Employee Self-Service (ESS) is the university’s employee website where you complete tasks such as enrolling in UC benefits, set up direct deposit, name life insurance beneficiaries, 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.

1. On the home page, scroll to the bottom of the page.
2. Click on the “UC Flex/ESS” link:

UC Tools
Canopy & Blackboard  UC Flex/ESS

3. Enter your newly updated central login (UCID and PW). Follow the prompts to establish Duo security access.
4. To access ESS from your home computer call UCIT Help Desk (556-HELP) to arrange VPN access.

Step 2: Navigate to ESS

After logging in, the UC Flex (also called SAP) 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 “Overview Employee Self Service” tile toward the bottom left:

Overview
Employee Self Service

Step 3: Employee Services Overview

The Employee Services Home Page is broken into four sections.

1. **Benefits:** Display the plans in which you are currently enrolled (default elections) or make your 2020 benefit elections. (See next page for details.)
2. **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.**
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.
Your 2019 benefit plan enrollment will continue into 2020 with the exception of the Health Care and Dependent Care Flexible Spending Accounts which require re-enrollment each calendar year. UC’s Annual Benefits Enrollment period begins on November 1 and end on November 30, 2019. Take this opportunity to enroll in one of UC’s many benefit plans or check your current plan enrollment. Find annual Enrollment information here: https://www.uc.edu/hr/benefits.html. You will make your enrollment elections in UCFlex via Employee Self Service (ESS): www.ucflex.uc.edu.

**Annual Benefit Enrollment** - Follow the steps above to navigate. The enrollment process is arranged into six different steps. You will navigate left to right using tabs across the top. Add coverage for desired plans and eligible dependents then click #6 to Review & Submit. *The final step is to click the “Submit” icon (top left).*

**Step 1 – Health Plans** - Review enrollment, enroll or waive Dental, Medical, Vision Plan 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 (back on the Personal Profile section).

**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 2020. 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 for 2020 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. If you are not adding SP/DP to your medical plan, skip this step.

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