Core-CT HCM PUM Delta User Group

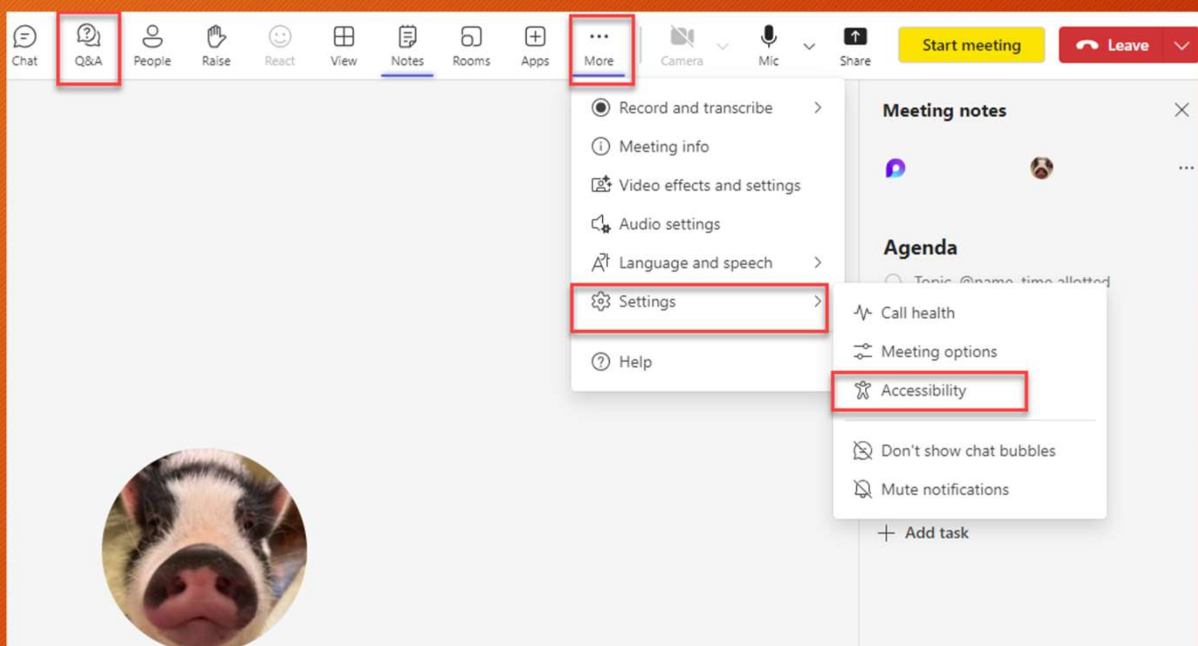
November 14 & November 18, 2024

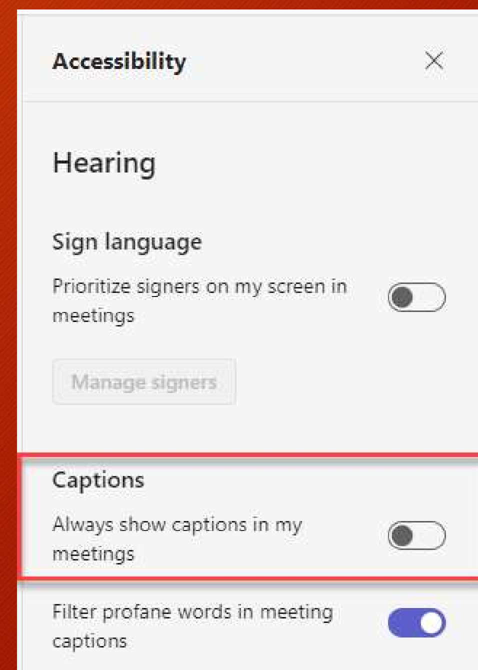
Welcome

Donna Braga

Welcome - Accessibility

- We have now enabled the Q&A feature for questions.
- Accessibility Capability is available on Webinar, it must be turned on by users individually.





Welcome

We are all here to guide you down this new path.

Agenda

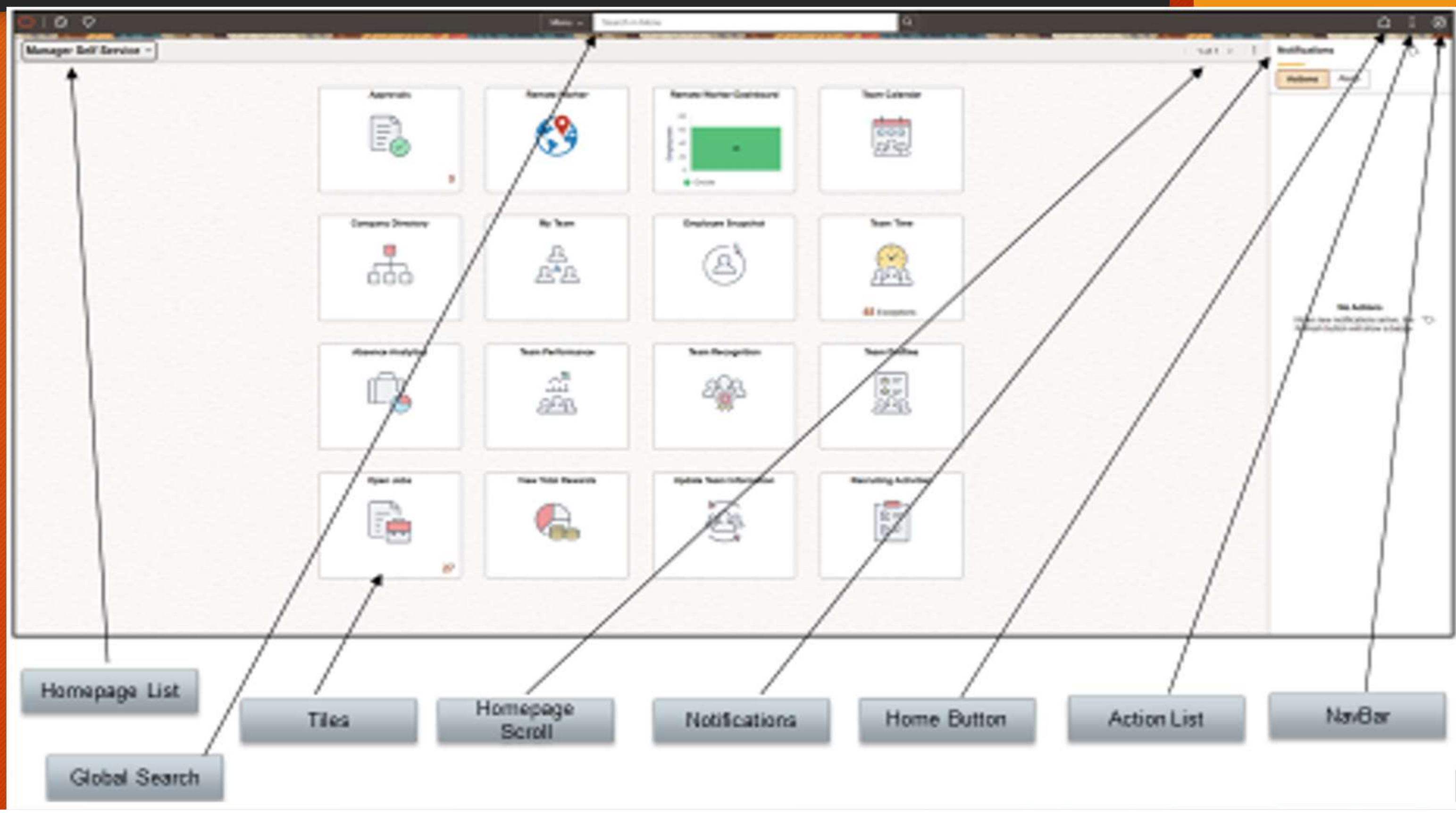
• Welcome	Donna Braga
• Benefits	Rachel Altinay
• Human Resources	Rosemarie Jensen
• Time & Labor	Sean Anderson
• Payroll	Lynn Bussa
• Security CO-1092's	Pradeep Padinhare
• Security	Tracy Douglas/Nayda Flores
• EPM/STARS	Janet Poppel/Wendy Monk
• Help Desk	Shanon Reutter
• Pension/RSD/TRS	Ralph Minutillo
• Closing	Donna Braga

Benefits

Rachel Altinay

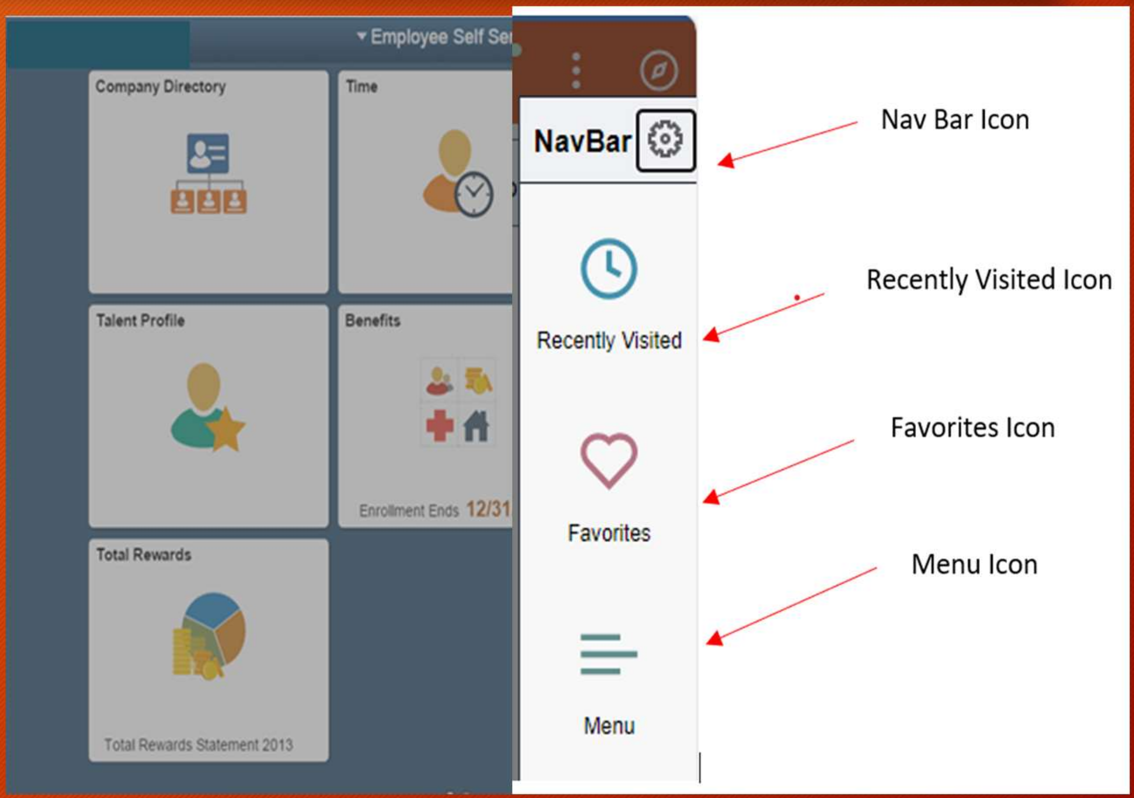
Fluid - Employee Self-Service

- Once you log into Peoplesoft, a role-base Homepage will appear.
- New Fluid pages have icons and tiles that will help you understand how to interact with the system.
- The tiles on the page are security role-base and you only have access to the tiles you are authorized to have.



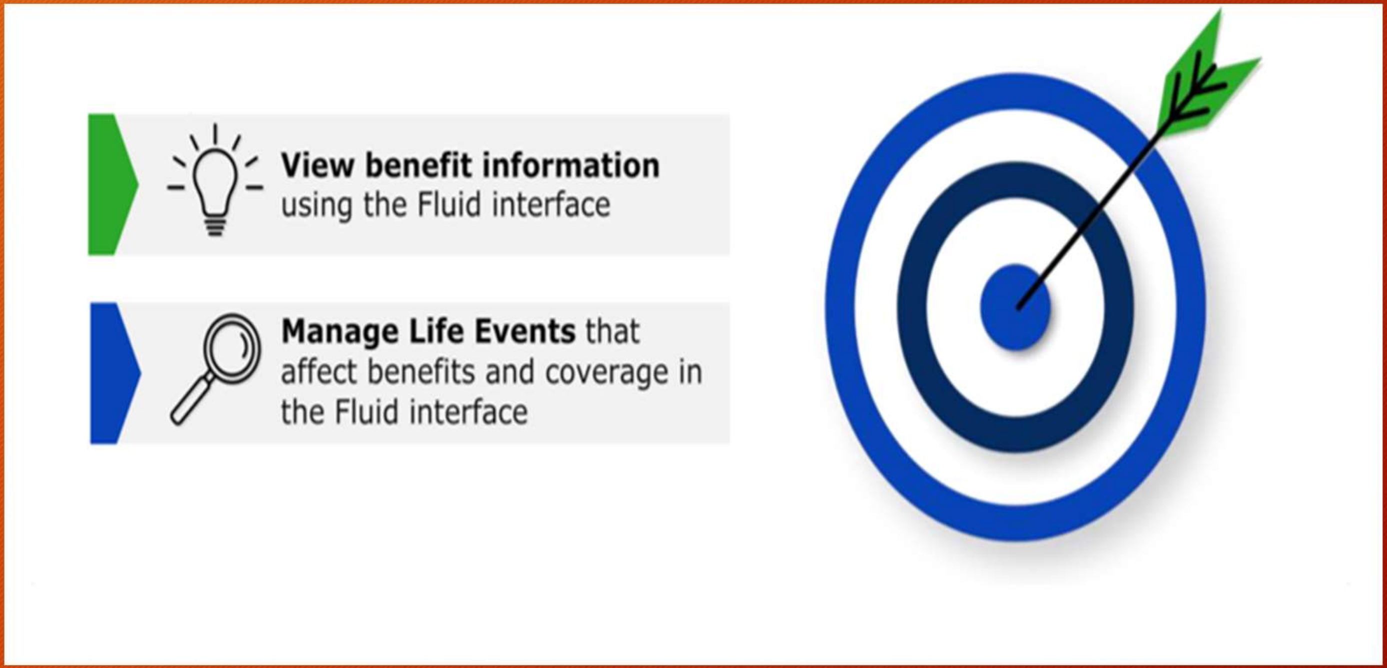
Fluid – Employee Self Service

- The Fluid Navigation Bar (NavBar) is used to access additional navigational options.
- The Nav Bar Icon displays all menus you have access to.
- The Recently Visited Icon is a listing recent pages you visited.
- The Favorites Icon is a listing "saved" pages you frequently visit.
- Menu Icon is another listing of pages you can navigate throughout PS.



Fluid – Employee Self Service

- eBenefits Goals



Fluid – Employee Self Service

- eBenefit Key Changes

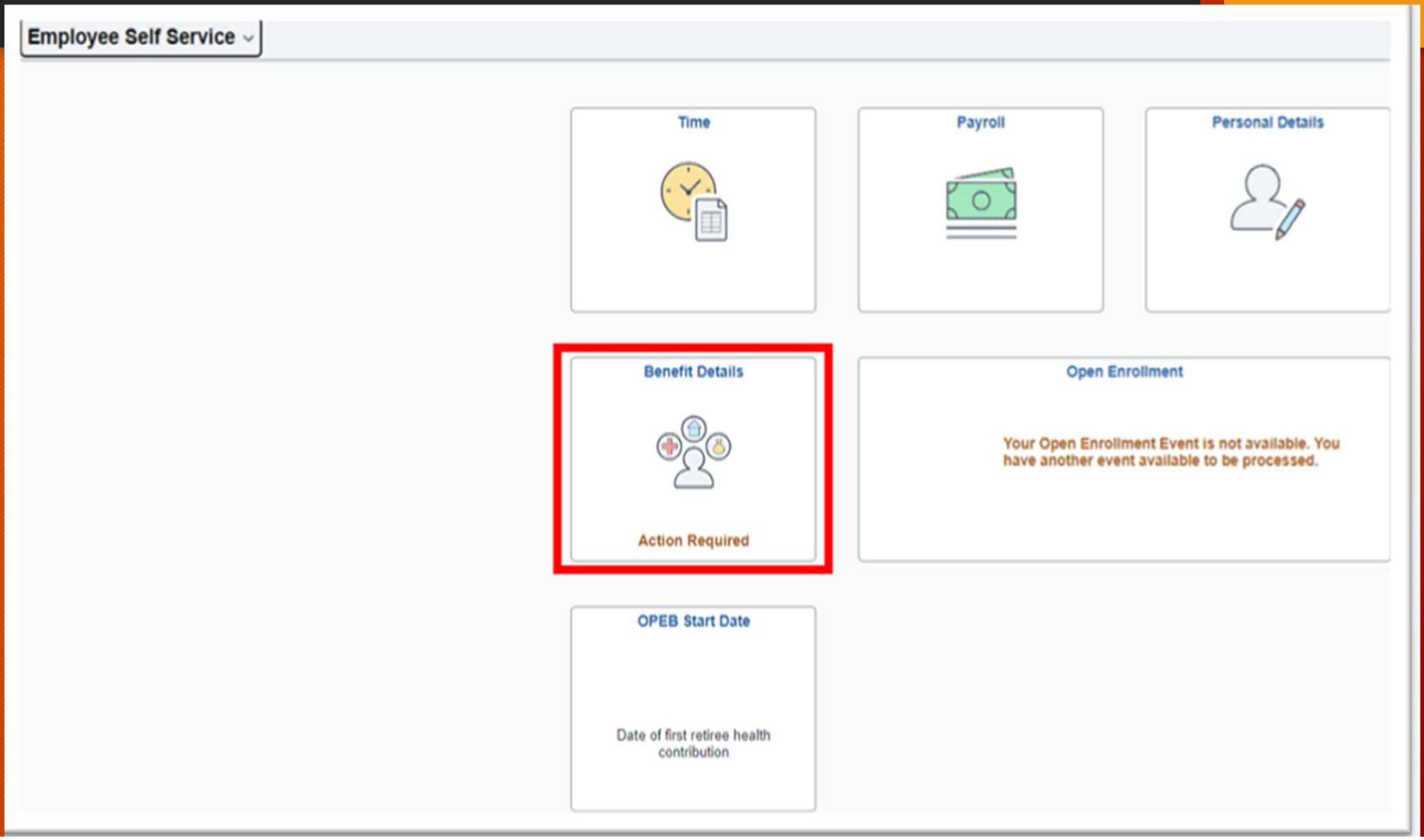
Improved look and feel of eBenefits

Uploaded documents must be associated with a life event

Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

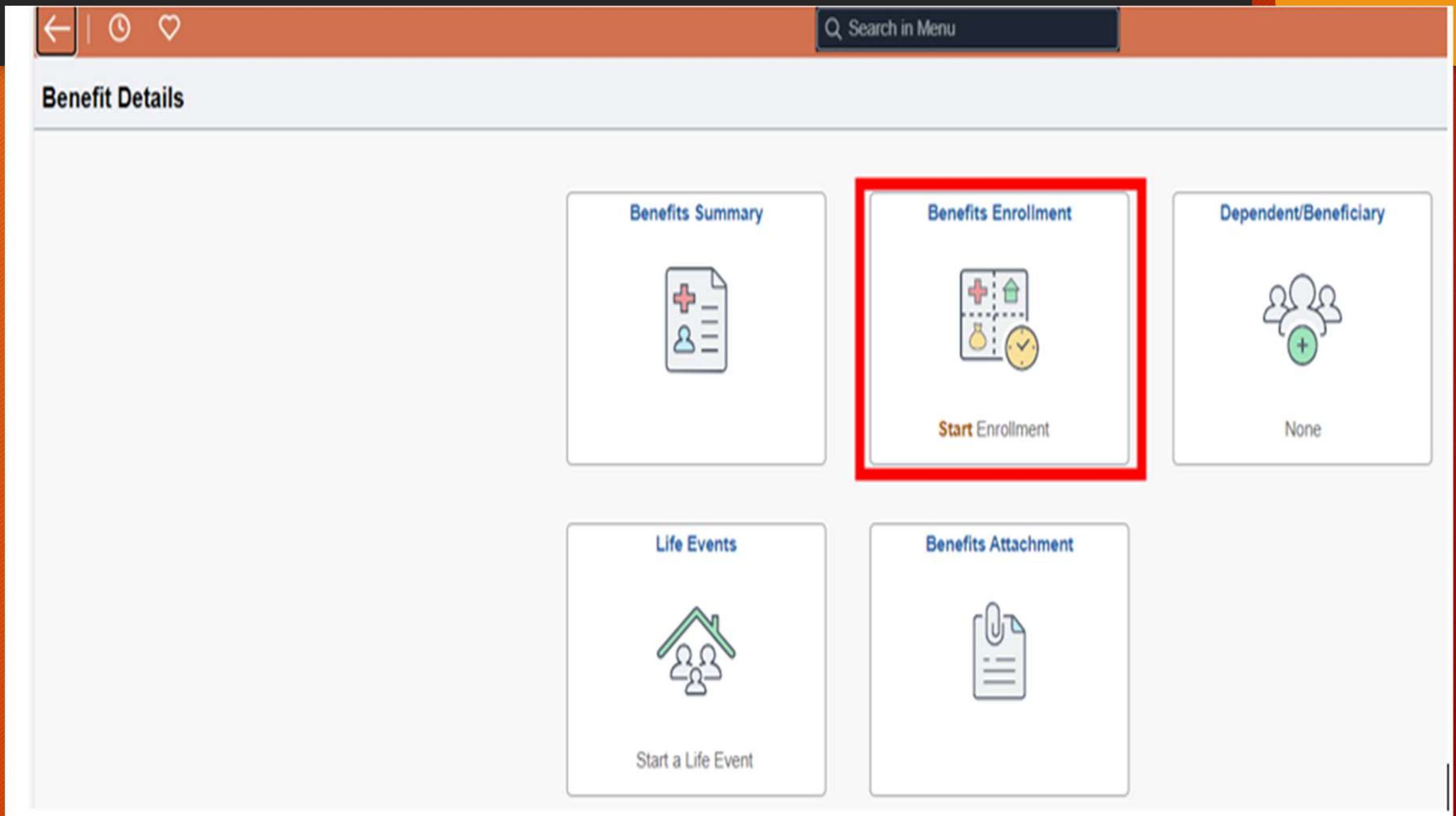
New Hire Enrollment – Click Benefit Details tile.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

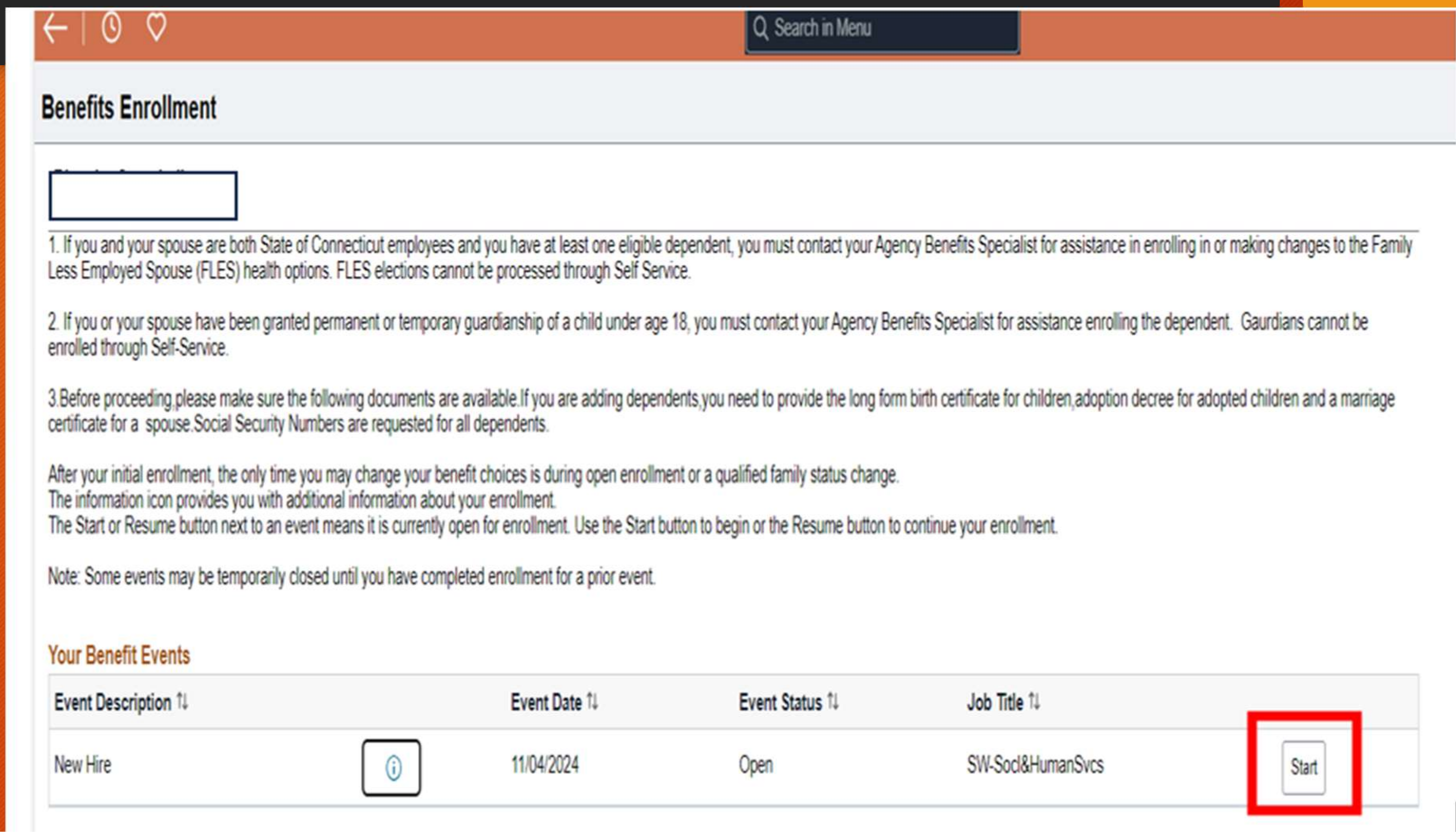
New Hire Enrollment – Click Benefit Enrollment tile.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

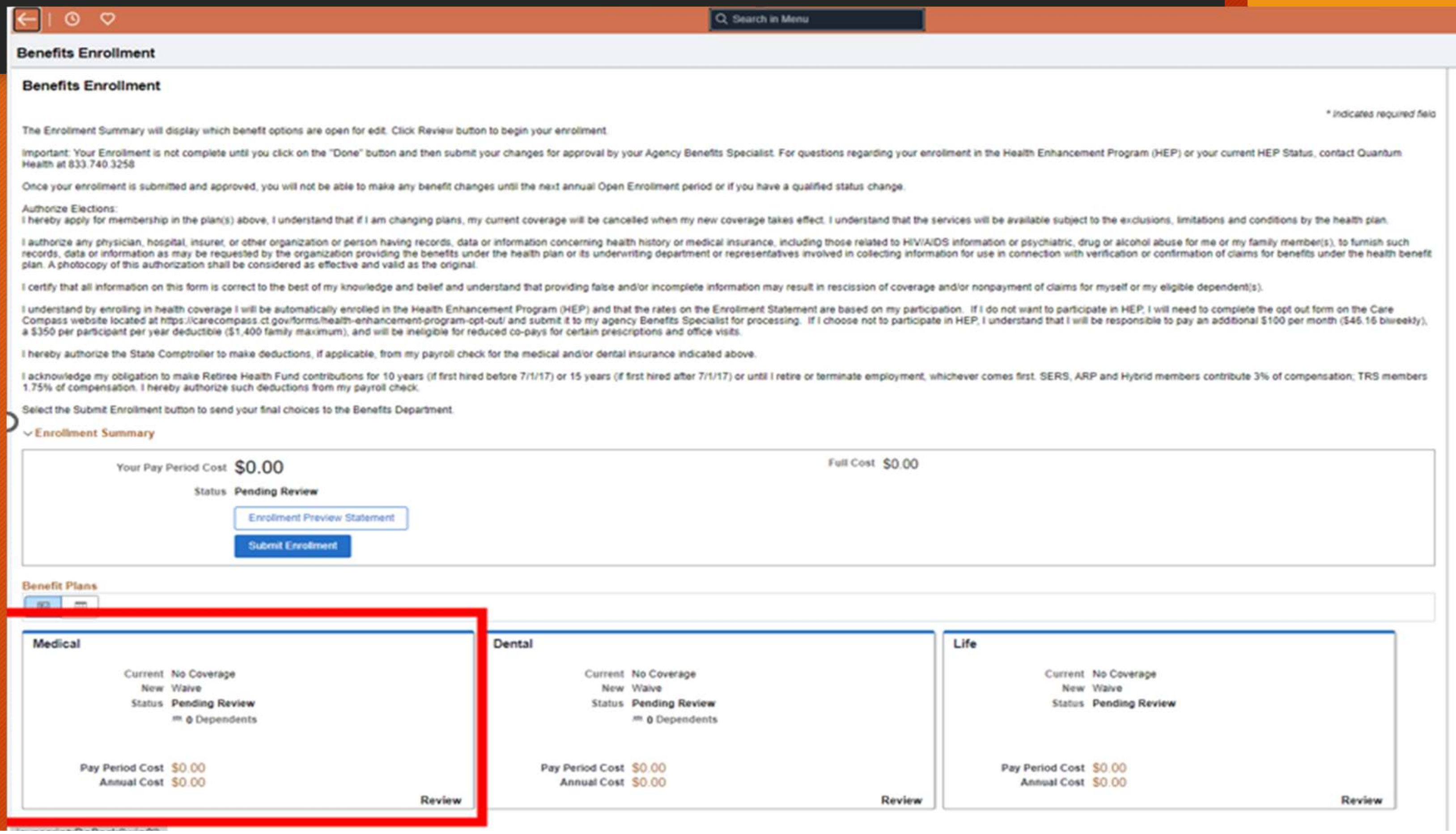
Benefit Enrollment – Click Start button.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

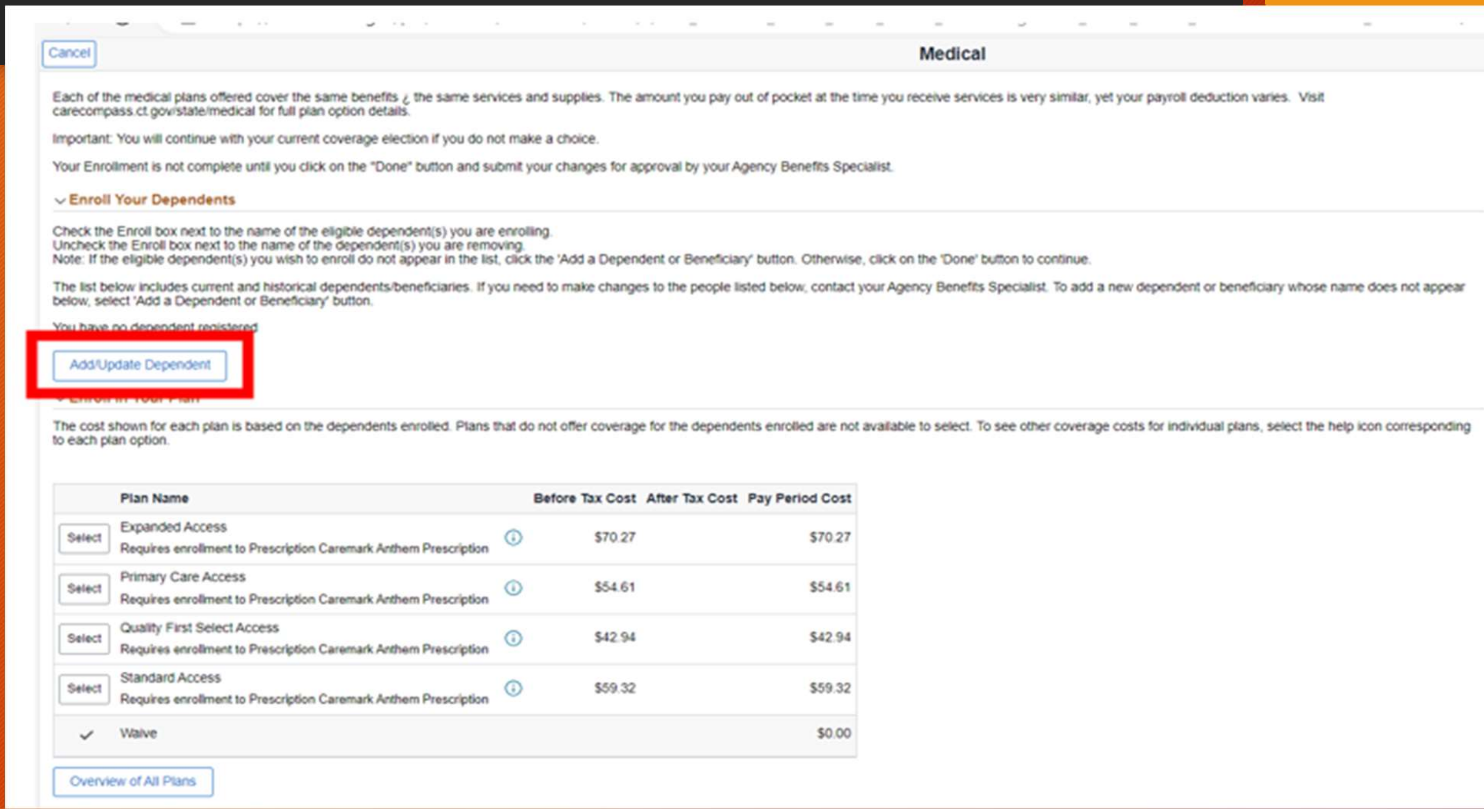
Benefit Enrollment Click on Medical tile to start enrollment.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

Add Dependent/Beneficiary Information – Click on Add/Update Dependent button


Cancel

Medical

Each of the medical plans offered cover the same benefits ¿ the same services and supplies. The amount you pay out of pocket at the time you receive services is very similar, yet your payroll deduction varies. Visit carecompass.ct.gov/state/medical for full plan option details.

Important: You will continue with your current coverage election if you do not make a choice.

Your Enrollment is not complete until you click on the "Done" button and submit your changes for approval by your Agency Benefits Specialist.

Enroll Your Dependents

Check the Enroll box next to the name of the eligible dependent(s) you are enrolling.
Uncheck the Enroll box next to the name of the dependent(s) you are removing.
Note: If the eligible dependent(s) you wish to enroll do not appear in the list, click the 'Add a Dependent or Beneficiary' button. Otherwise, click on the 'Done' button to continue.

The list below includes current and historical dependents/beneficiaries. If you need to make changes to the people listed below, contact your Agency Benefits Specialist. To add a new dependent or beneficiary whose name does not appear below, select 'Add a Dependent or Beneficiary' button.

You have no dependent registered

Add/Update Dependent

Enroll in Your Plan

The cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

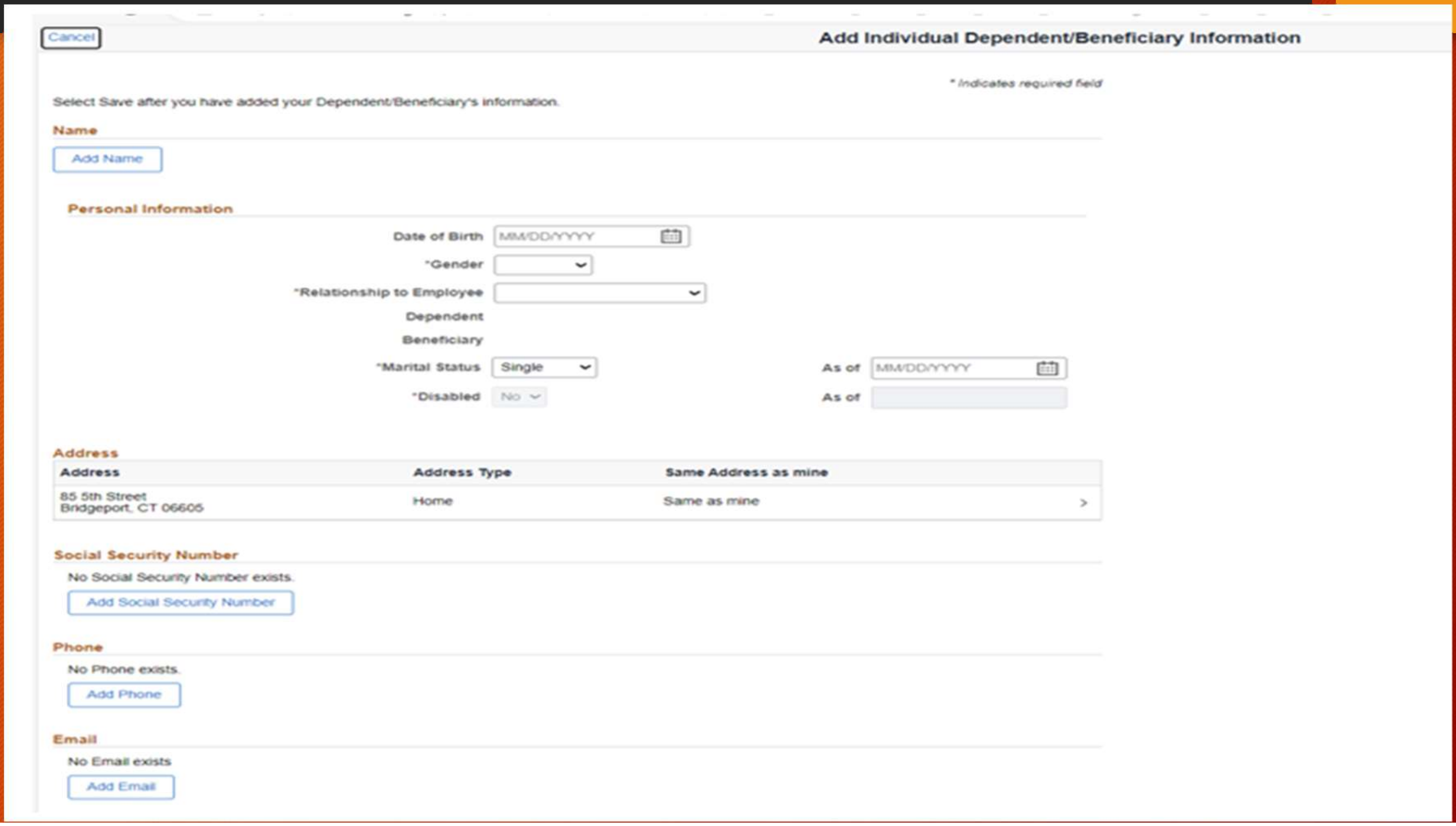
	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Select	Expanded Access Requires enrollment to Prescription Caremark Anthem Prescription	$70.27		$70.27
Select	Primary Care Access Requires enrollment to Prescription Caremark Anthem Prescription	$54.61		$54.61
Select	Quality First Select Access Requires enrollment to Prescription Caremark Anthem Prescription	$42.94		$42.94
Select	Standard Access Requires enrollment to Prescription Caremark Anthem Prescription	$59.32		$59.32
✓	Waive			$0.00

Overview of All Plans

Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

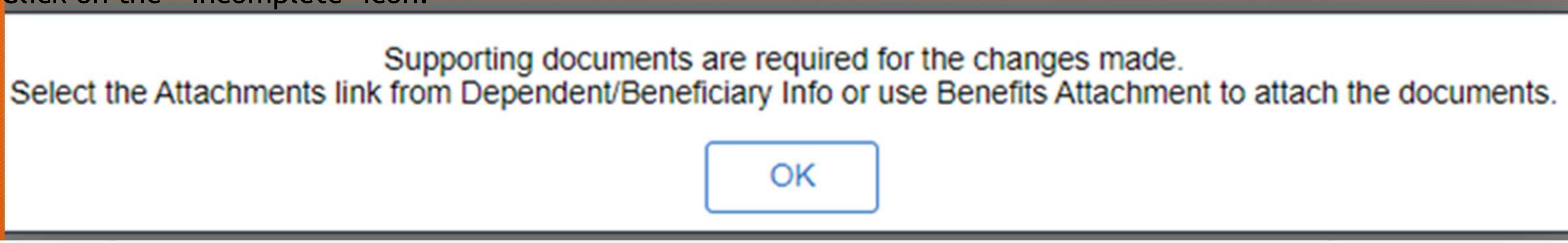
Add/Update Dependent information – Click SAVE button.

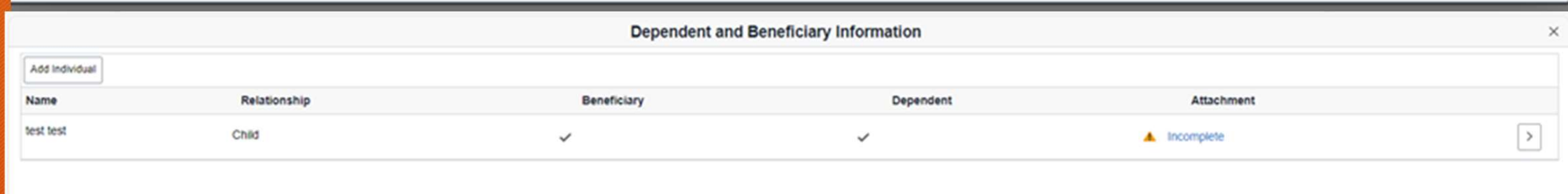


Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

Add Attachment – A message will appear stating Supporting documents are required.
Click OK
Click on the "Incomplete" icon.

