



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"

The screenshot shows the Core-CT HRMS application interface. At the top, there is a navigation bar with the following path: Favorites ▾ > Main Menu ▾ > Core-CT HRMS ▾ > Pension ▾ > Employer Reporting ▾ > ER Home Page. The "Main Menu" and "ER Home Page" buttons are highlighted with red boxes. Below the navigation bar, the Core-CT logo is on the left, and there is a search bar with "All" and "Search" buttons, along with an "Advanced Search" link. The main content area displays a table with the following columns: National ID, Empl ID, Empl Record, Payroll, Payroll Status, Job Error Description▲, and Pay Details. A single row of data is shown, with the "Pay Details" button highlighted with a red box. The data in the row is: National ID 1, Empl ID (redacted), Empl Record 0, Payroll Yes, Payroll Status Submitted, Job Error Description (empty), and Pay Details (redacted).

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

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)

Record Summary

Empl ID:  Empl Record: 0 National ID:  Record Status: New  

Payroll

Payroll – Current Month Pay Period End Date 01/31/2023  

Actual Hours:

TXNCD1: Amount 1: TXNCD2: Amount 2: 

 

5. Deleting an employee

- Click on the “-”
- Click “Save”

Record Summary

Empl ID:  Empl Record: 0 National ID:  Record Status: New  

Payroll

Payroll – Current Month Pay Period End Date 01/31/2023  

Actual Hours:

TXNCD1: Amount 1: TXNCD2: Amount 2: 

 