



**DELAWARE RIVER
& BAY AUTHORITY**

***Employee Self Service Online Guide
(Access to Payroll and Benefits Information)***



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Welcome to Employee Self Service (ESS)

The Delaware River and Bay Authority implemented a paperless payroll initiative for all for employees. With that in mind, please remember that you can currently view and print your pay advice by logging into our Employee Self Service (ESS) website. We encourage all employees to log into ESS now and update their profile, provide a current email address, and also view pay advices.

If you do not have access to a computer at work or at home, then you can still access a computer in order to enroll in benefits and print a confirmation statement by visiting one (1) of the many workstations that have been set up throughout the Authority’s facilities for DRBA related tasks only. ***You can find an [Employee Self Service Online Guide \(Access to Payroll and Benefits Information\)](#) at each workstation.***

<u>WORKSITE</u>	<u>WORKSTATION LOCATIONS</u>
Delaware Memorial Bridge	Administration Lobby (1 workstation) Maintenance Break Room (2 workstations) Tolls Break Room (1 workstation)
Cape May	Administration Main Office (2 workstations) Maintenance Break Room (1 workstation)
Lewes	Nanticoke Break Room (1 workstation) Police Building Lobby (1 workstation)
Millville Airport	Administration Main Office Lobby Area (1 workstation)
Wilmington Airport	Administration Operator’s Room (2 workstations) Maintenance Nanticoke Office (1 workstation)
CMLF Vessels: “Cape Henlopen” “Delaware” “New Jersey”	“Crews Quarters” on each vessel

ESS Access

Employee Self Service (ESS) can be accessed from the Internet at www.drba.net (from home or work) or from the DRBA Intranet (from work). Look for the Employee Login link at the bottom of the page.

From the Internet scroll down to the bottom and locate Employee Self Service (ESS).



The screenshot shows the footer of the DRBA website. It is organized into several columns: CONTACT US, ABOUT, TRAVEL, BUSINESS, MAILING ADDRESS, and SHIPPING ADDRESS. The 'Employee Self Service (ESS)' link is circled in red in the CONTACT US column. Other links include General Administration, E-ZPass Customer Service, Employee Login, About the DRBA, Commissioners, Governance, Management Team, Facilities, Employment, DRBA Police, NEWS & MEDIA, Connections Community Newsletter, News Room, Meetings & Events, Traffic Data, and Freedom of Information Request.

Click on "Employee Login"

CONTACT US

General Administration
(302) 571-6300

E-ZPass Customer Service
(888) 288-6865

Employee Self Service (ESS)

Employee Login

ESS Access > Username/Password

If you have never accessed ESS, your Username is your Employee Number and your initial Password is the last four (4) digits of your Social Security Number. You can locate your four-digit Employee Number ('Emp No') on your pay advice. *If your Employee Number is less than four (4) digits, then you must enter leading zeros (0) in the Username field which requires four (4) digits.*

If you have previously accessed ESS, your Username is your Employee Number and your Password **is the personal password that you established on the site.**

[If you cannot remember your Password](#), click on '[Forgot your password?](#)' on the login screen.

Login


Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

Enter your Username and click on . An email containing the password hint that you established when you previously set up your password will be sent to you at your <drba.net> email address.

Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name

[Back to login screen](#)

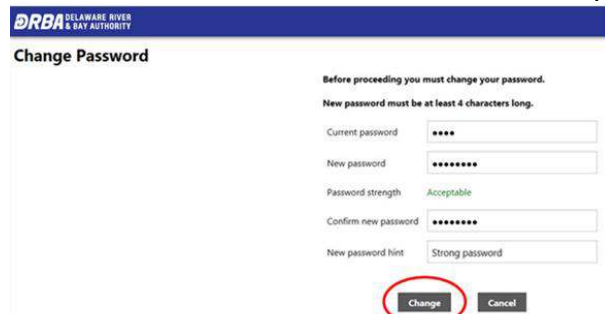
Retrieve hint

If you do not enter a Password hint when you Change your Password, ESS will not be able to send you a 'hint' if you "***Forgot your password?***"

If this is your 1st Time Logging in to ESS:

You will be asked to **Change Password** at your first login. You must also enter a password hint when you change your password.

Please follow the instructions on this webpage to personalize



DRBA DELAWARE RIVER & BAY AUTHORITY

Change Password

Before proceeding you must change your password.
New password must be at least 4 characters long.

Current password: [masked]

New password: [masked]

Password strength: Acceptable

Confirm new password: [masked]

New password hint: Strong password

Change Cancel

Can we give you some advice?

As you can see from the picture above, your “New password must be at least 4 characters long.” Although the system will accept a password with only 4 characters you should think about using a strong password.