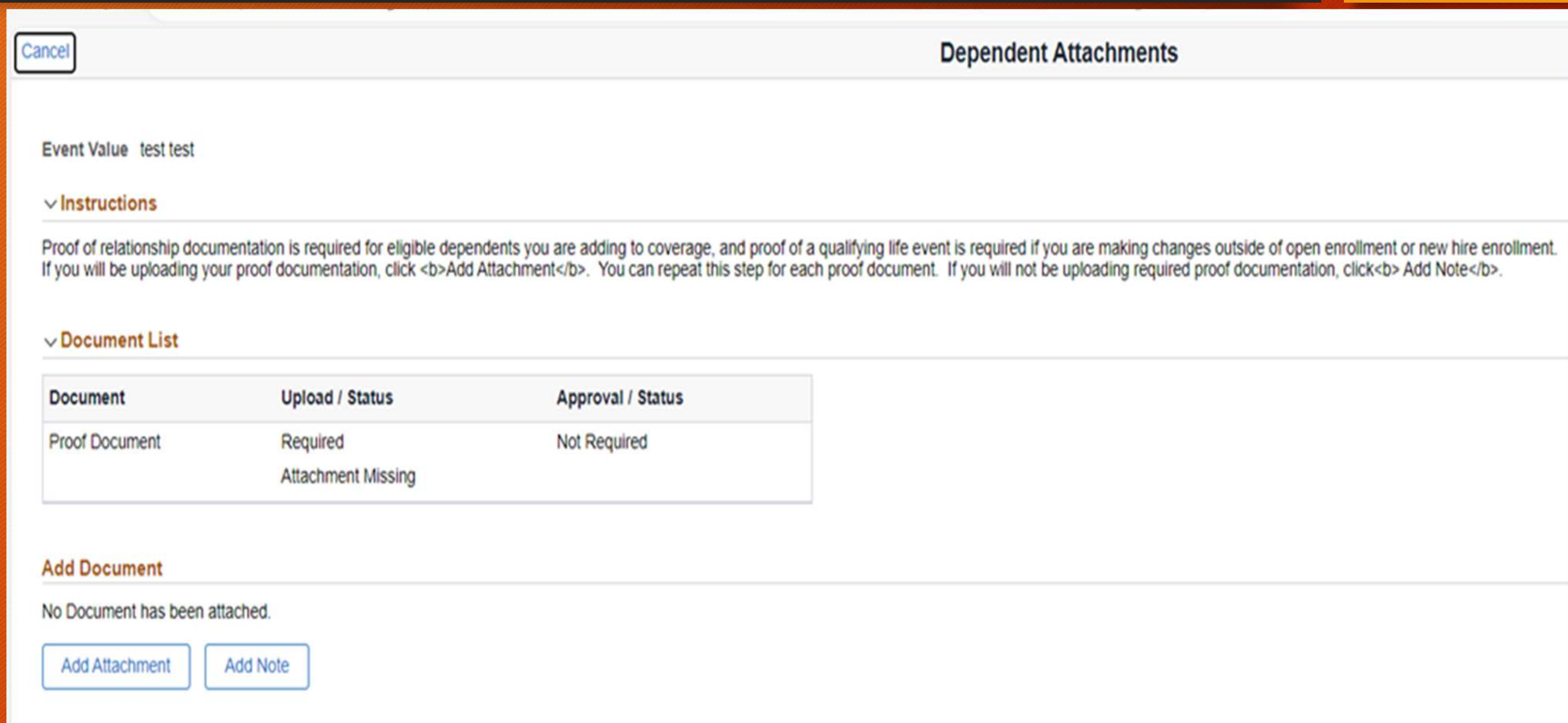




Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

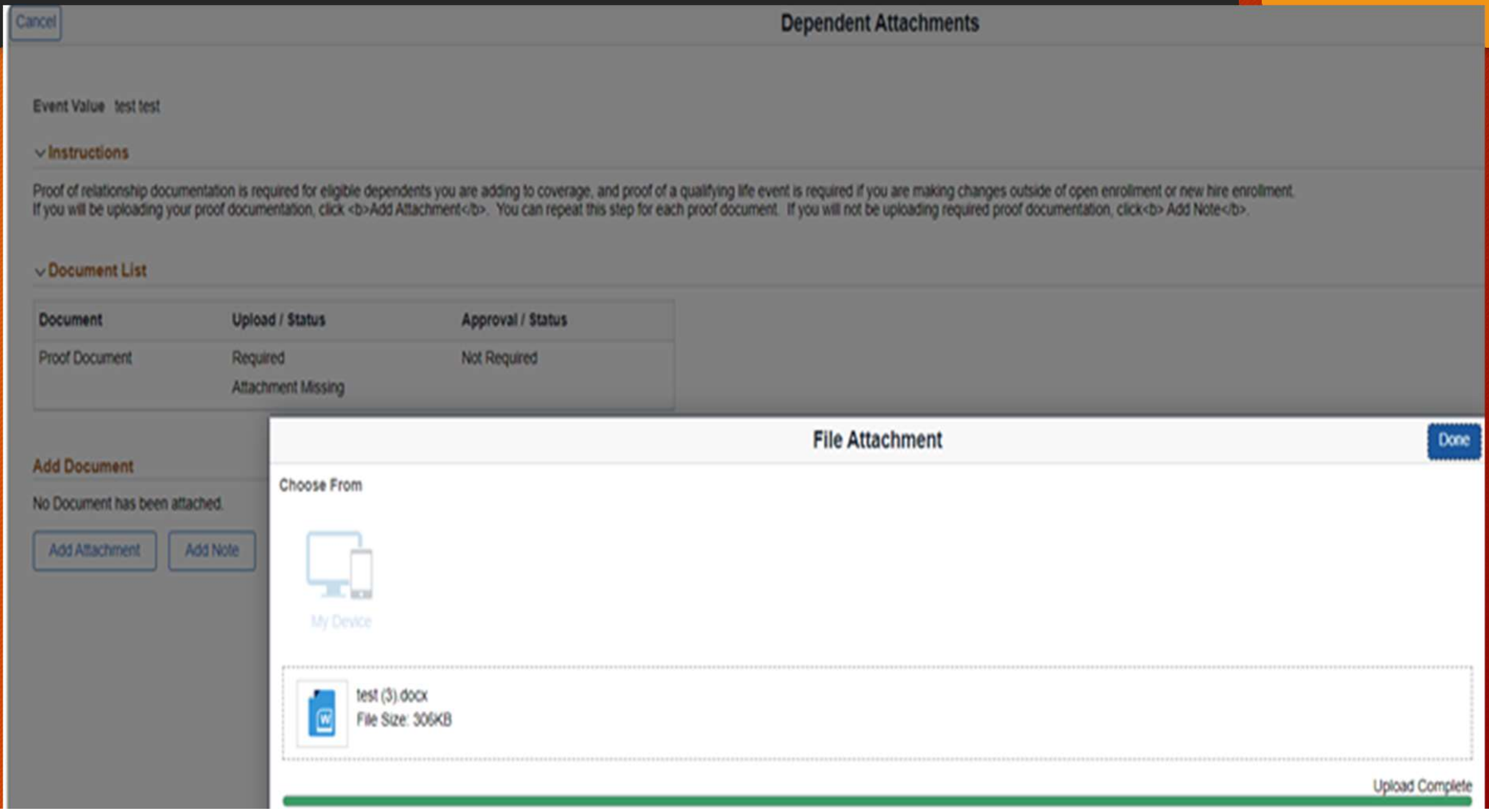
Dependent Attachment – Click Add Attachment buttton.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

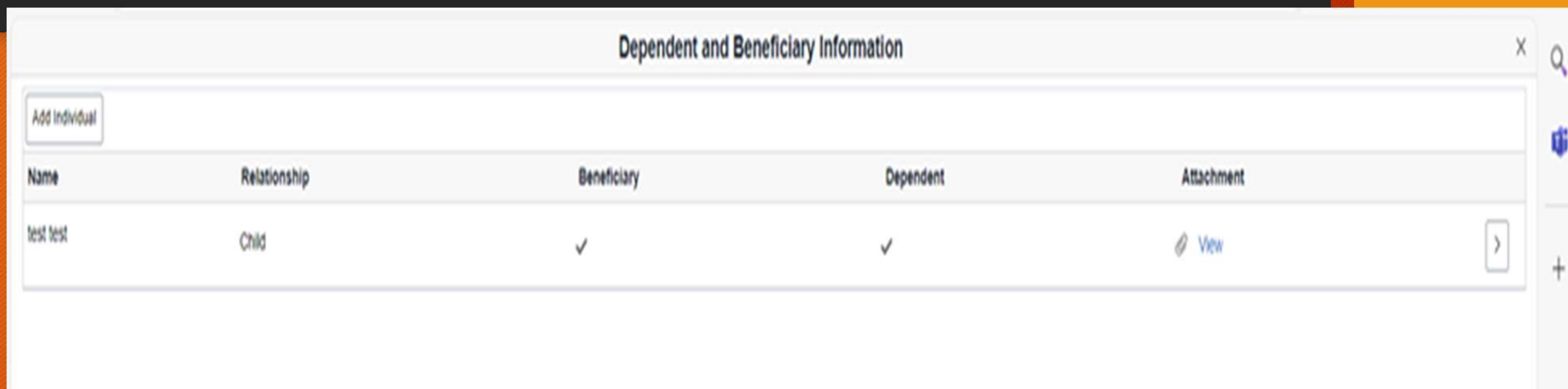
File Attachment box will appear, Click link to upload document.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

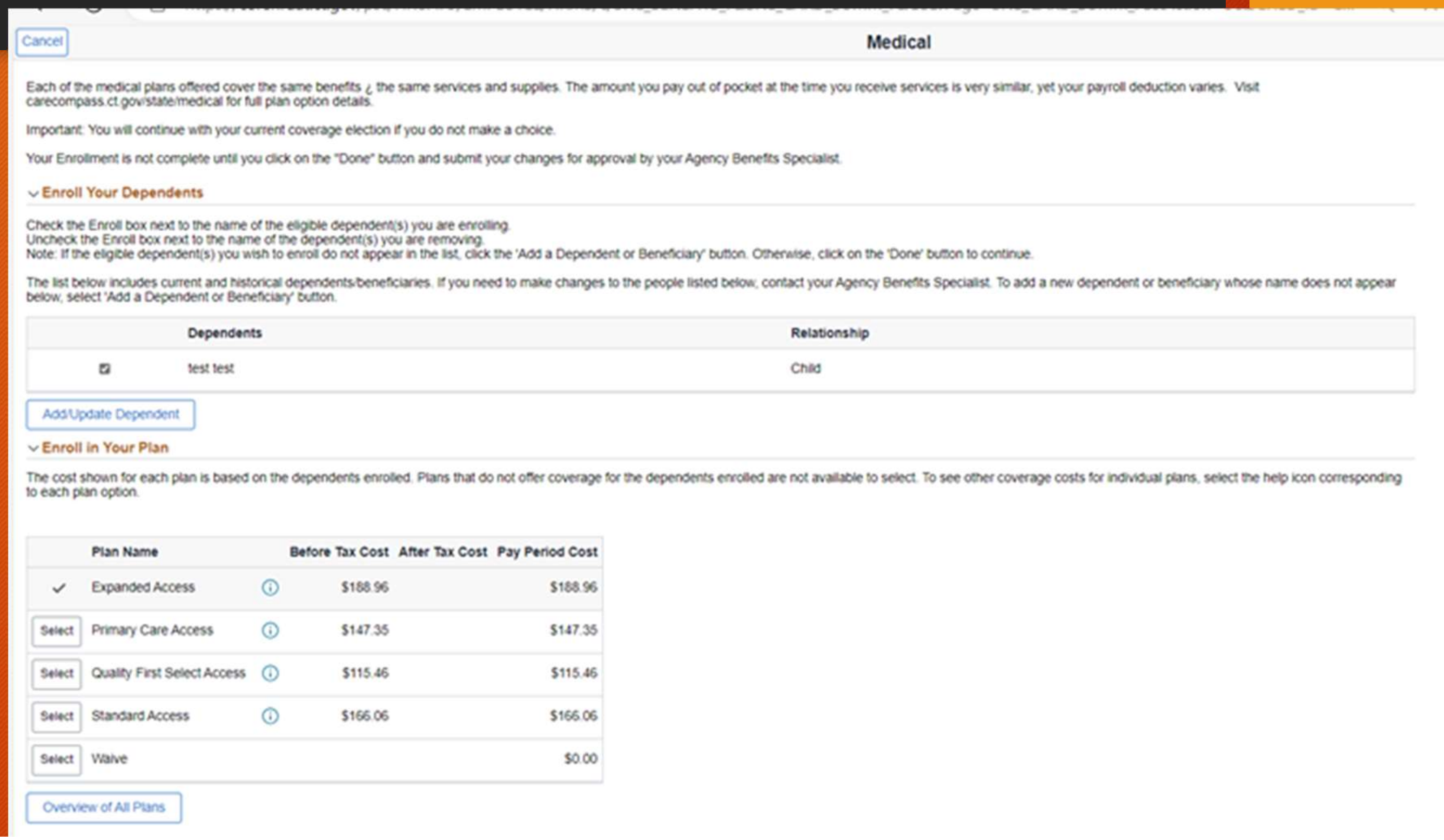
File attachment uploaded is successful and viewable.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

Return to the enrollment page and attach dependent to your coverage.



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Note: If the eligible dependent(s) you wish to enroll do not appear in the list, click the 'Add a Dependent or Beneficiary' button. Otherwise, click on the 'Done' button to continue.

The list below includes current and historical dependents/beneficiaries. If you need to make changes to the people listed below, contact your Agency Benefits Specialist. To add a new dependent or beneficiary whose name does not appear below, select 'Add a Dependent or Beneficiary' button.

	Dependents	Relationship
☑	test test	Child

Add/Update Dependent

Enroll in Your Plan

The cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

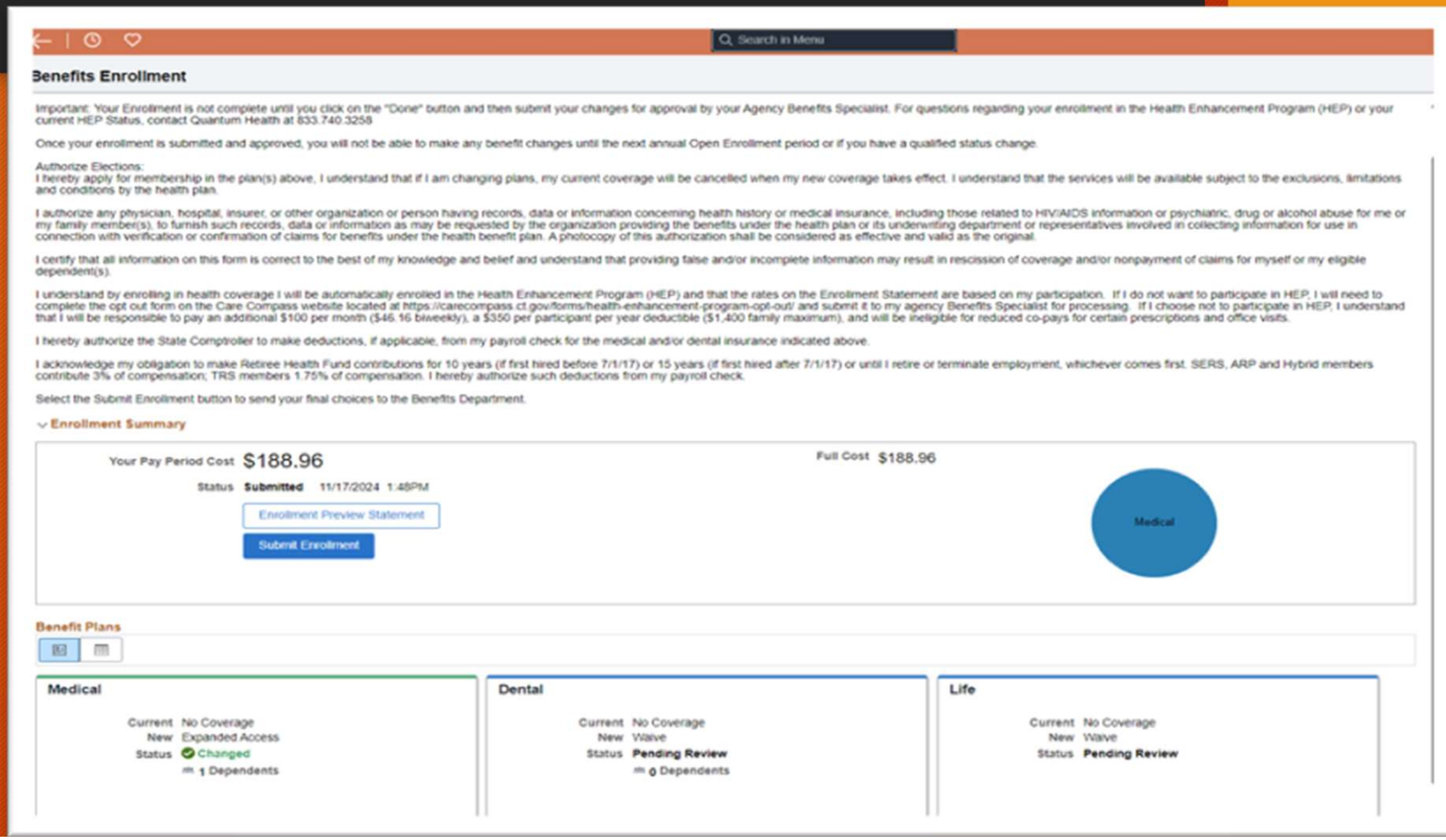
	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓	Expanded Access	$188.96		$188.96
Select	Primary Care Access	$147.35		$147.35
Select	Quality First Select Access	$115.46		$115.46
Select	Standard Access	$166.06		$166.06
Select	Waive			$0.00

Overview of All Plans

Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

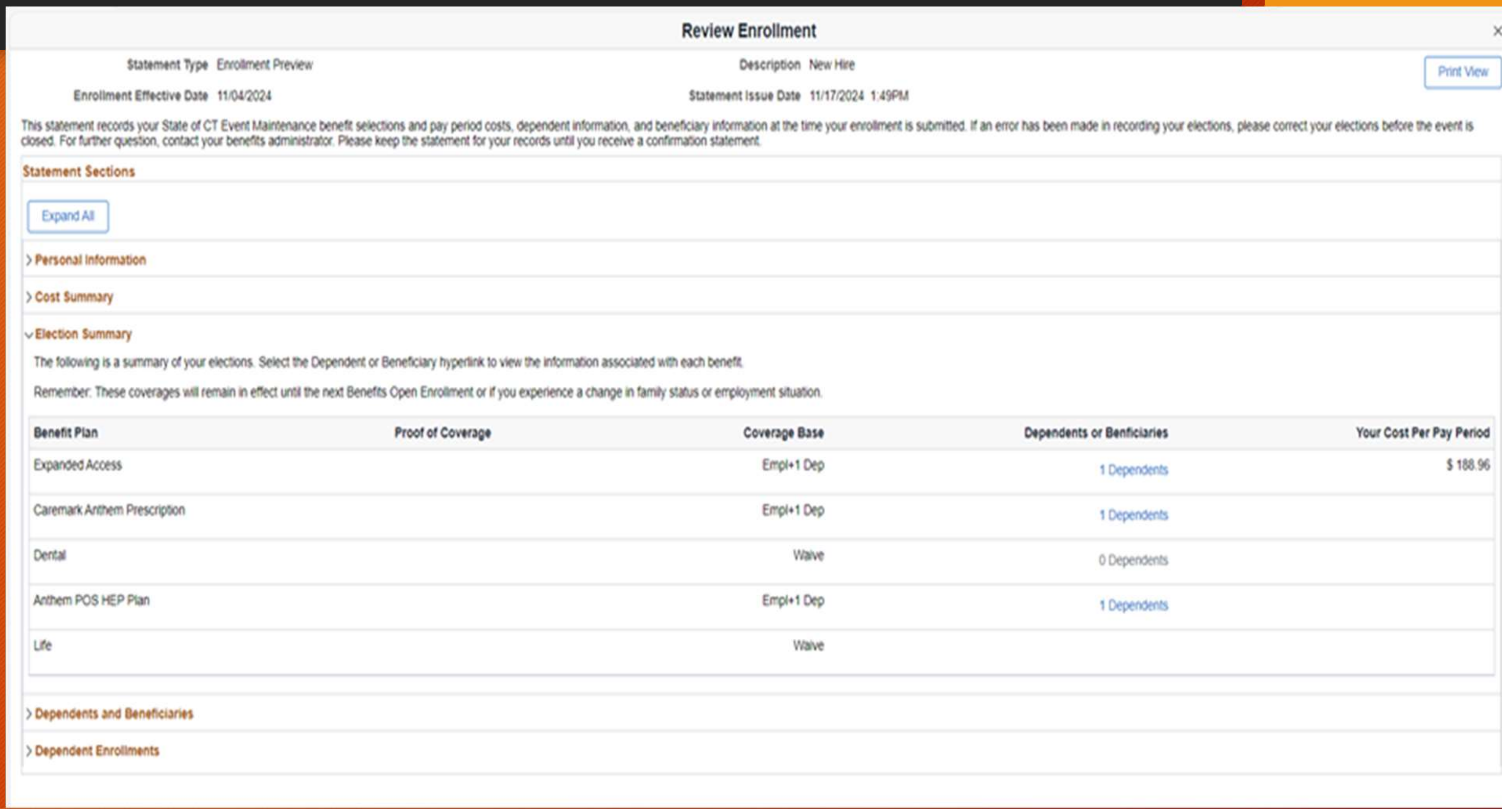
Review to Benefits Enrollment page and click Enrollment Review Statement button.



Fluid – ebenefits New Hire Enrollment

Employee Self-Service Page:

Review Enrollment Statement.
Review all changes made.
New Hire Enrollment is complete.



Review Enrollment

Statement Type Enrollment Preview | Description New Hire | Print View

Enrollment Effective Date 11/04/2024 | Statement Issue Date 11/17/2024 1:49PM

This statement records your State of CT Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information at the time your enrollment is submitted. If an error has been made in recording your elections, please correct your elections before the event is closed. For further question, contact your benefits administrator. Please keep the statement for your records until you receive a confirmation statement.

Statement Sections

Expand All

› Personal Information

› Cost Summary

⌄ Election Summary

The following is a summary of your elections. Select the Dependent or Beneficiary hyperlink to view the information associated with each benefit.

Remember: These coverages will remain in effect until the next Benefits Open Enrollment or if you experience a change in family status or employment situation.

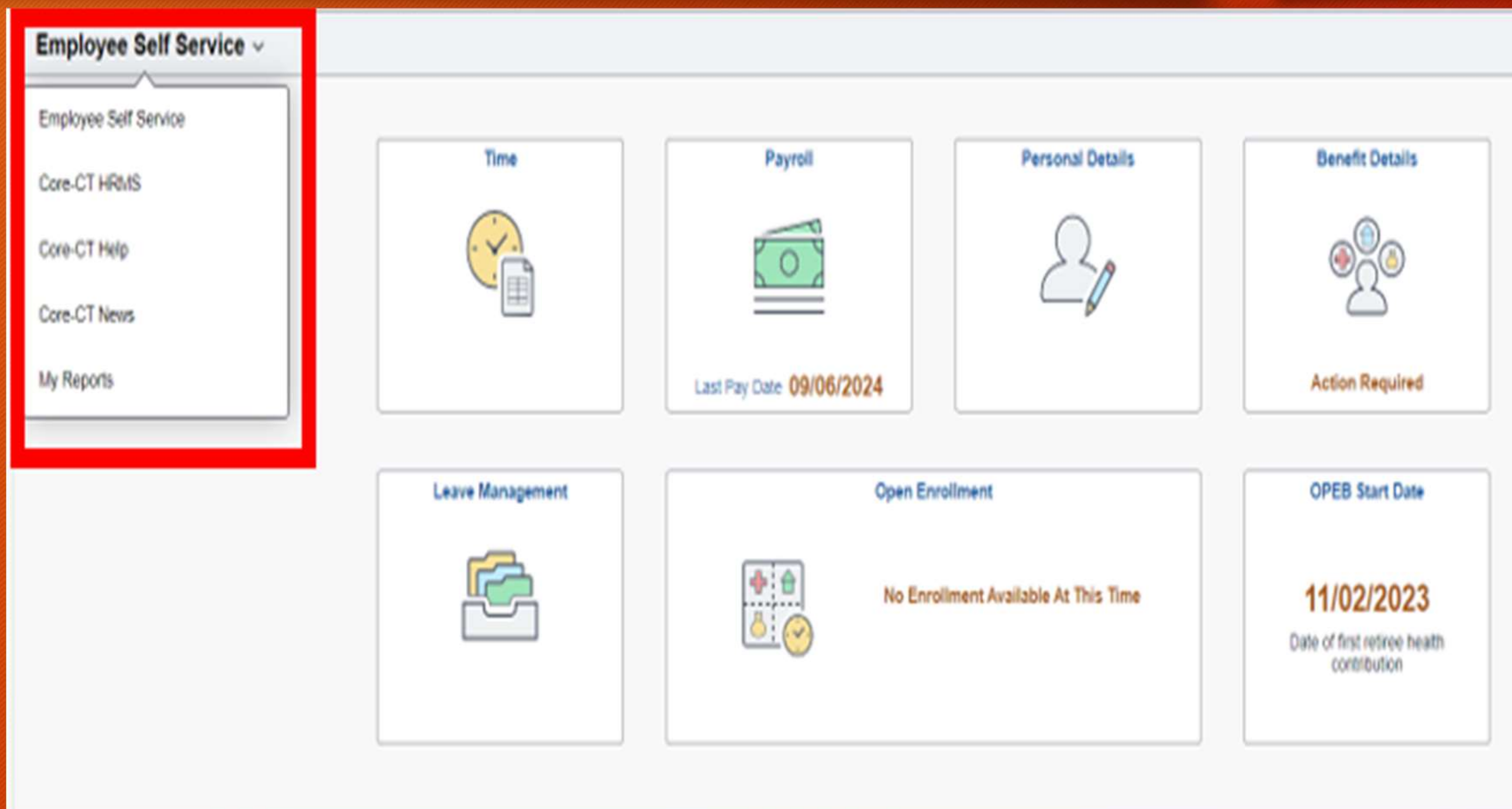
Benefit Plan	Proof of Coverage	Coverage Base	Dependents or Benficiaries	Your Cost Per Pay Period
Expanded Access		Empl+1 Dep	1 Dependents	$ 188.96
Caremark Anthem Prescription		Empl+1 Dep	1 Dependents	
Dental		Waive	0 Dependents	
Anthem POS HEP Plan		Empl+1 Dep	1 Dependents	
Life		Waive		

› Dependents and Beneficiaries

› Dependent Enrollments

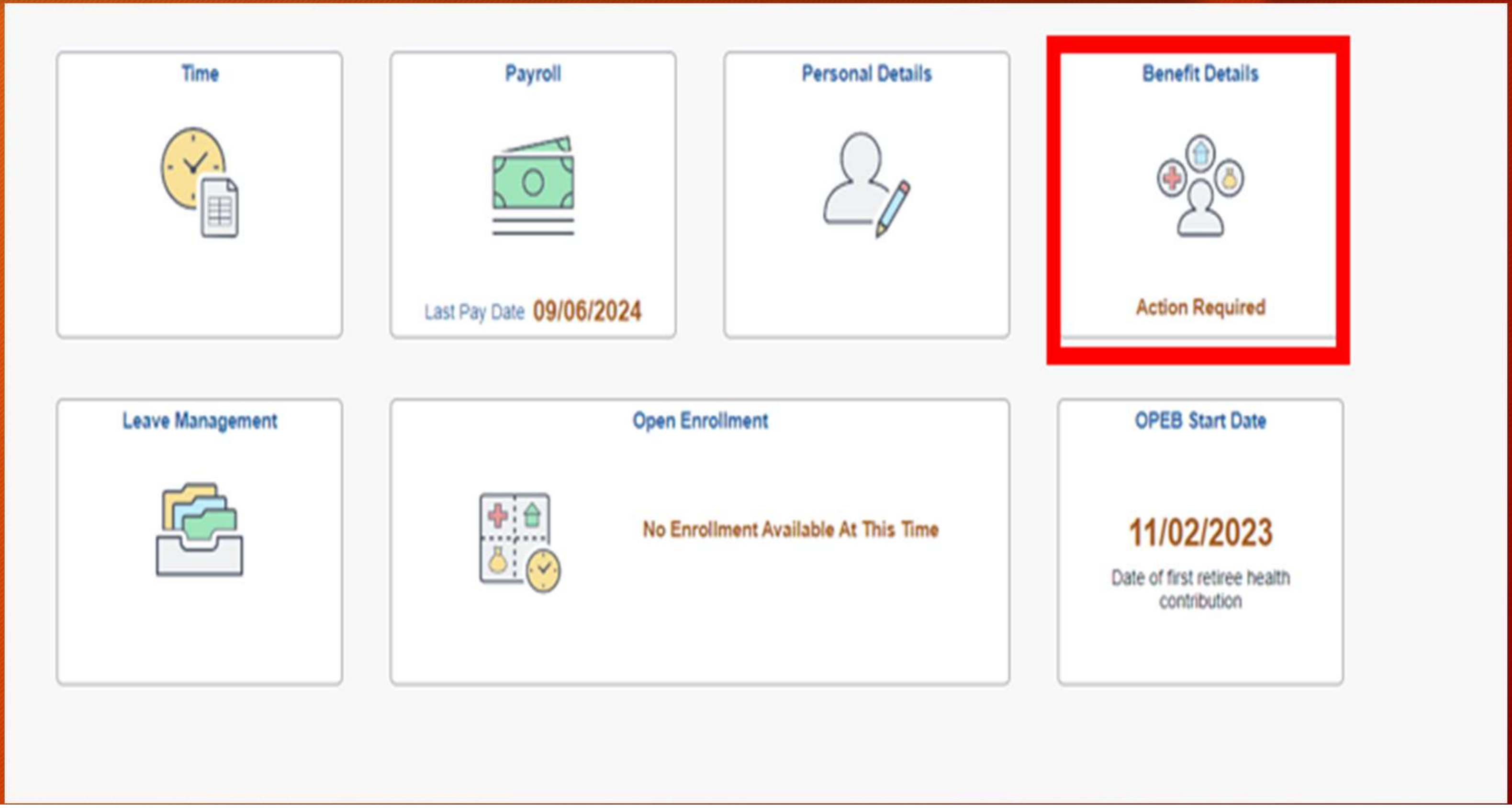
Fluid – Employee Self Service

- Employee Self-Service Homepage Tile
- eBenefits Life event tile is on the Homepage and can be selected from ***EMPLOYEE SELF-SERVICE*** Menu



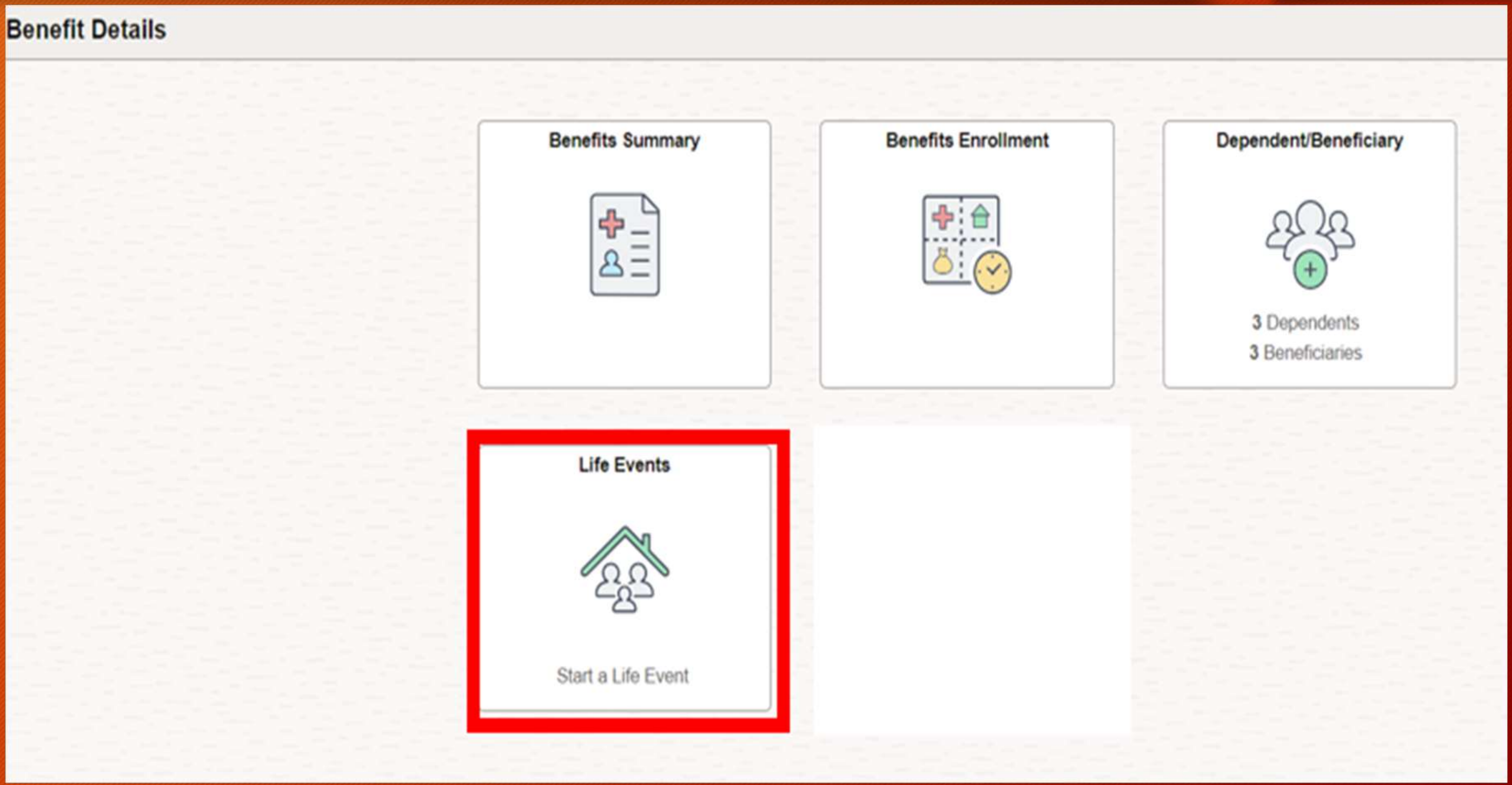
Fluid – Employee Self Service

- Creating an eBenefits Life Event
- Select the ***BENEFIT DETAILS*** tile to access your benefits homepage.



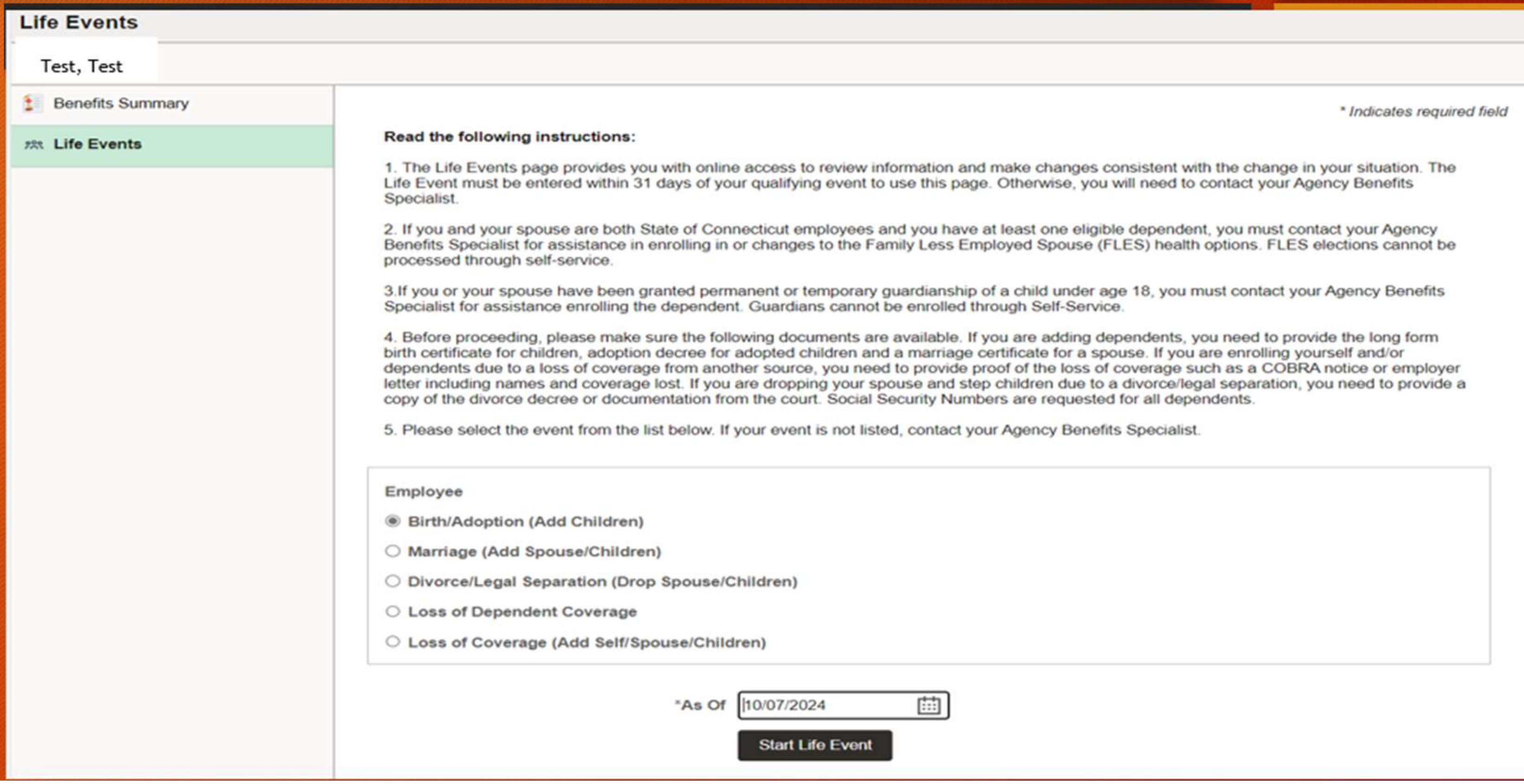
Fluid – Employee Self Service

- Creating an eBenefits Life Event
- Select the ***LIFE EVENT*** tiles to start your life event.



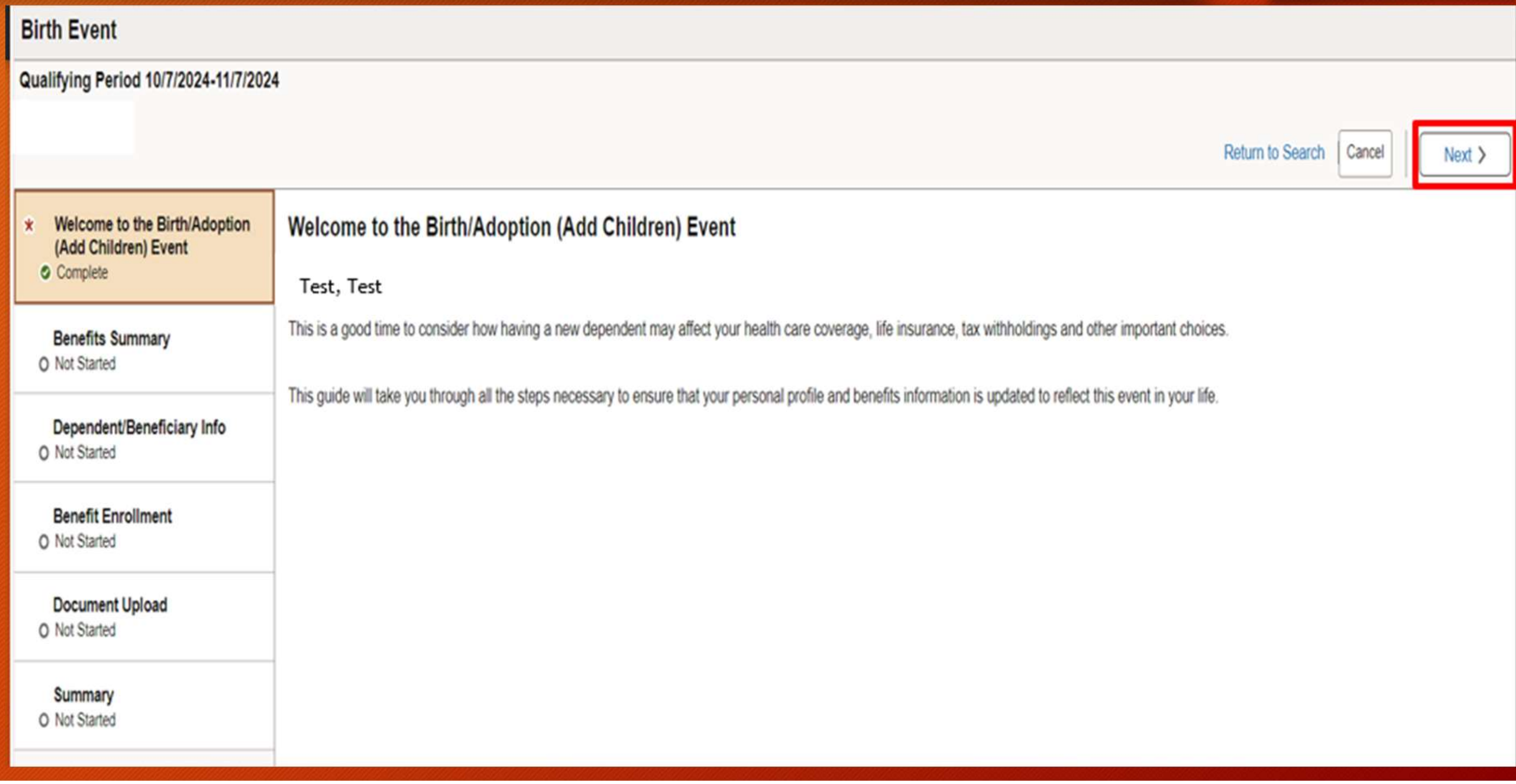
Fluid – Employee Self Service

- Select the appropriate life event.
- Enter the Effective Date of the event.
- Click "Start Life " Event" button.



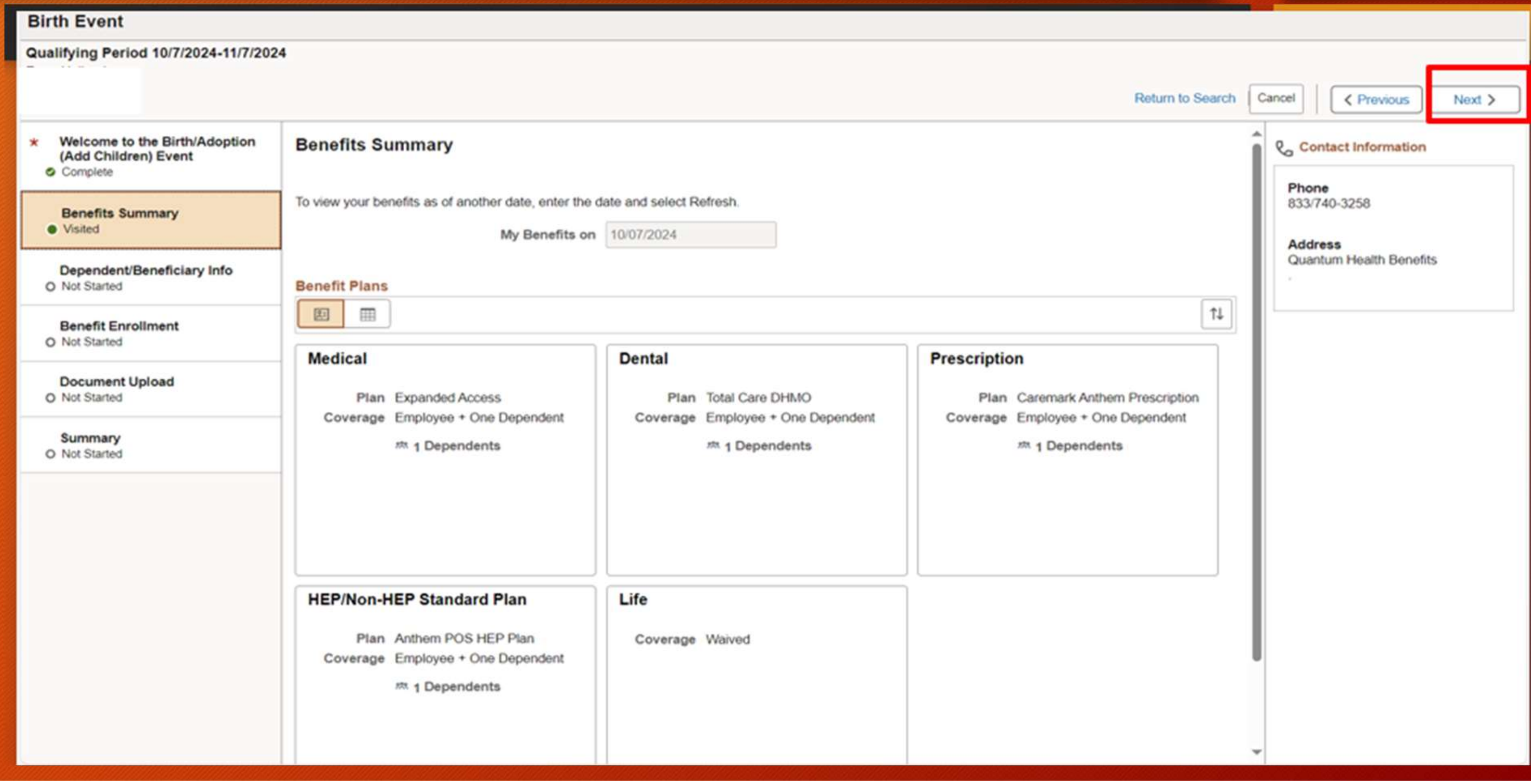
Fluid – Employee Self Service

- A Birth Life Event Welcome Page
- The **Activity Guide** provides a list of the steps needed to complete the life event. Any fields marked with an “asterisk” are required.
- Click the NEXT button to go to next step.



