Self Service: Update Home/Mailing Address

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

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

Last Updated: November 19, 2015
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.

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 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:
### Core-CT HRMS/Financials/Reporting System

Core-CT HRMS 2015 Payroll Processing Schedule

Dates are subject to change

* Due to a holiday

<table>
<thead>
<tr>
<th>CYCLE</th>
<th>PAY FREQUENCY</th>
<th>PAY BEGIN DT</th>
<th>PAY END DT</th>
<th>DUE DATE</th>
<th>DUE AMT</th>
<th>CONFIRM DATE</th>
<th>CHECK DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Special Bi-weekly</td>
<td>1/2/2015</td>
<td>1/22/2015</td>
<td>1/13/2015</td>
<td>1/15/2015</td>
<td>1/23/2015</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Semi-monthly</td>
<td>1/15/2015</td>
<td>1/31/2015</td>
<td>1/13/2015</td>
<td>1/15/2015</td>
<td>1/30/2015</td>
<td></td>
</tr>
</tbody>
</table>


(pay cycles 4 – 25 are not shown in the screen shot above to save space)

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**Step 5:**

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

![Image of address editing screen](image_url)

**Last Updated: November 19, 2015**
☐ 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.