** This section includes a link for Payroll.
- Core-CT News:** This section includes links for EPM News and Finance News.

Ability to view Personal Information including:

- Name
- Home and mailing address
- Phone numbers
- Email addresses
- Emergency Contacts
- Marital Status

Please use these screens to view information only

We ask employees to continue to contact Human Resources if any Personal Information needs to be updated.

Core-CT To learn more about Core-CT

State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

LOGIN

- SELF-SERVICE
- HRMS
- FINANCIALS
- EPM
- SECURITY
- TRAINING
- DAILY MAIL
- CATALOG OF
- 9.1 UPGRADE

OFFICE of the STATE COMPTROLLER

D&A

VETERANS

GOVERNOR'S

Visit the Core-CT website at:
<http://www.core-ct.state.ct.us/>