

Core-CT

Welcome

To Core-CT

Epay Training

Spring, 2014

Before You Begin

If you have never used CORE-CT in the past, your user ID is your employee number.

Your initial password is:

the first four letters of your last name followed by the last four digits of your Social Security number

Passwords expire regularly and will become locked out after 3 failed attempts to Log in.

If you have used CORE-CT, your user ID may be your name

All security questions for Epay should be sent to DSS.Payroll@ct.gov

It is important that you email because your email address is used in the reset process.

By sending an email, we have the correct information to change the system defaults.

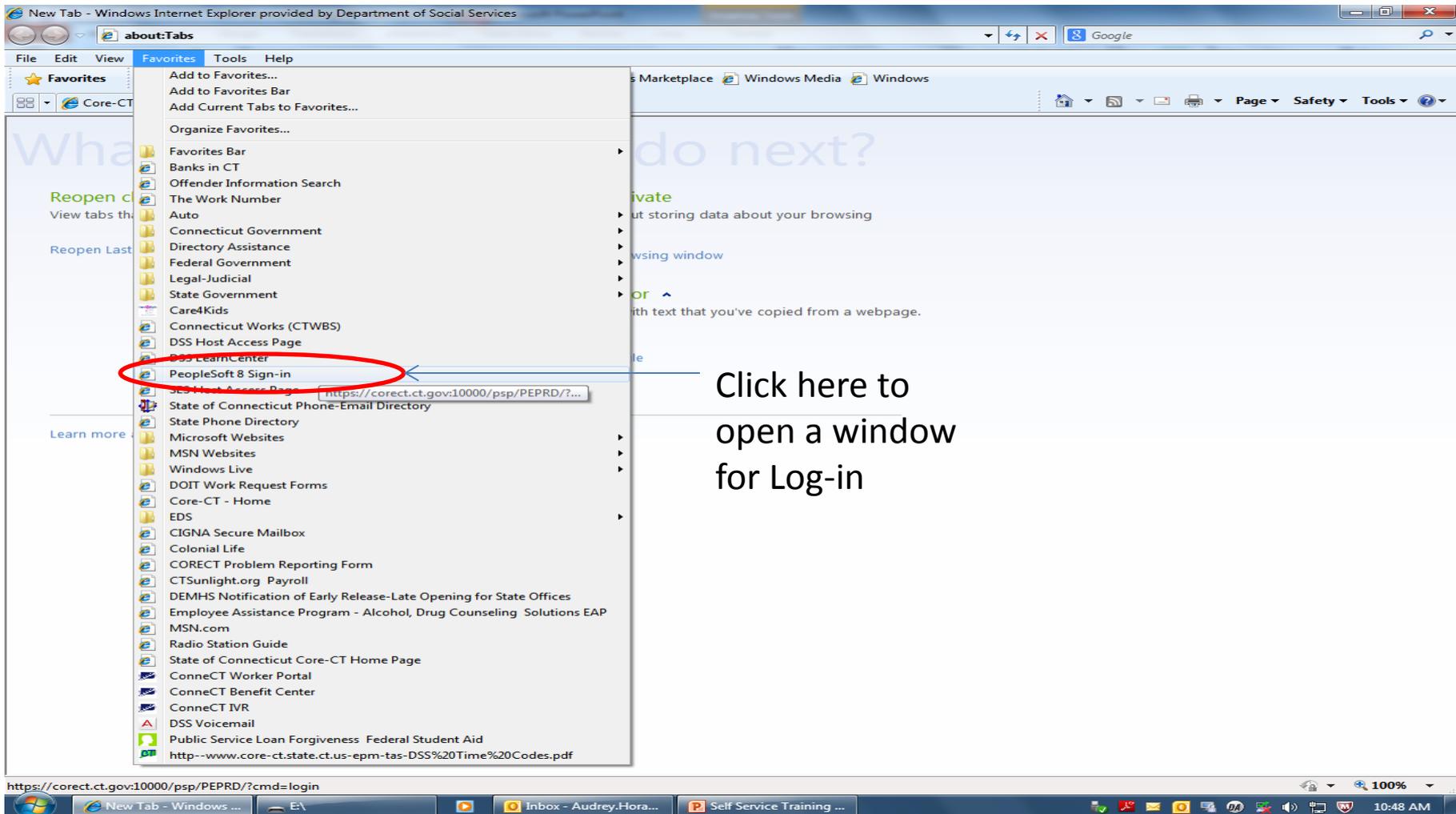
This mailbox is checked regularly and you will receive a response.

