

**You are required by federal law to sign and return this form to the HR Information Center, ML 0039. This form is due in the HR Information Center within 10 days of receipt.**

**Form SSA-1945 - OPERS**

<b>Statement Concerning Your Employment in a Job Not Covered by Social Security</b>
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**Employee Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Employer Name:** University of Cincinnati **Employer ID #:** 1630

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

**Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

**Government Pension Offset Provision**

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) Social Security benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security,  $\$500 - \$400 = \$100$ . Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

**For More Information**

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

**I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.**

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## OHIO ETHICS COMMISSION

William Green Building  
30 West Spring Street, L3  
Columbus, Ohio 43215-2256  
Telephone: (614) 466-7090  
Fax: (614) 466-8368

[www.ethics.ohio.gov](http://www.ethics.ohio.gov)

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## THE OHIO ETHICS LAW OUTLINE

### I. INTRODUCTION TO OHIO'S ETHICS LAW

#### A. Purposes of the Ethics Law:

- Protect the public from the financial, family, or business conflicts of its public servants
- Encourage impartiality in governmental decisions by restricting public actions on matters in which public officials and employees have direct and definite conflicts of interest
- Promote citizen confidence in the actions of public agencies

#### B. Ethics Law History:

- Created by the General Assembly in 1973
- Found in Ohio Revised Code Chapter 102 and R.C. 2921.42, 2921.421, and 2921.43
- Established the Ohio Ethics Commission, and two similar state ethics agencies in the Legislature and Judiciary, to oversee all within the three branches of government
- Ethics Commission is one of nearly 40 similar state ethics boards and commissions

#### C. The Ethics Commission Oversees:

- All state and local public officials and employees (except legislative and judicial members)
- Private parties and corporations who do business with public offices

#### D. The Ethics Law:

- Requires personal financial disclosure to identify and protect against conflicts;
- Restricts unethical conduct through laws that have criminal sanctions; and
- Allows uniform review and guidance regarding ethics issues.

### II. THE OHIO ETHICS LAW – A WORKING UNDERSTANDING

**General Rule: Whenever the interests of the public official or the public official's family or business associates are present in an issue before the public official, there is an ethics question.**

#### A. General Public Protections – The Ethics Law contains *criminal* restrictions to:

- Restrict participation in public matters involving direct and definite personal, family and business interests of a public official or employee;
- Limit compensation for public duties to their public employer;
- Restrict personal, family, and business interests in public contracts;
- Prohibit nepotism in public hires and services;
- Condition former officials and employees' post-employment activity;
- Control the disclosure of confidential information, and

- Provide protections against influence peddling in public agencies for personal benefit.

**B. Conflict of Interest and Supplemental Compensation – R.C. 102.03(D), (E), (F), 2921.43**

- **Core of Ethics Law restrictions that often appear together in analysis and violations. Ethics Law does not replace, but supplements, bribery and theft prohibitions. No quid pro quo required.**

**1. R.C. 102.03(D):**

- a. Prohibits a public official’s *active use of authority to secure* anything of value that could have a substantial and improper influence on the official. Includes voting, discussing, deliberating, or formally or informally lobbying on matters of conflict [OEC [2007-01](#)].
- b. Not necessary that thing of value is received by the official—could be received by family member or business associate.

**2. R.C. 102.03(E):**

- a. Prohibits a public official’s *acceptance or solicitation* of anything of value that could have a substantial and improper influence on the official [OEC 2001-03]. A thing of substantial value from an improper source would have a substantial and improper influence.
- b. Anything of value includes money, goods, *future employment*, interest in realty, and every other thing of value [R.C. 1.03].
- c. Improper sources include parties doing or seeking to do business with, regulated by, or interested in matters before a public agency [OEC [2003-03](#)].
- d. Receipt or acceptance alone creates potential violation [OEC [2001-03](#)].

**3. R.C. 102.03(F):**

- a. Prohibits a private party from *giving or promising* anything of value. [OEC [2008-01](#)]
- b. Prohibited regardless of whether official solicits the item.

**4. Application to issues of:**

- a. Employment: A public official is prohibited from soliciting, accepting, or using his position to seek employment from “improper” sources unless the official can withdraw from participating in any actions that affect the prospective employer and his abstention is approved by supervisors, where required. Official must withdraw from participation in official matters if attempting to secure, or approached about, employment [OEC [2008-02](#)]
- b. Travel, meals, and lodging: A public official cannot accept anything of value, including travel, meals, and lodging, from an improper source. [OEC [2001-03](#)]
- c. Gifts: Cannot accept gifts from any party that is doing or seeking to do business with, regulated by, or interested in matters before the public agency [OEC [2001-04](#)].

**5. R.C. 102.03(G):** Campaign Contributions not ordinarily governed under Ethics Law, unless another violation of law. [OEC [2002-03](#); see also R.C. 2921.43 below].

