ctcLink Tutorial

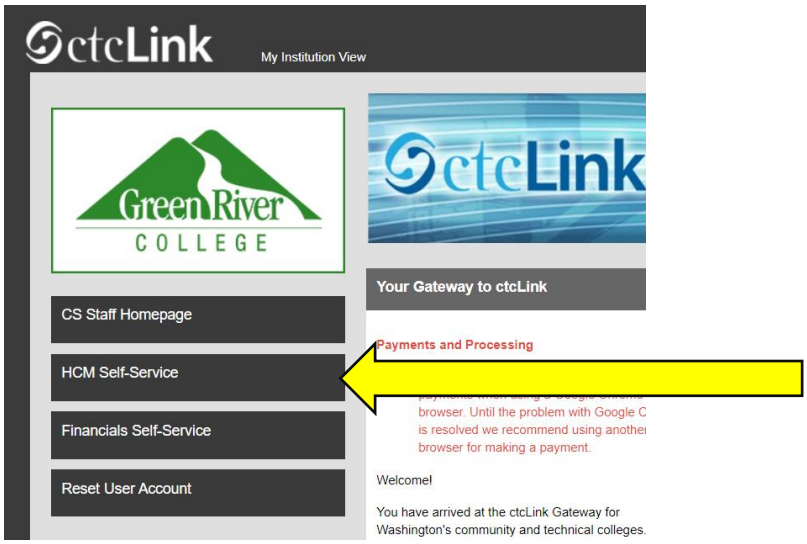
Verify Your Bank Routing Number in Employee Self Service

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

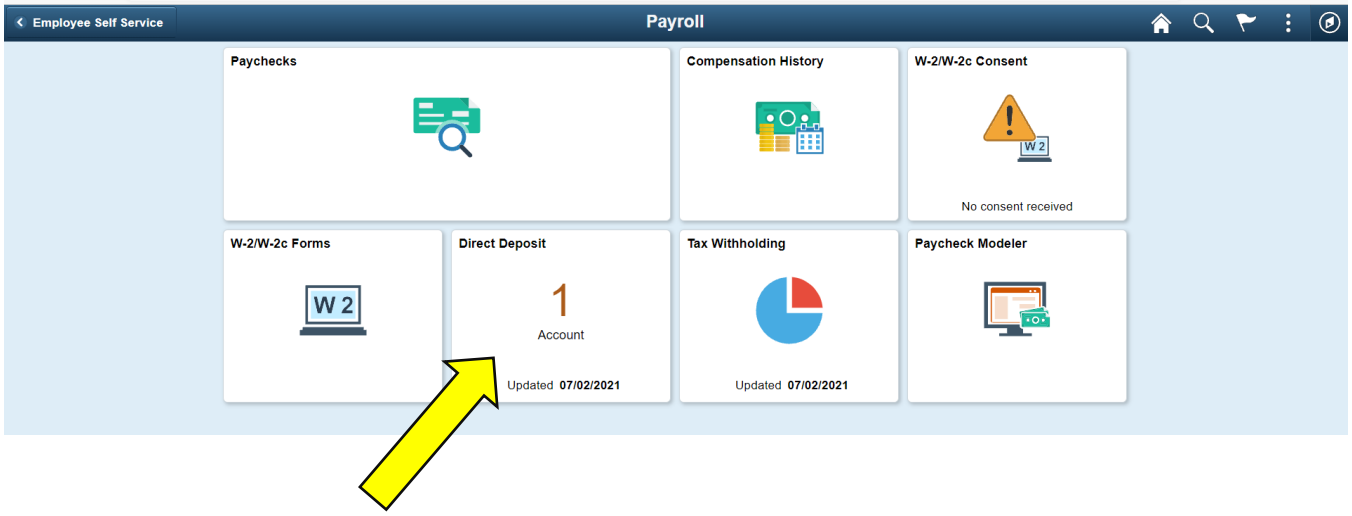
Audience: All Faculty and Staff.

Directions

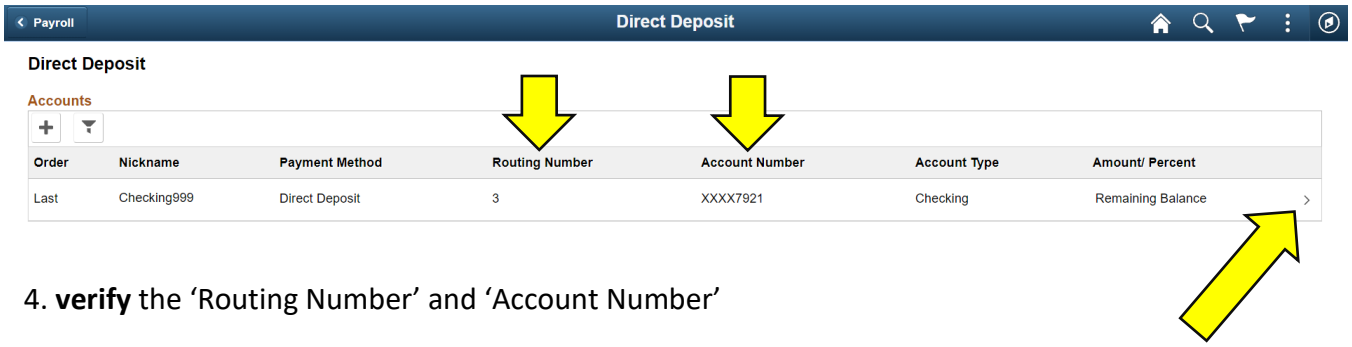
1. After successfully logging into ctcLink, **click** on 'HCM Self-Service



