Entering New Hires in CORE-CT

1. **Log in to CORE-CT**

2. **At the Main Menu, select CORE-CT HRMS and proceed as follows:**
   Workforce Administration > Personal Information > MERS New Hire

3. **At the page titled Pension New Hire**
   - **Enter the Social Security Number**
   - **Click on "Add New Hire"**

4. **The system will present the following page to enter the employees personal information. Please note the fields with an asterisk (*) are required.**

5. **After the required data has been entered:**
   - **Click "Validate and Save HR Data"**
   - **Click "OK"**

6. **The EMPLID will appear on the top center of the page.**

| Favorites ▾ | Main Menu ▾ | > | Core-CT HRMS ▾ | > | Workforce Administration ▾ | > | Personal Information ▾ | > | MERS New Hire |

Core-CT

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SSN 00000000   Empl ID [   ]

Personal Data

*First Name [   ]   Middle Name [   ]   *Last Name [   ]

*Date of Birth [   ] 📅   *Gender [   ] 🔍

Marital Status [▾]   Date of Marriage [   ] 📅   [   ]

*Address 1 [   ]

Address 2 [   ]

*City [   ]   *State [   ] 🔍   *Postal Code [   ]

Telephone [   ]   Phone Type [   ] 🔍

Job Data

*Department [   ] 🔍

*Hire Date [   ] 📅

Comp Rate [0.000000]

Action Hire   Action Reason EMP

Empl Record 0   Dual Employee flag N   Job Indicator P

Position Nbr

Error Details

[   ]

[Validate and Save HR Data]

7. **Make note of the EMPLID when inputting your employer report.**

Favorites ▾ | Main Menu ▾ | > | Core-CT HRMS ▾ | > | Workforce Administration ▾ | > | Personal Information ▾ | > | MERS New Hire

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Validation of HR Data

New Pension Employee Successfully Added.

Please note the employee's assigned employee ID.

OK