

ctcLink

Employee Homepage Tiles



Note: this document supplements the SBCTC training video for Employee Self Service.
ES100 HCM Employee Self-Service



OnBoarding Activities Tile

- Provides onboarding forms and activities based on your institution



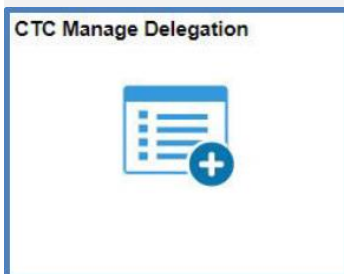
Careers Tile

- View open positions



Payroll Tile

- Paycheck details
- Tax withholding
- W-2 / W-2c
- Direct Deposit info
- Paycheck Modeler - calculate a hypothetical check by changing your earnings, deductions, and/or tax withholding



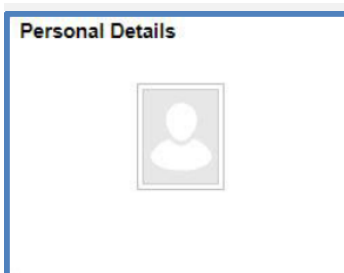
CTC Manage Delegation Tile

- Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.
- Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.



Benefits Details Tile

- Review your benefits including medical, dental, long-term disability, etc.



Personal Details Tile

Review and update your:

- Name
- Address(es)
- Contact details
- Ethnic groups information
- Emergency contacts
- Additional information on your personal account
- Disability status
- Veterans status



Time Tile







- The Time tile has numerous sub-tiles (Refer to the next page)



Sub-tiles under Time Tile

(see image below)

- Enter Time tile
- Time Summary
- Exceptions
- Report Time
- Payable Time
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- CTC Time

Enter Time 09/16/19 - 09/30/19  ● Reported 0.00 ● Scheduled 88.00	Time Summary 09/16/19 - 09/30/19 No Time Reported	Exceptions 0	Report Time 
Payable Time Last Time Period 09/01/19 - 09/15/19 Total Hours 0 Hours Estimated Gross 0		Request Absence 	Cancel Absences 
View Requests 	Absence Balances 	CTC Time 