

# New Hire – Employee Self-Service Quick Reference Guide

Complete the following steps **30 days prior to your benefits effective 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:

**Employee Self Service** **Life and Work Events**

- Click **New Hire** Instructions:

**Life and Work Events**



**New Hire**  
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	Conti
Kelly Smith	Spouse	75	
Daniel Smith	Child	0	
Suzanne Smith	Child	0	
Non-Profit Humane Society	Other	25	

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

## Selection for Anytime change

Plan	Dependent Option
HSA Plan	
<input checked="" type="radio"/> HSAPlan	No pre-tax rollover
Change each plan above as necessary or if you do no	
Add Plan	Edit Plan
Remove Plan	

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

## Regular (Bi-weekly)

Pre-Tax Amount:  USD

[← Previous Step](#) [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**

[Benefit Changes](#)

[HSA Contribution Change](#)

Change the amount you are contributing per pay period to your Health Savings Account

## 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.