



Adding and Deleting an Employee - Copy Forward Report

1. Log in to CORE-CT
2. From the Main Menu, select CORE-CT HRMS and proceed as follows:
Pension > Employer Reporting > ER Home Page
3. Select your report
 - Click on "Pay Details"

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Pension ▾ > Employer Reporting ▾ > ER Home Page

Core-CT All ▾ »» [Advanced Search](#)

	National ID	Empl ID	Empl Record	Payroll	Payroll Status	Job Error Description ▲	Pay Details
1			0	Yes	Submitted		Pay Details

4. Adding an employee

- Add a new line by clicking on the “+” on the top right corner of the Record Summary section
- Enter the EMPLID number and click the Enter key
- Fill in the blanks and click “Save”
 - TXNCD1: REG TXNCD2: RMRSBB (code used for members with Social Security)
 - TXNCD2: RMRSBA (code used for members without Social Security)

The screenshot shows the 'Record Summary' section with fields for 'Empl ID', 'Empl Record' (0), 'National ID', and 'Record Status' (New). A red box highlights the '+' button in the top right corner. Below this is the 'Payroll' section for 'Payroll - Current Month' with a 'Pay Period End Date' of 01/31/2023. It includes an 'Actual Hours' field and two transaction code fields: 'TXNCD1: REG' and 'TXNCD2: RMRSBB', each followed by an 'Amount' field. A red box highlights the 'REG' code. At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box. An 'Add Next TXNCD' button is also present.

5. Deleting an employee

- Click on the “-”
- Click “Save”

This screenshot is identical to the one above, showing the 'Record Summary' and 'Payroll' sections. In this instance, a red box highlights the '-' button in the top right corner of the 'Record Summary' section, indicating the deletion action. The 'Save' button at the bottom is also highlighted with a red box.