9.2 Review and Update ABBRs

Purpose: Use this document as a reference for viewing and updating employee Annual Benefit Base Rates in ctcLink.

Audience: Benefits Administrators.

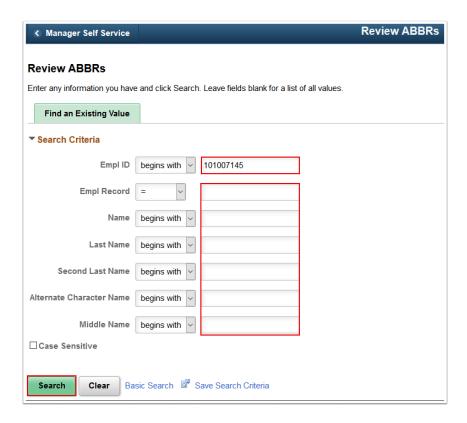
- You must have at least one of these local college managed security roles:
 - · ZC Benefits Enrollments
- ZD Benefits Employee Data Inq

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

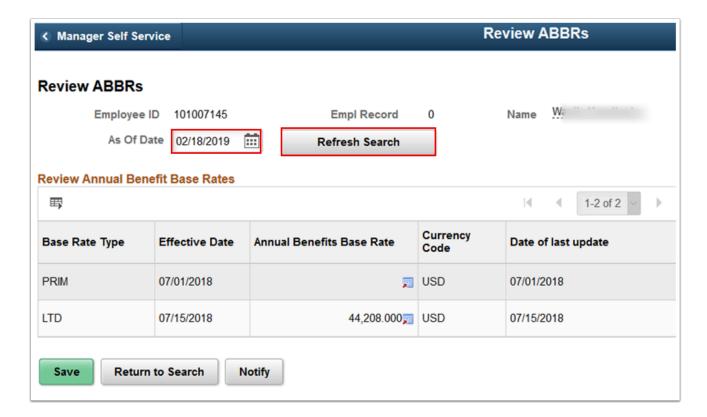
Reviewing ABBRs

Navigation: NavBar > Navigator > Benefits > Employee/Dependent Information > Review ABBRs

- 1. The **Review ABBRs** search page displays.
- 2. Enter the **Empl ID**.
- 3. If necessary, enter additional **Search Criteria** to identify the employee and employee record you're seeking.
- 4. Select the **Search** button.



- 5. The **Review ABBRs** page displays.
- 6. Select the desired **As Of Date** (it will default to current date). If a new date is selected, select **Refresh Search.**



7. The process to review ABBRs is now complete.

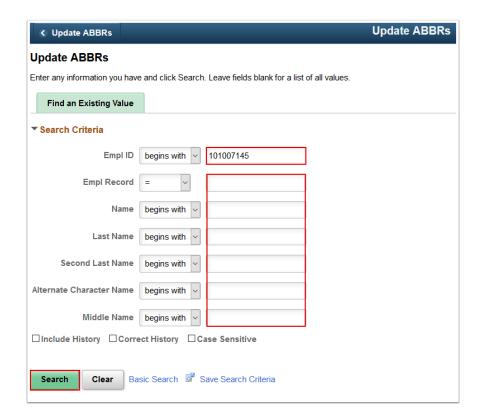
Update ABBRs

- You must have at least one of these local college managed security roles:
- ZC Benefits Enrollments

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

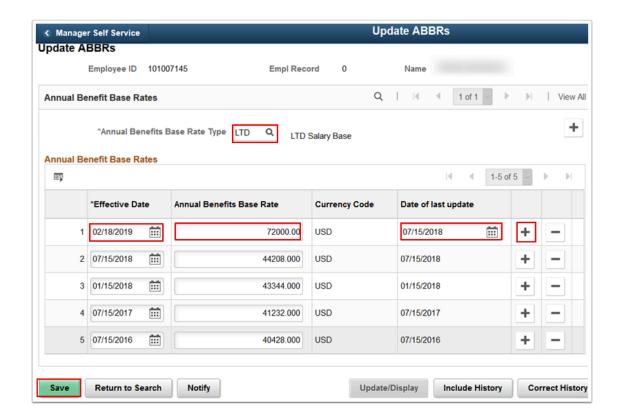
Navigation: NavBar > Navigator > Benefits > Employee/Dependent Information > Update ABBRs

- 1. The **Update ABBRs** search page displays.
- 2. Enter the **Empl ID**.
- 3. If necessary, enter additional **Search Criteria** to identify the employee and employee record you're seeking.
- 4. Select the **Search** button.



- 5. The **Update ABBRs** page displays.
- 6. Select an **Annual Benefit Base Rate Type** using the lookup (in nearly all cases this will be "LTD").
- 7. Add a row by selecting the **Add a New Row [+]** icon within the Annual Benefit Base Rates section.

- 8. Enter an **Effective Date** for when the new rate shall be effective.
- 9. Enter the Annual Benefits Base Rate.
- 10. Enter the **Date of last update.**
- 11. Select the **Save** button.



- 12. The process to update ABBRs is now complete.
- 13. End of procedure.