



Self-Service eApps End User Manual

Access to:
eProfile (Personal Information)

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Logging into Core-CT

Core-CT is accessed by going to the following website address:

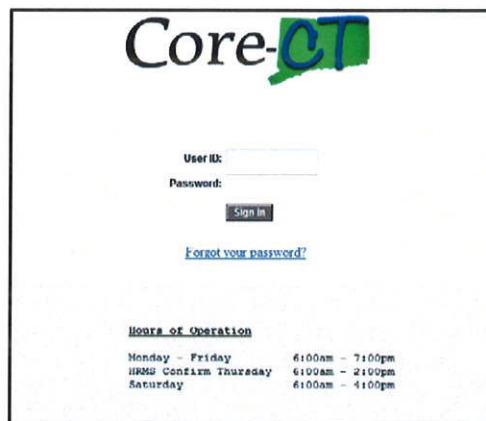
<http://www.core-ct.state.ct.us/>

You will then be brought to the following website:



The screenshot shows the Core-CT website home page. At the top, there is a blue header with the State of Connecticut logo, Governor Dannel P. Malloy's name, and a search bar. Below the header, the main title reads "Core-CT HRMS/FINANCIALS/REPORTING SYSTEM". A navigation bar contains links for "State of Connecticut Core-CT", "About Us", "Help", and "Contact". On the left side, a vertical menu lists various services: LOGIN, SELF-SERVICE, HRMS, FINANCIALS, EPM, SECURITY, TRAINING, DAILY MAIL, CATALOG OF REPORTS, and 9.1 UPGRADE. A red arrow points to the "LOGIN" link. The main content area features a large banner with a photo of the State Capitol and the text "Welcome to the Core-CT Website". Below the banner, there is a "Welcome to the Core-CT Website" section with a paragraph of text and a "News" section with a paragraph about software upgrades. At the bottom left, there are several logos for "OFFICE of the STATE COMPTROLLER", "DAS", "VETERANS ct.gov", "STORM SANDY Response & Recovery", and "How to Help Sandy Hook".

Click on the “login” option in the upper left hand corner and you will then be brought to the following login page

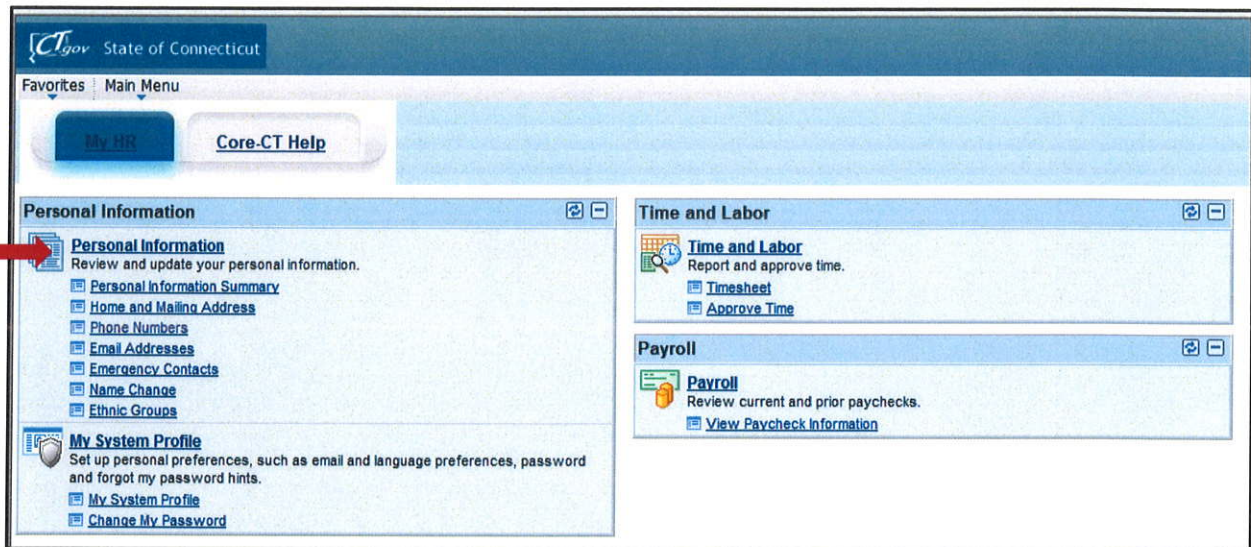


The screenshot shows the Core-CT login page. At the top, the Core-CT logo is displayed. Below the logo, there is a login form with two input fields: "User ID:" and "Password:". A "Sign In" button is located below the password field. A link for "Forgot your password?" is positioned below the "Sign In" button. At the bottom of the page, there is a section titled "Hours of Operation" with the following details:

