

Employees may follow the following steps to view/save/print their eW-2C's

---

## Step 1

Sign-on to Core-CT:

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



[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

**Log Into Core-CT**

User Id

Password


[I Forgot My Password!](#)

[I Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

**Hours of System Operation:**

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm



○ ● ● ● ●

---

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.

Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.

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

---

## Step 2

Navigate to: **View W-2/W-2c Forms** (which is found directly under View Paycheck Information on your Core-CT home page as pictured in the screen shot on the next page)

# Employee Self Service ePay View/Save/Print eW-2C (W2 Corrections)



The screenshot shows the Core-CT Employee Self Service ePay dashboard. The 'Payroll' section is highlighted with a red oval, showing options for 'View W-2/W-2c Forms' and 'W-2/W-2c Consent'. Other sections include 'Personal Information', 'Time and Labor', 'Core-CT News', and 'My Reports'.

The W-2 for year the most recent calendar year processed will appear first. **If the employee received a W-2C under that calendar year, it will be displayed under the W-2 record (as displayed in the highlighted oval below:)**

The screenshot shows the 'View W-2/W-2c Forms' page for James Holiday. A table lists W-2 and W-2c forms for 2014, with the W-2c form highlighted by a red oval.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>
2014	CT	W-2c	04/02/2015	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

### Step 3

To view or print the W-2C year, click on Year End Form (pictured above inside highlighted oval). The **Tax Year** is the year of the W-2/W-2C you are viewing and the **Issue Date** is the day the comptroller's office made the W-2/W-2C available to view electronically. **If an employee has more than one W-2C for a given tax year, the last W-2C listed is the most current.**

---

**Step 4**

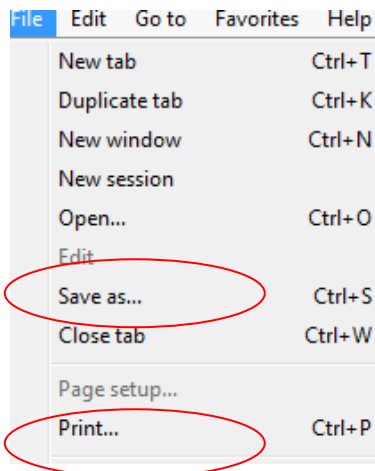
A new window will open and the W-2C will be displayed (as pictured on the next page).  
The W-2C may be saved or printed to the location of your choice.

Click File > Save as to save W-2C pdf file to the location of your choice.

Or

Click File > Print to print the W-2C pdf file to the printer of your choice.

Please remember that an employee's identification information is included on each W-2/W-2C and this information should only be saved or printed on trusted locations.



**Employee Self Service ePay  
View/Save/Print eW-2C (W2 Corrections)**



44444		<b>For Official Use Only ▶</b> OMB No. 1545-0008		Safe, accurate, <b>FAST!</b> Use		Visit the IRS website at <a href="http://www.irs.gov">www.irs.gov</a> .	
<b>a</b> Employer's name, address, and ZIP code STATE OF CONNECTICUT OFFICE OF THE COMPTROLLER 55 ELM STREET HARTFORD CT 06106-1775				<b>c</b> Tax year/Form corrected 2014 / W-2		<b>d</b> Employee's correct SSN	
<b>b</b> Employer's Federal EIN 06-6000798				<b>e</b> Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) <input type="checkbox"/>			
				<b>f</b> Employee's <b>previously reported</b> SSN			
				<b>g</b> Employee's <b>previously reported</b> name			
				<b>h</b> Employee's first name and initial James		Last name Holiday	Suff.
<b>Note.</b> Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the General Instructions for Forms W-2 and W-3, under Specific Instructions for Form W-2, boxes 5 and 6).				1234 Famsted Rd BOR79700 BOR093004 135195 MIDDLETOWN, CT 06457 State type and ZIP code			
<b>Previously reported</b>		<b>Correct information</b>		<b>Previously reported</b>		<b>Correct information</b>	
<b>1</b> Wages, tips, other compensation		<b>1</b> Wages, tips, other compensation		<b>2</b> Federal income tax withheld		<b>2</b> Federal income tax withheld	
<b>3</b> Social security wages		<b>3</b> Social security wages		<b>4</b> Social security tax withheld		<b>4</b> Social security tax withheld	
32658.78		31500.44		2024.84		1953.02	
<b>5</b> Medicare wages and tips		<b>5</b> Medicare wages and tips		<b>6</b> Medicare tax withheld		<b>6</b> Medicare tax withheld	
32658.78		31500.44		473.55		456.75	
<b>7</b> Social security tips		<b>7</b> Social security tips		<b>8</b> Allocated tips		<b>8</b> Allocated tips	
<b>9</b>		<b>9</b>		<b>10</b> Dependent care benefits		<b>10</b> Dependent care benefits	
<b>11</b> Nonqualified plans		<b>11</b> Nonqualified plans		<b>12a</b> See instructions for box 12		<b>12a</b> See instructions for box 12	
<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		<b>12b</b>		<b>12b</b>	
<b>14</b> Other (see instructions)		<b>14</b> Other (see instructions)		<b>12c</b>		<b>12c</b>	
414H 746.01		414H 722.13		<b>12d</b>		<b>12d</b>	
<b>State Correction Information</b>							
<b>Previously reported</b>		<b>Correct information</b>		<b>Previously reported</b>		<b>Correct information</b>	
<b>15</b> State		<b>15</b> State		<b>15</b> State		<b>15</b> State	
Employer's state ID number		Employer's state ID number		Employer's state ID number		Employer's state ID number	
<b>16</b> State wages, tips, etc.		<b>16</b> State wages, tips, etc.		<b>16</b> State wages, tips, etc.		<b>16</b> State wages, tips, etc.	

