

Self Service ePay eW-2/W-2C Consent Form Printed to Electronic



Employees who **do not** use Self Service ePay and receive either a printed direct deposit form or a printed check may choose to **no longer receive a printed W-2**, and instead receive their W-2 electronically via the ePay process by following the next steps.

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.

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

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The screenshot shows the Core-CT HRMS dashboard. The 'Payroll' section is expanded, and the 'W-2/W-2c Consent' link is circled in red. Other sections include Personal Information, Time and Labor, Core-CT News, and My Reports.

For the above mentioned employees who do not use ePay to review their pay stubs, their consent status will look like the below screenshot:

The screenshot shows the 'Electronic W-2' form for James L. Jones. The current status is 'Printed W2'. A checkbox labeled 'Check here to receive Electronic W-2 and W-2c forms.' is circled in red and is currently unchecked. A 'Submit' button is visible below the checkbox.

Step 3

Self Service ePay
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Employees may choose to no longer receive a paper W-2 (and receive their W2 via e-Pay) by checking the above box and clicking the submit button. A 'verify identity' window will pop up after clicking the submit button

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: Jones, James

Password:

Step 4

Employees must enter their Core-CT password and click the Continue Button. A Submit Confirmation will pop up indicating whether it was successful followed by a confirmation email from correct@po.state.ct.us (assuming the employee has their email address on file)

Submit Confirmation

The Submit was successful.

