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 ▾ Search   » 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)

Record Summary   Find | View All   First ◀ 6 of 8 ▶ Last

Empl ID: [ ] 🔍   Empl Record: 0   National ID: [ ] 🔍   Record Status: New   [+] [−]

Payroll   Find   First ◀ 1 of 1 ▶ Last

Payroll – Current Month   Pay Period End Date 01/31/2023 ⌄   [+][−]

Actual Hours: [ ]

    TXNCD1: [REG]   Amount 1: [ ]   TXNCD2: [RMRSBB]   Amount 2: [ ]

                                                                             [Add Next TXNCD]

       [Save]   [Cancel]

5. **Deleting an employee**
   - **Click on the "-"**
   - **Click "Save"**

Record Summary   Find | View All   First ◀ 6 of 8 ▶ Last

Empl ID: [ ] 🔍   Empl Record: 0   National ID: [ ] 🔍   Record Status: New   [+][−]

Payroll   Find   First ◀ 1 of 1 ▶ Last

Payroll – Current Month   Pay Period End Date 01/31/2023 ⌄   [+][−]

Actual Hours: [ ]

    TXNCD1: [REG]   Amount 1: [ ]   TXNCD2: [RMRSBB]   Amount 2: [ ]

                                                                             [Add Next TXNCD]

       [Save]   [Cancel]