

Core-CT

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 Logging In the First Time

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/>

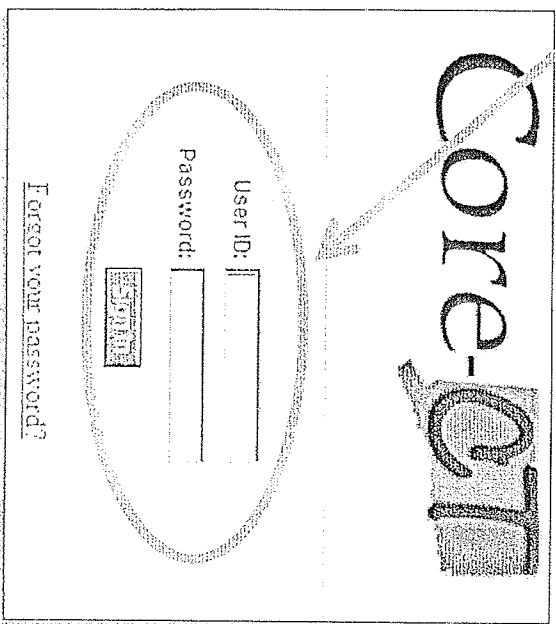
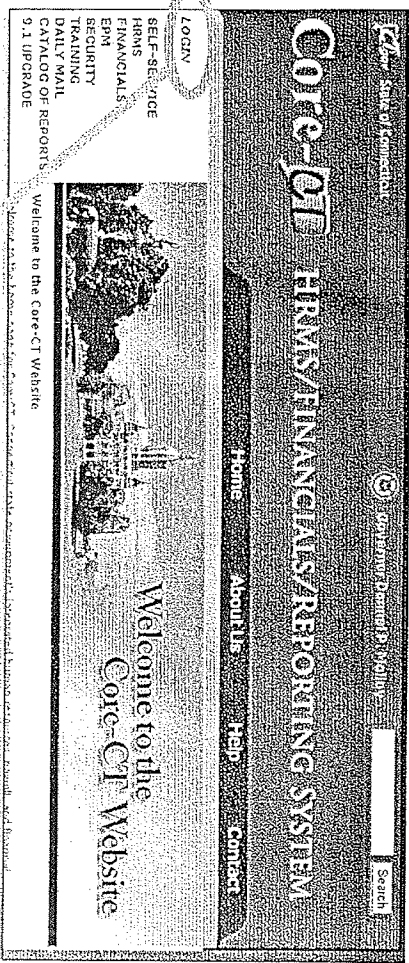
2. Click on Login

3. Enter the User ID and Password provided to you

■ This Password will expire after your first log in, and you will need to change it

