

9.2 Viewing the Benefits Summary

Purpose: Use this document as a reference for viewing the employee self-service benefits summary in ctcLink,

Audience: Employees

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

- ZZ Former Employee
- ZZ PeopleSoft User


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

Benefit Details

Navigation: NavBar > Navigator > Self Service > Benefits > Benefit Details

1. The Benefits Summary page displays.
2. Enter the **As Of** date if needed (it will default to the current date.)
 - If a new date is chosen, select the **Refresh** button.
3. On the Benefits Summary page, the following columns display benefit information that an employee is enrolled in for the As Of date selected.
 - **Type of Benefit**
 - **Plan Description**
 - **Coverage or Participation**
4. Some Types of Benefits will have a (>) at the edge of the row, indicating it can be selected for additional information in a new screen.
 - Selecting additional information for Medical or Dental Benefits will show any and all dependents associated with those enrollments.

Benefits Summary

As Of 01/14/2019 

Refresh

| Type of Benefit | Plan Description | Coverage or Participation |
|--------------------------------|----------------------------|---------------------------|
| Medical | Uniform Classic | Employee + Child(ren) > |
| Dental | Uniform Dental | Family > |
| Long-Term Disability -Optional | Optional LTD 60 day Other | % of Salary > |
| Long-Term Disability - Basic | Basic Long Term Disability | % of Salary > |
| Flex Spending Health - U.S. | Flexible Spending Account | \$1,500 Pledge |
| Public Employees Retirement WA | PERS Plan 2 | 7.38% of Earnings |

5. The self-service process to review the view benefits summary in ctcLink is now complete.
6. End of procedure.