



Core-CT HCM PUM Delta User Group

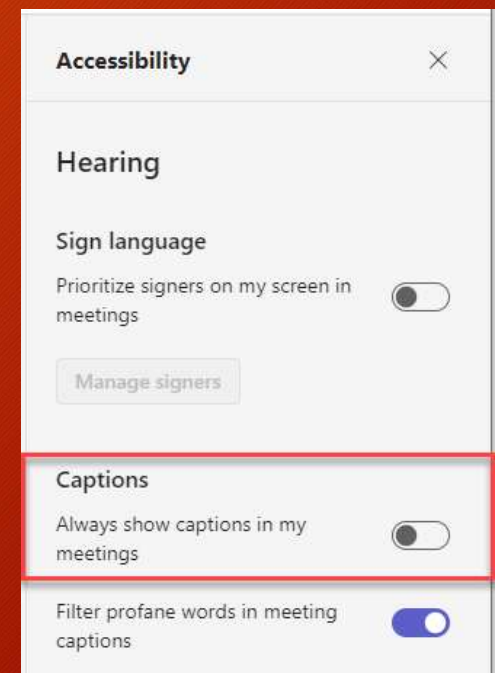
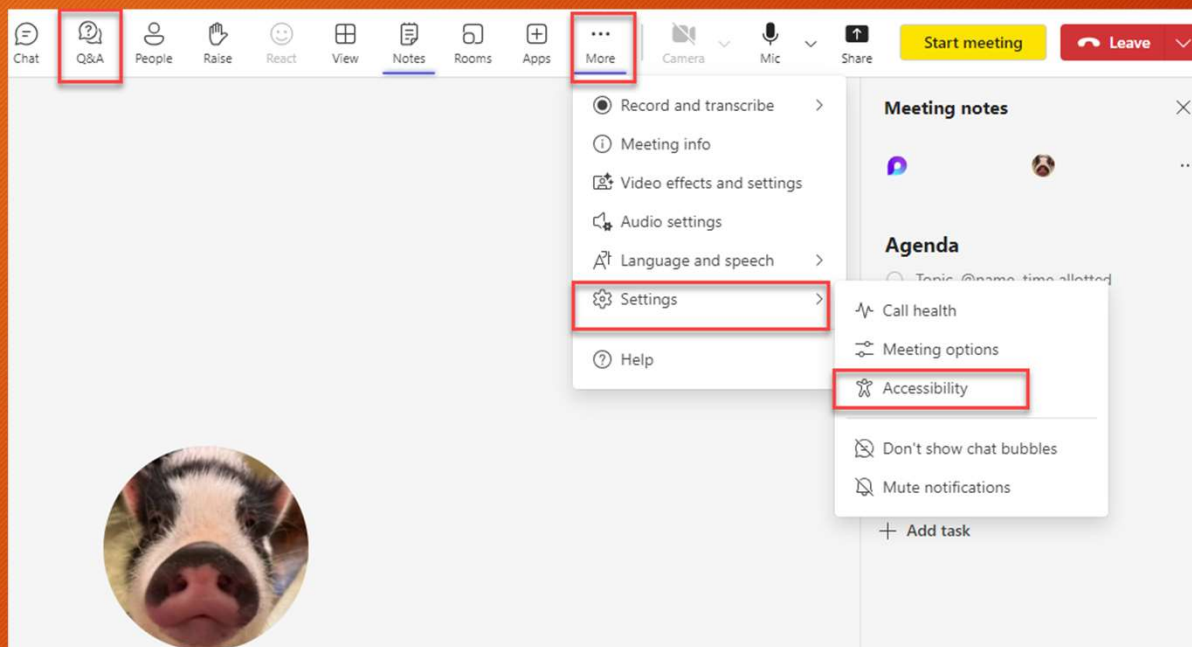
November 14 & November 18, 2024

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
- Benefits
- Human Resources
- Time & Labor
- Payroll
- Security CO-1092's
- Security
- EPM/STARS
- Help Desk
- Pension/RSD/TRS
- Closing

Donna Braga
Rachel Altinay
Rosemarie Jensen
Sean Anderson
Lynn Bussa
Pradeep Padinhare
Tracy Douglas/Nayda Flores
Janet Poppel/Wendy Monk
Shanon Reutter
Ralph Minutillo
Donna Braga

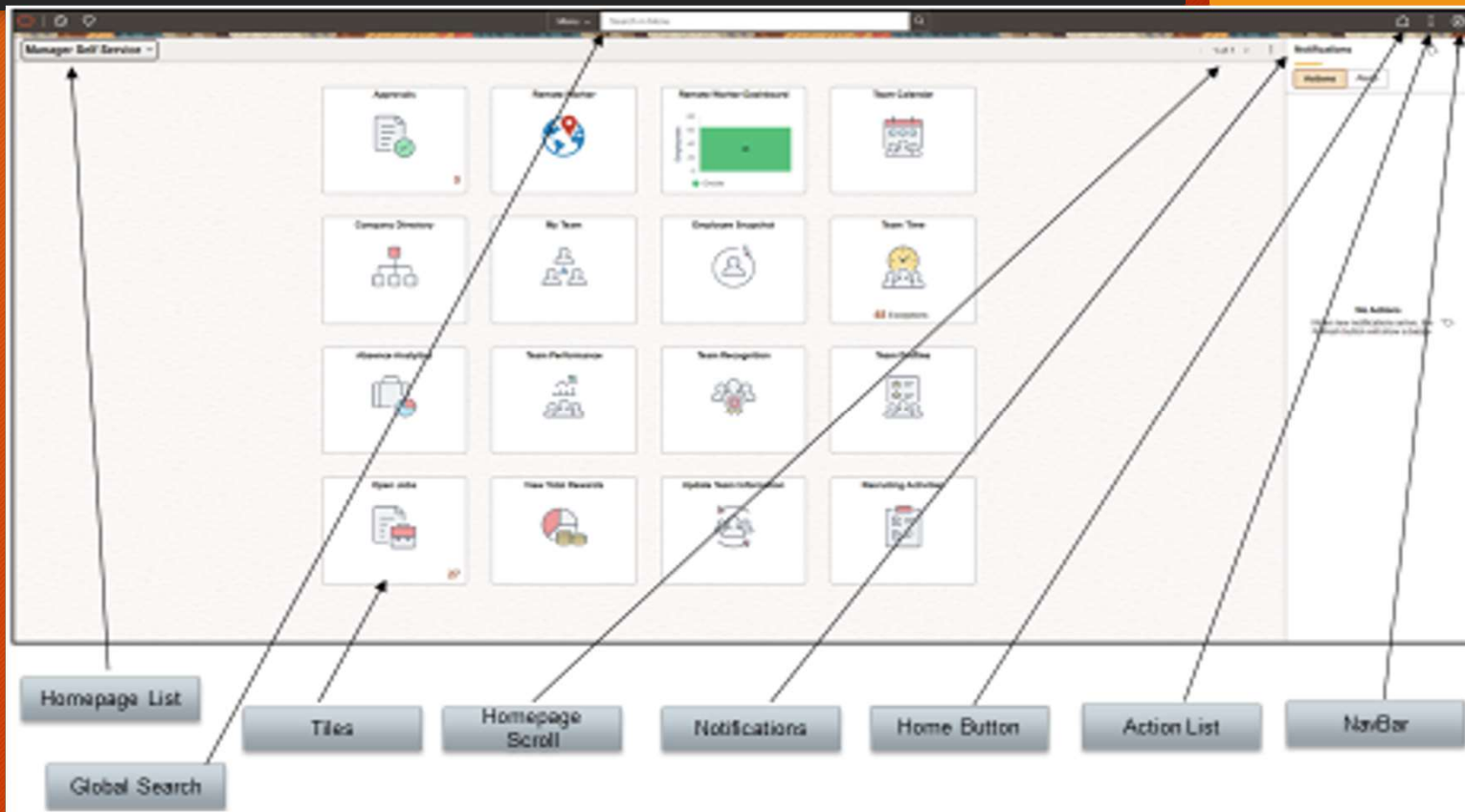


Benefits

Rachel Altinay

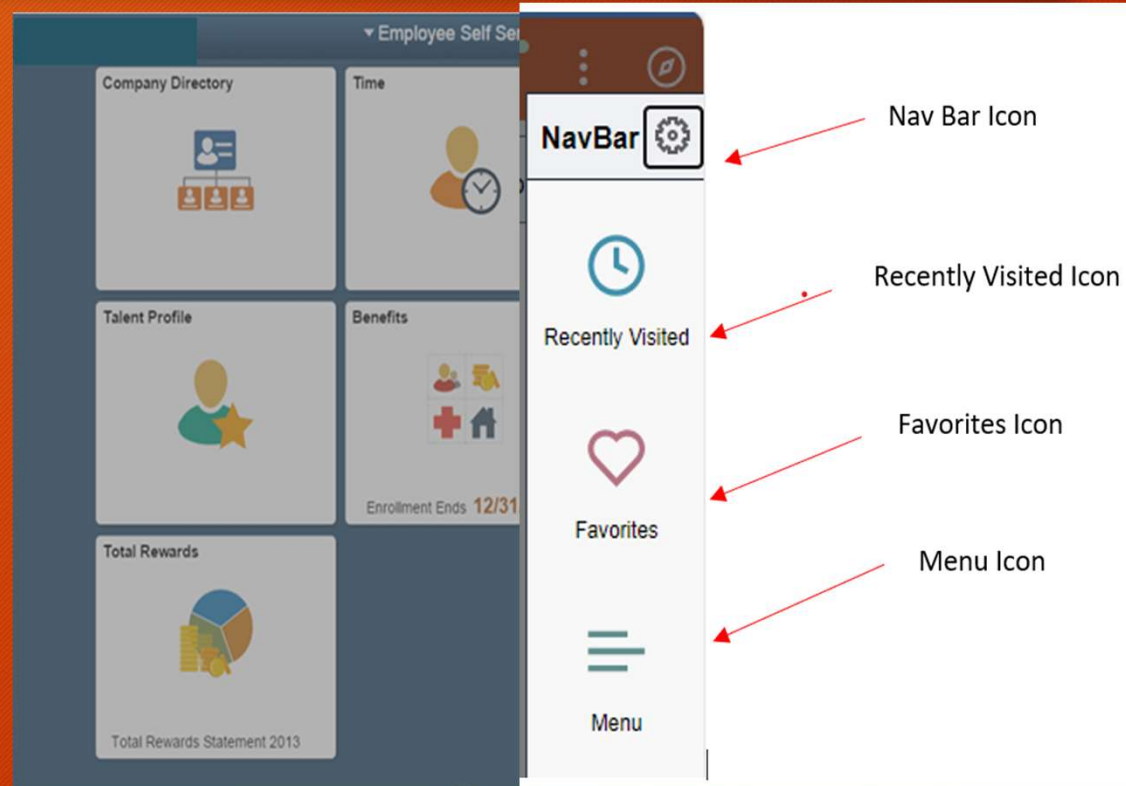
Fluid - Employee Self-Service

- Once you log into Peoplesoft, a role-based 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-based 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

  **View benefit information**
using the Fluid interface

  **Manage Life Events** that
affect benefits and coverage in
the Fluid interface



Fluid - Employee Self Service

- eBenefit Key Changes



Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

New Hire Enrollment
- Click Benefit
Details tile.

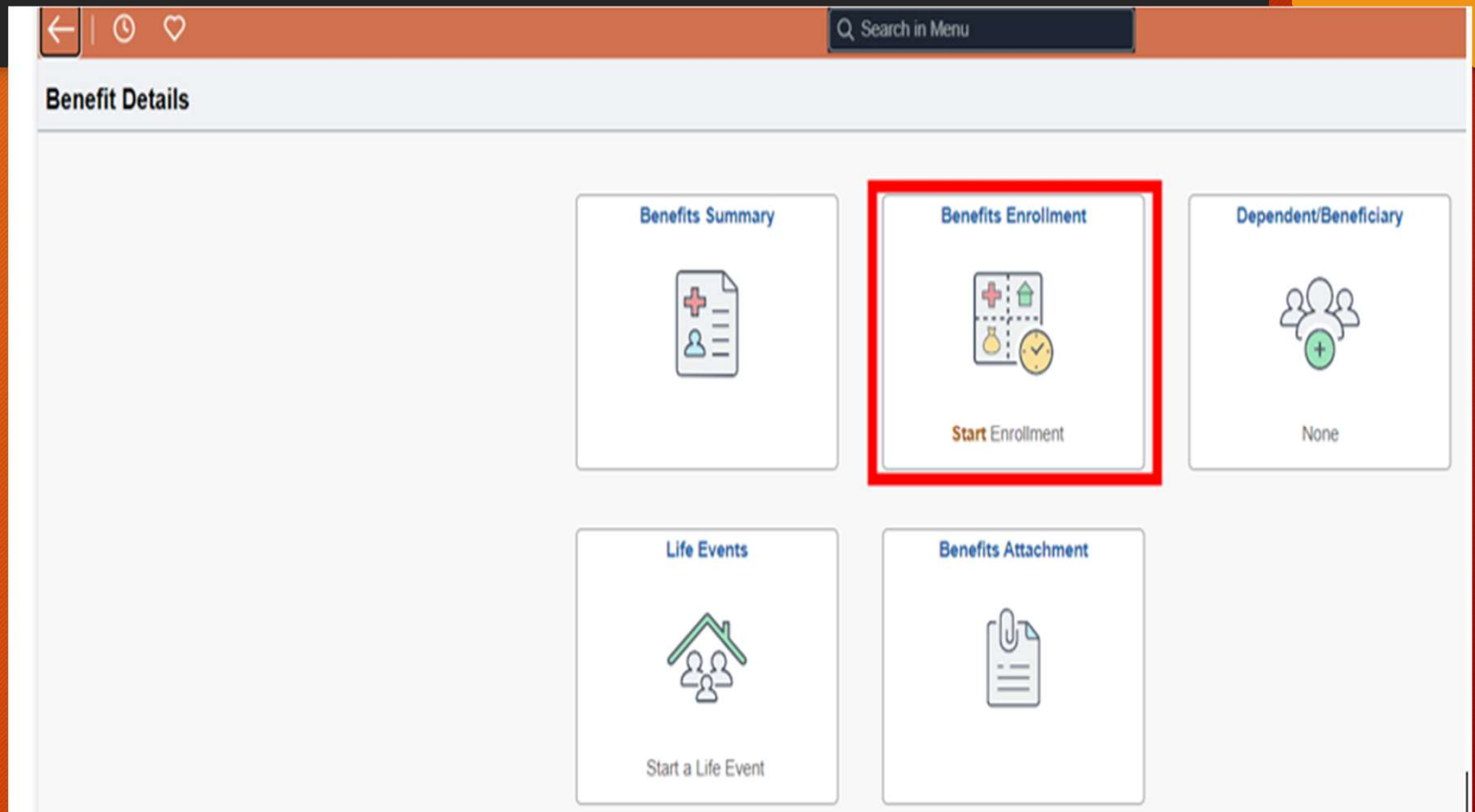
The screenshot displays the 'Employee Self Service' interface. At the top left, there is a dropdown menu labeled 'Employee Self Service'. The main content area contains several tiles:

- Time**: A tile with a clock and calendar icon.
- Payroll**: A tile with a stack of money icon.
- Personal Details**: A tile with a person icon and a pencil.
- Benefit Details**: A tile with a person icon and three circular icons representing different benefits. This tile is highlighted with a red border and has the text 'Action Required' at the bottom.
- Open Enrollment**: A tile with the text 'Your Open Enrollment Event is not available. You have another event available to be processed.'
- OPEB Start Date**: A tile with the text 'Date of first retiree health contribution'.

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.

← | 🕒 | ❤️

Benefits Enrollment

1. If you and your spouse are both State of Connecticut employees and you have at least one eligible dependent, you must contact your Agency Benefits Specialist for assistance in enrolling in or making changes to the Family Less Employed Spouse (FLES) health options. FLES elections cannot be processed through Self Service.
2. If you or your spouse have been granted permanent or temporary guardianship of a child under age 18, you must contact your Agency Benefits Specialist for assistance enrolling the dependent. Guardians cannot be enrolled through Self-Service.
3. Before proceeding, please make sure the following documents are available. If you are adding dependents, you need to provide the long form birth certificate for children, adoption decree for adopted children and a marriage certificate for a spouse. Social Security Numbers are requested for all dependents.

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.
The information icon provides you with additional information about your enrollment.
The Start or Resume button next to an event means it is currently open for enrollment. Use the Start button to begin or the Resume button to continue your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Your Benefit Events

Event Description ↑↓	Event Date ↑↓	Event Status ↑↓	Job Title ↑↓	
New Hire	11/04/2024	Open	SW-Soc&HumanSvcs	<input type="button" value="Start"/>

Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

Benefit Enrollment
Click on Medical tile to start enrollment.

Benefits Enrollment

The Enrollment Summary will display which benefit options are open for edit. Click Review button to begin your enrollment.

Important: Your Enrollment is not complete until you click on the "Done" button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Quantum Health at 833.740.3258

Once your enrollment is submitted and approved, you will not be able to make any benefit changes until the next annual Open Enrollment period or if you have a qualified status change.

Authorize Elections:
I hereby apply for membership in the plan(s) above. I understand that if I am changing plans, my current coverage will be canceled when my new coverage takes effect. I understand that the services will be available subject to the exclusions, limitations and conditions by the health plan.

I authorize any physician, hospital, insurer, or other organization or person having records, data or information concerning health history or medical insurance, including those related to HIV/AIDS information or psychiatric, drug or alcohol abuse for me or my family member(s), to furnish such records, data or information as may be requested by the organization providing the benefits under the health plan or its underwriting department or representatives involved in collecting information for use in connection with verification or confirmation of claims for benefits under the health benefit plan. A photocopy of this authorization shall be considered as effective and valid as the original.