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

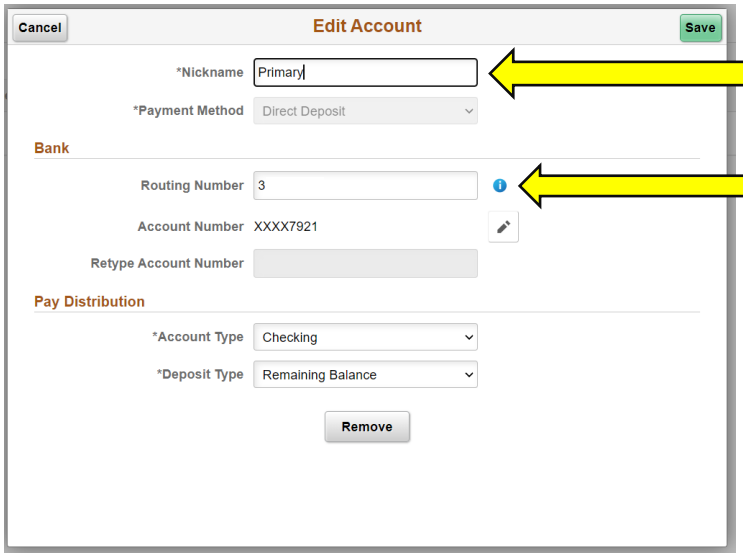


3. **click** on 'Direct Deposit' icon



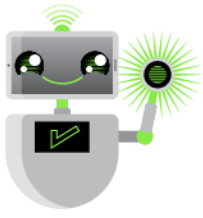
4. **verify** the 'Routing Number' and 'Account Number'

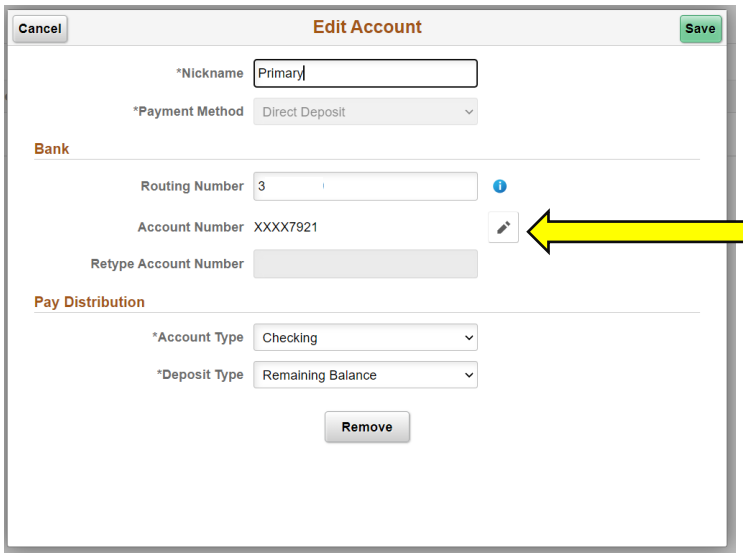
5. If you need to make corrections, click on >



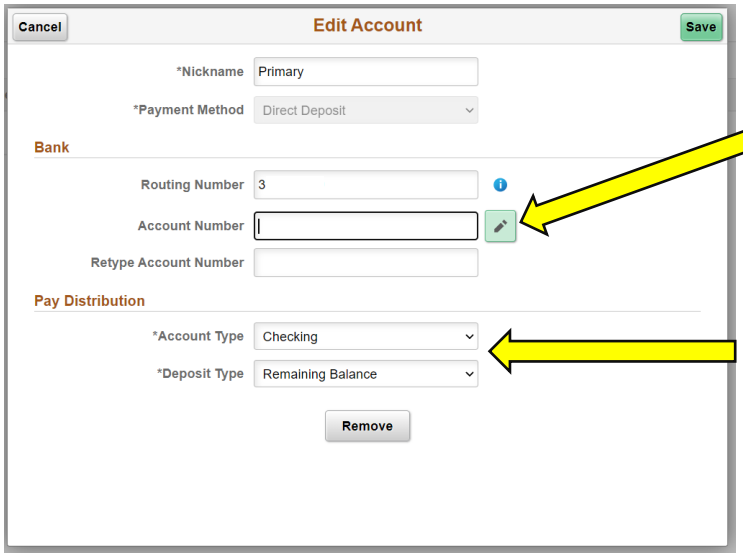
5a. Here you can change the ***Nickname**

