

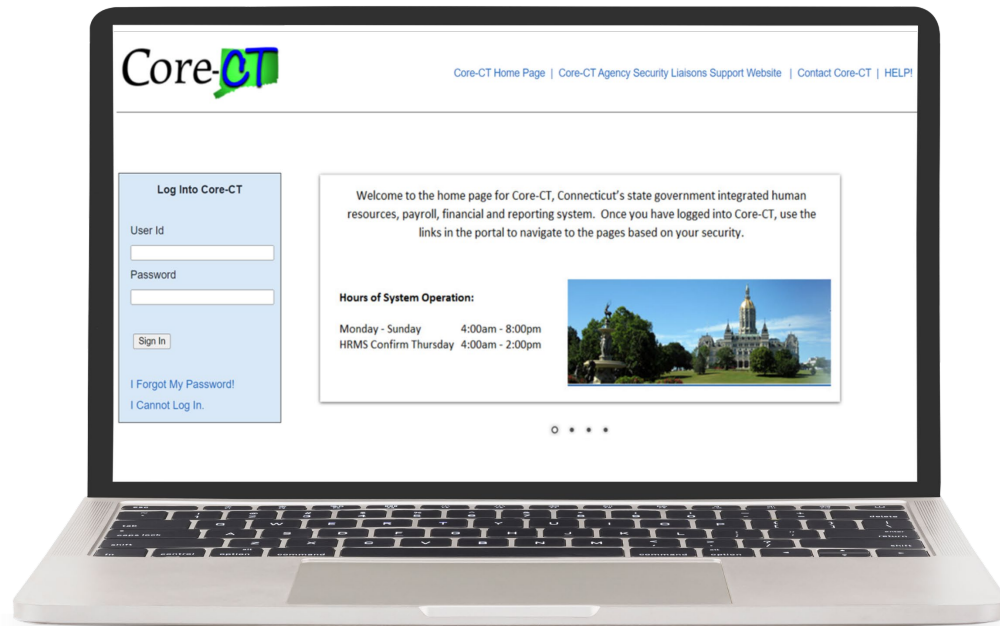


ES&U

**EMPLOYEE SELF SERVICE
NAVIGATION OVERVIEW**

Employee Portal Log-In

To access the **employee portal**, you must login through Core-CT.



- When logging in, Core-CT alerts you if there is a current system lockout.
- You are automatically defaulted to the homepage based on your role.