Hours of Operation	
Monday - Friday	6:00am - 7:00pm
HRMS Confirm Thursday	6:00am - 2:00pm
Saturday	6:00am - 4:00pm

Once accessing this screen you need to enter your User ID and Password (which is the same User ID and Password that is used for ePay) and click the “Sign In” button. If in the future you forget your password click on the “Forgot Your Password?” link and follow the instructions to have it sent to you.

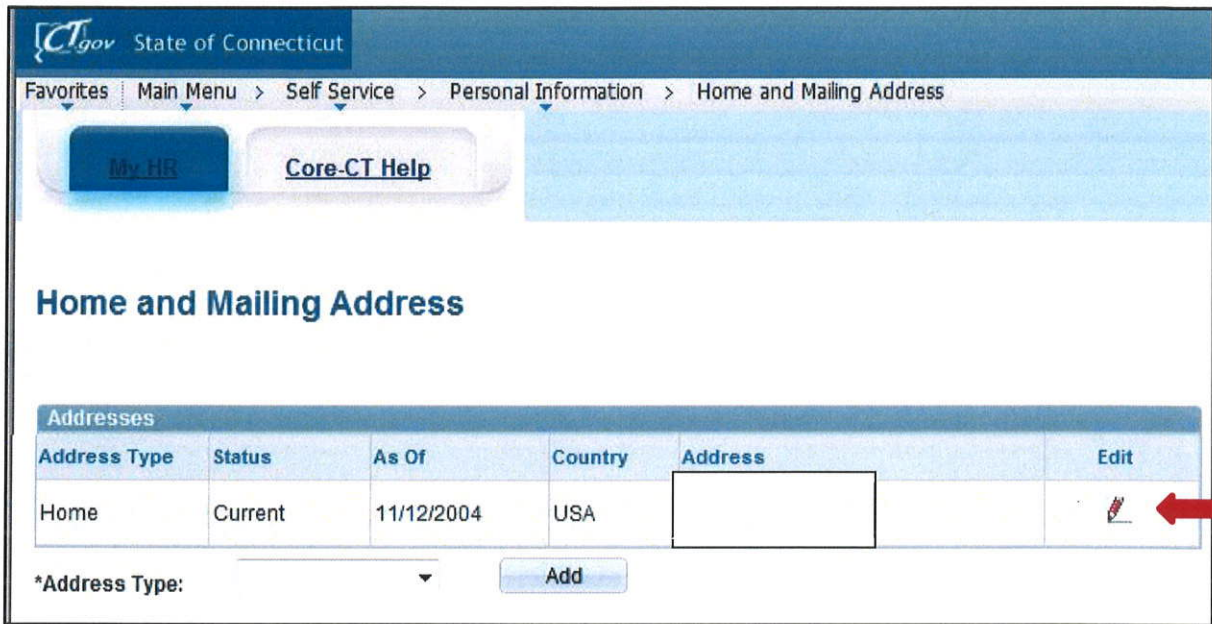
- After successfully logging into Core-CT you will be brought to a screen that looks as follows:



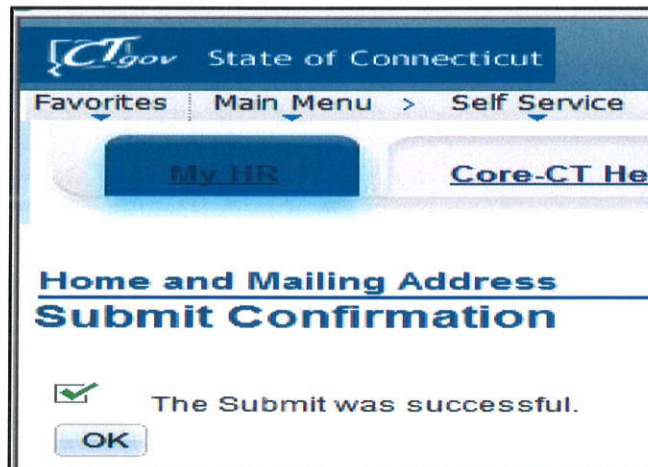
From this screen you will be able to access a variety of information and data relating to your position with the University. This is the data that the University has on file for you and in some instances you will be able to update it directly on-line. This data includes items such as your home address, phone number, emergency contact, and your last two (2) years of pay stubs, etc. In order to access these items please refer to the specific categories below:

