

State of Connecticut Workers' Compensation First Check Reconciliation Program

Information

The automated program obtains all of its data requirements daily from the CORE-CT system via three separate queries. These queries deliver the claim, payroll and deduction data necessary to reconcile workers' compensation checks made payable to state agencies. A minimum amount of data entry is required on the user's part. In addition this program will prepare and pre-fill the following state forms and letters based upon the users data entries:

1. Reconciliation worksheet.
2. COP-9, payroll checks cancellation form.
3. 1081, COP-9 transmittal sheet.
4. Employee information letter relative to reconciliation.

In the event that the CORE-CT queries fail to deliver the required data, the program will allow the data to be manually entered by the agency user in order for the reconciliation calculations to occur.

Complete information and how to use instructions are outlined on each screen of the reconciliation program under the Page Help link located on the upper left hand side of each screen. To return to the reconciliation program from a Help screen simply click in the Back button of your browser.

Prior to your initial use of the reconciliation program you will receive the designated Web address from the DAS MIS staff. Once you've arrived at the site you will be required to complete a series of one time only user set up screens. Use the link below to obtain access to the program once you have been set up.