Welcome to ePay

This presentation will cover three ‘must know’ topics for first time Core-CT users:

- Logging In For the First Time
- Setting A Password Recovery Question and Email
- Viewing Your Paycheck Information
Logging in for the first time

Here’s how:

- Open a browser and go to the Payroll website: [http://www.payroll.uconn.edu](http://www.payroll.uconn.edu).
- Go to the ePay page by either clicking on "ePay" under Application Quick Links or by navigating to the Applications menu on the grey bar or by clicking on the ePay link in the Payroll Today box.
Logging in for the first time

- Once on the ePay page, click on the “Sign In To Core-CT ePay” button. If you need assistance, please use the “ePay Help Request Form” button.

- Your User ID is your 6 digit Employee ID. If you don’t know your employee ID, you can look it up by using the “Find Employee Number” button. Your employee number can also be found on your paycheck in the box to the right of your name.

- Your temporary Password is the first 4 letters of your last name (all caps) followed by the last 4 digits of your social security number. If your last name is less than 4 letters, enter your full last name followed by the last 4 of your social security number.

- Enter your User ID and Password and click “Sign In”.
Changing Your Password

- Your Password is a temporary Password that expires immediately after you sign in. Your User ID will **ALWAYS** be your six digit Employee ID.
- To change your Password, click on the link to begin.
Changing Your Password

To Change Your Password

1. Enter your Current Password (the password provided to you).
2. Enter a new Password of your choice.
3. Re-enter the new Password to confirm.
4. Click on ‘Change Password’ to accept your new Password.

- Please note: The Password requirements are not the same as SA Password requirements.

Once logged in, you will see the Core-CT Portal Home Page - the Gateway to Core-CT.
Setting Up Your System Profile

- Click on the “My System Profile” link under “My System Profile” to bring up the “General Profile Information” page.
- Click on the “Change or set up forgotten password help” link.
Select a question from the drop down menu and enter a response.
Click “OK” to continue on to set up your Primary Email address.
You must add your “Primary Email Account”. If you forget your Password, it will be emailed to the address you indicate.

Here’s How:

- Click in the “Primary Email Account” box to select the email address as Primary.
- Select Business from the drop down menu as the “Email Type”.
- Enter your UCONN email address.
- Click “Save” in the lower left corner of the screen.
- To return to the Portal Home Page, click the “My HR” tab at the top of the page.
The ‘Payroll’ eApp, called ePay, includes the ability for employees to view and print their paycheck information online.

Click on the ‘View Paycheck’ link to access Paycheck information.
Viewing Your Paycheck

- The ‘View Paycheck’ page displays a summary of pay information for each check received.
- An online pay advice is available for review.
- If you have more than one job associated with the same User ID, each job will be listed, distinguished by Dept. ID and Job Title.
- Click the date of the Paycheck you’d like to review.
Conclusion

- If you have difficulty viewing your paycheck information, it may be due to your browser’s Pop-Up Blocker settings for this website.
- Please visit the Payroll Department website for further information and training materials.