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