



Intro to ePay

Core-CT

ePay Features

- Part of Employee Self Service

- Accessed from the Portal

- Provides secure access to paycheck information

- Enables viewing/printing of PDFs of paycheck advices

- Provides access to paychecks within a 12 month timeframe

Access the ePay module from the My HR tab on the Portal.

The screenshot shows the Core-CT portal interface. At the top, there are tabs for "my HR" and "Core-CT Help". A dropdown menu on the right is set to "Select One". 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, Marital Status, Name Change, and Ethnic Groups.
- My System Profile:** Includes links for My System Profile and Change My Password.
- Employee Benefits:** Includes links for Benefits Summary, Life Events (Birth/Adoption, Marriage), Benefits Job Aid, and Open Enrollment Brochure.
- Time and Labor:** Includes links for Time and Labor and Timesheet.
- Payroll:** Includes links for Payroll and View Paycheck Information (highlighted with a red box).
- HR News:** Includes links for Update Submitted Articles, Feed, and View All Articles and Sections.
- Tasks:** Includes a button for Add a Task and a link for Show All/Enhanced...
- My Reports:** Includes a table with Report and Folder columns.

Report	Folder
SCRTY_OPRCLS	General
	2012-09-11-16.08.1

Below the table is a link for [Report Manager](#).

Navigation: Payroll > View Pay Check Information

The view Paycheck page displays a basic summary of pay information for each check received.

Paycheck Information Is Available For One Year

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

Paycheck Selection: Nixon,Ron					
Pay Period End Date	Advice/Check Date	Paycheck Option	Department	Job Title	Net Pay
2012-05-03	2012-05-17	Advice	DRS16000	IT Analyst 2	\$2425.56
2012-04-19	2012-05-03	Advice	DRS16000	IT Analyst 2	\$2425.58
2012-04-05	2012-04-19	Advice	DRS16000	IT Analyst 2	\$2425.58
2012-03-22	2012-04-04	Advice	DRS16000	IT Analyst 2	\$2425.56
2012-03-08	2012-03-22	Advice	DRS16000	IT Analyst 2	\$2425.57
2012-02-23	2012-03-08	Advice	DRS16000	IT Analyst 2	\$2425.56
2012-02-09	2012-02-23	Advice	DRS16000	IT Analyst 2	\$2425.56
2012-01-26	2012-02-09	Advice	DRS16000	IT Analyst 2	\$2425.56
2012-01-12	2012-01-26	Advice	DRS16000	IT Analyst 2	\$2425.58
2011-12-29	2012-01-12	Advice	DRS16000	IT Analyst 2	\$2425.57
2011-12-15	2011-12-29	Advice	DRS16000	IT Analyst 2	\$2371.73
2011-12-01	2011-12-15	Advice	DRS16000	IT Analyst 2	\$2167.67
2011-11-17	2011-12-01	Advice	DRS16000	IT Analyst 2	\$2205.19
2011-11-03	2011-11-17	Advice	DRS16000	IT Analyst 2	\$2073.02
2011-10-20	2011-11-03	Advice	DRS16000	IT Analyst 2	\$6476.27
2011-10-06	2011-10-20	Advice	DRS16000	IT Analyst 2	\$2263.94
2011-09-22	2011-10-06	Advice	DRS16000	IT Analyst 2	\$2276.43
2011-09-08	2011-09-22	Advice	DRS16000	IT Analyst 2	\$2287.14
2011-08-25	2011-09-08	Advice	DRS16000	IT Analyst 2	\$2345.36

An online pay advice is available for review.

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Click to view a PDF of the paycheck advice for the pay period.

State of Connecticut
Office of the State Comptroller, 55 Elm Street
Hartford, CT 06106-1775

Advice Date
05/17/2012

Advice No.
38353277

Advice Amount: \$2,425.56

To The
Account(s) Of

DRS16000 DRS064202
Charles James
125 Main Street
Hartford, CT 06037

DIRECT DEPOSIT DISTRIBUTION			
Account Type	Bank Name	Account Number	Deposit Amount
Checking	FFMORGAN CHASE	XXXXXXXX00265	2,425.56
Total:			\$2,425.56

NON-NEGOTIABLE

State of Connecticut
Office of the State Comptroller, 55 Elm Street
Hartford, CT 06106-1775

Pay Group:	B41-All Biweekly 14-Day 1	Business Unit:	AGENCY
Pay Begin Date:	04/29/2012	Advice #:	00000038353277
Pay End Date:	05/03/2012	Advice Date:	05/17/2012

2	Ron Nixon 791 Beckley Road Berlin, CT 06037	Employee ID: 055305 Employee Ref # 0	TAX DATA: Federal CT State
		Department: DRS16000-Dept of Revenue Services	Marital Status: Married CT Code A
		Location: ISD Database Support	Allowances: 8 0
		Job Title: IT Analyst 2	Adm. Post: - 75.00
		Pay Rate: \$3,249.05 Biweekly	

HOURS AND EARNINGS				TAXES			
Description	Rate	Current Hours	Current Earnings	YTD Earnings	Description	Current	YTD
Regular Earnings	46.415000	70.00	3,249.05	32,490.54	Fed Withholding	206.77	2,087.70
					Fed MED/EE	45.83	458.29
					Fed GASDI/EE	132.75	1,327.47
					CT Withholding	85.65	856.50

Total		70.00	3,249.05	32,490.54	Total	473.00	4,729.96
BEFORE-TAX DEDUCTIONS				AFTER-TAX DEDUCTIONS			
Description	Current	YTD	Description	Current	YTD	Description	Balance
SEBS Tax 2A	64.98	649.80	Engin,Steen,Tech F-4-D	32.49	324.90	Sick	39,750.00
CHONA Dental	6.07	60.70	Orpld/Slip	25.38	253.80	Vacation	135,750.00
Oxford HMO Select	82.34	823.40	Group Life Ins - Basic	15.80	158.00	Personal	17,500.00
			STD/Med/Lif	65.43	654.30	Comp. Time	10,250.00
			Ld/Dsh/Hld	58.00	580.00		

Current:	3,249.05	3,095.66	473.00	350.40	2,425.56
YTD:	32,490.54	30,956.64	4,729.96	3,504.90	24,255.68
TOTAL GROSS		FED TAXABLE GROSS		NET PAY	
TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY DISTRIBUTION	
				Advice #00000038353277	
				Total: 2,425.56	

MESSAGE:

- 1 Pay Period Data:** Indicates Core-CT business unit, pay group, pay dates and check details.
- 2 Additional Employee Data:** Indicates your current job title, pay rate and the agency (department) for which you work.
- 3 Before-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay prior to tax calculations.
- 4 After-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay after tax calculations.
- 5 Leave Balances:** For employees whose agencies use Core-CT Time and Labor, lists leave balances as of the pay end date.