Home and Mailing Address

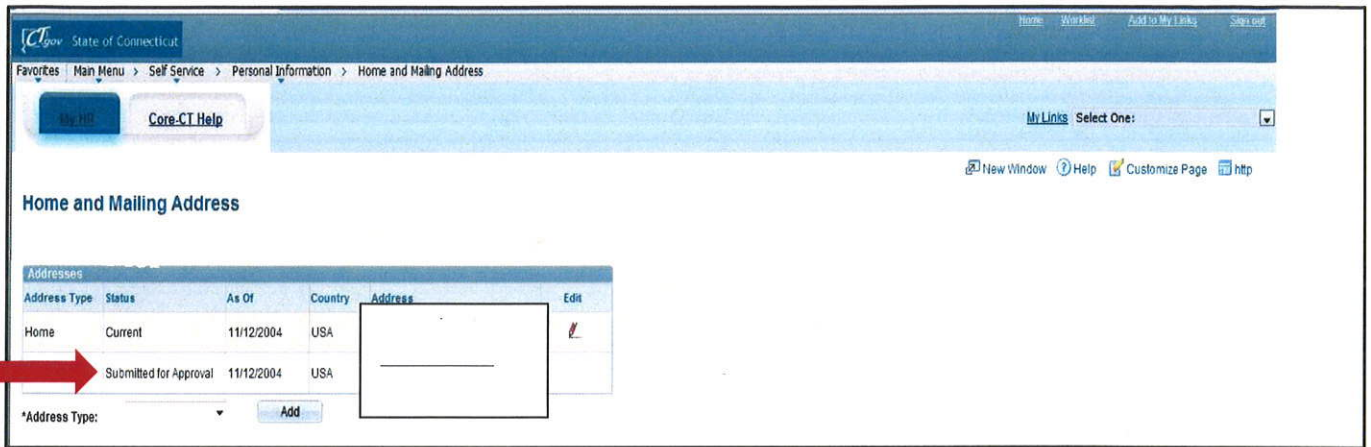
- Under the Personal Information category above click on “Home and Mailing Address”
- You will then be brought to the following screen:



- You will now be able to see the home address that SCSU has on file for you.
- If this address is not correct and you need to update it please click on the “Edit” button at the right hand side of the screen as noted by the red arrow above.
- Once you have done so you will be brought to an “Edit Home Address” screen where you can enter the necessary changes to your address
- After entering your changes click on the “Save” button. You will then receive the below confirmation:



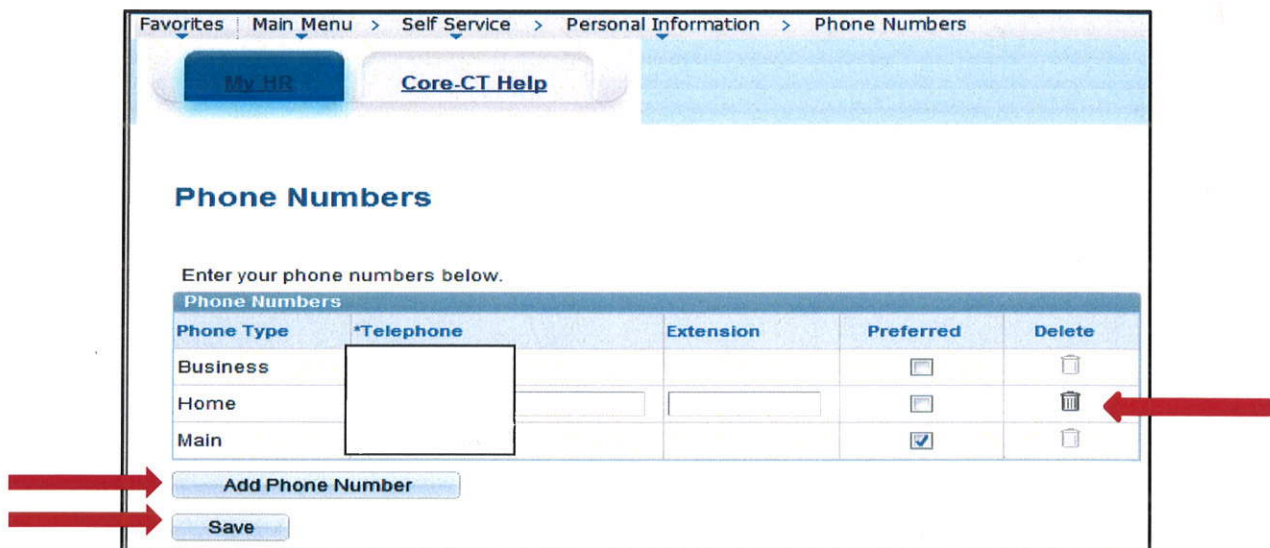
- Click on the “OK” button and you will then be brought back to the following screen:



