

ePay Log-In Instructions

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