Fluid – Employee Self Service

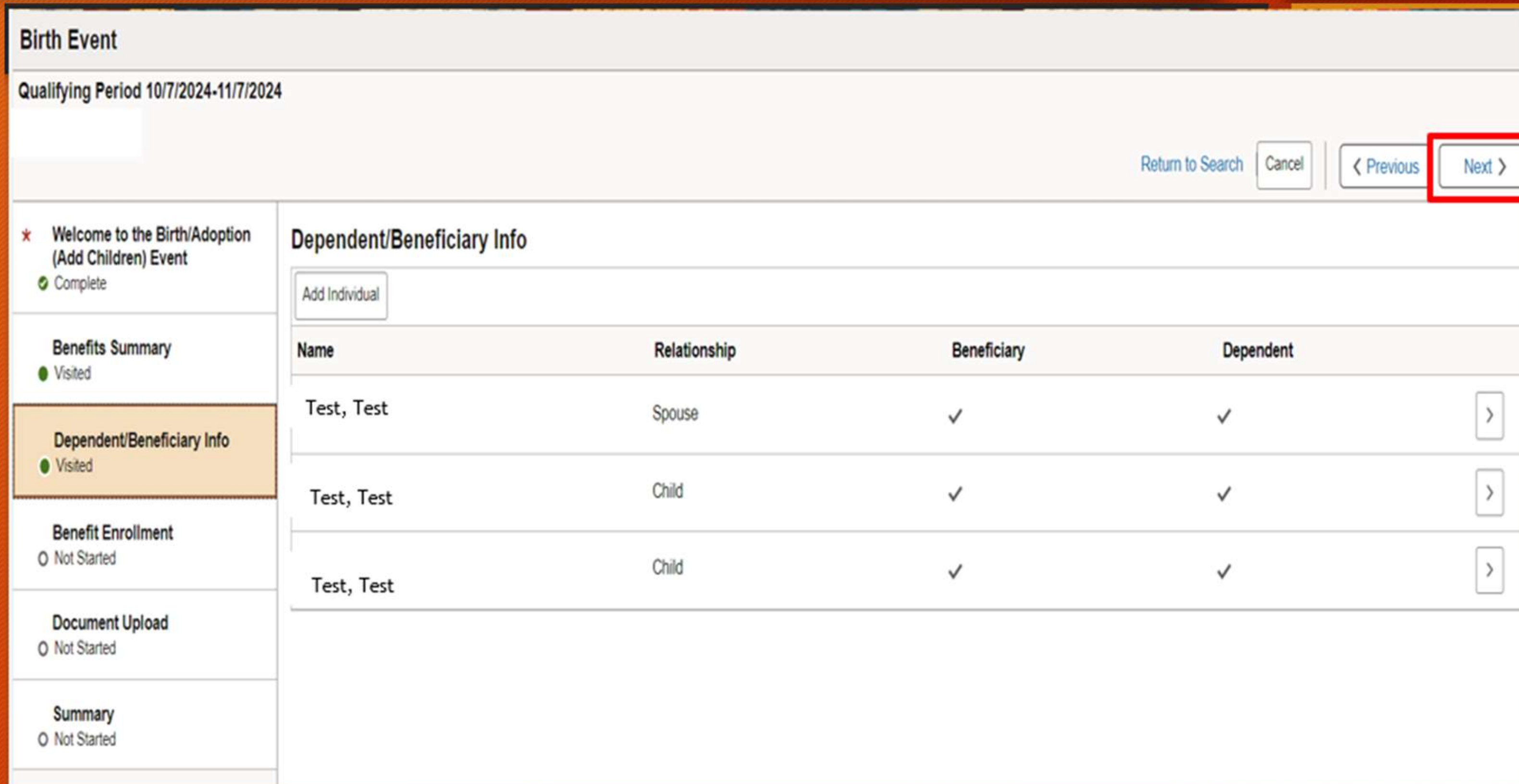
- Benefits Summary
- A review of your benefits you are currently enrolled in.
- Click the NEXT button to go to next Step.



Fluid – Employee Self Service

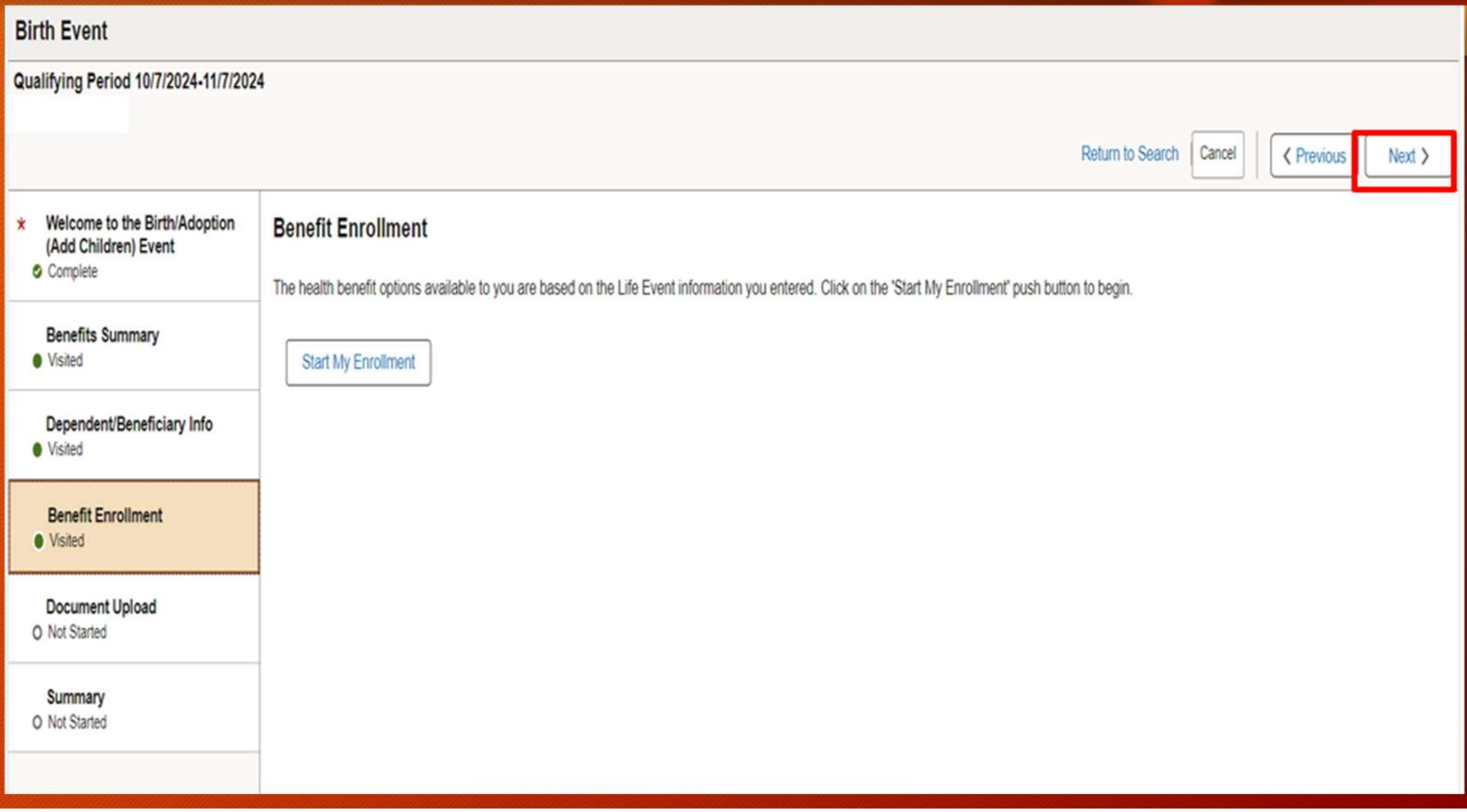
Dependent/Beneficiary Information.

- Click on the "Add Individual" button to add Dependent and Beneficiaries.
- You can not remove dependents/beneficiaries once you have entered their information.
- Click the NEXT button to go to next Step.



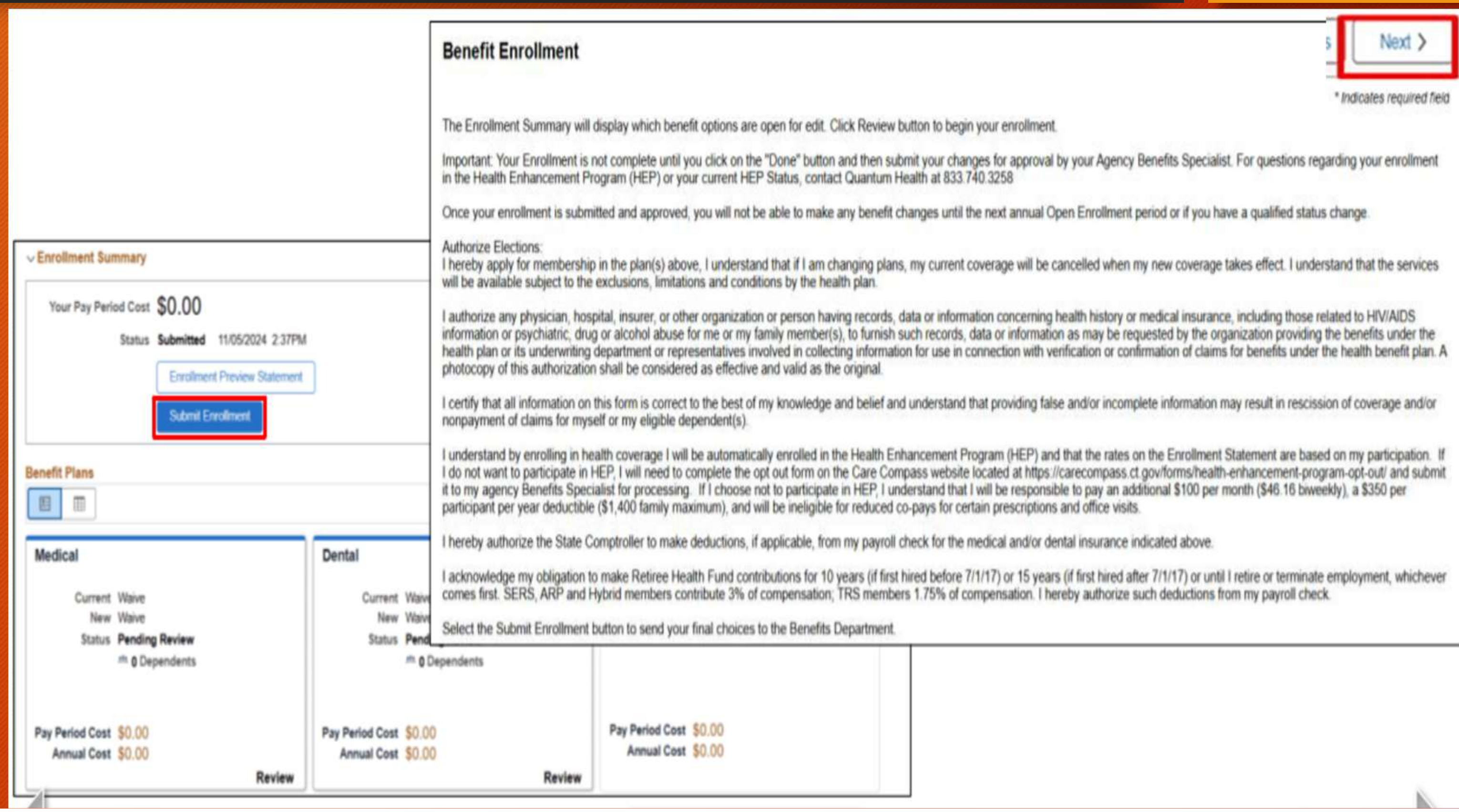
Fluid – Employee Self Service

- Birth Life Event - Benefits Enrollment
- Click on "Start My Enrollment" button to make benefit plan changes.
- Click the NEXT button to go to next Step.



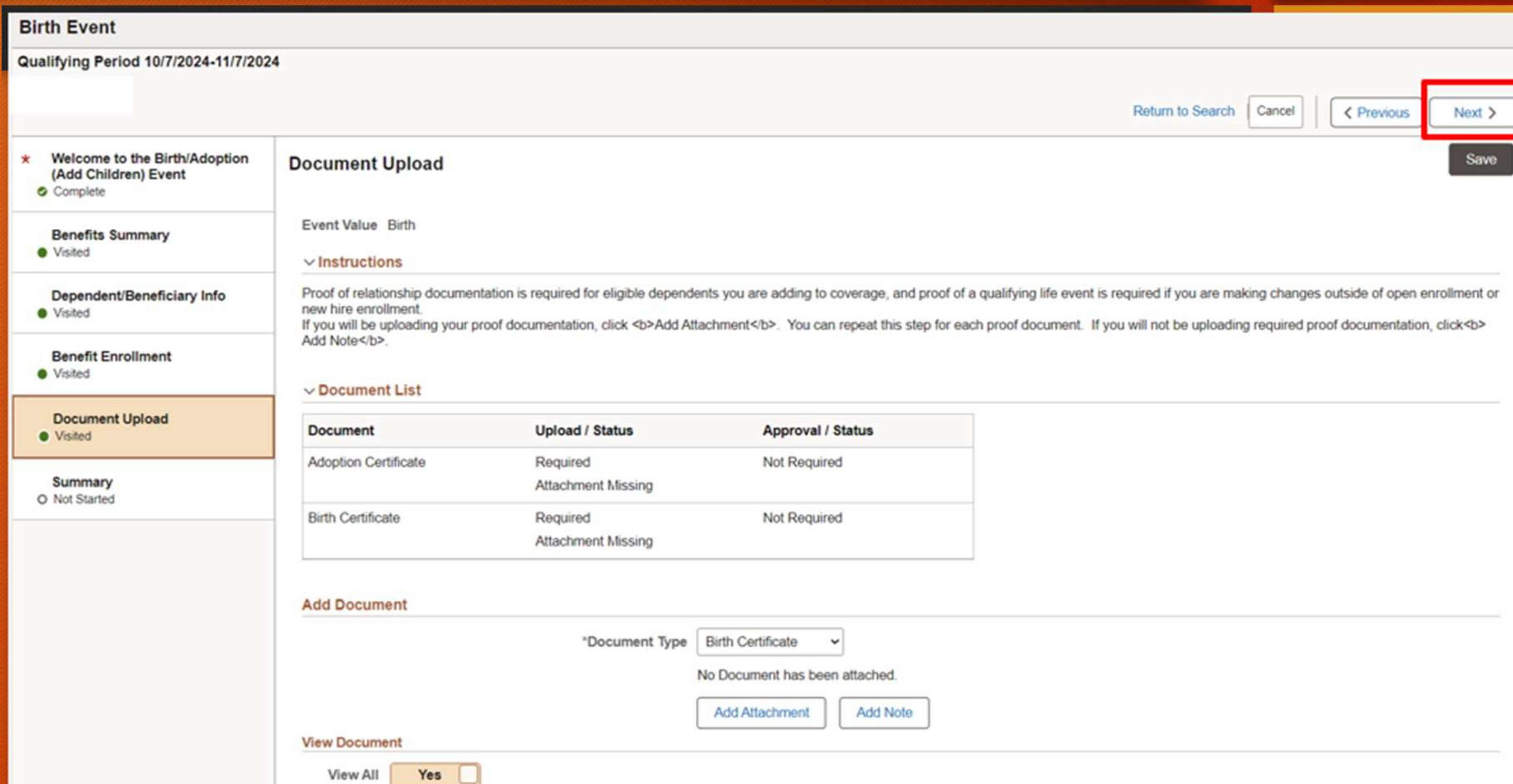
Fluid – Employee Self Service

- Benefits Enrollment – Life Event
- Click on the Benefit Plan box that has "Review" to begin benefit plan changes.
- Click the NEXT button to go to next Step.



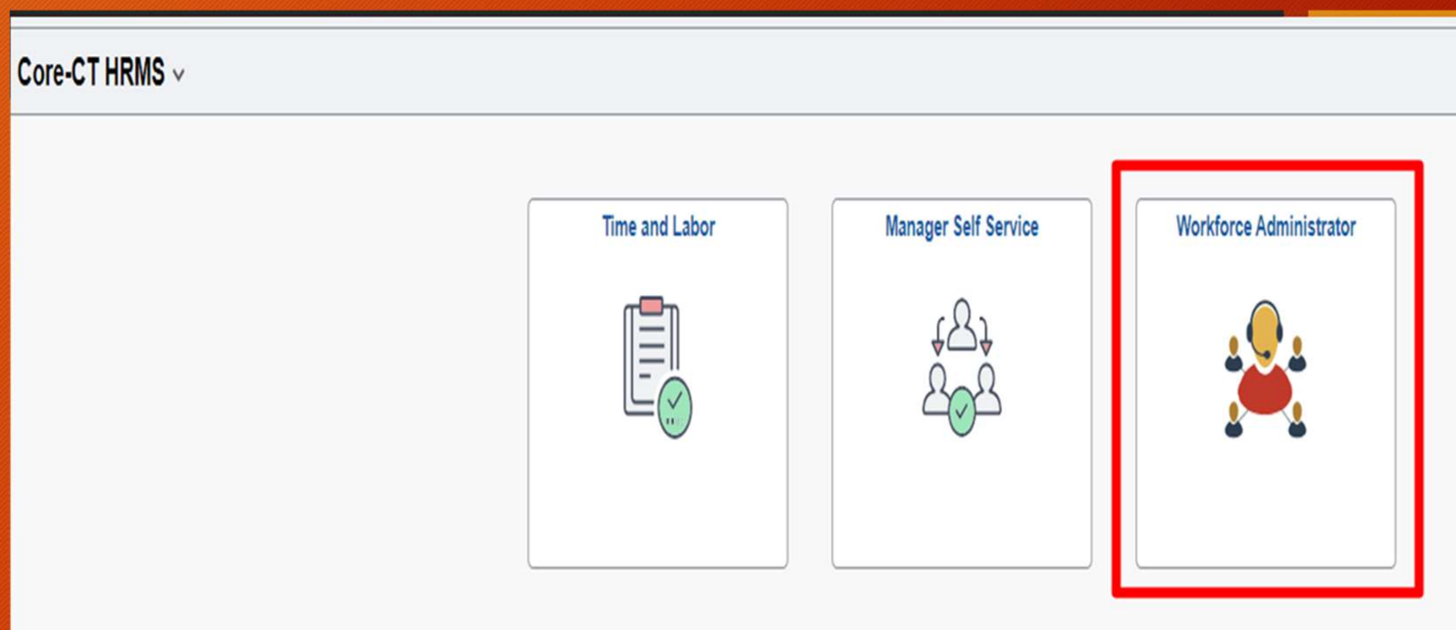
Fluid – Employee Self Service

- Document Upload
- Dependent/Beneficiary Information can be added by clicking on the "Add Attachment" button.
- Documents can only be uploaded using the following Fluid Navigation paths: ESS>Benefits>Life Events OR ESS>Benefits>Benefits Enrollment
- Click the NEXT button to go to next Step.



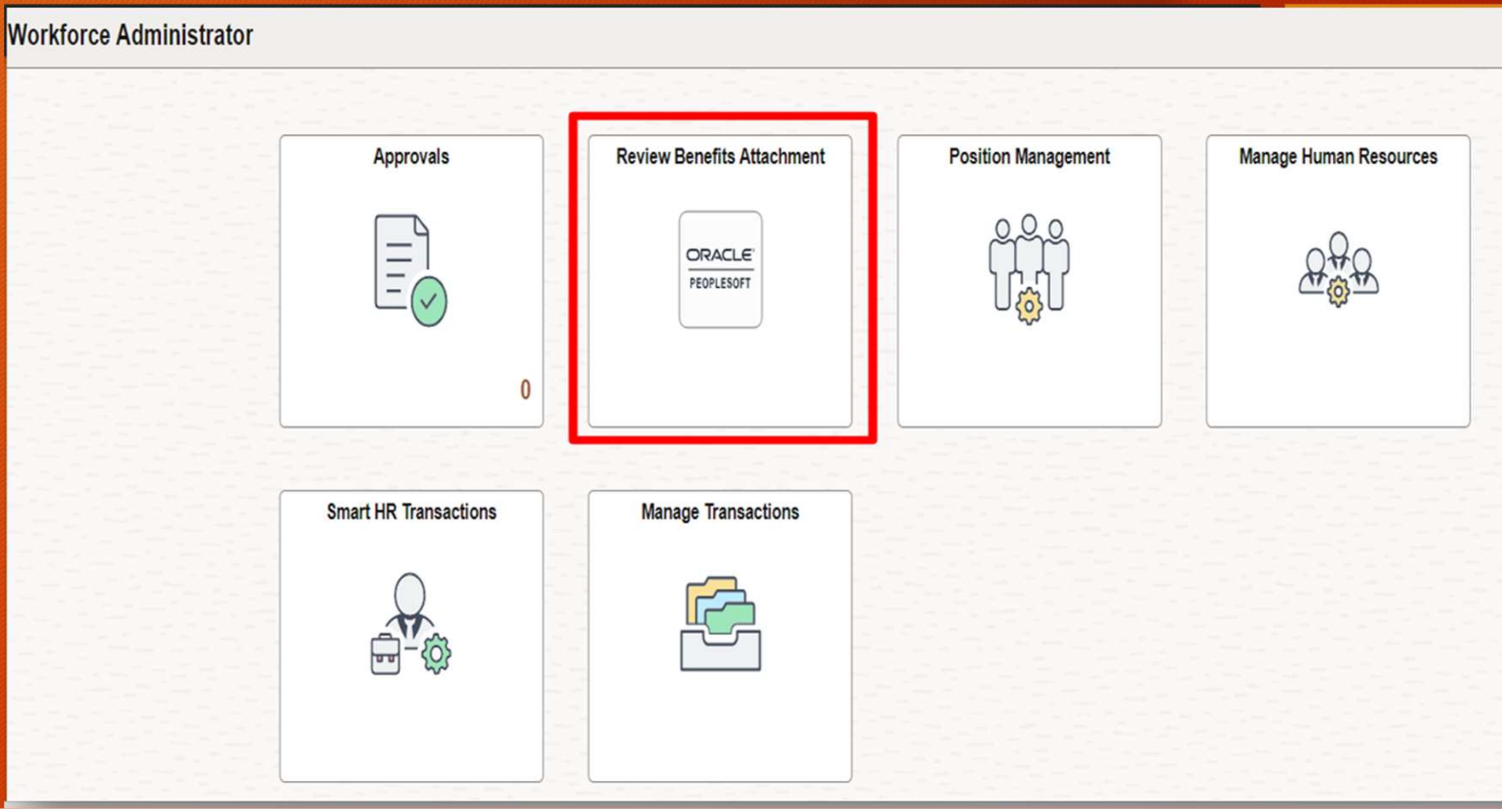
Fluid – ESS DOCUMENT UPLOAD – BENEFITS AGENCY SPECIALIST

- Document Upload – Agency Specialist Review
- Workforce Administration – Click on tile to review Document Upload
- Agency Specialists are the only ones that will have access to this tile.
- Documents can only be reviewed using the following Fluid Navigation paths: Workforce Administration>Benefits Attachment



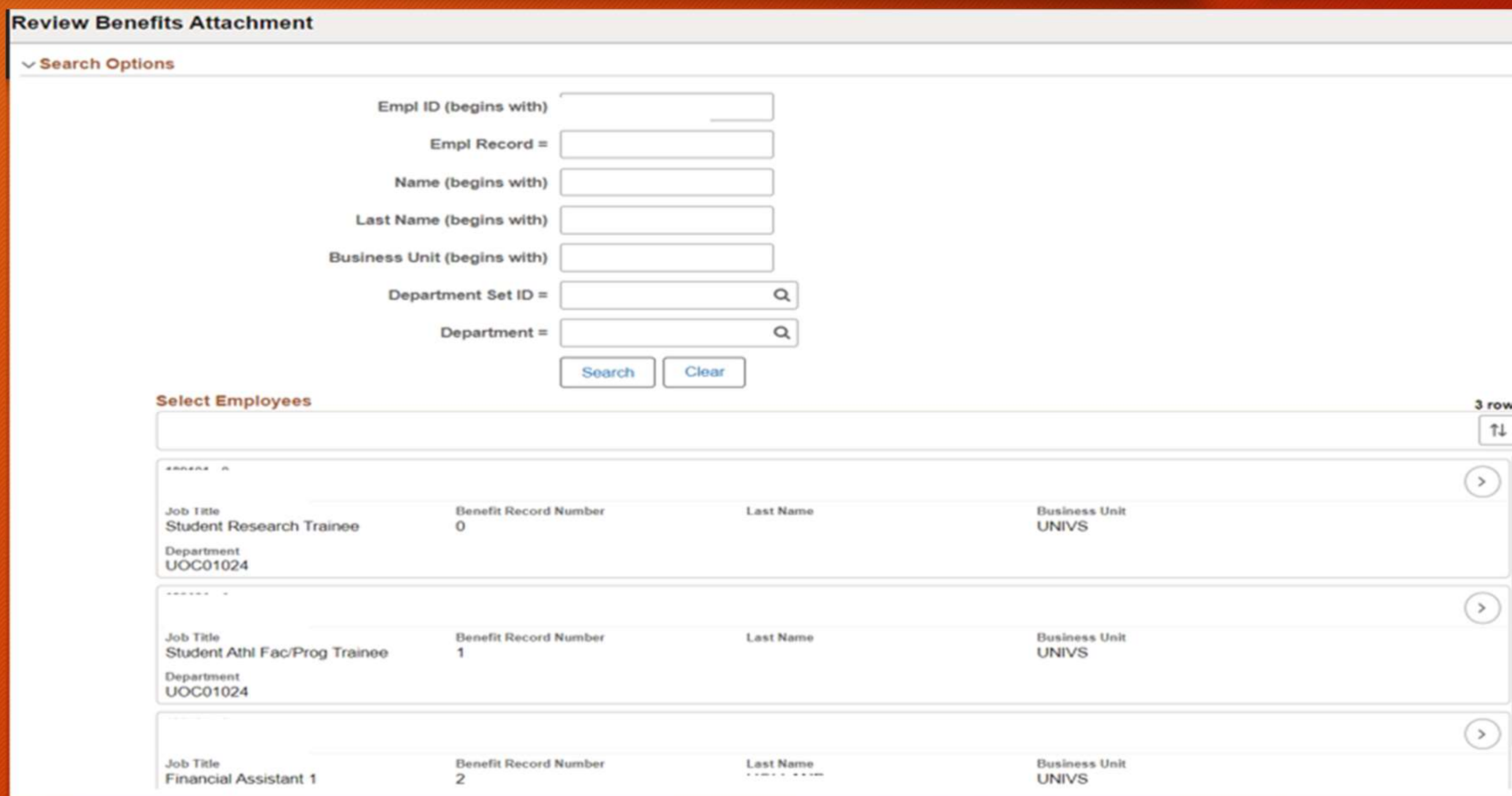
Fluid – Employee Self Service

- Document Upload – Agency Specialist Review
- Documents are available via this tile once an employee uploads their documents during a Qualifying Life Event.
- Documents can only be reviewed by using the following Fluid Tile Navigation paths: Workforce Administration>Review Benefits Attachment



Fluid – Employee Self Service

- Agency Specialists can enter employee id, click Search and select the record/ document you wish to Review.



Fluid – Employee Self Service

- Review Benefits Attachment(s).
- An attachment that was uploaded successfully will say Complete. If an attachment is missing, the Event Status will show "Attachment Missing" and to upload the attachment, click on the field and the window will open to upload a missing document.

Review Benefits Attachment

Test, Test
Financial Assistant 1
Return to Select Employee

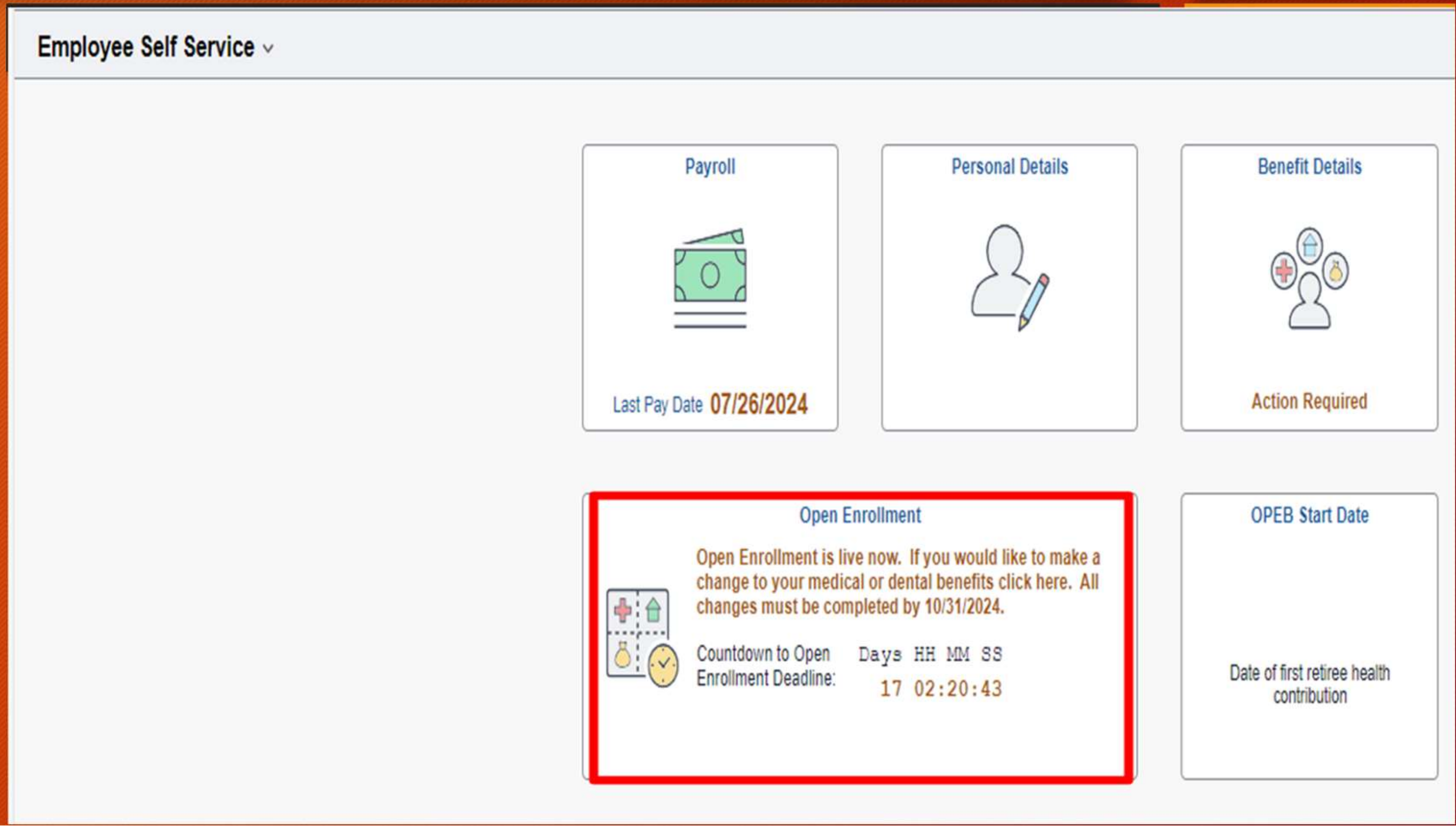
Person ID
Empl Record 0

Event Date	Event Type	Event Value	Event Status
10/10/2024	Life Event	Divorce	Complete
10/10/2024	Life Event	Birth	Attachment Missing

Fluid – ESS Open Enrollment

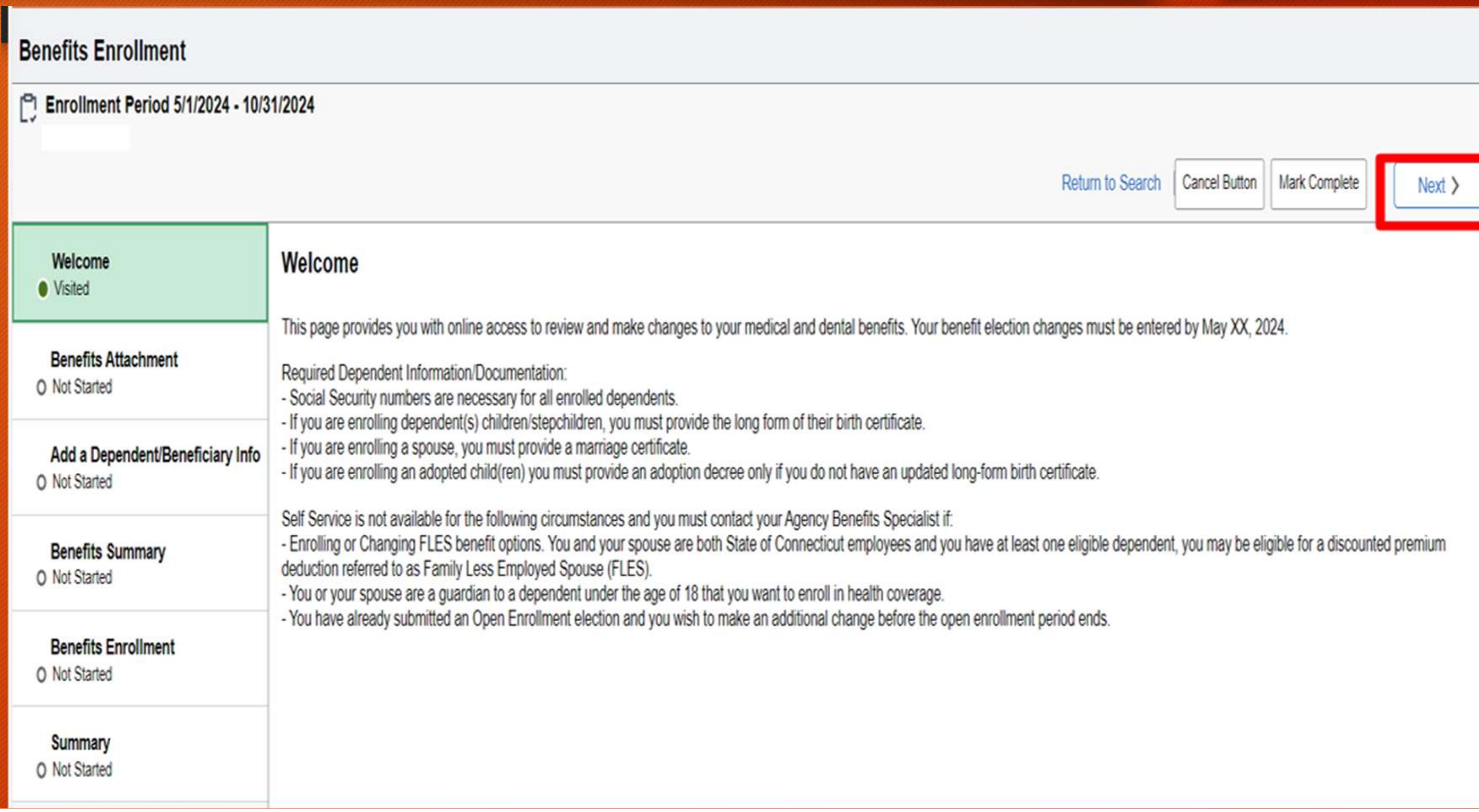
Open Enrollment via Fluid.

- Open Enrollment is your opportunity to make benefit plan changes.
- Click on the Open Enrollment Tile
- Click the NEXT button to go to next Step.



Benefits Enrollment - Welcome Page

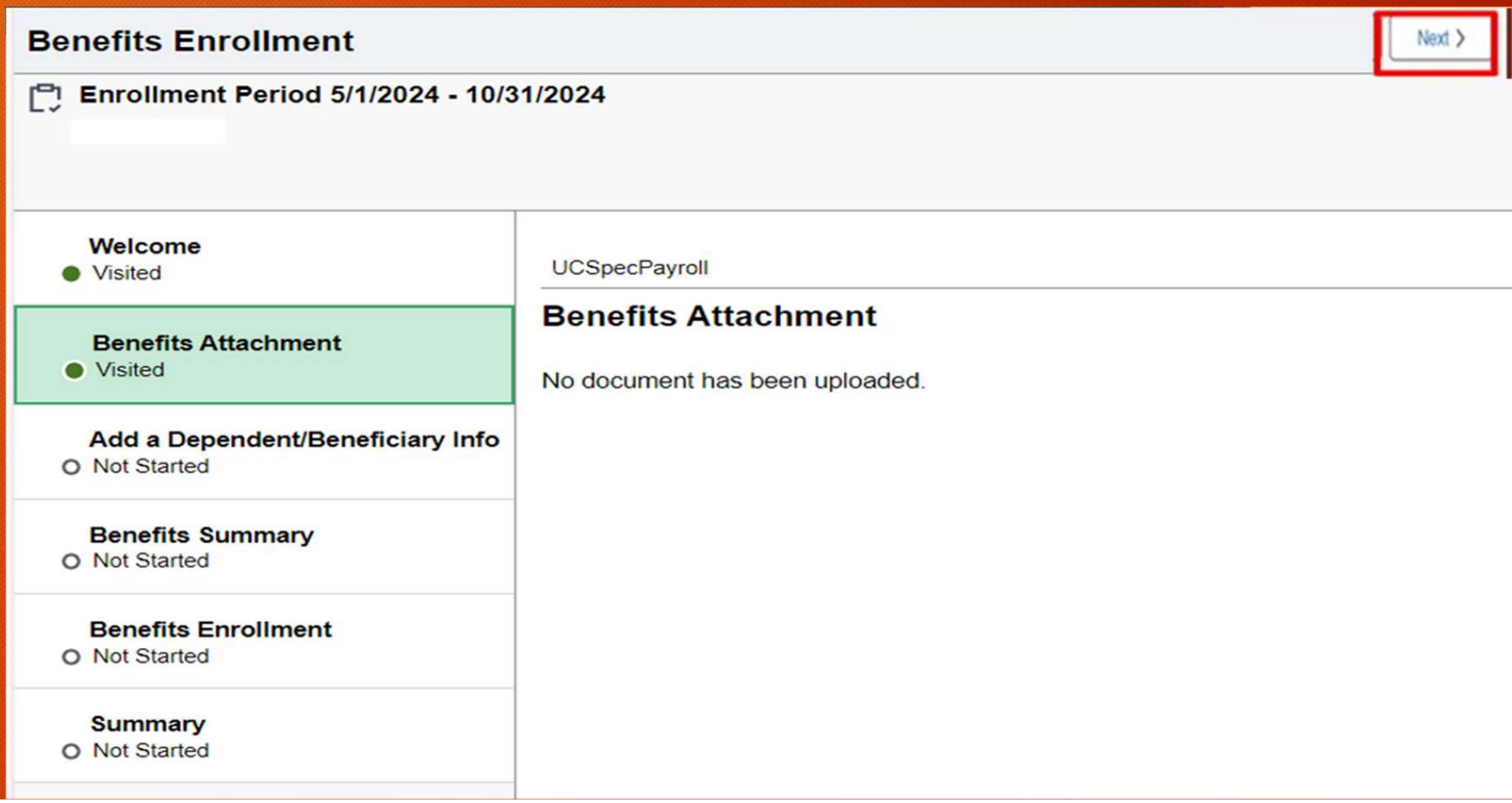
- The system will take you to the Welcome page and the Activity Guide Process.
- To go to the next Step, click the NEXT button top right of the page.



