

# Employee Homepage

**OnBoarding Activities**



**Get Started**

**OnBoarding Activities Tile:**

Onboarding Activities

**Careers**



**Careers Tile:**

View open positions

**Payroll**



Last Pay Date **05/24/2019**

**Payroll Tile:**

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

**CTC Manage Delegation**



**CTC Manage Delegation Tile:**

Manage Delegation

**Benefit Details**



**Benefits Details Tile:**

Benefits Summary

**Personal Details**



**Personal Details Tile:**

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

**Time**



**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
  - Enter Time tile
  - Time Summary
  - Exceptions
  - Report Time
  - Payable Time
  - Request Absence
  - Cancel Absences
  - View Requests
  - Absence Balances
  - CTC Time

