Welcome to Core-CT’s Self Service Payroll (ePay)

This presentation will cover four ‘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
- Viewing Your W-2 Forms
The Office of the State Comptroller transitioned state employees to a paperless paycheck information system known as “ePay” in July 2013 and effective December 2015, W-2 forms will also be available on this self-service system.

Access to ePay is available to all Active employees through the state’s CoreCT system. CoreCT is the State of Connecticut’s human resources, payroll, and financial system.

Individuals without direct deposit will continue to receive physical paychecks, but will also be able to access their pay stub information online through ePay.
Here’s How:

1. Open a browser and go to the UConn Health Payroll website:
   - [http://employ.uchc.edu/payroll](http://employ.uchc.edu/payroll)

2. Click on Core-CT Login

Payroll

The Payroll Unit provides timely and accurate payments to all UConn Health employees by following guidelines, policies and procedures set forth by UConn Health, the State of Connecticut and the Federal Government. In addition, it is responsible for processing employee payments on a bi-weekly basis, including regular pay, lump-sum payments for separating employees, workers’ compensation checks, other pay due employees, changes to pay such as tax status, direct deposit, and other employee pay deductions.

Paycheck and Accrual Information

Paycheck information is housed in two separate areas. To view Paycheck stubs or pay advice for direct deposit, please visit E-Pay provided by the Connecticut Core-CT web portal. It is recommended that employees review ePay instructions prior to logging in for the first time. The Core-CT system is available Monday through Sunday, 4 a.m. to 8 p.m., non-pay week Thursday, 4 a.m. to 2 p.m.

For information on hours worked, hourly rates and accruals, please visit Self Service Banner:

- Core-CT Login
- ePay Instructions
- Common ePay Questions
- Direct Deposit Form
- Pay Statement Guide
- Self Service Banner
• Your User ID is your 6 digit Employee ID (found on your paycheck in the box to the right of your name).

• Your temporary Password is the first 4 letters of your last name (all caps) followed by the last 4 digits of your social security number. If your last name is less than 4 letters, enter your full last name followed by the last 4 of your social security number.

• Enter your User ID and Password and click “Sign In”.

[Image of a Core-CT login page]
• Your Password is a temporary Password that expires immediately after you sign in. Your User ID will **ALWAYS** be your six digit Employee ID.

• To change your Password, **Click** on the Link to begin
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
While the Portal includes many tools and applications, this presentation highlights:

- Setting Your Password Recovery question and email address
- Viewing Your Paycheck
- Viewing Your W-2
‘My System Profile’ lets you Change Your Password and set up a recovery hint if you forget your password

Here’s How:
1. Click on ‘My System Profile’
2. Click on ‘Change or set up forgotten password help’

Now, you are ready to create your Password Recovery hint
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
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 Business for the ‘Email Type’ from the Drop Down Menu
3. Type in your email address - any address regardless of the email type
   - You can use a personal email address if no business email address exists
4. Click ‘Save’ in the lower left corner of the screen.
The ‘Payroll’ eApp includes the ability for employees to view and print their paycheck information online.

Click on the ‘View Paycheck’ link to access Paycheck information.
- 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
The ‘Payroll’ eApp now includes the ability for employees to view and print their W-2 online.

Click on the ‘View W-2/2-2c Forms’ link to access W-2 information.
The ‘View W-2’ page displays a link to view, and print, your most current W-2.

**Click** the ‘Year End Form’ of the W-2 you’d like to review.

To select a different Tax Year, click on ‘View a Different Tax Year’ and select the year.
Some employees have encountered difficulties when first attempting to view their paycheck information due to Pop-Up Blocker settings.

Employees are advised to contact the IT Help Desk (x4400) to provide initial support with this.