6. **R.C. 102.01 (H)(1) – Honoraria:** Most public officials and employees who file financial disclosure are prohibited from receiving honoraria [OEC [99-003](#)].
7. **R.C. 2921.43 - Supplemental Compensation:**
  - a. Prohibits the acceptance or giving of any compensation, other than allowed by law, for the performance of any public duty or responsibility. Separate notion of conflict; attempt to prohibit the conflict inherent in being compensated by dual employers. Public and private sectors *both* subject to supplemental compensation prohibitions [OEC [2008-01](#)]
  - b. Prohibits the coercion of a campaign contribution [State v. Conese (2004), 102 Ohio State 3d 435]
8. **R.C. 102.03(C) - Licensing Conflicts:** Bars participation in license or rate-making where public official or immediate family members (spouse residing with official and any dependent children) own more than 5 percent.

**C. Public Contract Restraints - R.C. 2921.42 and R.C. 102.04(B)**

1. **R.C. 2921.42: Five restrictions; The three most common are:**
  - a. Public officials cannot secure public contracts for himself, family member, or a business associate (includes hiring a family member into public employment) [OEC [79-005](#); [98-004](#)].
  - b. Public officials cannot have an interest in profits or benefits of a public contract entered into by a public agency with which he is “connected” [OEC [2008-04](#)].
  - c. Public official cannot profit from a public contract he approved or that was authorized by a body of which he was a member unless the contract was competitively bid and awarded to the lowest and best bidder [OEC [88-008](#)].
2. **R.C. 2921.42(A)(2) - Investing Public Funds:** Public officials cannot secure the investment of public funds in any share, bond, mortgage, or other security, if he, a member of his family, or any of his business associates either has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees.
3. Public contract includes public purchases or acquisitions of any property or service, including employment, grants, or improvement or maintenance of public property [OEC [87-002](#); [89-006](#)].
4. **Exceptions:**
  - Stockholding below 5 percent; with an affidavit.
  - Four-part exception—*All four must exist* and the burden is upon official to demonstrate:
    - Necessary supplies or services;
    - Unobtainable elsewhere for the same or lower cost or continuing course of dealing;
    - Equal or preferential treatment given agency; and
    - Arm’s length, full disclosure, no participation [OEC [2000-02](#)].

5. **R.C. 102.04(B):** Restricts state employees from conducting business with any state agencies except through competitive bidding. (See F(5)(b) below for R.C. 102.04(D) exception) [OEC [2004-04](#)].

#### **D. Post-Employment and Representation Restrictions – R.C. 102.03(A), (B), and 102.04**

1. **R.C. 102.03(A)(1):** Revolving door prohibitions on a public official, during public service and for one year afterwards, from representing anyone on any matter in which he personally participated while he was a public official [OEC [2004-04](#)].
2. **Statutory Definitions:**
  - a. Matter includes any case, proceeding, application, determination, issue, or question [OEC [99-001](#)].
  - b. Personal participation includes decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise of administrative discretion, including supervision [OEC [91-009](#)].
  - c. Representation is formal or informal appearance before, or any written or oral communication with, *any* public agency [OEC [86-001](#)].
3. **Exceptions:**
  - Not prohibited from representing public agency the official formerly served.
  - New matters and matters in which public official did not participate; prohibition is tied to personal participation.
  - Ministerial functions - Not prohibited from performing functions like filing or amending tax returns, incorporation papers, and similar documents.
  - Proposal, consideration, or enactment of statutes, rules [OEC [2004-04](#)].
4. **R.C. 102.03(B) – Confidentiality:** Lifetime prohibition on disclosure of confidential information both during and after leaving public position [OEC [93-012](#)].
5. **R.C. 102.04(A) - Representation and Influence Peddling**
  - a. Prohibits state officials from receiving compensation directly or indirectly, other than from own public agency, for any service rendered personally on any case, application, or other matter before any public agency [OEC [93-010](#)].
  - b. **R.C. 102.04(D):** Exemption applies to non-elected employees who render services before, or sell goods and services to, state agencies other than the agency they serve [OEC [93-010](#)].

### **III. THE OHIO ETHICS COMMISSION AND REMEDIES AVAILABLE**

#### **A. Composition:**

- The Commission is a bipartisan body comprised of six members who are appointed by the Governor and subject to confirmation by the Senate. The members serve staggered, six-year terms, and are compensated \$75 per meeting, to a maximum of \$1800 per year.
- The Ethics Commission employs an Executive Director who supervises a staff of 21 that carries out the duties of administering the Ethics Law on a day-to-day basis.