I certify that all information on this form is correct to the best of my knowledge and belief and understand that providing false and/or incomplete information may result in rescission of coverage and/or nonpayment of claims for myself or my eligible dependent(s).

I understand by enrolling in health coverage I will be automatically enrolled in the Health Enhancement Program (HEP) and that the rates on the Enrollment Statement are based on my participation. If I do not want to participate in HEP, I will need to complete the opt out form on the Care Compass website located at <https://icarecompass.ct.gov/forms/health-enhancement-program-opt-out/> and submit it to my agency Benefits Specialist for processing. If I choose not to participate in HEP, I understand that I will be responsible to pay an additional \$100 per month (\$46.16 biweekly), a \$350 per participant per year deductible (\$1,400 family maximum), and will be ineligible for reduced co-pays for certain prescriptions and office visits.

I hereby authorize the State Comptroller to make deductions, if applicable, from my payroll check for the medical and/or dental insurance indicated above.

I acknowledge my obligation to make Retiree Health Fund contributions for 10 years (if first hired before 7/1/17) or 15 years (if first hired after 7/1/17) or until I retire or terminate employment, whichever comes first. SERS, ARP and Hybrid members contribute 3% of compensation, TRS members 1.75% of compensation. I hereby authorize such deductions from my payroll check.

Select the Submit Enrollment button to send your final choices to the Benefits Department.

▼ Enrollment Summary

Your Pay Period Cost **\$0.00** Full Cost **\$0.00**

Status **Pending Review**

[Enrollment Preview Statement](#)

[Submit Enrollment](#)

Benefit Plans

Plan Name	Current	No Coverage	New	Waive	Status	Dependents	Pay Period Cost	Annual Cost	Action
Medical					Pending Review	0	\$0.00	\$0.00	Review
Dental					Pending Review	0	\$0.00	\$0.00	Review
Life					Pending Review	0	\$0.00	\$0.00	Review

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
<input type="checkbox"/>	Expanded Access Requires enrollment to Prescription Caremark Anthem Prescription		\$70.27	\$70.27
<input type="checkbox"/>	Primary Care Access Requires enrollment to Prescription Caremark Anthem Prescription		\$54.61	\$54.61
<input type="checkbox"/>	Quality First Select Access Requires enrollment to Prescription Caremark Anthem Prescription		\$42.94	\$42.94
<input type="checkbox"/>	Standard Access Requires enrollment to Prescription Caremark Anthem Prescription		\$59.32	\$59.32
<input checked="" type="checkbox"/>	Waive			\$0.00

[Overview of All Plans](#)

Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

Add/Update Dependent information - Click SAVE button.

[Cancel](#)

Add Individual Dependent/Beneficiary Information

* Indicates required field

Select Save after you have added your Dependent/Beneficiary's information.

Name

[Add Name](#)

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status

*Disabled

As of

As of

Address

Address	Address Type	Same Address as mine
85 5th Street Bridgeport, CT 06605	Home	Same as mine >

Social Security Number

No Social Security Number exists.

[Add Social Security Number](#)

Phone

No Phone exists.

[Add Phone](#)

Email

No Email exists.

[Add Email](#)

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.

Supporting documents are required for the changes made.
Select the Attachments link from Dependent/Beneficiary Info or use Benefits Attachment to attach the documents.

OK

Dependent and Beneficiary Information

Add Individual

Name	Relationship	Beneficiary	Dependent	Attachment
test test	Child	✓	✓	 Incomplete

Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

Dependent Attachment - Click Add Attachment button.

[Cancel](#)

Dependent Attachments

Event Value test test

▼ **Instructions**

Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click **Add Attachment**. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click **Add Note**.

▼ **Document List**

Document	Upload / Status	Approval / Status
Proof Document	Required Attachment Missing	Not Required

Add Document

No Document has been attached.

[Add Attachment](#) [Add Note](#)

Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

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

The screenshot displays the 'Dependent Attachments' section of the Fluid ebenefits New Hire Enrollment interface. The main window has a 'Cancel' button in the top left and the title 'Dependent Attachments' in the top right. Below the title, the 'Event Value' is 'test test'. A collapsed 'Instructions' section is visible, followed by a paragraph of text: 'Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click Add Attachment. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click Add Note.' Below this is another collapsed section titled 'Document List'. A table is displayed with the following content:

Document	Upload / Status	Approval / Status
Proof Document	Required Attachment Missing	Not Required

At the bottom left of the main window is the 'Add Document' section, which states 'No Document has been attached.' and contains two buttons: 'Add Attachment' and 'Add Note'. A 'File Attachment' dialog box is open in the foreground, featuring a 'Done' button in the top right. The dialog has a 'Choose From' section with a 'My Device' icon. Below this, a file named 'test (3).docx' with a file size of '306KB' is listed. A green progress bar at the bottom of the dialog indicates 'Upload Complete'.

Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

File attachment uploaded is successful and viewable.

Name	Relationship	Beneficiary	Dependent	Attachment
test test	Child	✓	✓	View

Fluid - ebenefits New Hire Enrollment

Employee Self-Service Page:

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

[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.

Dependents		Relationship
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/> Expanded Access ?	\$168.96		\$168.96
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.

Benefits Enrollment

Important: Your Enrollment is not complete until you click on the "Done" button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Quantum Health at 833.740.3258

Once your enrollment is submitted and approved, you will not be able to make any benefit changes until the next annual Open Enrollment period or if you have a qualified status change.

Authorize Elections:
I hereby apply for membership in the plan(s) above. I understand that if I am changing plans, my current coverage will be cancelled when my new coverage takes effect. I understand that the services will be available subject to the exclusions, limitations and conditions by the health plan.

I authorize any physician, hospital, insurer, or other organization or person having records, data or information concerning health history or medical insurance, including those related to HIV/AIDS information or psychiatric, drug or alcohol abuse for me or my family member(s), to furnish such records, data or information as may be requested by the organization providing the benefits under the health plan or its underwriting department or representatives involved in collecting information for use in connection with verification or confirmation of claims for benefits under the health benefit plan. A photocopy of this authorization shall be considered as effective and valid as the original.

I certify that all information on this form is correct to the best of my knowledge and belief and understand that providing false and/or incomplete information may result in rescission of coverage and/or nonpayment of claims for myself or my eligible dependent(s).

I understand by enrolling in health coverage I will be automatically enrolled in the Health Enhancement Program (HEP) and that the rates on the Enrollment Statement are based on my participation. If I do not want to participate in HEP, I will need to complete the opt out form on the Care Compass website located at <https://carecompass.ct.gov/forms/health-enhancement-program-opt-out/> and submit it to my agency Benefits Specialist for processing. If I choose not to participate in HEP, I understand that I will be responsible to pay an additional \$100 per month (\$46.16 biweekly), a \$350 per participant per year deductible (\$1,400 family maximum), and will be ineligible for reduced co-pays for certain prescriptions and office visits.

I hereby authorize the State Comptroller to make deductions, if applicable, from my payroll check for the medical and/or dental insurance indicated above.

I acknowledge my obligation to make Retiree Health Fund contributions for 10 years (if first hired before 7/1/17) or 15 years (if first hired after 7/1/17) or until I retire or terminate employment, whichever comes first. SERS, ARP and Hybrid members contribute 3% of compensation; TRS members 1.75% of compensation. I hereby authorize such deductions from my payroll check.

Select the Submit Enrollment button to send your final choices to the Benefits Department.

▼ Enrollment Summary

Your Pay Period Cost **\$188.96** Full Cost **\$188.96**

Status **Submitted** 11/17/2024 1:48PM

[Enrollment Review Statement](#)

[Submit Enrollment](#)

Medical

Benefit Plans

Medical	Dental	Life
Current: No Coverage New: Expanded Access Status: Changed 1 Dependents	Current: No Coverage New: Waive Status: Pending Review 0 Dependents	Current: No Coverage New: Waive Status: Pending Review

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 Beneficiaries	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

The screenshot displays the Employee Self Service homepage. On the left, a red-bordered dropdown menu titled "Employee Self Service" is open, listing the following options: Employee Self Service, Core-CT HRMS, Core-CT Help, Core-CT News, and My Reports. The main content area features a grid of seven tiles:

- Time**: Represented by a clock icon.
- Payroll**: Represented by a stack of money icon, with the text "Last Pay Date 09/06/2024" below it.
- Personal Details**: Represented by a person icon with a pencil.
- Benefit Details**: Represented by a person icon with three smaller icons (a gear, a person, and a plus sign) around it, with the text "Action Required" below it.
- Leave Management**: Represented by a folder icon.
- Open Enrollment**: Represented by a calendar icon with a plus sign and a checkmark, with the text "No Enrollment Available At This Time" below it.
- OPEB Start Date**: Represented by the date "11/02/2023" and the text "Date of first retiree health contribution" below it.

Fluid - Employee Self Service

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

The screenshot displays a dashboard with seven tiles for employee self-service:

- Time**: Icon of a clock and a document.
- Payroll**: Icon of a stack of money. Text: Last Pay Date **09/06/2024**.
- Personal Details**: Icon of a person and a pencil.
- Benefit Details**: Icon of a person surrounded by four circles containing a cross, a house, a dollar sign, and a pill. Text: **Action Required**. This tile is highlighted with a red border.
- Leave Management**: Icon of a folder with documents.
- Open Enrollment**: Icon of a grid with a cross, a house, a dollar sign, and a clock. Text: **No Enrollment Available At This Time**.
- OPEB Start Date**: Text: **11/02/2023**. Subtext: Date of first retiree health contribution.

Fluid - Employee Self Service

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

Benefit Details

The screenshot displays a user interface for 'Benefit Details'. It features several tiles: 'Benefits Summary' (document icon), 'Benefits Enrollment' (grid with icons), 'Dependent/Beneficiary' (group of people icon with '+', showing 3 Dependents and 3 Beneficiaries), and 'Life Events' (house with people icon, 'Start a Life Event' text). The 'Life Events' tile is highlighted with a red border.

Benefits Summary

Benefits Enrollment

Dependent/Beneficiary

3 Dependents
3 Beneficiaries

Life Events

Start a Life Event

Fluid - Employee Self Service

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

Life Events

Test, Test

Benefits Summary

Life Events


** Indicates required field*

Read the following instructions:

1. The Life Events page provides you with online access to review information and make changes consistent with the change in your situation. The Life Event must be entered within 31 days of your qualifying event to use this page. Otherwise, you will need to contact your Agency Benefits Specialist.
2. If you and your spouse are both State of Connecticut employees and you have at least one eligible dependent, you must contact your Agency Benefits Specialist for assistance in enrolling in or changes to the Family Less Employed Spouse (FLES) health options. FLES elections cannot be processed through self-service.
3. If you or your spouse have been granted permanent or temporary guardianship of a child under age 18, you must contact your Agency Benefits Specialist for assistance enrolling the dependent. Guardians cannot be enrolled through Self-Service.
4. Before proceeding, please make sure the following documents are available. If you are adding dependents, you need to provide the long form birth certificate for children, adoption decree for adopted children and a marriage certificate for a spouse. If you are enrolling yourself and/or dependents due to a loss of coverage from another source, you need to provide proof of the loss of coverage such as a COBRA notice or employer letter including names and coverage lost. If you are dropping your spouse and step children due to a divorce/legal separation, you need to provide a copy of the divorce decree or documentation from the court. Social Security Numbers are requested for all dependents.
5. Please select the event from the list below. If your event is not listed, contact your Agency Benefits Specialist.

Employee

- Birth/Adoption (Add Children)
- Marriage (Add Spouse/Children)
- Divorce/Legal Separation (Drop Spouse/Children)
- Loss of Dependent Coverage
- Loss of Coverage (Add Self/Spouse/Children)

*As Of 

Start Life Event

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.

Birth Event

Qualifying Period 10/7/2024-11/7/2024

[Return to Search](#) [Cancel](#) [Next >](#)

<p>★ Welcome to the Birth/Adoption (Add Children) Event</p> <p>✔ Complete</p>	<h4>Welcome to the Birth/Adoption (Add Children) Event</h4> <p>Test, Test</p> <p>This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices.</p> <p>This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.</p>
<p>Benefits Summary</p> <p><input type="radio"/> Not Started</p>	
<p>Dependent/Beneficiary Info</p> <p><input type="radio"/> Not Started</p>	
<p>Benefit Enrollment</p> <p><input type="radio"/> Not Started</p>	
<p>Document Upload</p> <p><input type="radio"/> Not Started</p>	
<p>Summary</p> <p><input type="radio"/> Not Started</p>	

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.

Birth Event
Qualifying Period 10/7/2024-11/7/2024

Return to Search | Cancel | < Previous | **Next >**

★ Welcome to the Birth/Adoption (Add Children) Event
● Complete

Benefits Summary
● Visited

Dependent/Beneficiary Info
 Not Started

Benefit Enrollment
 Not Started

Document Upload
 Not Started

Summary
 Not Started

Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.
My Benefits on 10/07/2024

Benefit Plans

Medical	Dental	Prescription
Plan: Expanded Access Coverage: Employee + One Dependent 1 Dependents	Plan: Total Care DHMO Coverage: Employee + One Dependent 1 Dependents	Plan: Caremark Anthem Prescription Coverage: Employee + One Dependent 1 Dependents

HEP/Non-HEP Standard Plan

Plan: Anthem POS HEP Plan
Coverage: Employee + One Dependent
1 Dependents

Life

Coverage: Waived

Contact Information

Phone: 833/740-3258
Address: Quantum Health Benefits

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.

Birth Event

Qualifying Period 10/7/2024-11/7/2024

[Return to Search](#)

- ★ Welcome to the Birth/Adoption (Add Children) Event
● Complete
- Benefits Summary
● Visited
- Dependent/Beneficiary Info**
● Visited
- Benefit Enrollment
○ Not Started
- Document Upload
○ Not Started
- Summary
○ Not Started

Dependent/Beneficiary Info

Name	Relationship	Beneficiary	Dependent	
Test, Test	Spouse	✓	✓	<input type="button" value=">"/>
Test, Test	Child	✓	✓	<input type="button" value=">"/>
Test, Test	Child	✓	✓	<input type="button" value=">"/>

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.

Birth Event

Qualifying Period 10/7/2024-11/7/2024

Return to Search

<p>★ Welcome to the Birth/Adoption (Add Children) Event</p> <p>✔ Complete</p>	<p>Benefit Enrollment</p> <p>The health benefit options available to you are based on the Life Event information you entered. Click on the 'Start My Enrollment' push button to begin.</p> <p><input type="button" value="Start My Enrollment"/></p>
<p>Benefits Summary</p> <p>● Visited</p>	
<p>Dependent/Beneficiary Info</p> <p>● Visited</p>	
<p>Benefit Enrollment</p> <p>● Visited</p>	
<p>Document Upload</p> <p>○ Not Started</p>	
<p>Summary</p> <p>○ Not Started</p>	

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.

Benefit Enrollment Next >

* Indicates required field

The Enrollment Summary will display which benefit options are open for edit. Click Review button to begin your enrollment.

Important: Your Enrollment is not complete until you click on the "Done" button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Quantum Health at 833.740.3258

Once your enrollment is submitted and approved, you will not be able to make any benefit changes until the next annual Open Enrollment period or if you have a qualified status change.

Enrollment Summary

Your Pay Period Cost **\$0.00**

Status **Submitted** 11/05/2024 2:37PM

[Enrollment Preview Statement](#)

Submit Enrollment

Benefit Plans

Medical

Current Waive
New Waive
Status **Pending Review**
0 Dependents

Pay Period Cost **\$0.00**
Annual Cost **\$0.00** **Review**

Dental

Current Waive
New Waive
Status **Pend**
0 Dependents

Pay Period Cost **\$0.00**
Annual Cost **\$0.00** **Review**

Pay Period Cost **\$0.00**
Annual Cost **\$0.00**

I authorize Elections:
I hereby apply for membership in the plan(s) above, I understand that if I am changing plans, my current coverage will be cancelled when my new coverage takes effect. I understand that the services will be available subject to the exclusions, limitations and conditions by the health plan.

I authorize any physician, hospital, insurer, or other organization or person having records, data or information concerning health history or medical insurance, including those related to HIV/AIDS information or psychiatric, drug or alcohol abuse for me or my family member(s), to furnish such records, data or information as may be requested by the organization providing the benefits under the health plan or its underwriting department or representatives involved in collecting information for use in connection with verification or confirmation of claims for benefits under the health benefit plan. A photocopy of this authorization shall be considered as effective and valid as the original.

I certify that all information on this form is correct to the best of my knowledge and belief and understand that providing false and/or incomplete information may result in rescission of coverage and/or nonpayment of claims for myself or my eligible dependent(s).

I understand by enrolling in health coverage I will be automatically enrolled in the Health Enhancement Program (HEP) and that the rates on the Enrollment Statement are based on my participation. If I do not want to participate in HEP, I will need to complete the opt out form on the Care Compass website located at <https://carecompass.ct.gov/forms/health-enhancement-program-opt-out/> and submit it to my agency Benefits Specialist for processing. If I choose not to participate in HEP, I understand that I will be responsible to pay an additional \$100 per month (\$46.16 biweekly), a \$350 per participant per year deductible (\$1,400 family maximum), and will be ineligible for reduced co-pays for certain prescriptions and office visits.

I hereby authorize the State Comptroller to make deductions, if applicable, from my payroll check for the medical and/or dental insurance indicated above.

I acknowledge my obligation to make Retiree Health Fund contributions for 10 years (if first hired before 7/1/17) or 15 years (if first hired after 7/1/17) or until I retire or terminate employment, whichever comes first. SERS, ARP and Hybrid members contribute 3% of compensation, TRS members 1.75% of compensation. I hereby authorize such deductions from my payroll check.