**Step 5**

To view or print the W-2C Instructions, close the W-2C pdf window and return to the View W-2/W-2C Core-CT window as pictured below. **Click on the W-2C Filing Instructions** (pictured on the next page inside highlighted oval).

# Employee Self Service ePay View/Save/Print eW-2C (W2 Corrections)



Core-CT Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

Favorites ▾ Main Menu ▾ > View W-2/W-2c Forms

My HR | Finance | Core-CT Help My Links Select One: ▾

Help | Personalize Page |

View W-2/W-2c Forms  
James Holiday

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form							Personalize    1-2 of 2
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print	
2014	CT	W-2	04/15/2015	Year End Form	<a href="#">Filing Instructions</a>	<input checked="" type="checkbox"/>	
2014	CT	W-2c	04/02/2015	Year End Form	<a href="#">Filing Instructions</a>	<input checked="" type="checkbox"/>	

[Return to Search](#)

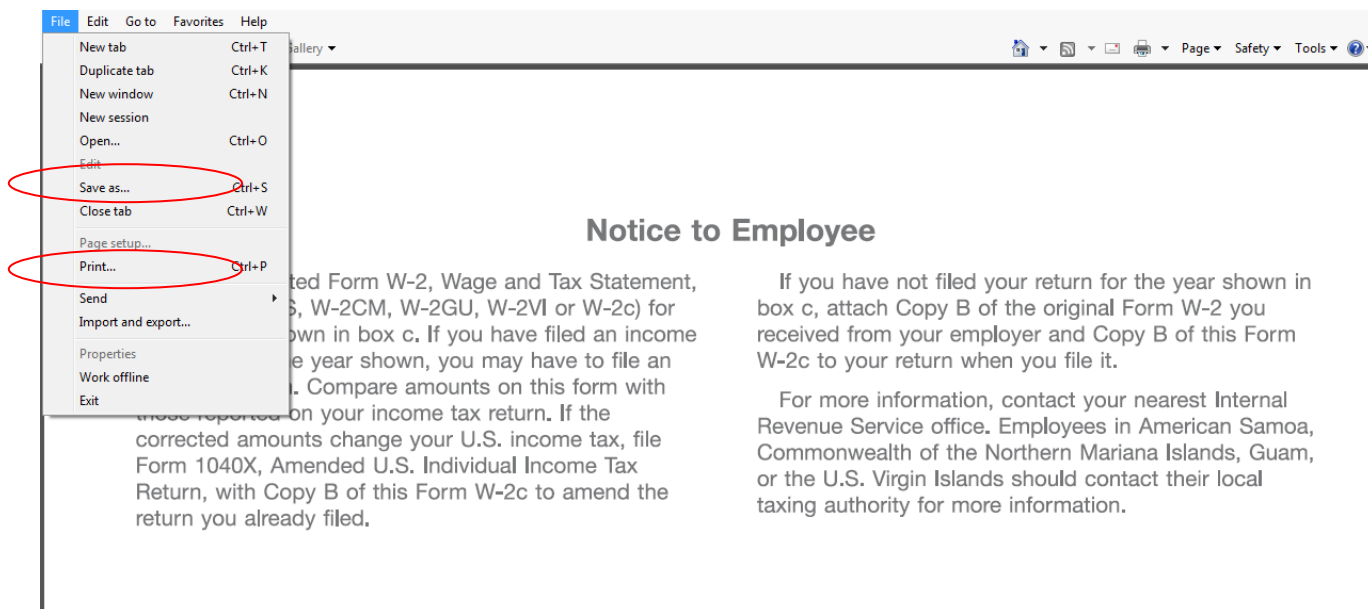
A new window will open and the W-2C instructions will be displayed (as pictured on the next page). The W-2C instructions may be saved or printed to the location of your choice.

Click File > Save as to save W-2C instructions pdf file to the location of your choice

Or

Click File > Print to print the W-2C instructions.

## Employee Self Service ePay View/Save/Print eW-2C (W2 Corrections)



- Tax years 2011 thru current year are available for viewing and printing (where applicable to each employee). All future tax years will also be available for viewing and printing.

To view other tax years, click the “View a Different Tax Year” (as pictured on the next page in the highlighted oval).

All of the tax years available that are applicable to each employee will be displayed (as pictured on the next page). Each tax year may be viewed, saved or printed (as outlined above in previous steps).

# Employee Self Service ePay View/Save/Print eW-2C (W2 Corrections)



Core-CT Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign o

Favorites ▾ Main Menu ▾ > View W-2/W-2c Forms

My HR | Finance | Core-CT Help My Links | Select One:

[Help](#) | [Personalize Page](#) |

## View W-2/W-2c Forms

James Holiday

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form							Personalize	1-2 of 2
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print		
2014	CT	W-2	04/15/2015	Year End Form	<a href="#">Filing Instructions</a>	<input checked="" type="checkbox"/>		
2014	CT	W-2c	04/02/2015	Year End Form	<a href="#">Filing Instructions</a>	<input checked="" type="checkbox"/>		

[Return to Search](#)

Core-CT Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign o

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll ▾ > View W-2/W-2c Forms

My HR | Core CT Help My Links | Select One:

[Help](#) | [Personalize Page](#) |

## View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2016	State of Connecticut
2015	State of Connecticut
2014	State of Connecticut
2013	State of Connecticut
2012	State of Connecticut
2011	State of Connecticut

[Return to Year End Form Selection](#)