There are times when CORE-CT is not available for processing resets.

Welcome to the Core-CT Epay Training!

- Today you will be learning how to view your paycheck and print your advice.
- Our IT department has already saved a link to favorites on your computer.
- Open a new internet explorer window.

Click on Favorites in the windows menu, then click PeopleSoft 8 Sign-in





User ID:

Password:

Sign In

[Forgot Your Password?](#)

If you have not previously used CORE-CT, your user ID is your employee number

Your initial password is the first four letters of your last name followed by the last four digits of your social security number

This Forgot Your Password link will not work until you set up your Profile.

If you have difficulty, send an email to DSS.Payroll @ct.gov. We can help.

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

For hours of operation, helpdesk information, and much more, see the [Core-CT Home Page](#)

You will be prompted to change your password immediately upon log in.

Change Password

User ID: VaughanTho

Description: OSC-Vaughan Thomas

*Current Password:

*New Password:

*Confirm Password:

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

For Help contact

core.support

@ct.gov

1. To set up password reset process log into CORE-CT. Click the [My System Profile](#) link.

The screenshot displays the Core-CT web application interface. At the top left is the 'Core-CT' logo. Below it are links for 'Personalize', 'Content', and 'Layout'. The main area is divided into several sections:

- Enterprise Menu:** A list of navigation options including Self Service, Manager Self Service, Workforce Administration, Benefits, Time and Labor, Set Up HRMS, HRMS Worklist, Worklist, EPM Reporting Tools, FIN Reporting Tools, HRMS Reporting Tools, Reporting Tools, FIN PeopleTools, HRMS PeopleTools, and PeopleTools. At the bottom of this menu, 'Change My Password', 'My Personalizations', and 'My System Profile' are listed. 'My System Profile' is highlighted with a red box and a mouse cursor.
- My Reports:** A table with columns 'Report' and 'Folder'. It lists several reports with IDs like CTTLB353 and CTTLB359, and folders like 'Gener' and dates like '2010-05-'. A 'Report M...' link is visible at the bottom right of this section.
- Core-CT Links:** A section at the bottom right containing a link for 'Core-CT User Informati'.

2. Verify that a valid e-mail address is entered in the e-mail group box.

My System Profile - Windows Internet Explorer provided by Department of Social Services

https://corect.ct.gov:10000/psp/PEPRD/EMPLOYEE/EMPL/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL?PORTALPARAM_PTCNA

State of Connecticut

My System Profile

My HR Finance Core-CT Help

General Profile Information

DSS-Horan Audrey L

Password

[Change password](#)

[Change or set up forgotten password help](#)

[Miscellaneous User Links](#)

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	audrey.horan@ct.gov
<input type="checkbox"/>	Home	audreyhoran@sbcglobal.net

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

Local intranet | Protected Mode: Off

9:22 AM

You may use your work email address or your personal email address. You will want to choose one you will have access to when the computer emails your new password.

All new accounts are set to default to DOIT@ct.gov

3. Click the [Change or set up forgotten password help](#) link.

General Profile Information

OSC-Vaughan Thomas

Password

[Change password](#)

[Change or set up forgotten password help](#)

4. Click the Question drop down list and select a question to answer.

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:

In what city or town was your first job?



Response:

In what city or town was your first job?

What is your mother's maiden name?

