

## 9.2 Benefit Eligibility

**Purpose:** Use this document as a reference for viewing and adjusting an employee's benefits information in ctclink.

**Audience:** Benefits staff

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

- ZD Benefits Reporting

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

### Benefit Eligibility

**Navigation:** NavBar > Navigator > Benefits > CTC Custom > Benefits Eligibility

1. The **Benefit Eligibility** search page displays.
2. Enter **Empl ID**, **Name**, or **Last Name**.
3. Select **Search**.

Benefit Eligibility

Benefit Eligibility

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

Name begins with

Last Name begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

4. The **Benefits Eligibility Data** page displays.
5. In the Terms to Retrieve section, enter **From** and **To** terms.

Employee Self Service
Benefits Eligibility Data

Benefits Eligibility Data

Name: Employee Employee ID: Employee ID

Company	Description	Benefit Program	Program Date
220	Tacoma Community College	SB1	09/01/2015

Terms to retrieve: From 2022 FALL To 2022 FALL

- The selected term(s) display at the bottom of the page.
- In the Adjust section, select **Company**.
- Update the **FTE/PTF(FWL)**, **Term Contract Hours(FWL)**, and/or **Contract Hours** as appropriate.
- Enter **Adjustment Reason**.
- Select **Save**.
- Select **Return to Search**.

Employee Self Service
Benefits Eligibility Data

Benefits Eligibility Data

Name: Employee Employee ID: Employee ID

Company	Description	Benefit Program	Program Date
220	Tacoma Community College	SB1	09/21/2015

Terms to retrieve: From 2022 FALL To 2022 FALL

Term: 2227 FALL 2022

Total										
	Company	Benefit Program	FTE/PTF(FWL)	FTE Job	FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	Adjustment Reason	Lastupdate Date/Time
1			1.333	0.400000	1.733000	220.00	0.00	220.00		

Detail										
	Company	Benefit Program	FTE/PTF(FWL)	FTE Job	FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	Adjustment Reason	Lastupdate Date/Time
1	220	SB1	0.667	0.400000	1.067000	110.00	0.00	110.00		
2	240	SB2	0.333	0.000000	0.333000	55.00	0.00	55.00		

Adjust

	*Company	Benefit Program	FTE/PTF(FWL)	FTE Job	FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	*Adjustment Reason	Lastupdate Date/Time
1	220	SB1	0.333	0.000000	0.333000	55.00	0.00	55.00	Adjustment	09/28/22 12:35:07PM CTC_APEDERSON

Save Return to Search

- The **Benefit Eligibility** search page displays.
- Search for the employee you just adjusted.

## Benefit Eligibility

### Benefit Eligibility

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

Name

Last Name

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

14. The **Benefits Eligibility Data** page displays.

15. Enter **From** and **To** terms.

16. Your adjustment(s) display.

Work Location

### Benefits Eligibility Data

New Window | Help

#### Benefits Eligibility Data

Name: **Employee** Employee ID: **Employee ID**

Company	Description	Benefit Program	Program Date
220	Tacoma Community College	SB1	09/21/2015

Terms to retrieve: From  To

Term: 2227 FALL 2022

Total										
	Company	Benefit Program	FTE/PTF(FWL)	FTE (Job)	FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	Adjustment Reason	Lastupdate Date/Time
1			1.333	0.400000	1.733000	220.00	0.00	220.00		
Detail										
	Company	Benefit Program	FTE/PTF(FWL)	FTE (Job)	FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	Adjustment Reason	Lastupdate Date/Time
1	220	SB1	0.667	0.400000	1.067000	110.00	0.00	110.00		
2	240	SB2	0.333	0.000000	0.333000	55.00	0.00	55.00		
Adjust										
	*Company	Benefit Program	FTE/PTF(FWL)	FTE(Job)	FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	*Adjustment Reason	Lastupdate Date/Time
1	220	SB1	0.333	0.000000	0.333000	55.00	0.00	55.00	Adjustment	09/29/22 8:34:05AM CTC_APEDERSON

Save

Return to Search

17. Process complete.