

Paycheck Information Self Service (ePay)

Paycheck information is generated & accessible online through the State of Connecticut Core-CT Portal—commonly known as **ePay**. Employees are also able to view and make online changes to the personal information that appears on their paychecks or online direct deposit statements.

Once enrolled in Direct Deposit, employees are not provided a paper copy of their direct deposit statements

To Access ePay, go to <http://payroll.uconn.edu> (listed under the Applications Quick Links)



ePay Hours of Availability:

Monday- Sunday, 4 am – 8 pm

Thursday (non-pay week) 4 am – 2 pm

Once you've received your first paycheck, your ePay account has been automatically created. There are Instructional Guides and a Video Tutorial on the left under "Training Materials" to learn:

- Your User ID is your 6 digit Employee ID (found on your paycheck in the box to the right of your name or "find employee #" on the payroll website)
- For first time users, your Temporary Password is the first 4 letters of your last name (capitalized) followed by the last 4 digits of your social security number. If your last name is less than 4 letters, enter your full last name followed by the last 4 of your social security number. Your password is a temporary password that expires immediately after you sign in. Your User ID will ALWAYS be your six digit Employee number.
- How to complete "My System Profile"—this is important because it sets up forgotten password help. It is recommended that your "Primary Email Account" is your UConn address, so that if your password is forgotten, it can be easily accessed.
- How to view your paycheck information which displays a summary of your pay information for each check received.

The tutorials are very helpful & go through the process step by step!

Need Assistance?

If you need assistance, the most efficient way to have your issue resolved is to log a ticket using the "ePay Help Request Form" located on the Payroll website. These tickets are monitored by multiple staff members and provide them with the necessary account information to ensure that your issue is resolved quickly and properly.