What was the name of your first pet?

Who is your favorite author?

Who was your childhood best friend?

OK

5. Enter a Response (not case sensitive). Click the OK button.

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:

In what city or town was your first job?



Select from the list of questions.

Response:

HARTFORD

OK

Cancel

You will be returned to this page.

My System Profile - Windows Internet Explorer provided by Department of Social Services

https://corect.ct.gov:10000/psp/PEPRD/EMPLOYEE/EMPL/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL?PORTALPARAM_PTCNA1

State of Connecticut

My System Profile

My HR Finance Core-CT Help

Home HRMS Worklist FIN Worklist Add to My Links Sign out

My Links Select One:

Help Personalize Page http

General Profile Information

DSS-Horan Audrey L

Password

[Change password](#)

[Change or set up forgotten password help](#)

[Miscellaneous User Links](#)

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	audrey.horan@ct.gov	+	-
<input type="checkbox"/>	Home	audreyhoran@sbcglobal.net	+	-

Protocol	XMPP Domain	UserID	Password	
XMPP				+

Save

Before you leave, you need to press this SAVE button.

Local intranet | Protected Mode: Off 100%

Done

My System Profile - ... Sent Items - Audrey... DSS Self Service Trai...

4:14 PM

Question #1

You need to view your pay advice and you forgot your password.

What should you do?

1. To use the password reset feature because you have forgotten your password, click the [Forgot Your Password?](#) link on the sign-in page.

Core-CT

User ID:

Password:

[Forgot Your Password?](#)

This option will not work unless you have previously entered your email address and completed the challenge question

2. The Forgot My Password page displays. Enter your User ID. Click the Continue button.



The screenshot shows the 'Forgot My Password' page for Core-CT. At the top is the Core-CT logo, where 'Core-' is in black and 'CT' is in blue with a green outline of the state of Connecticut. Below the logo is the heading 'Forgot My Password' in blue. A paragraph explains that users can have a new password emailed to them if they've forgotten or their password has expired. Below this is a prompt to enter the User ID. A text input field contains 'VaughanTho'. At the bottom is a yellow 'Continue' button.

Core-CT

Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

[Continue](#)

3. Enter the same Response as the one entered on the My System Profile that you set up (not case sensitive). Click the Email New Password button.