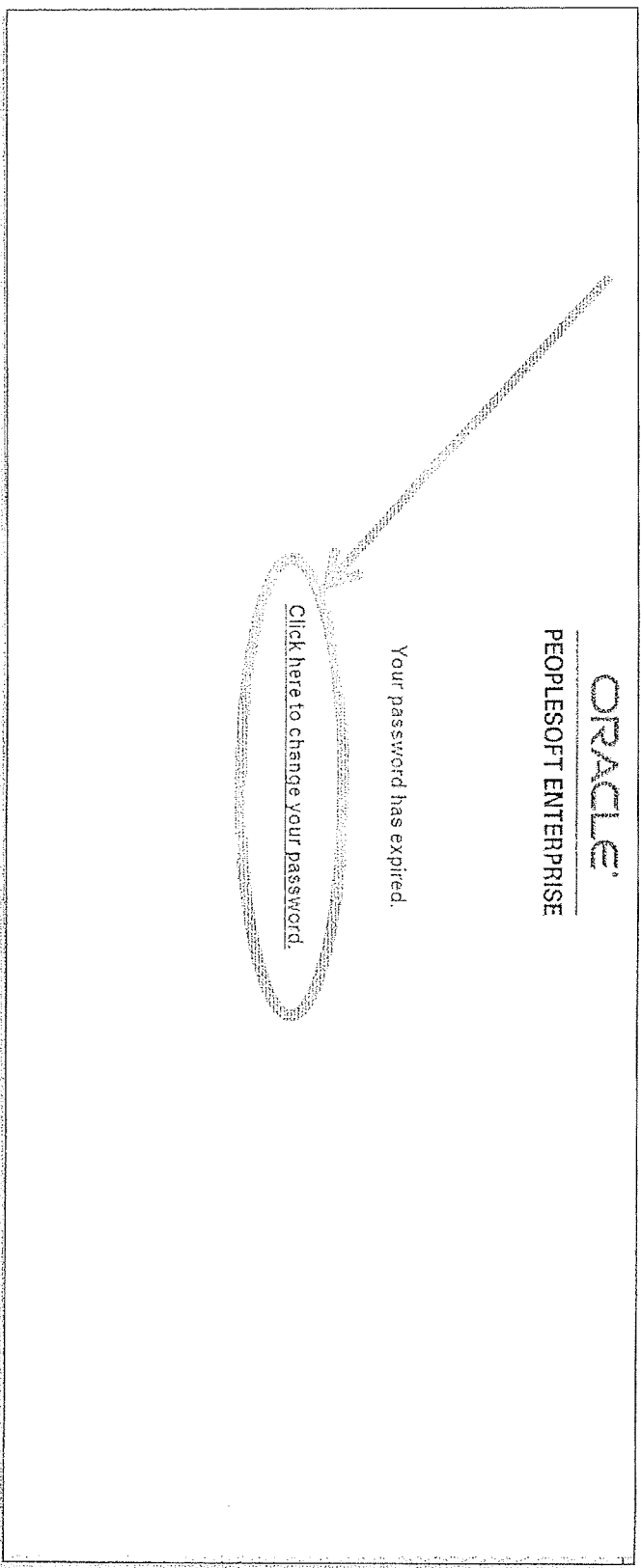
User ID = Employee number

Password = First 4 letters of last name (all caps) + last 4 digits of Social Security Number



Core-IT Password Change Prompt

To change your Password, click on the Link to begin



Core-CT Changing Your Password

To Change Your Password

1. Enter your Current Password (the password provided to you)
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

Change Password

User ID: 9999999

Description: Lastname, Firstname

Current Password:

New Password:

Confirm Password:

Change Password

For Help, contact: core-ct@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

☐ Notify

Core-CT

Portal Home Page

Core-CT State of Connecticut

My Links Select One:

My Links

Core-CT Help

Personal Information

Review and update your personal information.

Personal Information Summary

Home and Mailing Address

Email Addresses

Emergency Contacts

Marital Status

Name Change

Direct Groups

My System Profile

Set up personal preferences, such as email and language preferences, password and forgot my password here.

My System Profile

Change My Password

Time and Labor

Time and Labor Report and approve time.

Timecard

Approved Time

Payroll

Payroll Report and approve time.

Payroll

View Paycheck

Core-CT News

EPH News

EPH Update to 9.11

More...

Finance News

Year End Activities Calendar

More...

HR News

HCRA 9.11 Upgrade is now live!

More...