Benefits Enrollment – Benefits Attachment

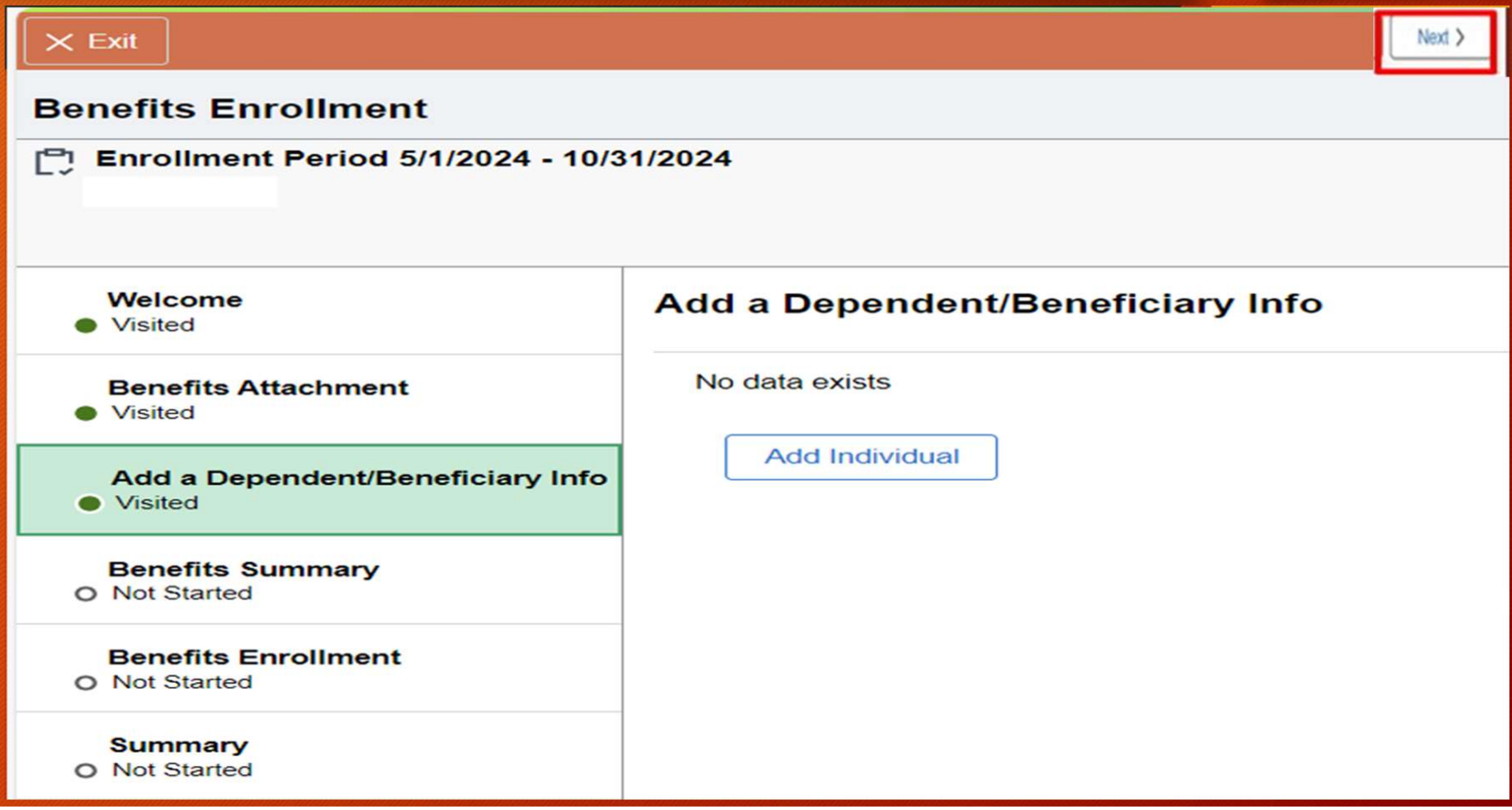
Benefits Enrollment

- The Benefits Attachment allows review of your documents uploaded.
- Click the NEXT button to go to next Step.



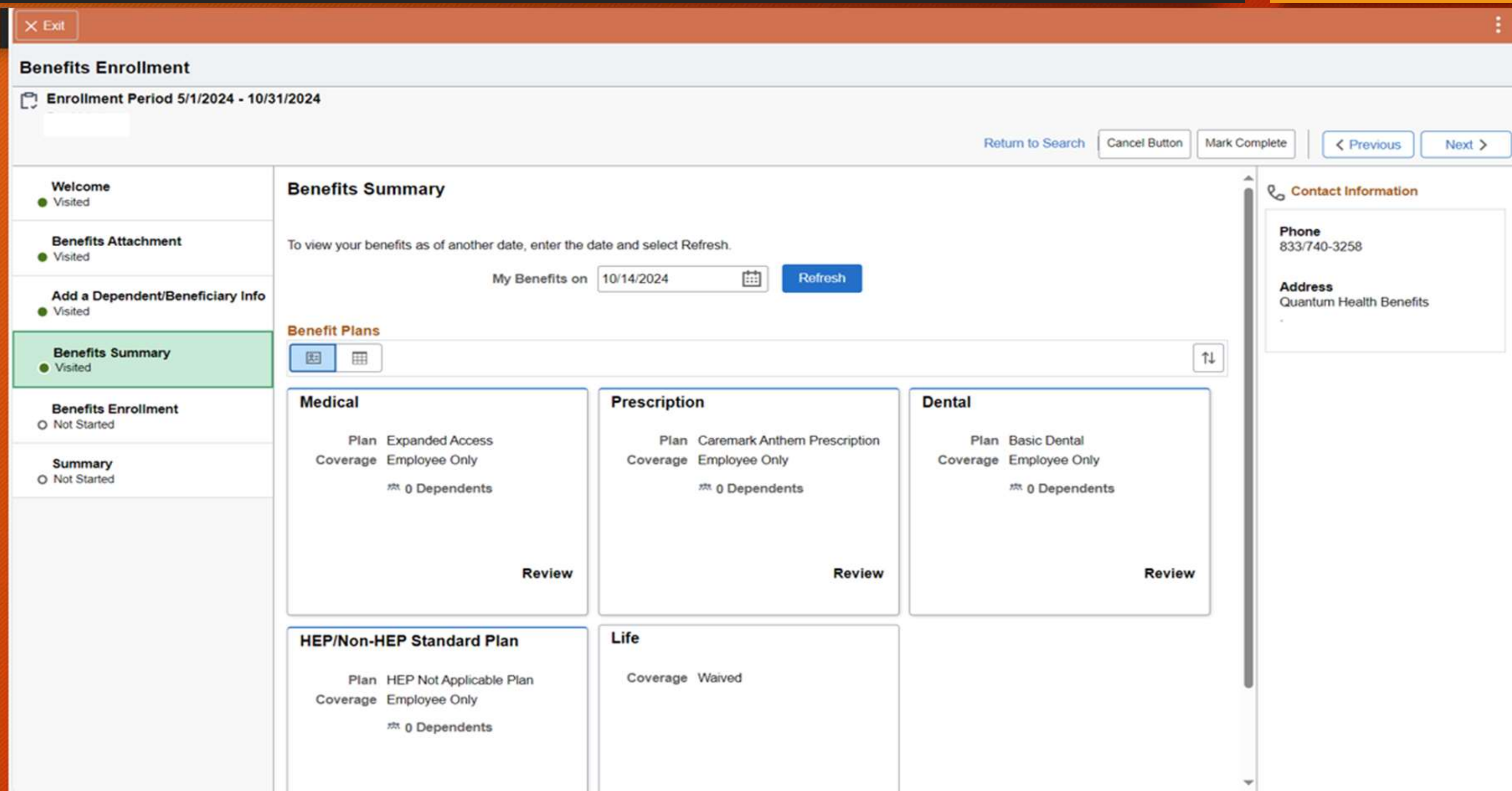
Benefits Enrollment – Add a Dependent/Beneficiary

- Add any new Dependent/Beneficiary information by clicking on “Add Individual” and follow the steps.
- Click the NEXT button to go to next Step.



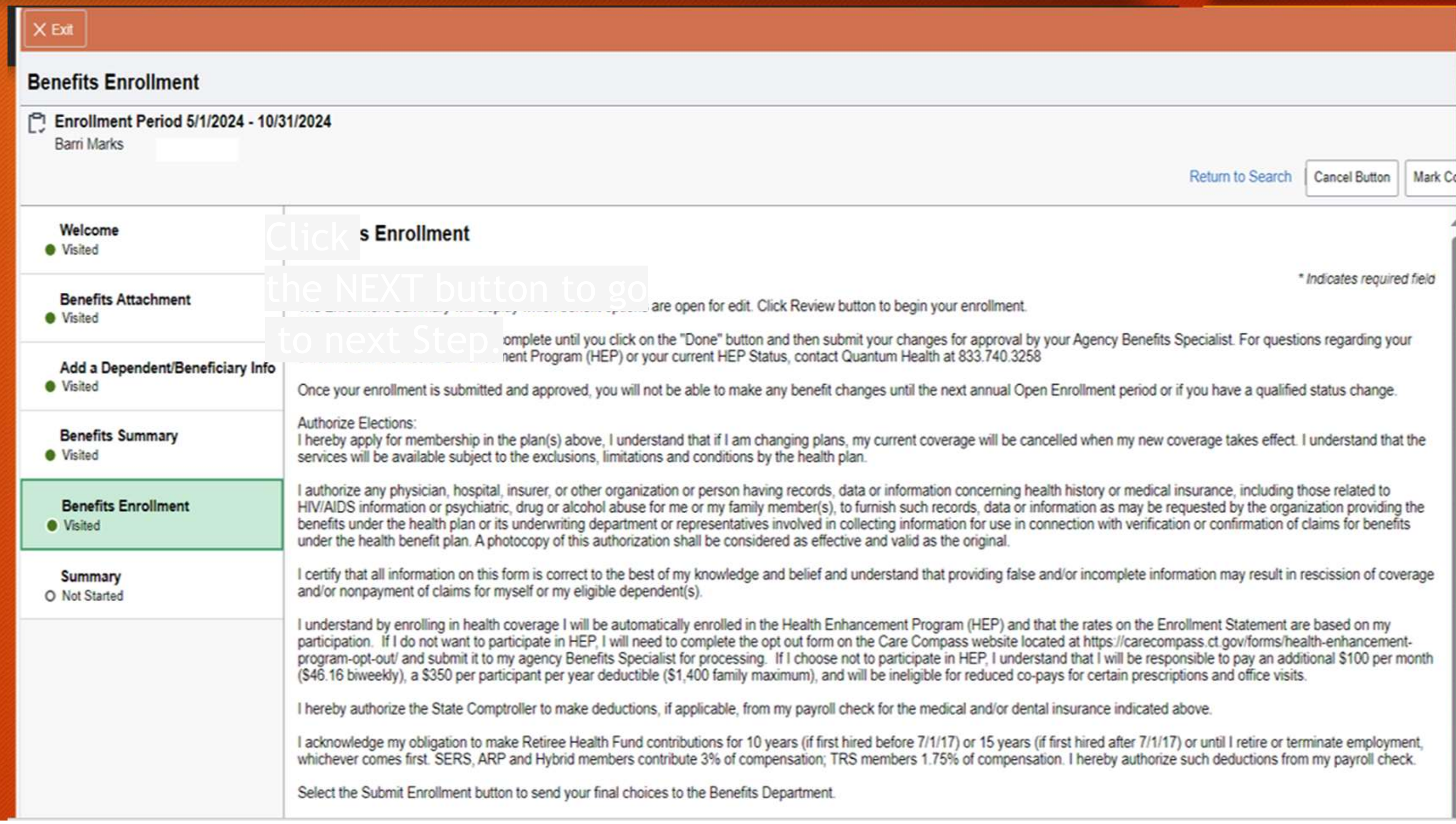
Benefits Enrollment – Benefits Summary

- The Benefits Summary page is to view your current benefits.
- Click the NEXT button to go to next Step.



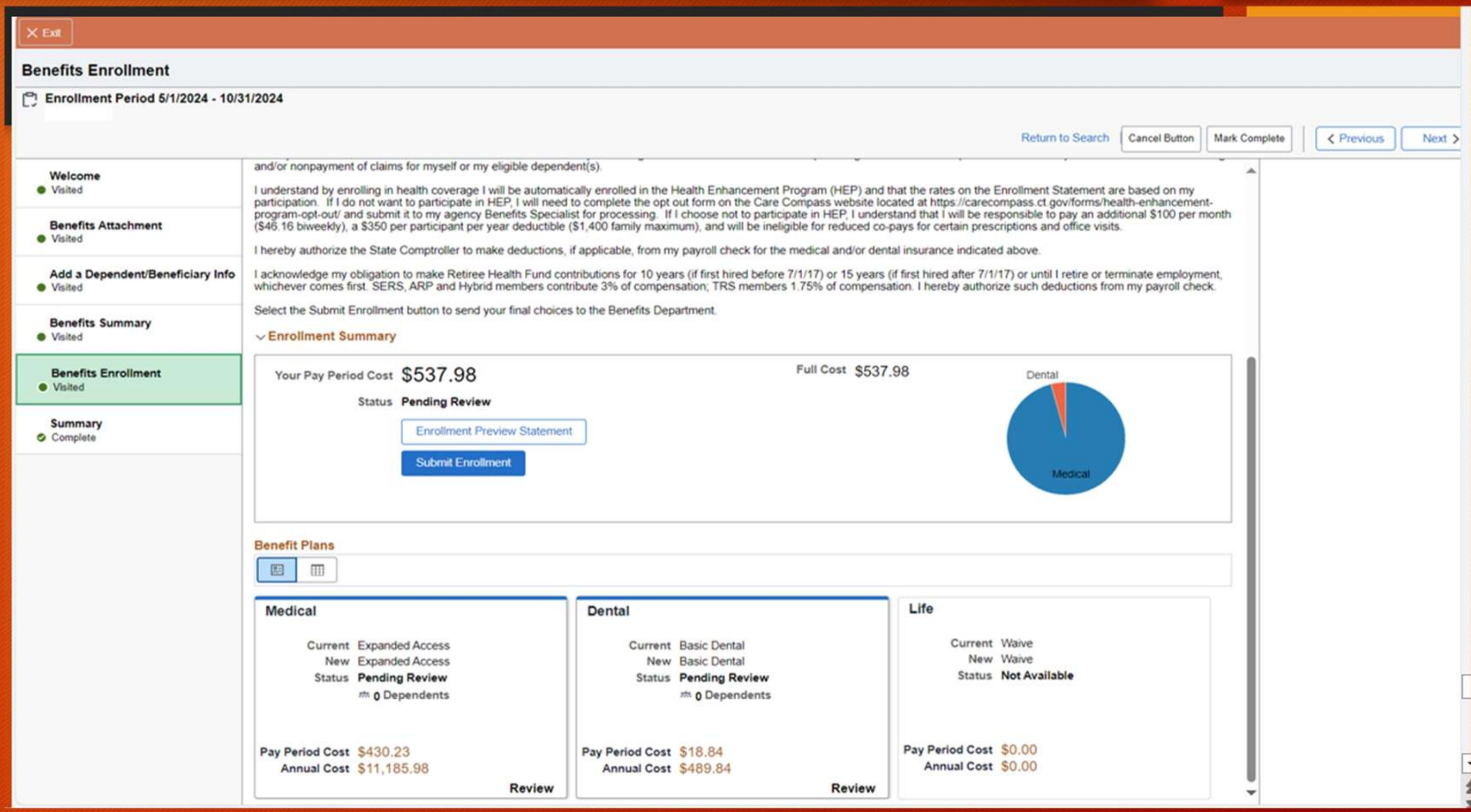
Benefits Enrollment – Benefits Enrollment

- Benefits Enrollment Plan Information and acknowledgement statement.
- Click the NEXT button to go to next Step.



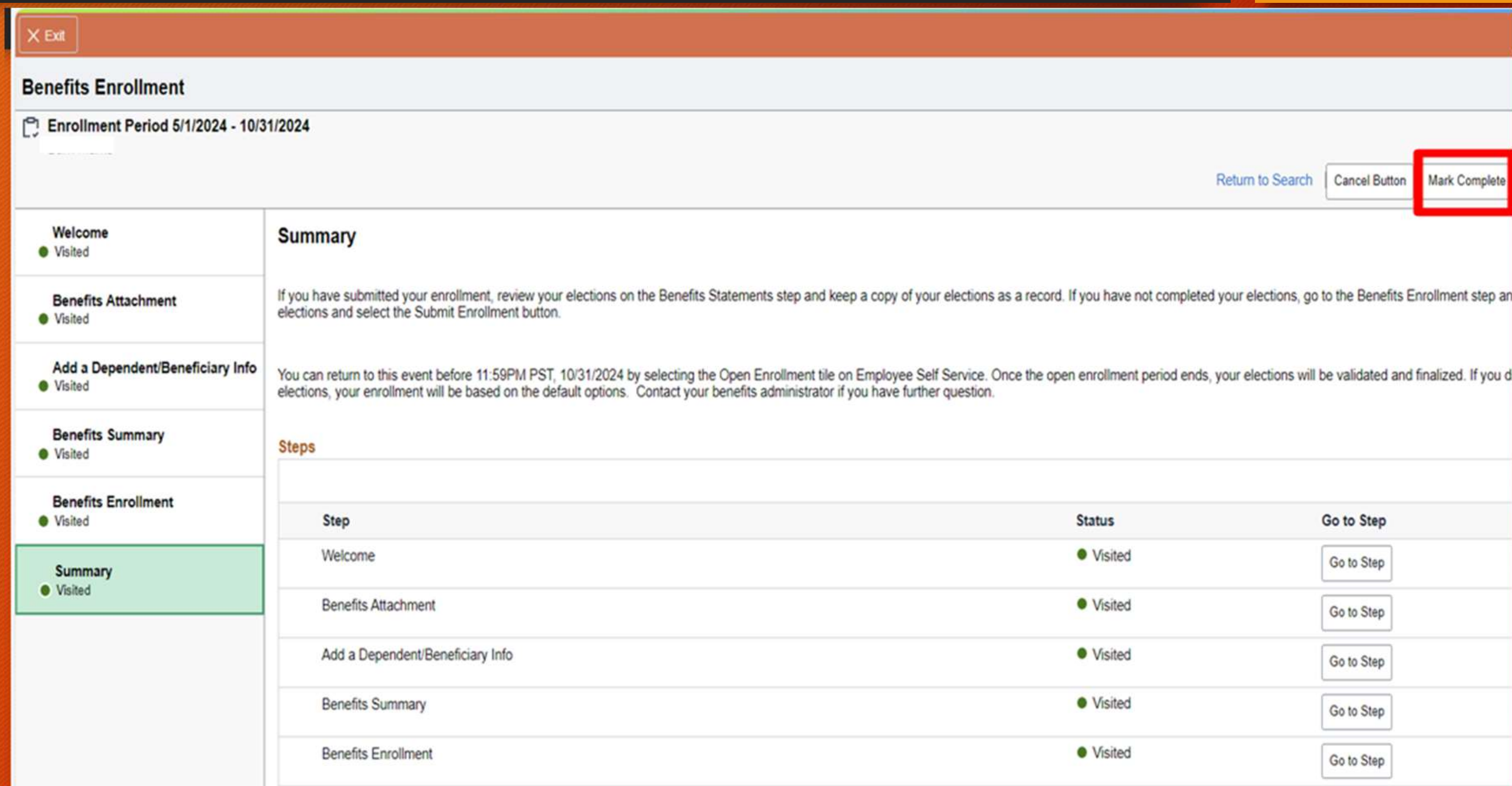
Benefits Enrollment – Benefits Enrollment

- The Benefit Plan options listed are the only plans that you are eligible to change during the OE period.
- The Benefit Plans that are not accessible cannot be changed and is only available as a "view only" benefit plan.
- Click the NEXT button to go to next Step.



Benefits Enrollment – Benefits Summary

- The Benefit Summary provides a listing of the Steps and Status of the enrollment process you took.
- Click on "Go to Step" button if you wish to revisit any steps.
- Click the "Mark Complete" button, top right when done.



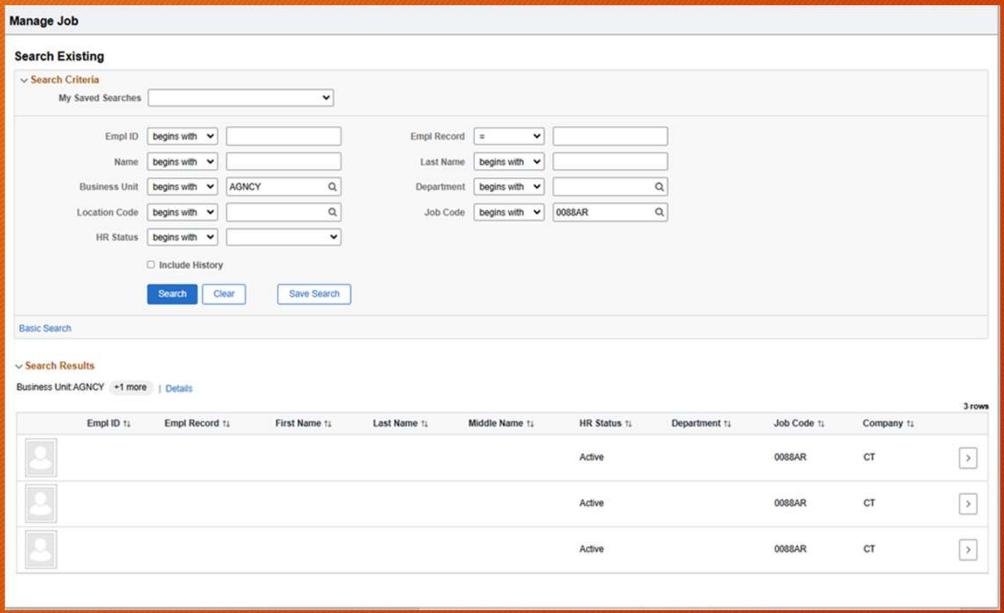
Questions…

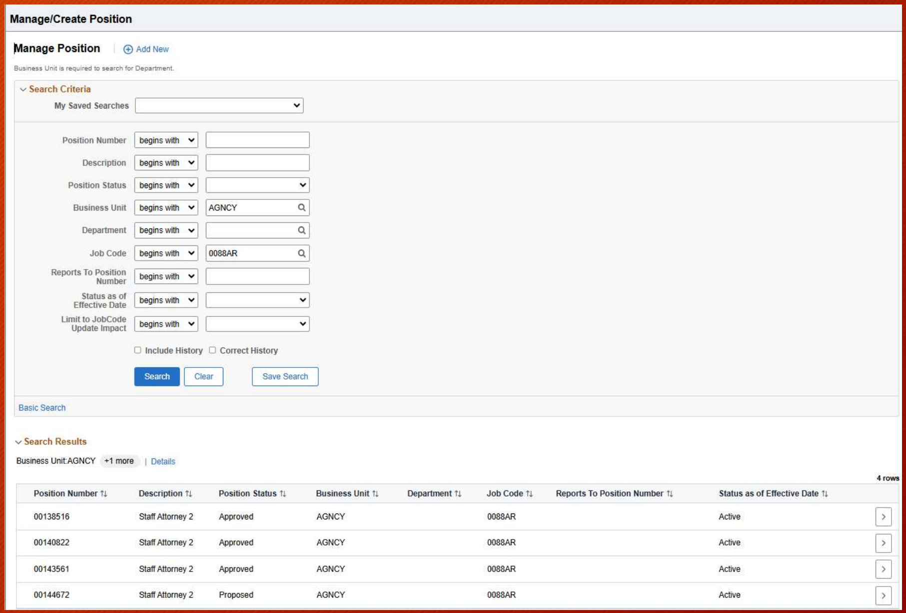
Human Resources

Rosemarie Jensen

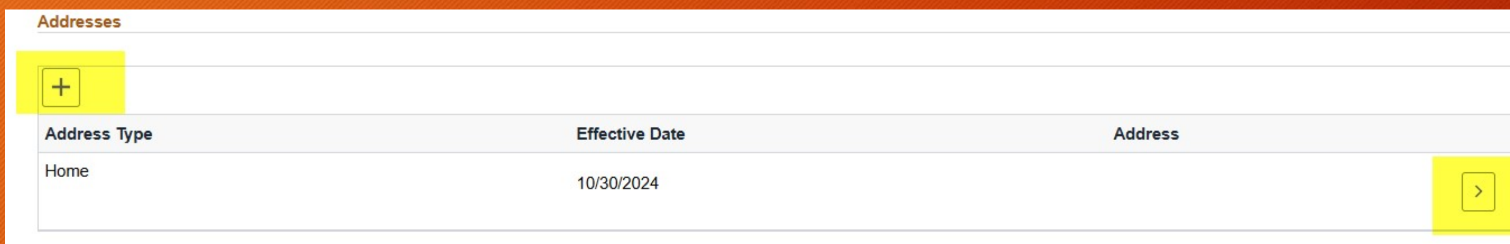
Navigation & Search – Tips

- Include the Business Unit (AGNCY, UNIVS, JUDCL, LEGMN) on both Manage Position and Manage Job search pages if searching by Department, Location, or Job Code
- Include all 8 digits when searching by position number





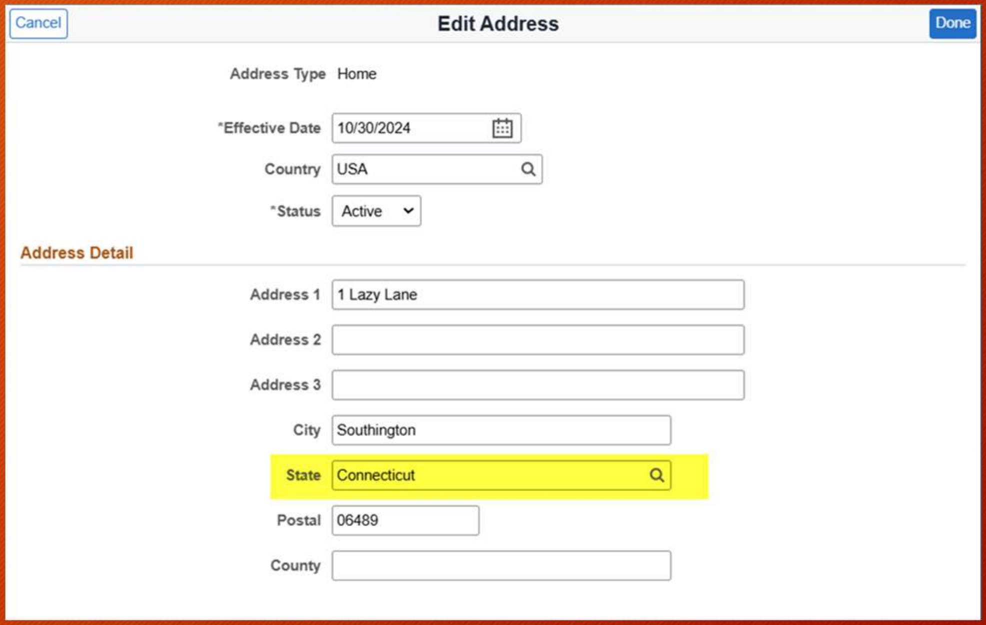
Personal Data - Addresses



- When entering an address for the first time, click the arrow button to the right of the effective date to open the entry window.
- Subsequent updates to the address (or additional address types) are added by using the plus-sign button.

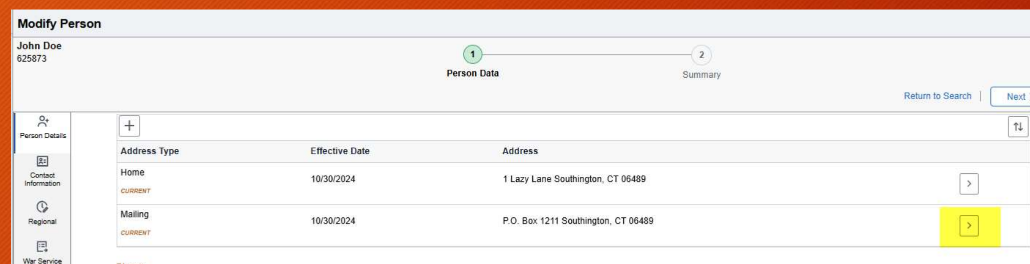
Personal Data - Addresses

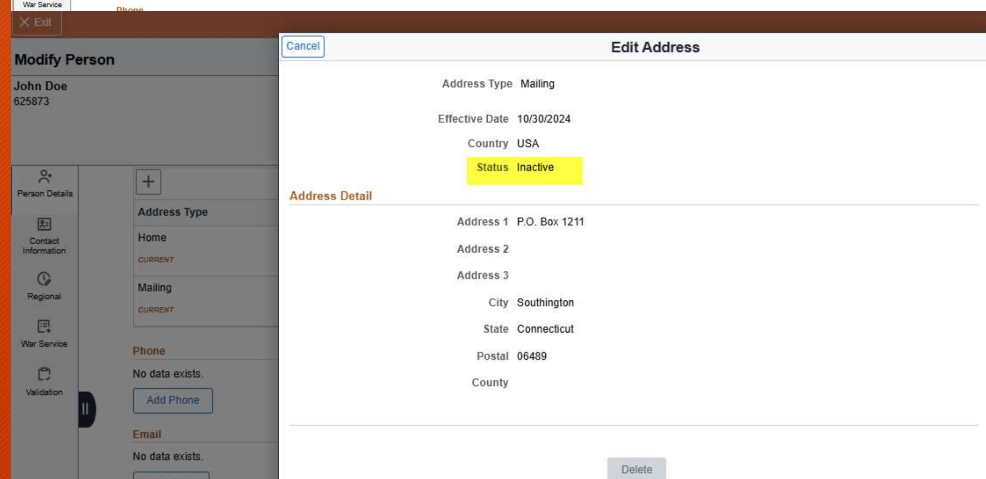
- The entire state name (e.g., Connecticut, not CT) must be entered for employee addresses. Type this in manually or use the magnifying glass to select the state name.



Personal Data - Addresses

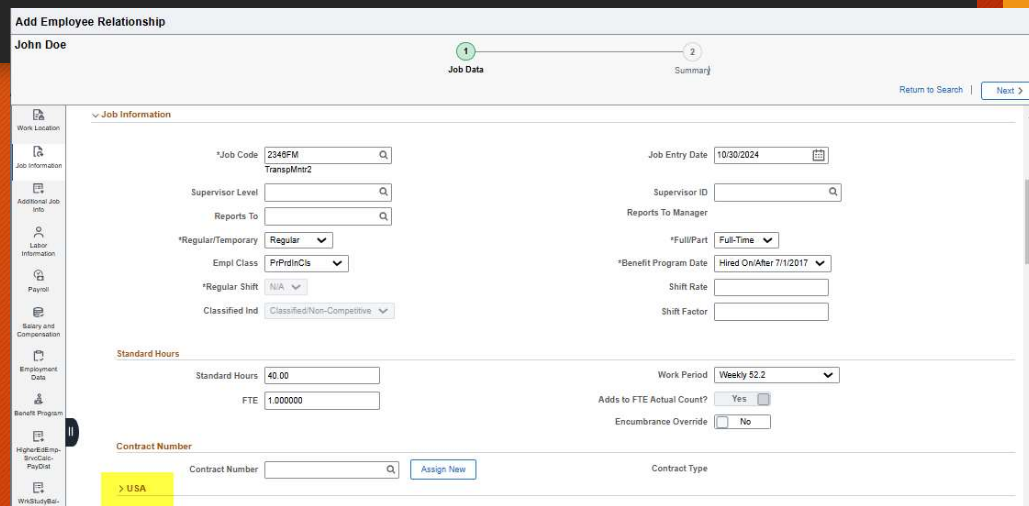
- To view whether an address is Active or Inactive, select the arrow on the right of an individual address entry. This will open the entry in a new pop-up.
- The Status is listed below the effective date and country.

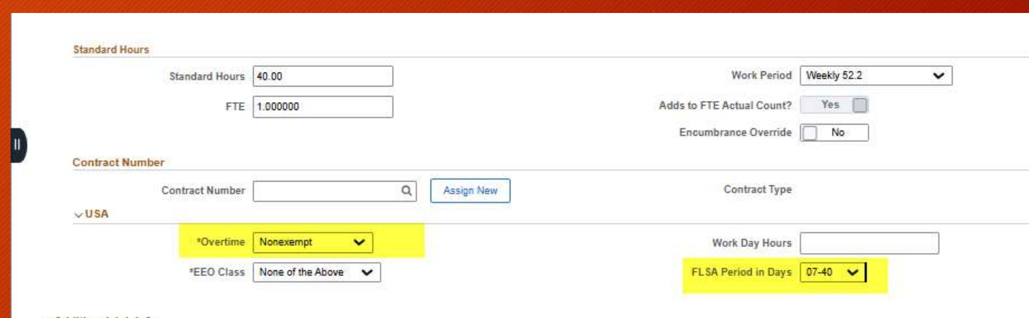




Job Data – Where do I find…?

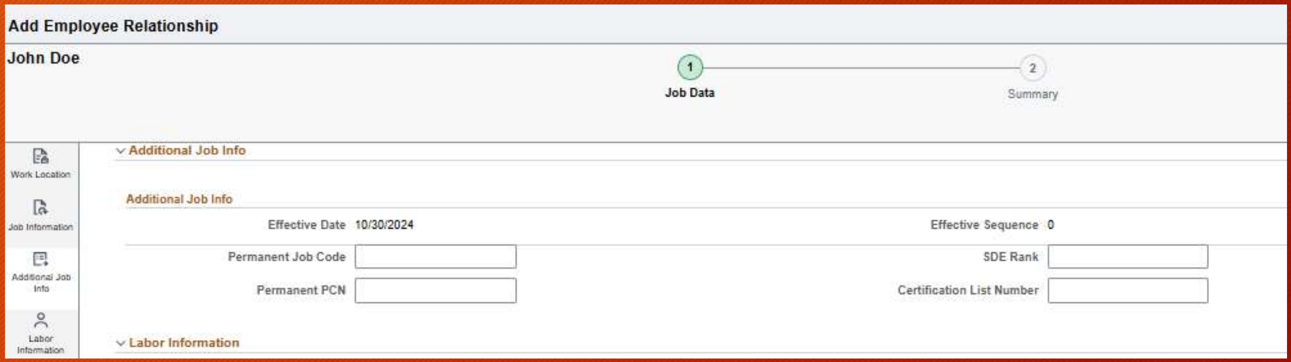
- The Overtime indicator and FLSA Period in Days are now accessed by opening the "USA" section at the bottom of the Job Information tab.
- Note the labels for the FLSA Period in Days have changed:
    - Current: 40; New: 07-40
    - Current: 80; New:14-80
    - Current: 171; New: 28-171
    - Current: 212; New: 28-212





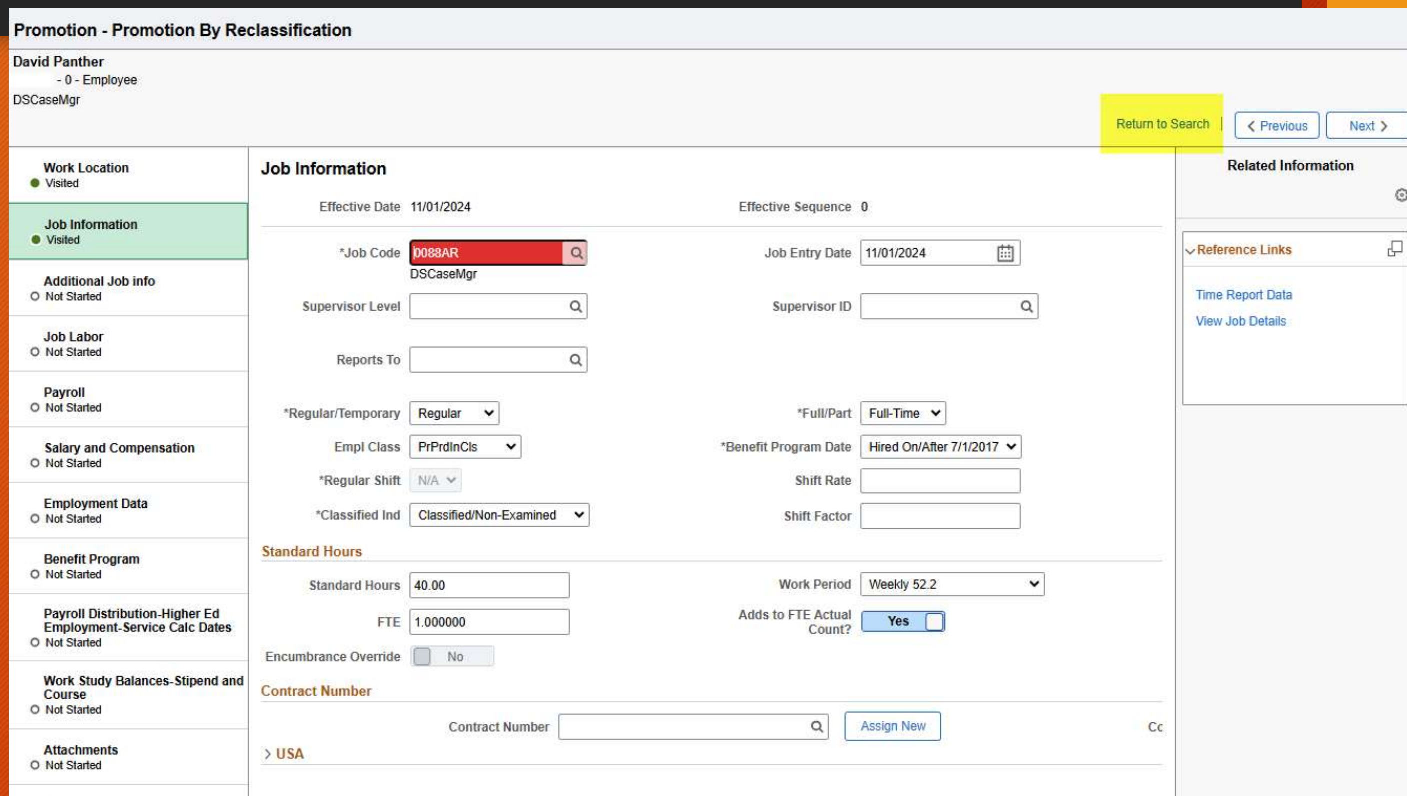
Job Data – Where do I find…?

- “Additional Job Info” is a new tab where you’ll find:
  - Permanent Job Code
  - Permanent PCN
  - SDE Rank
  - Certification List Number



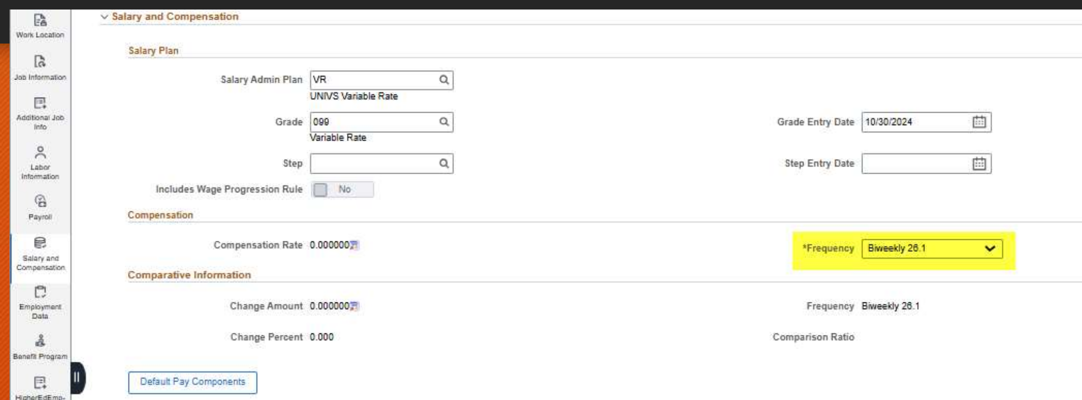
Job Data – Where do I find…?

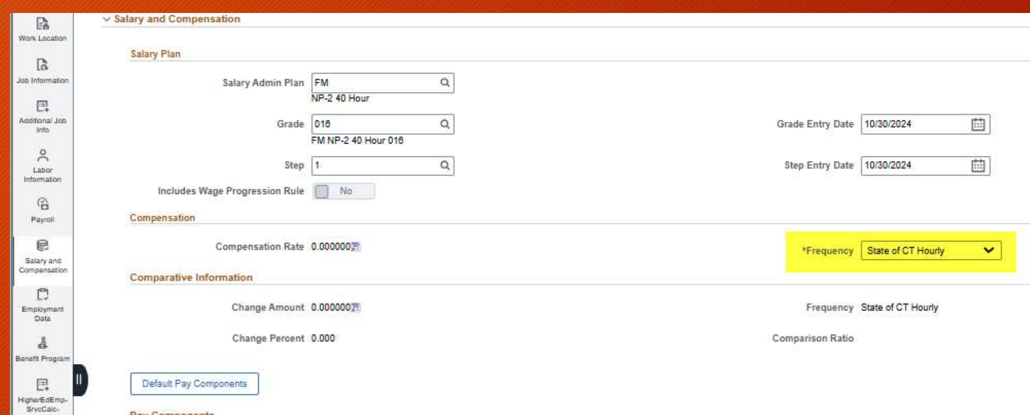
- If you need to leave the page after entering invalid information, select "**Return to Search**" in the right-hand corner instead of the Exit button.



Job Data – Compensation

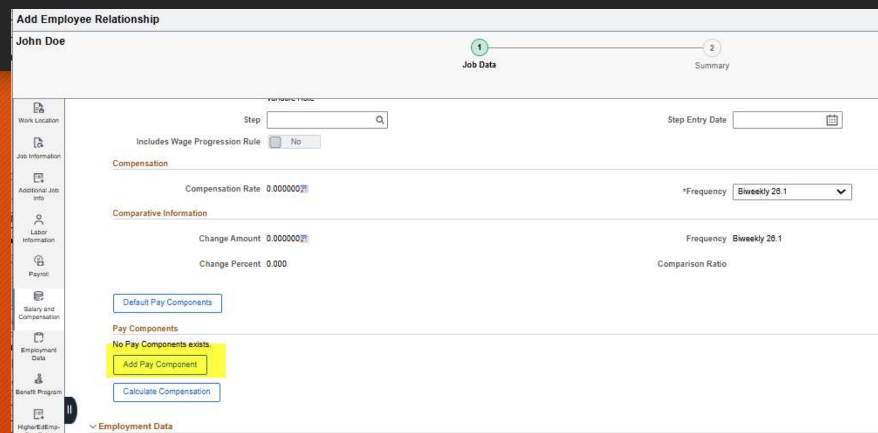
- The default frequency under Compensation is “Biweekly 26.1.”
- For full-time employees in step plans, click “Default Pay Components” for the compensation rate to populate.
- The Frequency for part time employees is now “State of CT Hourly” instead of “HCT.”

