Employee Self Service ePay
eW-2/W-2C 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

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 9:00am - 8:00pm
HRMS Co-Operatives Thursday 4:00am - 2:00pm

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)

Last Updated: November 19, 2015
For the above mentioned e-Pay employees, their consent status will look like the below screenshot:

**Electronic W-2**

James L. Jones

Receive Electronic 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 electronic 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.

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

Last Updated: November 19, 2015
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

User ID: Jones, James
Password: [Redacted]

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.

OK