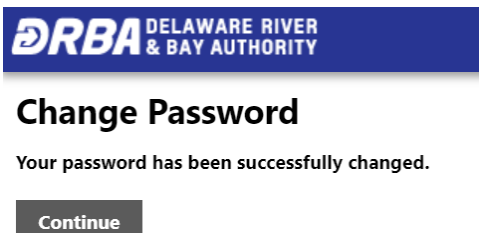
A strong password:

- **Has 8 Characters, Minimum:** You need to choose a password that’s long enough. There’s no minimum password length everyone agrees on, but you should generally go for passwords that are a minimum of 8 to 10 characters in length. A longer password would be even better.
- **Includes Numbers, Symbols, Capital Letters, and Lower-Case Letters:** Use a mix of different types of characters to make the password harder to crack.
- **Isn’t a Dictionary Word or Combination of Dictionary Words:** Stay away from obvious dictionary words and combinations of dictionary words. Any word on its own is bad. Any combination of a few words, especially if they’re obvious, is also bad. For example, “house” is a terrible password. “Red house” is also very bad.
- **Doesn’t Rely on Obvious Substitutions:** Don’t use common substitutions, either — for example, “H0use” isn’t strong just because you’ve replaced an o with a 0. That’s just obvious.

Try to mix it up—for example, “RedCar\$123” fits many of the requirements here. It’s 10 characters and includes upper-case letters, lower-case letters, a symbol, and some numbers. But it’s fairly obvious—it’s a dictionary phrase where each word is capitalized properly. There’s only a single symbol, all the numbers are at the end, and they’re in an easy order to guess.

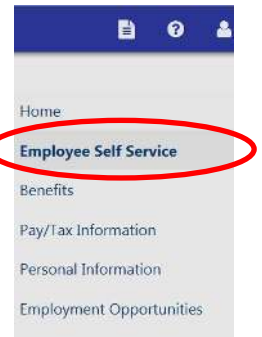
P.S. Don’t use ‘RedCar\$123’ as your password as it is the first password a hacker would guess after reading this Guide.

After your password has been changed, **click on Continue**. This will open your *personal Account Settings* page (picture not provided).

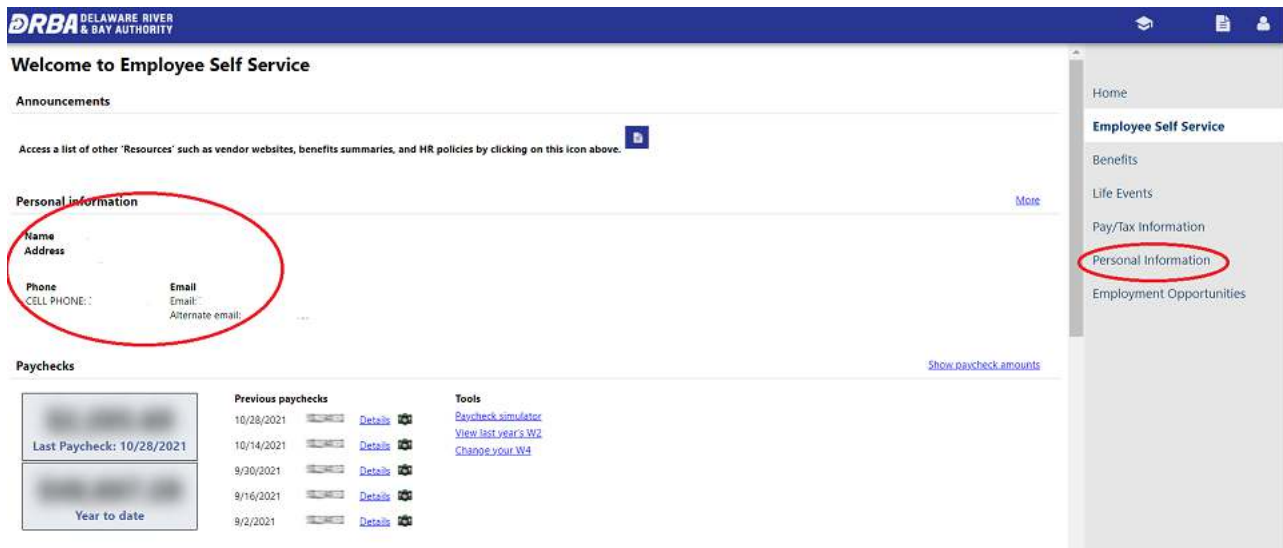


ESS Access > Email Addresses

In order to receive your 'Password' hint via email, you must make sure you have an email address on file in ESS. So, from your personal Account Settings page, **select Employee Self Service** from the menu list on the right side of your screen. This will open your **Welcome to Employee Self Service** home page.



If there is an email address on file in ESS, you will see it on this page. If you want to change the address or add a new email address on ESS, **select Personal Information** from the menu list on the right side of your screen.



You can add, delete, or change your email address at any time in ESS by accessing **Personal Information > General >** and **clicking on [Edit](#)** at the bottom of the page.



Personal Information

General Demographics Contact



Name

Email address
john.doe@drba.net
Alternate email address

Primary location
HUMAN RESOURCES

Check location
NEW CASTLE ADMINISTRATION

Hire date

Service date

Original hire date

Supervisor

Supervisor email

Employee ID

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
PERMANENT FULL TIME

[Edit](#)

You may enter a primary and alternate email address, if desired.



