EPM Retirement Payroll

Retirement Payroll Queries in Core-CT EPM

Run an Existing Query

Reference: EPM Query Manager

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

1. Navigate to Query Manager page.
2. Enter CT_OSC_RP (or CT_RP) in the basic search field.
3. Select Search.

Note: Listing of all queries beginning with the name CT_OSC_RP appears.

4. Within the results displayed, locate the Query titled: **CT_OSC_RP_ADDRESSES**.

5. Under the Run to Excel option, select Excel.

Note: Run time prompts appear.

6. To execute the query, enter values in each prompt field, DeptID and Addr Type.

7. Select **View Results**.