Select the Submit Enrollment button to send your final choices to the Benefits Department.

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.

Birth Event
Qualifying Period 10/7/2024-11/7/2024

Return to Search Cancel < Previous **Next >** Save

Welcome to the Birth/Adoption (Add Children) Event
Complete

Benefits Summary
Visited

Dependent/Beneficiary Info
Visited

Benefit Enrollment
Visited

Document Upload
Visited

Summary
Not Started

Document Upload

Event Value Birth

Instructions
Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click Add Attachment. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click Add Note.

Document List

Document	Upload / Status	Approval / Status
Adoption Certificate	Required Attachment Missing	Not Required
Birth Certificate	Required Attachment Missing	Not Required

Add Document

*Document Type Birth Certificate

No Document has been attached.

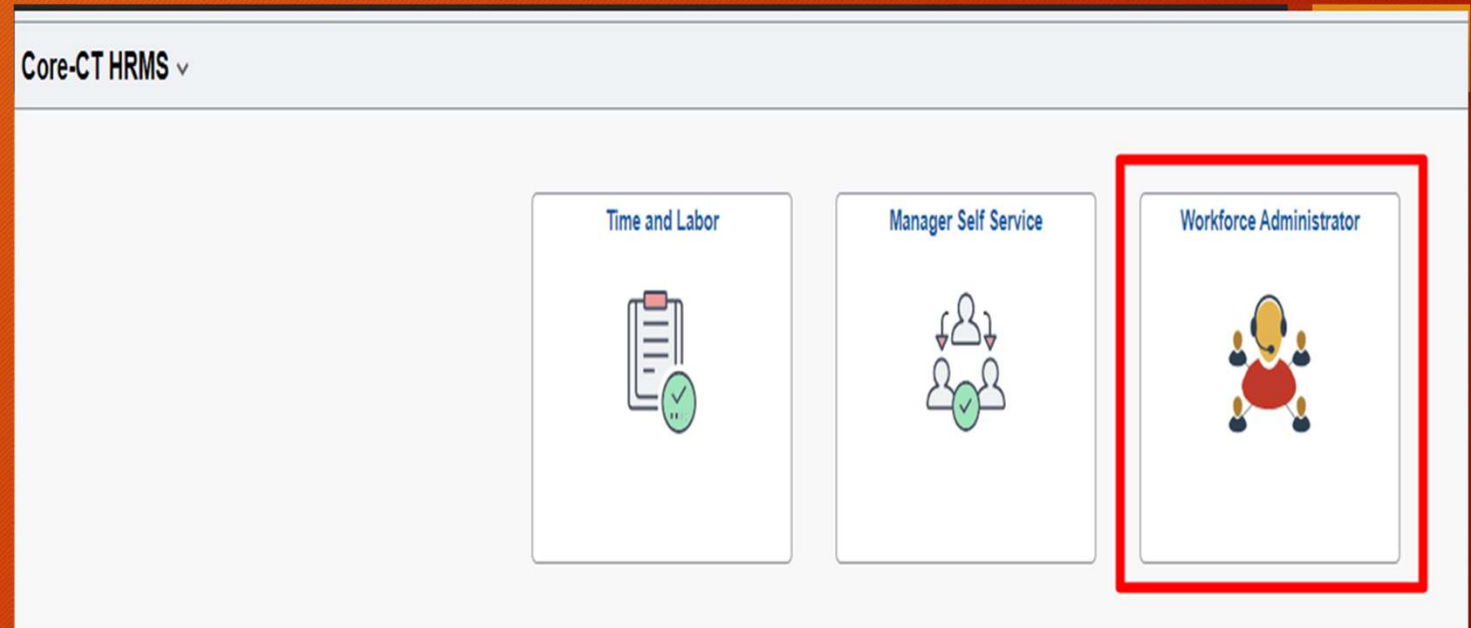
Add Attachment Add Note

View Document

View All Yes

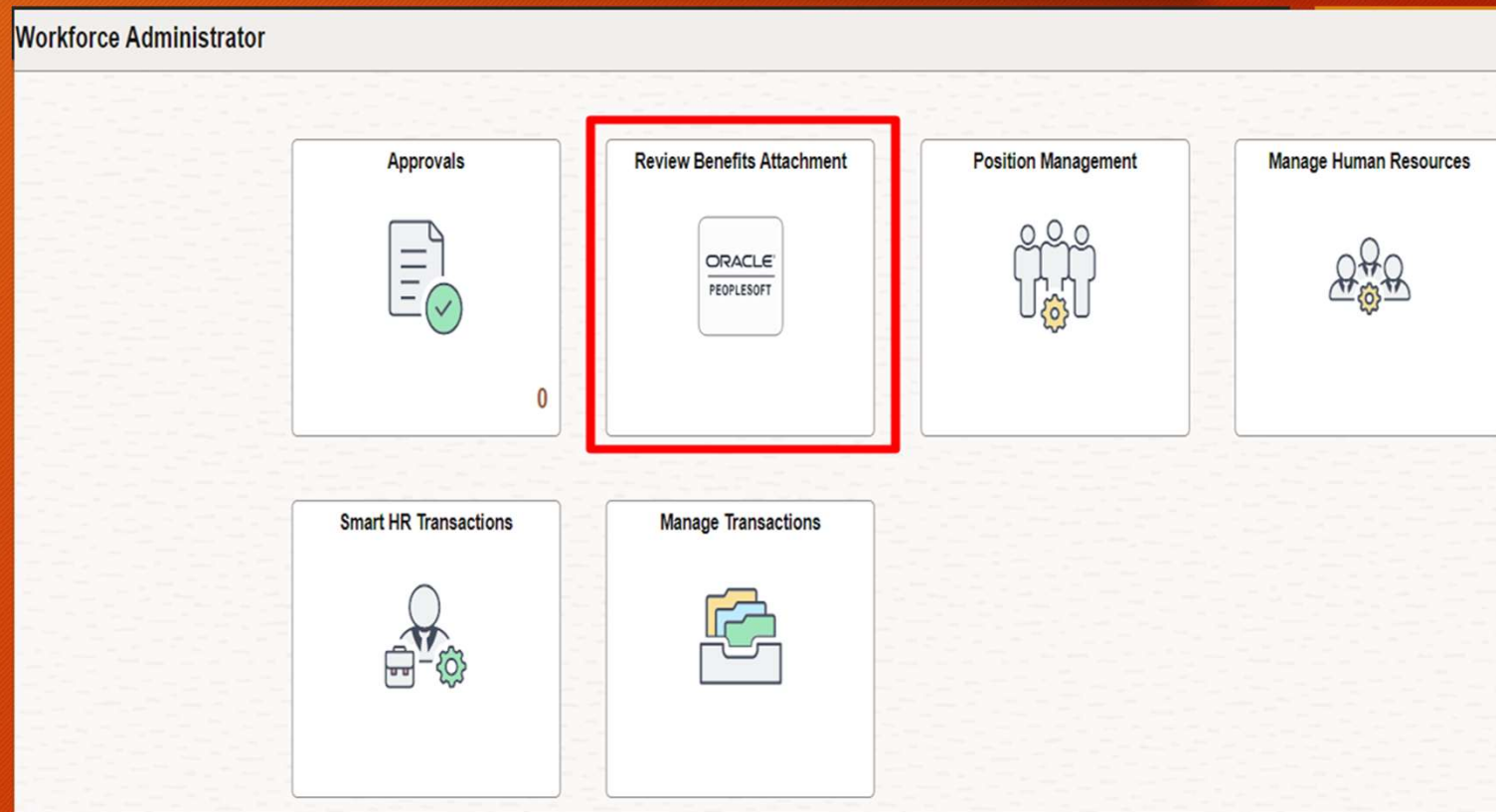
Fluid - ESS DOCUMENT UPLOAD - BENEFITS AGENCY SPECIALIST

- 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.

Review Benefits Attachment

Search Options

Empl ID (begins with)

Empl Record =

Name (begins with)

Last Name (begins with)

Business Unit (begins with)

Department Set ID =

Department =


Select Employees

3 rows

Job Title	Benefit Record Number	Last Name	Business Unit
Student Research Trainee Department UOC01024	0		UNIVS
Student Athl Fac/Prog Trainee Department UOC01024	1		UNIVS
Financial Assistant 1	2		UNIVS

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.


Employee Self Service ▾

Payroll




Last Pay Date **07/26/2024**

Personal Details




Benefit Details



Action Required

Open Enrollment



Open Enrollment is live now. If you would like to make a change to your medical or dental benefits click here. All changes must be completed by 10/31/2024.

Countdown to Open Enrollment Deadline: Days HH MM SS
17 02:20:43

OPEB Start Date

Date of first retiree health contribution

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

Enrollment Period 5/1/2024 - 10/31/2024

Return to Search Cancel Button Mark Complete **Next >**

Welcome ● Visited	Welcome <p>This page provides you with online access to review and make changes to your medical and dental benefits. Your benefit election changes must be entered by May XX, 2024.</p> <p>Required Dependent Information/Documentation:</p> <ul style="list-style-type: none">- Social Security numbers are necessary for all enrolled dependents.- If you are enrolling dependent(s) children/stepchildren, you must provide the long form of their birth certificate.- If you are enrolling a spouse, you must provide a marriage certificate.- If you are enrolling an adopted child(ren) you must provide an adoption decree only if you do not have an updated long-form birth certificate. <p>Self Service is not available for the following circumstances and you must contact your Agency Benefits Specialist if:</p> <ul style="list-style-type: none">- Enrolling or Changing FLES benefit options. You and your spouse are both State of Connecticut employees and you have at least one eligible dependent, you may be eligible for a discounted premium deduction referred to as Family Less Employed Spouse (FLES).- You or your spouse are a guardian to a dependent under the age of 18 that you want to enroll in health coverage.- You have already submitted an Open Enrollment election and you wish to make an additional change before the open enrollment period ends.
Benefits Attachment ○ Not Started	
Add a Dependent/Beneficiary Info ○ Not Started	
Benefits Summary ○ Not Started	
Benefits Enrollment ○ Not Started	
Summary ○ Not Started	

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

Enrollment Period 5/1/2024 - 10/31/2024

[Next >](#)

Welcome <input checked="" type="radio"/> Visited	UCSpecPayroll
Benefits Attachment <input checked="" type="radio"/> Visited	Benefits Attachment No document has been uploaded.
Add a Dependent/Beneficiary Info <input type="radio"/> Not Started	
Benefits Summary <input type="radio"/> Not Started	
Benefits Enrollment <input type="radio"/> Not Started	
Summary <input type="radio"/> Not Started	

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.

The screenshot displays a web application interface for 'Benefits Enrollment'. At the top, there is a navigation bar with an 'Exit' button on the left and a 'Next >' button on the right. Below the navigation bar, the main heading is 'Benefits Enrollment', followed by a sub-heading 'Enrollment Period 5/1/2024 - 10/31/2024'. The interface is divided into two main sections. On the left, there is a vertical list of steps: 'Welcome' (Visited), 'Benefits Attachment' (Visited), 'Add a Dependent/Beneficiary Info' (Visited and highlighted with a green border), 'Benefits Summary' (Not Started), 'Benefits Enrollment' (Not Started), and 'Summary' (Not Started). On the right, the section is titled 'Add a Dependent/Beneficiary Info' and contains the text 'No data exists' and a blue button labeled 'Add Individual'.

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

Enrollment Period 5/1/2024 - 10/31/2024

Return to Search | Cancel Button | Mark Complete | < Previous | Next >

Welcome Visited

Benefits Attachment Visited

Add a Dependent/Beneficiary Info Visited

Benefits Summary Visited

Benefits Enrollment Not Started

Summary Not Started

Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 10/14/2024 Refresh

Benefit Plans

Medical

Plan Expanded Access
Coverage Employee Only
0 Dependents

Review

Prescription

Plan Caremark Anthem Prescription
Coverage Employee Only
0 Dependents

Review

Dental

Plan Basic Dental
Coverage Employee Only
0 Dependents

Review

HEP/Non-HEP Standard Plan

Plan HEP Not Applicable Plan
Coverage Employee Only
0 Dependents

Life

Coverage Waived

Contact Information

Phone
833/740-3258

Address
Quantum Health Benefits

Benefits Enrollment - Benefits Enrollment

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

[X Exit](#)

Benefits Enrollment

📅 Enrollment Period 5/1/2024 - 10/31/2024
Barri Marks

[Return to Search](#) [Cancel Button](#) [Mark Co](#)

Welcome ● Visited	
Benefits Attachment ● Visited	Click the NEXT button to go to next Step are open for edit. Click Review button to begin your enrollment. * Indicates required field
Add a Dependent/Beneficiary Info ● Visited	complete until you click on the "Done" button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your current Program (HEP) or your current HEP Status, contact Quantum Health at 833.740.3258
Benefits Summary ● Visited	Once your enrollment is submitted and approved, you will not be able to make any benefit changes until the next annual Open Enrollment period or if you have a qualified status change.
Benefits Enrollment ● Visited	Authorize Elections: I hereby apply for membership in the plan(s) above, I understand that if I am changing plans, my current coverage will be cancelled when my new coverage takes effect. I understand that the services will be available subject to the exclusions, limitations and conditions by the health plan. I authorize any physician, hospital, insurer, or other organization or person having records, data or information concerning health history or medical insurance, including those related to HIV/AIDS information or psychiatric, drug or alcohol abuse for me or my family member(s), to furnish such records, data or information as may be requested by the organization providing the benefits under the health plan or its underwriting department or representatives involved in collecting information for use in connection with verification or confirmation of claims for benefits under the health benefit plan. A photocopy of this authorization shall be considered as effective and valid as the original.
Summary ○ Not Started	I certify that all information on this form is correct to the best of my knowledge and belief and understand that providing false and/or incomplete information may result in rescission of coverage and/or nonpayment of claims for myself or my eligible dependent(s). I understand by enrolling in health coverage I will be automatically enrolled in the Health Enhancement Program (HEP) and that the rates on the Enrollment Statement are based on my participation. If I do not want to participate in HEP, I will need to complete the opt out form on the Care Compass website located at https://carecompass.ct.gov/forms/health-enhancement-program-opt-out/ and submit it to my agency Benefits Specialist for processing. If I choose not to participate in HEP, I understand that I will be responsible to pay an additional \$100 per month (\$46.16 biweekly), a \$350 per participant per year deductible (\$1,400 family maximum), and will be ineligible for reduced co-pays for certain prescriptions and office visits. I hereby authorize the State Comptroller to make deductions, if applicable, from my payroll check for the medical and/or dental insurance indicated above. I acknowledge my obligation to make Retiree Health Fund contributions for 10 years (if first hired before 7/1/17) or 15 years (if first hired after 7/1/17) or until I retire or terminate employment, whichever comes first. SERS, ARP and Hybrid members contribute 3% of compensation; TRS members 1.75% of compensation. I hereby authorize such deductions from my payroll check. Select the Submit Enrollment button to send your final choices to the Benefits Department.

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

Enrollment Period 5/1/2024 - 10/31/2024

Return to Search Cancel Button Mark Complete < Previous Next >

Welcome Visited

Benefits Attachment Visited

Add a Dependent/Beneficiary Info Visited

Benefits Summary Visited

Benefits Enrollment Visited

Summary Complete

and/or nonpayment of claims for myself or my eligible dependent(s).

I understand by enrolling in health coverage I will be automatically enrolled in the Health Enhancement Program (HEP) and that the rates on the Enrollment Statement are based on my participation. If I do not want to participate in HEP, I will need to complete the opt out form on the Care Compass website located at <https://carecompass.ct.gov/forms/health-enhancement-program-opt-out/> and submit it to my agency Benefits Specialist for processing. If I choose not to participate in HEP, I understand that I will be responsible to pay an additional \$100 per month (\$46.16 biweekly), a \$350 per participant per year deductible (\$1,400 family maximum), and will be ineligible for reduced co-pays for certain prescriptions and office visits.

I hereby authorize the State Comptroller to make deductions, if applicable, from my payroll check for the medical and/or dental insurance indicated above.

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Select the Submit Enrollment button to send your final choices to the Benefits Department.

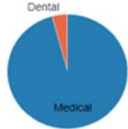
Enrollment Summary

Your Pay Period Cost **\$537.98** Full Cost **\$537.98**

Status **Pending Review**

Enrollment Preview Statement

Submit Enrollment



Benefit Plans

Medical	Dental	Life
Current Expanded Access New Expanded Access Status Pending Review 0 Dependents	Current Basic Dental New Basic Dental Status Pending Review 0 Dependents	Current Waive New Waive Status Not Available
Pay Period Cost \$430.23 Annual Cost \$11,185.98	Pay Period Cost \$18.84 Annual Cost \$489.84	Pay Period Cost \$0.00 Annual Cost \$0.00
Review	Review	

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.

Benefits Enrollment

Enrollment Period 5/1/2024 - 10/31/2024

[Return to Search](#) [Cancel Button](#) [Mark Complete](#)

Welcome Visited

Benefits Attachment Visited

Add a Dependent/Beneficiary Info Visited

Benefits Summary Visited

Benefits Enrollment Visited

Summary Visited

Summary

If you have submitted your enrollment, review your elections on the Benefits Statements step and keep a copy of your elections as a record. If you have not completed your elections, go to the Benefits Enrollment step and select the Submit Enrollment button.

You can return to this event before 11:59PM PST, 10/31/2024 by selecting the Open Enrollment tile on Employee Self Service. Once the open enrollment period ends, your elections will be validated and finalized. If you do not submit your elections, your enrollment will be based on the default options. Contact your benefits administrator if you have further question.

