It is very important for employees to have the most up to date home/mailing address in Core-CT to ensure all required tax filing documents are received in a timely manner. Employees may follow the following steps to add a home/mailing address in Core-CT **(assuming the employee has Core-CT self-service access).** Employees who do not have access to Core-CT Self Service should contact their Agency HR office to find out the quickest way to update their Core-CT home/mailing address.

Step 1

Sign-on to Core-CT:

https://corect.ct.gov/psp/PEPRD/?cmd=login

Enter your User ID and Password and click Sign In.

For User ID and Password assistance please contact your

Agency Security Coordinator via the following URL:

http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

Step 2

Navigate to:

 Main Menu > Core-CT HRMS > Self Service >
Personal Information > Home and Mailing Address

Step 3

In this example, there is an existing **Home** address and a **Mail** Address will be added. Click on the down error next to the **Address type** label, select **Mail, and click** the **Add** button

----

Step 4
"The Change As Of" effective date will default to today's date (as pictured on the next page)

If your intention is to add a new address to ensure you receive year-end forms in a timely manner, please be sure the **"Change As Of"** date is a date **before or equal** to the last **pay period begin date** of the calendar year (**you can enter a date in this field**). If you are not sure what the pay period begin date is, please refer to the **HRMS Processing Schedule** pay period calendar that can be found under "Other Links" at the following URL: http://www.core-ct.state.ct.us/hr/. Note: The "Change As Of" date must be either the current date or a future date. Address changes also require approval by your agency HR staff. Be sure to leave ample time to accommodate these requirements. Screenshots are displayed on the next page:

Core-CT

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Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home · About Us · Help · Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
STARS

OFFICE of the STATE COMPTROLLER

DAS

REGISTER Online to VOTE

Regulations of CT State Agencies

access health CT

VETERANS

Core-CT HRMS User Support Web Site

This site supports Core-CT users working on HRMS transactions.

ATTENTION ALL HRMS USERS: DO NOT process any changes of any kind on Confirm Thursday. Core-CT is available until 2:00pm for review purposes only. Thereafter, Core-CT will be unavailable in order to facilitate payroll processing.

Modules

Benefits

Human Resources

Payroll

Time and Labor

Cross Module

User Group

Other Links

HRMS 2015 Payroll Processing Schedule

HRMS 2014 Payroll Processing Schedule

HRMS System Status

Function	Complete?	As Of
Time Admin	Yes	10/30/2015
Pay Calculation	Yes	10/22/2015
Reports Ready?	Yes	10/30/2015
10/1/15 Leave Accruals	Yes	10/8/2015

Bulletin

All processing is complete.

The reporting run id is 103015B01R.

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Core-CT HRMS 2015 Payroll Processing Schedule

Dates are subject to change

* Due to a holiday

CYCYLE	PAY_FREQUENCY	PAY_BEGIN_DT	PAY_END_DT	MTNC_DATE_DUE	TL_ADDL_PAYDUE	CONFIRM_DATE	CHECK_DT
1	Bi-weekly	12/12/2014	12/25/2014	12/26/2014	*12/29/2014	*12/31/2014	1/9/2015
1	Special Bi-weekly	12/26/2014	1/8/2015	12/26/2014	*12/29/2014	*12/31/2014	1/9/2015
1	Semi-monthly	1/1/2015	1/15/2015	12/26/2014	*12/29/2014	*12/31/2014	1/15/2015
2	Bi-weekly	12/26/2014	1/8/2015	1/9/2015	1/13/2015	1/15/2015	1/23/2015
2	Special Bi-weekly	1/9/2015	1/22/2015	1/9/2015	1/13/2015	1/15/2015	1/23/2015
2	Semi-monthly	1/16/2015	1/31/2015	1/9/2015	1/13/2015	1/15/2015	1/30/2015
3	Bi-weekly	1/9/2015	1/22/2015	1/23/2015	1/27/2015	1/29/2015	2/6/2015
3	Special Bi-weekly	1/23/2015	2/5/2015	1/23/2015	1/27/2015	1/29/2015	2/6/2015
26	Bi-weekly	11/27/2015	12/10/2015	12/11/2015	12/15/2015	12/17/2015	*12/24/2015
26	Special Bi-weekly	12/11/2015	12/24/2015	12/11/2015	12/15/2015	12/17/2015	*12/24/2015
26	Semi-monthly	12/16/2015	12/31/2015	12/11/2015	12/15/2015	12/17/2015	12/31/2015

Return to Core-CT HRMS User Support Home Page

(pay cycles 4 – 25 are not shown on the screen shot pictured on the previous page to save space)

Step 5

Enter the new Mailing address (PO Boxes are ok) and click the Save button (as pictured on the next page):

- You have successfully added a new Mailing/Home address to Core-CT. Year-end forms that are mailed will be sent to the **most current address type** under your record. If you have a Home and Mailing address with the same effective date (but different addresses), the form will be sent to the Home address type.