- In the above example you will now see that the status next to your new address says “Submitted for Approval.” The Human Resources Department must approve the address change before it is made permanent. The reason being is that there are some instances where some paperwork needs to be completed in conjunction with an address change. If this is the case in your instance you will be contacted by a member of the Human Resources Department via SCSU email. Forms sent to you via email must be returned to HR before changes can be processed. Once your address change has been approved you will receive an automated email from Core-CT informing you of such.
- Click on the “Home” button in the upper right hand corner to return to the screen containing your personal information options.

Phone Numbers

- Under the Personal Information category click on “Phone Numbers”
- You will then be brought to the following screen:



- You will now be able to see the phone numbers that SCSU has on file for you
- In some instances you will be able to delete or directly change a phone number that is listed. In the above example you can see next to the red arrow on the right that there is a darkened trash can

under the column entitled “Delete.” If you would like to delete this phone number click on the darkened trash can and follow the instructions. If you would like to change this phone number go directly in the box under the column entitled “Telephone” and make the necessary changes.

- If you would also like to add another phone number click on the “Add Phone Number” and follow the instructions.
- Once you have made the above changes click on the “Save” button. Since these changes do not require an approval from a member of the Human Resources Department they will become live immediately in Core-CT.
- Click on the “Home” button in the upper right hand corner to return to the screen containing your personal information options.

Email Addresses

- Please note- SCSU will not be using this feature in eProfile. Currently only SCSU campus email addresses should be used in CORE.

Emergency Contacts

- Under the Personal Information Category click on “Emergency Contacts”
- You will then be brought to the following screen:

The screenshot displays the 'Emergency Contacts' interface. At the top, there are navigation buttons for 'My HR' and 'Core-CT Help'. The main heading is 'Emergency Contacts'. Below this is a table with the following structure:

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
	Spouse	<input checked="" type="checkbox"/>		
	Parent	<input type="checkbox"/>		

Below the table, there is an 'Add Emergency Contact' button and a 'Save' button.

- If you click on the name of the above emergency contacts it will show you more detailed information for them (ie: address and phone number). After reviewing the information scroll to

the bottom of the page and click on the “Return to Emergency Contacts” option. After doing so you will return to the Emergency Contacts screen.

- If you would like to remove one of your emergency contacts click on the darkened trash can under the “Delete” column next to their name. Follow the instructions and after doing so you will be returned to the Emergency Contacts screen and the individual that you deleted will no longer appear.
- If you would like to make corrections to the address and/or phone number listed for one of your Emergency Contacts click on the red pencil under the “Edit” column next to the individual.
- You will then be brought to the following screen:

The screenshot shows a web interface for editing an emergency contact. At the top, there are navigation buttons for "My HR" and "Core-CT Help". Below this is a header for "Emergency Contacts" and "Emergency Contact Detail". The form is divided into sections: "Address and Telephone", "Address", and "Country". In the "Address and Telephone" section, there is a text input field for "*Contact Name:", a dropdown menu for "*Relationship to Employee:" (currently set to "Parent"), and two checkboxes: "Contact has the same address as the employee" and "Contact has the same telephone number as the employee". The "Address" section has a "Country:" dropdown and an "Address:" text input field. There are two buttons: "Change Country" and "Edit Address".