Steps

Step	Status	Go to Step
Welcome	Visited	Go to Step
Benefits Attachment	Visited	Go to Step
Add a Dependent/Beneficiary Info	Visited	Go to Step
Benefits Summary	Visited	Go to Step
Benefits Enrollment	Visited	Go to Step

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

Manage Job

Search Existing

My Saved Searches

Empl ID begins with Empl Record =
 Name begins with Last Name begins with
 Business Unit begins with AGNCY Q
 Department begins with Q
 Location Code begins with Q
 Job Code begins with 0088AR Q
 HR Status begins with

Include History

Basic Search

Search Results

Business Unit: AGNCY [+1 more](#) | [Details](#)

Empl ID	Empl Record	First Name	Last Name	Middle Name	HR Status	Department	Job Code	Company
					Active		0088AR	CT
					Active		0088AR	CT
					Active		0088AR	CT

3 rows

Manage/Create Position

Manage Position [Add New](#)

Business Unit is required to search for Department.

My Saved Searches

Position Number begins with
 Description begins with
 Position Status begins with
 Business Unit begins with AGNCY Q
 Department begins with Q
 Job Code begins with 0088AR Q
 Reports To Position Number begins with
 Status as of Effective Date begins with
 Limit to JobCode Update Impact begins with

Include History Correct History

Basic Search

Search Results

Business Unit: AGNCY [+1 more](#) | [Details](#)

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number	Status as of Effective Date
00138516	Staff Attorney 2	Approved	AGNCY		0088AR		Active
00140822	Staff Attorney 2	Approved	AGNCY		0088AR		Active
00143561	Staff Attorney 2	Approved	AGNCY		0088AR		Active
00144672	Staff Attorney 2	Proposed	AGNCY		0088AR		Active

4 rows

Personal Data - Addresses

Addresses		
Address Type	Effective Date	Address
Home	10/30/2024	

- 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.

The screenshot shows a mobile application interface for editing an address. The form is titled "Edit Address" and has "Cancel" and "Done" buttons at the top. The "Address Type" is set to "Home". The "Effective Date" is "10/30/2024" with a calendar icon. The "Country" is "USA" with a magnifying glass icon. The "Status" is "Active" with a dropdown arrow. The "Address Detail" section includes three address lines: "Address 1" (1 Lazy Lane), "Address 2", and "Address 3". The "City" is "Southington". The "State" is "Connecticut" with a magnifying glass icon, and this field is highlighted in yellow. The "Postal" is "06489" and the "County" is empty.

Field	Value
Address Type	Home
*Effective Date	10/30/2024
Country	USA
*Status	Active
Address 1	1 Lazy Lane
Address 2	
Address 3	
City	Southington
State	Connecticut
Postal	06489
County	

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.

The screenshot displays a 'Modify Person' interface for John Doe (625873). The main view shows a table of addresses with columns for Address Type, Effective Date, and Address. A yellow arrow icon is visible on the right side of the 'Mailing' address entry.

Address Type	Effective Date	Address
Home CURRENT	10/30/2024	1 Lazy Lane Southington, CT 06489
Mailing CURRENT	10/30/2024	P.O. Box 1211 Southington, CT 06489

An 'Edit Address' pop-up window is open, showing details for the selected 'Mailing' address:

- Address Type: Mailing
- Effective Date: 10/30/2024
- Country: USA
- Status: Inactive
- Address 1: P.O. Box 1211
- Address 2:
- Address 3:
- City: Southington
- State: Connecticut
- Postal: 06489
- County:

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

Add Employee Relationship
John Doe

1 Job Data 2 Summary

Return to Search | Next >

Job Information

Work Location

Job Information

*Job Code: 2345FM
TranspMnr2

Job Entry Date: 10/30/2024

Supervisor Level: []
Supervisor ID: []

Reports To: []
Reports To Manager: []

*Regular/Temporary: Regular
*Full/Part: Full-Time

Empl Class: FPrdInCls
*Benefit Program Date: Hired On/After 7/1/2017

*Regular Shift: N/A
Shift Rate: []

Classified Ind: Classified/Non-Competitive
Shift Factor: []

Standard Hours

Standard Hours: 40.00
Work Period: Weekly 52.2

FTE: 1.000000
Adds to FTE Actual Count? Yes [] No []

Encumbrance Override: No []

Contract Number

Contract Number: [] Assign New
Contract Type: []

> USA

Standard Hours

Standard Hours: 40.00
Work Period: Weekly 52.2

FTE: 1.000000
Adds to FTE Actual Count? Yes [] No []

Encumbrance Override: No []

Contract Number

Contract Number: [] Assign New
Contract Type: []

> USA

*Overtime: Nonexempt
Work Day Hours: []

*EEO Class: None of the Above
FLSA Period in Days: 07-40

Additional Job Info

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

The screenshot displays the 'Add Employee Relationship' form for 'John Doe'. At the top, there are two tabs: 'Job Data' (marked with a green circle and the number 1) and 'Summary' (marked with a grey circle and the number 2). Below the tabs, the form is organized into sections. The 'Additional Job Info' section is expanded, showing the following fields: 'Effective Date' (10/30/2024), 'Effective Sequence' (0), 'Permanent Job Code' (input field), 'Permanent PCN' (input field), 'SDE Rank' (input field), and 'Certification List Number' (input field). A sidebar on the left contains navigation icons for 'Work Location', 'Job Information', 'Additional Job Info', and 'Labor Information'.

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.

Promotion - Promotion By Reclassification

David Panther
- 0 - Employee
DSCaseMgr

[Return to Search](#) [< Previous](#) [Next >](#)

Work Location	Job Information	Related Information
<input checked="" type="radio"/> Visited	Job Information Effective Date: 11/01/2024 Effective Sequence: 0 *Job Code: <input type="text" value="0088AR"/> <input type="button" value="Q"/> Supervisor Level: <input type="text"/> <input type="button" value="Q"/> Reports To: <input type="text"/> <input type="button" value="Q"/> *Regular/Temporary: <input type="text" value="Regular"/> <input type="button" value="Q"/> Empl Class: <input type="text" value="PrPrdInCls"/> <input type="button" value="Q"/> *Regular Shift: <input type="text" value="N/A"/> <input type="button" value="Q"/> *Classified Ind: <input type="text" value="Classified/Non-Examined"/> <input type="button" value="Q"/> Standard Hours Standard Hours: <input type="text" value="40.00"/> FTE: <input type="text" value="1.000000"/> Encumbrance Override: <input type="checkbox"/> No Contract Number Contract Number: <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Assign New"/> > USA	Related Information Job Entry Date: 11/01/2024 <input type="button" value="Q"/> Supervisor ID: <input type="text"/> <input type="button" value="Q"/> *Full/Part: <input type="text" value="Full-Time"/> <input type="button" value="Q"/> *Benefit Program Date: <input type="text" value="Hired On/After 7/1/2017"/> <input type="button" value="Q"/> Shift Rate: <input type="text"/> Shift Factor: <input type="text"/> Work Period: <input type="text" value="Weekly 52.2"/> <input type="button" value="Q"/> Adds to FTE Actual Count?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reference Links Time Report Data View Job Details

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.”

Salary and Compensation

Salary Plan

Salary Admin Plan: VR (UNIVS Variable Rate)

Grade: 000

Variable Rate: [input field]

Step: [input field]

Includes Wage Progression Rule: No

Grade Entry Date: 10/30/2024

Step Entry Date: [input field]

Compensation

Compensation Rate: 0.000000

*Frequency: Biweekly 26.1

Comparative Information

Change Amount: 0.000000

Change Percent: 0.000

Frequency: Biweekly 26.1

Comparison Ratio: [input field]

Default Pay Components

Salary and Compensation

Salary Plan

Salary Admin Plan: FM (NP-2 40 Hour)

Grade: 010

FM NP-2 40 Hour 010

Step: 1

Includes Wage Progression Rule: No

Grade Entry Date: 10/30/2024

Step Entry Date: 10/30/2024

Compensation

Compensation Rate: 0.000000

*Frequency: State of CT Hourly

Comparative Information

Change Amount: 0.000000

Change Percent: 0.000

Frequency: State of CT Hourly

Comparison Ratio: [input field]

Default Pay Components

Pay Components

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.

Add Employee Relationship
John Doe

1 Job Data 2 Summary

Step [] Step Entry Date []

Includes Wage Progression Rule No

Compensation
Compensation Rate 0.000000 [] *Frequency Biweekly 26.1 []

Comparative Information
Change Amount 0.000000 [] Frequency Biweekly 26.1 []
Change Percent 0.000 Comparison Ratio []

Default Pay Components []

Pay Components
No Pay Components exists
Add Pay Component []

Calculate Compensation []

Employment Data

Comparative Information
Change Amount 0.000000 [] Frequency Biweekly 26.1 []
Change Percent 0.000 Comparison Ratio []

Default Pay Components []

Pay Components

Amount	Controls	Changes	Conversion	Show All
*Rate Code []	Seq []	Compensation Rate []	Currency []	Frequency []
CTBASE []	0 []	[] []	USD []	BCT []

Calculate Compensation []

Employment Data

Job Data - Notepads

Job Actions Summary
John Doe

[Create Job Action](#)

Job Actions Summary
To view and update all job rows, access this page in Correct History mode (select access modes on the Search page)

Effective Date / Sequence	HR / Payroll Job Indicator	Status / Action / Reason	Job Code	Position	Business Unit	Department	Location	Employee Classification	Standard Hours	FTE	Full/Part Time	Actions
10/30/2024	Active	Hire	9958VR	00068880	UNIVS	UHC72000	UHC092300	PP				Actions
0	Active	Employ	UHC UniversityHealthProf	UHC UniversityHealthProf	Colleges and Universities	UHC	UConn Health Center - 300	Permanent	1.00	1.000000	Full-Time	Notes

Job Data Notepad

> Instructions

Selection Criteria

*Empl ID John Doe

*Empl Record

*Effective Date

*Effective Sequence

Notes From Through

There are no existing notes for the specified selection criteria.


- 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

Job Actions Summary

Job Actions Summary

To view and update all job rows, access this page in Correct History mode (select access modes on the Search page)



Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Job Code	Position	Business Unit
06/28/2024	Active	Pay Rate Change			AGNCY
0	Active Primary Job	Individual Managerial COLA			Executive Branch Agency Default

Job Actions Summary




John Doe

Create Job Action

Job Actions Summary

To view and update all job rows, access this page in Correct History mode (select access modes on the Search page)

1 row

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Job Code	Position	Business Unit	Department	Location	Employee Classification	Standard Hours	FTE	Full/Part Time	Actions
10/30/2024	Active	Hire						PP	1.00	1.000000	Full-Time	
0	Active Primary Job	Employ						Permanent				 

- 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” before 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.

The image displays two screenshots of the 'Add Employee Relationship' form for 'John Doe'. The top screenshot shows the 'Job Data' tab with the following fields: 'Job Code' (E/PrncSvWd), 'Supervisor Level' (ProbPrncSv), 'Reports To' (ProbPrncAg), 'Regular/Temporary' (Regular), 'Empl Class' (Permanent), 'Regular Shift' (N/A), and 'Classified Ind' (Classified/Non-Competitive). The bottom screenshot shows the same form with 'Job Code' (E/PrncOpCn), 'Supervisor Level' (ProbPrncSv), 'Reports To' (ProbPrncAg), 'Regular/Temporary' (Regular), 'Empl Class' (N/A), 'Regular Shift' (N/A), and 'Classified Ind' (Classified/Non-Competitive). Both screenshots show the 'Job Entry Date' as 10/30/2024 and 'Reports to Manager' as Full-Time.

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.”

View Position

Position Number
Headcount Status Filled
Current Head Count 1 of 1

Work Location

Reg Region USA USA Regulatory Region
Department Dept of Revenue Services
Location Corrections Unit
Reports To [View Current Incumbents](#)
Supervisor Lvl

Salary Plan Information

Pay Plan
Salary Admin Plan AR
Standard Hours 40.00
Work Period WCT Wkly 52.2

> USA

Refill Indicator Manual
Originator of Change Yes

> Specific Information

> Education and Government

> Budget and Incumbents

> Summary of Changes

> Attachments

> 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	AGENCY	DAS23000	6164MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain
06/14/2024	0	Fiscal Year Position Load	AGENCY	DAS23000	0912MP	DAS064015	Approved	Approved	Active	Approval Chain
02/29/2024	0	Mass Refill Indicator Update	AGENCY	DAS23000	0912MP	DAS064015	Approved	Approved	Active	Approval Chain
07/28/2023	3	Establish	AGENCY	DAS23000	0912MP	DAS064015	Approved	Approved	Active	Approval Chain
07/28/2023	2	Establish	AGENCY	DAS23000	0912MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain
07/28/2023	1	Establish	AGENCY	DAS23000	0912MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain
07/28/2023	0	Establish	AGENCY	DAS23000	0912MP	DAS064015	In Approval Process	Proposed	Active	Approval Chain

Add/Update Position Info

Position Approval

Position Number: 00139937
Headcount Status: Filled Current Head Count: 1 out of 1

Find | View All First 1 of 1 Last

Effective Date	Effective Sequence	Status	Overall Budget Cap
07/28/2023	3	Active	

Approval Actions

Action: Approve Status: Approved Instance#: 259745 Approvers: Agency, DAS, and OPM

Comment

Agency is requesting to establish one HR Specialist position.

HR Contact:
Approved: OPM, 8/1/23
08/14/23 (OPM) Approve
OPM approved 8/14/23

Approval Chain

Create Position

~ New Position Pending

PositionApprovalAll

- Approved**
Renata Freeman
CT Agency Personnel Admstrtr
10/02/24 9:57 AM
- Pending**
Multiple Approvers
CT Agency Budget Specialist
- Not Routed**
Multiple Approvers
CT DAS Position Analyst
- Not Routed**
Julia Donaldson
CT OPM Budget Analyst
- Not Routed**
Julia Donaldson
CT OPM Sr. Budget Analyst
- Not Routed**
Julia Donaldson
CT OPM Section Director
- Not Routed**
Multiple Approvers
CT OPM Budget Director

~ Comments

Renata Freeman at 10/02/24 - 9:57 AM
Approve new position. - RF

- 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

Employee Self Service ▾

Employee Self Service

Core-CT Financials

Core-CT HRMS

Core-CT Help

Core-CT News



Employee Self Service ▾

< 1 of 7 > ⋮

Time



Payroll



Last Pay Date **10/18/2024**

Personal Details



Benefit Details



Leave Management



Open Enrollment

No Enrollment Available At This Time

OPEB Start Date

03/22/2012

Date of first retiree health contribution

Time & Labor - Timesheets

Three versions of the Timesheet:

- Enter Time
- Weekly Time
- Report Time

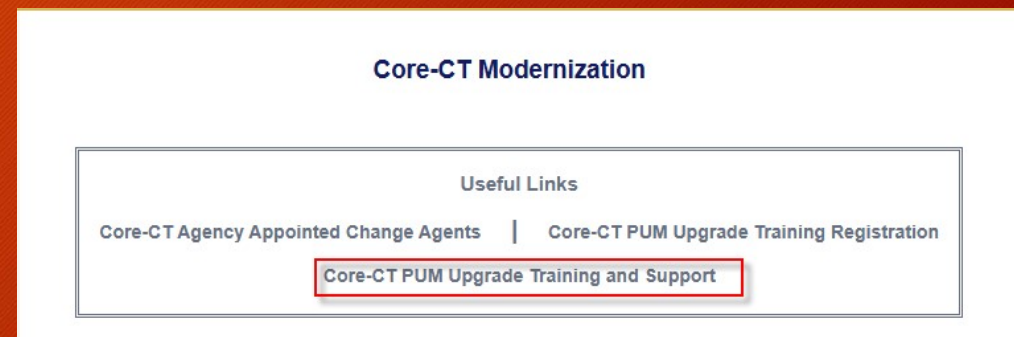
The screenshot displays a dashboard titled "Time" with several functional tiles. Three tiles are highlighted with red boxes: "Enter Time" (11/01/24 - 11/14/24) showing 0.00 Reported and 80.00 Scheduled; "Weekly Time" (11/01/24 - 11/07/24) showing 0.00 Reported and 40.00 Scheduled; and "Report Time". A blue box highlights the "Leave / Comp Time" tile. Other tiles include "Time Summary" (No Time Reported), "Setup Quick-Fill", "Weekly Time Summary", and "Payable Time" (Last Time Period: 10/18/24 - 10/31/24, Total Hours: 0 Hours).

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



The screenshot shows the Core-CT website homepage. The header includes the State of Connecticut logo, Governor Ned Lamont's name, and a search bar. The main navigation bar contains links for Home, About Us, Help, and Contact. A sidebar on the left lists various services: LOGIN, SELF-SERVICE, HRMS, FINANCIALS, EPM, SECURITY, TRAINING, CORE-CT MAIL, CATALOG OF REPORTS, STARS, and MODERNIZATION (highlighted with a red box). The main content area features a 'CORE-CT MAIL' section with a list of links: EPM Hot Topics, Financials Mail, Financials Security Bulletins, HRMS Mail, and HRMS Security Bulletins. Below this is a 'REQUEST TO SUBSCRIBE or UNSUBSCRIBE' section with instructions on how to manage email subscriptions.



The zoomed-in view shows the 'Core-CT Modernization' page. It features a 'Useful Links' section with two main links: 'Core-CT Agency Appointed Change Agents' and 'Core-CT PUM Upgrade Training Registration'. The 'Core-CT PUM Upgrade Training and Support' link is highlighted with a red box.

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

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.

To return to the Modernization page, please click [here](#).



HCM - Time and Labor

Click on the support material of your choice below.

