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

- 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

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

Your temporary password can only be used once

To change your Password, **Click** on the Link to begin

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PEOPLESOFT ENTERPRISE

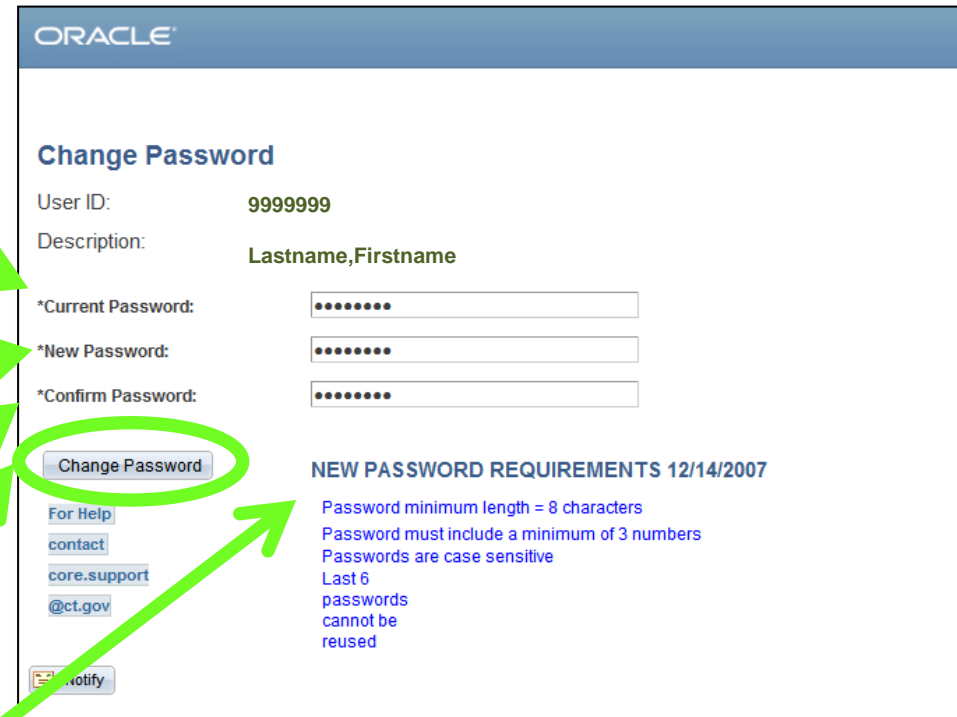Your password has expired.

Click here to change your password.
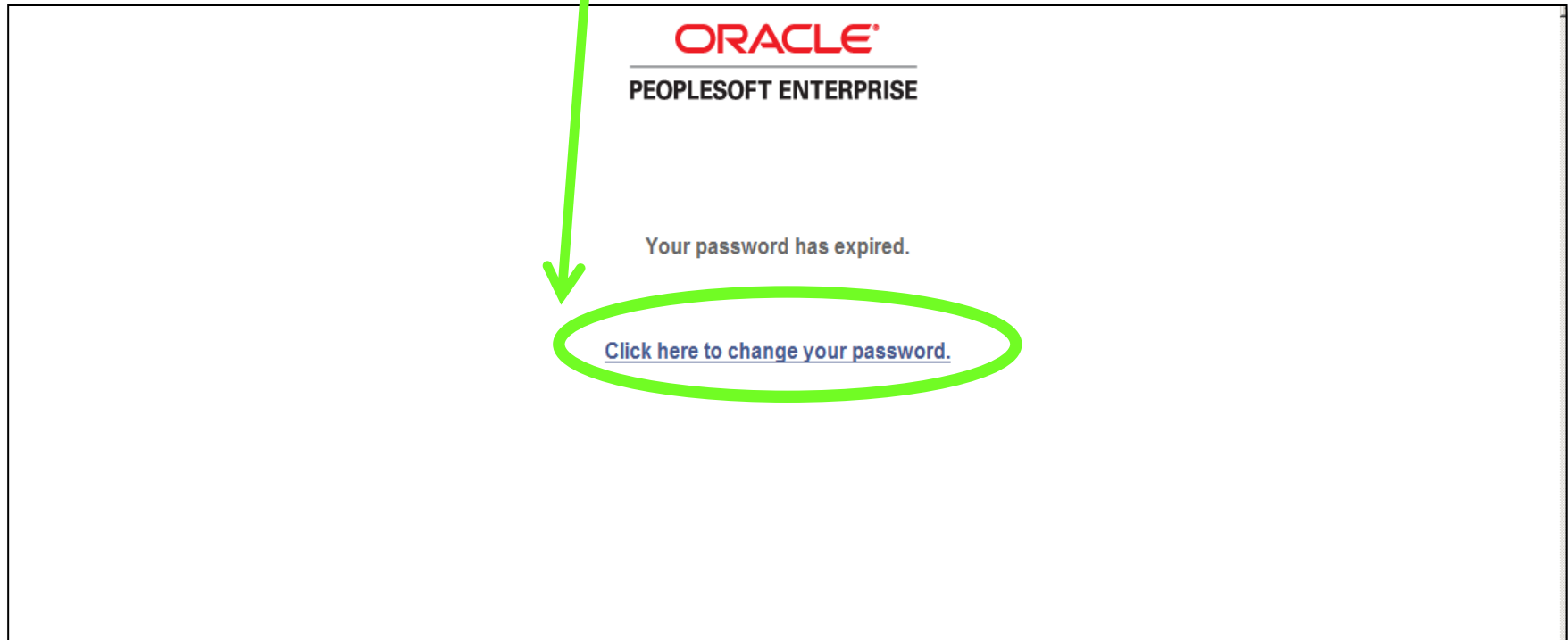
To Change Your Password

