



**Subject: *Coming Soon—Core-CT’s Upgrade for Human Resources & More***

As a reminder, coming in late October, Core-CT will be rolling out an update to its Human Resources Management System (HRMS), **plus** — launching the first release of the new Core-CT Portal for all users!

Here is what’s on tap:

**Core-CT’s New HRMS Application**

Core-CT is upgrading its HRMS application to enable State employees to take advantage of enhanced and new functionality in the latest 9.1 release and to stay current with Oracle support. EPM will also be upgrading to the latest 9.1 release and any corresponding changes to the HRMS system data will be reflected in EPM where applicable. No new functionality is being implemented in EPM with this release.

New functionality will be phased in over the next several months and will include the Self-Service eApps of eProfile, eBenefits and ePay. All existing Core-CT users will see eProfile and ePay with the new upgraded system upon log in. eProfile allows employees to view or update their personal information. eBenefits gives employees the ability to view and manage their own benefits information. ePay provides an on-line view of employee pay information and can be expanded to paperless advices of deposit. Self-Service Time & Labor will also be expanded. As part of this roll-out, all state employees currently without a Core-CT Self-Service User ID will receive one over the coming months through their Human Resources office.

Supporting the eApps effort is greater automation of security setups. Security Liaisons will no longer need to complete a CO-1092 Security Request form for the creation of new User IDs in Core-CT. Future new hires will be automatically set up with a Self-Service User ID further streamlining the security process. Employee’s Self-Service User IDs will also be automatically inactivated upon termination in job data. Security Liaisons will still be required to obtain approval via the CO-1092 Security Request Form to add, modify or delete HRMS, Financial and EPM users in Core-CT.

An entirely new module called Talent Acquisition Management / Candidate Gateway (Recruiting Solutions) is planned for implementation in the first quarter of 2013. This functionality will streamline job approvals, postings, interview scheduling, job applications, candidate communication, and job offer management. It will enhance the state’s hiring process and make it easier for employees to apply for State of Connecticut opportunities.



Also planned for 2013 is the incorporation of Retirement Payroll into Core-CT.

### **The new Portal – Your gateway to Core-CT – and more!**

All users will see the new Core-CT Portal when you login, with a whole new look and feel. From the Portal, you can access all the applications (e.g. HRMS, Financials, EPM) for which you currently have access. In addition, you will have access to your personal information and payroll to view your paycheck online. The Portal is tailored to your individual job and role, including employee and manager self-service features, if applicable.

The Portal offers secure access to the applications, resources, and tools needed for your position. The new Portal puts you, “in the driver’s seat” with a dashboard that helps you manage your work.

You will now navigate using drop down menus. HRMS users will see additional tabs and pages that align with the upgraded application. EPM users will see a new ‘Core-CT EPM’ menu choice as the initial launch into EPM reporting tools and Query Manager.

Coming in March 2013 with the upgrade to Financials, users with financial roles will see an additional tab displaying financials-related information and topics.

Additional communications will be sent in the coming months regarding updates to the portal and system in conjunction with the financials upgrade.

### **Communication, Training & Support**

Core-CT has a full communication, training and information campaign planned for the launch of the new Core-CT HRMS application and the new Portal. Online training, job aids, and self-running demonstrations will be available prior to go-live.

### **For More Information**

Visit the Core-CT website, and look for the **9.1 Upgrade** on the left side of the screen.

The link is provided below:

<http://www.core-ct.state.ct.us/9-training/>

You will also find a link to a sample of the new Portal homepage.

**Stay tuned for more details!**