

Adding/Updating an Employee's Driver's License

Last Updated: August 8, 2024



This Job Aid should be used to guide you through the process of entering an employee's Drivers License information in Core-CT. This information is accessible for reporting in EPM by using the CT_DRIVERLIC - Driver License Reporting table.

The following information must be available when starting to complete driver's license information:

- Driver's License Number
- State Issued
- Valid from
- Valid to
- License Type

Adding Driver's License Information

The Agency HR Specialist navigates to: *Nav Bar > Menu > Core-CT HRMS > Workforce Administration > Personal Information > Biographical > Driver's License Data*

1. Search the Employee ID in the **Empl ID** field or type in the employee name in the **Name** field

2. Click on the  button
3. Select the desired employee from the list

Driver's License

Driver's License Data

Employee Type Person ID

Driver's License Information [Search] | < < 1 of 1 > > | View All

License Suspended

Driver's License Nbr

Country USA United States

State

Issue Location Issuing Authority

Valid from Valid To

Number of Violations 0 Number of Points 0

Comment [Text Area]

License Type [Search] | < < 1-1 of 1 > > | View All

License Type

Save Return to Search Previous in List Next in List Notify

4. (Mandatory) Enter **Driver's License Number**
5. **Country** defaults in as "USA"
6. (Mandatory) Enter **State** issuing the driver's license
7. **Issue Location** is not used
8. **Issuing Authority** is not used
9. (Mandatory) Enter license "Date of Issuance" and "Expiration Date" into the **Valid from** and **Valid to** fields
10. (Optional) **Number of Violations** and **Number of Points**
11. (Optional) **Comment**
12. (Mandatory) License Type must be completed by clicking on the look up icon and selecting the appropriate value (See next page for License Type Descriptions)

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License Type

License Type

Look Up License Type ✕

[Help](#)

Country USA

License Type begins with

Search Results

View 100 |< < 1-8 of 8 > >|

License Type	Description
1	Non CDL inc veh in tow>10000lb
2	Non CDL w veh in tow<10000lbs
A	CDL -Comb Veh
B	CDL-Single Veh > 26,000 lbs
C	CDL-Single Veh < 26,000 lbs
D	Non CDL w veh in tow<10000lbs
M	Motorcycle
X	Jamboree

License Type	Description	Comments
1	Non CDL inc Veh in tow > 10000 lb	
2	Non CDL w Veh in tow < 10000 lbs	A non-commercial driver's license. (Formerly listed on driver's license as a '2' and has changed to License type 'D')
A	CDL – Comb Veh	Any combination of vehicles with gross combination weight rating (GCWR) of 26,001 or more pounds falls in Class A, providing the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds.
B	CDL – Single Veh > 26,000 lbs	Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing another vehicle of no more than 10,000 pounds GVWR, falls in Class B.
C	CDL – Single Veh < 26,000 lbs	Any single vehicle with a GVWR of less than 26,001 pounds, or any such vehicle towing another vehicle of no more than 10,000 pounds GVWR, falls in Class C.
D	Non CDL w Veh in tow < 10000 lbs	A non-commercial driver's license. (Formerly listed on driver's license as a '2' and has changed to License type 'D')
M	Motorcycle	

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Last Updated: August 8, 2024



Driver's License Data

Employee Type Person ID

Driver's License Information [Search] | < > 1 of 1 View All

*Driver's License Nbr [] License Suspended [+] [-]

Country USA [] United States

State []

Issue Location [] Issuing Authority []

Valid from [] Valid To []

Number of Violations [0] Number of Points [0]

Comment []

License Type [Search] | < > 1-1 of 1 View All

License Type 1 [] Non CDL inc veh in tow>10000lb [+] [-]

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

- If the employee has multiple license types, click **+** in the **License Type** section to add a new row and enter additional code
- Click the **Save** button
- The **License Type** may be found on the front of the employee's driver's license in the Class field. (If the employee is a resident of the state other than Connecticut, use the code that best fits the employee's license type)

Updating An Existing Employee's Drivers License Status

The Agency HR Specialist navigates to: *Nav Bar > Menu > Core-CT HRMS > Workforce Administration > Personal Information > Biographical > Driver's License Data*

1. Search the Employee ID in the **Empl ID** field or type in the employee name in the **Name** field

2. Click on the **Search** button
3. Select the desired employee from the list

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Last Updated: August 8, 2024



Driver's License Data

Employee Type Person ID

Driver's License Information [Search] | < > 1 of 1 | View All

*Driver's License Nbr [] License Suspended [+] [-]

Country [USA] [Search] United States

State [CT] [Search] Connecticut

Issue Location [] Issuing Authority []

Valid from [] [Calendar] Valid To [] [Calendar]

Number of Violations [0] Number of Points [0]

Comment [] [Add]

License Type [Search] | < > 1-1 of 1 | View All

License Type [] [Search] [+] [-]

Review existing data and determine what change needs to occur.

- If the change is within the “Driver’s License Information” section, and it is to *update* the existing values for the fields **Valid from to**, **Number of Violations**, **Number of Points** or **Comments**, merely change the existing values in that field (do not add a row) and press the **Save** button
- If the change is within the “Driver’s License Information” section, and it is to *change* the **Driver’s License Nbr**, click **+** (top right corner) in that section to add a new row and change existing number and other values if applicable and press the **Save** button
- If the change is to add a **License Type**, click **+** in the “License Type” section to add a new row and select a new value and press the **Save** button

Note: This page does not require correct history. Agencies have access to correct or delete existing rows.