

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 update their 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>



[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

Step 2

Navigate to:

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

Step 3

Click on the pencil icon under the Edit option (as pictured below in the highlighted circle) If the employee has a **Mailing** address that needs to be updated, the employee would click the pencil icon that is associated with the **Mailing** address.

Core-CT Home HRMS Worklist

Favorites ▾ Main Menu ▾ > Self Service ▾ > Personal Information ▾ > Home and Mailing Address

My HR Core-CT Help

Home and Mailing Address

James L. Jonsey

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	01/01/1901	USA	55 Old Mailing Address Hartford, CT 06106	

*Address Type

* Required Field

Step 4

“The Change As Of” effective date will default to today’s date (as pictured on the next page)

Core-CT Home HRMS Worklist FIN Worklist Add to My Links Sig

Home and Mailing Address

My HR Core-CT Help

My Links Select One: Help | Personalize Page

Edit Home Address

Change As Of: 10/30/2015

Country: United States Change Country

Address 1: New Address

Address 2:

Address 3:

City: Hartford State: CT Connecticut

Postal: 06166

County:

Save Cancel

If your intention is to update your 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.

A screenshot is displayed below and on the next page:

State of Connecticut Governor Daniel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

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
- Gross 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

CYCLE	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 in the screen shot above to save space)

Step 5:

Enter the new address and click the Save button (as pictured below):

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorite Main Menu Self Service Personal Information Home and Mailing Address

My HR Core-CT Help My Links Select One: Help Personalize Page

Edit Home Address

Change As Of: 10/26/2015

Country: United States

Address 1:

Address 2:

Address 3:

City: Hartford State: CT Connecticut

Postal: 06105

County:

-
- Your Core-CT address is now current. 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.