

# **Employee Homepage**



## **OnBoarding Activities Tile:**

**Onboarding Activities** 



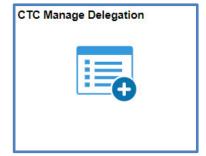
#### **Careers Tile:**

View open positions



## **Payroll Tile:**

Paychecks
Tax Withholding
W-2 / W-2c
Direct Deposit
Paycheck Modeler



# CTC Manage Delegation Tile:

Manage Delegation



#### **Benefits Details Tile:**

**Benefits Summary** 



#### **Personal Details Tile:**

Addresses
Contact Details
Name
Ethnic Groups
Emergency Contacts
Additional Information
Disability
Veterans Status



### **Time Tile:**

Time tile has – numerous sub tiles.

Please next page for "Time Tile" sub tiles

## **OnBoarding Activities Tile:**

 OnBoarding Activities – Provides onboarding forms and activities based on your institution

#### **Careers Tile:**

• Careers – View open positions

# **Payroll Tile:**

- Paychecks View your paycheck details
- Tax Withholding Review your tax withholds
- W-2 / W-2c View and print your W-2(s)
- Direct Deposit Review and edit your direct deposit information
- Paycheck Modeler Can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status

# **CTC Manage Delegation Tile:**

- Manage Delegation Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.
- Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

#### **Benefit Details Tile:**

• Benefits Summary – Review benefits; medical, dental, long-term disability, etc.

#### **Personal Details Tile:**

- Addresses Review and update addresses
- Contact Details Review, add and update contact information
- Name Review Name information
- Ethnic Groups Review, add and update Ethnic group information
- Emergency Contacts Review, add and update emergency contacts
- Additional Information Review additional information on your personal account
- Disability Report disability status
- Veterans Status Report Veterans Status

#### **Time Tile:**

- Sub Tiles under Time tile see image below
  - o Enter Time tile
  - o Time Summary
  - o Exceptions
  - o Report Time
  - o Payable Time
  - o Request Absence
  - o Cancel Absences
  - View Requests
  - o Absence Balances
  - o CTC Time

