



# STATE OF CONNECTICUT

*DEPARTMENT OF CORRECTION*  
HUMAN RESOURCE – HR NORTH  
24 WOLCOTT HILL ROAD  
WETHERSFIELD, CONNECTICUT 06109

Date: March 12, 2013

To: All Wardens and Unit Heads, DOC Staff

From: Suzanne O. Smedes, Assistant Director of Human Resources

Re: ePay Rollout (Direct Deposit Only)

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Last year the Office of the State Comptroller and Department of Administrative Services successfully piloted the rollout of ePay, which enables employees to view their pay records online in Core-CT. In 2013, ePay will be released in phases to all state agencies - with the ultimate goal of transitioning state employees and retirees to a paperless payment system in order to save money, conserve paper and provide more efficient service.

Employees who use Core-CT can already access their paycheck information on-line using their existing Core-CT User ID and password. With the expansion, access to ePay is now available to all current employees who never had a Core-CT User ID and to new hires as well.

Employee ID will be used for all 'new' User IDs in Core-CT and the temporary password will reflect the employee's first four (4) letters of Last Name (all in uppercase) + last four (4) digits of SSN. (Example password: 'SMIT1234') This temporary password will expire the first time it is used and the employee will be prompted to change it.

By clicking the following link: [http://docweb/images/stories/PDF/Intro\\_to\\_Core\\_CT.pdf](http://docweb/images/stories/PDF/Intro_to_Core_CT.pdf) you will find instructions for new Core-CT users on how to log into Core-CT using their User ID and password, setup forgotten password help and use ePay.

Core-CT User IDs are portable. If an employee transfers to another agency or leaves state service and is rehired, their Core-CT User ID will not change. Re-activation of User IDs and password resets may be required, as a result.

Paycheck information will be available online the morning of pay day, typically the Thursday of pay week. Two years of historical paycheck data will be available online. **During this rollout, employees will still receive a printed pay statement until we coordinate a date to stop printing direct deposit advices.** This move to 'paperless' has worked successfully for a number of agencies. We encourage you to use this ePay feature and welcome any feedback.