Personal Information

General Demographics Contact



Name

Email address

Alternate email address

Primary location
HUMAN RESOURCES

Check location
NEW CASTLE ADMINISTRATION

Hire date

Service date

Original hire date

Supervisor

Supervisor email

Employee ID

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
PERMANENT FULL TIME

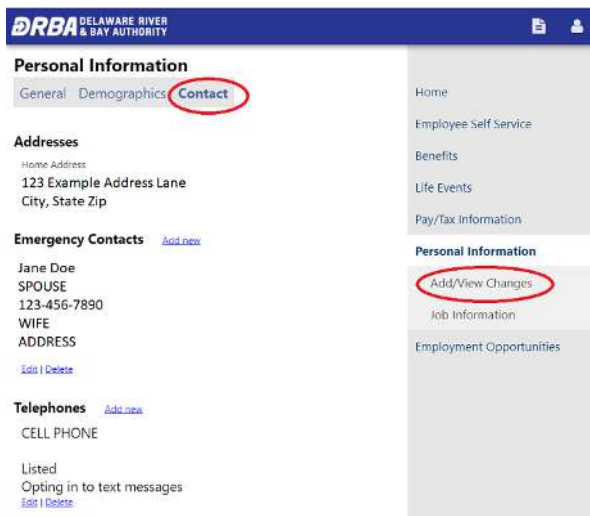
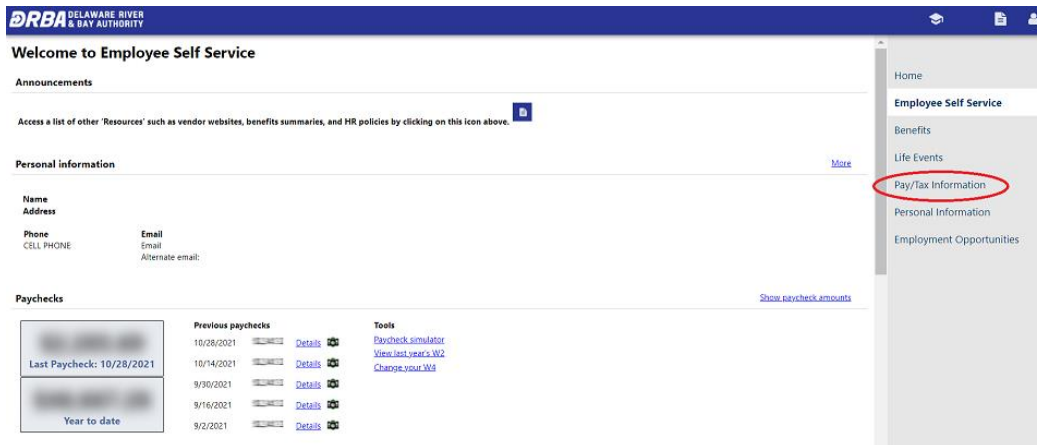
[Save](#)

[Cancel](#)

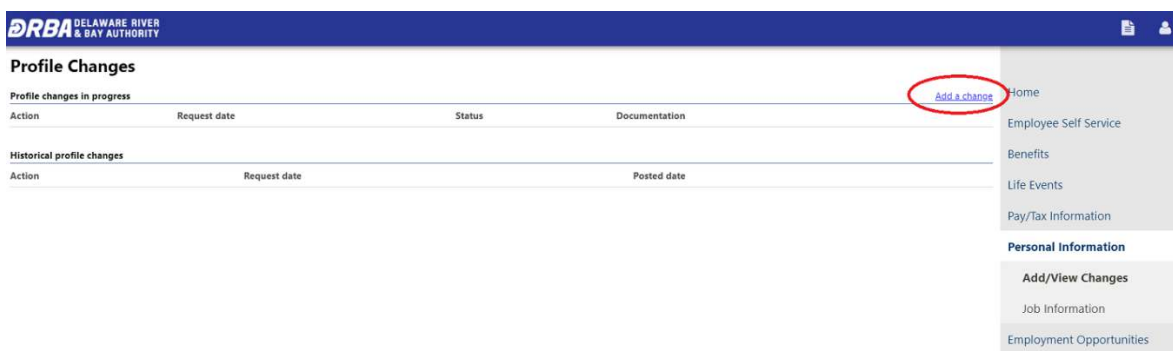
Once you are satisfied with your email edits, **then click Save.**

ESS Access > Home Address

You can change your address at any time in ESS by accessing **Personal Information> Contact>** and clicking on [Add/View Changes](#) from the menu list on the right side of your screen.




Once you have selected **Add/View Changes**, choose **add a change**, **add a Personnel Action** and then **Submit**.



Home Address Change (continued)

Add a Personnel Action and then Submit.

📄👤

Add a Personnel Action

Requested action type

[please select] ▼

[please select]


CHANGE OF ADDRESS

NAME CHANGES

- Home
- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information

Personal Information

- Add/View Changes**
- Job Information
- Employment Opportunities

📄👤

Add a Personnel Action

Requested action type

CHANGE OF ADDRESS ▼

Use these fields to update your home address and telephone information.