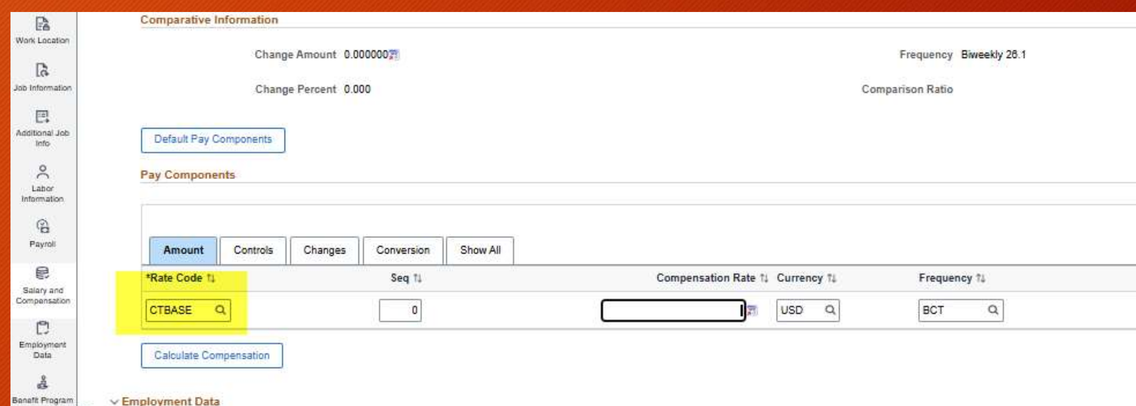




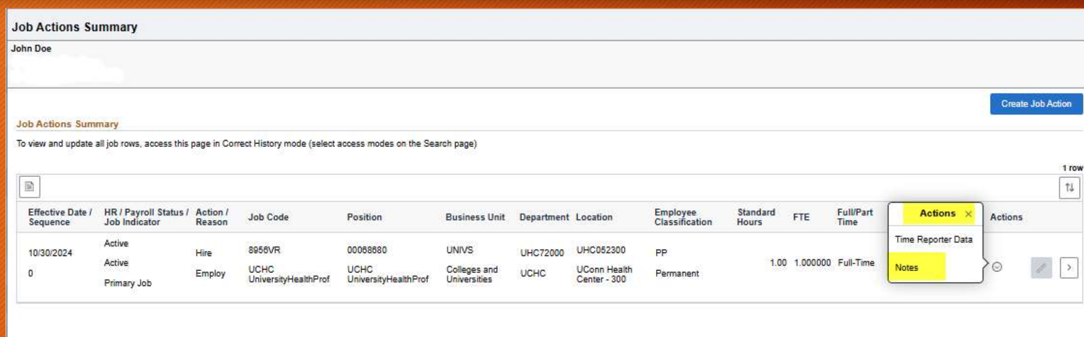
Job Data – Compensation

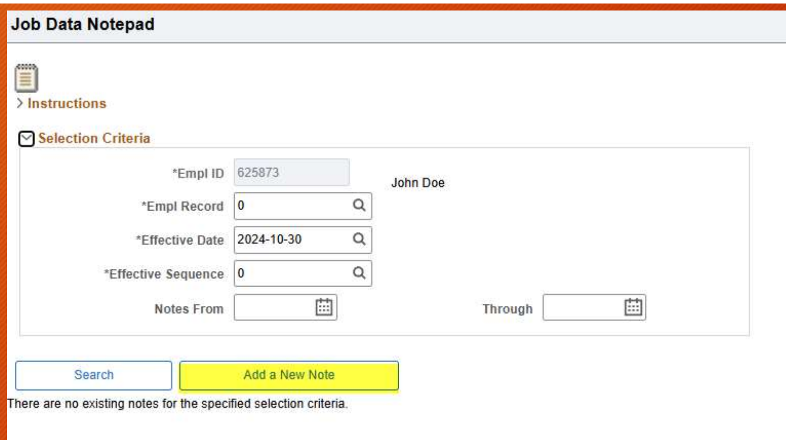
- For part-time employees in step plans and all employees in range plans, click “Add Pay Component” and then enter the rate code of CTBASE before entering the compensation rate.





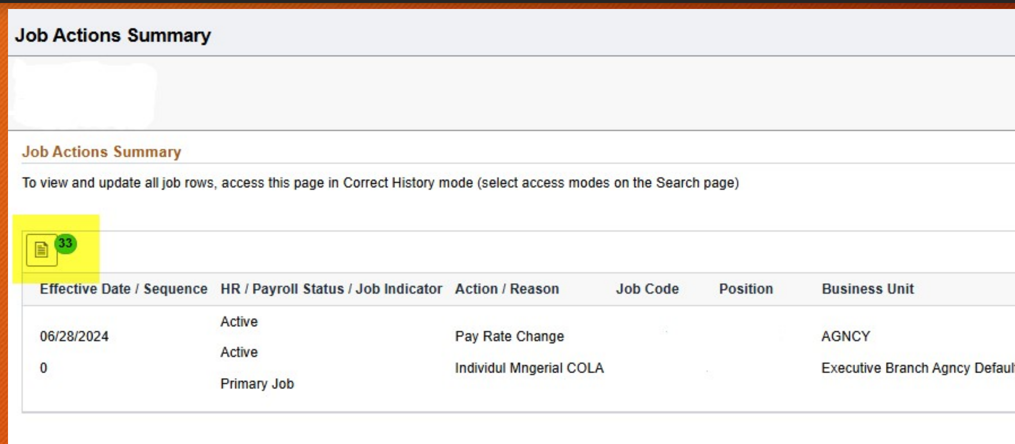
Job Data – Notepads

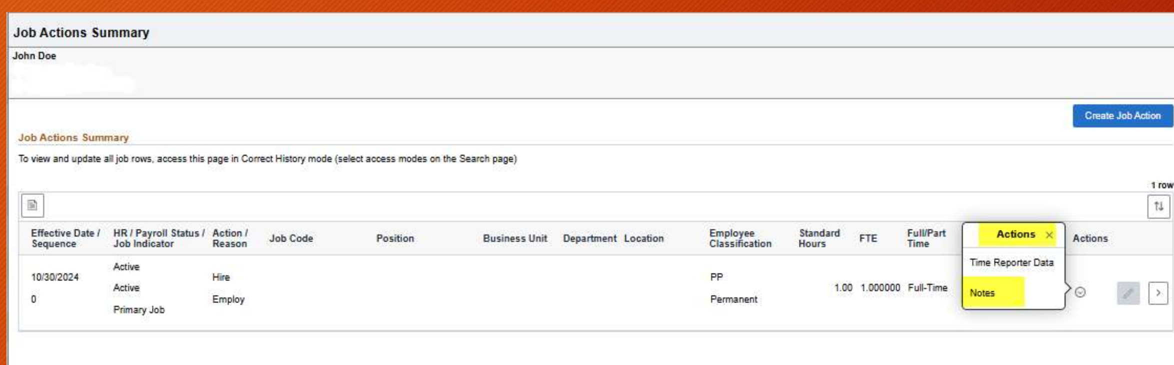




- Notepads are now accessed from the Job Actions Summary Page.
- To add a Notepad:
  1. After submitting a new row, navigate to the Job Actions Summary page for that employee record.
  2. From the "Actions" drop down on the new row, select "Notes." This will bring you directly to the Notepad screen, which will be populated with the effective date and sequence of the new row.
  3. Click "Add a New Note."
  4. Enter your Note and Save.

Job Data – Notepads

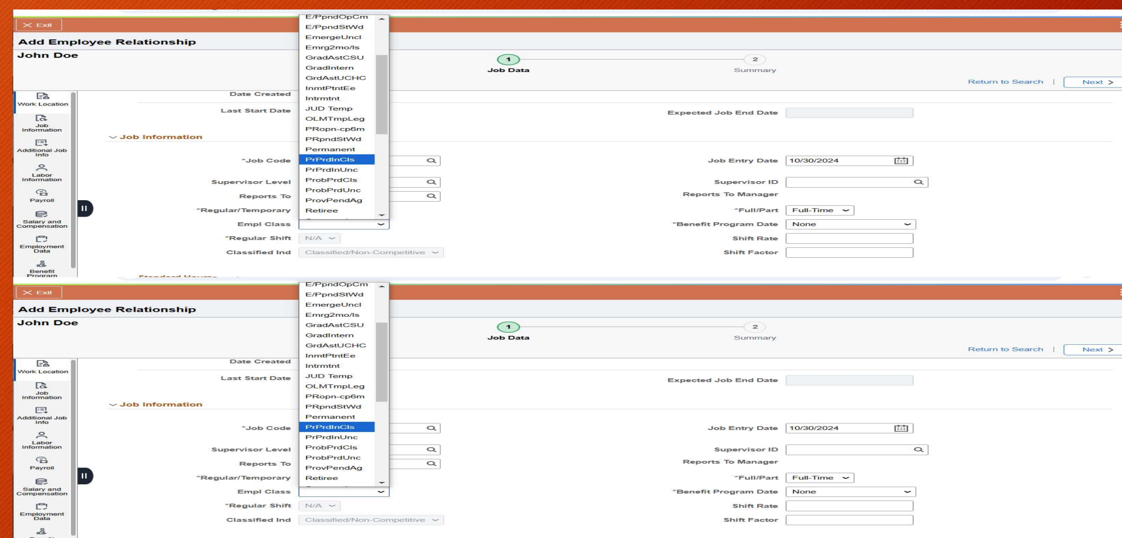




- To view existing Notepads:
  - The Note icon on the upper left of the Job Actions Summary page will reflect the total number of Notepads for that record.
  - Click the icon to view all the notes for that record, listed by effective date.
  - To view a Note for a single row, select “Notes” from the “Actions” drop-down on the selected row.

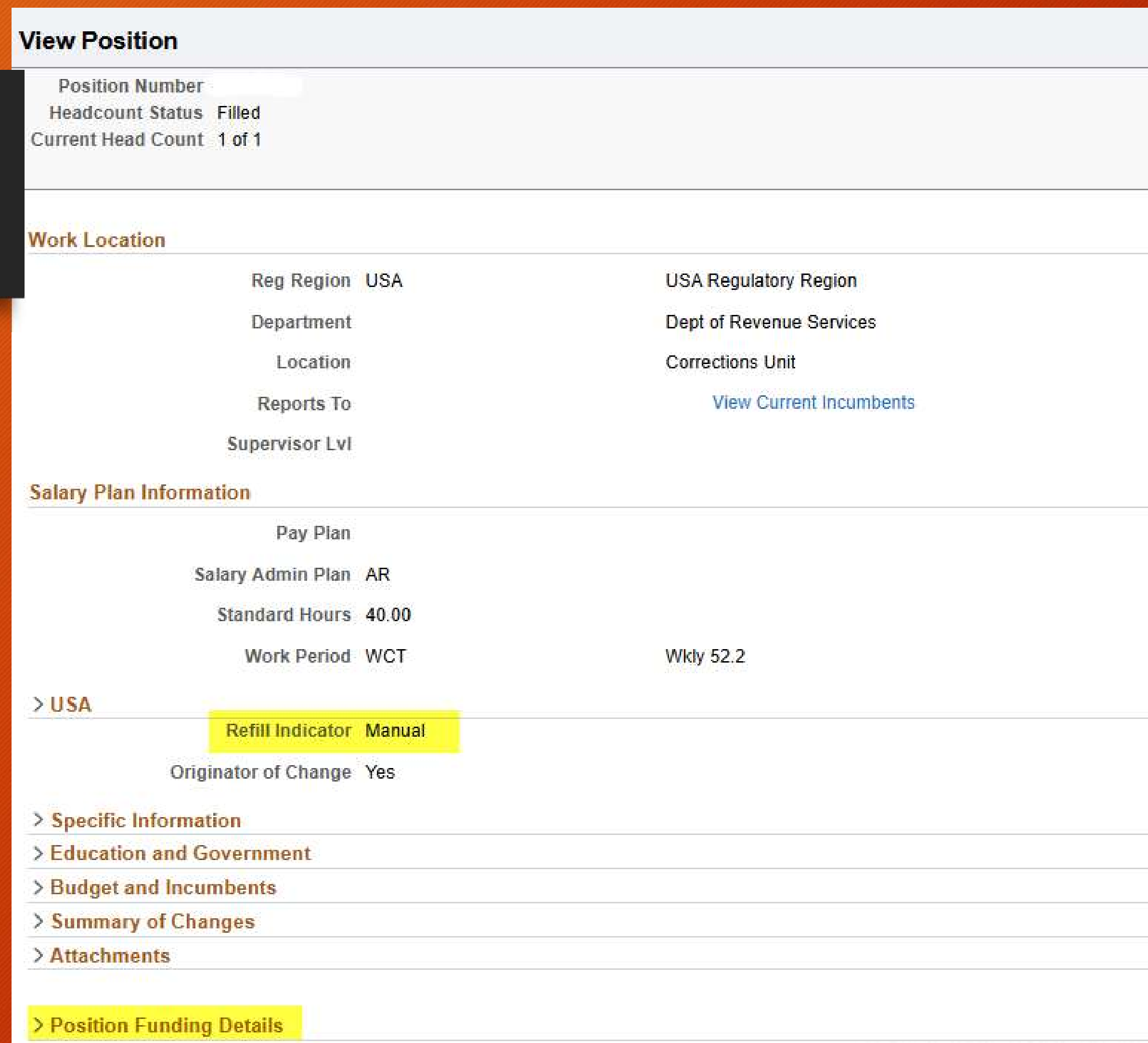
Job Data – Additional Tips & Reminders

- The Employee Class appears as the "Short Description." See the Employee Class job aid for assistance.
- The Employment Data page can only be updated by adding a new row.
- To view an employee's past rows, check "Include History" <u>before</u> entering the employee's record.
- Effective Date & Action/Reason cannot be changed once the Activity Guide has started. If you realize these values are incorrect:
    - Exit the Activity Guide to restart if you have not submitted the transaction.
    - Submit a Footprints ticket to correct if the transaction has already been submitted.

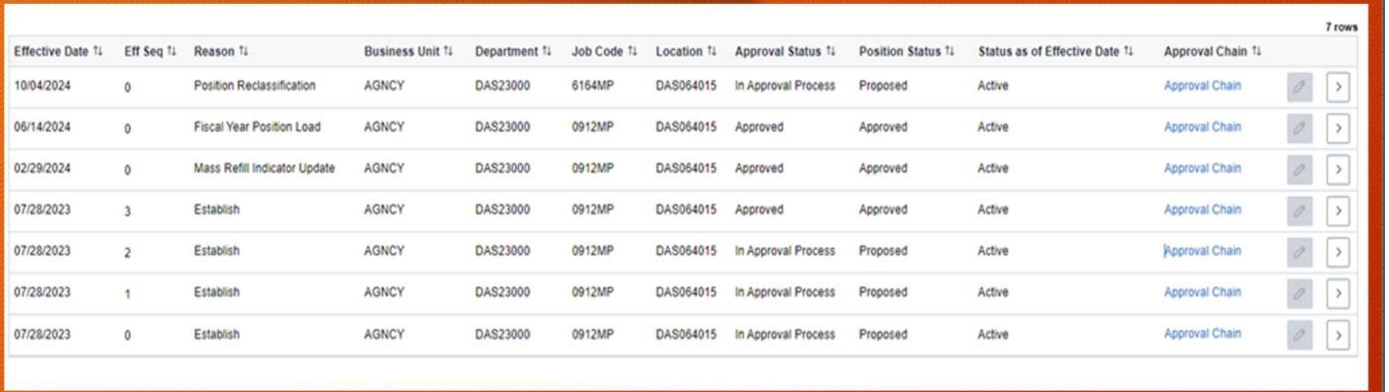


Position Data – Tips & Reminders

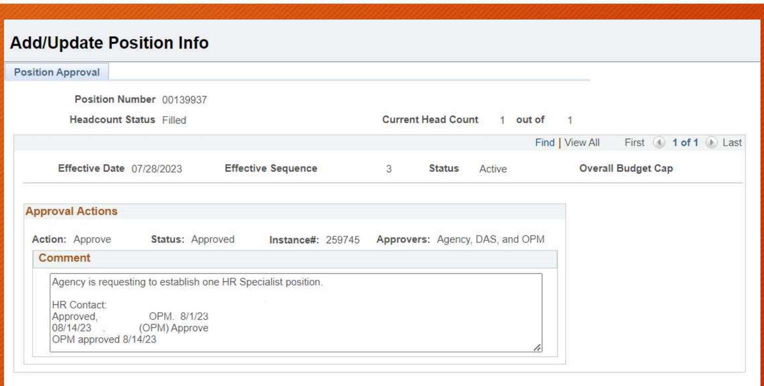
- When viewing an existing Position Data row, the Refill Indicator is mid-way down the page, under the USA heading.
- The funding information is the very last section, under the heading "Position Funding Details."

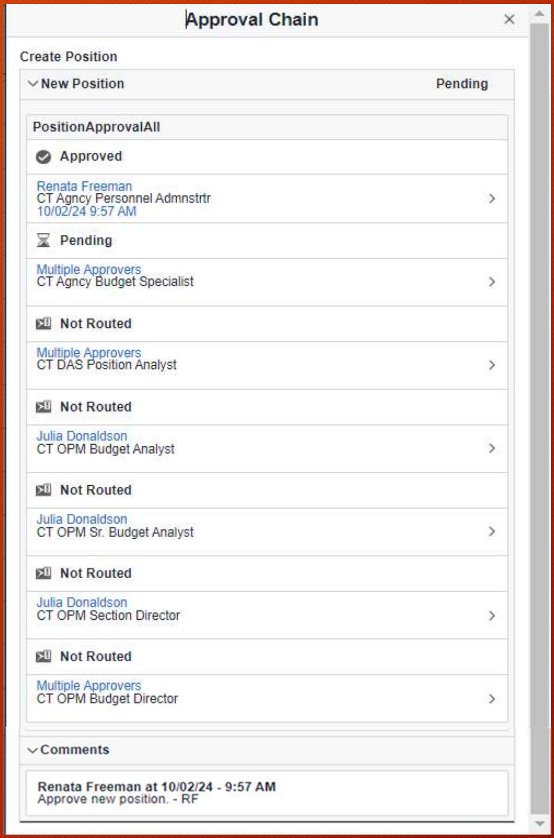


Position Data – Tips & Reminders



Effective Date	Eff Seq	Reason	Business Unit	Department	Job Code	Location	Approval Status	Position Status	Status as of Effective Date	Approval Chain
10/04/2024	0	Position Reclassification	AGNCY	DAS23000	6164MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain
06/14/2024	0	Fiscal Year Position Load	AGNCY	DAS23000	0912MP	DAS064015	Approved	Approved	Active	Approval Chain
02/29/2024	0	Mass Refill Indicator Update	AGNCY	DAS23000	0912MP	DAS064015	Approved	Approved	Active	Approval Chain
07/28/2023	3	Establish	AGNCY	DAS23000	0912MP	DAS064015	Approved	Approved	Active	Approval Chain
07/28/2023	2	Establish	AGNCY	DAS23000	0912MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain
07/28/2023	1	Establish	AGNCY	DAS23000	0912MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain
07/28/2023	0	Establish	AGNCY	DAS23000	0912MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain





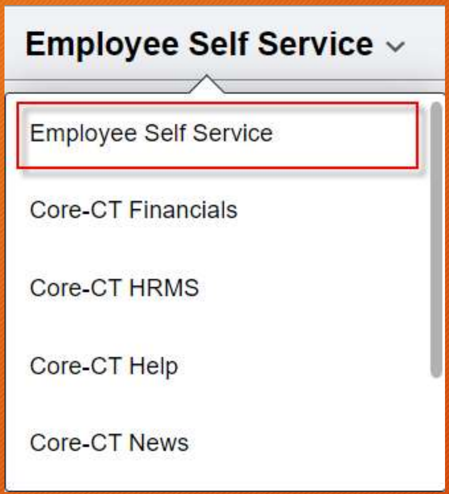
- The Position Approval tab has been replaced with the Approval Chain for position transactions entered post-upgrade.
- The Position Approval tab is still available as a view-only feature to review historical position transactions.
- To view both the Approval Chain (for new transactions) and historical Position Approval tabs, click the blue “Approval Chain” link on a Position Data row.

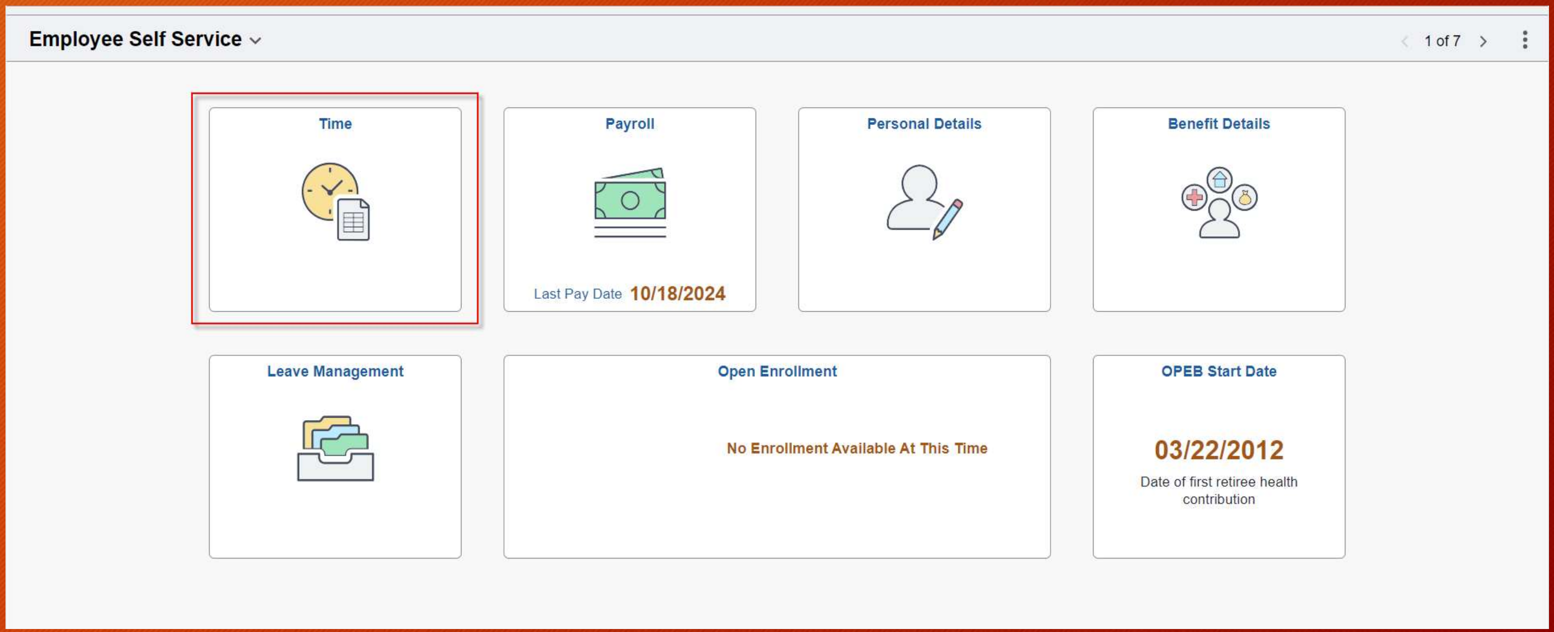
Questions...

Time & Labor

Sean Anderson

Time and Labor - Employee Self Service

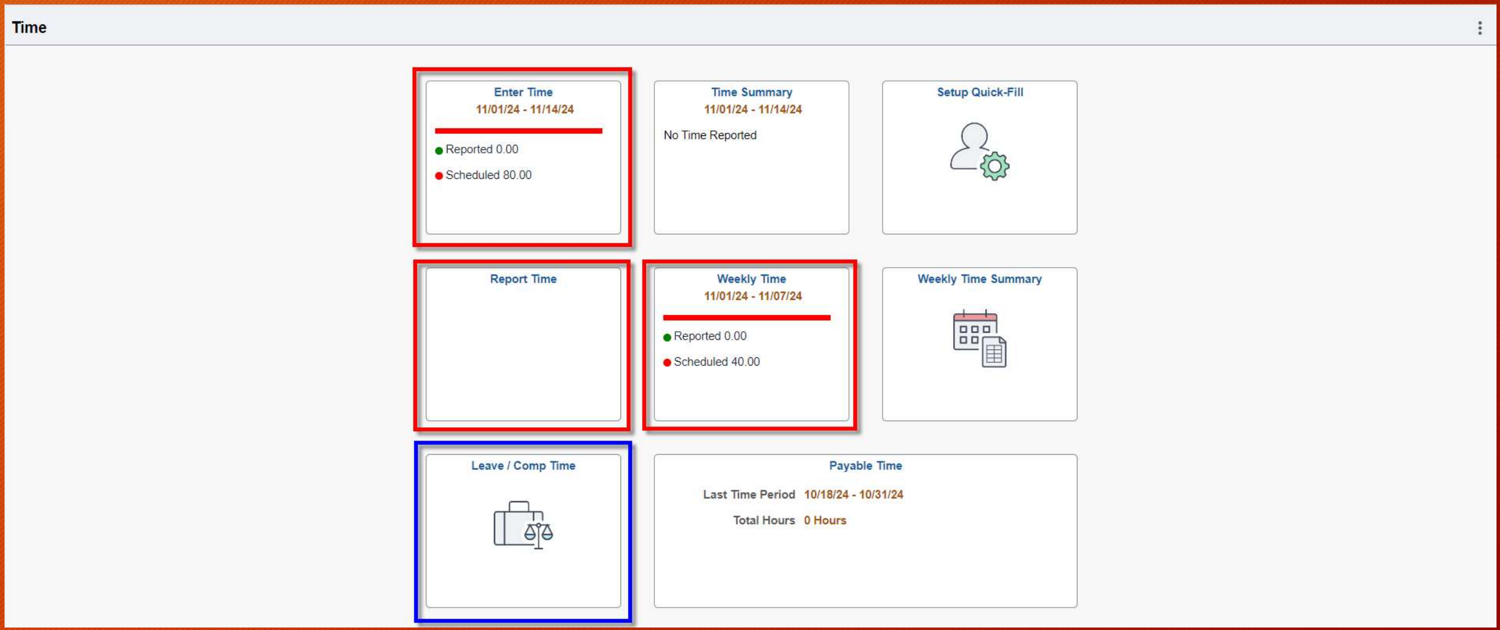




Time & Labor - Timesheets

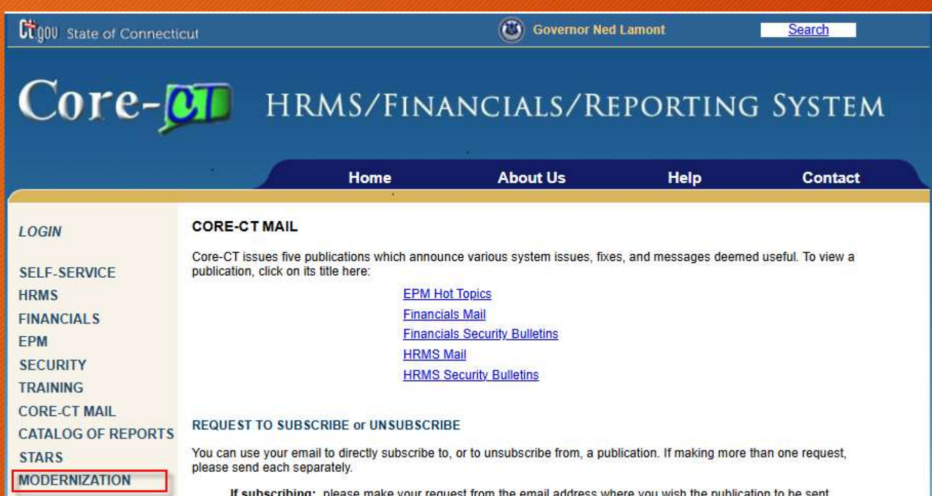
Three versions of the Timesheet:

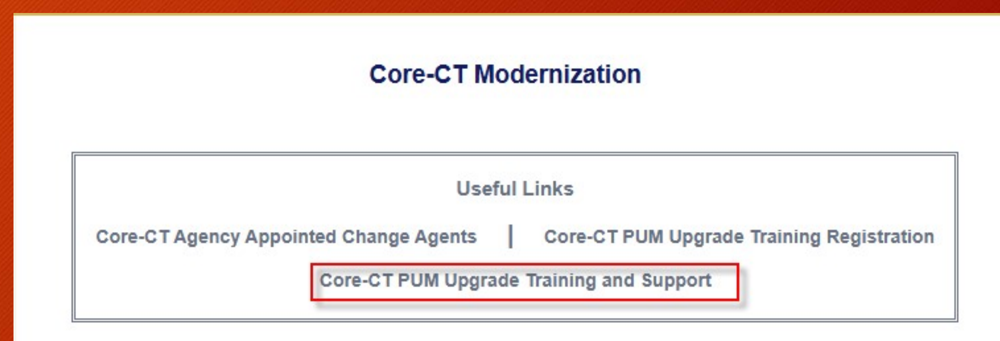
- Enter Time
- Weekly Time
- Report Time



Time and Labor – Training

- Go to the Core-CT website (https://www.core-ct.state.ct.us/Default.htm)
- Click Modernization
- Then click Core-CT PUM Upgrade Training and Support

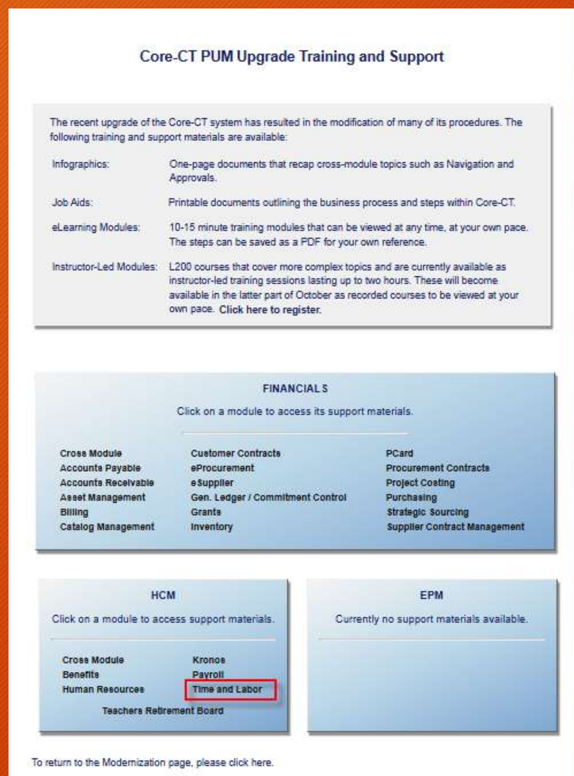




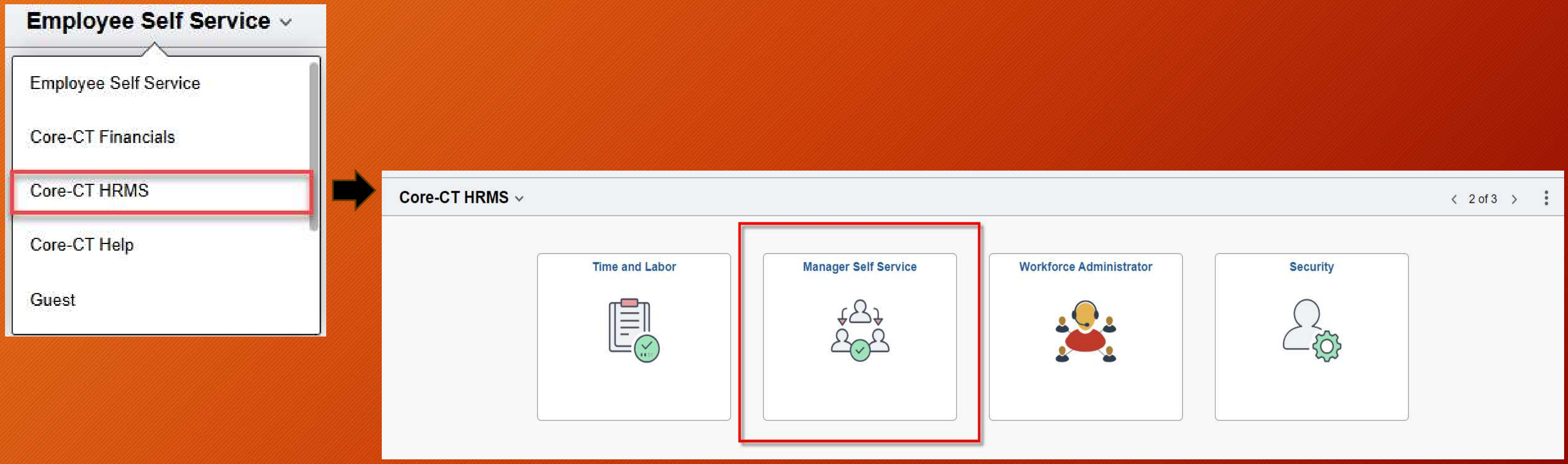
Time and Labor – Training

- Next, click Time and Labor in lower left HCM box

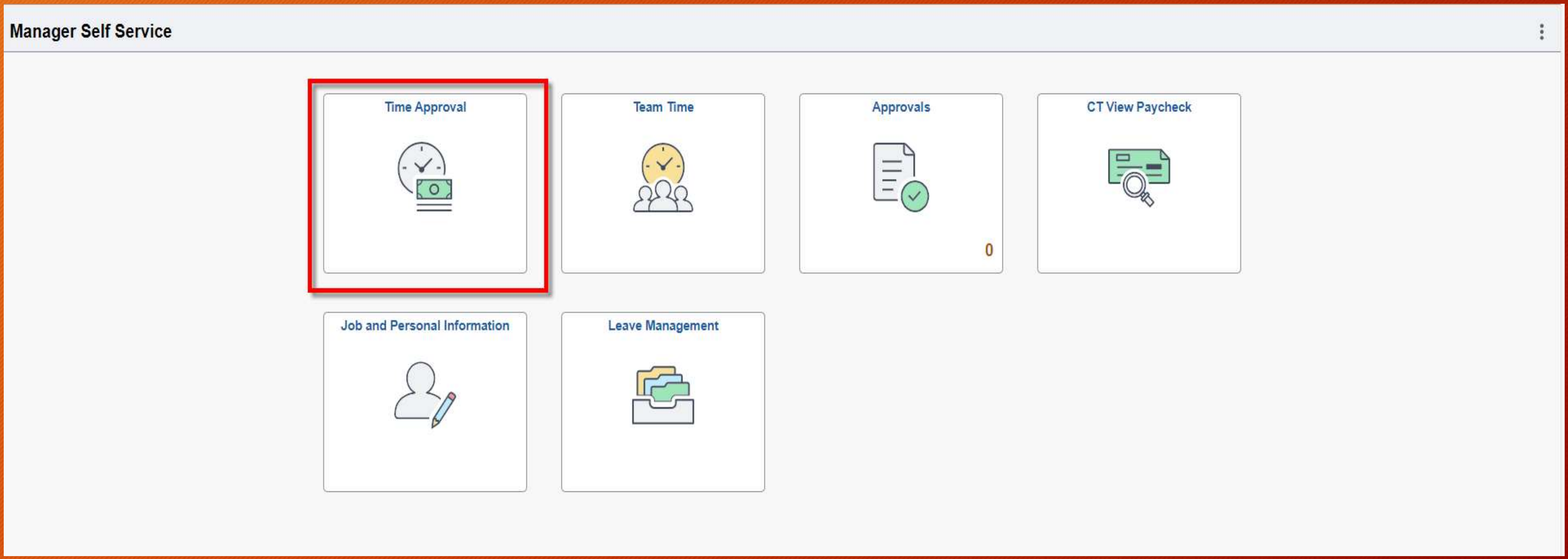
- Lastly, click L100 Time and Labor Self Service in eLearning Module box