- Click on the “Edit Address” box
- Make the necessary changes and then click on the “OK” box
- Then scroll to the bottom of the screen and make any necessary changes to the telephone number that is listed and also add another phone number if necessary.
- Once this has been completed click on the “Save” button. You will then receive a message that states “The Save was successful.”
- Click on the “OK” box and you will then be returned to the Emergency Contacts screen
- If you would like to add an additional Emergency Contact click on the “Add Emergency Contact” button.
- Then enter the “Contact Name”, select the “Relationship to Employee” and then follow the same steps that you did above when editing an existing Emergency Contact.
- Once you have made the above changes click on the “Save” button. Since these changes do not require an approval from a member of the Human Resources Department they will become live immediately in Core-CT.
- Click on the “Home” button in the upper right hand corner to return to the screen containing your personal information options.

Name Change


- Under the Personal Information Category click on “Name Change”
- You will then be brought to the following screen:


Name Change

Enter your new name and select **Submit**.
Note: You may be required to send proof of the name change to Human Resources.
US Employees: All name changes must match the name provided on your social security card.

Current Name

New Name

Change As Of:  (example: 12/31/2000)


*Name Format: 

Name:

- Enter the effective date of the change in the box next to “Change As Of:”
- Click on the “Edit Name” box
- Make the necessary changes and then click on the “OK” box
- You will then be returned to the Name Change screen above
- Click on the “Submit” button. You will then receive the below confirmation:

Name Change

Submit Confirmation

 The Submit was successful.

- Click on the “OK” button and you will then be brought back to the following screen:

Name Change

This information was submitted.

Current Name	

New Name	
Change As Of:	01/23/2013
Name Format:	English
Name:	


- In the above example you will now see next to the red arrow that it states “This information was submitted.” The Human Resources Department must approve the name change before it is made permanent. The reason being is that there are some instances where some paperwork needs to be completed in conjunction with a name change. If this is the case in your instance you will be contacted by a member of the Human Resources Department via SCSU email. Forms sent via email must returned to HR before any changes can be processed.
- Click on the “Home” button in the upper right hand corner to return to the screen containing your personal information options.

Ethnic Groups

- Under the Personal Information Category click on “Ethnic Groups”
- You will then be brought to the following screen:

Ethnic Groups

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
White	

- If you would like to change the ethnic code that is listed click on the darkened trash can under the “Delete” category and then click on “Yes – Delete”
- Then click on the “Add an Ethnic Group” button
- You will then be brought to the following screen:

Ethnic Groups

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	Delete
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #e6f2ff; padding: 2px;">Description</div> <div style="height: 20px; border-bottom: 1px solid #ccc;"></div> </div>	<div style="background-color: #e6f2ff; padding: 2px; width: 30px; margin: 0 auto;"> ▼ </div>

Add an Ethnic Group

Save

- Click on the triangle as noted by the red arrow above and select the appropriate Ethnic Group
- Click on the “Save” button and then click “OK” once you receive the save confirmation. Since these changes do not require an approval from a member of the Human Resources Department they will become live immediately in Core-CT.
- Click on the “Home” button in the upper right hand corner to return to the screen containing your personal information options.

My System Profile

State of Connecticut

My HR Core-CT Help

Personal Information

Personal Information
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups
- My System Profile**
Set up personal preferences, such as email and language preferences, password and forgot my password hints.
- 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 Information

- From the Home screen go to the category titled “My System Profile” as noted by the above red arrow
- If you click on the “My System Profile” you will be brought to the following screen:

General Profile Information

Password

[Change password](#)

[Change or set up forgotten password help](#)

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>		

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

- If you would like to change your password click on the “Change Password” option above and follow the instructions.
- If you would like to “Change or set up forgotten password help” click on this option as noted above and follow the instructions.
- Click on the “Home” button in the upper right hand corner to return to the main screen

Core-CT Availability

Core-CT is only available for use during the following time periods:

Monday – Friday (6:00am – 7:00pm *)

Saturday (6:00am – 4:00pm)

Sunday (system is unavailable)

* On the Thursday in the middle of the pay period every two (2) weeks the system becomes unavailable at 2:00pm instead of 7:00pm

Questions

If you have any questions or concerns regarding the use of Core-CT please feel free to contact Ms. Jacqueline Patton at 203-392-5572 or via email at pattonj1@southernct.edu or Ms. Darci Carson at 203-392-5075 or via email at carsond1@southernct.edu