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### Entering Reports in Core-CT - Copy Forward

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

A screenshot of the Core-CT HRMS interface. At the top, a breadcrumb trail shows the navigation path: Favorites > Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page. Below this is the Core-CT logo and a search bar with a dropdown menu set to "All" and a "Search" button, followed by a link to "Advanced Search". A horizontal menu contains buttons for "My HR", "Finance", "My CRM", "Core-CT Help", and "STARS". Below the menu is a section titled "ER Home Page". Underneath, there is a "Payroll Actions" section with a label "Actions:" followed by a dropdown menu and a "Submit" button.

### 3. On the ER Home Page:

- Scroll to the Posted Employer Payroll Reports section
- Click “View 100” to see all the posted reports
- Select the last posted report - “Earned Periods”

The screenshot shows the navigation path: Favorites > Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page. The 'Posted Employer Payroll Reports' section is highlighted. The 'View 100' button is also highlighted. Below the navigation, a table lists reports with columns: Department, Earned Periods, Schedule Name, Report Status, Due Date, and Submission Date. The first row shows Department MSO002BAB, Earned Periods 11/01/2022 - 11/30/2022, Schedule Name 2022, Report Status Posted, Due Date 12/31/2022, and Submission Date 12/31/2022.

Department	Earned Periods	Schedule Name	Report Status	Due Date	Submission Date
206 MSO002BAB	11/01/2022 - 11/30/2022	2022	Posted	12/31/2022	12/31/2022

### 4. Select the specific period to retrieve your last posted report

- Go to the “Copy Forward” section
  1. Click the “Magnifying Glass”
  2. Click on “Look Up”
  3. Select the applicable “Earned Period”
  4. Click “Copy”

The screenshot shows the 'Copy Forward' section of the 'Employer Report Details' page. The 'Copy Forward' button is highlighted. Below it, the 'Copy To Pay Period' field is highlighted with a magnifying glass icon. The 'Copy' button is also highlighted. A dialog box titled 'Look Up Copy To Pay Period' is open, showing the 'Earned Period' field with a dropdown menu. The 'Look Up' button is highlighted. Below the dialog, a list of 'Earned Period' options is shown, with the first option '01/01/2023 - 01/31/2023' highlighted.

Company MSO  
Schedule Name 2022  
Department MSO757BAB  
Earned Period 12/01/2022 - 12/31/2022  
Report Status Posted

Payroll - Current Month		Payroll - Prior Month Adjustment	
Total Employee Earnings	6188.39	Total Employee Earnings	0.00
Total Employee Contributions	263.00	Total Employee Contributions	0.00
Total Employer Contributions	1086.06	Total Employer Contributions	0.00

Employee Details

National ID	Empl ID	Empl Record	Payroll	Payroll Status	Job Error Description
1				Posted	

Look Up Copy To Pay Period

Company MSO  
Department MSO757BAB  
Earned Period begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-12 of 12 Last

Earned Period
01/01/2023 - 01/31/2023
02/01/2023 - 02/28/2023
03/01/2023 - 03/31/2023
04/01/2023 - 04/30/2023
05/01/2023 - 05/31/2023
06/01/2023 - 06/30/2023
07/01/2023 - 07/31/2023
08/01/2023 - 08/31/2023
09/01/2023 - 09/30/2023
10/01/2023 - 10/31/2023
11/01/2023 - 11/30/2023
12/01/2023 - 12/31/2023

5. Once you click "Copy", all earnings and contributions values default to 0.00 on the "Payroll - Current Month" section.

- Click on "Pay Details" and enter earnings and contributions

Employer Report Details

Company MSO Number Of Employees 13

Schedule Name 2022

Department MSO002BAB

Earned Period 12/01/2022 - 12/31/2022

Report Status Submitted

Payroll - Current Month		Payroll - Prior Month Adjustment	
Total Employee Earnings	0.00	Total Employee Earnings	0.00
Total Employee Contributions	0.00	Total Employee Contributions	0.00
Total Employer Contributions	0.00	Total Employer Contributions	0.00

Pay Record Status

HR Record Status

Employee Details

National ID	Empl ID	Empl Record	Payroll	Payroll Status	Job Error Description	Pay Details	Pay Error Description
		3		Submitted		Pay Details	
		0		Submitted		Pay Details	

6. Click "View All" to view all members or click on the arrow to select one member at a time

- Enter "Actual Hours"
- Amount 1: enter employee earnings
- Amount 2: enter employee contributions
- Click "Save"

Core-CT

Navigation: Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page > Manually Add Record

Home | HRMS Worklist

My HR | Finance | My CRM | Core-CT Help | STARS

Company: MSO Number Of Employees: 2 Sort By: National ID

Schedule 2023 Name: Department: MSO131BAB

Earned Period: 02/01/2023 - 02/28/2023

Status:

Payroll - Current Month		Payroll - Prior Month Adjustment	
Total Employee Earnings:		Total Employee Earnings:	
Total Employee Contributions:		Total Employee Contributions:	
Total Employer Contributions:		Total Employer Contributions:	

Record Summary Find View All First 2 of 2 Last

Empl ID: Empl Record: 0 National ID: Record Status: Submitted

Payroll Find First 1 of 1 Last

Payroll - Current Month Pay Period End Date: 02/28/2023

Actual Hours:


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

Add Next TXNCD

Save Cancel

7. After confirming the earnings and contributions are balanced, click “Validate PAY”

[Favorites](#) > [Main Menu](#) > [Core-CT HRMS](#) > [Pension](#) > [Employer Reporting](#) > [ER Home Page](#)



[My HR](#) | [Finance](#) | [My CRM](#) | [Core-CT Help](#) | [STARS](#)

**Employer Report Details**

**Employer Report Details**

Company MSO	Number Of Employees 5	
Schedule Name 2022	<b>Payroll - Current Month</b>	<b>Payroll - Prior Month Adjustment</b>
Department MSO015BHA	Total Employee Earnings 28326.95	Total Employee Earnings
Earned Period 12/01/2022 - 12/31/2022	Total Employee Contributions 1982.85	Total Employee Contributions
<b>Report Status Valid</b>	Total Employer Contributions 6112.96	Total Employer Contributions

[▶ Pay Record Status](#)  
[▶ HR Record Status](#)

**Employee Details**

	National ID	Empl ID	Empl Record	Payroll	Payroll Status	Job Error Description ▲	Pay Details
1			0		Valid		<a href="#">Pay Details</a>
2			0		Valid		<a href="#">Pay Details</a>

[Validate PAY](#)

8. Upon receipt of the payment, the MERS Unit will review and post the report.

9. If you encounter a problem, please contact the MERS Unit.