## 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	
The Search Criteria	
Empi ID begins with V	
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.

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Benefits Eligib	ility Data				
Name: Employe	e	Employee ID: Em	ployee ID		
	Company	Description	Benefit Program	Program Date	
	220	Tacoma Community College	SB1	09/01/2015	
Terms to retrieve:	From 2022	PFALL	то 2022 FA	u. Q	

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

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	Company	Description	Benefit Program	Program Date						
	220	Tacoma Community College	SB1	09/21/2015						
rms to retrieve:	From 2022 F/	ALL Q	To 2022 F	ALL Q						
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Term: 2227	FALL 2022									
Total										
Cor	npany Benefit Pro	ogram FTE/	TF(FWL)	FTE /Job FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	Adjustment Reason	Lastupdate Date/Time	
1			1.333 (	.400000 1.733000	220.00	0.00	220.00			
Detail										
	pany Benefit Pro	gram FTE/P	TF(FWL)	FTE /Job FTE Total	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL)	Adjustment Reason	Lastupdate Date/Time	
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- 12. The **Benefit Eligibility** search page displays.
- 13. 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 begins with V	
Name begins with V	
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.

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enefits Eli	gibility D	Data										
Name: Emp	oloyee	Em	oloyee ID: En	nployee ID								
	Comp	Desc	ription	Benefit Program	Program (	late						
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Total	Company	Benefit Program	FTEP	TF(FWL)	FTE /Job	FTE Total 1.733000	Term Contract hours(FWL)	Contract Hours(FWL)	Total Hours(FWL) 220.00	Adjustment Reaso	n Lastupdate Date/Time	
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Total 1 Detail 1 220 2 240	Company Company S	Benefit Program Benefit Program 381	FTEP	TF(FWL) 1.333 () TF(FWL) 0.667 () 0.333 ()	FTE /Job .400000 FTE /Job .400000 .000000	FTE Total 1.733000 FTE Total 1.067000 0.333000	Term Contract hours(FWL) 220.00 Term Contract hours(FWL) 110.00 55.00	Contract Hours(FWL) 0.00 Contract Hours(FWL) 0.00 0.00	Total Hours(FWL) 220.00 Total Hours(FWL) 110.00 55.00	Adjustment Reaso	n Lastupdate Date/Time	2
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17. Process complete.