

To: DSS Employees  
From: Jeanne Anderson  
Subject: ePay is here

Back in March of this year, I had shared the announcement of an online feature of the state's payroll database which enables employees to view their pay records online. Since then we have been assisting many staff who are now viewing their paycheck information through the CORE-CT ePay program.

The phased in plan to stop printing the advice copies of direct deposit for all employees is now in place. The Comptroller's Office plans to stop printing the advice of deposit statements for DSS as of the June 28, 2013 pay check, next payday.

What does this feature mean to you? Those of you who currently utilize the direct deposit service (we encourage everyone to use this timesaving option) will have the ability to view two years of historical paycheck data online. Employees who currently receive a paper paycheck will continue to receive their pay in this form for the present. With the exception of DSS Central Office, checks will be sent out by first class mail to the home address you have provided to the agency.

It is hoped that this transition will ultimately save money, conserve paper and provide a more efficient service to state employees and retirees (yes, they are also included).

How will you access this information? Those of you who have a Core-CT logon ID will use your existing login to access ePay in addition to the other systems you have been authorized to use (you know who you are). Those of you who have never used Core-CT previously will use your state Employee ID to logon. If you are not familiar with this number, you can find it on your paper pay advice. Your temporary password will begin with the first four (4) letters of your Last Name (all in uppercase) plus the last four (4) digits of your Social Security Number. This temporary password will expire the first time it is used and you will be prompted to change it. Once you have gained access to the program, you will need to complete the profile section in order to maintain your account and provide the ability to reset your password as needed.

We have attached instructions for new Core-CT users which will guide you through the log in process, help you with the password reset, set up your 'forgotten password help' and use the ePay feature.

Please contact Audrey Horan, Ann Carone, Barbara Malcolm or Mike Conway with our Payroll unit if you have any questions or issues with your login or the ePay process.

Thank you.