



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"

A screenshot of the CORE-CT web application interface. The breadcrumb trail at the top shows: Favorites > Main Menu > Core-CT HRMS > Workforce Administration > Personal Information > MERS New Hire. Below the breadcrumb trail is the Core-CT logo and a search bar with a dropdown menu set to "All". Below the search bar are navigation tabs: My HR, Finance, My CRM, Core-CT Help, and STARS. The main content area displays a form titled "Pension New Hire". The form includes a label "SSN" followed by a text input field containing "00000000". Below the input field is a button labeled "Add New Hire".

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

Core-CT All ▾ Search >> Advanced Search Last Search Results

My HR Finance My CRM Core-CT Help STARS

Pension New Hire

SSN 00000000

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 | All ▾ Search [] >> Advanced Search | Last Search Results

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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

Core-CT All ▾ Search >> Advanced Search

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Validation of HR Data

New Pension Employee Successfully Added.

Please note the employee's assigned employee ID.

OK