Address line 1*

Address line 2

City*

State*

Zip code*

Submit

- Home
- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information

Personal Information

- Add/View Changes**
- Job Information
- Employment Opportunities

ESS Mobile

Accessing Employee Self Service (ESS) is even easier with Munis Employee Self Service Mobile Phone App. This convenient, portable and easy to use app is available for iOS and Android devices. Once downloaded, you will be able to view your pay and benefits as well as manage your personal information including updating email, phone and address – on the go!

Instructions for downloading the app to your mobile phone are listed below.

1. Download the app to your phone from the app store: Search for “MUNIS ESS Mobile”
2. Log into ESS from your PC at <https://selfservice.drba.net/MSS/>
3. Once logged in, you will notice an ESS Mobile Service URL QR code towards the bottom left corner of the main page
4. Open the MUNIS ESS mobile app on your phone
 - a. Choose the option to Scan the QR Code
 - b. Scan the QR code on your monitor with your phone
5. Enter your ESS login/password on your phone to login to the app
6. Success!!

Paychecks

Paycheck information is available from the home screen upon login to ESS. Pay information is listed under the “**Paychecks**” heading. The last five (5) checks are listed on the main screen. Clicking on “**Show paycheck amounts**” will populate the gray boxes to the left of the “Previous Paychecks” listing. The amounts can either be hidden or viewed.

Paychecks

<p>\$2,398.92</p> <p>Last Paycheck: 10/5/2017</p>	<p>Previous paychecks</p> <table border="1"> <tr><td>10/5/2017</td><td>\$2,398.92</td><td>Details</td></tr> <tr><td>9/21/2017</td><td>\$2,298.92</td><td>Details</td></tr> <tr><td>9/8/2017</td><td>\$2,368.92</td><td>Details</td></tr> <tr><td>8/24/2017</td><td>\$2,298.92</td><td>Details</td></tr> <tr><td>8/10/2017</td><td>\$2,398.92</td><td>Details</td></tr> </table>	10/5/2017	\$2,398.92	Details	9/21/2017	\$2,298.92	Details	9/8/2017	\$2,368.92	Details	8/24/2017	\$2,298.92	Details	8/10/2017	\$2,398.92	Details	<p>Tools</p> <p>Paycheck simulator</p> <p>View last year's W2</p> <p>Change your W4</p>
10/5/2017	\$2,398.92	Details															
9/21/2017	\$2,298.92	Details															
9/8/2017	\$2,368.92	Details															
8/24/2017	\$2,298.92	Details															
8/10/2017	\$2,398.92	Details															
<p>\$46,156.98</p> <p>Year to date</p>																	

[Hide paycheck amounts](#)

If you would like to view details of any of your last five (5) paychecks, click the “**Details**” link.

Paychecks

<p>\$2,398.92</p> <p>Last Paycheck: 10/5/2017</p>	<p>Previous paychecks</p> <table border="1"> <tr><td>10/5/2017</td><td>\$2,398.92</td><td>Details</td></tr> <tr><td>9/21/2017</td><td>\$2,298.92</td><td>Details</td></tr> <tr><td>9/8/2017</td><td>\$2,398.92</td><td>Details</td></tr> <tr><td>8/24/2017</td><td>\$2,298.92</td><td>Details</td></tr> <tr><td>8/10/2017</td><td>\$2,398.92</td><td>Details</td></tr> </table>	10/5/2017	\$2,398.92	Details	9/21/2017	\$2,298.92	Details	9/8/2017	\$2,398.92	Details	8/24/2017	\$2,298.92	Details	8/10/2017	\$2,398.92	Details	<p>Tools</p> <p>Paycheck simulator</p> <p>View last year's W2</p> <p>Change your W4</p>
10/5/2017	\$2,398.92	Details															
9/21/2017	\$2,298.92	Details															
9/8/2017	\$2,398.92	Details															
8/24/2017	\$2,298.92	Details															
8/10/2017	\$2,398.92	Details															
<p>\$46,156.98</p> <p>Year to date</p>																	





[Hide paycheck amounts](#)

Your personal **Check Detail** will appear similar to the following.

Check Detail			
Smith, John P.			
View paycheck image			
Overview			
Check Date	10/5/2017		
Pay Period	8/17/2017 - 9/30/2017		
Check Number	1155002		
Check Status	Cleared		
Gross Pay	\$2,398.92		
Net Pay	\$1,629.02		
Pay Breakdown			
Pay Type	Hours	Rate	Amount
REGULAR	74.50	28.6221	\$2,132.35
SICK	1.50	28.6221	\$42.93
PERSONAL	4.00	28.6221	\$114.49
LIFE-SOK	0.00	0.0000	\$0.15
SAFETY ST	0.00	0.0000	\$100.00
Total			\$2,398.92
Deductions			
Deduction Type	Amount		
SOC. SEC.	\$143.17		
MEDICARE	\$13.49		
HEALTH	\$84.00		
INS-457 MAX	\$154.00		
457 (B) DE	\$45.78		
FIT	\$275.21		
DELAWARE	\$88.92		
PENSION-87	\$68.70		
401 (A)	\$45.78		
EE SUPP 2X	\$5.10		
EE ADDD 2X	\$0.00		
CREDIT UNION	\$120.00		
DRCTDEPOSIT2	\$1,329.02		
Total			\$1,064.75

To see the actual **Pay Stub**, click the  icon next to "Details".

