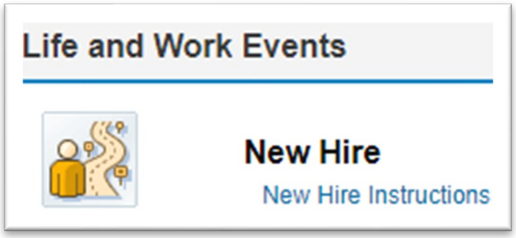
New Hire – Employee Self-Service Quick Reference Guide

Complete the following steps within 20 days of your hire date

Log on to Employee Self-Service (ESS) using your network logon ID and password.

- ☐ Click on the **Life and Work Events** (LWE) tab on the right side of the menu bar:

- ☐ Click **New Hire** Instructions:



Step 1: Review Health Plan Information

- ☐ Plan Information and Dependent Rates

Step 2: Dependent Eligibility Requirements

- ☐ Review **Dependent Eligibility Requirements**

Step 3: Required Documents

- ☐ Review **Required Documents Chart**

Step 4: Add Family Member/Dependents

- ☐ Add **Family Member/Dependents;** click the **Family Members/Dependents** link. Note: All Family Member/Dependents **must be** entered prior to **Step 5.**

- ☐ To add, scroll to the bottom of the screen and click on the appropriate relationship button, for example, **New Spouse**, **Child**, **Sibling**, **Parent**, **Other**, etc.

- ☐ Enter Family Member's Information (Birthdate and Social Security Number required for spouse and children) and click **Review** and then **Save**

Step 5: Benefit Enrollment

- ☐ Click the **Benefits Election** link to make changes to your employee benefits elections

- ☐ Starting with the **Dental Health Plan,** select the radio button and then click **Edit Plan**

- ☐ Select the appropriate **Dependent Option**, EE only, Emp+family, Emp+spouse, Emp+child/ren, etc…and click **Select Dependents button.**

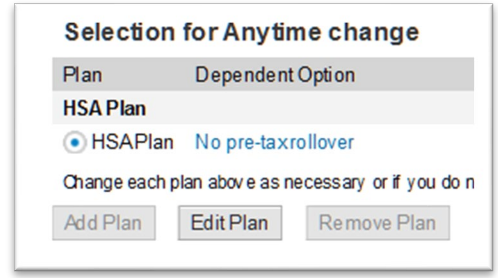
- ☐ Check the box for all dependents that will be included on your plan and click the **Add Plan to Selection** button - repeat for each plan - Dental, Medical, Vision and Life. **Note**: the Dependent Option must be the same for all plan types and the same dependents must be selected for each, or you will not be able to **Review/Certify**.

- ☐ Life insurance – Click **Edit** to select the same dependent coverage option and then click the **List of Beneficiaries** button – you will see the list of family members/dependents you added in **Step 4**.

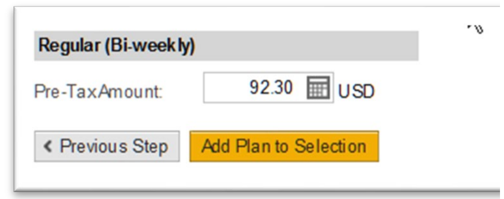
- ☐ Next to the name of the beneficiary(ies) listed, **enter percentage amount.** Note: The percentages in each column must be whole numbers that equal 100%. **Click Add Plan to Selection.**

Name	Relationship	Beneficiary Percentage
Todd Harmon	Spouse	100
Ryan Dexter Harmon	Child	0
Lucas Harmon	Child	0
Jason Dexter	Sibling	0

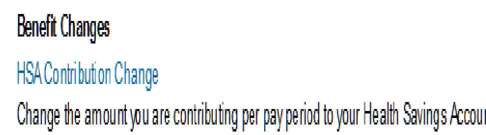
- ☐ To contribute money to your Health Savings Account, click **Edit Plan**



- ☐ Enter dollar amount that you want to contribute to your Health Savings Account and click **Add Plan to Selection**



- ☐ **Note:** Contribution amounts to your HSA can be entered at any time. You can update/change your HSA contribution amount by logging into **ESS** and clicking on the **Payroll/Benefits tab, HSA Contribution Change**



Step 6: Review Benefit Elections

- ☐ Click on the **Participation Overview** link.
- ☐ Review your Plans, click the **Certify** button and you will get a message that your Plan selections were saved.

- ☐ Use the IE Explorer close Icon  or **X** to close the window(s) or tab(s) and return to ESS and logoff.