

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

Introduction to CoreCT

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.

Logging In the First Time

Here's How:

1. Open a browser and go to the UConn Health Payroll website:

<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 advices 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](#)

[Direct Deposit Form](#)

[ePay Instructions](#)

[Pay Statement Guide](#)

[Common ePay Questions](#)

[Self Service Banner](#)

UCONN HEALTH

- 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”.



The image shows a login interface for Core-CT. At the top, the text "Core-CT" is displayed, with the "CT" part in a blue, stylized font that incorporates a green outline of the state of Connecticut. Below this, there are two input fields: "User ID:" followed by a white text box, and "Password:" followed by a white text box. A dark grey button with the text "Sign In" is positioned below the password field. At the bottom of the form, there is a blue hyperlink that reads "Forgot your password?".

Password Change Prompt

- 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



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 screenshot shows the Oracle Change Password interface. At the top, the Oracle logo is visible. The form title is "Change Password". Below the title, the User ID is "9999999" and the Description is "Lastname,Firstname". There are three password input fields: "*Current Password:", "*New Password:", and "*Confirm Password:". Each field contains a series of dots. Blue arrows with numbers 1, 2, and 3 point to the Current Password, New Password, and Confirm Password fields respectively. A blue arrow with the number 4 points to the "Change Password" button, which is circled in blue. To the right of the form, there are "NEW PASSWORD REQUIREMENTS 12/14/2007" listed in blue text: "Password minimum length = 8 characters", "Password must include a minimum of 3 numbers", "Passwords are case sensitive", and "Last 6 passwords cannot be reused". At the bottom left, there are links for "For Help", "contact", "core.support", and "@.gov". At the bottom right, there is a "Notify" button.

Portal Home Page



Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

Favorites ▾ Main Menu ▾

My HR Core-CT Help My Links Select One: ▾

Personal Information

Personal Information

Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

My System Profile

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

- My System Profile
- Change My Password

Payroll

Payroll

Review current and prior paychecks.

- View Paycheck Information
- View W-2/W-2c Forms
- W-2/W-2c Consent

Core-CT News

Employee News

- Payroll Insert: Holiday Light Fantasia
- Payroll Insert: Give a Toy, Not a Ticket
- Payroll Insert: Save for College with CHET

[More...](#)

[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
- Viewing Your W-2

Setting Password Recovery

The screenshot shows the 'My HR' and 'Core-CT Help' tabs at the top. The 'Personal Information' section is active, with a sub-section 'Personal Information' containing links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'. Below this is the 'My System Profile' section, which is circled in blue and labeled with a '1'. A blue arrow points from this section to the 'Change or set up forgotten password help' link in the 'Password' section, which is also circled in blue and labeled with a '2'. The 'Password' section includes a 'Change password' link and the 'Change or set up forgotten password help' link. Below the password section is the 'Email' section, which has a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The table is currently empty.

Primary Email Account	Email Type	Email Address
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'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

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: 1

Select from the list of questions.

Response:

OK Cancel 2

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

Enter a Recovery Email Address

Primary Email Account	Email Type	Email Address	
<input checked="" type="checkbox"/>	Business	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 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.

Save 4

Viewing Paychecks

Favorites ▾ Main Menu ▾

My HR Core-CT Help My Links Select One: ▾

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[More...](#)

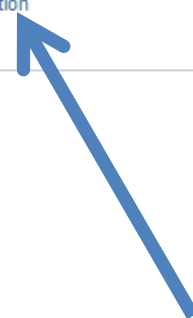
[Feed](#) ▾

[View All Articles and Sections](#)

My Reports

No Reports To Display

[Report Manager](#)



- 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

View Paycheck

CT.gov State of Connecticut

Home Worklist Add to My Links Sign out

Favorites Main Menu > Self Service > Payroll > View Paycheck

My HR Core-CT Help

My Links Select One: ▾

Paycheck Selection:

Pay Period End Date	Advice/Check Date	Paycheck Option	Department
2012-04-05	2012-04-19	Advice	OSC15000
2012-03-22	2012-04-04	Advice	OSC15000
2012-03-08	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
2011-12-29	2012-01-12	Advice	OSC15000
2011-12-15	2011-12-29	Advice	OSC15000
2011-12-01	2011-12-15	Advice	OSC15000
2011-11-17	2011-12-01	Advice	OSC15000
2011-11-03	2011-11-17	Advice	OSC15000
2011-10-20	2011-11-03	Advice	OSC15000
2011-10-06	2011-10-20	Advice	OSC15000
2011-09-22	2011-10-06	Advice	OSC15000
2011-09-08	2011-09-22	Advice	OSC15000
2011-08-25	2011-09-08	Advice	OSC15000
2011-08-11	2011-08-25	Advice	OSC15000
2011-07-28	2011-08-11	Advice	OSC15000
2011-07-14	2011-07-28	Advice	OSC15000
2011-06-30	2011-07-14	Advice	OSC15000
2011-06-16	2011-06-30	Advice	OSC15000
2011-06-02	2011-06-16	Advice	OSC15000
2011-05-19	2011-06-02	Advice	OSC15000
2011-05-05	2011-05-19	Advice	OSC15000
2011-04-21	2011-05-05	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

Viewing W-2

Personal Information

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- Name Change
- Ethnic Groups

My System Profile

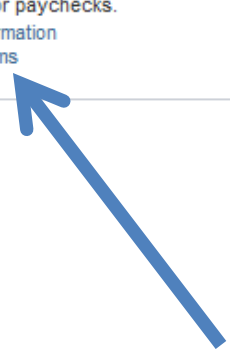
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[Feed](#) ▾

[View All Articles and Sections](#)

My Reports

No Reports To Display

[Report Manager](#)

- 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

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form
2014	CT	W-2	04/15/2015	Year End Form



- 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

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 the IT Help Desk (x4400) to provide initial support with this