Forgot My Password

User ID: VaughanTho

Email ID: tom.vaughan@ct.gov

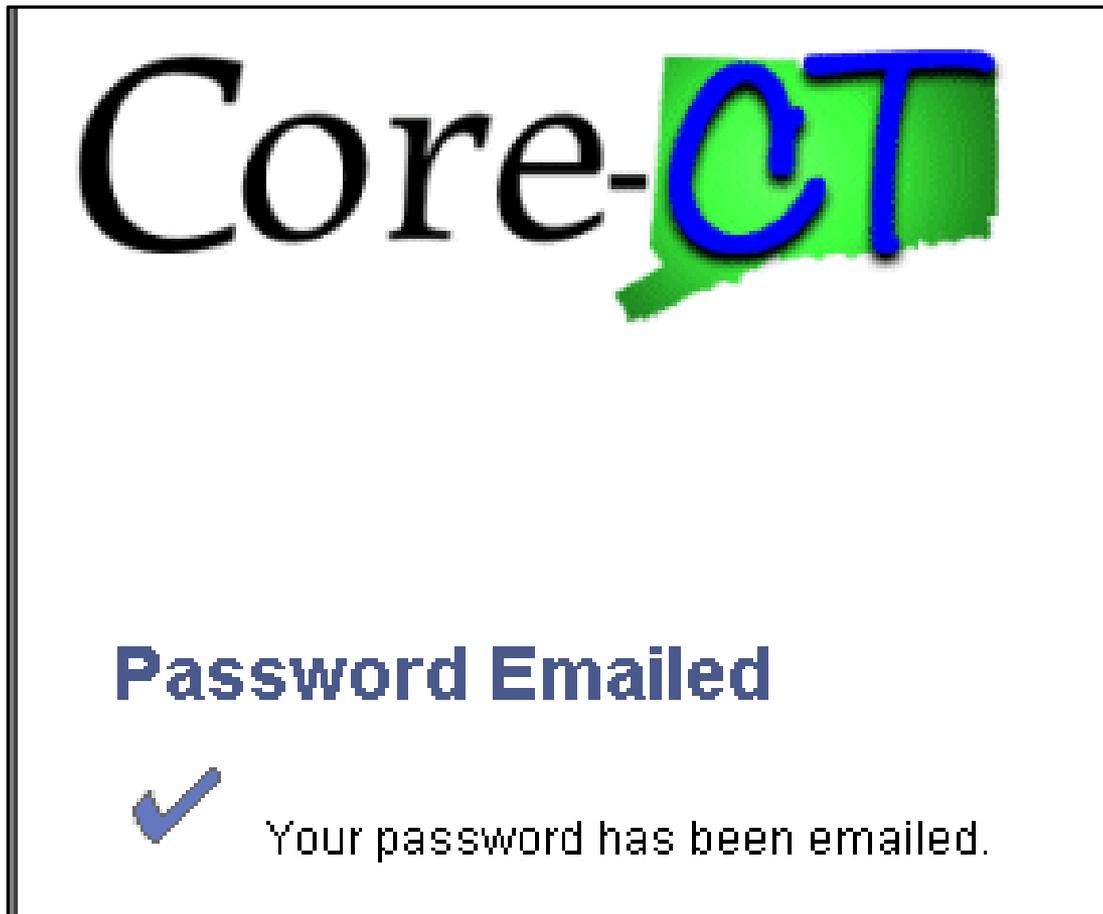
Please answer the following question below for user validation.

Question: In what city or town was your first job?

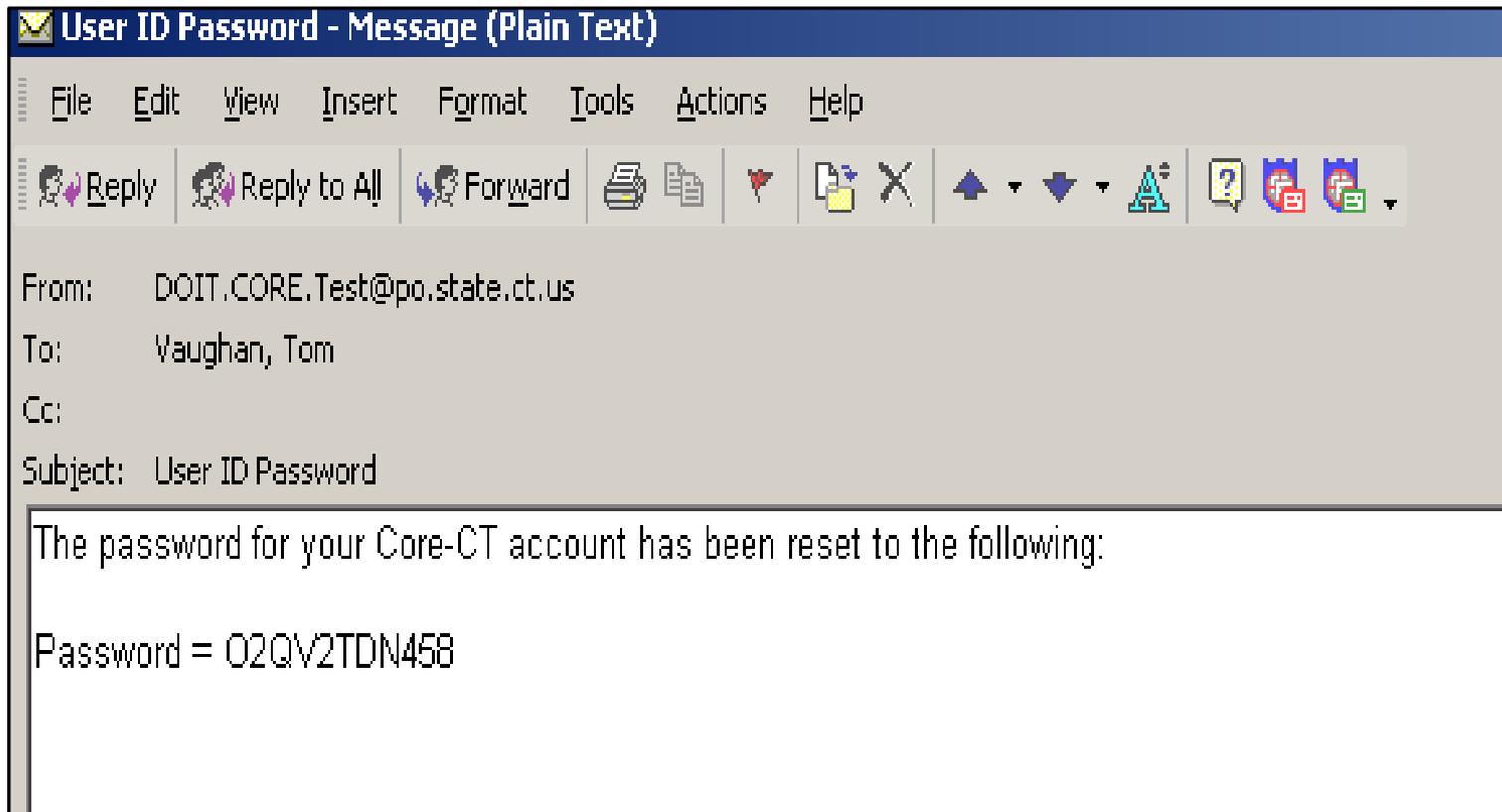
Response:

[Email New Password](#)

4. The following message displays with notification that a temporary password has been emailed.



5. Go to your Email inbox you previously elected. Open the system generated message regarding User ID Password.



6. Enter your User ID and the temporary system generated password sent in the email. Click the Sign In button.

Core-CT

User ID:

Password:

[Forgot Your Password?](#)

7. The system generated password expires immediately. Click the [Click here to change your password](#) link.

Your password has expired.

[Click here to change your password.](#)

8. The Change Password page displays. Enter the system generated password in the Current Password field. Enter a new password and confirm it. Click the Change Password button.

Change Password

User ID: VaughanTho

Description: OSC-Vaughan Thomas

*Current Password:

*New Password:

*Confirm Password:

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

For Help contact

core.support

@ct.gov

9. Click the OK button.

Password Saved



Your password has successfully been changed.

OK

10. You are now logged into CORE-CT. The Home page displays. Click on View Paycheck Information under the Payroll Menu.

The screenshot shows the CORE-CT Portal home page. The browser address bar displays <https://corect.ct.gov:10000/psp/PEPRD/EMPLOYEE/EMPL/h/?tab=DEFAULT>. The page features a navigation menu with 'My HR', 'Finance', and 'Core-CT Help' buttons. The main content area is divided into several sections:

- Personal Information:** Includes 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 for setting preferences and passwords.
- Time and Labor:** Includes links for 'Timesheet', 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'.
- Payroll:** This section is circled in red. It contains a 'Payroll' icon and a link for 'View Paycheck Information'.
- Core-CT News:** Features 'Employee News' with links to 'Payroll Insert: CT Lottery Gift Responsibility', 'Payroll Insert: Bushnell Tickets', and 'Payroll Insert: PRAMS Survey', along with a 'Feed' and 'View All Articles and Sections' link.
- My Reports:** A table listing reports and their folders.