5b. Here you can change the **Routing Number**



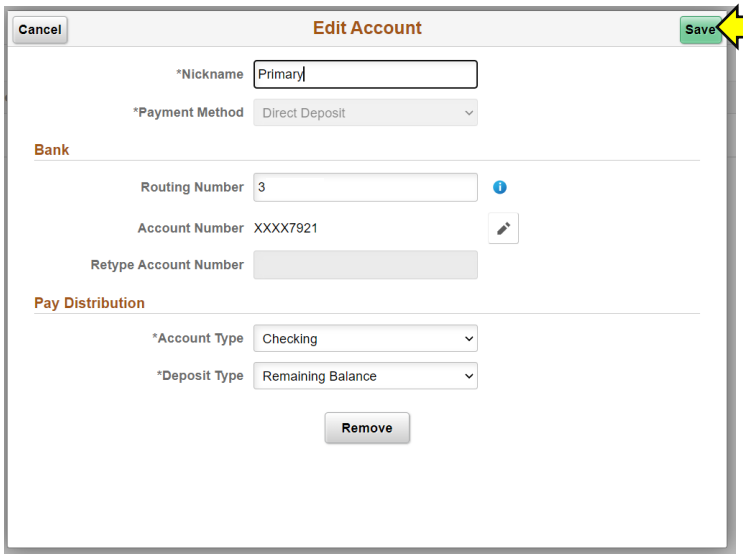


5c. for the **Account Number**, click on the '**Pencil**' icon

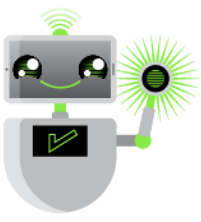


5d. then the window will become active so you can update with a new account number

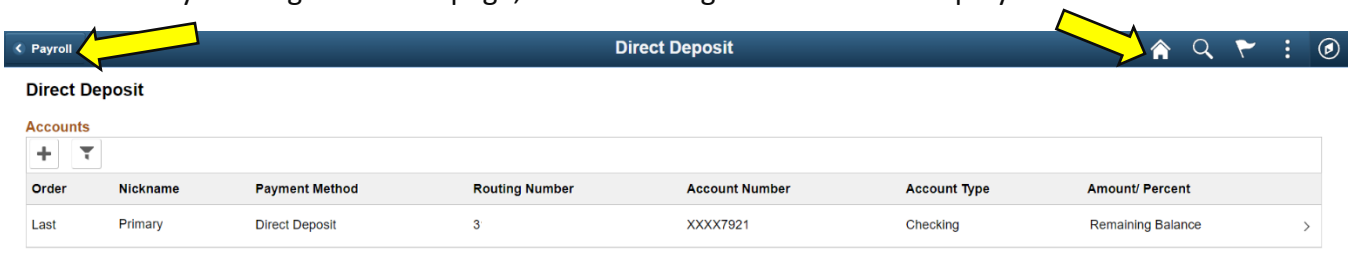
5e. Update the 'Pay Distribution' area if needed



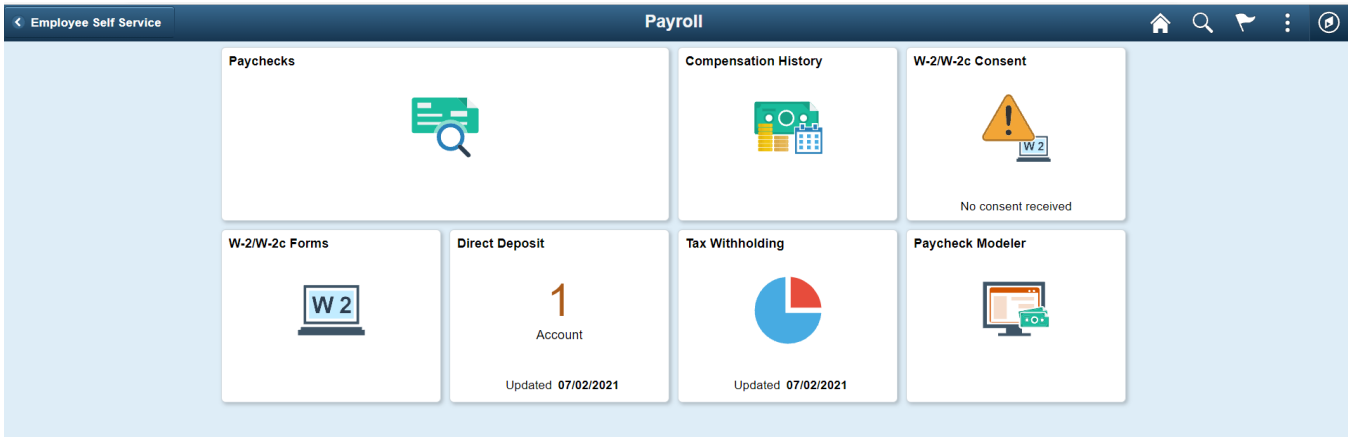
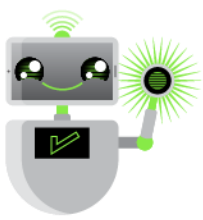
6. click on 'Save'



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



Back to ‘Payroll’



Or back to HCM Employee Self-Service