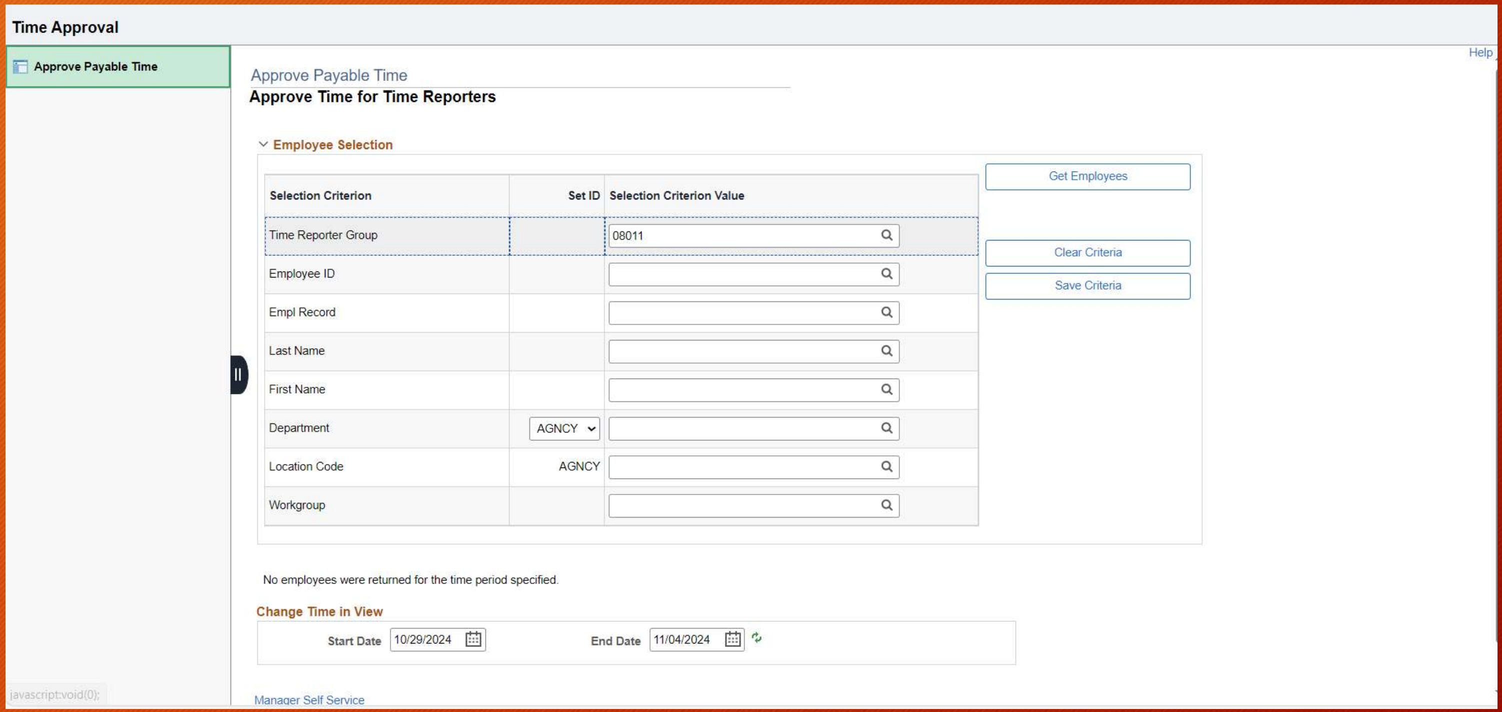
Time and Labor – Manager Self Service



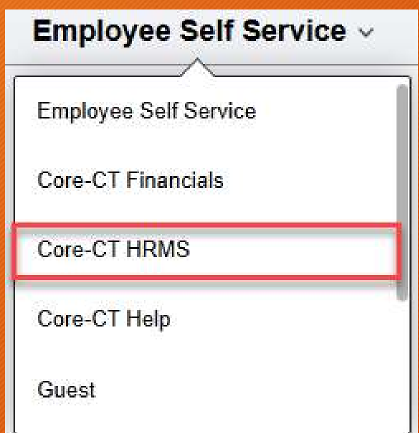
Time and Labor – Time Approval

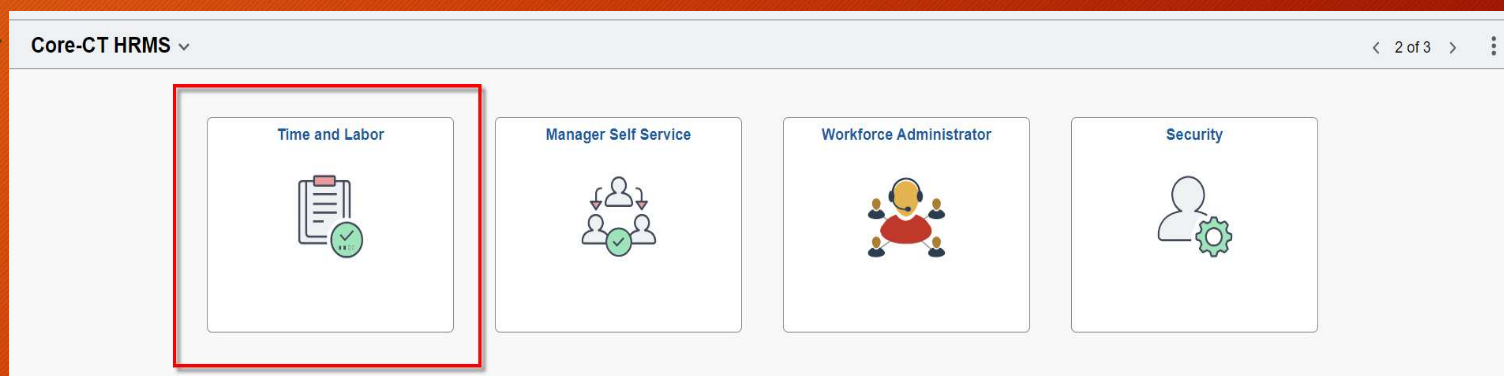


Time and Labor – Time Approval

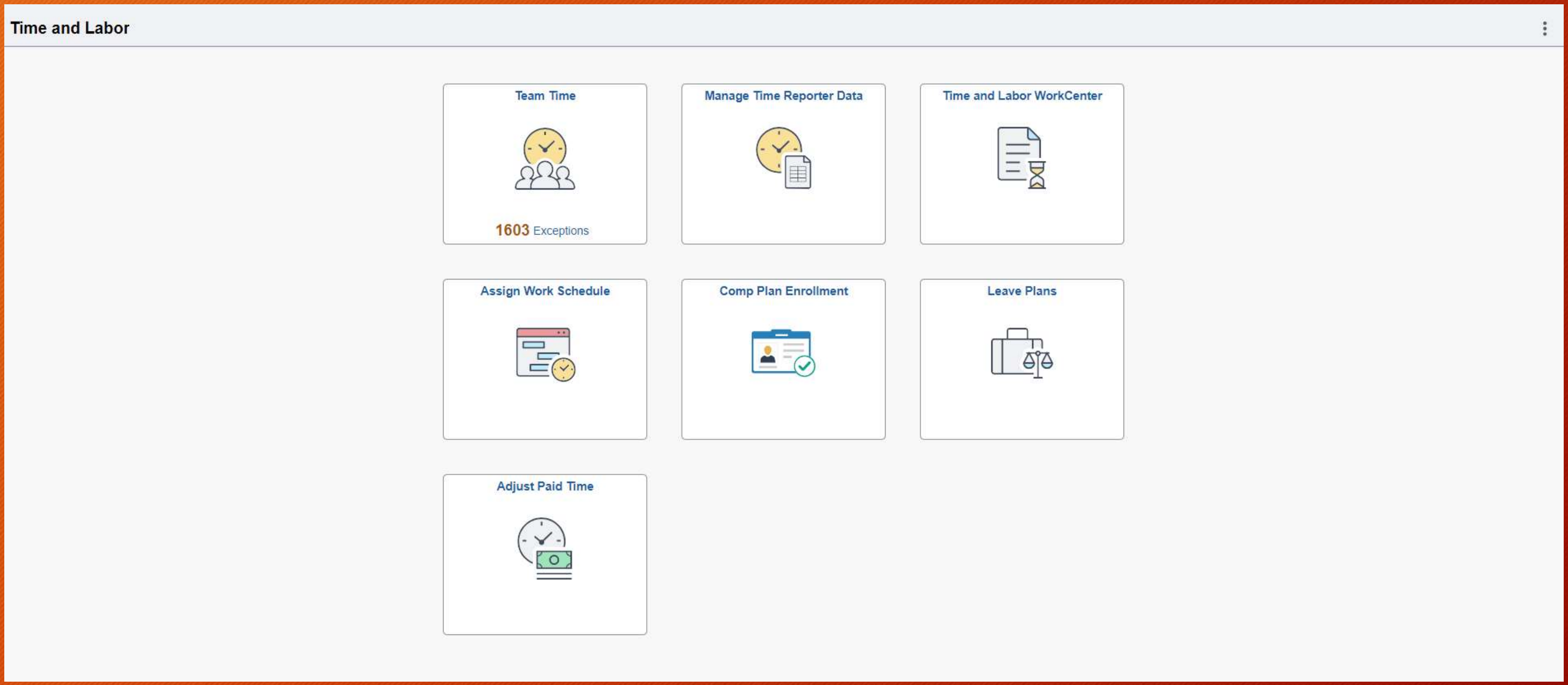


Time and Labor – Time and Labor Tile

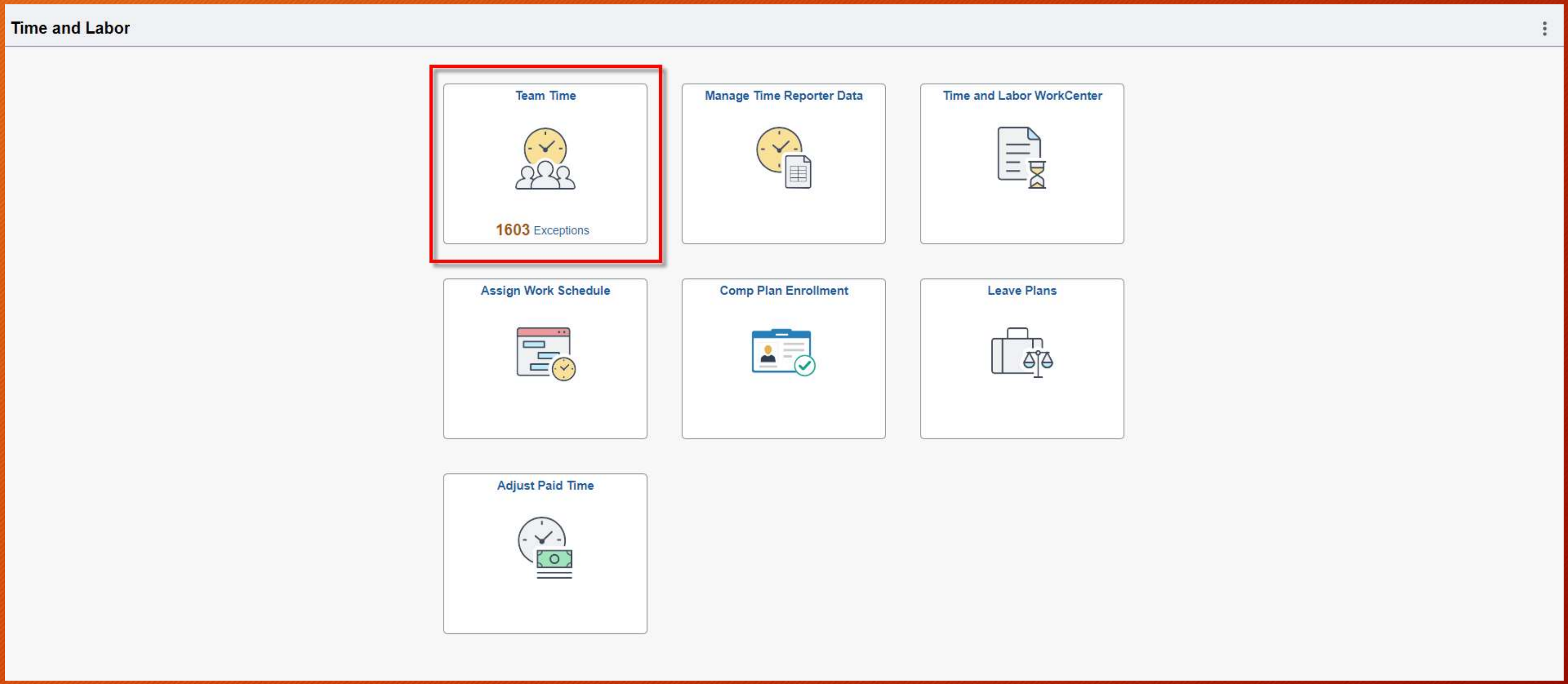




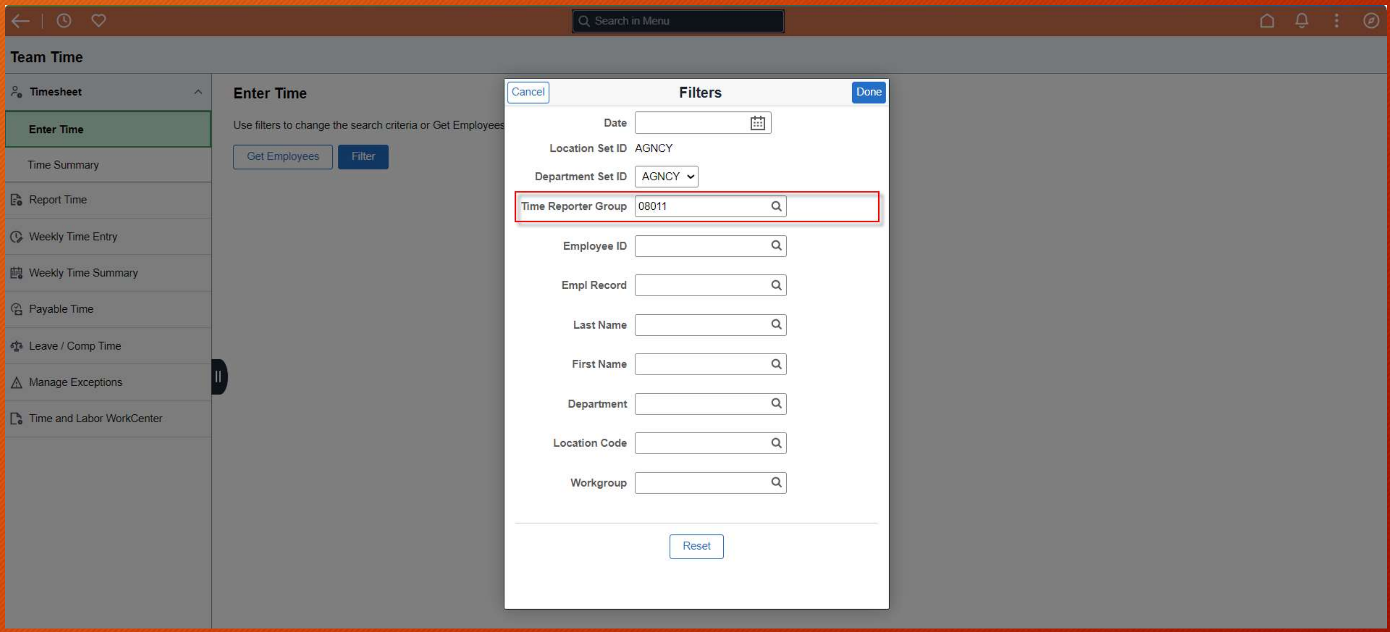
Time & Labor Tile – High Action Tiles



Time and Labor – Team Time Tile

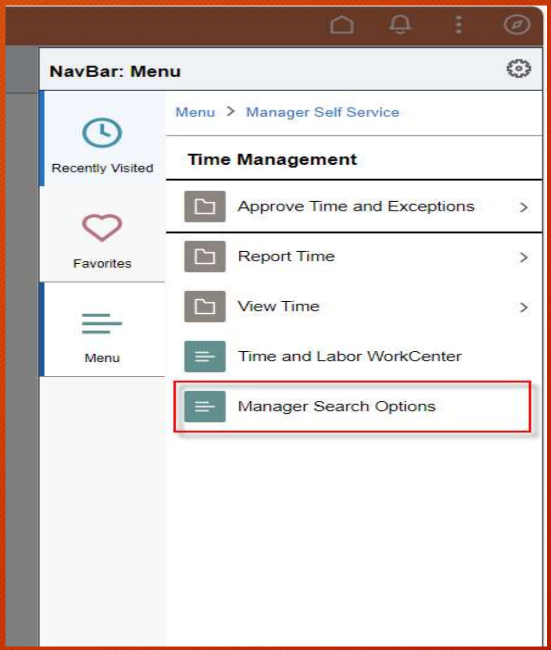


Time & Labor – Team Time Search



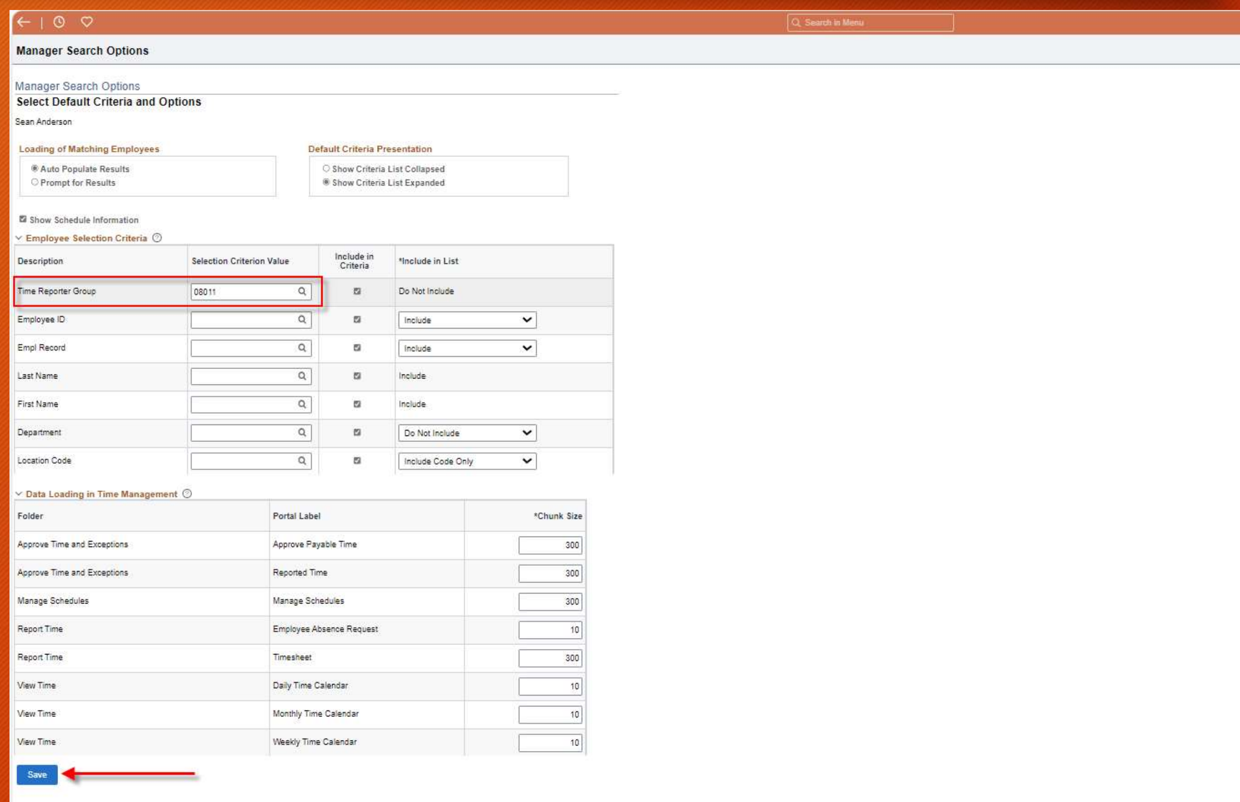
Time & Labor – Team Time

- NavBar > Manager Self Service > Time Management > Manager Search Options



Time & Labor – Team Time

- Remove the existing values and/or add new values
- Click Save at the bottom of the page



Questions…

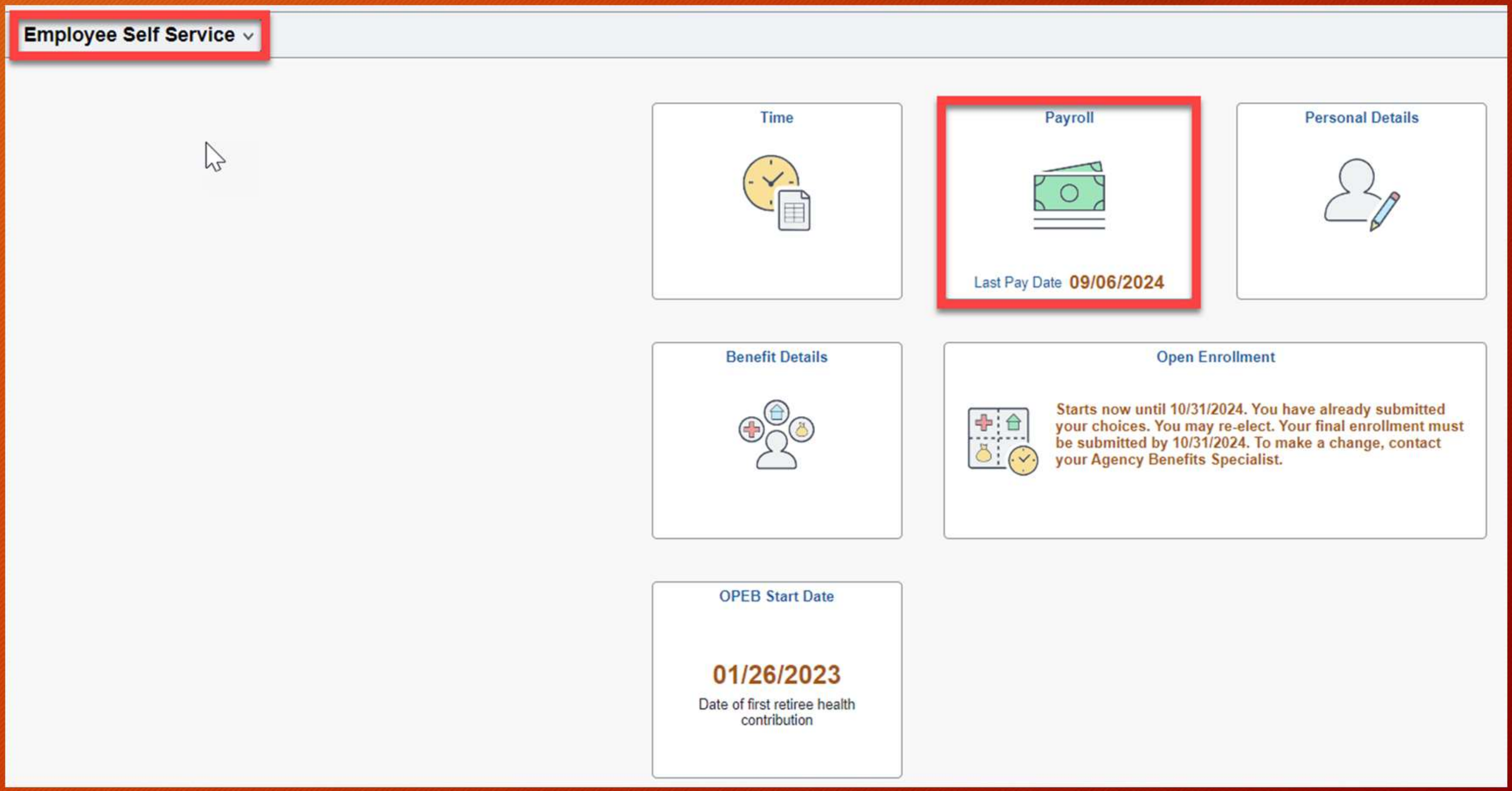
Break

Payroll

Lynne Bussa

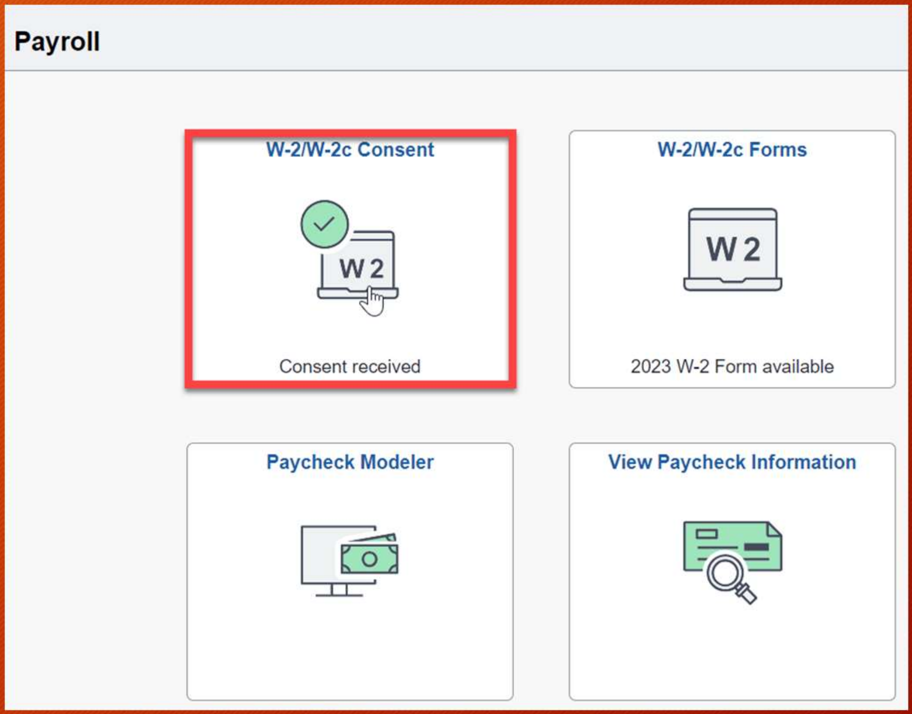
Epay Self Service

Employee self-service for ePay is now fluid. From the Employee Self Service Dashboard, click on the Payroll Tile. From here you can access paycheck information, W2 consent and forms and a new feature, the Paycheck Modeler.



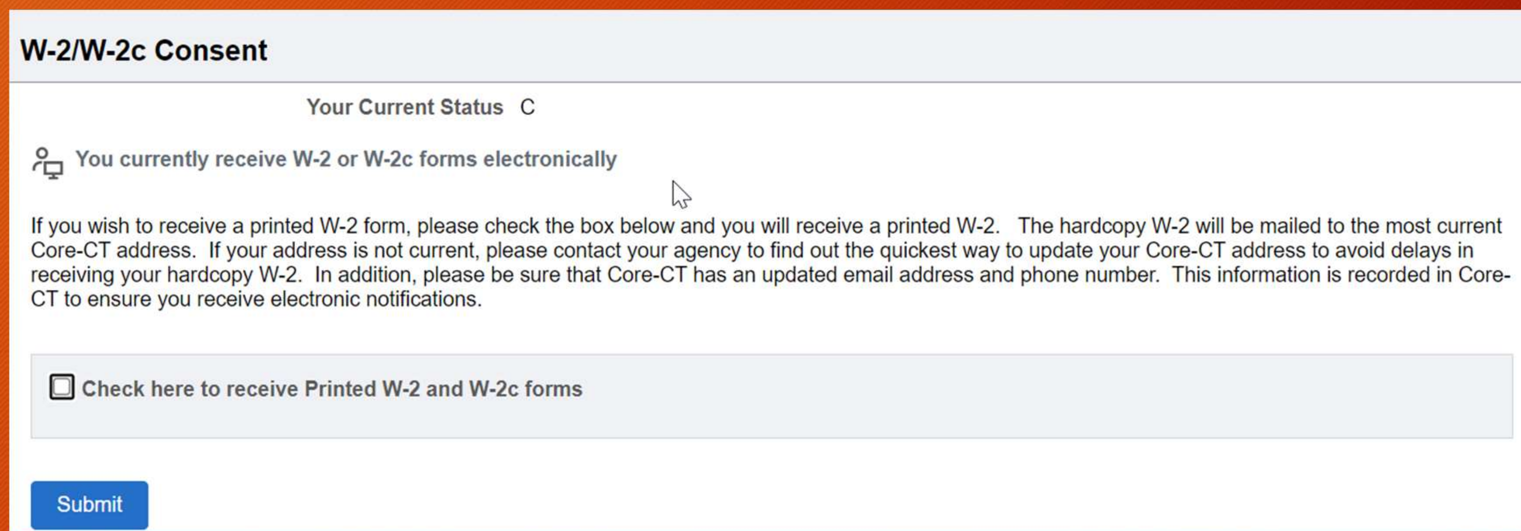
W-2/W-2c Consent

From the W-2/W-2c Consent Tile employees can submit or withdraw consent to receive electronic W-2 or W-2c forms.



W-2/W-2c Consent

By checking the box to either consent ‘C’ status or then if you wish to withdraw ‘W’ status will be displayed for “Your Current Status”.


W-2/W-2c Consent

Your Current Status C

You currently receive W-2 or W-2c forms electronically

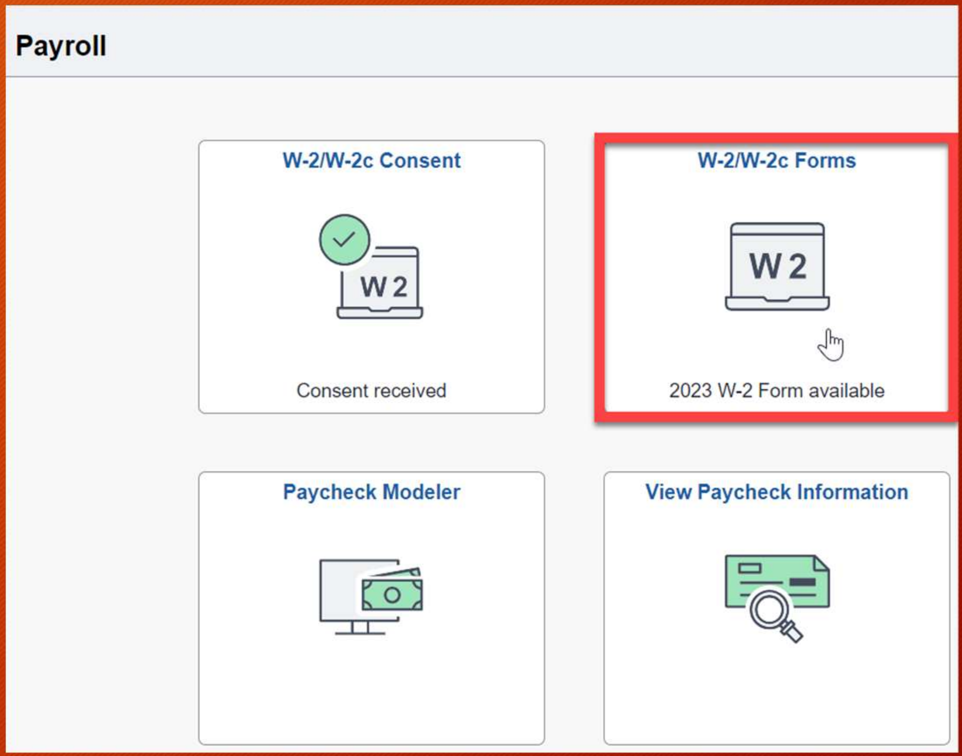
If you wish to receive a printed W-2 form, please check the box below and you will receive a printed W-2. The hardcopy W-2 will be mailed to the most current Core-CT address. If your address is not current, please contact your agency to find out the quickest way to update your Core-CT address to avoid 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

Submit

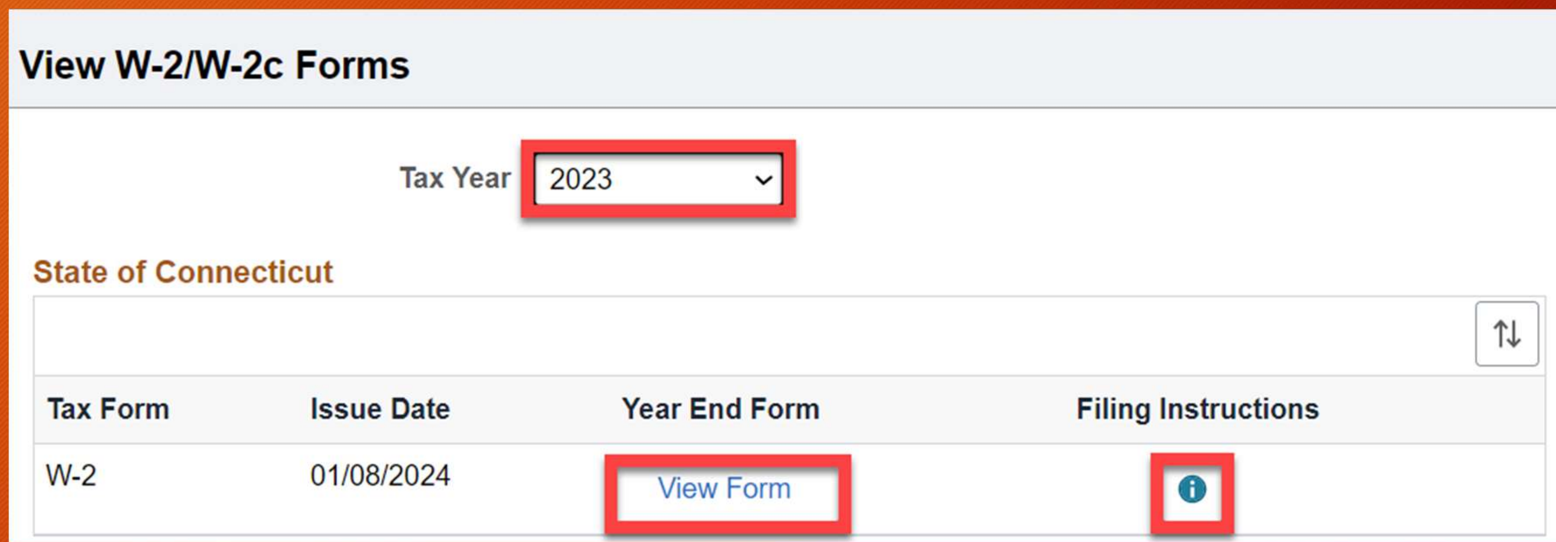
W-2/W-2c Forms

Under the W-2/W2-c Forms Tile is where employees will review their available W-2 and W2c forms as well as instructions for those forms.



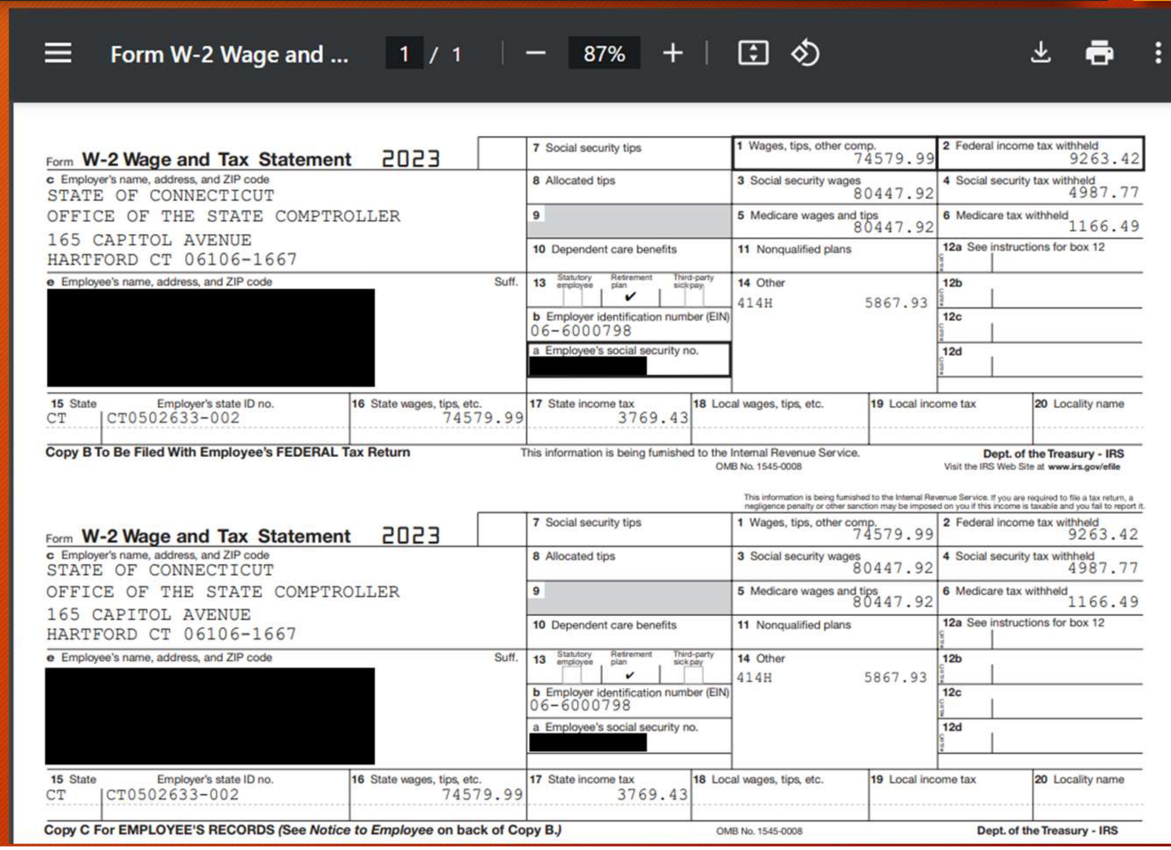
W-2/W-2c Forms

In the drop down, select the year to view that year's W-2 and then click View Form. W-2 filing instructions can also be viewed by clicking on the box.



W-2/W-2c Forms

Form W-2/W-2c can then be printed or downloaded.


Form W-2 Wage and ... 1 / 1 87%

Form **W-2 Wage and Tax Statement** 2023

c Employer's name, address, and ZIP code STATE OF CONNECTICUT OFFICE OF THE STATE COMPTROLLER 165 CAPITOL AVENUE HARTFORD CT 06106-1667	7 Social security tips	1 Wages, tips, other comp. 74579.99	2 Federal income tax withheld 9263.42
	8 Allocated tips	3 Social security wages 80447.92	4 Social security tax withheld 4987.77
	9	5 Medicare wages and tips 80447.92	6 Medicare tax withheld 1166.49
	10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
e Employee's name, address, and ZIP code Suff. [redacted]	13 Statutory employee / Retirement plan ✔ / Third-party sick pay	14 Other 414H 5867.93	12b
	b Employer identification number (EIN) 06-6000798		12c
	a Employee's social security no. [redacted]		12d

15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
CT	CT0502633-002	74579.99	3769.43			

Copy B To Be Filed With Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008 **Dept. of the Treasury - IRS** Visit the IRS Web Site at www.irs.gov/efile

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form **W-2 Wage and Tax Statement** 2023

c Employer's name, address, and ZIP code STATE OF CONNECTICUT OFFICE OF THE STATE COMPTROLLER 165 CAPITOL AVENUE HARTFORD CT 06106-1667	7 Social security tips	1 Wages, tips, other comp. 74579.99	2 Federal income tax withheld 9263.42
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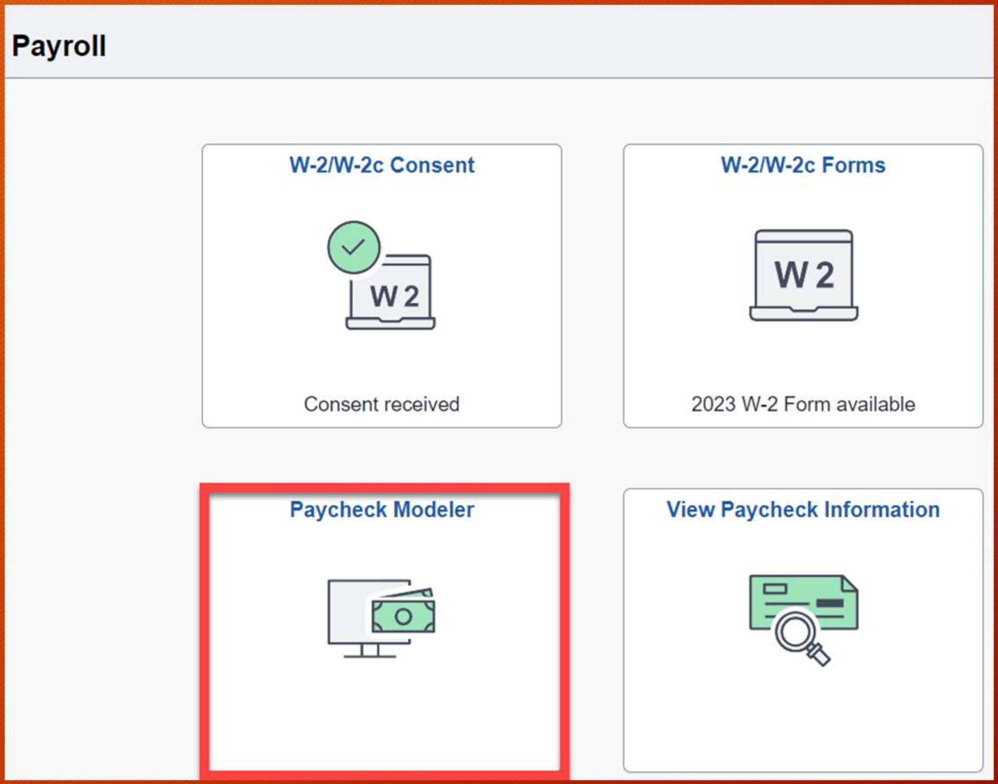
e Employee's name, address, and ZIP code Suff. [redacted]	13 Statutory employee / Retirement plan ✔ / Third-party sick pay	14 Other 414H 5867.93	12b
	b Employer identification number (EIN) 06-6000798		12c
	a Employee's social security no. [redacted]		12d

15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
CT	CT0502633-002	74579.99	3769.43			

Copy C For EMPLOYEE'S RECORDS ***(See Notice to Employee on back of Copy B.)*** OMB No. 1545-0008 **Dept. of the Treasury - IRS**

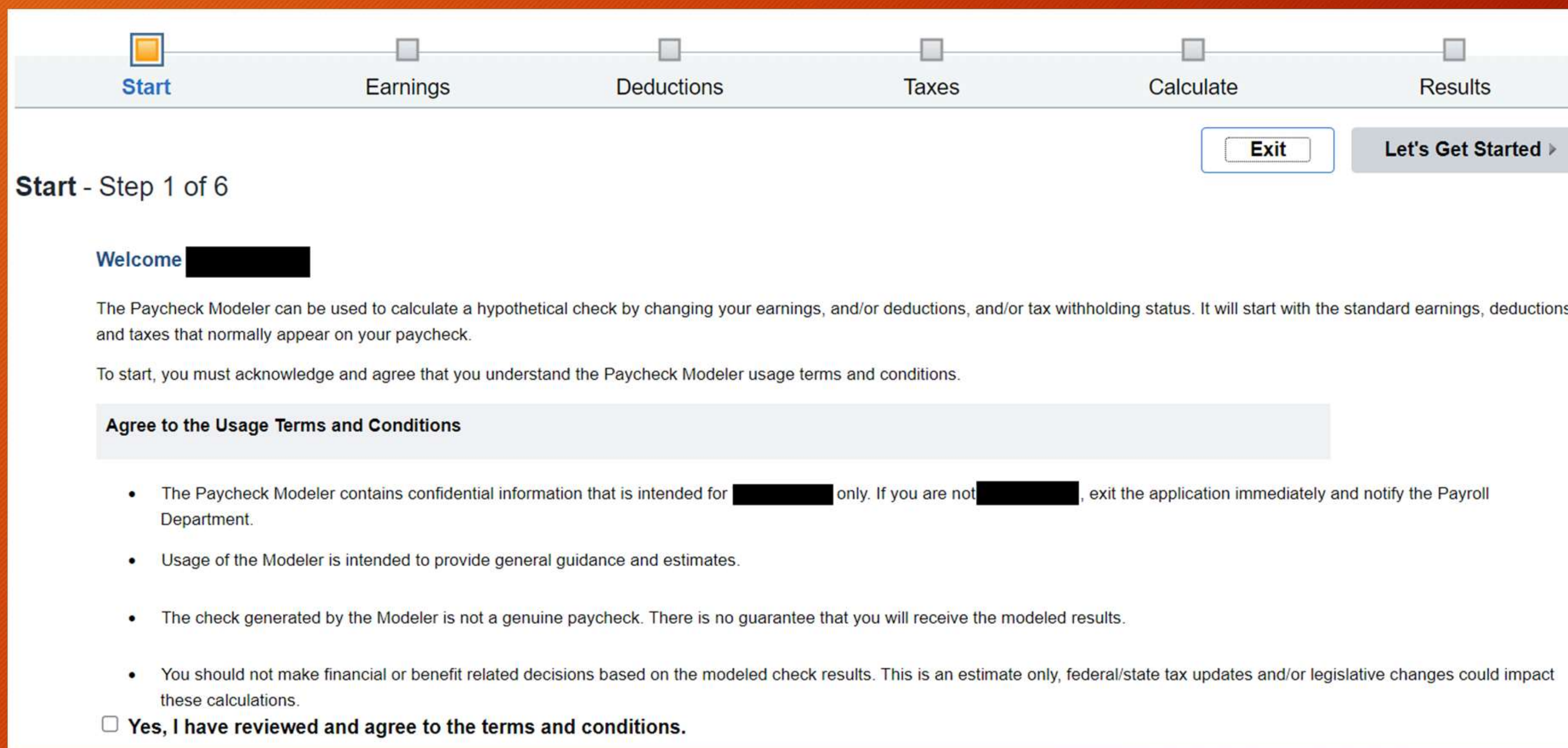
NEW Paycheck Modeler

NEW The Paycheck Modeler is for employees to use to simulate their own paycheck and see the results of “what if” scenarios.



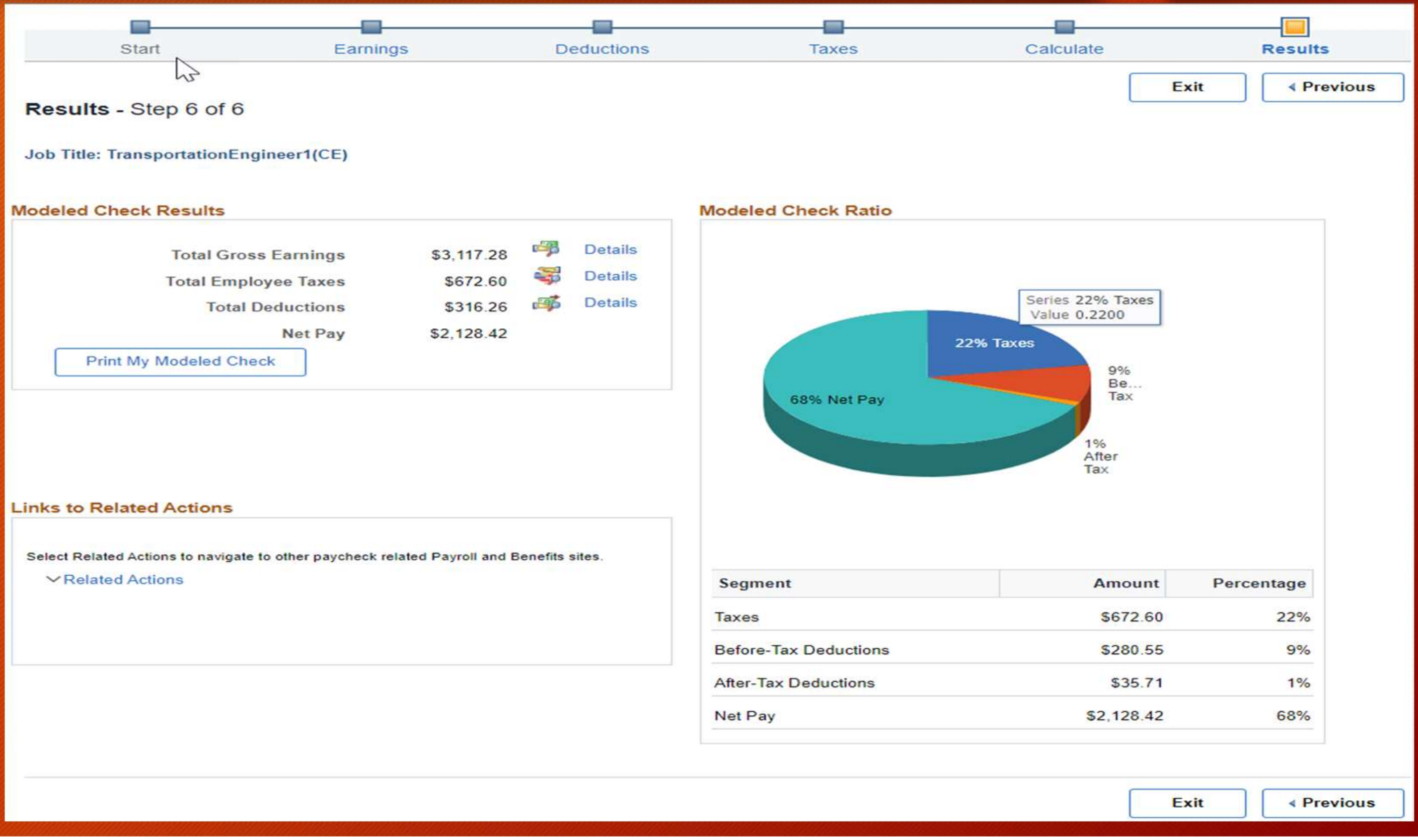
NEW Paycheck Modeler

The Paycheck Modeler is a hypothetical check and before use the employee must agree to the terms and use.



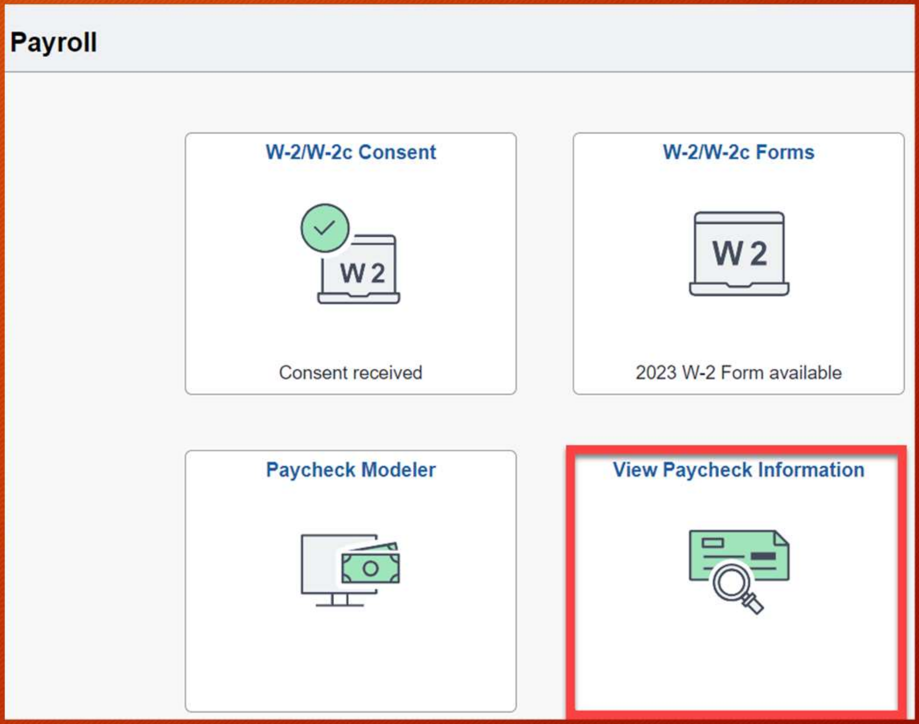
Paycheck Modeler (Results)

The Modeler uses earnings that are based on the standard hours and rate of pay in Job Data that was in effect from the previously confirmed paycheck. Deductions are the employee’s standard deductions. Taxes are based on the employee’s current tax information. But employees can add or subtract earnings and deductions as well as change the tax amounts to see “what if” scenarios. For more information, please watch the Captivates training on the Core-CT Website.