Report	Folder
CTTLR252	General
	2013-12-16-09.22.1
CTTLR252	General
	2013-12-16-09.07.1
CTTLR252	General
	2013-12-16-09.06.5
CTTLR360	General
	2013-12-16-09.03.0
CTBNR005	General
	2013-12-15-00.13.0

At the bottom of the page, there is a 'Report Manager' link. The Windows taskbar at the bottom shows the system tray with the time 9:46 AM and the date 12/16/2013.

This is the summary of your paychecks showing Net Pay only.

View Paycheck Information - Windows Internet Explorer provided by Department of Social Services

https://corect.ct.gov:10000/psp/PEPRD/EMPLOYEE/HRMS/c/CT_MENU_PY_CT_PY_IC_PAY_INQ3.GBL?NAVSTACK=Clear&PORTALP/

State of Connecticut

My HR Finance Core-CT Help

To view a single paystub, click on the Pay Period End Date in the left column

Paycheck Information Is Available For Two Years

Review your available advices/checks below. Select the pay period end date of the advice/check you would like to review.

Pay Period End Date	Advice/Check Date	Paycheck Option	Department	Job Title	Net Pay
2013-12-12	2013-12-26	Advice	DSS60000	PayrollOfficer2	
2013-11-28	2013-12-12	Advice	DSS60000	PayrollOfficer2	
2013-11-14	2013-11-27	Advice	DSS60000	PayrollOfficer2	
2013-10-31	2013-11-14	Advice	DSS60000	PayrollOfficer2	
2013-10-17	2013-10-31	Advice	DSS60000	PayrollOfficer2	
2013-10-03	2013-10-17	Advice	DSS60000	PayrollOfficer2	
2013-09-19	2013-10-03	Advice	DSS60000	PayrollOfficer2	
2013-09-05	2013-09-19	Advice	DSS60000	PayrollOfficer2	
2013-08-22	2013-09-05	Advice	DSS60000	PayrollOfficer2	
2013-08-08	2013-08-22	Advice	DSS60000	PayrollOfficer2	
2013-07-25	2013-08-08	Advice	DSS60000	PayrollOfficer2	
2013-07-11	2013-07-25	Advice	DSS60000	PayrollOfficer2	
2013-06-27	2013-07-11	Advice	DSS60000	PayrollOfficer2	
2013-06-13	2013-06-27	Advice	DSS60000	PayrollOfficer2	
2013-05-30	2013-06-13	Advice	DSS60000	PayrollOfficer2	
2013-05-16	2013-05-30	Advice	DSS60000	PayrollOfficer2	
2013-05-02	2013-05-16	Advice	DSS60000	PayrollOfficer2	
2013-04-18	2013-05-02	Advice	DSS60000	PayrollOfficer2	
2013-04-04	2013-04-18	Advice	DSS60000	PayrollOfficer2	
2013-03-21	2013-04-04	Advice	DSS60000	PayrollOfficer2	
2013-03-07	2013-03-21	Advice	DSS60000	PayrollOfficer2	
2013-02-21	2013-03-07	Advice	DSS60000	PayrollOfficer2	
2013-02-07	2013-02-21	Advice	DSS60000	PayrollOfficer2	
2013-01-24	2013-02-07	Advice	DSS60000	PayrollOfficer2	
2013-01-10	2013-01-24	Advice	DSS60000	PayrollOfficer2	
2012-12-27	2013-01-10	Advice	DSS60000	PayrollOfficer2	

CORE-CT Self Service also allows you to view your personal information. Click on the Personal Information Summary link.

