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.

View ESS e-Learning at www.tinyurl.com/ucnewhire

Step 1: Update Central Login account

New employees first need to update their Central Login account, which houses your main login and password used for university accounts such as Employee Self-Service, Outlook, One Stop, Blackboard, etc. To update, first navigate to www.uc.edu.

1. On the UC home page, click on the “Tool Icon” on the top right of the screen.
2. In the drop-down menu click on “Password Help.”
3. This will open the password self service page. Log in using your username and password provided in orientation or by your hiring manager. This password can only be used five times. Follow the on screen prompts to update your password. If have any problems with your login call UC helpdesk at (513) 556-4357.

Step 2: 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.”

Step 3: 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 4: 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 enroll in new benefit plans. (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.

Scan the QR code to view ESS e-Learning

Updated: June 1, 2016
How to Enroll in New Hire Benefits

You have 45 days after your first day of work to enroll in UC’s benefit plans. If you do not enroll during the 45 day window, you will automatically be enrolled into the default enrollment options. Once the new hire enrollment period passes, changes to your benefits plan can ONLY be made during the annual benefit enrollment period or following a qualified status change. View e-Learning at www.tinyurl.com/ucnewhire

New Hire Enrollment - Follow the steps above to navigate to the new hire enrollment page. The enrollment process is broken into six different steps.

Step 1 - Health Plans: Enroll or waive Dental and/or Medical plan coverage. 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: Enroll into the following plans
• Employee Life
• Spouse Life
• Dependent Life
• Long Term Disability
• Personal Accident Insurance

Step 3 – Health Savings Account: This option is only available if you are enrolled in the High Deductible health plan (completed in Step 1). If you are enrolled in the PPO or have waived UC medical coverage, skip to Step 4.

Step 4 – Flexible Spending Accounts: The Health Care FSA is available if you are enrolled in the PPO or if you waived UC medical coverage.

Step 5 – Spousal Surcharge Information: You can SKIP this step ONLY if you have waived UC medical coverage. If you enrolled your/domestic partner in UC medical coverage and do not make a Surcharge Election, you WILL NOT be able to complete your benefit enrollment.

Step 6 – Review and Submit

Icon Key

- Click on “Benefits” on the Employee Services home page
- Next, click on “New Hire Enrollment”
- Click on “Benefits” on the Employee Services home page
- Next, click on “New Hire Enrollment”

Scan the QR code to view ESS e-Learning

Updated: June 1, 2016