View Paycheck Information

From the View Paycheck Information tile the employee can access the paycheck you wish to see. You can select your most recent paycheck or from past paychecks.



View Paycheck Information

In the Paycheck details page employees can view their whole paycheck and its details as well as print and download it.

State of Connecticut
Office of the State Comptroller, 165 Capitol Avenue
Hartford, CT 06106-1621

Check Date
08/23/2024

Check No.
37690135

Check Amount: **$2,181.81**

To The Account(s) Of

DOT57100 DOT161000
[redacted]

NON-NEGOTIABLE

State of Connecticut
Office of the State Comptroller, 165 Capitol Avenue
Hartford, CT 06106-1621

Pay Group:	B74-All Biweekly 7-Day 4	Business Unit:	AGNCY
Pay Begin Date:	07/26/2024	Check #:	000000037690135
Pay End Date:	08/08/2024	Check Date:	08/23/2024

[redacted]

Employee ID:	[redacted] Employee Rcd #: 0
Department:	DOT57100-BureauEngineering&Construction
Location:	District Engineer (Dist 3)
Job Title:	TransportationEngineer1(CE)
Pay Rate:	$3,105.25 Biweekly

TAX DATA:	Federal	CT State
Marital Status:	Single	CT Code F
Allowances:	N/A	0
Addl. Pct.:	N/A	
Addl. Amt.:		

HOURS AND EARNINGS

Description	Current Rate	Current Hours	Current Earnings	YTD Earnings
Regular Earnings	38.815625	80.00	3,105.26	50,946.91
Time and a Half Ovt with FLSA	58.223438	1.00	58.22	58.23
Auto Usage Fee			45.00	684.00
FLSA Adjustment			0.01	
Time and a Half Overtime			0.00	454.44
Mis, Bonus, Fees, Reimburse			0.00	4,986.69
Total:		81.00	3,208.49	57,130.27

TAXES

Description	Current	YTD
Fed Withholdng	328.54	4,916.75
Fed MED/EE	45.13	733.40
Fed OASDI/EE	192.96	3,135.91
CT Withholdng	135.59	2,121.34
Total:	702.22	10,907.40

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
SERS Tier 4	160.42	2,607.21
Ret Health Fund 2017	96.25	1,564.33
Sr4/HyDCEE	32.08	521.46
SERS Tier 4 Shortfall	0.00	853.05
Total:	288.75	5,546.05

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Engin,Scien,Tech P-4 D	35.71	585.89
Total:	35.71	585.89

LEAVE BALANCES AS OF: 08/08/2024

Description	Balance
Sick	172.0000
Vacation	80.0000
Personal	24.0000

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:	3,208.49	2,919.74	702.22	324.46	2,181.81
YTD:	57,130.27	46,597.53	10,907.40	6,131.94	40,090.93

NET PAY DISTRIBUTION

Check #000000037690135	2,181.81
Total:	2,181.81

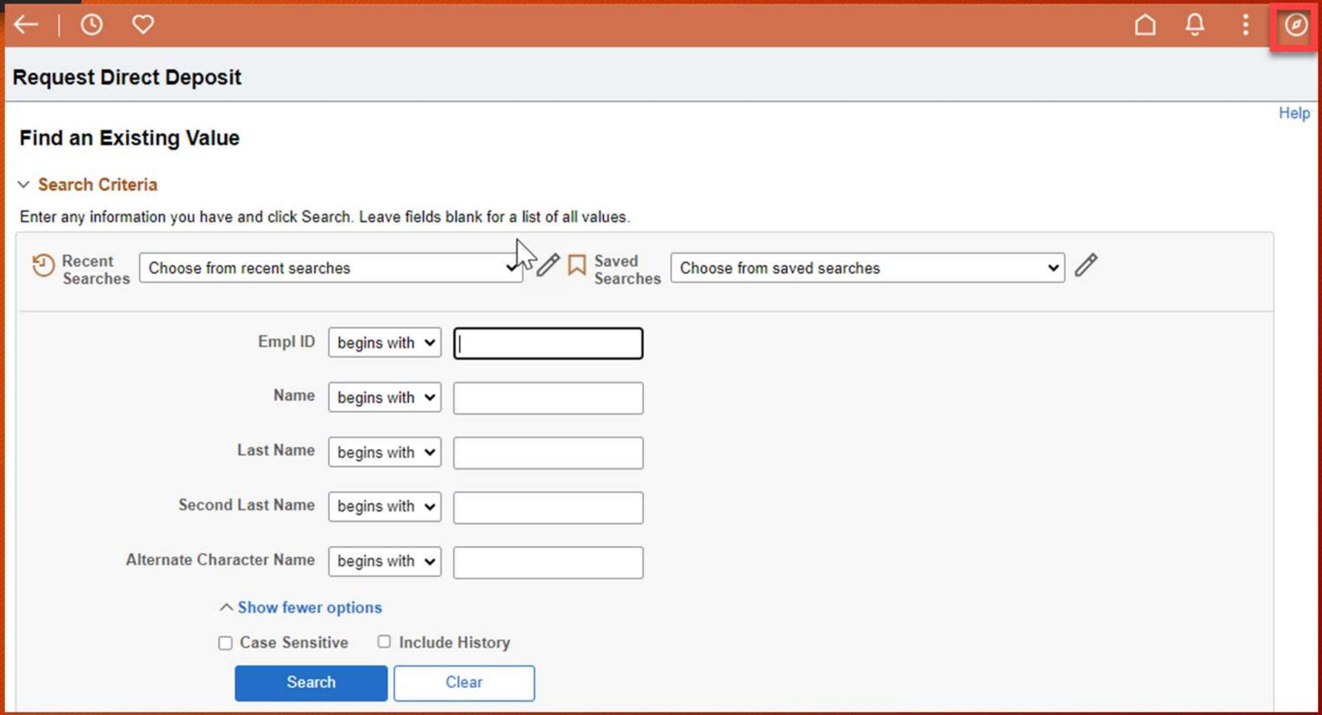
MESSAGE:

Request Direct Deposit

- New functionality for Direct Deposit. Use of “Balance of Net Pay” for Deposit Type and Priority changes.

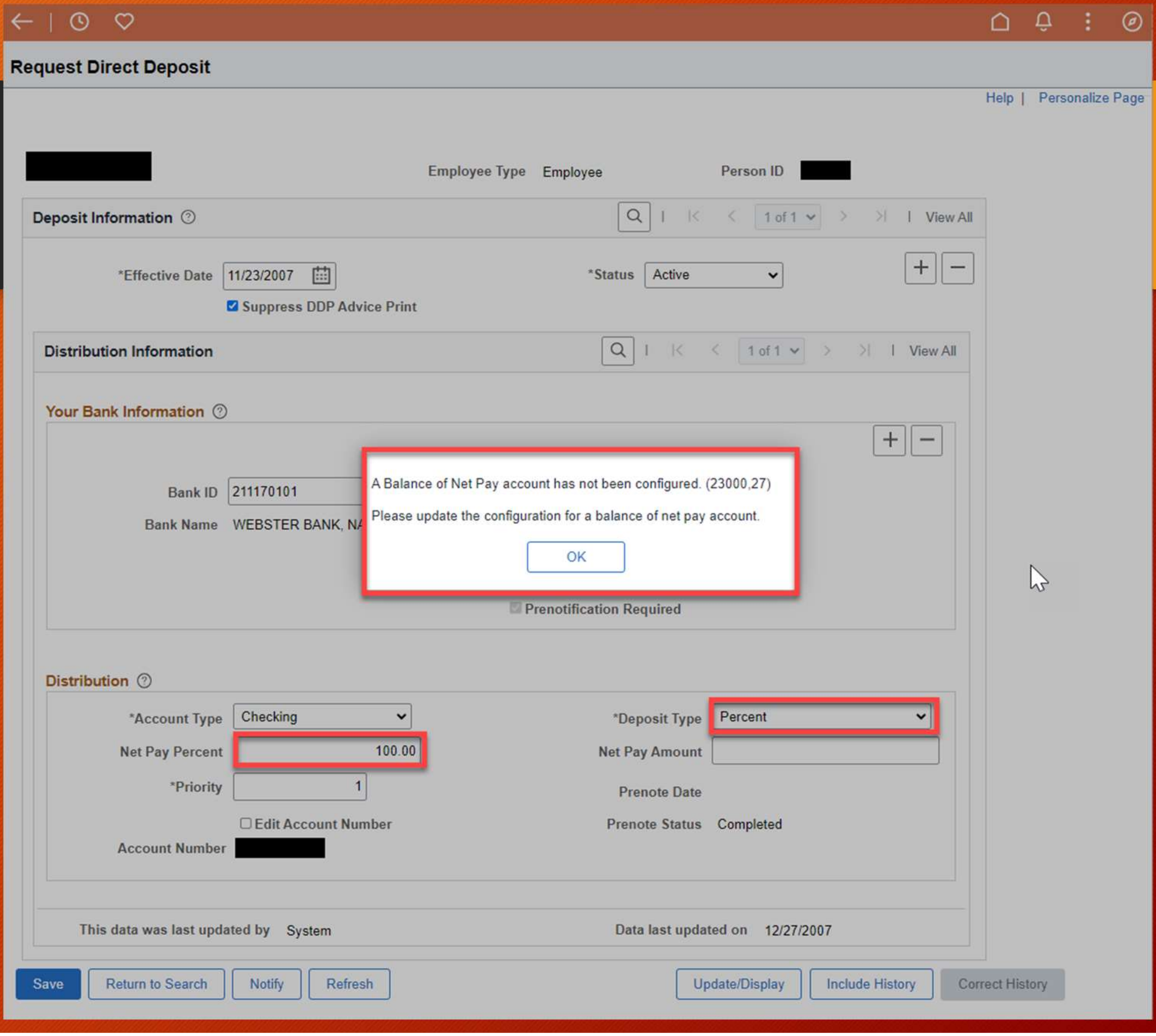
- Use the Navigation Bar in the upper right-hand corner to navigate to the Request Direct Deposit Page.

- The path is: CORE CT HRMS>Payroll for North America>Employee Pay Data USA>Request Direct Deposit.



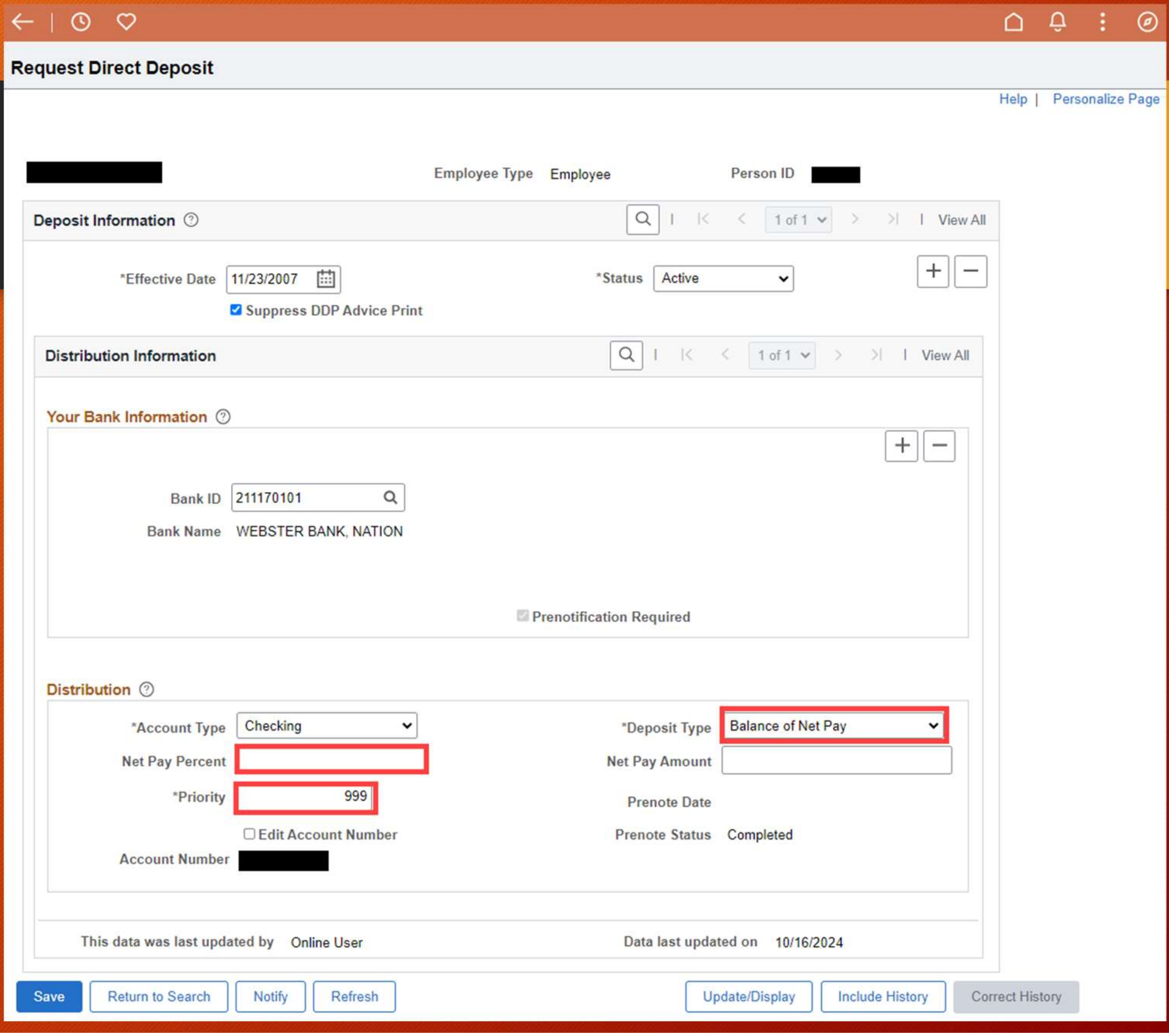
Request Direct Deposit

When entering a direct deposit request where there is only one bank account, the option to choose Net Pay Percent “100” and Deposit Type “Percent” is no longer valid. User will receive a hard stop error message.



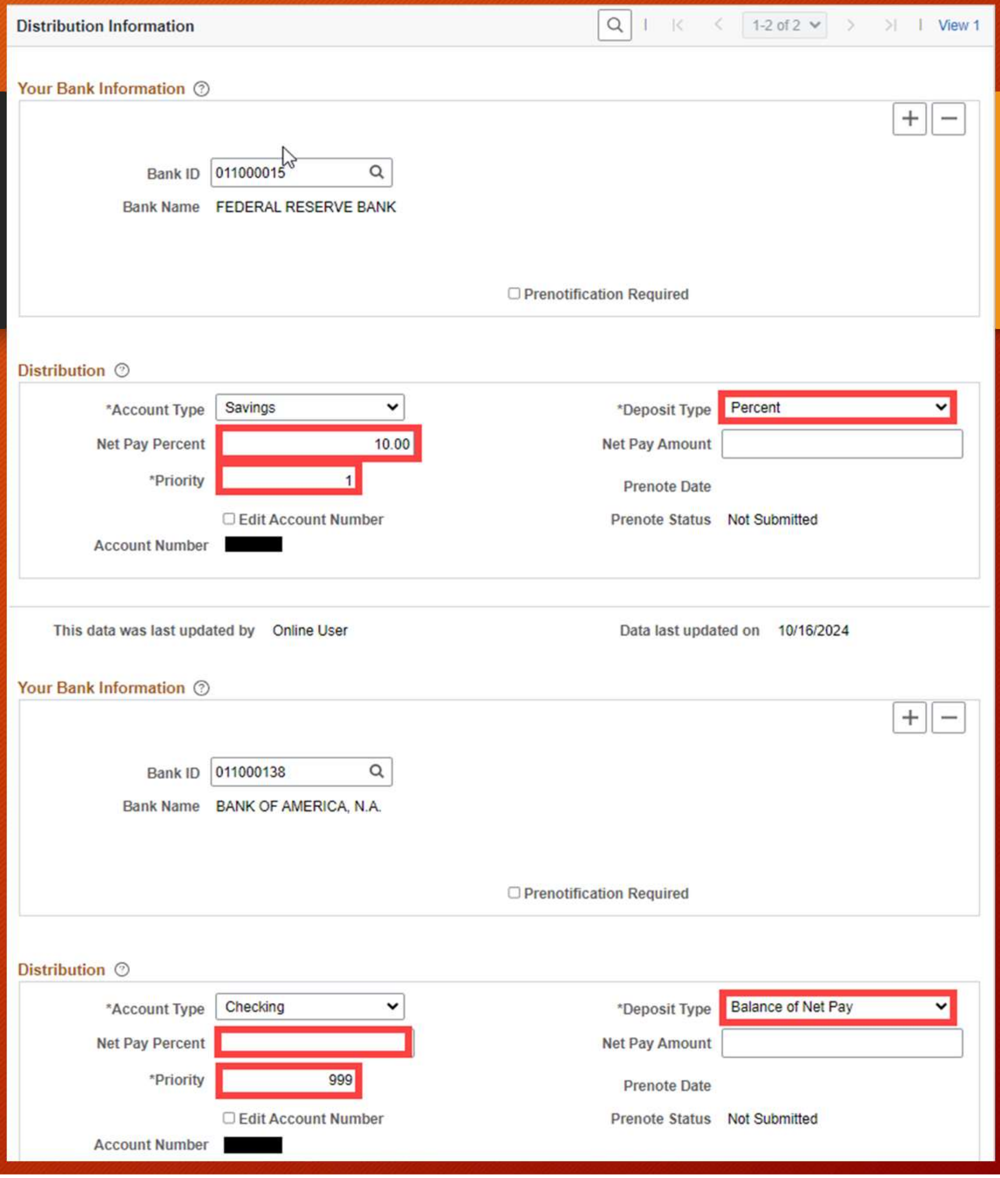
Request Direct Deposit

Where there is only one bank account, users will now choose under Deposit Type “Balance of Net Pay”, leaving Net Pay Percent blank and change the Priority to “999”. Then the transaction can be saved as usual.



Request Direct Deposit

When there are two bank accounts, for the first account it has the same functionality as today in Core. The user can choose for Deposit Type “Percent” or “Amount” and then the corresponding entry in Net Pay Percent or Net Pay Amount and Priority “1”. For the second account the user MUST choose For Deposit Type “Balance of Net Pay” and Priority “999”. If the second account is not set to “Balance of Net Pay” the user will receive a hard stop message and will be unable to save the transaction.



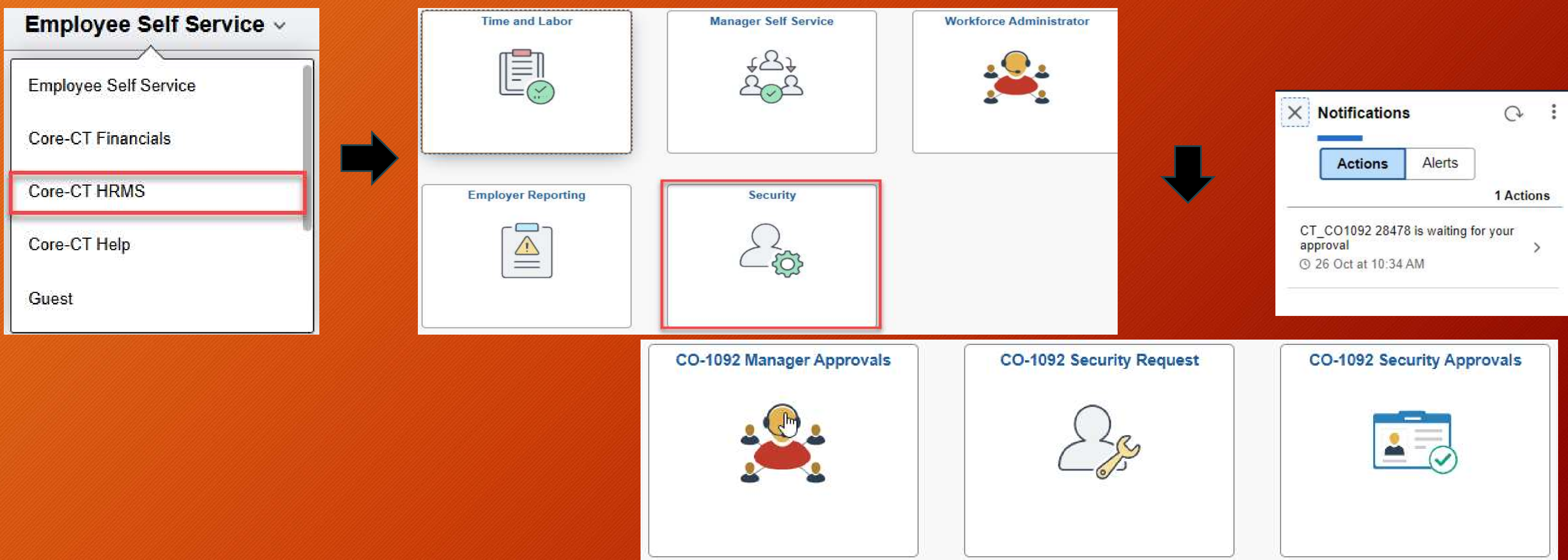
Questions...

Security

Pradeep Padinhare

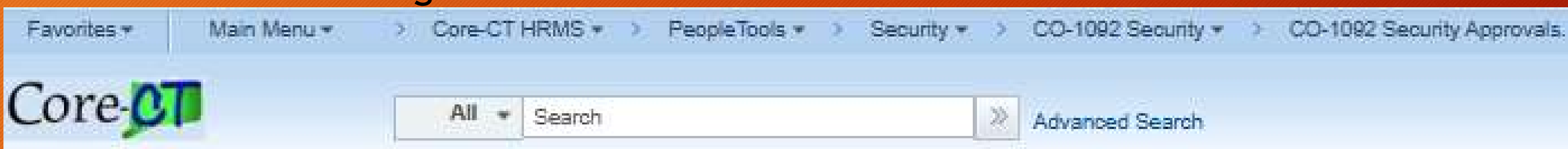
Security – CO-1092's

- The new Security CO-1092 navigation and approvals using Tiles

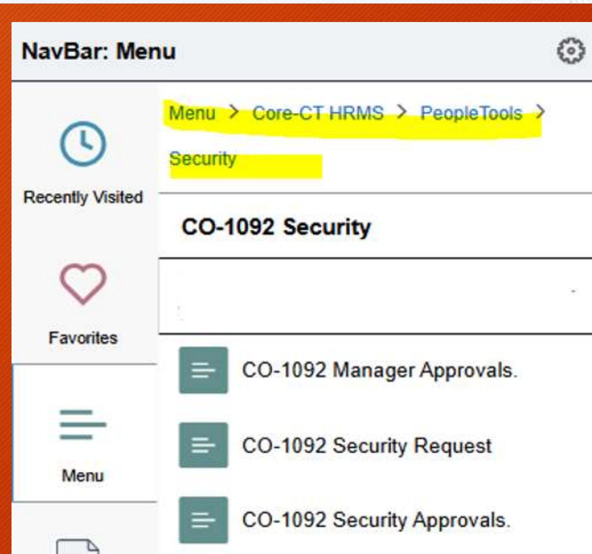


Security – CO-1092's

- Current Navigation

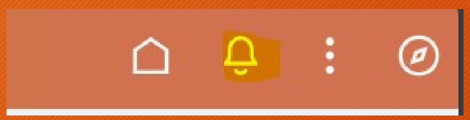


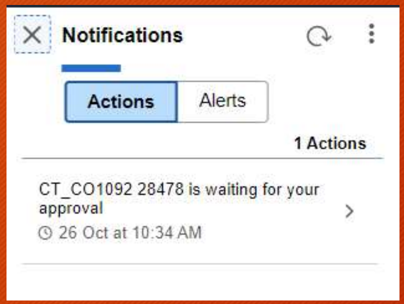
- New Navigation via NavBar



Security – CO-1092's

- Existing Worklist under HCM will be replaced with the new notification/bell icon





- All existing CO-1092 approvals must be done by 11/18

Security

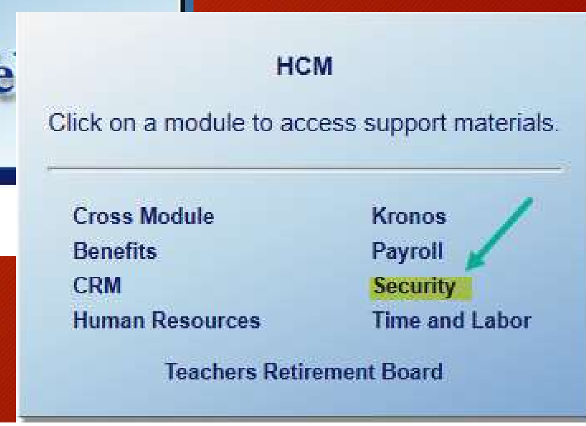
Tracy Douglas/Nayda Flores

Role Handbook

The HRMS Role Handbook has been updated to include the Delivered Roles for Existing HCM roles

New HCM Delivered Roles for Existing HCM roles

Core-CT Website



HCM Roles

The New HCM roles & Existing HCM roles

See Spreadsheet on the Core Website.

The Revised HRMS Role Handbook Job Aid can be found on the Core Website under the Security Link.

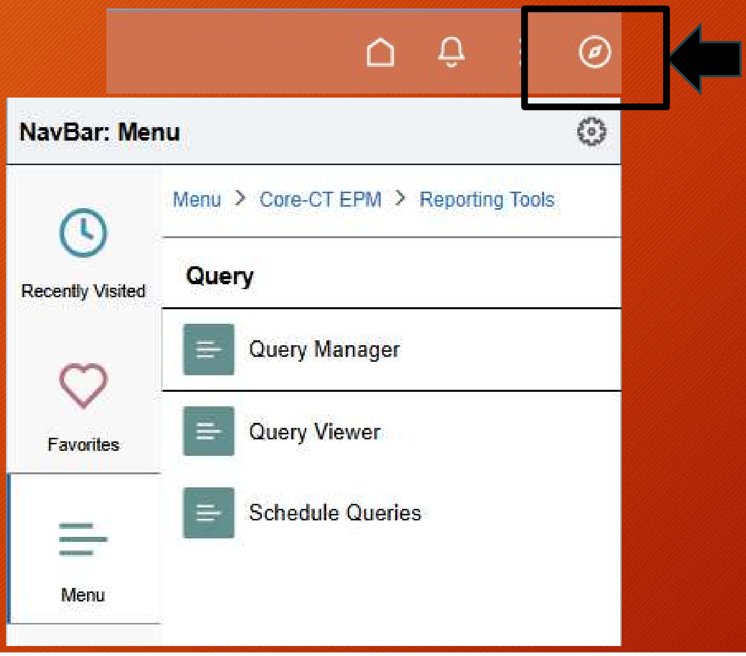
Questions…

EPM/STARS

Janet Poppel/Wendy Monk

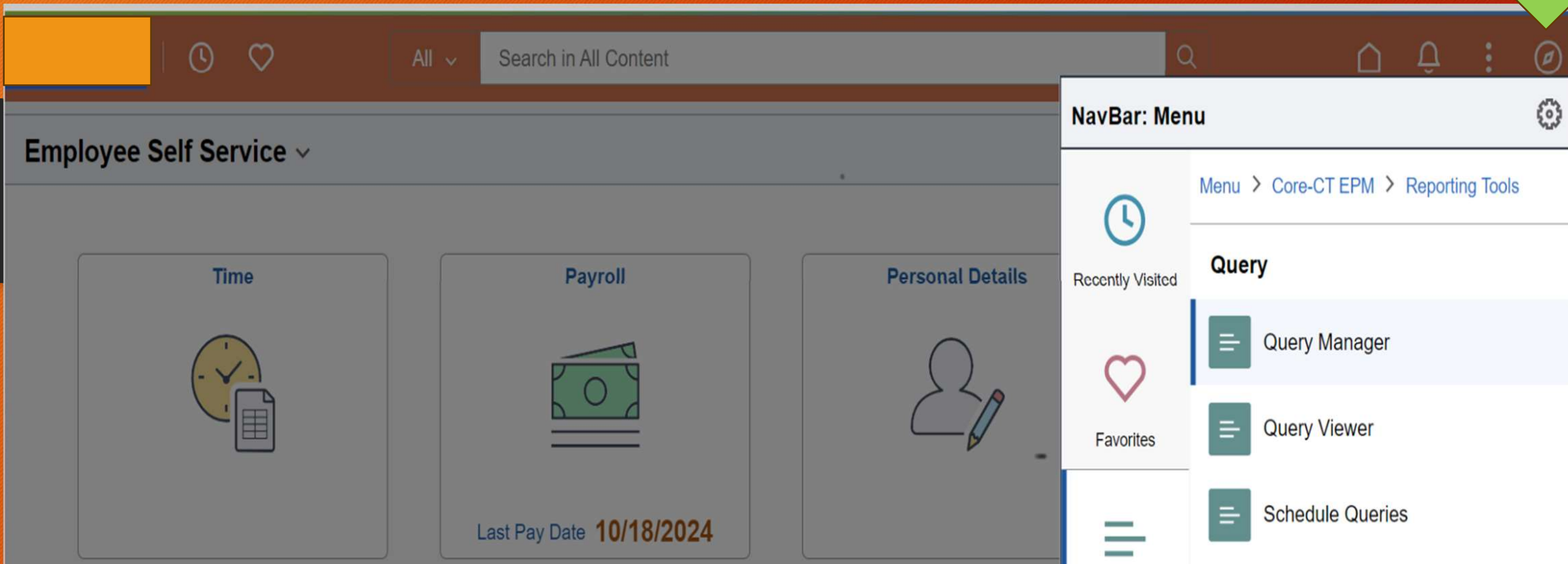
EPM Navigation

- Navigation: Main Menu > Core-CT EPM > Reporting Tools > Query

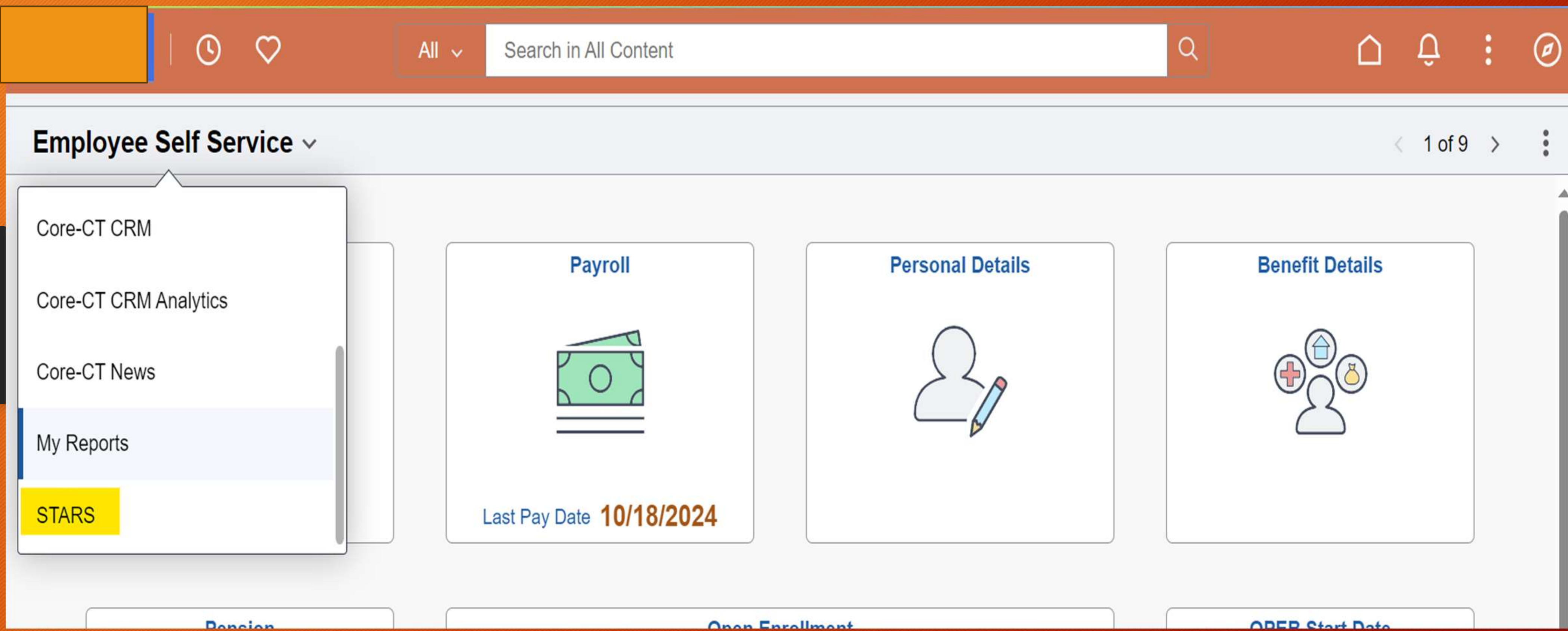


EPM

NAVIGATION BAR



STARS


All
Search in All Content
Employee Self Service
1 of 9
Core-CT CRM
Core-CT CRM Analytics
Core-CT News
My Reports
STARS
Payroll
Last Pay Date 10/18/2024
Personal Details
Benefit Details

PUM Upgrade EPM Reporting Changes

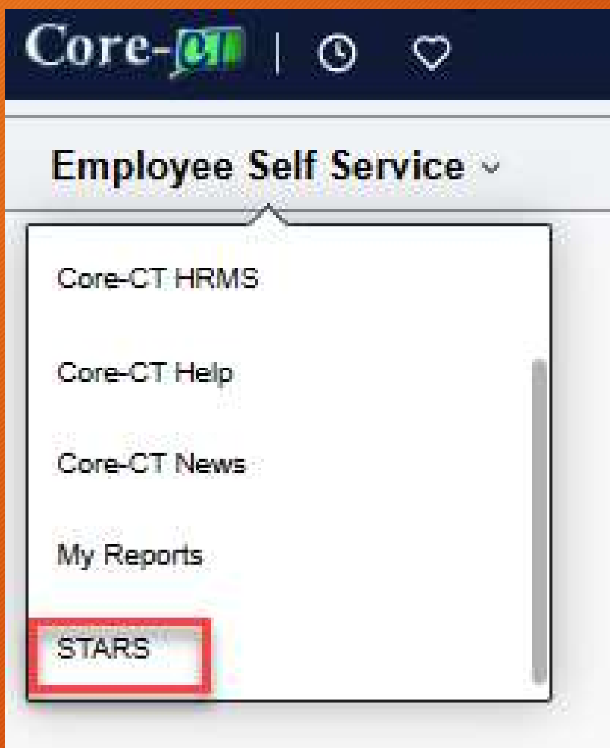
- If you have any existing private queries using the CTW_POSITION TABLE, for the purpose of ***workflow knowledge only*** you will have to re-create them and utilize the CTW_POSITION_E TABLE.

- *If you need assistance, please reach out to the EPM Team by logging a FootPrints Ticket.*

EPM Query Impacts

- Run Controls will not be deleted.
- Pre-scheduled report or queries will have to be re-scheduled.
- Private queries will not be deleted.
- EPM Query Favorites *will* be erased.

STARS Navigation



Questions...

Help Desk

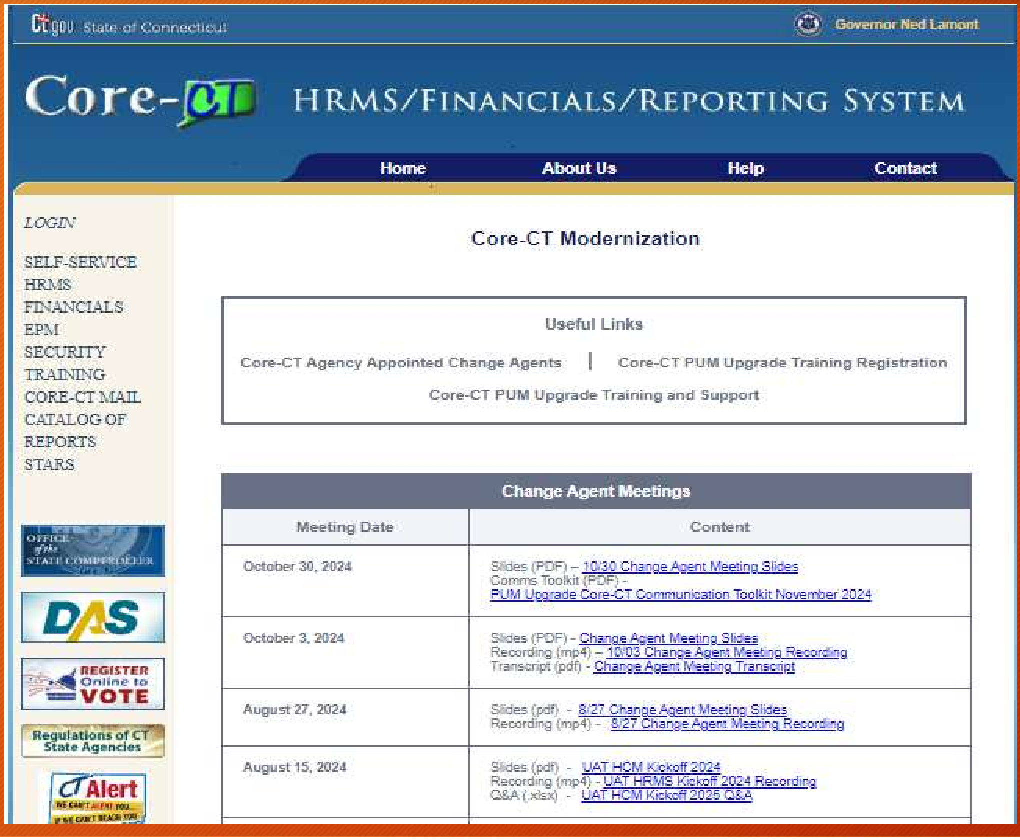
Shanon Reutter

FootPrints

- URL: https://footprints.ct.gov/footprints
- FootPrints Access
- Readiness@ct.gov (anyone without a ct.gov email address)
- Routes Directly to the Team

Core-CT Website

https://www.core-ct.state.ct.us



Core-CT Website

https://www.core-ct.state.ct.us

Core-CT PUM Upgrade Training and Support

The recent upgrade of the Core-CT system has resulted in the modification of many of its procedures. The following training and support materials are available:

Infographics:	One-page documents that recap cross-module topics such as Navigation and Approvals.
Job Aids:	Printable documents outlining the business process and steps within Core-CT.
eLearning Modules:	10-15 minute training modules that can be viewed at any time, at your own pace. The steps can be saved as a PDF for your own reference.
Instructor-Led Modules:	L200 courses that cover more complex topics and are currently available as instructor-led training sessions lasting up to two hours. These will become available in the latter part of October as recorded courses to be viewed at your own pace. **Click here to register.**

FINANCIALS

Click on a module to access its support materials.

Cross Module	Customer Contracts	PCard
Accounts Payable	eProcurement	Procurement Contracts
Accounts Receivable	eSupplier	Project Costing
Asset Management	Gen. Ledger / Commitment Control	Purchasing
Billing	Grants	Strategic Sourcing
Catalog Management	Inventory	Supplier Contract Management

HCM

Click on a module to access support materials.

Cross Module	Kronos
Benefits	Payroll
Human Resources	Time and Labor

Teachers Retirement Board

EPM

Currently no support materials available.

