

2023 Flex Open Enrollment in ESS

Employee Self Service ess.cityofmadison.com

Employee Self Service (ESS) is an external website that allows employees access to their employment information such as previous pay stubs and W2's through their personal computers or mobile devices.

If you've never logged into ESS before, the user ID is the employee number displayed on the upper left hand corner of your pay stub. The first time you log in, your password will be the last 4 digits of your social security number. You'll then be prompted to change the password. If you've forgotten your password and need it reset. please contact the City IT Helpdesk at 608-266-4193 or review the provided guide. For additional assistance, please contact Central Payroll at payroll@cityofmadison.com.

Employee Self Service

Benefits

Open Enrollment

Expense Reports

Pay/Tax Information

Personal Information

Time Off

ESS will now be used to process the annual open enrollment changes related to our Flex Medical and Dependent Care programs. Employees may use ESS during the Flex open enrollment period of October 31 through November 18, 2022 to enroll, change or cancel flex benefits for the 2023 plan year.

If you are not eligible to participate in the flex medical and dependent care programs, you will not have benefit information available to you in ESS.

Participation in Flex Medical or Dependent Care benefits must be elected each year. If you do nothing, you will not have flex benefits for 2023.

Please ensure you have a valid email address provided under Personal Information. This is used for your confirmation email of your open enrollment elections as well as any other ESS initiated employee changes.

Time Entry Welcome to Flex Open Enrollment for the 2023 Plan Year!

The Open Enrollment module is located under the Benefits section of ESS. Click on **Benefits** and then select **Open Enrollment** to proceed.

All other current year changes due to a qualifying event should still be processed through HR at this time. **Some screenshots provided below are from a prior year, the enrollment process has not changed**

Existing Benefits

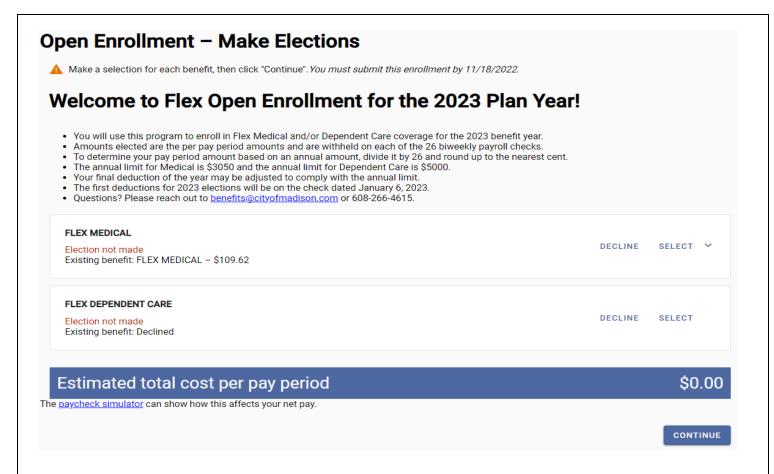
You must complete your open enrollment before 11/19/2021.

DELTA DENTAL INSURANCE

DENTAL SINGLE - EMPLOYEE ONLY - \$34.86

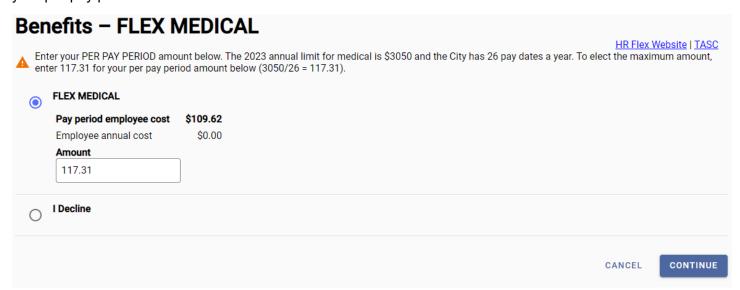
Estimated total cost per pay period

\$34.86



To decline benefits for the 2023 plan year, choose **DECLINE** for the appropriate benefit.

To enroll in 2023 coverage, choose **SELECT** on the appropriate benefit type to enter your per pay period election amount.



Please note the amount you elect is the *per pay period amount*. To figure out the per pay period amount based on an annual amount, divide the annual amount by 26 and round up to the nearest cent.

If you wish to elect the maximum amount of \$3050 for 2023 Flex Medical coverage, enter 117.31 as your PER PAY PERIOD amount.

If you wish to elect the maximum amount for \$5000 for 2023 Flex Dependent Care, enter <u>192.31</u> as your PER PAY PERIOD amount.

Once you have completed your elections, you may preview how the cost of the premiums will impact your net/take home pay with the paycheck simulator tool or select **CONTINUE**.



The "pay period" or "per pay period" costs noted throughout the ESS *Flex* open enrollment program reflect the contribution amounts withheld on each of the 26 regular paychecks dated in 2023.

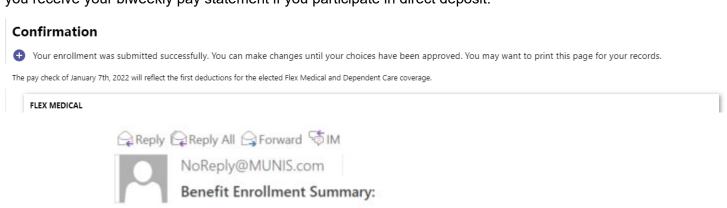
After selecting **CONTINUE**, you'll be given a chance to review your open enrollment elections. The annual amount listed reflects the 26 biweekly contributions totaled. The annual amounts displayed may total a few cents more than the IRS designated limits. Payroll will automatically adjust the last contribution of the year to maintain compliance with the IRS mandated Flex Medical and Dependent Care limits.

To make further changes, you may select **MODIFY**. When you're satisfied with your changes, **SUBMIT** them for processing.

Review your enrollment



You'll be presented with a confirmation screen. You may print/save for your records but you'll also receive a confirmation email to the address stored under the Personal Information section of ESS. It is the same email you receive your biweekly pay statement if you participate in direct deposit.



Employees may continue to make changes to their Flex Medical and Flex Dependent Care elections from October 31, 2022 to November 18, 2022 through the ESS open enrollment program. Once the open enrollment period is over, you will no longer be able to make changes in ESS.