## **B. Statutory Responsibilities of the Ohio Ethics Commission:**

1. **Advice:** The Commission possesses the unique authority to interpret and provide advice regarding the Ethics Law to public servants before they act. The Commission's written advisory opinions provide immunity to those who follow the advice. The Commission annually responds to hundreds of written requests and an average of 3,000 telephone calls from officials, agencies, counsel, and the general public.
2. **Education:** The Commission provides free ethics education and informational materials related to ethics, conflicts of interest, and financial disclosure. Commission staff annually conducts approximately 200 educational and informational sessions to approximately 20,000 public and private sector attendees.
3. **Financial Disclosure:** The Commission administers the financial disclosure requirement for most public employees required to file annual disclosure statements. More than 11,000 forms are filed annually with the Commission.
4. **Investigation:** The Commission confidentially investigates alleged violations of the Ethics Law and related statutes for potential referral for criminal charges. The Commission reviews an increasing number of allegations each year, now averaging almost 500, from prosecutors, auditors, agencies and the general public.
5. **Legislation:** The Commission recommends legislation to the General Assembly related to ethics, conflicts of interest, and financial disclosure.

## **IV. QUESTIONS:**

**Contact the Ohio Ethics Commission at (614) 466-7090.** For more information about the Ethics Commission and its duties, searches of more than 300 formal Advisory Opinions, and common sense guidance regarding Ohio's Ethics Law, please go to [www.ethics.ohio.gov](http://www.ethics.ohio.gov), or contact the Commission.







University of Cincinnati  
Human Resources  
Administration & Finance  
University of Cincinnati  
PO Box 210039  
Cincinnati, OH 45221-0039

Phone (513) 556-6381  
Fax (513) 556-9652

## The Ohio Ethics Law and Related Statutes Acknowledgment

This is to acknowledge the receipt of my personal copy of **THE OHIO ETHICS LAW OUTLINE** given to me as a new employee at the University of Cincinnati.

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Print Name

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Social Security Number

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Signature

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Date





## ANONYMOUS REPORTING HOTLINES

This is a reminder that, as part of the University of Cincinnati's commitment to ethics and compliance, UC utilizes an Anonymous Reporting Hotline to provide the university community with a simple, anonymous way to report activities that may involve **illegal, unethical or inappropriate behavior in violation of UC policies**.

UC uses EthicsPoint, Inc., an outside vendor specializing in anonymous reporting line services, to manage the Anonymous Reporting Hotline. Reports of such acts may be reported via telephone or via a secured web site and can be submitted anonymously. This anonymous reporting hotline is **NOT** intended to be a vehicle for reporting general complaints or matters involving student conduct. Harassment, fraud, theft, research misconduct, NCAA noncompliance are some examples of serious issues that could be reported through UC's hotline.

Members of the university community are still encouraged to utilize existing reporting mechanisms, such as one's supervisor or other campus entities, as appropriate. In addition, UC has its tool, "UC is Listening", that allows for reporting of general complaints or feedback. The Anonymous Reporting Hotline is an alternative for those in the university community who do not feel comfortable bringing a matter to one's supervisor.

UC's Anonymous Reporting Hotline is staffed 24/7 with live operators from EthicsPoint, or, alternatively, one may make a report via the web.

### **UC's Anonymous Reporting Hotline:**

Toll-free telephone number: 1-800-889-1547

Web page: <https://secure.ethicspoint.com/domain/media/en/gui/22314/index.html>

The above web page will be also able to be accessed from the Internal Audit web page: [http://www.uc.edu/af/internal\\_audit/default.html](http://www.uc.edu/af/internal_audit/default.html)

Please visit the UC Internal Audit webpage for more information about UC's Anonymous Reporting hotline.

Additionally, the Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

### **Auditor of State's fraud contact information :**

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office

Special Investigations Unit

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

## **124.341 Violation or misuse - whistleblower protection.**

(A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal auditing created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, the office of internal auditing, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, director of law, village solicitor, or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102., section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the board shall immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable in accordance with Chapter 119. of the Revised Code.

(E) As used in this section:

- (1) "Purposely," "knowingly," and "recklessly" have the same meanings as in section 2901.22 of the Revised Code.
- (2) "Appropriate ethics commission" has the same meaning as in section 102.01 of the Revised Code.
- (3) "Inspector general" means the inspector general appointed under section 121.48 of the Revised Code.

Amended by 129th General Assembly File No. 73, HB 66, § 1, eff. 5/4/2012.

Effective Date: 10-31-1990; 07-01-2007; 2007 HB 166 02-14-2008

**ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR OF STATE FRAUD REPORTING  
SYSTEM INFORMATION**

Pursuant to Ohio- Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below- you are acknowledging the University of Cincinnati provided you information about the fraud reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections- you are provided as a classified or unclassified employee if you use the before mentioned fraud reporting system.

I, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





## Request for Optional Exemption as a Student Instructions

This form must be submitted to OPERS within the first month (30 days) after a student's employment. It must be approved by OPERS and returned to the employer. This exemption is only available to a student employee working for the public school, college or university in which the student is enrolled and attending. This exemption remains valid as long as the student continues to be employed by and attending (except during scheduled breaks in classes) the school which certifies this form. If the student continues to work during an extended break (i.e. summer or other term) and is not enrolled in classes, the student must begin making contributions to OPERS on the student's earnable salary. If the student resigns from working for the school certifying this form and begins attending and working for the same or another public school, college or university in Ohio, the student must file a new exemption. If the student does not meet these requirements, the student must become a member of OPERS. If the student later becomes a member of OPERS, the student may be eligible to purchase this exempt service (Ohio Revised Code Section 145.28).

**This form will not be accepted and/or processed if:**

- The form is not signed by the student
- The form is not signed by the fiscal officer
- The signature date is altered or not within 30 days of the employment date
- The employment date is altered or not within 30 days of the signature date
- The information on the form is inaccurate or if the information is submitted inaccurately

Please print legibly keeping input within the form entry box (one character per box) or bullet.

Fill in entry boxes like this:

A	B	C		1	2	3
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**If you need additional help:**

If you have questions, visit [www.OPERS.org](http://www.OPERS.org) or contact us at 1-800-222-7377.

**NOTE: Please review the benefits of membership in the Ohio Public Employees Retirement System. Understand exemption is optional and must be completed by the student, of their own free will. Information regarding the benefits of membership can be found at [www.OPERS.org](http://www.OPERS.org) or call 1-800-222-7377 to speak with a member services representative.**

**STEP 1:**

**Personal Information**

The information requested in this step is required and must be completed.

If you do not have a Social Security number (SSN), contact your payroll officer to obtain a temporary SSN.

**STEP 2:**

**Acknowledgment**

Your signature is required and must be signed within 30 days of your employment date.

**STEP 3:**

**Employer Authorization**

Payroll or fiscal officer signature is required within 30 days of the employment date.









# REQUEST FOR: OPTIONAL EXEMPTION AS A STUDENT

Ohio Public Employees Retirement System  
277 East Town Street, Columbus, Ohio 43215-4642

1-800-222-PERS (7377)  
www.opers.org

## STEP 1: Personal Information and Student (to be completed by student)

Social Security Number

Daytime Phone Number

Employee ID Number \_\_\_\_\_

First Name

Last Name

E-mail Address

Name of School, College or University

I have reviewed this form and I choose an optional exemption from membership in OPERS as a student working at the public school, college or university where I attend. I understand I must become a member of OPERS if my employment does not meet the proper requirements. I have made this election within 30 days of my employment date.

Today's Date

Month Day Year

Student Signature \_\_\_\_\_

Do not print or type name

## STEP 2: Employer Authorization (to be completed by employer contact with signature authority)

I \_\_\_\_\_ certify this employee is a student  
Employer contact with signature authority

enrolled and attending this school. I understand if this request is approved by OPERS, this form will be stamped "APPROVED" and returned to this school. After the school receives the approved exemption, provided the student meets all required criteria, no deductions will be taken from the student's salary. Membership shall be established if this exemption is not approved or if employment does not meet the requirements of Ohio Revised Code Section 145.03.

Employee Employment Date

Today's Date

Month Day Year

Employer Contact Signature \_\_\_\_\_

Do not print or type name

DO NOT WRITE BELOW THIS LINE - FOR OPERS OFFICE USE ONLY

Date Rec'd Stamp

"APPROVED" Stamp



# 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 contact information
- Update your bank information for direct deposit
- Update your family member & dependent information emergency
- 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](mailto: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.

## WELCOME NEW EMPLOYEES!

PLEASE NOTE THAT **YOU WILL NOT BE ABLE TO ACCESS EMPLOYEE SELF SERVICE (ESS) TO ENTER YOUR DIRECT DEPOSIT, W4, AND PERSONAL INFORMATION UNTIL YOUR ACTUAL HIRE DATE.** FOR EXAMPLE, IF YOU ARE DOING YOUR ONBOARDING PAPERWORK IN JUNE BUT DO NOT ACTUALLY START WORKING UNTIL SEPTEMBER 1<sup>ST</sup> THEN YOU WILL NOT BE ABLE TO ACCESS ESS UNTIL SEPTEMBER 1<sup>ST</sup>.

THE WEB ADDRESS TO ESS IS:

[HTTPS://WWW.UCFLEX.UC.EDU](https://www.ucflex.uc.edu)

IN ADDITION, SHOULD YOU MOVE WITHIN THE YEAR YOU WILL WANT TO UPDATE YOUR ADDRESS IN **ESS** (THIS IS NOT THE SAME SYSTEM AS ONE STOP) FOR PURPOSES OF MAILING YOUR W2 TO THE CORRECT ADDRESS AT THE END OF THE YEAR.