Infographics

- Core-CT Fluid HRMS Time Approvals
- Core-CT Fluid HRMS Time Entry

Job Aids

- Accrual Balance Update Report
- Approving Payable Time
- Auditing a Full-time Employee's Leave Accrual
- Auditing a Part-time Employee's Leave Accrual
- Auditing Comp and Holiday Comp Time
- Automated Time Reporter Data
- Changes Between CO and LT Job Titles (Applies only to Dept. of Correction)
- Changing an Employee's Schedule
- Changing Between Exception Time Reporting and Positive Time Reporting
- Core-CT Fields Interfaced to Kronos
- Core-CT TCD Error Report
- Enrolling Employees in Compensatory Plans
- Enrolling Employees in Leave Plans
- How to Run a Time and Labor Report
- Military Service: Procedures for Equivalent Leave and Maximum Leave Waiver
- Prior Period Adjustments
- Processing LOA for Rotating Averaging Employees
- Service Worker Sick Leave
- Time Administration Batch Processing Groups
- Time and Labor Navigation Paths
- Time and Labor Reports
- Time Reporter Data
- Using LILA Time Reporting Code

eLearning Modules

- **L100 Time and Labor Self Service**

Time and Labor - Manager Self Service

Employee Self Service ▾

- Employee Self Service
- Core-CT Financials
- Core-CT HRMS**
- Core-CT Help
- Guest



Core-CT HRMS ▾ < 2 of 3 > ⋮

- Time and Labor**
- Manager Self Service**
- Workforce Administrator**
- Security**

Time and Labor - Time Approval

Manager Self Service

The screenshot displays a user interface for 'Manager Self Service'. It features a grid of six icons representing different functions: 'Time Approval' (highlighted with a red border), 'Team Time', 'Approvals' (with a '0' indicator), 'CT View Paycheck', 'Job and Personal Information', and 'Leave Management'. Each icon is accompanied by a title and a small graphic.

- Time Approval**: Icon of a clock and a document with a checkmark.
- Team Time**: Icon of a clock and three people.
- Approvals**: Icon of a document with a checkmark and a '0' indicator.
- CT View Paycheck**: Icon of a document with a magnifying glass.
- Job and Personal Information**: Icon of a person and a pencil.
- Leave Management**: Icon of a folder with a document.

Time and Labor - Time Approval

Time Approval

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		08011
Employee ID		
Empl Record		
Last Name		
First Name		
Department	AGNCY	
Location Code	AGNCY	
Workgroup		

Get Employees

Clear Criteria

Save Criteria

No employees were returned for the time period specified.

Change Time in View

Start Date: 10/29/2024 End Date: 11/04/2024

Manager Self Service

Time and Labor - Time and Labor Tile

Employee Self Service ▾

- Employee Self Service
- Core-CT Financials
- Core-CT HRMS**
- Core-CT Help
- Guest



Core-CT HRMS ▾ < 2 of 3 > ⋮

- Time and Labor**
- Manager Self Service**
- Workforce Administrator**
- Security**

Time & Labor Tile - High Action Tiles

Time and Labor

The screenshot displays a dashboard titled "Time and Labor" with seven high-action tiles arranged in a grid:

- Team Time**: Features an icon of a clock and three people. Below the icon, it displays "1603 Exceptions".
- Manage Time Reporter Data**: Features an icon of a clock and a document.
- Time and Labor WorkCenter**: Features an icon of a document and an hourglass.
- Assign Work Schedule**: Features an icon of a calendar and a clock.
- Comp Plan Enrollment**: Features an icon of a person and a checkmark.
- Leave Plans**: Features an icon of a briefcase and a scale of justice.
- Adjust Paid Time**: Features an icon of a clock and a stack of money.

Time and Labor - Team Time Tile

Time and Labor

The screenshot displays a dashboard titled "Time and Labor" with a menu icon in the top right corner. The dashboard contains several tiles:

- Team Time**: This tile is highlighted with a red border. It features an icon of a clock with a checkmark and three people silhouettes. Below the icon, it displays "1603 Exceptions".
- Manage Time Reporter Data**: Features an icon of a clock and a document.
- Time and Labor WorkCenter**: Features an icon of a document and an hourglass.
- Assign Work Schedule**: Features an icon of a calendar and a clock.
- Comp Plan Enrollment**: Features an icon of a person and a checkmark.
- Leave Plans**: Features an icon of a briefcase and a scale of justice.
- Adjust Paid Time**: Features an icon of a clock and a dollar bill.

Time & Labor - Team Time Search

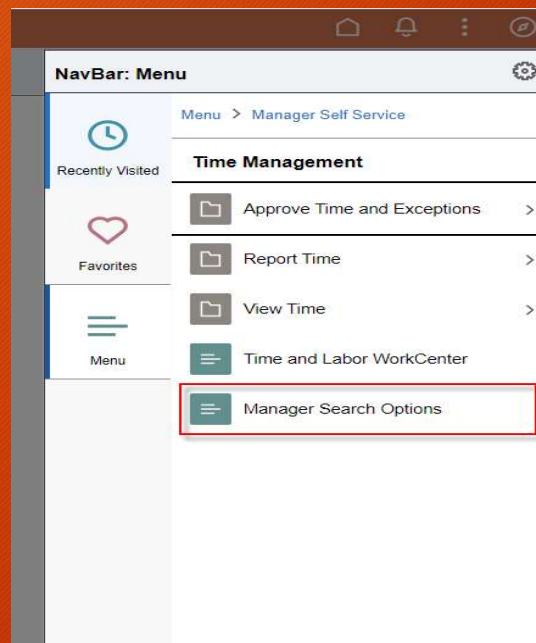
The screenshot shows the 'Enter Time' interface with a 'Filters' modal open. The modal contains the following fields:

- Date:
- Location Set ID: AGENCY
- Department Set ID: AGENCY
- Time Reporter Group: 08011 (highlighted with a red box)
- Employee ID:
- Empl Record:
- Last Name:
- First Name:
- Department:
- Location Code:
- Workgroup:

Buttons: Cancel, Done, Filter, Get Employees, Reset.

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

Manager Search Options

Manager Search Options
Select Default Criteria and Options
Sean Anderson

Loading of Matching Employees
 Auto Populate Results
 Prompt for Results

Default Criteria Presentation
 Show Criteria List Collapsed
 Show Criteria List Expanded

Show Schedule Information

Employee Selection Criteria

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	08011	<input checked="" type="checkbox"/>	Do Not Include
Employee ID		<input checked="" type="checkbox"/>	Include
Empl Record		<input checked="" type="checkbox"/>	Include
Last Name		<input checked="" type="checkbox"/>	Include
First Name		<input checked="" type="checkbox"/>	Include
Department		<input checked="" type="checkbox"/>	Do Not Include
Location Code		<input checked="" type="checkbox"/>	Include Code Only

Data Loading in Time Management

Folder	Portal Label	*Chunk Size
Approve Time and Exceptions	Approve Payable Time	300
Approve Time and Exceptions	Reported Time	300
Manage Schedules	Manage Schedules	300
Report Time	Employee Absence Request	10
Report Time	Timesheet	300
View Time	Daily Time Calendar	10
View Time	Monthly Time Calendar	10
View Time	Weekly Time Calendar	10

Save

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.

The screenshot shows the 'Employee Self Service' dashboard. At the top left, there is a dropdown menu labeled 'Employee Self Service'. The dashboard contains several tiles: 'Time' (with a clock icon), 'Payroll' (with a money icon and 'Last Pay Date 09/06/2024'), 'Personal Details' (with a person icon), 'Benefit Details' (with a person and gear icon), 'Open Enrollment' (with a text box about enrollment choices), and 'OPEB Start Date' (with the date '01/26/2023' and 'Date of first retiree health contribution'). The 'Payroll' tile is highlighted with a red border.

Employee Self Service ▾

Time

Payroll
Last Pay Date **09/06/2024**

Personal Details

Benefit Details





Open Enrollment
Starts now until 10/31/2024. You have already submitted your choices. You may re-elect. Your final enrollment must be submitted by 10/31/2024. To make a change, contact your Agency Benefits Specialist.

OPEB Start Date
01/26/2023
Date of first retiree health contribution

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.

Payroll


<p>W-2/W-2c Consent</p>  <p>Consent received</p>	<p>W-2/W-2c Forms</p>  <p>2023 W-2 Form available</p>
<p>Paycheck Modeler</p> 	<p>View Paycheck Information</p> 

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

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.


Payroll

W-2/W-2c Consent




Consent received

W-2/W-2c Forms




2023 W-2 Form available

Paycheck Modeler



View Paycheck Information



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.

View W-2/W-2c Forms

Tax Year

State of Connecticut

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/08/2024	View Form	i

W-2/W-2c Forms

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

Form W-2 Wage and Tax Statement 2023

1 / 1 | 87% | [Print] [Refresh]

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

e Employee's name, address, and ZIP code
 [Redacted]

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a See instructions for box 12

12b

12c

12d

13 Statutory employee Retirement plan Third-party sick pay

14 Other 414H 5867.93

b Employer identification number (EIN) 06-6000798

a Employee's social security no. [Redacted]

1 Wages, tips, other comp. 74579.99

2 Federal income tax withheld 9263.42

3 Social security wages 80447.92

4 Social security tax withheld 4987.77

5 Medicare wages and tips 80447.92

6 Medicare tax withheld 1166.49

15 State CT Employer's state ID no. CT0502633-002

16 State wages, tips, etc. 74579.99

17 State income tax 3769.43

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

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

e Employee's name, address, and ZIP code
 [Redacted]

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a See instructions for box 12

12b

12c

12d

13 Statutory employee Retirement plan Third-party sick pay

14 Other 414H 5867.93

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6 Medicare tax withheld 1166.49

15 State CT Employer's state ID no. CT0502633-002

16 State wages, tips, etc. 74579.99

17 State income tax 3769.43

18 Local wages, tips, etc.

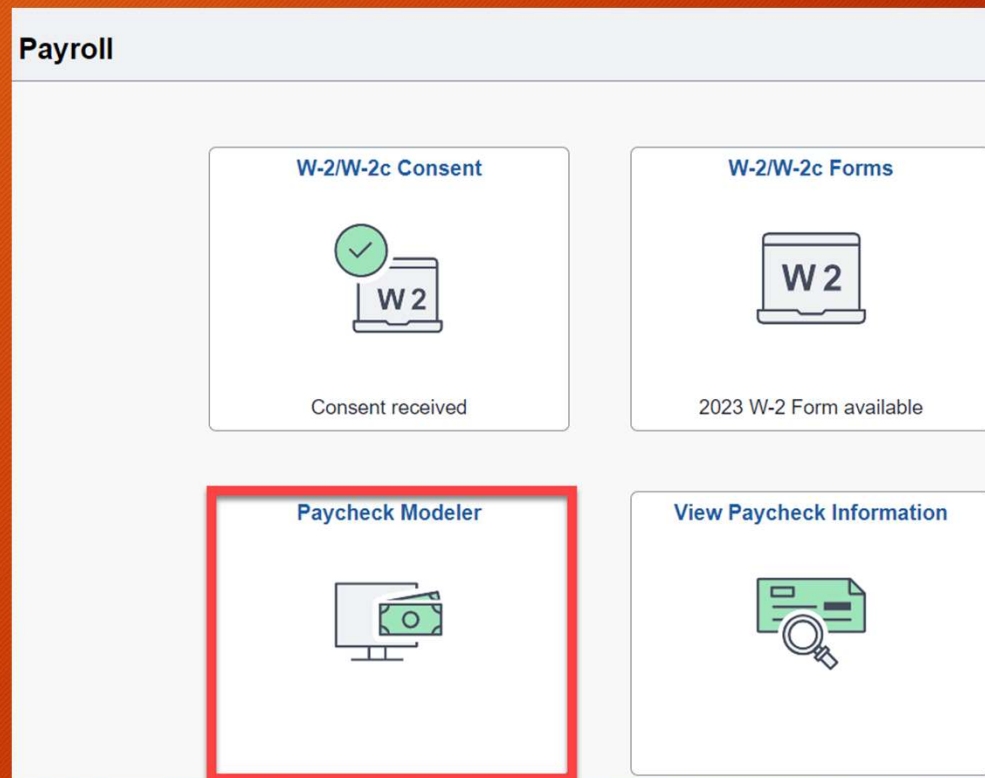
19 Local income tax

20 Locality name

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.

The screenshot displays the 'Start' step of a 6-step process. The navigation bar at the top includes 'Start', 'Earnings', 'Deductions', 'Taxes', 'Calculate', and 'Results'. The 'Start' step is active, showing a 'Welcome' message to a user (name redacted). Below the welcome message, there is a paragraph explaining the tool's purpose and a requirement to agree to terms and conditions. A section titled 'Agree to the Usage Terms and Conditions' contains four bullet points detailing confidentiality, general guidance, disclaimer of results, and a warning against financial decisions based on modeled results. At the bottom, there is a checkbox labeled 'Yes, I have reviewed and agree to the terms and conditions.' which is currently unchecked. An 'Exit' button and a 'Let's Get Started' button with a right-pointing arrow are also visible.

Start - Step 1 of 6

Welcome [REDACTED]

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

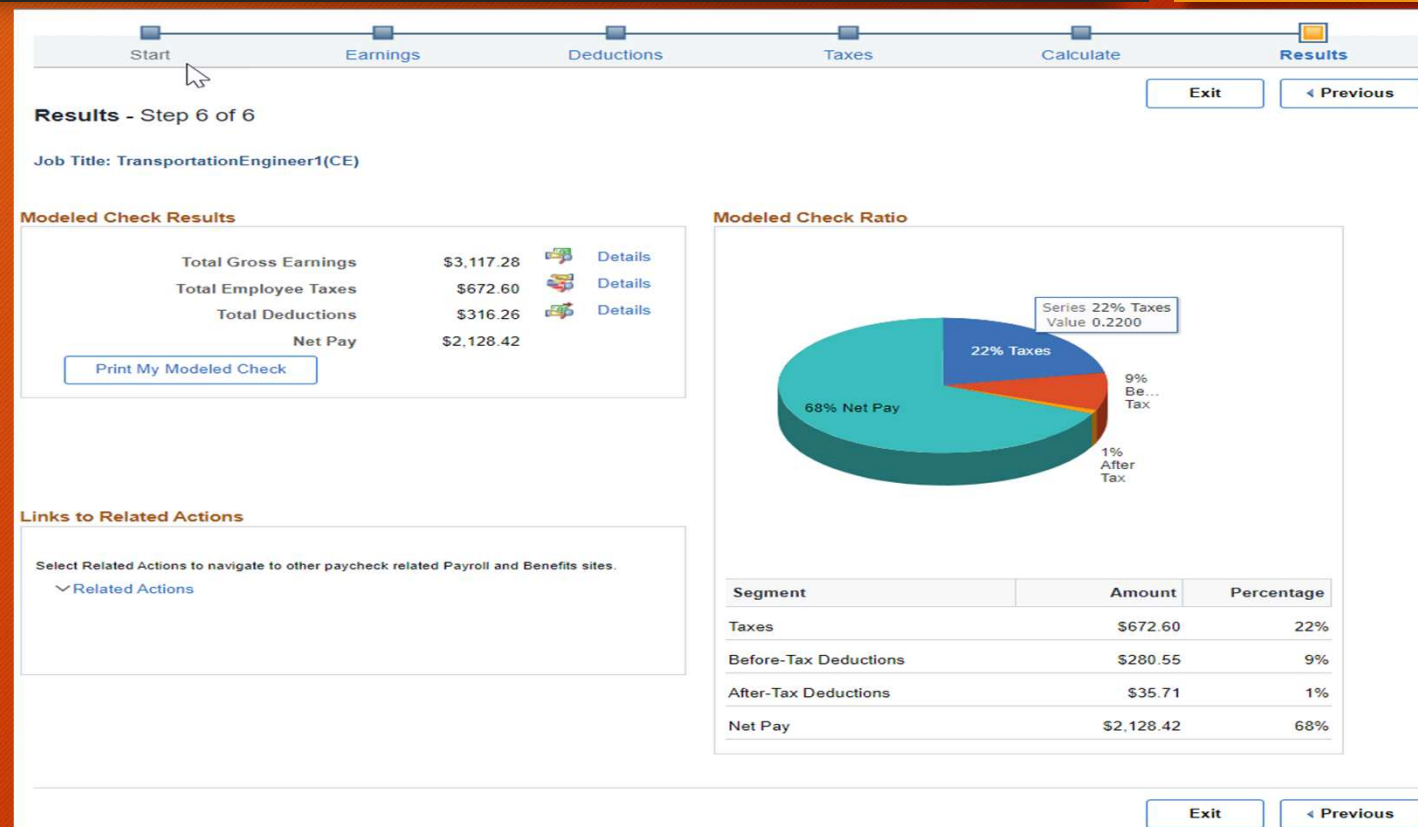
Agree to the Usage Terms and Conditions

- The Paycheck Modeler contains confidential information that is intended for [REDACTED] only. If you are not [REDACTED], exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
- You should not make financial or benefit related decisions based on the modeled check results. This is an estimate only, federal/state tax updates and/or legislative changes could impact these calculations.

Yes, I have reviewed and agree to the terms and conditions.

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.