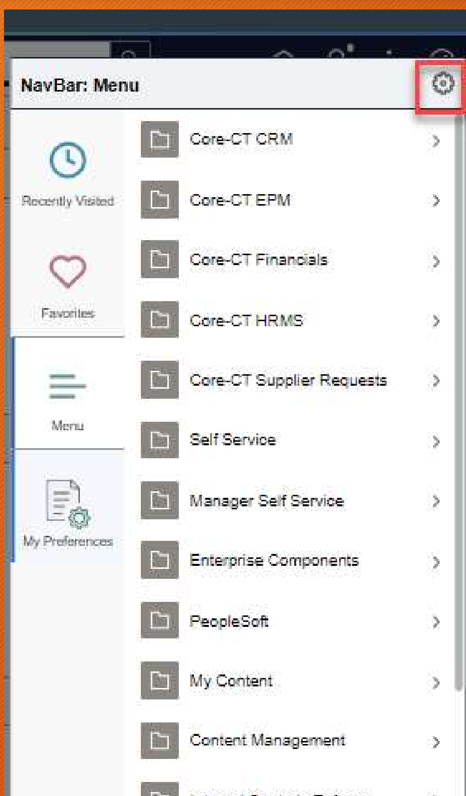
Clearing Cache/Browser Info

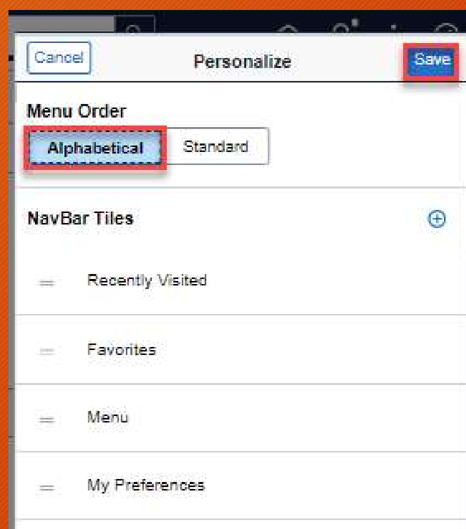
- Clear your Cache https://www.core-ct.state.ct.us/help.html
- Use a new window with In Cognito browsing
- Use a new In Private window in Edge

Reminders

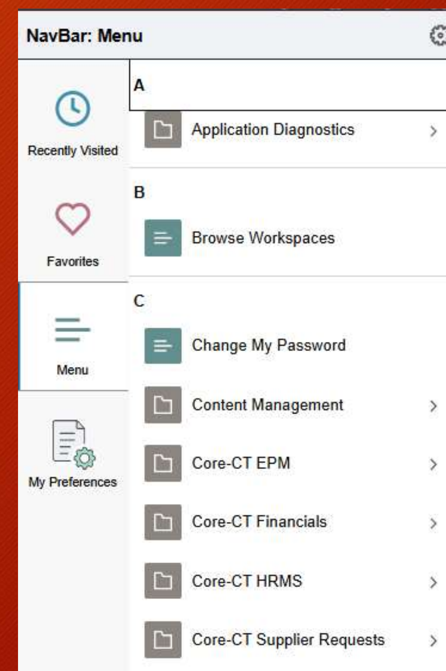
- Favorites ***WILL NOT*** carry over
- Run Controls ***WILL*** carry over
- Scheduled Reports/Queries will need to be Re-scheduled
- Obsolete Devices
  - All devices must have an up-to-date browser to properly access Core-CT
  - Device Operating System software and App/Play Stores must be up-to-date to update browser apps
  - If a manufacturer stops supporting a device, then it won't be able to update

Nav Bar Menu - Alphabetize



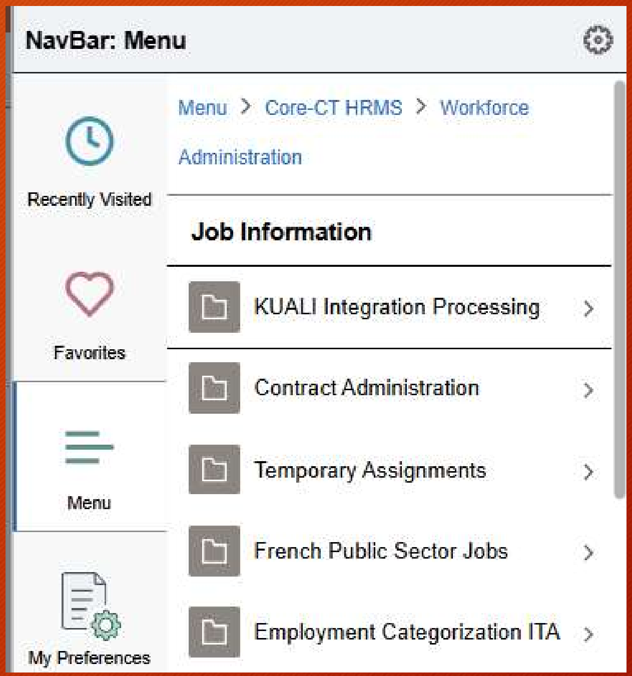


- Click the settings icon
- Click Alphabetical
- Click Save



Nav Bar Menu – Bread Crumbs

- We still have bread crumbs as we do today located at the top of the Nav Bar Menu



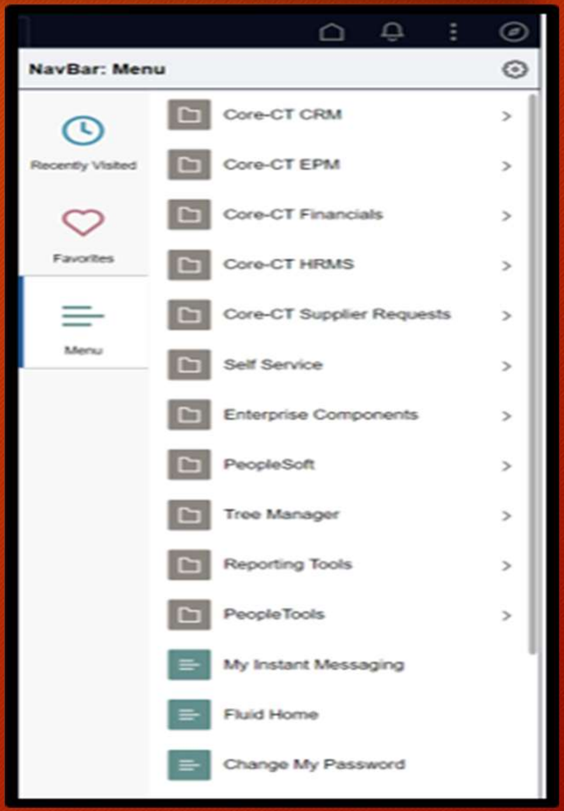
Questions…

Pension/RSD/TRS

Ralph Minutillo

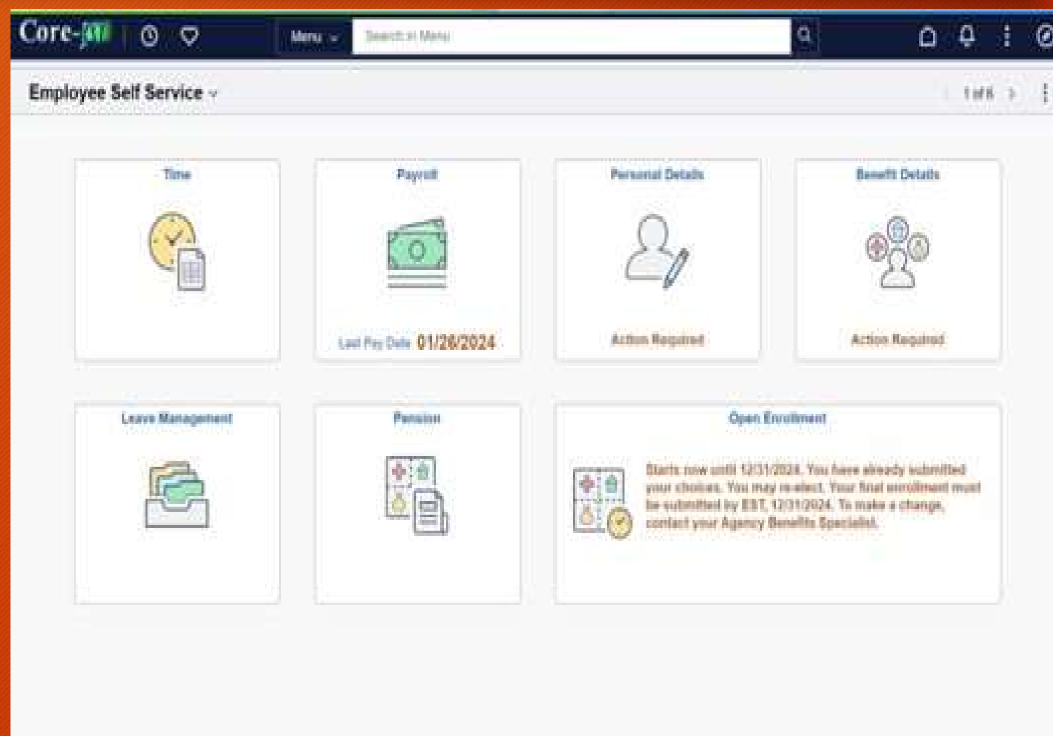
Users will experience changes to the CRM and HCM pages

- The Homepage drop down selector is used to navigate between different modules in CRM & HCM
- The Navigation Bar gives you access to Non-Fluid Navigation options
- The Navigation bar or “NavBar” is now used to navigate to Menu, Recently Visited, etc.



Homepage View

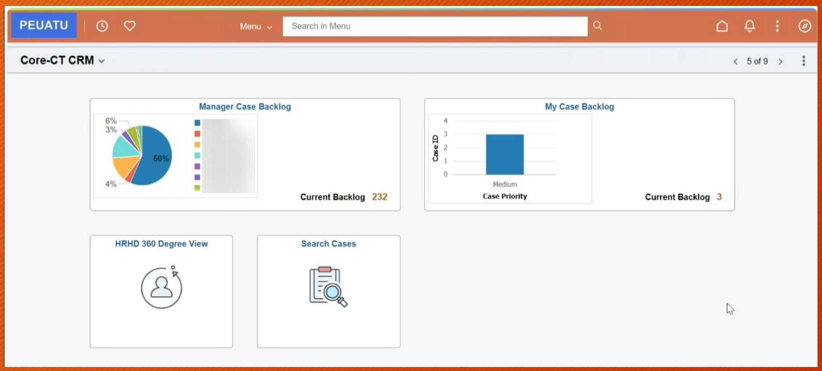
- Icons have been introduced, providing a new look and feel for the homepages
- Tiles include user-friendly graphics to help you identify the functions you need
- To access Tiles, select the Tile by clicking or tapping:
- This allows you to navigate to underlying applications
- From there, you can perform routine tasks



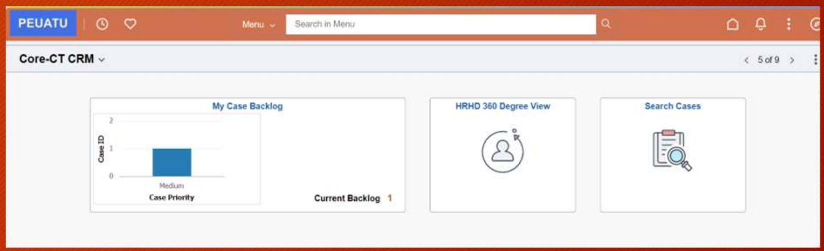
FLUID CRM: Dashboard

Manage and My CRM are now known as Core-CT CRM and can be accessed from the homepage drop down navigator. It's landing page includes different tiles that allow for a range of information to be accessed.

Manager View



Agent View

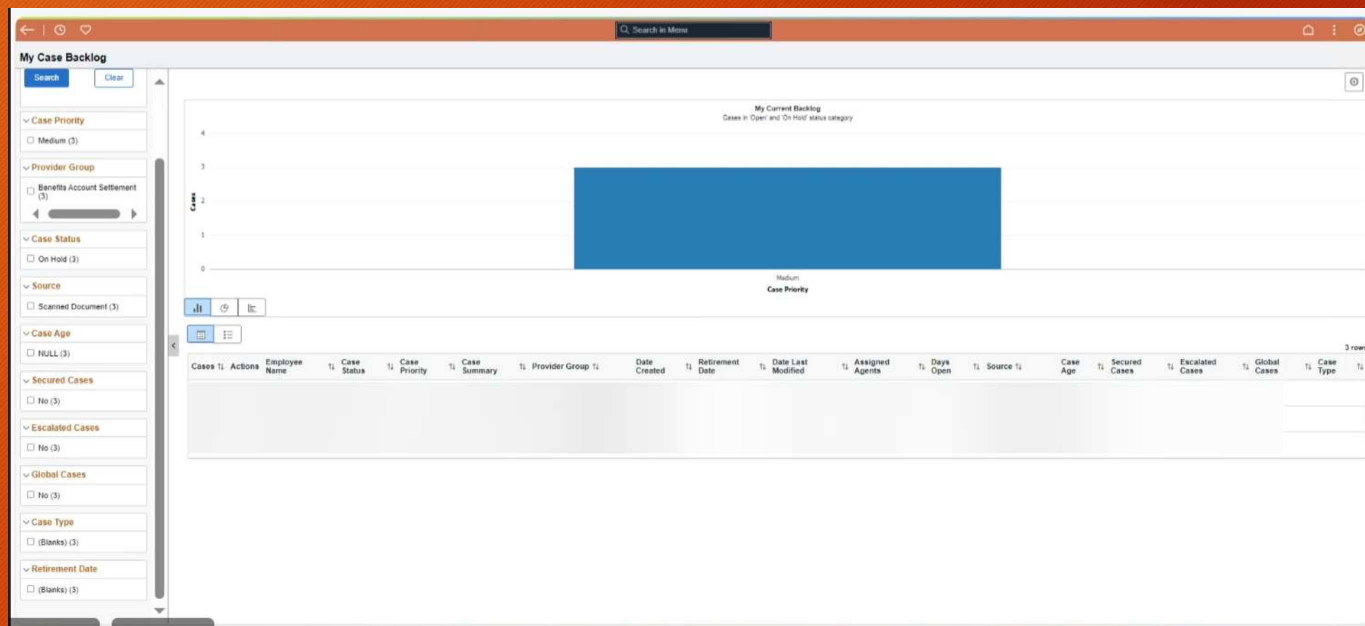


Fluid CRM: Dashboard Pivot Grids

- Current CRM Paglets (My Cases, Provider Group Cases, Created vs Closed by ProvGroup, etc.) are now located under Core-CT CRM Analytics and can be accessed from the homepage drop down navigator.

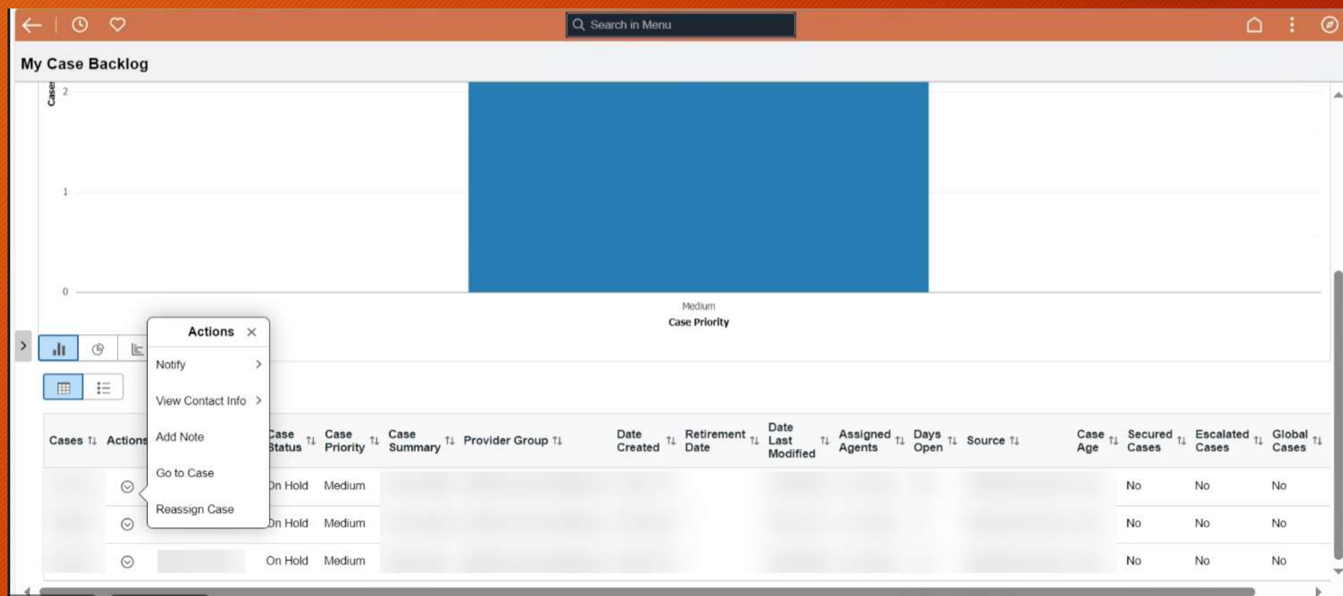
FLUID CRM: Filter options

- In My Case Backlog on the left-hand side of the page there are filter options available to narrow down your case list.
- You can filter by case priority, case status, provider group, case type, etc.



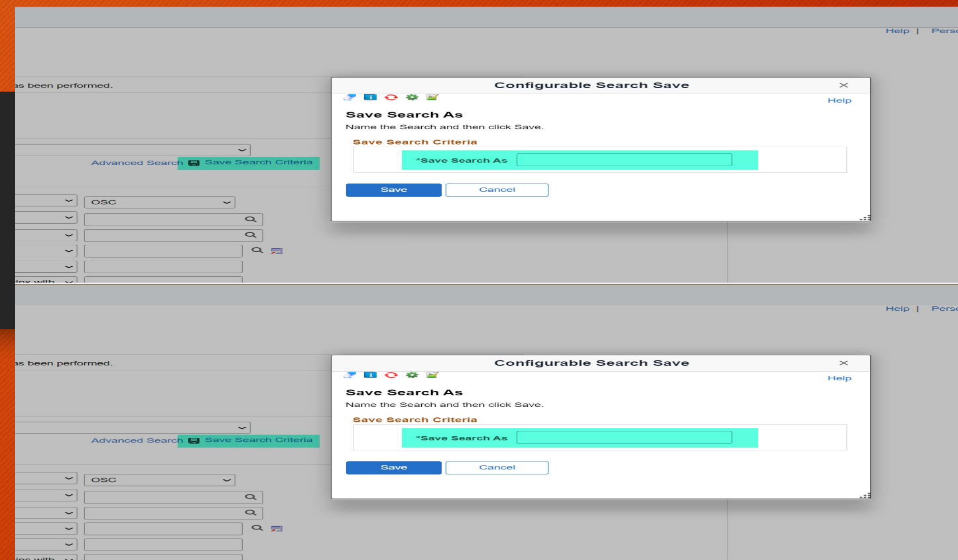
FLUID CRM: New Case Actions

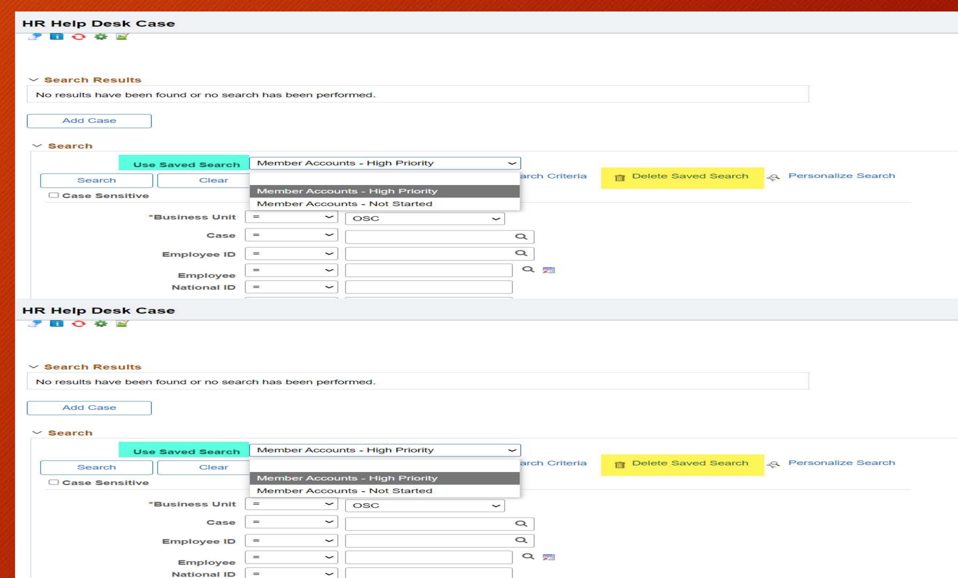
- You can take action with a case without "dialing" into the case. Action options include Notify, View Contact Info, Add Note, and Reassign Case.
- The Go to Case action option will open a new tab and bring you to the case.



Fluid CRM - Search Cases

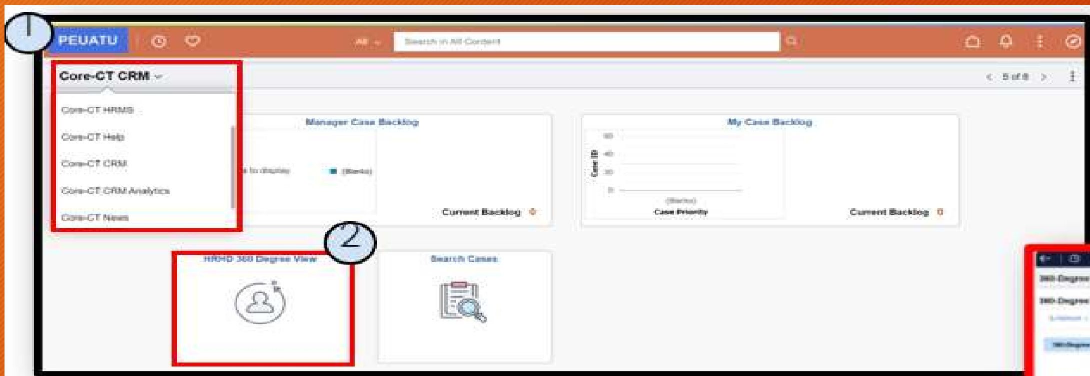
- Frequently used search criteria can be saved for future use.
- Fill in the search criteria then hit Save Search Criteria to name and save your search.
- After the search is saved, you'll be able to access it from your Use Saved Search dropdown options.
- Saved searches can also be deleted if not being used anymore.





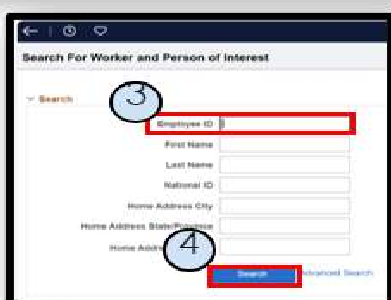
HRHD 360 Degree View: Fluid

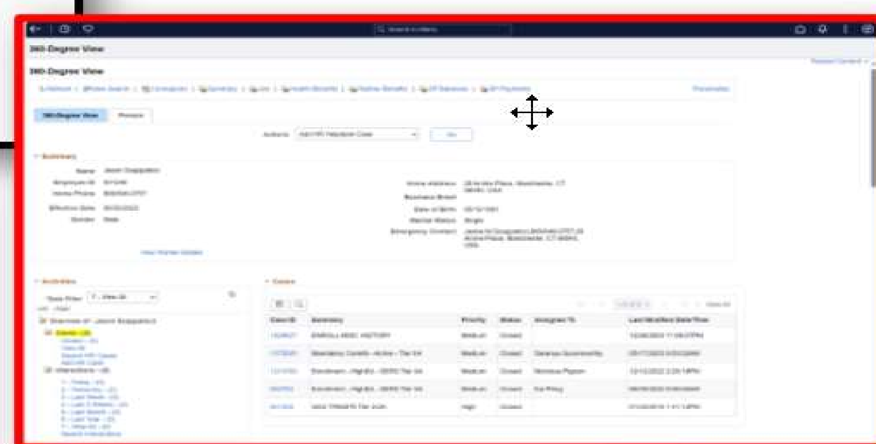
Here's a look at how the HRHD 360 Degree View page is accessed with the PUM Upgrade. This is the view for managers



Note: *CRM users can now reassign and add notes to a case without leaving the page.*

Key Steps	
1.	Click on the homepage navigator.
2.	Click the **HRHD 360 Degree View** tile.
3.	Enter in identifying information for a member to populate their 360 Degree View page.
4.	Click **Search.**





Tips

- The upgrade will cause User favorites to be deleted; it will be important to take a screenshot of your current favorites so that you can save them again.
- Page navigation paths will not display on the top of screen.
- For optimal performance, wait for fluid tiles to load completely on homepage selection before clicking on a fluid tile to view data.
- New Queries to replace some Pivot Grids
    - For Managers:
        - CT_RC_MANAGER_BACKLOG_PIVOT
        - CT_RC_MANAGER_CASE_AGE_PIVOT
        - CT_MANAGER_ARV_CLSR_PIVOT
    - For Agents:
        - CT_RC_AGENT_CASE_AGE_PIVOT
        - CT_RC_AGENT_OPEN_CASES_PIVOT

Questions…

Closing

Pradeep or Donna

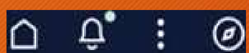
Closing

Thank You for your participation today. We hope this information proved helpful.

Look for this presentation on the Core-CT website
https://www.core-ct.state.ct.us

Glossary of Fluid Terms

- **APPLIES TO HR AND FIN**
- **Homepages:** Homepages are the starting point for navigation in fluid. The Employee Self-service (ESS) is the default homepage that displays after login; users will use the homepage drop down to navigate to different homepages, based on their roles.
- **Dashboard:** a dashboard is a specific module page, that organizes functionality, which can be accessed via a tile.
- **Tiles:** tiles are buttons found on fluid homepages and dashboards, when clicked they link to common business transactions and high action functionality.
- **Notifications Panel:** users can access the notification panel, to view Actions and Alerts, which replaces the Worklist. Users can also adjust settings, refresh the notification window, open a transaction, mark an action complete, or dismiss an alert.

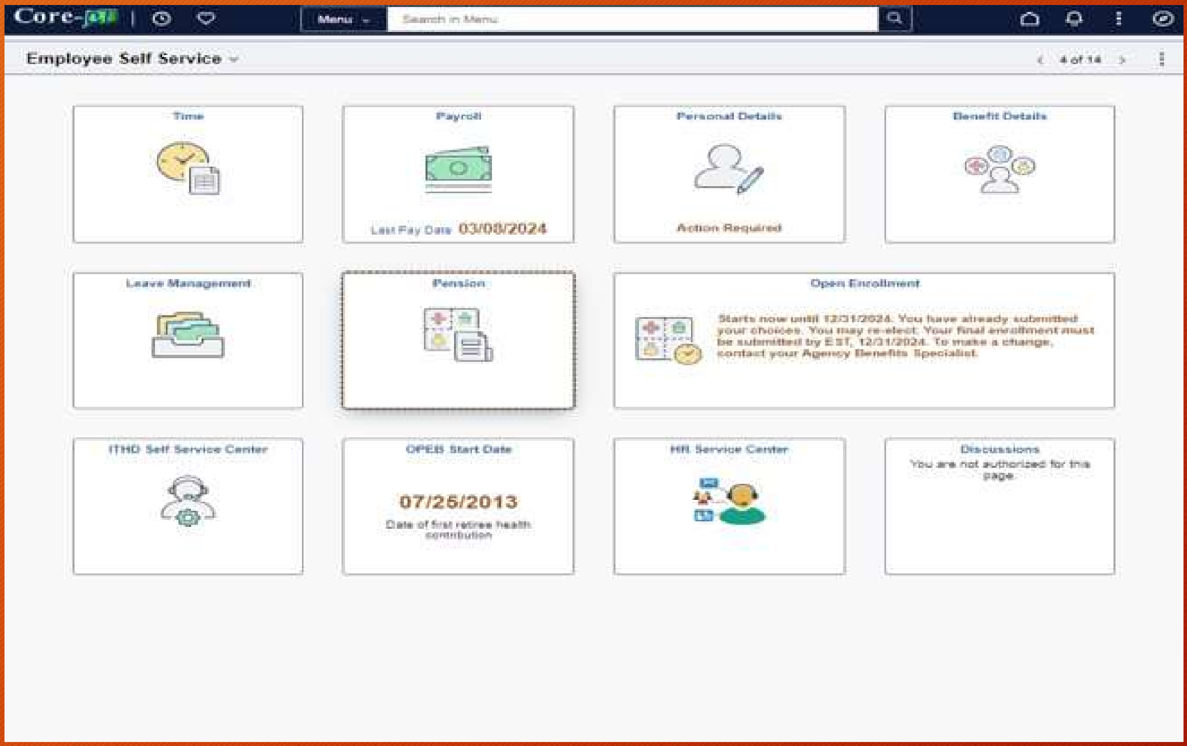


- **Global Search:** global search can be accessed, to perform keyword-based searches.
- **Fluid Pages:** Fluid Pages are a new interface that adds tiles to homepages for navigation instead of cascading pagelets or menus. Fluid is a responsive user interface that works on desktops, tablets, and phones
- **Fluid Banner**: a standard banner, appears at the top of every fluid page, the fluid banner provides access to buttons such as favorites, home, and other standard buttons.
- **NavBar:** the navigation bar, also referred to as the navbar can be found on the fluid banner and provides access to the classic, non-fluid navigation.
- **Fluid:** fluid is a standard user interface, that provides users with the ability to access applications in a variety of ways, including smartphones, tablets, desktops and laptops.
- **FIN ONLY**
- **Navigation Collection:** the navigation collections. Collection of content menu items and content reference folders in one centralized location by module.

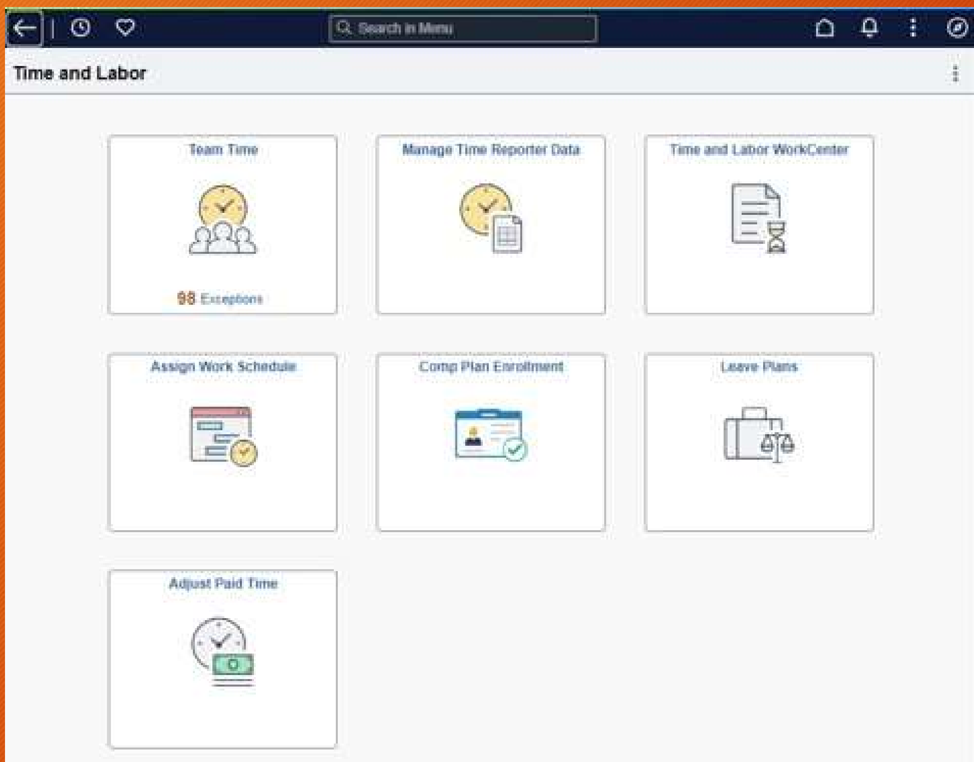
Navigation Agenda

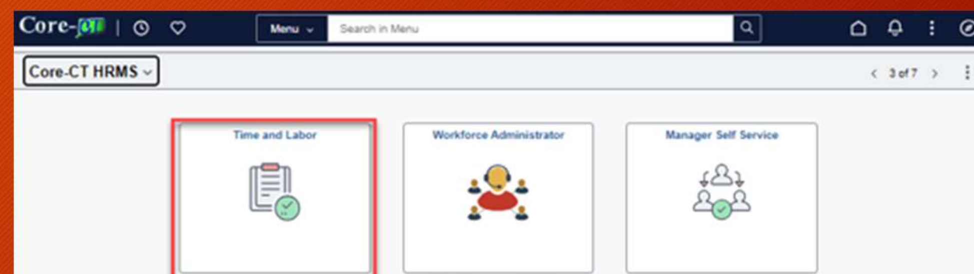
- Navigation Home Page
- Navigation - Tiles
- Navigation - Nav Bar Menu
- Nav Bar Menu – Alphabetize
- Nav Bar Menu – Bread Crumbs
- Navigation - Collections

Navigation – Home Page

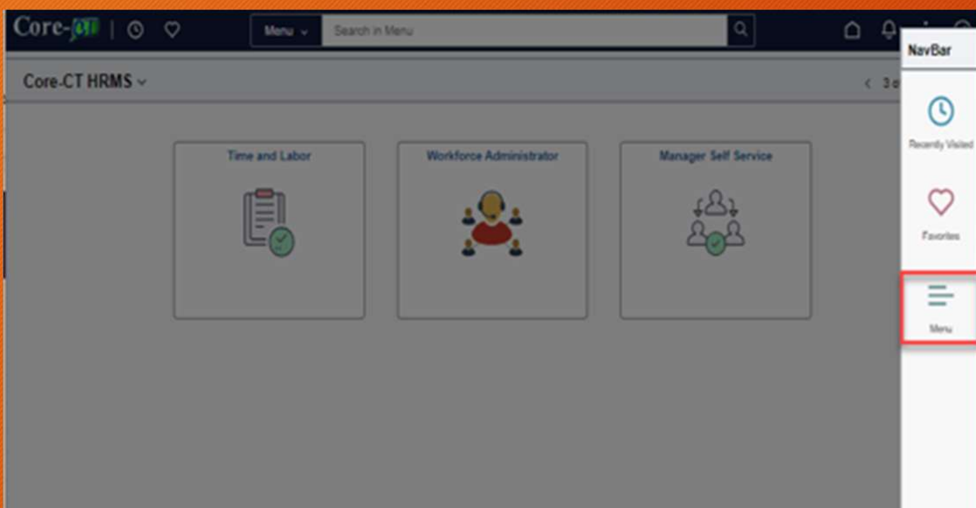


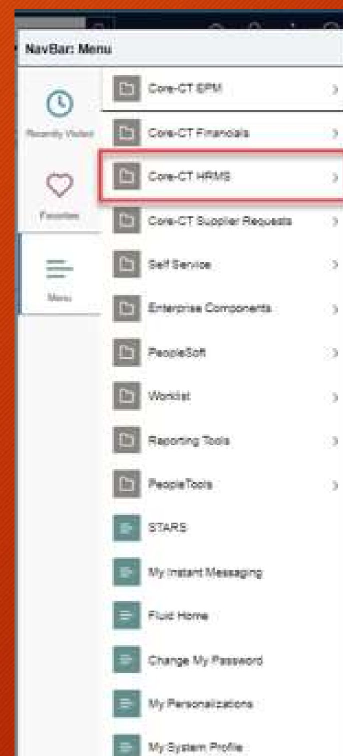
Navigation - Tiles

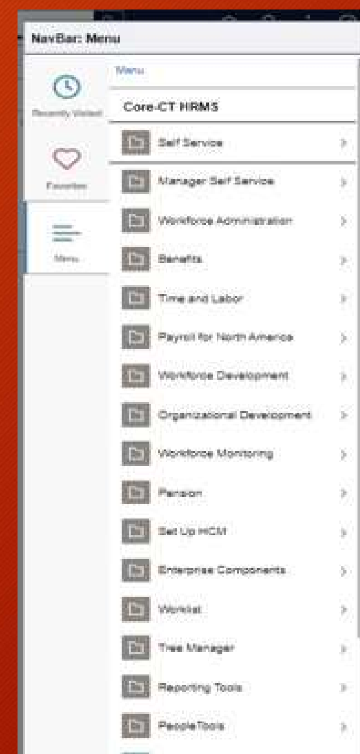




Navigation – Nav Bar Menu

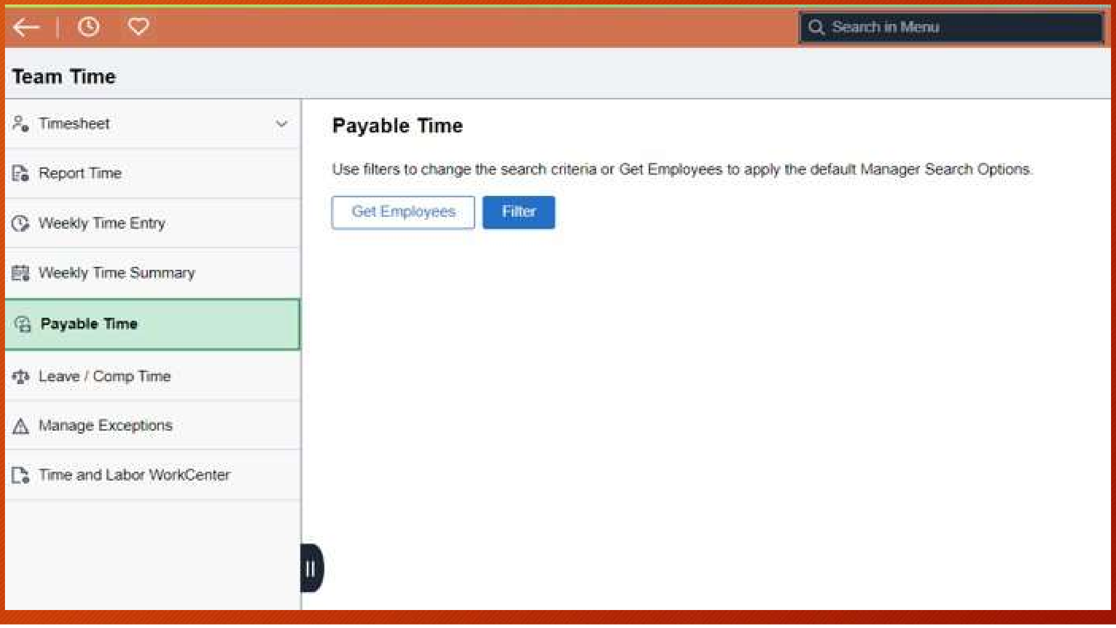






Collections

- Collections is another way of navigating.
- The Collection menu lists the most used functions in a particular module.



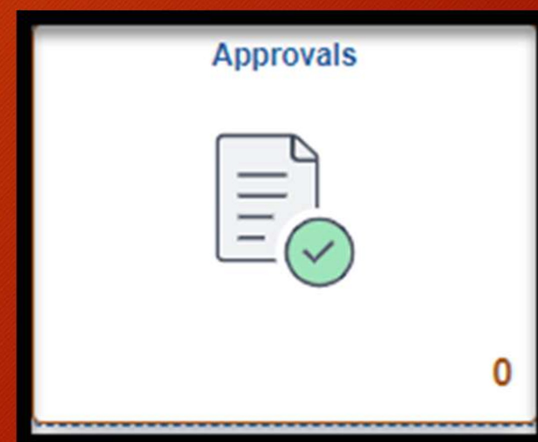
Questions...

Approvals Agenda

- Approvals – Fluid
- Approvals – Left Hand
- Notifications – Actions/Alerts
- Notifications – Actions
- Notifications – Alerts

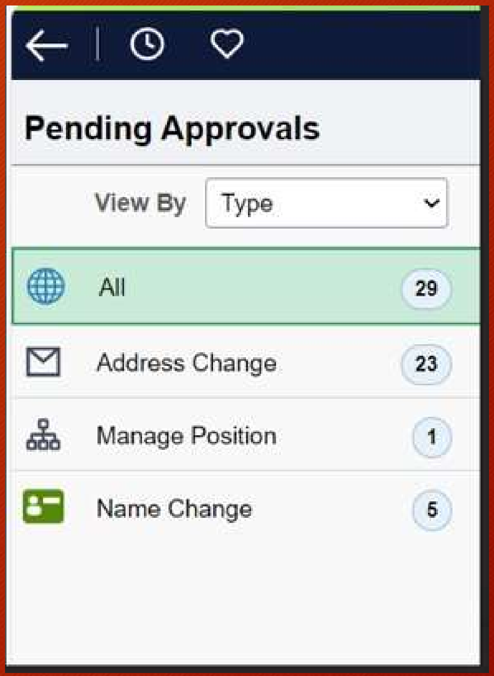
Approvals - Fluid

- Approvals are now through the Fluid Approval Tile



Approvals – Left Hand

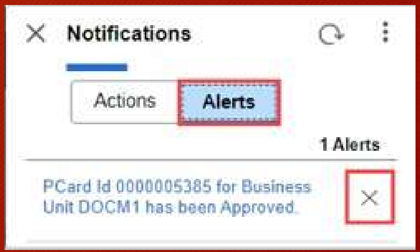
- Once clicking on the Approval Tile, to the left will populate with the list of approvals.



Notification – Action/Alerts

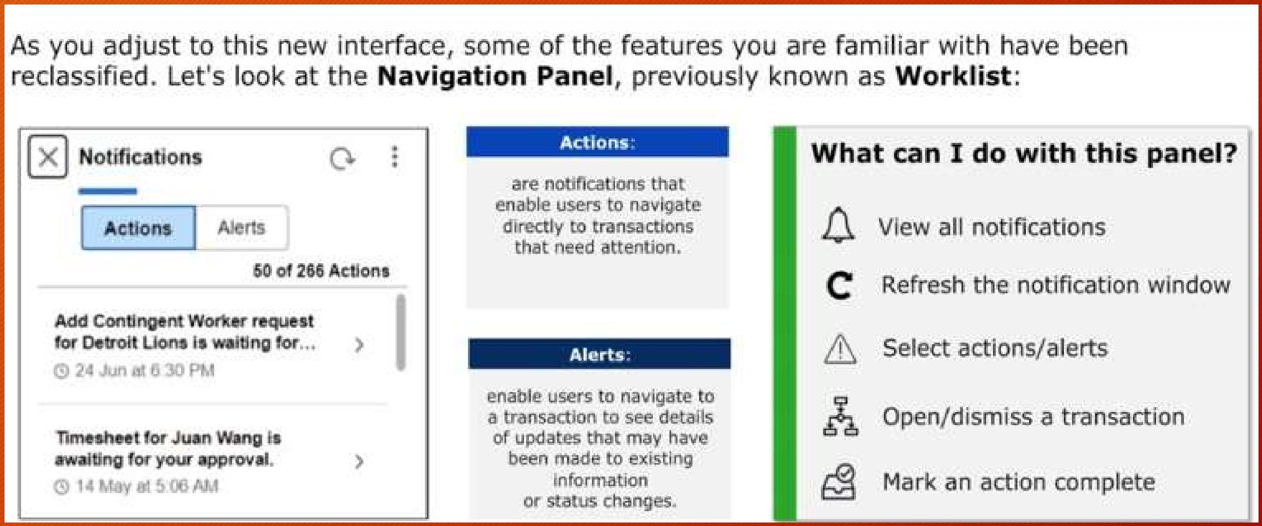
- Depending on the module and transaction type, a notification Action or Alert will be created.
- Clicking on either will take the user to the specific transaction.
- The key difference is that after a user processes the transaction (e.g. approve) a Notification Action will be cleared from the list.

- Alerts are maintained by the users. To remove one from the list, click the X.



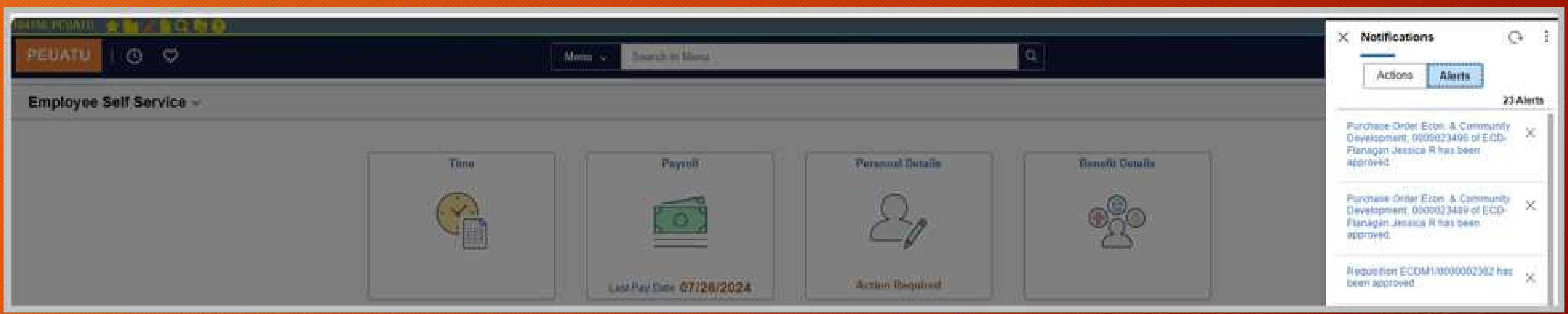
Notifications - Actions

- Approvals can also be managed via the Notification Actions...
  - which can be accessed via the Notification Icon


As you adjust to this new interface, some of the features you are familiar with have been reclassified. Let's look at the **Navigation Panel**, previously known as **Worklist**:

Notification – Alerts

- Approvals can also be managed via the Notification Alerts…which can be accessed via the Notification Icon
- **For example: You will receive an alert when an item has been approved.**



Questions...