Employees may now log in to the state payroll system (CORE-CT) and review up to two years of paychecks. New check/direct deposit advice data is updated the Thursday of each pay week. Please follow the instructions below for logging in for the first time. It is very important that you set up the “Password Help” and “primary email address” information during initial setup.

1. Open a browser and to go to: http://www.core-ct.state.ct.us
2. Click on LOGIN located in the upper left hand corner of the screen
3. Enter User ID and Password  
   a. User ID is your state Employee ID which is found on your paystub or timesheet. This is not your SCSU Banner ID.
   b. Default Password is first four letters of last name (UPPER CASE) and last four numbers of your social security number. *if last name less than four letters, use entire last name followed by the last four numbers of your social security number*
4. You will be prompted that your password has expired.  
   a. Click on “Click here to change your password” Link  
   b. Complete password change information
   c. Click “Change Password button to save
   d. Click OK
5. You will then be logged in to the Core-CT Portal Home Page.
6. In the Personal Information column - under the My System Profile heading click on the “My System Profile” link.  
   a. Click on “Change or set up forgotten password help”  
   b. Select the hint question from dropdown and type response
   c. Click OK and continue to “Primary Email Address”  
   d. Click on “Primary Email Account” box and add your Owls or SCSU email address. (This will be email address used if you need to retrieve a forgotten password)
   e. Save
7. To view paychecks  
   a. Click on “View Paycheck Information” under the Payroll menu  
   b. Click on the period ending date of paycheck you wish to view
   c. If the direct deposit advice does not display please make sure your browser is allowing pop-ups.
      i. Normally most browsers will display a warning at the top of the screen regarding the pop-up after the link is clicked. Choose to have the browser always allow pop-ups for the CORE-CT site
      ii. For more help with pop-up blocker management please visit http://www.core-ct.state.ct.us/help.html
8. To view Personal Information  
   a. Click on any of the links listed under Personal Information
   b. Please use these screens to view information only
   c. We ask employees to contact Human Resources if any Personal Information needs to be updated.
9. Always sign out. The “sign out” is in upper right hand corner of the CORE-CT home page