

# Viewing Employee Health Benefits Information

**Purpose:** Use this document as a reference for viewing employee health benefits information in ctLink.

**Audience:** HR Benefits Specialist

**!** You must have at least one of these local college managed security roles:

- **ZC Benefits Enrollments**
- **ZD Benefits Enrollment Inquiry**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Information on Viewing Benefits:** ctLink provides view only access to benefits information from HCA (Health Care Authority).

**Navigation:** Menu > Benefits > Enroll In Benefits > Health Benefits

1. Enter the **Empl ID** in the Search Criteria section.
2. Select the **Search** button.
3. The **Search Results** displays. From the results, select the appropriate employee from the search results.

Use the **Health Benefits** page to view employees and dependents in health plan types: medical, dental, and vision.

- The **Coverage Election** field determines whether an employee is electing, waiving, or terminating coverage under a benefit plan.
- The **Election Date** field specifies the date when the election is effective.
- A **Benefit Program** is a collection of benefits that an organization offers to employees. Each benefit program is associated with various benefit plans.
- The **Coverage Code** field specifies the coverage level for the employee. A coverage level indicates the number of individuals under the plan.

**End of procedure.**

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the external link to [Viewing Employee Health Benefits Information](#). This link will open in a new tab/window.