Payroll

<p>W-2/W-2c Consent</p>  <p>Consent received</p>	<p>W-2/W-2c Forms</p>  <p>2023 W-2 Form available</p>
<p>Paycheck Modeler</p> 	<p>View Paycheck Information</p> 

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

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:	AGENCY
Pay Begin Date:	07/26/2024	Check #:	000000037690135
Pay End Date:	08/08/2024	Check Date:	08/23/2024

Employee ID:	Employee Recd #:	0	TAX DATA:	Federal	CT State
Department:	DOT57100-BureauEngineering&Construction		Marital Status:	Single	CT Code F
Location:	District Engineer (Dist 3)		Allowances:	N/A	0
Job Title:	TransportationEngineer1(CE)		Addl. Pct.:	N/A	
Pay Rate:	\$3,105.25 Biweekly		Addl. Amt.:		

HOURS AND EARNINGS					TAXES		
Description	Rate	Current Hours	Earnings	YTD Earnings	Description	Current	YTD
Regular Earnings	38.815625	80.00	3,105.26	50,946.91	Fed Withholding	328.54	4,916.75
Time and a Half Ovt with FLSA	58.223438	1.00	58.22	58.23	Fed MED/EE	45.13	733.40
Auto Usage Fee			45.00	684.00	Fed OASDI/EE	192.96	3,135.91
FLSA Adjustment			0.01		CT Withholding	135.59	2,121.34
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	Total:	702.22	10,907.40

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			LEAVE BALANCES AS OF: 08/08/2024	
Description	Current	YTD	Description	Current	YTD	Description	Balance
SERS Tier 4	160.42	2,607.21	Engin,Scien,Tech P-4 D	35.71	585.89	Sick	172.0000
Ret Health Fund 2017	96.25	1,564.33				Vacation	80.0000
Se4HyDCEE	32.08	521.46				Personal	24.0000
SERS Tier 4 Shortfall	0.00	853.05					
Total:	288.75	5,546.05	Total:	35.71	585.89		

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.

The screenshot shows a web browser window with the title "Request Direct Deposit". The browser's address bar and navigation icons are visible at the top. The page content includes a "Find an Existing Value" section with a "Search Criteria" dropdown. Below this, there is a search form with two dropdown menus: "Recent Searches" and "Saved Searches", both with "Choose from..." options. The main search area contains five input fields, each with a "begins with" dropdown and a text box: "Empl ID", "Name", "Last Name", "Second Last Name", and "Alternate Character Name". At the bottom of the search area, there is a "Show fewer options" link and two checkboxes: "Case Sensitive" and "Include History". Two buttons, "Search" and "Clear", are located at the bottom of the form.

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

Employee Type Employee Person ID [REDACTED]

Deposit Information

*Effective Date 11/23/2007 *Status Active

Suppress DDP Advice Print

Distribution Information

Your Bank Information

Bank ID 211170101

Bank Name WEBSTER BANK, NA

A Balance of Net Pay account has not been configured. (23000.27)
Please update the configuration for a balance of net pay account.

OK

Prenotification Required

Distribution

*Account Type Checking

*Deposit Type Percent

Net Pay Percent 100.00

Net Pay Amount

*Priority 1

Prenote Date

Prenote Status Completed

Edit Account Number

Account Number [REDACTED]

This data was last updated by System Data last updated on 12/27/2007

Save Return to Search Notify Refresh Update/Display Include History Correct History

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

Employee Type Employee Person ID [REDACTED]

Deposit Information

*Effective Date 11/23/2007 *Status Active
 Suppress DDP Advice Print

Distribution Information

Your Bank Information

Bank ID 211170101
Bank Name WEBSTER BANK, NATION
 Prenotification Required

Distribution

*Account Type Checking *Deposit Type Balance of Net Pay
Net Pay Percent [] Net Pay Amount []
*Priority 999
 Edit Account Number
Account Number [REDACTED]
Prenote Date []
Prenote Status Completed

This data was last updated by Online User Data last updated on 10/16/2024

Save Return to Search Notify Refresh Update/Display Include History Correct History

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.

Distribution Information 1-2 of 2 View 1

Your Bank Information

Bank ID: 011000015
Bank Name: FEDERAL RESERVE BANK

Prenotification Required

Distribution

*Account Type: Savings
*Deposit Type: Percent
Net Pay Percent: 10.00
Net Pay Amount:
*Priority: 1
Prenote Date:
Prenote Status: Not Submitted
 Edit Account Number
Account Number:

This data was last updated by: Online User
Data last updated on: 10/16/2024

Your Bank Information

Bank ID: 011000138
Bank Name: BANK OF AMERICA, N.A.

Prenotification Required

Distribution

*Account Type: Checking
*Deposit Type: Balance of Net Pay
Net Pay Percent:
Net Pay Amount:
*Priority: 999
Prenote Date:
Prenote Status: Not Submitted
 Edit Account Number
Account Number:

Questions...

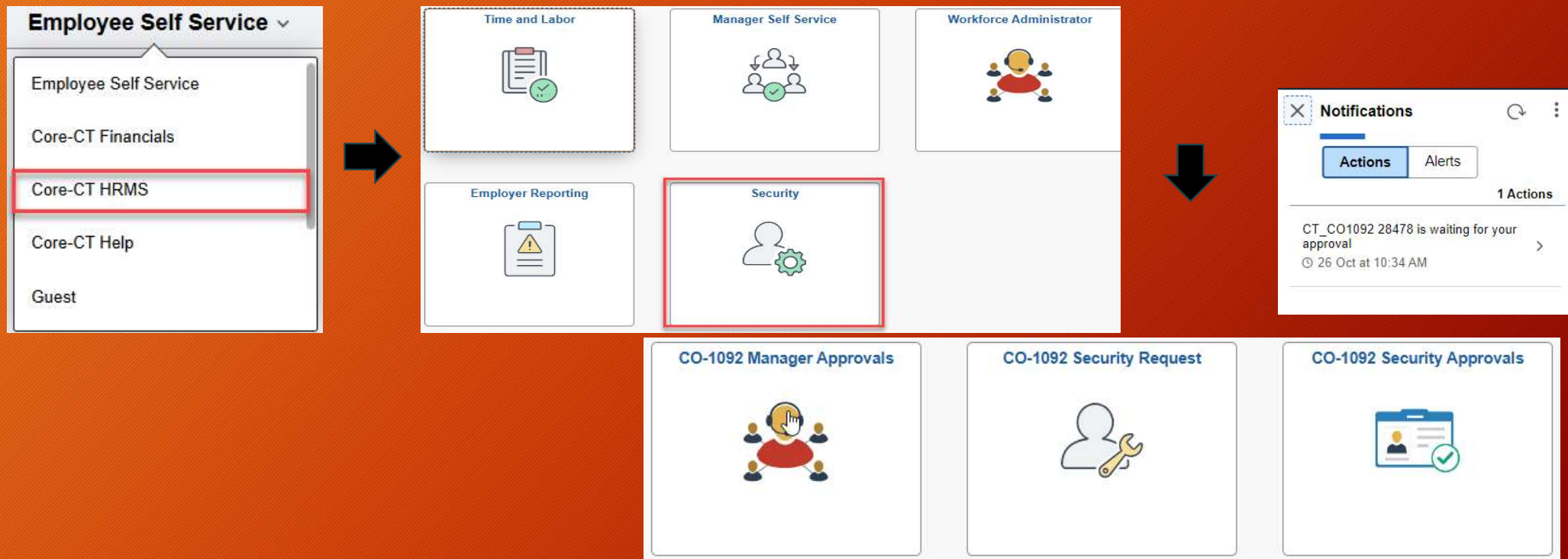


Security

Pradeep Padinhare

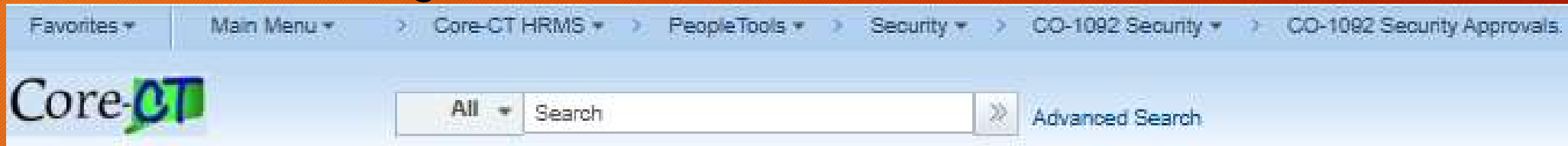
Security - CO-1092's

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

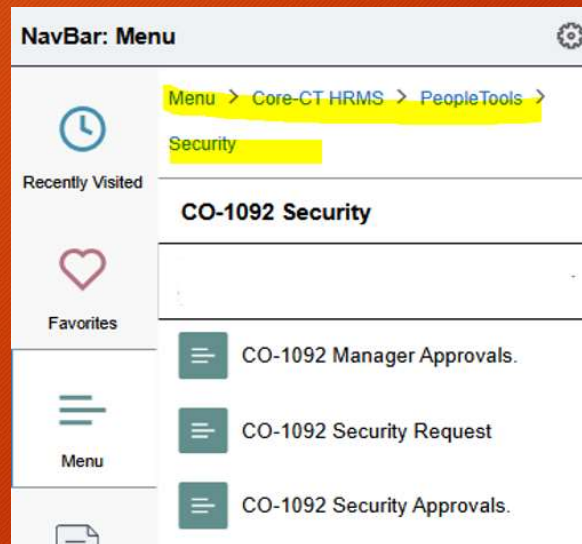


Security - CO-1092's

- Current Navigation

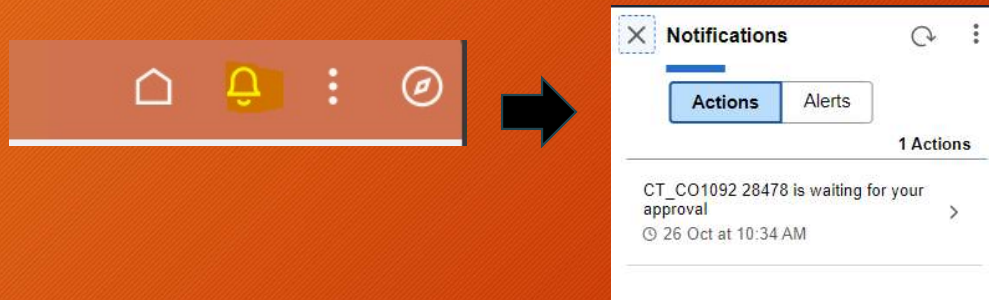


- New Navigation via NavBar



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

CT.GOV Connecticut's Official State Website

Governor Ned Lamont

Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

- SELF-SERVICE
- HRMS
- FINANCIALS
- EPM
- SECURITY
- TRAINING
- CORE-CT MAIL
- CATALOG OF REPORTS
- STARS
- MODERNIZATION**



Welcome to the Core-CT Website

HCM

Click on a module to access support materials.

Cross Module	Kronos
Benefits	Payroll
CRM	Security
Human Resources	Time and Labor
Teachers Retirement Board	

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.

ct.gov State of Connecticut Governor Ned Lamont Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN
SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
STARS
MODERNIZATION

Security

Core-CT Agency Security Liaisons Support Website

This site is for those designated by their agencies as Agency Security Liaisons. Job aids, documents and other links are available to help with transactions for HRMS, Financials and EPM users.

[Who to Contact for Logon Assistance](#)
This link will open a listing of all Agency HRMS Security liaisons.

Self-Service Users: Your HRMS Security Liaison is the point of contact for password resets. Once the page is open, locate your agency in the left column. Your liaison will be listed to the right.

[Security Bulletins](#)
[General Security Procedures and Updates](#)
[HRMS Security Forms/Handbooks/Documentation](#)
[FIN Security Forms/Handbooks/Documentation](#)
[EPM Security Forms/Handbooks/Documentation Archive](#)

Questions...

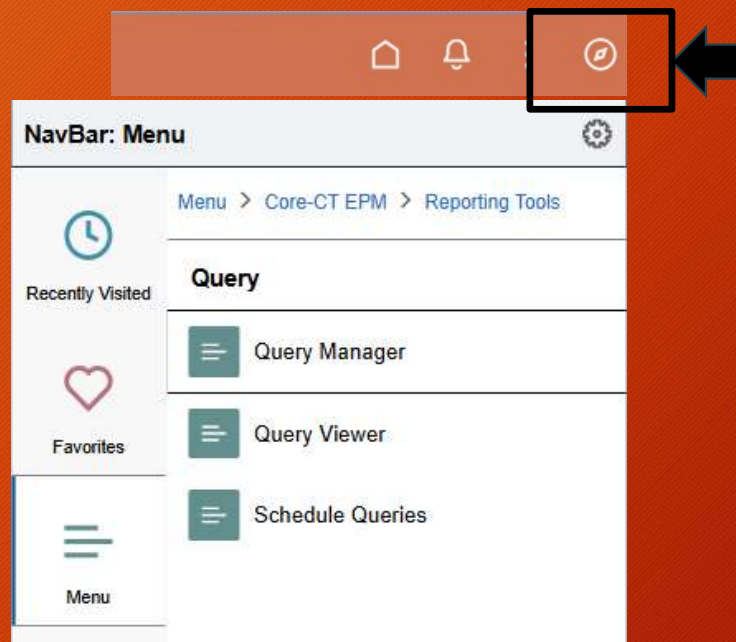


EPM/STARS

Janet Poppel/Wendy Monk

EPM Navigation

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



EPM

NAVIGATION BAR



The screenshot displays the EPM application interface. At the top, there is a navigation bar with a search box containing "Search in All Content" and a dropdown menu set to "All". Below the navigation bar, the main content area is titled "Employee Self Service" and features three primary sections: "Time" (with a clock icon), "Payroll" (with a money icon and "Last Pay Date 10/18/2024"), and "Personal Details" (with a person icon). A "NavBar: Menu" overlay is open on the right side, showing a breadcrumb trail "Menu > Core-CT EPM > Reporting Tools" and a list of "Query" options: "Query Manager", "Query Viewer", and "Schedule Queries". The "Query Manager" option is currently selected and highlighted.

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



Pension

Open Enrollment

OPER Start Date

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 Modernization

Useful Links

Core-CT Agency Appointed Change Agents | Core-CT PUM Upgrade Training Registration

Core-CT PUM Upgrade Training and Support

Change Agent Meetings	
Meeting Date	Content
October 30, 2024	Slides (PDF) - 10/30 Change Agent Meeting Slides Comms Toolkit (PDF) - PUM Upgrade Core-CT Communication Toolkit November 2024
October 3, 2024	Slides (PDF) - Change Agent Meeting Slides Recording (mp4) - 10/03 Change Agent Meeting Recording Transcript (pdf) - Change Agent Meeting Transcript
August 27, 2024	Slides (pdf) - 8/27 Change Agent Meeting Slides Recording (mp4) - 8/27 Change Agent Meeting Recording
August 15, 2024	Slides (pdf) - UAT HCM Kickoff 2024 Recording (mp4) - UAT HRMS Kickoff 2024 Recording Q&A (.xlsx) - UAT HCM Kickoff 2024 Q&A

LOGIN

- SELF-SERVICE
- HRMS
- FINANCIALS
- EPM
- SECURITY
- TRAINING
- CORE-CT MAIL
- CATALOG OF REPORTS
- STARS



Core-CT PUM Upgrade Training Registration

The L200 instructor-led courses listed below review updates introduced by the PUM Upgrade. Please see the list of Core-CT roles (under "Description") for each course when registering.

The prerequisite L100 courses for these are self-paced eLearning modules. They may be accessed by clicking on the appropriate L100 course name below. (In future both L100 and L200 self-paced courses will be available through a Core-CT Training and Support page.)

To register for an L200 course, please click on the desired session.

