

Take Advantage of *Employee Self Service* Now

In February 2009, the University of Cincinnati expanded the availability of *Employee Self Service* (ESS) to enable **all paid employees** to view and maintain their HR personal information online. You can...

- Look up your HR personal data
 - Update your HR mailing address and phone number
 - Update your emergency contact information
 - Update your bank information for direct deposit
 - Update your family member & dependent information
 - Update your tax withholding (Form W-4 and various State forms)
 - Display your pay statements
- If Benefits eligible:*
- Enroll in Benefits
 - Display your current Benefits participation details



Use ESS today... It's easy and updates are immediate!

INSTRUCTIONS

All you need is an internet connection, user ID and password.

1. Access the UC Flex Portal at <https://www.ucflex.uc.edu>.
2. Enter your Central Login Service Username (6 + 2) and Password (also used for Exchange E-mail, One Stop and other online services) and click "Log on". If you are a new user, your initial password is "Uc!" followed by your date of birth (Uc!mmddyyyy). If you have forgotten your Password, call the Help Desk at (513) 556-HELP for assistance.
3. Click the Employee Self-Service tab directly under the top UC Flex banner.
4. Click "Benefits and Payment" or "Personal Information" in the line below the Employee Self-Service tab.

GET ONLINE, NOT IN LINE!

ESS updates your record immediately most anytime and from anywhere thus saving time and paper while reducing E-mails, phone calls and human error.

NEED HELP?

See "Frequently Asked Questions"

EMPLOYEE SELF SERVICE OPTIONS UNDER PERSONAL INFORMATION TAB

Addresses—Display or change your HR home mailing address and phone number.

Bank Information—Display your bank or financial institution information for direct deposit information, set up or change your direct deposit, including setting up a savings account for a portion of your paycheck.

Family Member/Dependents/Emergency Contact/Beneficiary—Display, change or add family members and dependents to your personnel record. **Note:** adding family members and dependents does not automatically enroll them in benefits.

Salary Statement—Display copies of your pay statements. **Note:** for Benefits eligible employees, this link is found under "Benefits and Payment".

Personal Data—Display your name, date of birth and Social Security Number as it appears in the University's Human Resources system.

W-4 Tax Withholding—Make updates to your Federal and State Tax Withholding.

EMPLOYEE SELF SERVICE OPTIONS UNDER BENEFITS AND PAYMENT TAB (FOR BENEFITS ELIGIBLE EMPLOYEES ONLY)

Open Enrollment—Enroll in Benefits.

Participation Overview—Display your current Benefits selections including Benefit options, costs and employer contributions. Also includes links to Benefits-related websites.

FREQUENTLY ASKED QUESTIONS

Who can use *Employee Self Service*? All employees who receive a UC paycheck are eligible to use ESS.

Is my personal information secure? Yes. Your information is stored on a secure server and you are the only person who can display and update your information. You need a password to use ESS.

Do I need training to use *Employee Self Service*? No. ESS is an easy to use, web-based application. Step-by-step instructions for "Accessing and Navigating UC Flex Employee Self Service" are available on the UC Flex Help Website at <http://www.ucflex.uc.edu/help/nav/index.htm> by clicking "Employee Self Service (ESS)".

What if I have a question or problem when using ESS?

Contact the Help Desk at (513) 556-HELP for any technical problem. Contact the HR Service Center at (513) 556-6381 with any question about the information in your record. E-mail any comment to ucflex@uc.edu.

Employee Self Service is available through the UC Flex Portal at <https://www.ucflex.uc.edu>. Add a bookmark to your browser favorites so you can easily visit this site in the future.