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

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Change Password

User ID: 9999999
Description: Lastname,Firstname

*Current Password: ••••••••
*New Password: ••••••••
*Confirm Password: ••••••••

Change Password

For Help
contact
core.support
@ct.gov

Notify

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

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

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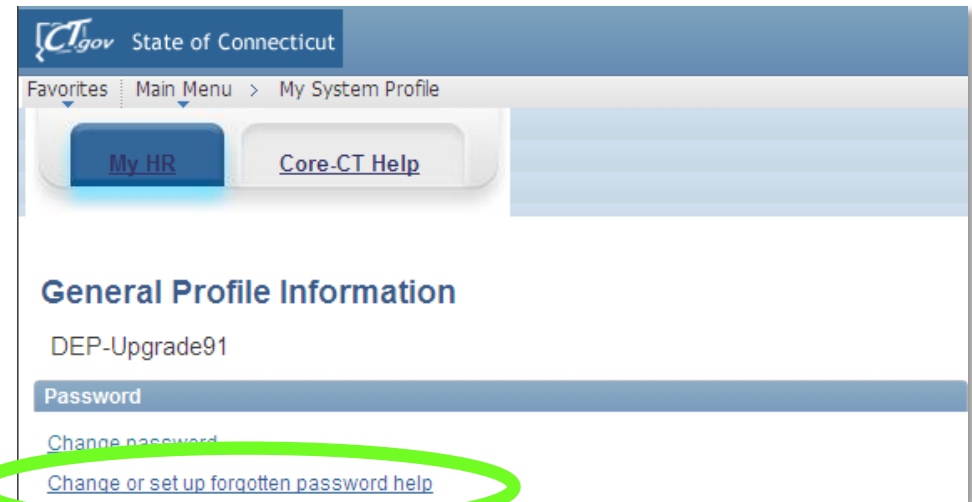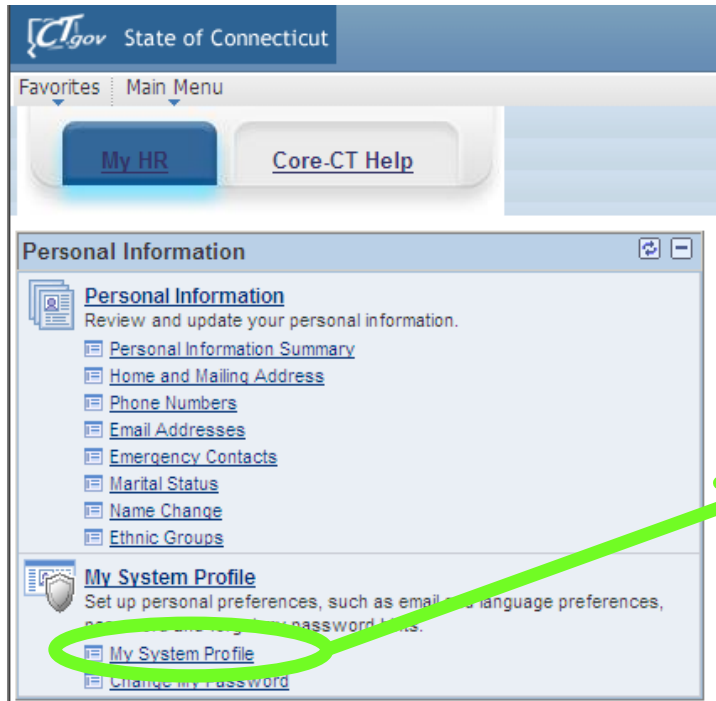
'My System Profile' lets you Change Your Password and set up a recovery hint if you forget your password