Module	Course & Prerequisites	Description	Sessions
HR	L200 Managing Job Prerequisite: L100 HR Navigation Overview	Upon completing this course, participants will be able to administer HR processes to maintain employee jobs, status, and data, hire and rehire an employee, dual employment processing, maintain employee job information, salary increases, transferring an employee, and supervisor changes. Role: HR Specialist (.pdf) - L200 Managing Job Deck (.mp4) - L200M.J002 Managing Job Recording 10-07-24 (.pdf) - L200M.J002 Managing Job Transcript 10-07-24 (.mp4) - L200M.J001 Managing Job Recording 10-09-24 (.pdf) - L200M.J001 Managing Job Transcript 10-09-24 (.pdf) - L200 Managing Job Q & A	L200MJ002 Oct 7, 9:00-11:00 AM L200MJ001 Oct 9, 9:00-10:00 AM L200MJ003 Nov 6, 1:00-1:30 PM
HR	L200 Personal Data Prerequisite: L100 HR Navigation Overview L200 Managing Job	Upon completing this course, participants will be able to access fluid files related to modify person, create employee, create person of interest, and organizational relationship, administer processes to update employee personal data, and create organizational relationships. Roles: HR Specialist, Retirement Payroll (.pdf) - L200 Personal Data Deck (.mp4) - L200PD002 Personal Data Recording 10-10-24 (.pdf) - L200PD002 Personal Data Transcript 10-10-24 (.mp4) - L200PD001 Personal Data Recording 10-24-24 (.pdf) - L200PD001 Personal Data Transcript 10-24-24 (.pdf) - L200 Personal Data Q & A	L200PD002 Oct 10, 9:00-10:00 AM L200PD001 Oct 24, 1:00-2:00 PM L200PD003 Nov 15, 9:00-9:30 AM

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



The screenshot shows the top portion of the Core-CT website. At the top left, it says "CT.GOV Connecticut's Official State Website". At the top right, it says "Governor Ned Lamont". Below this is a blue header with the "Core-CT" logo and the text "HRMS/FINANCIALS/REPORTING SYSTEM". Underneath the header is a navigation menu with links for "Home", "About Us", "Help", and "Contact". The main content area is titled "Browser Information" and contains a list of five links with their respective update dates:

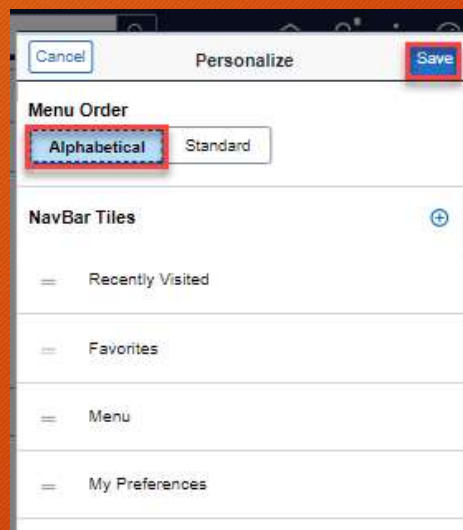
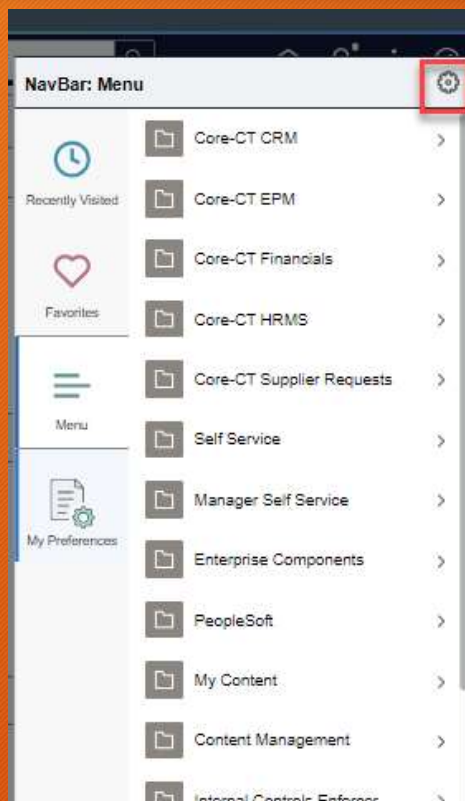
- [Opening a Browser in a Private Session](#) - updated November 2023
- [Clearing Browser Cache](#) - updated November 2023
- [How to Manage Pop-up Blockers](#) - updated May 2022
- [Browsers Supported by Core-CT](#) - updated May 2022
- [Clearing Cache on TC75 Module Device](#)

Reminders

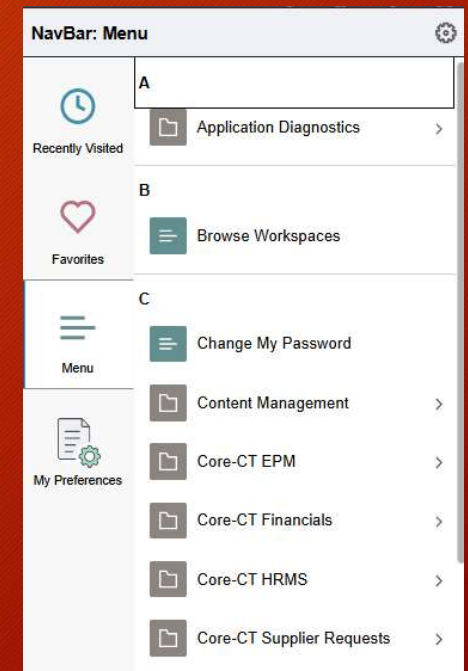
- Favorites **WILL NOT** carry over
- Run Controls **WILL** carry over
- Scheduled Reports/Queries will need to be Re-scheduled
- Obsolete Devices
 - All devices must have an up-to-date browser to properly access Core-CT
 - Device Operating System software and App/Play Stores must be up-to-date to update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



Nav Bar Menu - Alphabetize

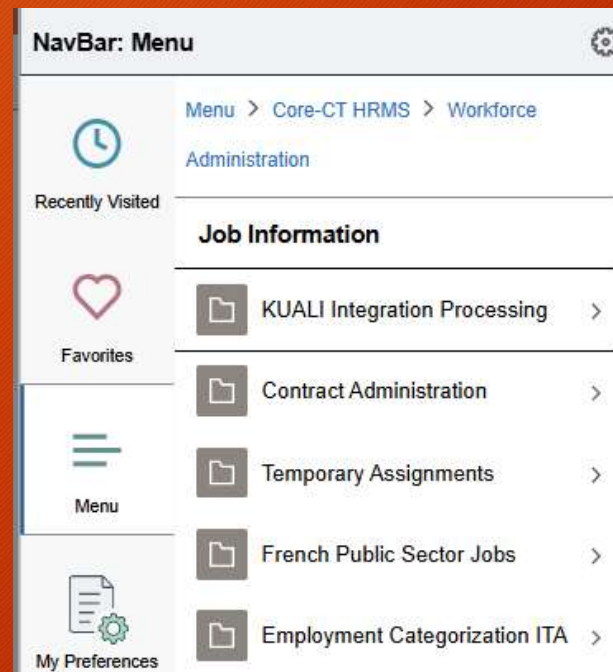


- Click the settings icon
- Click Alphabetical
- Click Save



Nav Bar Menu - Bread Crumbs

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



Questions...

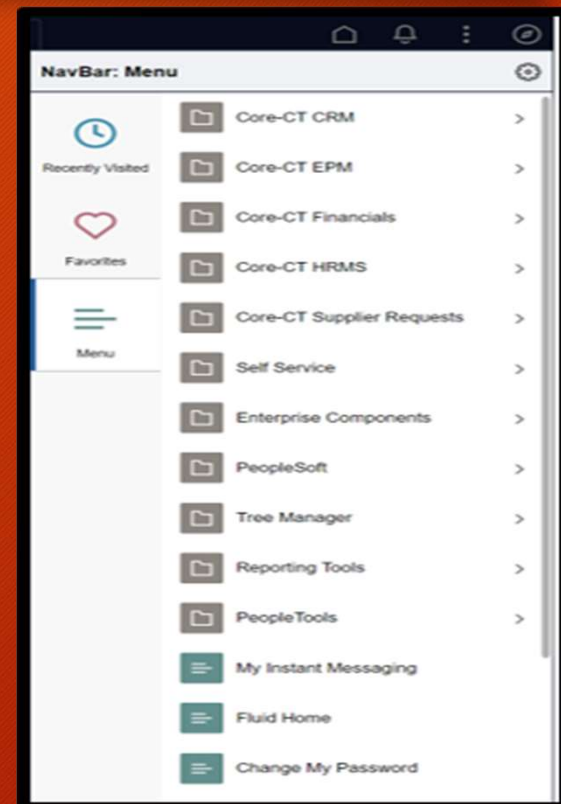


Pension/RSD/TRS

Ralph Minutillo

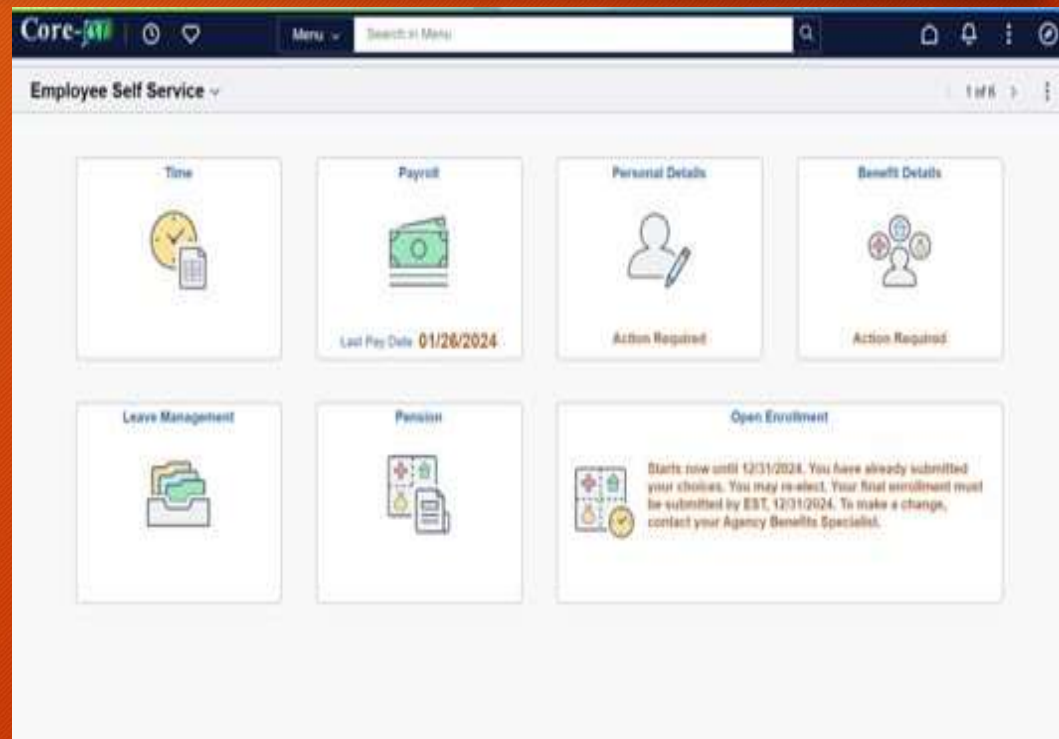
Users will experience changes to the CRM and HCM pages

- 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

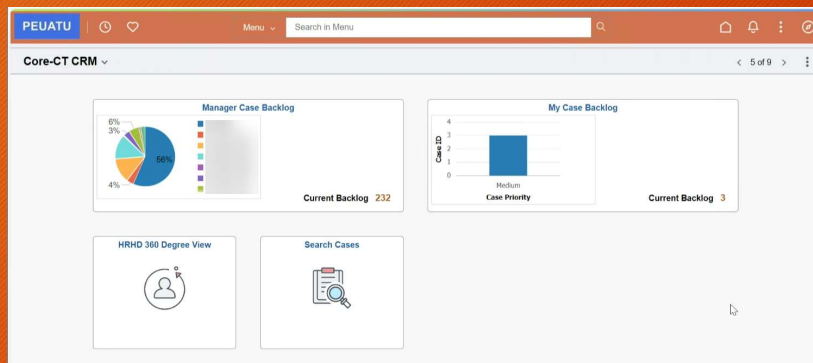
- Icons have been introduced, providing a new look and feel for the homepages
- Tiles include user-friendly graphics to help you identify the functions you need
- To access Tiles, select the Tile by clicking or tapping:
- This allows you to navigate to underlying applications
- From there, you can perform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



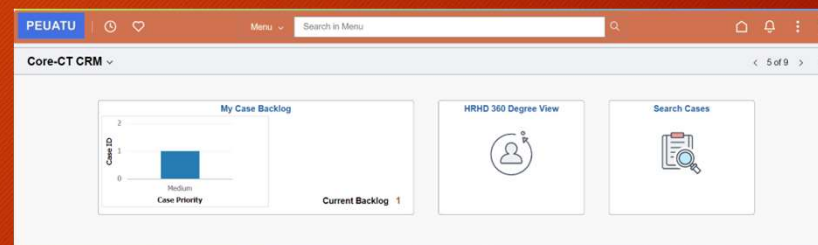
FLUID CRM: Dashboard

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.

The screenshot displays the 'My Case Backlog' interface. On the left, there is a sidebar with various filter categories, each with a dropdown menu and a count in parentheses. The filters include:

- Case Priority: Medium (3)
- Provider Group: Benefits Account Settlement (3)
- Case Status: On Hold (3)
- Source: Scanned Document (3)
- Case Age: NULL (3)
- Secured Cases: No (3)
- Escalated Cases: No (3)
- Global Cases: No (3)
- Case Type: (Blanks) (3)
- Retirement Date: (Blanks) (3)

The main area shows a chart titled 'My Current Backlog' with a blue bar representing the number of cases. Below the chart is a table with the following columns: Cases, Actions, Employee Name, Case Status, Case Priority, Case Summary, Provider Group, Date Created, Retirement Date, Date Last Modified, Assignment Agents, Days Open, Source, Case Age, Secured Cases, Escalated Cases, Global Cases, and Case Type. The table indicates there are 3 rows of data.

FLUID CRM: New Case Actions

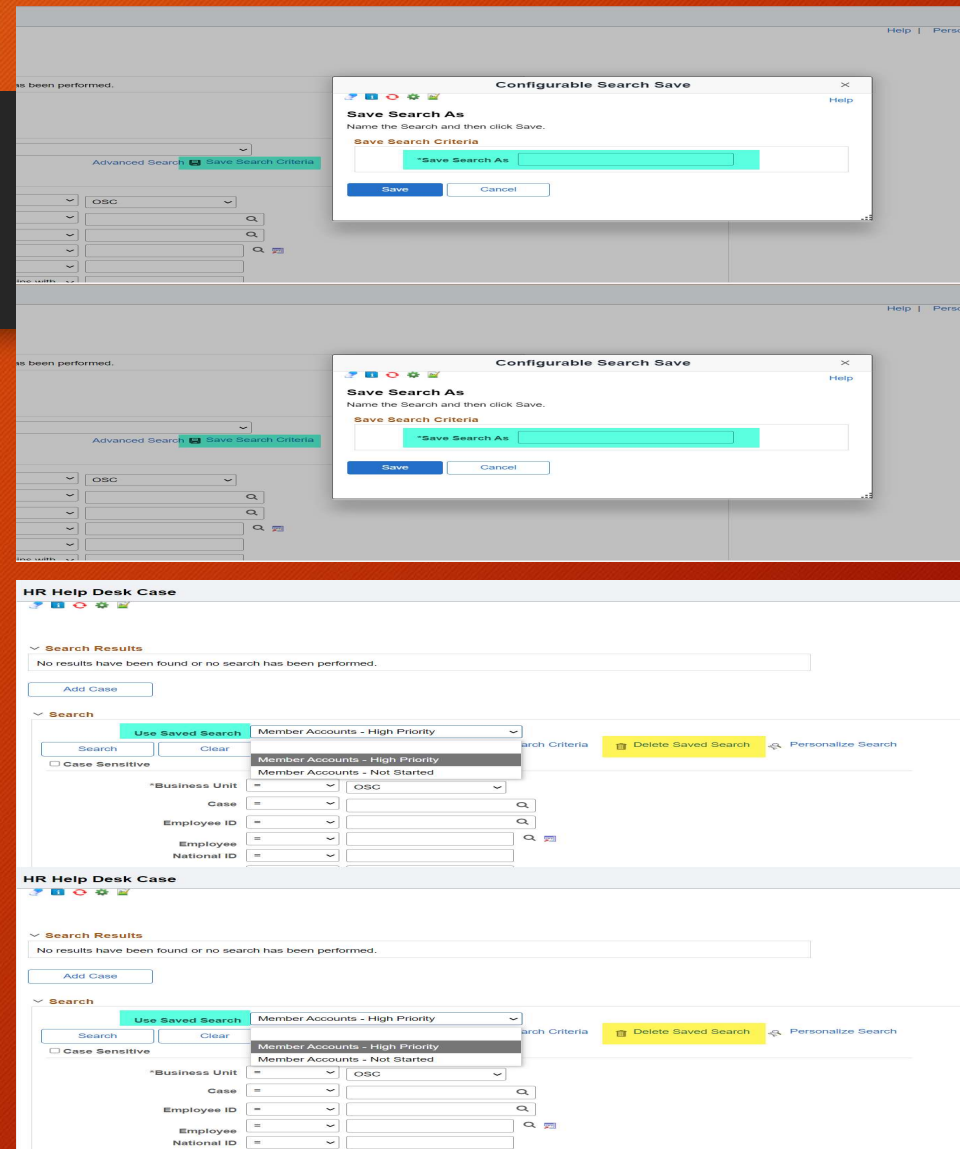
- You can take action with a case without “dialing” into the case. Action options include Notify, View Contact Info, Add Note, and Reassign Case.
- The Go to Case action option will open a new tab and bring you to the case.

The screenshot displays the 'My Case Backlog' interface in a mobile application. At the top, there is a search bar labeled 'Search in Menu'. Below it, a chart area shows a blue bar representing a case with a 'Medium' priority. A table below the chart lists case details. An 'Actions' menu is open over the table, showing options: Notify, View Contact Info, Add Note, Go to Case, and Reassign Case.

Cases	Actions	Case Status	Case Priority	Case Summary	Provider Group	Date Created	Retirement Date	Date Last Modified	Assigned Agents	Days Open	Source	Case Age	Secured Cases	Escalated Cases	Global Cases
		On Hold	Medium										No	No	No
		On Hold	Medium										No	No	No
		On Hold	Medium										No	No	No

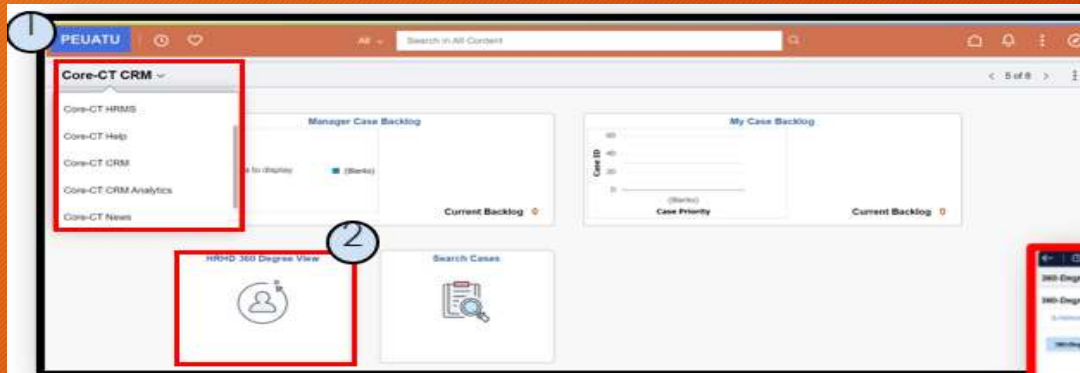
Fluid CRM - Search Cases

- 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

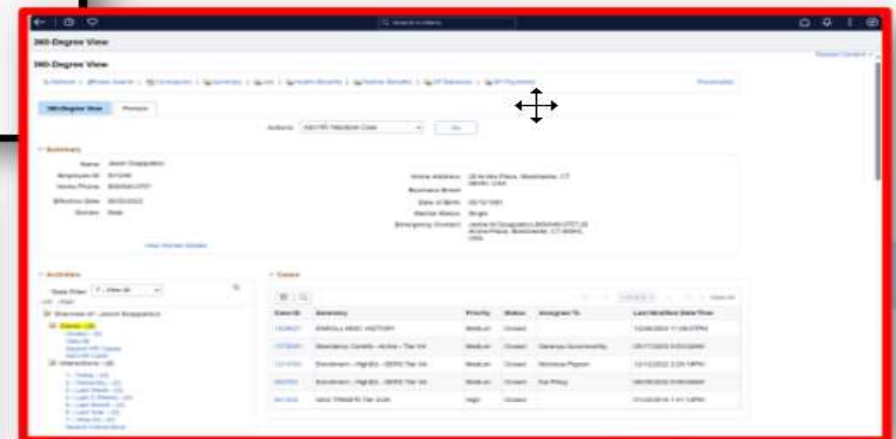


Note: CRM users can now reassign and add notes to a case without leaving the page.

