



OnBoarding Activities



Get Started

OnBoarding Activities Tile:

Onboarding Activities

Careers



Careers Tile:

View open positions

Payroll



Last Pay Date **05/24/2019**

Payroll Tile:

Paychecks
Tax Withholding
W-2 / W-2c
Direct Deposit
Paycheck Modeler

CTC Manage Delegation



CTC Manage Delegation Tile:

Manage Delegation

Benefit Details



Benefits Details Tile:

Benefits Summary

Personal Details



Personal Details Tile:

Addresses
Contact Details
Name
Ethnic Groups
Emergency Contacts
Additional Information
Disability
Veterans Status

Time



Time Tile:

Time tile has – numerous sub tiles.

Please next page for “Time Tile” sub tiles

OnBoarding Activities Tile:

- OnBoarding Activities – Provides onboarding forms and activities based on your institution

Careers Tile:

- Careers – View open positions

Payroll Tile:

- Paychecks – View your paycheck details
- Tax Withholding – Review your tax withholds
- W-2 / W-2c – View and print your W-2(s)
- Direct Deposit – Review and edit your direct deposit information
- Paycheck Modeler – Can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status

CTC Manage Delegation Tile:

- Manage Delegation – 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.

Benefit Details Tile:

- Benefits Summary – Review benefits; medical, dental, long-term disability, etc.

Personal Details Tile:

- Addresses – Review and update addresses
- Contact Details – Review, add and update contact information
- Name – Review Name information
- Ethnic Groups – Review, add and update Ethnic group information
- Emergency Contacts – Review, add and update emergency contacts
- Additional Information – Review additional information on your personal account
- Disability – Report disability status
- Veterans Status – Report Veterans Status

Time Tile:

- 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

