**How to Access Employee Self-Service**

**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 in life insurance, view pay stubs, and request time off.

View a short ESS E-Learning at [www.tinyurl.com/ucnewhire](http://www.tinyurl.com/ucnewhire)

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**Step 1: Update Your 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, navigate to [www.uc.edu](http://www.uc.edu).

1. On the home page, click on the “Tool Icon” on the top right side 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 below. **This password can only be used 5 times.** Follow the on-screen prompts to update your password. If you have any problems, call the UC Help Desk at (513) 556-4357.

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**Step 2: Navigate to UC Flex/ESS**

Employee Self-Service is located in UC Flex. To view ESS, you need to navigate to the UC Flex log-in page which is accessed from the [www.uc.edu](http://www.uc.edu) homepage. First, navigate to [www.uc.edu](http://www.uc.edu).

1. On the home page, click on the “Tool Icon” on the top right side 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 “Log On.”

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**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.

**Name:** Edith Morris  
**Username:** MORRISEJ  
*Temporary Password: Uc!mmddyyyy  
*Enter your birthday month, day, and year in place of mmddyyyy above.

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 more 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.
How to Enroll in New Hire Benefits

You have 45-days from 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, 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 benefits enrollment period or following a qualified status change.

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, Medical or Vision coverage. You must add your dependents to Personal Information (on ESS homepage) PRIOR to being able to enroll them in the University’s benefit plans.

Step 2 – Insurance Plans: Enroll into the following plans

- Employee Life
- Dependent Life
- Personal Accident
- Spouse Life
- Long-Term Disability
- Long-Term Disability

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 waive UC medical coverage.

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

Step 6 – Review and Submit.

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<thead>
<tr>
<th>Icon Key</th>
<th>Description</th>
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<tbody>
<tr>
<td>Pencil</td>
<td>Click on the pencil icon to edit existing information.</td>
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<tr>
<td>Save and Back</td>
<td>Click save and back to return to the prior screen.</td>
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<tr>
<td>Add</td>
<td>Click on the add button to enter new information.</td>
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<tr>
<td>Cancel</td>
<td>Click cancel to undo the change.</td>
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<tr>
<td>Save</td>
<td>Click on the save button to save your changes.</td>
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<tr>
<td>Overview</td>
<td>Click on overview to return to the home screen.</td>
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