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**.

The screenshot shows a search form titled 'Search For Worker and Person of Interest'. It includes fields for 'Employee ID', 'First Name', 'Last Name', 'National ID', 'Home Address City', and 'Home Address State/Province'. A red box highlights the 'Employee ID' field, and a circled '3' is next to it. A red box highlights the 'Search' button, and a circled '4' is next to it.



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

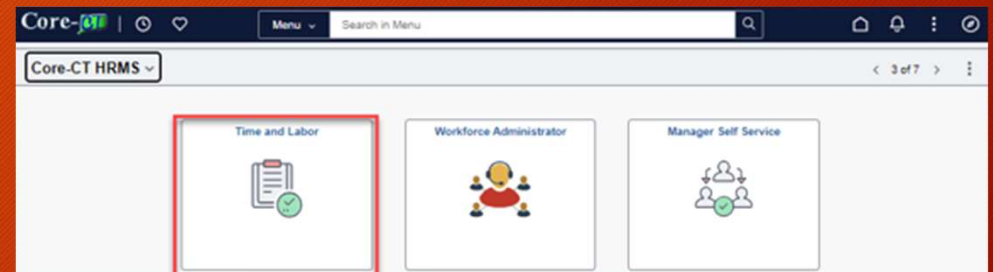
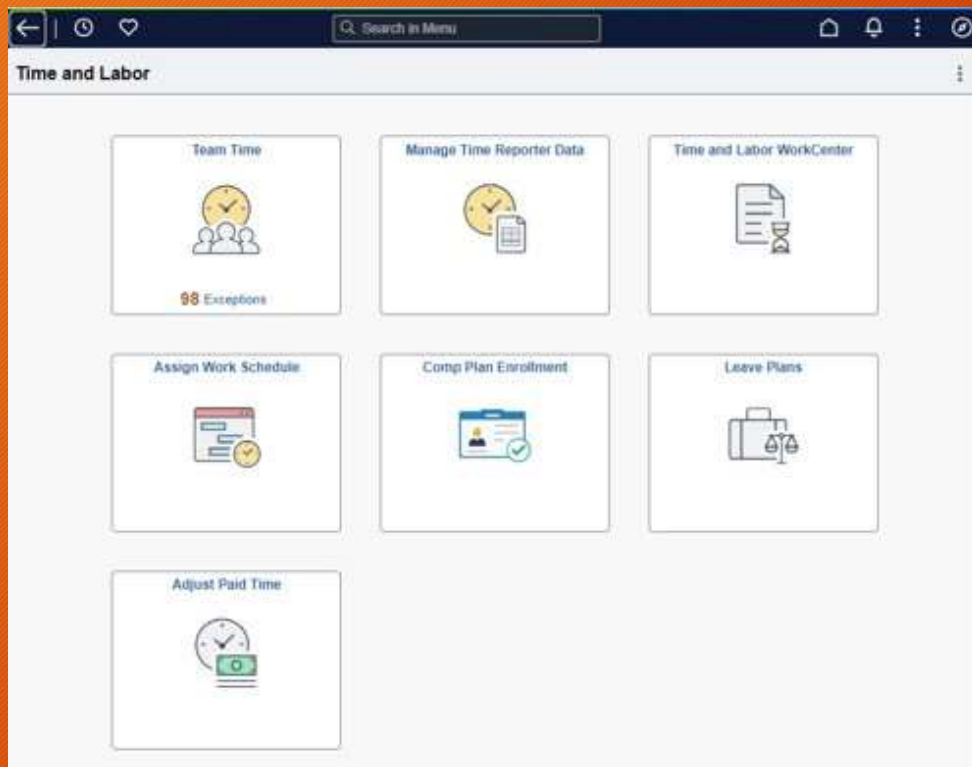
- Navigation Home Page
- Navigation - Tiles
- Navigation - Nav Bar Menu
- Nav Bar Menu - Alphabetize
- Nav Bar Menu - Bread Crumbs
- Navigation - Collections



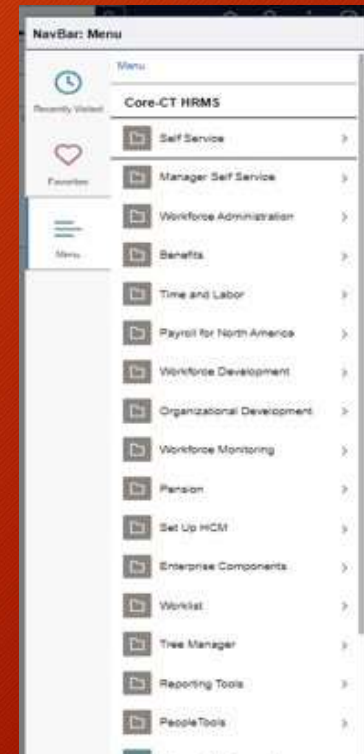
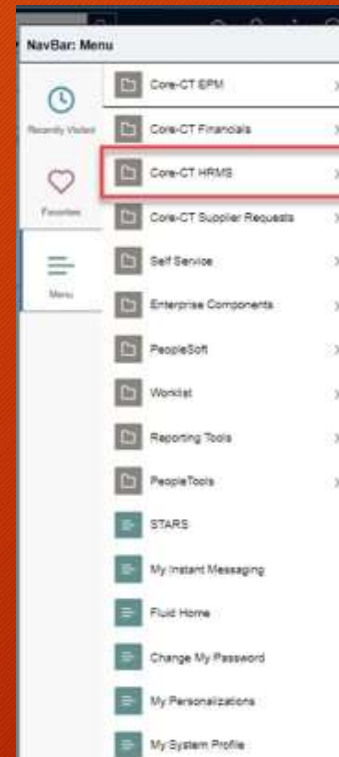
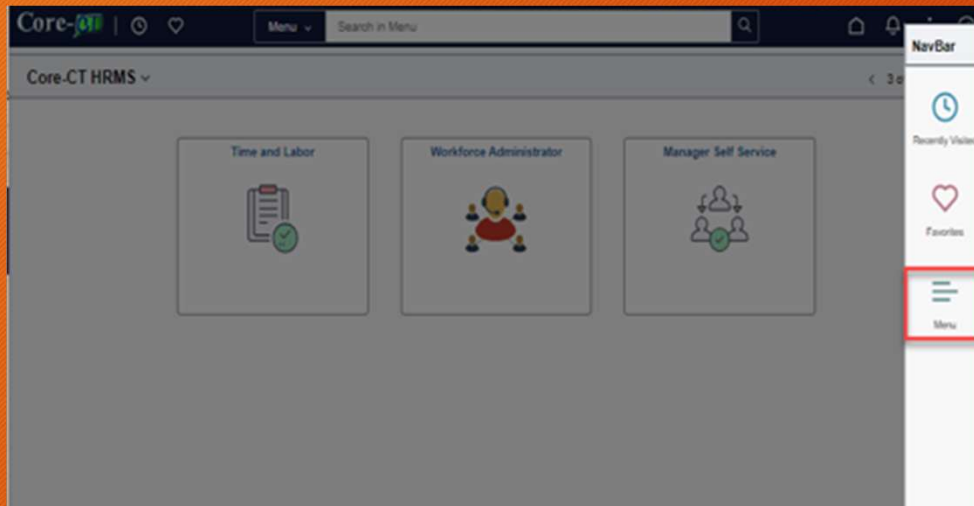
Navigation - Home Page

The screenshot displays the 'Employee Self Service' interface. At the top, there is a navigation bar with the 'Core-360' logo, a search bar labeled 'Search in Menu', and several utility icons. Below the navigation bar, the page is organized into a grid of service tiles. The tiles include: 'Time' with a clock icon; 'Payroll' showing 'Last Pay Date 03/08/2024' with a money icon; 'Personal Details' with a person icon and 'Action Required' text; 'Benefit Details' with a person and gear icon; 'Leave Management' with a folder icon; 'Pension' with a document icon; 'Open Enrollment' with a calendar icon and a text box stating: 'Starts now until 12/31/2024. You have already submitted your choice. You may re-select. Your final enrollment must be submitted by EST, 12/31/2024. To make a change, contact your Agency Benefits Specialist.'; 'ITHD Self Service Center' with a person and gear icon; 'OPES Start Date' showing '07/25/2013' and 'Date of first retiree health contribution'; 'HR Service Center' with a person and gear icon; and 'Discussions' with the text 'You are not authorized for this page.' The page number '< 4 of 14 >' is visible in the top right corner.

Navigation - Tiles

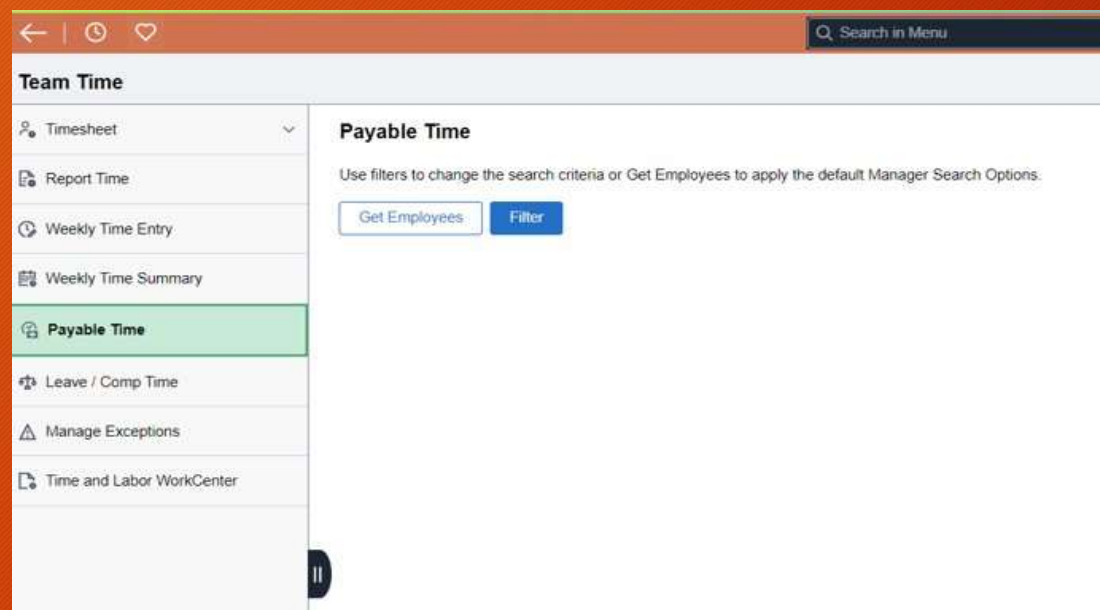


Navigation - Nav Bar Menu



Collections

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



Questions...



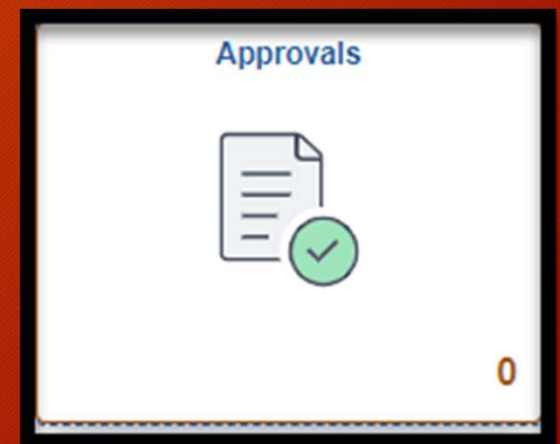
Approvals Agenda

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



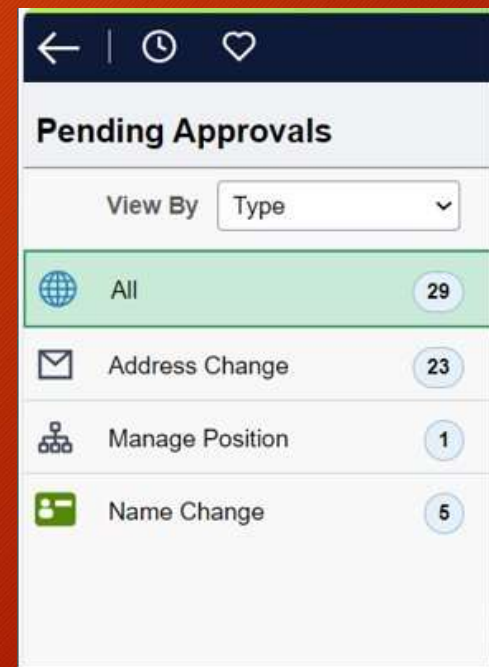
Approvals - Fluid





- Approvals are now through the Fluid Approval Tile



Approvals - Left Hand

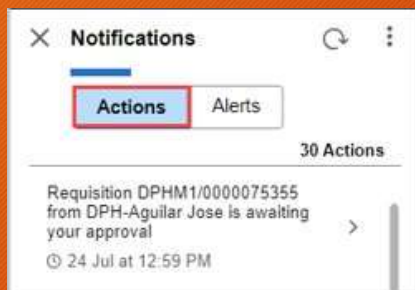
- Once clicking on the Approval Tile, to the left will populate with the list of approvals.



Pending Approvals		
View By	Type	
	All	29
	Address Change	23
	Manage Position	1
	Name Change	5

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

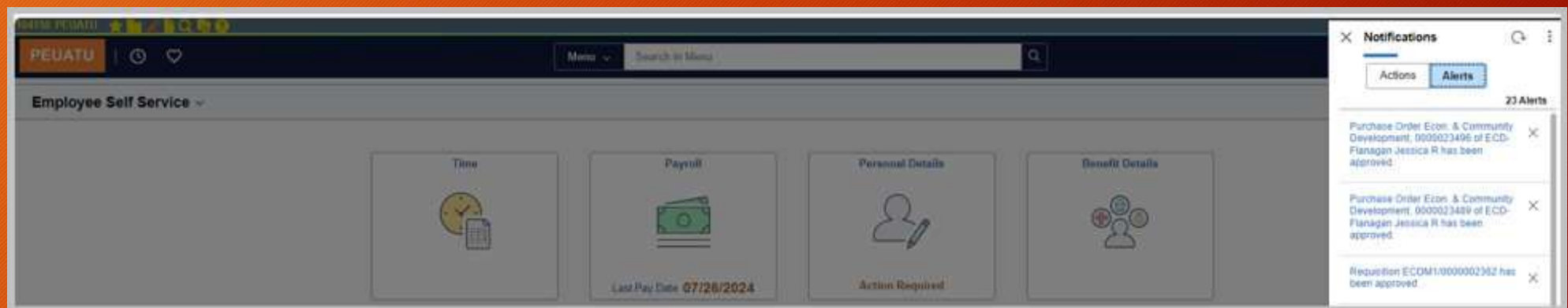
- Approvals can also be managed via the Notification Actions...
 - which can be accessed via the Notification Icon

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**:

The image shows a screenshot of a software interface's notification panel. On the left is a 'Notifications' window with a close button, a refresh icon, and a menu icon. It has tabs for 'Actions' and 'Alerts', and shows '50 of 266 Actions'. Two notification items are visible: 'Add Contingent Worker request for Detroit Lions is waiting for...' (dated 24 Jun at 6:30 PM) and 'Timesheet for Juan Wang is awaiting for your approval.' (dated 14 May at 5:06 AM). To the right are two descriptive boxes: 'Actions:' which explains they enable navigation to transactions needing attention, and 'Alerts:' which explains they enable navigation to transaction updates. Further right is a 'What can I do with this panel?' section with a green vertical bar, listing five actions: 'View all notifications' (bell icon), 'Refresh the notification window' (refresh icon), 'Select actions/alerts' (warning triangle icon), 'Open/dismiss a transaction' (transaction icon), and 'Mark an action complete' (checkmark icon).

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.**



The screenshot displays the PEUATU Employee Self Service interface. The main navigation bar includes the PEUATU logo, a clock icon, a heart icon, a 'Menu' dropdown, and a search bar. Below the navigation bar, the 'Employee Self Service' section is visible, featuring four main menu items: 'Time', 'Payroll', 'Personal Details', and 'Benefit Details'. The 'Payroll' section shows a 'Last Pay Date' of 07/26/2024 and an 'Action Required' status. On the right side, a 'Notifications' panel is open, showing 23 Alerts. The alerts list includes:

- Purchase Order Econ. & Community Development, 0000023496 of ECD-Flanagan Jessica R has been approved.
- Purchase Order Econ. & Community Development, 0000023489 of ECD-Flanagan Jessica R has been approved.
- Requisition ECOM1/0000002962 has been approved.

Questions...

