


Viewing Employee Health Benefits Information

Purpose: Use this document as a reference for viewing employee health benefits information in ctcLink.

Audience: HR Benefits Specialist

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

- **ZC Benefits Enrollments**
- **ZD Benefits Enrollment Inquiry**

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

Information on Viewing Benefits: ctcLink provides view only access to benefits information from HCA (Health Care Authority).

Navigation: Menu > Benefits > Enroll In Benefits > Health Benefits

1. Enter the **Empl ID** in the Search Criteria section.
2. Select the **Search** button.
3. The **Search Results** displays. From the results, select the appropriate employee from the search results.

Use the **Health Benefits** page to view employees and dependents in health plan types: medical, dental, and vision.

- The **Coverage Election** field determines whether an employee is electing, waiving, or terminating coverage under a benefit plan.
- The **Election Date** field specifies the date when the election is effective.
- A **Benefit Program** is a collection of benefits that an organization offers to employees. Each benefit program is associated with various benefit plans.
- The **Coverage Code** field specifies the coverage level for the employee. A coverage level indicates the number of individuals under the plan.

End of procedure.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [Viewing Employee Health Benefits Information](#). This link will open in a new tab/window.