



ctcLink Tutorial

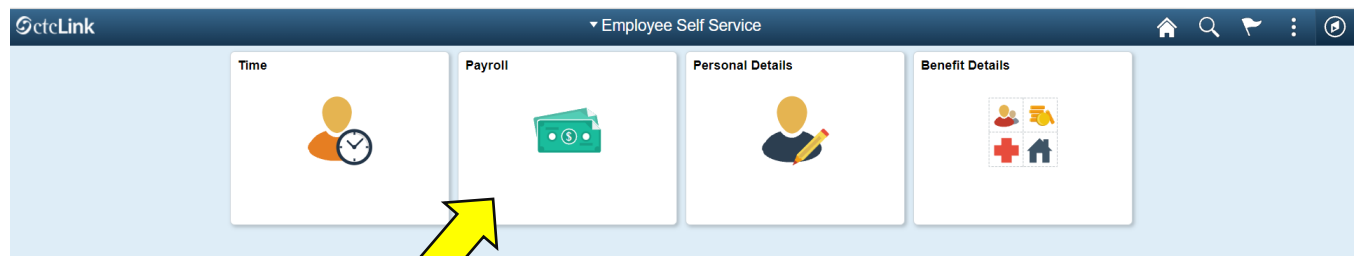
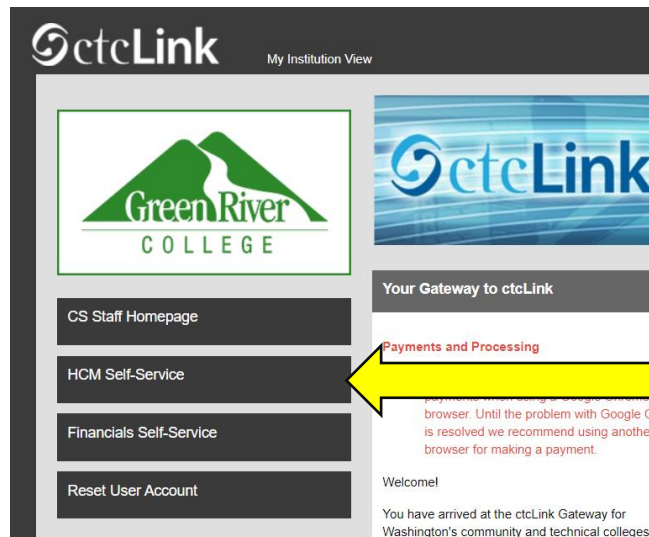
Verify Your Bank Routing Number in Employee Self Service

Purpose: Use the **Employee Self Service** within **HCM Self-Service Tab** to view and update personal payroll information.

Audience: All Faculty and Staff.

Directions

1. After successfully logging into ctcLink, **click** on 'HCM Self-Service



2. **click** on 'Payroll' icon





Employee Self Service Payroll

Paychecks Compensation History W-2/W-2c Consent

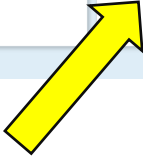
W-2/W-2c Forms Direct Deposit Tax Withholding Paycheck Modeler

1 Account Updated 07/02/2021

Updated 07/02/2021

Updated 07/02/2021

No consent received



3. click on 'Direct Deposit' icon

Payroll Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	3	XXXX7921	Checking	Remaining Balance



4. verify the 'Routing Number' and 'Account Number'

5. If you need to make corrections, click on >

Cancel Edit Account Save

*Nickname Primary

*Payment Method Direct Deposit

Bank

Routing Number 3

Account Number XXXX7921

Retype Account Number

Pay Distribution

*Account Type Checking

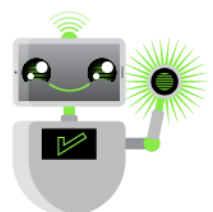
*Deposit Type Remaining Balance

Remove



5a. Here you can change the *Nickname

5b. Here you can change the Routing Number





Edit Account

*Nickname Primary

*Payment Method Direct Deposit

Bank

Routing Number 3

Account Number XXXX7921

Retype Account Number

Pay Distribution

*Account Type Checking

*Deposit Type Remaining Balance

Remove

Cancel Save

5c. for the **Account Number**, click on the **'Pencil'** icon

Edit Account

*Nickname Primary

*Payment Method Direct Deposit

Bank

Routing Number 3

Account Number

Retype Account Number

Pay Distribution

*Account Type Checking

*Deposit Type Remaining Balance

Remove

Cancel Save

5d. then the window will become active so you can update with a new account number

5e. Update the **'Pay Distribution'** area if needed

Edit Account

*Nickname Primary

*Payment Method Direct Deposit

Bank

Routing Number 3

Account Number XXXX7921

Retype Account Number

Pay Distribution

*Account Type Checking

*Deposit Type Remaining Balance

Remove

Cancel Save

6. click on **'Save'**





7. click on 'Payroll' to go back one page, or 'Home' to go back to HCM Employee Self-Service

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Primary	Direct Deposit	3	XXXX7921	Checking	Remaining Balance

Back to 'Payroll'

Employee Self Service Payroll

Paychecks

Compensation History

W-2/W-2c Consent

W-2/W-2c Forms

Direct Deposit

Tax Withholding

Paycheck Modeler

1 Account Updated 07/02/2021

Updated 07/02/2021

Updated 07/02/2021

No consent received

Or back to HCM Employee Self-Service

etcLink Employee Self Service

Time

Payroll

Personal Details

Benefit Details