The screenshot shows the Core-CT Portal interface in a Windows Internet Explorer browser. The browser address bar displays the URL: <https://corect.ct.gov:10000/psp/PEPRD/EMPLOYEE/EMPL/h/?tab=DEFAULT>. The page header includes the State of Connecticut logo and navigation links for Home, HRMS Worklist, FIN Worklist, Add to My Links, and Sign out. The main content area is divided into several sections:

- Personal Information:** This section contains a list of links for managing personal data. The link [Personal Information Summary](#) is circled in red. Other links include Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups.
- My System Profile:** This section allows users to set up personal preferences, such as email and language preferences, password and forgot my password hints. Links include My System Profile and Change My Password.
- Time and Labor:** This section includes links for Time and Labor (Report and approve time), Timesheet, Approve Time, Payable Time Summary, and Payable Time Detail.
- Payroll:** This section includes links for Payroll (Review current and prior paychecks) and View Paycheck Information.
- Core-CT News:** This section features Employee News with links for Payroll Insert CT Lottery Gift Responsibility, Payroll Insert Bushnell Tickets, and Payroll Insert PRAMS Survey. It also includes a Feed and a link to View All Articles and Sections.
- My Reports:** This section displays a table of reports with columns for Report and Folder.

Report	Folder
CTTLR375	General 2013-12-31-15.55.4
CTTLR360	General 2013-12-31-14.49.4
CTTLR375	General 2013-12-31-14.49.3
CTTLR252	General 2013-12-31-08.42.1
CTBNR005	General 2013-12-31-00.43.3

At the bottom of the page, there is a [Report Manager](#) link. The browser's taskbar at the bottom shows the Windows Start button, several open applications (Core-CT Portal, Sent Items - Audrey..., DSS Self Service Trai...), and the system tray with the date and time (4:51 PM).

This is an old view but the format is similar.

ORACLE

Home | Worklist | Add to Favorites

Menu

Search: []

- Self Service
 - Time Reporting
 - Personal Information
 - Personal Information Summary
- Manager Self Service
- Benefits
- Time and Labor
- Worklist
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Personal Information

Duncan Donut

Name

Duncan Donut

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	01/01/1901	USA	101 Duncan Way Every Corner, USA 99999

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Business	123/456-7890		<input type="checkbox"/>
Home	098/765-4321		<input checked="" type="checkbox"/>

Telephone: 098/765-4321

Emergency Contacts

Name	Relationship to Employee	Primary Contact	Telephone
Jelly Donut	Qualified Child	<input type="checkbox"/>	098/765-4321
Whole Donut	Spouse	<input checked="" type="checkbox"/>	098/765-4321

Email Addresses

Email Type	Email Address	Preferred
Business	doit.core.emailtest@ct.gov	<input checked="" type="checkbox"/>

Scroll down

You can update some of this information by clicking on the item. The change is not permanently loaded to your file until Human Resources approves the change and sends you a CO-931 form.

Core-CT Portal - Windows Internet Explorer provided by Department of Social Services

https://corect.ct.gov:10000/psp/PEPRD/EMPLOYEE/EMPL/h?tab=DEFAULT

File Edit View Favorites Tools Help

Core-CT Portal

State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign out

My HR Finance 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

Time and Labor

Time and Labor
Report and approve time.

- Timesheet
- Approve Time
- Payable Time Summary
- Payable Time Detail

Payroll

Payroll
Review current and prior paychecks.

- View Paycheck Information

Core-CT News

Employee News

- Payroll Insert: CT Lottery Gift Responsibility
- Payroll Insert: Bushnell Tickets
- Payroll Insert: PRAMS Survey

More...

Feed

View All Articles and Sections

My Reports

Report	Folder
CTTLR375	General
	2013-12-31-15.55.4
CTTLR360	General
	2013-12-31-14.49.4
CTTLR375	General
	2013-12-31-14.49.3
CTTLR252	General
	2013-12-31-08.42.1
CTBNR005	General
	2013-12-31-00.43.3

Report Manager

Local intranet | Protected Mode: Off

100%

4:55 PM

Key points to remember when viewing personal information

- Only Human Resources, Payroll and you can view your personal information.
- You can change your personal information, but the change is not completed until a Human Resources representative accepts your change.
- In most cases, a CO-931 form must still be completed for Retirement Division.

For assistance please call:

- Audrey Horan 860-424-5161
- Mike Conway 860-424-5785
- Always available by Email to
DSS.Payroll@ct.gov