Paychecks [Hide paycheck amounts](#)

\$2,398.92 Last Paycheck: 10/5/2017	Previous paychecks		Tools Paycheck simulator View last year's W2 Change your W4
	10/5/2017	\$2,398.92	
\$46,156.98 Year to date	9/21/2017	\$2,298.92	Details 
	9/8/2017	\$2,398.92	Details 
	8/24/2017	\$2,298.92	Details 
	8/10/2017	\$2,398.92	Details 

Sample of a Pay Advice statement for your reference:

Emp No	Employee Name			Dept.	Advice Date	Week Ending	Type	Advice No.				
234	MALCOLM FRANCIS			9100	02/03/2017	02/03/2017	BIWEEKLY	647463				
Earnings	Rate	Days/Hrs.	Current	YTD	FYTD	Deductions	Current	YTD	FYTD	Empr	Empr YTD	Empr FYTD
B08 BA	60.00		1,615.36	1,615.36	1,615.36	FICA	100.15	100.15	100.15	100.15	100.15	100.15
						MEDICARE	23.42	23.42	23.42	23.42	23.42	23.42
						FED TAX	257.40	257.40	257.40			
						STATE TAX	183.00	183.00	183.00			
						DIRECT DEP N	1,051.41					

Leave	Used	Balance	Withholding Allowances			
			Filing Status	Exemptions	Extra Amount	
ANNUAL	0.000	447.000	Federal	0	1	0.00
SICK	1.500	1653.500	State	0	0	0.00
PERSONAL	4.000	1.000	Totals			
COMP TIME	0.000	0.000	Type	Current	YTD	
			Gross Pay	2,398.82	46,156.98	
			Taxable Pay	2,000.88	38,331.70	
			Deductions	1,064.75	20,501.48	
			Net Pay	1,325.02	25,488.83	



Tyler Town
 Payroll Advice
 370 US Route 1
 Falmouth, ME 04105-4182
 (207) 222-3333 Fax (207) 222-4444

647493
 MALCOLM FRANCIS
 123 WEST ST
 TOWSON, MD 21286

**DIRECT DEPOSIT
 NON-NEGOTIABLE**

In order to access pay details for the last 36 months of checks, click on “Pay/Tax Information” in the right menu bar.

Click on the “Details” links to view summary information for each payroll run listed.