Homepage: Employee Self-Service

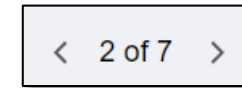
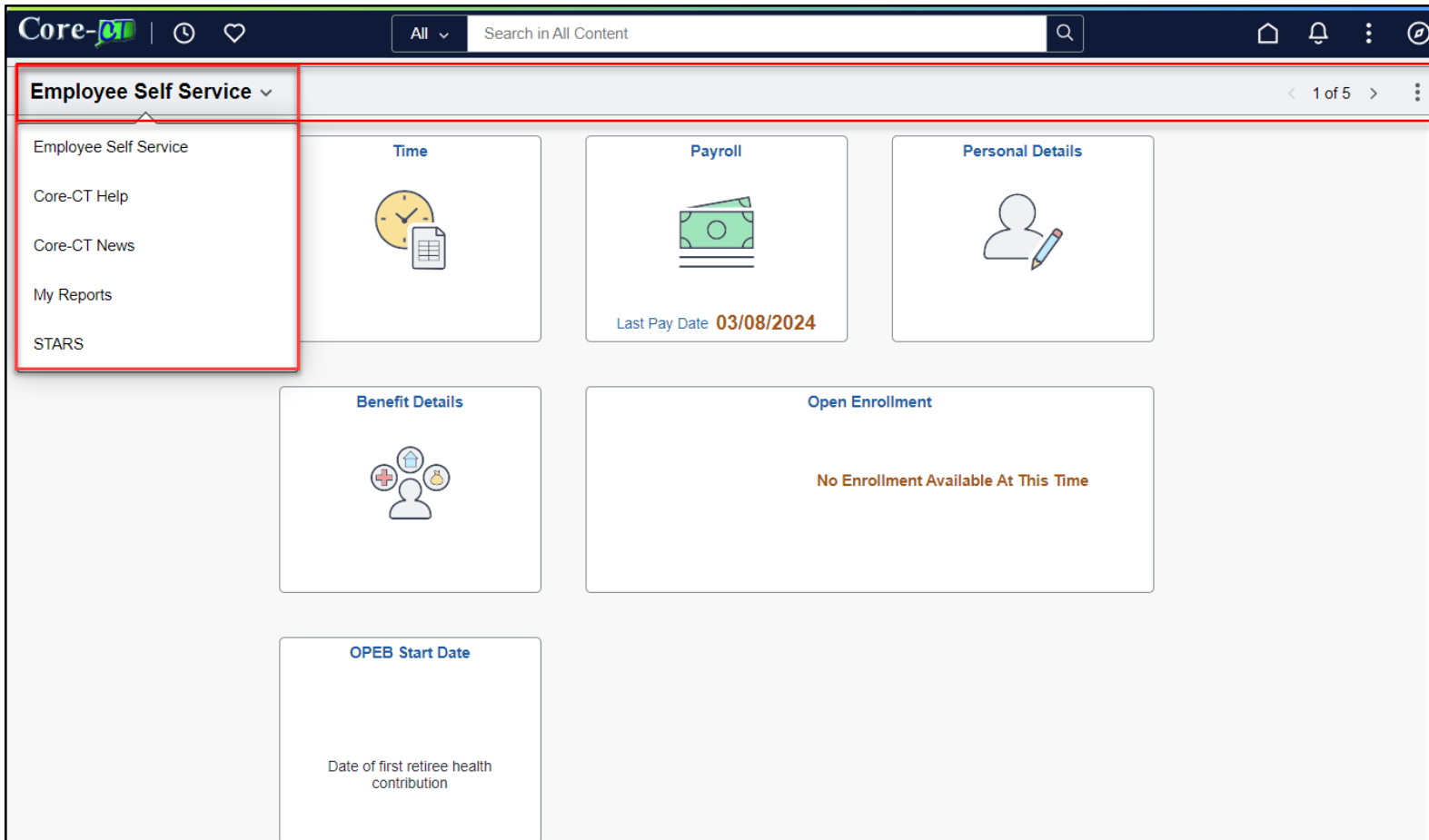
Now that you're logged into Core-CT, a role-based **Self-Service Homepage** displays:

The screenshot shows the 'Employee Self Service' homepage. At the top, there is a navigation bar with the Core-CT logo, a search bar containing 'All' and 'Search in All Content', and several utility icons (home, notifications, user profile). Below the navigation bar, the main content area is titled 'Employee Self Service' and contains several interactive tiles: 'Time' (with a clock icon), 'Payroll' (with a money icon and 'Last Pay Date 03/08/2024'), 'Personal Details' (with a person icon), 'Benefit Details' (with a person and gear icon), 'Open Enrollment' (with 'No Enrollment Available At This Time'), and 'OPEB Start Date' (with 'Date of first retiree health contribution').

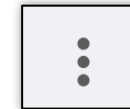
The 'NavBar: Menu' sidebar is shown on the right. It contains a list of navigation items: 'Recently Visited' (with a clock icon), 'Favorites' (with a heart icon), and 'Menu' (with a hamburger icon). Below these are several menu items, each with a folder icon and a right-pointing arrow: 'Core-CT HRMS', 'Self Service', 'PeopleSoft', 'Reporting Tools', 'PeopleTools', 'STARS', 'My Instant Messaging', 'Fluid Home', 'Change My Password', 'My Preferences', and 'My System Profile'. A red arrow points from the user profile icon in the top navigation bar to the 'Menu' item in the sidebar.

Homepage: Employee Self-Service

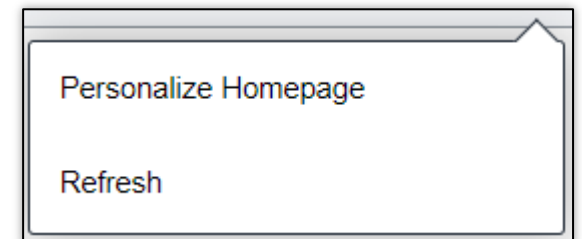
The homepage **Drop-Down Menu** or **Homepage Navigator** helps you move between homepages:



Homepage Navigator



More Options



Personalize Homepage & Refresh