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

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**
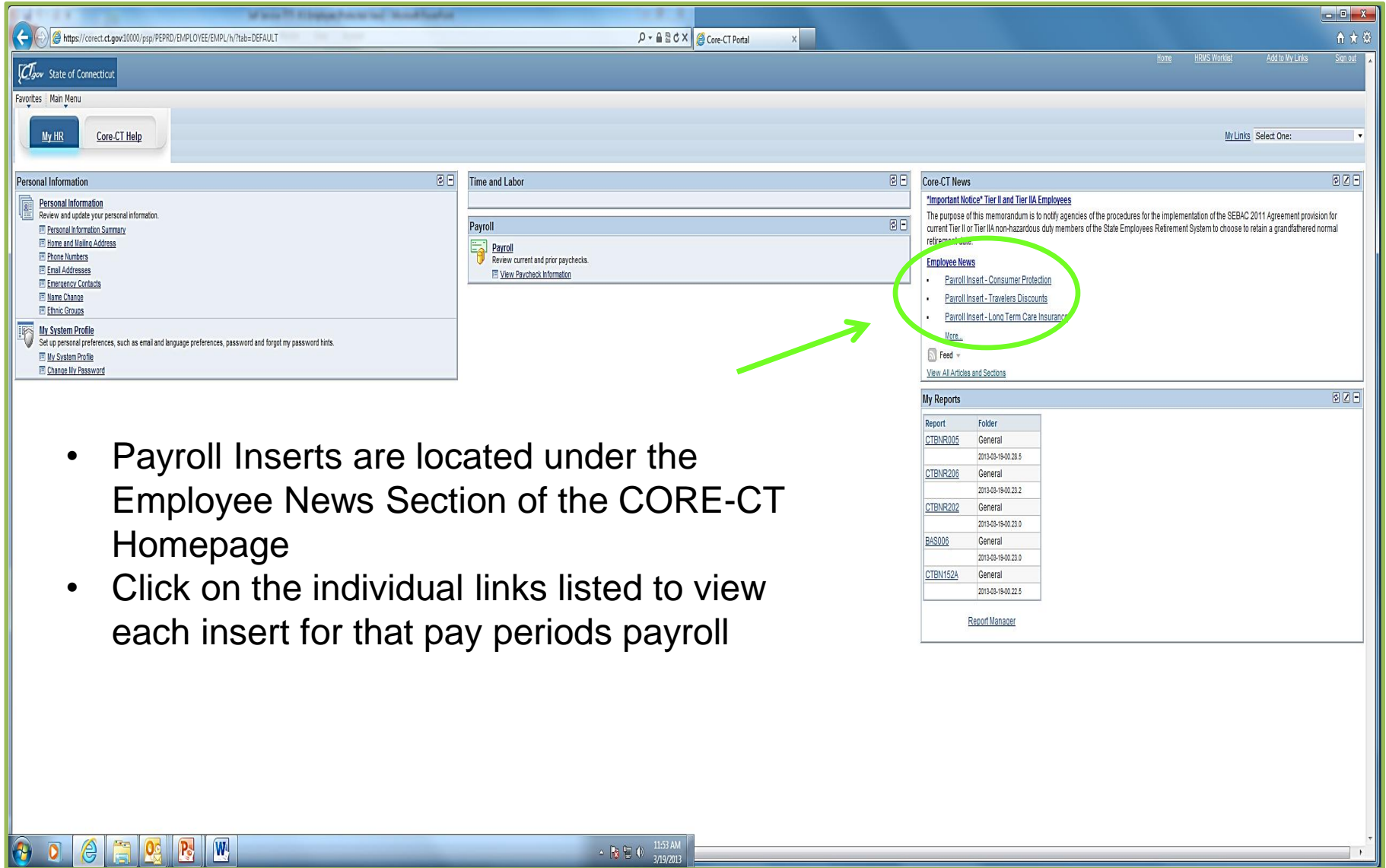
You must add/update your 'Primary Email Account

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.