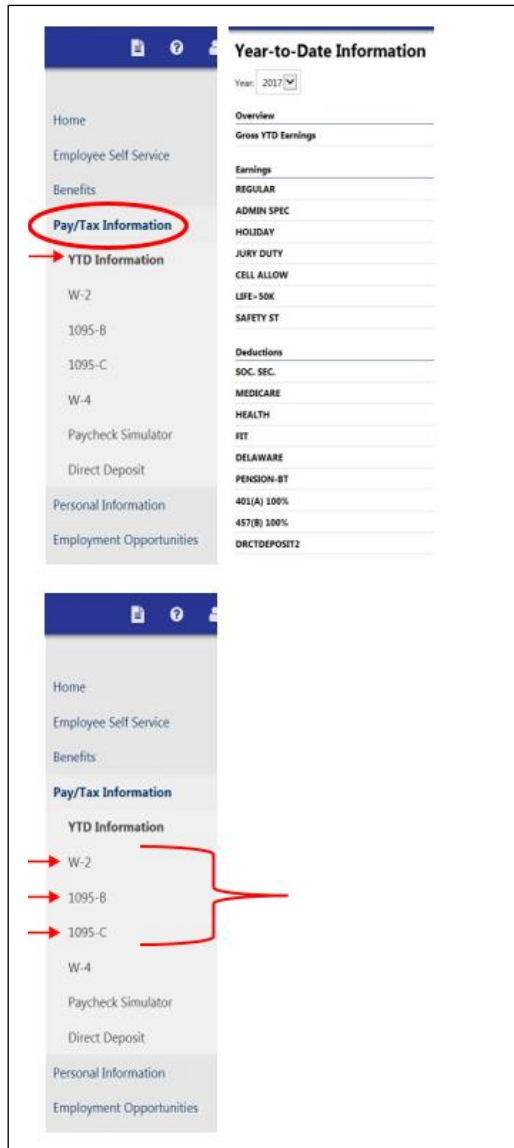
Pay/Tax Information

Showing pay checks for the last 36 months

Check Date	Pay Period	Status	Gross Pay	Net Pay	
10/5/2017	9/17/2017 - 9/30/2017	Cleared	\$2,398.92	\$1,325.02	Details
9/21/2017	9/3/2017 - 9/16/2017	Cleared	\$2,298.92	\$1,263.22	Details
9/8/2017	8/20/2017 - 9/2/2017	Cleared	\$2,398.92	\$1,325.03	Details
8/24/2017	8/6/2017 - 8/19/2017	Cleared	\$2,298.92	\$1,263.22	Details
8/10/2017	7/23/2017 - 8/5/2017	Cleared	\$2,398.92	\$1,325.03	Details
7/27/2017	7/9/2017 - 7/22/2017	Cleared	\$2,298.92	\$1,263.22	Details
7/13/2017	6/25/2017 - 7/8/2017	Cleared	\$2,398.92	\$1,325.03	Details
6/29/2017	6/11/2017 - 6/24/2017	Cleared	\$2,289.77	\$1,323.5	Details
6/15/2017	5/28/2017 - 6/10/2017	Cleared	\$2,231.80	\$1,225.5	Details
6/2/2017	5/14/2017 - 5/27/2017	Cleared	\$2,331.80	\$1,287.3	Details
5/18/2017	4/30/2017 - 5/13/2017	Cleared	\$2,231.80	\$1,225.5	Details
5/4/2017	4/16/2017 - 4/29/2017	Cleared	\$2,331.80	\$1,287.3	Details
4/20/2017	4/2/2017 - 4/15/2017	Cleared	\$2,231.80	\$1,225.5	Details
4/6/2017	3/19/2017 - 4/1/2017	Cleared	\$2,331.80	\$1,287.3	Details
3/23/2017	3/5/2017 - 3/18/2017	Cleared	\$2,245.70	\$1,234.1	Details
3/9/2017	2/19/2017 - 3/4/2017	Cleared	\$2,331.80	\$1,287.3	Details
2/24/2017	2/5/2017 - 2/18/2017	Cleared	\$2,231.80	\$1,225.5	Details
2/9/2017	1/22/2017 - 2/4/2017	Cleared	\$2,331.80	\$1,287.3	Details
1/26/2017	1/8/2017 - 1/21/2017	Cleared	\$2,231.80	\$1,225.5	Details
1/12/2017	12/25/2016 - 1/7/2017	Cleared	\$2,311.07	\$1,274.55	Details
12/30/2016	12/11/2016 - 12/24/2016	Cleared	\$2,181.62	\$1,260.26	Details
12/15/2016	11/27/2016 - 12/10/2016	Cleared	\$2,127.70	\$1,166.95	Details
12/1/2016	11/13/2016 - 11/26/2016	Cleared	\$2,227.70	\$1,228.75	Details
11/17/2016	10/30/2016 - 11/12/2016	Cleared	\$2,127.70	\$1,201.67	Details

Payroll Tax Information

In addition to accessing a list of your pay checks, you can also view and print copies of important Tax Information by clicking on **“Pay/Tax Information”** in the right menu bar.



You can view and print YTD income information back to 2013.

You can view and print W-2 Forms back to 2013.
You can view and print 1095-C Forms back to 2016.

The screenshot shows the DRBA Employee Self Service menu. The 'W-4' option is highlighted with a red arrow. The menu includes: Home, Employee Self Service, Benefits, Pay/Tax Information, YTD Information, W-2, 1095-B, 1095-C, W-4, Paycheck Simulator, Direct Deposit, Personal Information, and Employment Opportunities.

W-4 Information
FEDERAL
Marital status
SINGLE
W-4 - Step 2
Unchecked
Dependents Amount
\$0.00
Other Income
\$0.00
Deductions
\$0.00
Additional amount
\$0.0000
[Edit FEDERAL](#)
DELAWARE
Marital status
SINGLE
Exemptions
0
Additional amount
\$0.0000
[Edit DELAWARE](#)

You can view and update your current W-4 (Federal or State) Withholding form online by clicking on **W-4**. Then selecting **“Edit FEDERAL or Edit STATE”**

The screenshot shows the 'W-4 Information' form for the FEDERAL section. It includes instructions and fields for: Step 1: Enter Personal Information; Step 2: Do only one of the following; Step 3: If your income will be \$200,000 or less; Step 4 (a) Other Income; Step 4 (b) Deductions; Step 4 (c) Extra withholding; and a declaration under penalties of perjury. There are 'Submit' and 'Cancel' buttons at the bottom.

The screenshot shows the 'W-4 Information' form for the DELAWARE section. It includes instructions and fields for: If you are married but would like to withhold at the higher single rate; Enter the total # of exemptions you are claiming; Additional amount, if any, you would like to have withheld from each paycheck; and a declaration under penalties of perjury. There are 'Submit' and 'Cancel' buttons at the bottom.

If you are updating your W-4 withholding information be sure to select **“Submit”**, once you are satisfied with your entries.

