The University of Cincinnati provides all paid employees the ability to view and maintain their HR Personal Information Online via the Employee Self Service (ESS) portal in the UC Flex System.

**Log In Information (On Campus)**

All you need is an internet connection, User ID (6+2) and Network Password.
1. Access the UC Flex Portal at: [https://www.ucflex.uc.edu](https://www.ucflex.uc.edu)
2. Enter your 6+2 and Password.
3. Click the Employee Self Service Tab up at the top.
4. Choose the Information you want to display or change.

**Log In Information (Off Campus)**

To access UC Flex off campus, please follow this link: [http://www.uc.edu/af/bcs/uc-flex/vpn.html](http://www.uc.edu/af/bcs/uc-flex/vpn.html)

**Available Options:**

1. View Pay Statement
   • Use this procedure to view current and past pay statement information

2. Bank Information and Direct Deposit
   • Use this procedure to select a payroll payment method, such as direct deposit, and enter or change primary and secondary bank information

3. Display-Edit Personal, Address Information
   • Use this procedure to verify your personal data and verify/edit your address information in the UC Flex system

4. Maintain W-4 Tax Data
   • Use this procedure to update W-4 taxation information

5. Maintain-Print W-2 Tax Information
   • Use this procedure to update W2 taxation information or print an online W2 taxation form

6. Change or Delete a Rejected Time Off From Work (TOFW) Request
   • Change a leave request that has been rejected by the supervisor or by the Hourly Timekeeper/Salary Leave Administrator

7. Delete a Sent TOFW Request
   • Delete a request prior to being approved or delete a request that has been rejected by the supervisor or by the Hourly Timekeeper/Salary Leave Administrator.

8. Request Time Off From Work (TOFW)
   • Learn how to use UC Flex -Employee Self-Service (ESS) to submit a request for time off from work

9. Add-Edit Emergency Contact
   • Use this procedure to update your emergency contact information

10. Gender, Ethnicity, Race and US Veterans Status
    • Use this procedure to enter/update Gender, Ethnicity, Race and US Veterans information

11. View-Edit Family Members Dependents
    • Use this procedure to update Family Member, Dependents

12. Request Payout of Comp Time
    • Use this procedure to Request a payout of Comp Time

13. Setup Help for Macintosh

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