- 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

Viewing Paychecks

- 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

Core-CT

- 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

Core-CT

User ID: UserID
Password:
Sign In
Forgot your password?
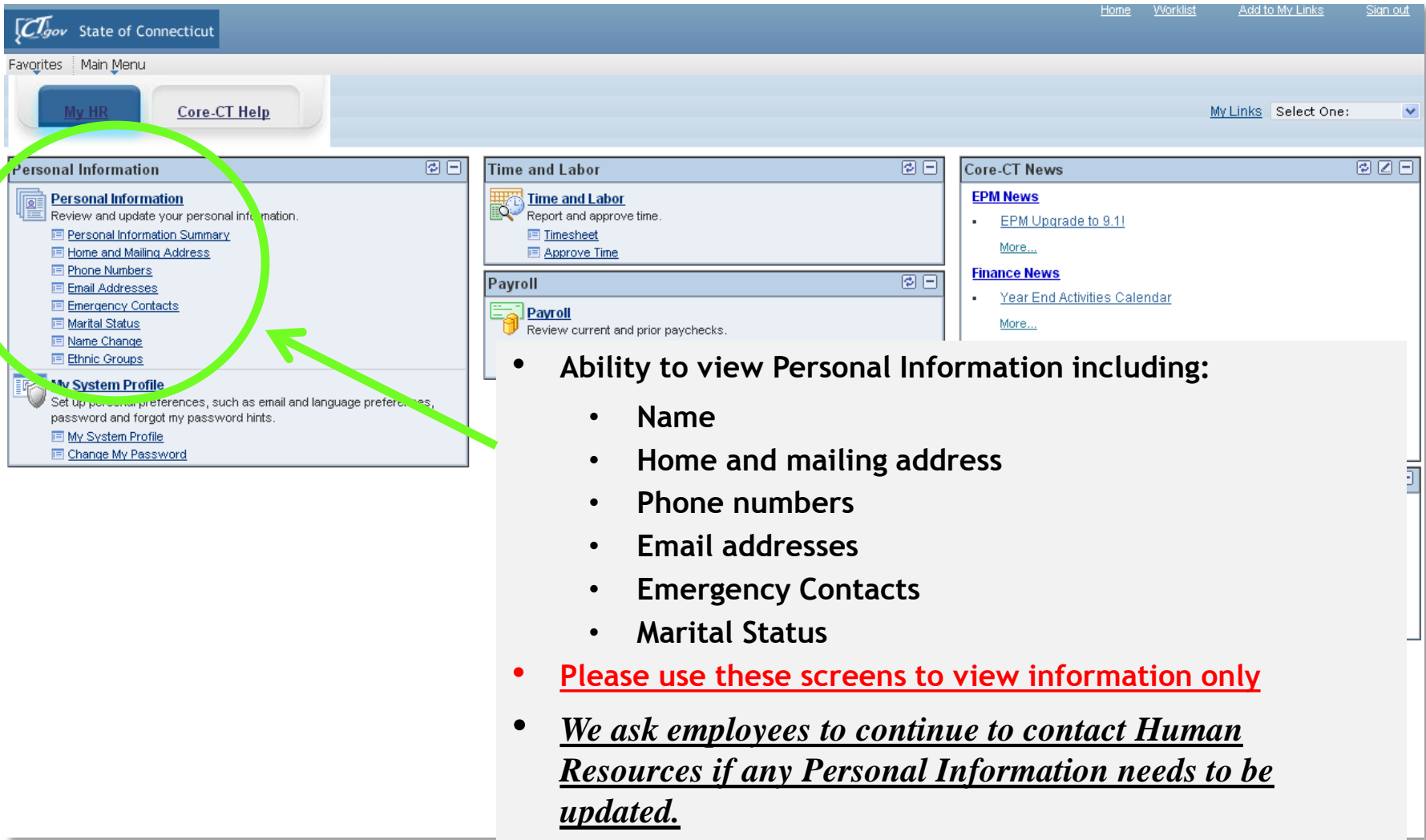
If you currently receive your pay by a regular check – perhaps you should consider Direct Deposit instead….

- **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**

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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

Core-CT

State of Connecticut

Home Worklist Add to My Links Sign out

Favorites | Main Menu

My HR   Core-CT Help

My Links Select One:

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
Report and approve time.
- Timesheet
- Approve Time

Payroll
Review current and prior paychecks.

Core-CT News

EPM News
- EPM Upgrade to 9.1!
- More...

Finance News
- Year End Activities Calendar
- More...

- **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.*

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Visit the Core-CT website at:

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