Direct Deposit

You can also add, delete or change your “**Direct Deposit**” information under “**Pay/Tax Information**”. You can elect to have one (1) account and have your full pay check deposited to that financial institution. Or you can elect to have your funds distributed into a checking account and a savings account with the same financial institution or a checking and/or savings account with two (2) different financial institutions. One (1) of these accounts you would list a flat rate such as \$200.00 and the remainder of your pay check would be deposited to the other account (primary account). **NOTE: You must also forward a copy of a voided check for each checking account and/or a copy of a voided deposit slip for each savings account directly to the Payroll Administrator so the account information can be verified for accuracy.**

The screenshot shows the 'Direct Deposit Accounts' page in the DRBA Employee Self Service portal. The left-hand navigation menu includes 'Home', 'Employee Self Service', 'Benefits', 'Pay/Tax Information', 'YTD Information', 'W-2', '1095-B', '1095-C', 'W-4', 'Paycheck Simulator', 'Direct Deposit' (highlighted with a red arrow), 'Personal Information', and 'Employment Opportunities'. The main content area displays the details for a direct deposit account:

- Bank:** ECOZO BANK
- Account number:** ***6515
- Account type:** Checking
- Percentage:** 100%

Below the account details are 'Edit | Delete' links and a checkbox with the text: 'Upon changing your direct deposit account, you understand that you are responsible for the accuracy of the information entered, returning thereafter.' At the bottom of the page, the 'Submit this account for approval' button is circled in red.

If you are updating your Direct Deposit information be sure to select “**Submit this account for approval**”, once you are satisfied with your entries.

Benefits Enrollment

NEW HIRES:

To View your personalized benefits options, click on Benefits in the ESS menu on the right side of the webpage.



Current Year Elections

This will open **Current Year Elections** and display a full menu of benefits for which you are eligible.

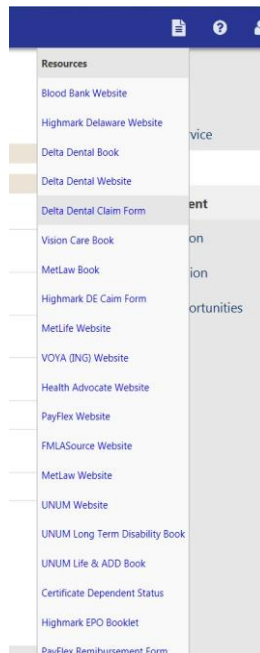


Resources

Other Benefits related resources can be accessed in the DRBA Benefits Portal at <https://DRBA.myben.site>



DRBA Benefits Portal includes links to vendor websites, benefits related forms, benefits booklets, and **the EPO, PPO and HDHP Summaries of Benefits and Coverage (SBC)**, plus, various other useful benefits related information. Examples of available resources are listed below.



Make New Elections


To begin your benefits enrollment, click on **Make New Election** next to each Benefit type in the menu.

Each **Benefits** page you select displays the available plan options, including cost information for each option. You will be able to see the benefits costs for both you and the DRBA on this page similar to the screen print below.

In addition, each **Benefits** page includes a note at the top of the page in blue font which is an important reminder for you.

Benefits

HEALTH (MEDICAL & RX)

 If you decline Health coverage, you will be required to provide proof that you have other health coverage.

EPO

PPO

PPO EMPLOYEE ONLY
Annual Costs: Employee Cost \$1,500.00 / Employer Cost \$8,532.00
Pay Period Costs: Employee Cost \$62.50 / Employer Cost \$355.50

 PPO EMPLOYEE & SPOUSE
Annual Costs: Employee Cost \$3,012.00 / Employer Cost \$17,064.00
Pay Period Costs: Employee Cost \$125.50 / Employer Cost \$711.00

PPO EMPLOYEE & CHILD(REN)
Annual Costs: Employee Cost \$2,712.00 / Employer Cost \$15,360.00
Pay Period Costs: Employee Cost \$113.00 / Employer Cost \$640.00

PPO FAMILY
Annual Costs: Employee Cost \$4,212.00 / Employer Cost \$23,880.00
Pay Period Costs: Employee Cost \$175.50 / Employer Cost \$995.00

Decline

***Please note: screen shots are for illustration purposes only and do not reflect actual rates.**

Covering Your Dependents

If the benefit option you select requires that you specify one (1) or more dependents for coverage, then a box like the one at the bottom of this print screen will appear.

Benefits
VISION BASE PLAN

If you intend to enroll in the Vision Buy-Up plan, then you MUST decline this plan first by selecting 'I Decline' below.

- EMPLOYEE & CHILD(REN)**
 Annual Costs: Employer Cost \$80.16
 Pay Period Costs: Employer Cost \$3.34
- FAMILY**
 Annual Costs: Employer Cost \$117.60
 Pay Period Costs: Employer Cost \$4.90
- EMPLOYEE**
 Annual Costs: Employer Cost \$40.08
 Pay Period Costs: Employer Cost \$1.67
- EMPLOYEE & SPOUSE**
 Annual Costs: Employer Cost \$76.08
 Pay Period Costs: Employer Cost \$3.17

I Decline

To add a new dependent to ESS, click ‘Add new dependent’ and complete the Add a new dependent dialog box. Complete the fields, as required, to add coverage for the dependent. It is important to include a Social Security number to ensure accuracy.

Add a new dependent

First name *

Middle name

Last name *

Suffix

Date of birth *

Gender *

Relationship *

Handicapped

SSN (include dashes)

When you are done click . Repeat this process to add each of your dependents

Once you have added each new dependent, the dependents’ names will appear in a list at the bottom of the **Benefits** page. **Click on Continue to save the list of dependents.**

Coverage can be added for additional dependents.

