

Employee Self Service ePay eW-2/eW2-c Consent Form Electronic to Printed



Self Service ePay employees who use Core-CT to view their direct deposit stubs electronically **will now receive W-2 & W-2c forms electronically. They will no longer receive a printed W-2** from their agency. Employees who wish to **receive a paper W2** must take the following steps.

Step 1

Sign-on to Core-CT:

<https://corect.ct.gov/psp/PEPRD/?cmd=login>

Core-CT Home Page | Core-CT Agency Security Liaisons Support Website | Contact Core-CT | HELP!

Log Into Core-CT

User Id

Password

[I Forgot My Password!](#)
[I Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

Hours of System Operation:

Monday - Sunday 4:00am - 8:00pm
HRMS Confirm Thursday 4:00am - 2:00pm

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

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Enter your User ID and Password and click Sign In.

For User ID and Password assistance please contact your **Agency Security Coordinator** via the following URL: http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

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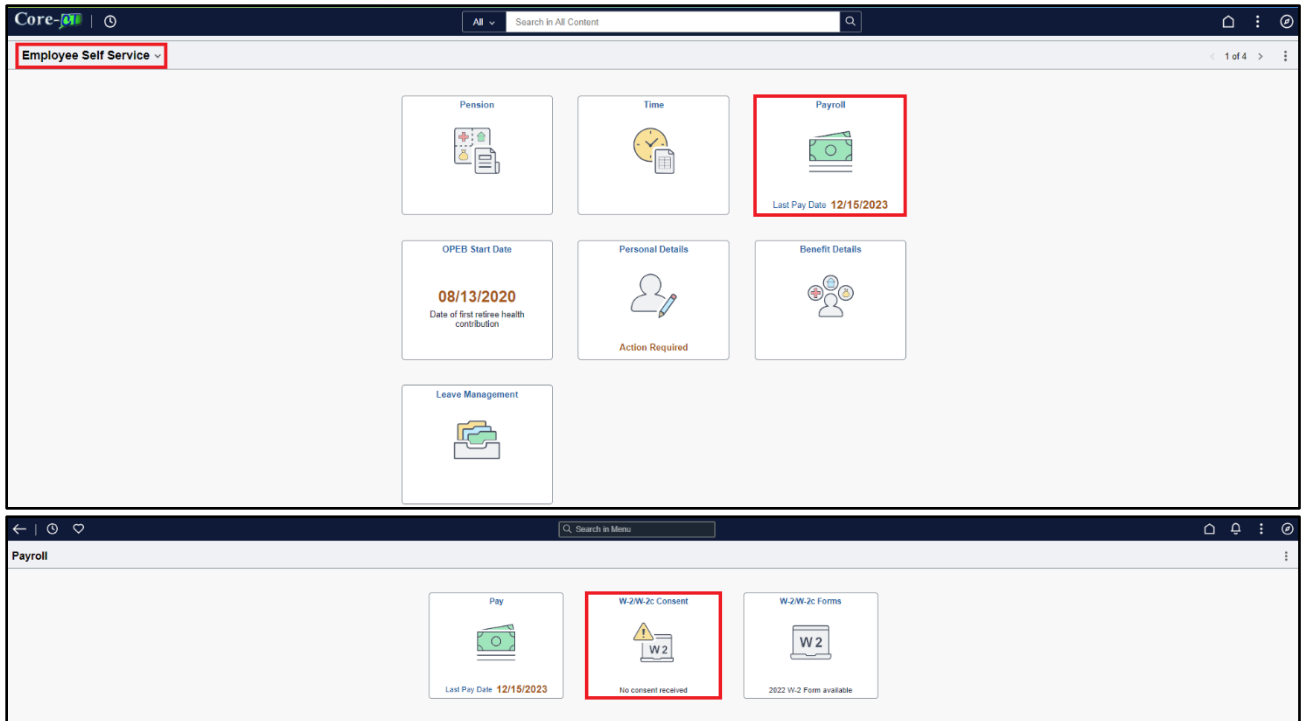
Step 2

Navigate:

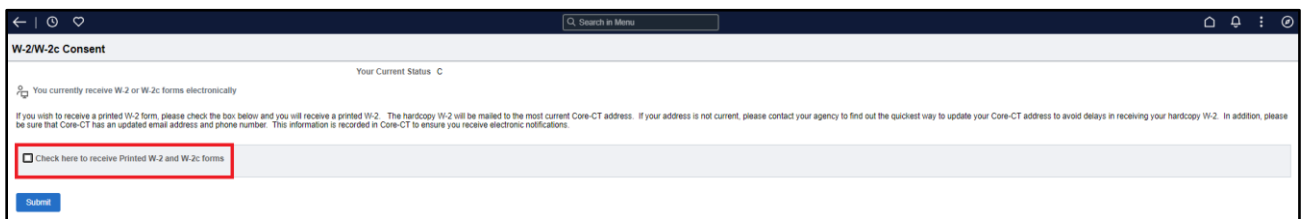
Employee Self Service

Click **Payroll** Tile

Click **View W-2/W-2c Consent** Tile



For the above-mentioned e-Pay employees, their consent status will look like the below screenshot:



Step 3

Employee Self Service ePay eW-2/eW2-c Consent Form Electronic to Printed



Employees may **receive a paper W-2** by checking the above box and clicking the submit button. A 'verify identity' window will pop up after clicking the submit button.

A dialog box titled "Verify Identity" with a close button (X) in the top right corner. The text inside reads: "To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**." Below this, it shows "User ID COREOSC" and a "Password" label next to an empty text input field. At the bottom, there are two buttons: "Continue" and "Cancel".

Step 4

Employees must enter their Core-CT password and click the Continue Button. A Submit Confirmation will pop up indicating whether it was successful followed by a confirmation email from correct@ct.gov (assuming the employee has their email address on file)

