

eProfile Approvals

eProfile name changes and/or address changes require verification and approval. Employees can use the eProfile pages to initiate changes to the information, but those changes will not take effect until appropriate documentation has been submitted, verified, and the change request is approved.

The verification/approval process is important because changes to an employee's name and/or address can affect eligibility for benefits. This process alerts agency HR departments to changes in employee information that have consequences for employee benefits. It provides agency HR departments with an opportunity to work with employees to ensure that employees are aware of how their benefits may be affected by the requested change, and to help them take appropriate action.

The process begins when an employee submits an online request using eProfile for a change to name and/or address. The employee receives an online notification once the change request has been saved/submitted. Core-CT displays a message that the request was successfully submitted.

After submitting the request online using eProfile, the employee is responsible for gathering appropriate documentation supporting the request and submitting that documentation to the agency HR office in a timely fashion. Employees should check with their agency HR department to determine what type of documentation is required and the time frame in which that documentation must be submitted.

Submission of documentation is done outside of Core-CT. Employees should check with their agency HR department to determine the preferred way for documentation to be submitted. Procedures may vary from agency to agency.

Agency HR approvers receive notification through their worklist that requests for changes are awaiting their review and approval. They will review the submitted documentation and use their worklist to either approve or deny the change request. No action on change requests are made until appropriate supporting documentation has been received and reviewed.

After an HR approver has taken action on a request, the originator of the request receives an email notification indicating that the request was approved (or denied). The email notification is automatically generated by Core-CT.

Employee personal information related to name and address is not changed in Core-CT until a request has been approved.