Name	Date of Birth	ID	Designation	
NEW CHILD	10/5/2005	987-45-1233	Primary	Change Delete
NEW AND IMPROVED CHILD	10/6/2015	321-65-4826	Primary	Change Delete



Completing Your Enrollment

When you have made all your benefit elections, the program returns you to the **Current Year Elections** page. Click on **Continue** at the bottom of this page to finalize your elections and review your enrollment.

The program displays a summary of each benefit type on the **Review your enrollment** page. To make additional changes, if necessary, click **Modify** at the bottom of the page. This returns you to the **Current Year Elections** page where you can select the Benefit Plan that you want to change.

Review your enrollment

Review

HEALTH (MEDICAL & RX)

ELECTION - PPO EMPLOYEE ONLY

Pay Period Employee Cost	\$62.50
Pay Period Employer Cost	\$355.50
Annual Employee Cost	\$1,500.00
Annual Employer Cost	\$8,532.00

DENTAL



- Home
- Employee Self Service
- Benefits**
 - Open Enrollment
 - Pay/Tax Information
 - Personal Information

If you are satisfied that all your elections are correct, click **Submit Choices**.

HEALTHCARE FSA	
ELECTION - HEALTHCARE FSA	
Pay Period Employee Cost	\$50.00
Annual Employee Cost	\$1,300.00
Election amount	\$50.00
HYATT LEGAL	
ELECTION - Declined	
TOTAL PAY PERIOD EMPLOYEE COST	\$117.17
TOTAL ANNUAL EMPLOYEE COST	\$2,912.08

IMPORTANT NOTICE

:

**Your enrollment is NOT complete
 Until you click on Submit Choices to register your elections.**

After you '**Submit Choices**' the program then displays a **Confirmation** page. **Please print a copy of this confirmation page and keep it for your records.**

Confirmation

Confirmation

Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

You can print this confirmation page by pressing the "Ctrl" button plus the "P" button on your keyboard.

HEALTH (MEDICAL & RX)

ELECTION - PPO EMPLOYEE ONLY

Pay Period Employee Cost	\$62.50
Pay Period Employer Cost	\$355.50
Annual Employee Cost	\$1,500.00
Annual Employer Cost	\$8,532.00

- Home
- Employee Self Service
- Benefits**
- Open Enrollment
- Pay/Tax Information
- Personal Information
- Employment Opportunities

Benefits Enrollment ANNUAL (OPEN) ENROLLMENT:


Each year, typically in the November-December timeframe, Annual (Open) Enrollment (AOE) is held. During this time, announcements are made of any benefits changes that are planned for the next Plan Year (calendar year).

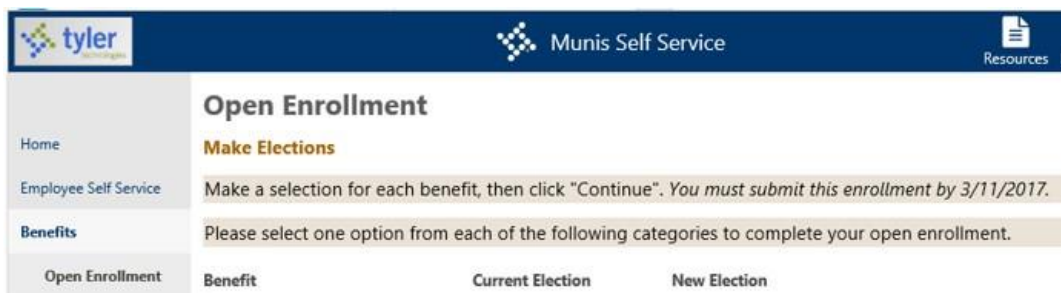
AOE is your chance to make benefits changes as necessary to meet your personal needs in the New Year. AOE changes will be made on ESS. AOE elections are effective January 1 of the New Year and payroll deductions start with the 1st Pay Run of the New Year.

When AOE begins, you will see a message similar to the one shown below on the Benefits home page. You will also see the **Open Enrollment** link like the one highlighted below.

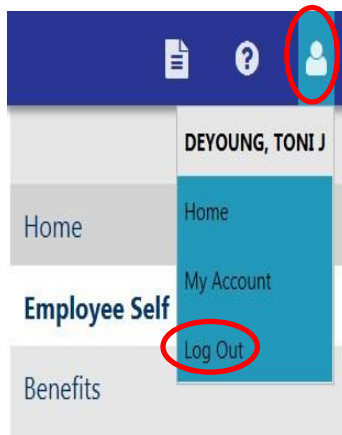



Important enrollment messages are displayed at the top of the *Open Enrollment* webpage such as those shown below. PLEASE NOTE: the online benefits enrollment process in ESS during AOE is just like the new hire process. Refer to the NEW HIRE instructions section of this Guide for details on how you make elections, add new dependents, and submit and print a confirmation statement of your final elections.

Remember that any documents that are referenced in the enrollment materials can be found online by clicking on the Resources icon at the top of the page. 



Log Out



To exit the ESS website, select the  on the top blue menu bar and click on '**Log Out**'

You should always log out before you close your browser window to protect your personal data.

You are welcome to visit the ESS website at any time by following the access steps at the start of this Guide.

