

**Employee Self Service ePay
eW-2/W2-C Consent Form Electronic to Printed**



Self Service ePay employees (as of the check date of 11/13/2015) who use Core-CT to view their direct deposit stubs electronically **will now receive W-2 & W-2C forms electronically. They will no longer receive a printed W-2** from their agency. Employees who wish to **receive a paper W2** must take the following steps.

Step 1

Sign-on to Core-CT:

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



[Core-CT Home Page](#) | [Core-CT Agency Security Liaison's 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 interface. At the top, there are navigation links: Home, HRMS Worklist, FIN Worklist, Add to My Links, and Sign. Below this is a 'Favorites' and 'Main Menu' bar. The main content area is divided into three columns. The left column is titled 'My HR' and contains 'Personal Information' and 'My System Profile'. The middle column is titled 'Time and Labor' and contains 'Time and Labor' and 'Payroll'. The right column is titled 'Core-CT News' and contains 'Employees News' and 'My Reports'. The 'Payroll' link in the middle column is circled in red.

For the above mentioned e-Pay employees, their consent status will look like the below screenshot:

The screenshot shows the 'W-2/W2-C Consent' form. At the top, there are navigation links: Home, HRMS Worklist, FIN Worklist. Below this is a 'Favorites' and 'Main Menu' bar. The main content area is divided into three columns: 'My HR', 'Finance', and 'Core-CT Help'. The 'Core-CT Help' column contains the following text:

Electronic W-2
James L. Jones
 Receive Electronic or Printed W-2 or W-2c forms

If you wish to receive a printed W-2 form, please check the box below and you will receive a printed W-2. The hardcopy W-2 will be mailed to the most current Core-CT address. If your address is not current, please contact your agency to find out the quickest way to update your Core-CT address to avoid delays in receiving your hardcopy W-2. In addition, please be sure that Core-CT has an updated email address and phone number. This information is recorded in Core-CT to ensure you receive electronic notifications.

Your Current Status: Electronic W2

Check here to receive Printed W-2 and W-2c forms.

Submit

Step 3

Employees may **receive a paper W-2** 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 corect@po.state.ct.us (assuming the employee has their email address on file)

Submit Confirmation

The Submit was successful.