Employee Self-Service (ESS) is the university’s employee website where you complete tasks such as enrolling in UC benefits, set up direct deposit, enroll into life insurance, view pay stubs, and request time off.

### Step 1: Navigate to UC Flex/ESS

Employee Self-Service is located in UC Flex. To view ESS you first need to navigate to the UC Flex login page which is accessed from the www.uc.edu home page. First navigate to www.uc.edu.

1. On the home page, click on the “Tool Icon” on the top right of the screen.
2. In the drop-down menu click on “UC Flex/ESS.”
3. This will open the UC Flex home page. Enter in your newly updated central login and click on “Log on.”
4. To access ESS from your home computer call UCIT Help Desk (556-HELP) to arrange VPN access.

### Step 2: Navigate to Employee Self-Service

After logging in, the UC Flex home page will display. UC Flex is the UC employee portal that houses different university functions that will vary from position to position.

1. Click on the Employee Self-Service tab at the top right of the menu bar.

### Step 3: Employee Service Overview

The Employee Services Home Page is broken into four sections.

1. **Personal Information:** Manage your addresses, gender, race, ethnicity, veteran status, bank information, and information about family members, dependents and beneficiaries. **You must add your dependents to Personal Information PRIOR to being able to enroll them in the university’s benefit plans.**

2. **Benefits:** Display the plans in which you are currently enrolled or make your 2017 Annual Enrollment elections. (See next page for details.)

3. **Your Pay Statement:** View your pay statement and register to receive your W2 online.

4. **Your Time Off From Work Request:** Request time off from work.

### Icon Key

- **Click on the pencil icon to edit existing information.**
- **Click on the ADD button to enter new information.**
- **Click on the SAVE icon to save your changes.**
- **Click SAVE and BACK to return to the prior screen.**
- **Select CANCEL to undo the change.**
- **Click on Overview to return to the home screen.**

Updated: August 15, 2016
UC’s Annual Benefits Enrollment period begins on **November 1 and ends on November 30, 2017**. Take this opportunity to enroll in one of UC’s may benefit plans or check your current plan enrollment.

Find Annual Enrollment information here: [www.uc.edu/hr/benefits/annual-enrollment](http://www.uc.edu/hr/benefits/annual-enrollment). You will make your enrollment elections in UCflex via Employee Self Service (ESS): [www.ucflex.uc.edu](http://www.ucflex.uc.edu).

Your 2017 benefit plan enrollment will continue into 2018 with the exception of the Health Care and Dependent Care Flexible Spending Accounts which require re-enrollment each calendar year.

**Annual Benefit Enrollment** - Follow the steps above to navigate to the Annual Enrollment page. The enrollment process is broken into six different steps. You will navigate left to right using tabs across the top. The final step is to Review and Submit your elections.

**Step 1 – Health Plans** - Review enrollment, enroll or waive Dental, Medical and/or **Vision** Plan (New for 2018!) coverage: If you are adding your dependents to either plan for the first time, you must add your dependents to Personal Information (on ESS home page) PRIOR to being able to enroll them in the university’s benefit plans.

**Step 2 – Insurance Plans**: Review enrollment, enroll or waive enrollment. If you’ve not done so already, be sure to name a beneficiary(ies) for your Employee Life and Personal Accident coverage.

**Step 3 – Health Savings Account**: This option is only available if you are enrolled in the HSA/High Deductible health plan (completed in Step 1). Enter 0.00 if you do not wish to contribute. If you are enrolled in the PPO or have waived UC medical coverage, skip to Step 4.

**Step 4 – Flexible Spending Accounts**: Re-enrollment is required each calendar year! Your current year elections **will not** carry over into 2018. The Health Care FSA is available if you are enrolled in the PPO or if you waive UC medical coverage.

**Step 5 – Spouse/DP Surcharge**: If you are enrolling/re-enrolling for 2017 and are adding your **spouse/domestic partner** to UC’s medical plans, you must make a Spousal Surcharge election. If you enroll in coverage and do not make a Surcharge election, you WILL NOT be able to complete your benefit enrollment.

**Step 6 – Review and Submit**: Please review and/or print a copy of your Confirmation Statement. Enrollment changes are not permitted after Annual Enrollment ends.