

## 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.

Manager Self Service
Review ABBRs

### Review ABBRs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with 101007145

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Manager Self Service
Review ABBRs

### Review ABBRs

Employee ID 101007145 Empl Record 0 Name W...

As Of Date 02/18/2019 Refresh Search

#### Review Annual Benefit Base Rates

1-2 of 2

Base Rate Type	Effective Date	Annual Benefits Base Rate	Currency Code	Date of last update
PRIM	07/01/2018		USD	07/01/2018
LTD	07/15/2018	44,208.000	USD	07/15/2018

Save Return to Search Notify

- 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

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

< Update ABBRs

Update ABBRs

Update ABBRs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with

101007145

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

- The **Update ABBRs** page displays.
- Select an **Annual Benefit Base Rate Type** using the lookup (in nearly all cases this will be "LTD").
- 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.

Manager Self Service
Update ABBRs

Update ABBRs

Employee ID 101007145      Empl Record 0      Name

Annual Benefit Base Rates
1 of 1
View All

\*Annual Benefits Base Rate Type LTD      LTD Salary Base

Annual Benefit Base Rates
1-5 of 5

	*Effective Date	Annual Benefits Base Rate	Currency Code	Date of last update		
1	02/18/2019	72000.00	USD	07/15/2018	+	-
2	07/15/2018	44208.000	USD	07/15/2018	+	-
3	01/15/2018	43344.000	USD	01/15/2018	+	-
4	07/15/2017	41232.000	USD	07/15/2017	+	-
5	07/15/2016	40428.000	USD	07/15/2016	+	-

Save      Return to Search      Notify      Update/Display      Include History      Correct History

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