Update Statistical Articles

Feed

View All Articles and Sections

My Reports

No Reports To Display

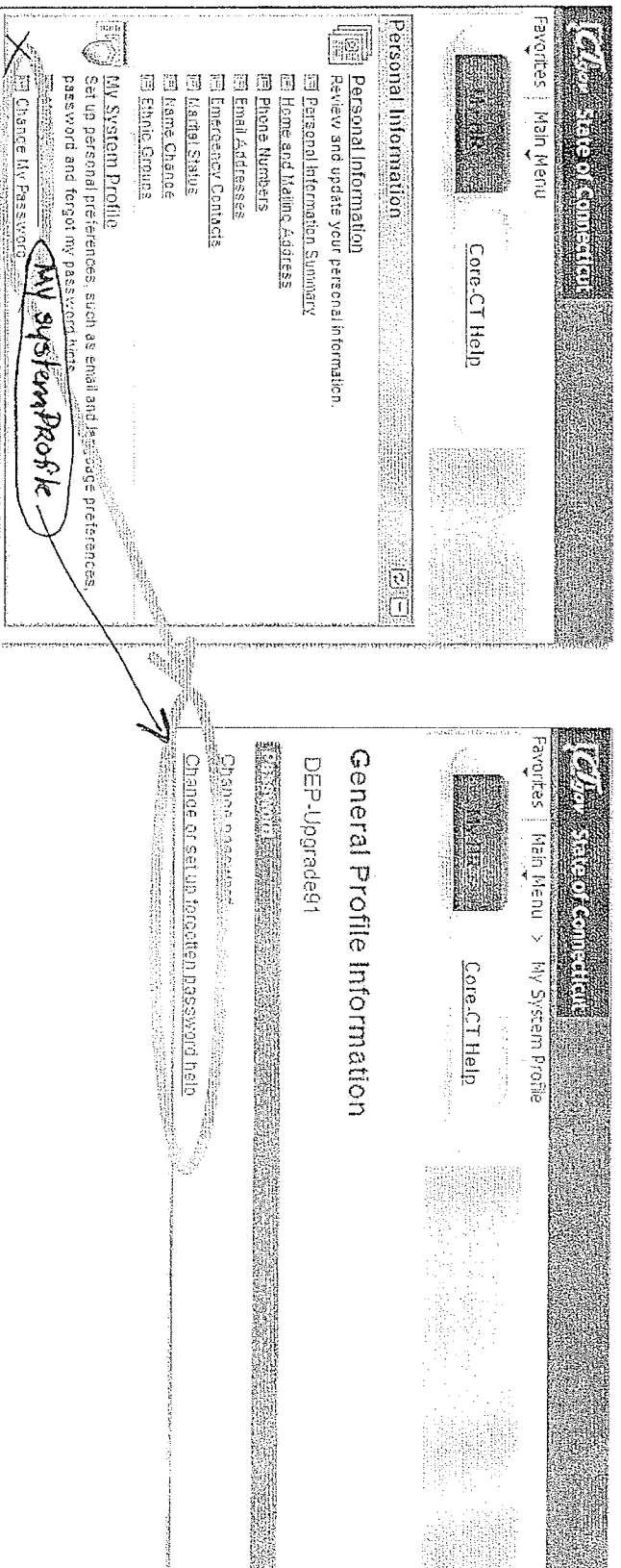
Report Manager

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

- Setting Your Password Recovery question and email address
- Viewing Your Paycheck

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Core-CT 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:

My System Profile

1. Click on 'Change My Password' in 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

Core-CT Select a Recovery Question

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 to set up your Primary Email address

Core-IT

Enter a Recovery Email Address

Primary Email Account ☐ TV

Email Type Business

Email Address doit.core.emailtest@ct.gov

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' from the Drop Down Menu
3. Type in your email address

4. - Click SAVE (Bottom left of screen)
5. - Click MyHR Tab at top left of screen

Core-CT

Viewing Paychecks

[Home](#) | [Main Menu](#) | [Core-CT Help](#)

Personal Information
 Review and update your personal information.
[Personal Information Summary](#)
[Home and Mobile Devices](#)
[Phone Numbers](#)
[Email Addresses](#)
[Emergency Contacts](#)
[Medical Profile](#)
[Name Change](#)
[Ethnic Groups](#)

My System Profile
 Set up personal preferences, such as email and language preferences, password and forgot my password links.
[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
[EPHNews](#)
 • [EPH Upgrade to 9.11](#)
[Work](#)
[Finance News](#)
 • [Year End Activities Calendar](#)
[More](#)
[HR News](#)
 • [HCOM 9.1 Upgrade to New Line](#)
[More](#)
[Useful, Suggested articles](#) | [Feed](#)
[View all articles and sections](#)

My Reports
[No Reports To Display](#)
[Report Manager](#)

[My Links](#) | [Select One:](#)

- 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-IT

View Paycheck

Home State of Connecticut

Factory Home Menu Self Service Payroll View Paycheck



Connect Help

Payroll Select One:

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

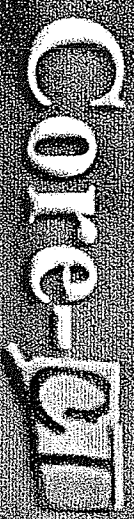
The 'View Paycheck' page displays a summary of pay information for each check received

An online pay advice is available for review

If you have more than one job associated with the same User ID, each job will be listed, distinguished by Dept. ID and Job Title

Click the date of the Paycheck you'd like to review

\$903.60
\$903.60



About Pop-Up Blockers

- Some employees have encountered difficulties when first attempting to view their paycheck information due to Pop-Up Blocker settings
- Employees are advised to contact their agency's local IT support to provide initial support with this
- Should additional assistance be needed, please have your local IT support contact the Core-CT Help Desk

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

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

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