

ePay Log-In Instructions

Employees may now log in to the payroll system and review up to two years of paychecks. New check/direct deposit advice data is updated Thursday of each payweek. Please follow the instructions for logging in the first time. It is important that you set up the “Password Help” and “primary email address” information during initial setup.

1. Open a browser and to go to: <http://www.core-ct.state.ct.us>
2. Click on Login
3. Enter User ID and Password
 - a. **User ID** is your state Employee ID which is found on your paystub. This is not your ECSU ID but a six number ID issued by the state’s payroll system.
 - b. **Default Password** is first four letters of last name (UPPER CASE) and last four numbers of your social security number.
** if last name less than four letters, use entire last name only**
4. Change password. You will be prompted that your password has expired.
5. You will then be logged in to the *Core-CT* Portal Home Page.
6. My System Profile :
 - a. Click on “Change or set up forgotten password help”
 - b. Select the hint question from dropdown and type response
 - c. Click OK and continue to “Primary Email Address”
 - d. Add your email address. (This will be email address used if you need to retrieve a forgotten password)
 - e. Save
7. To view paychecks
 - a. Click on “View Paycheck Information” under the Payroll menu
 - b. Click on the period ending date of paycheck you wish to view
8. Always sign out. The “sign out” is in upper right hand corner of home portal page