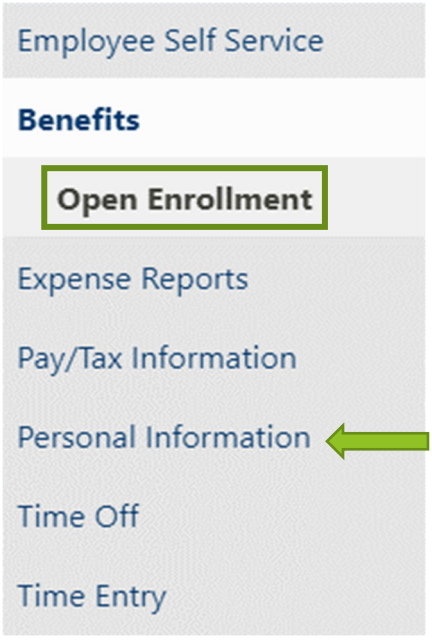
Flex Open Enrollment in ESS

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 W2s 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 paystub. 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 and setup your two security questions. 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.



ESS is used to process annual Open Enrollment elections related to our Flex Medical, Dependent Care, and Parking programs. Employees may use ESS during the Flex Spending Open Enrollment period of November 9, 2026 through November 20, 2026 to establish Flex benefits for the 2027 Plan Year.

If you are not eligible to participate in the Flex programs, you will not have benefit information available to you in ESS.

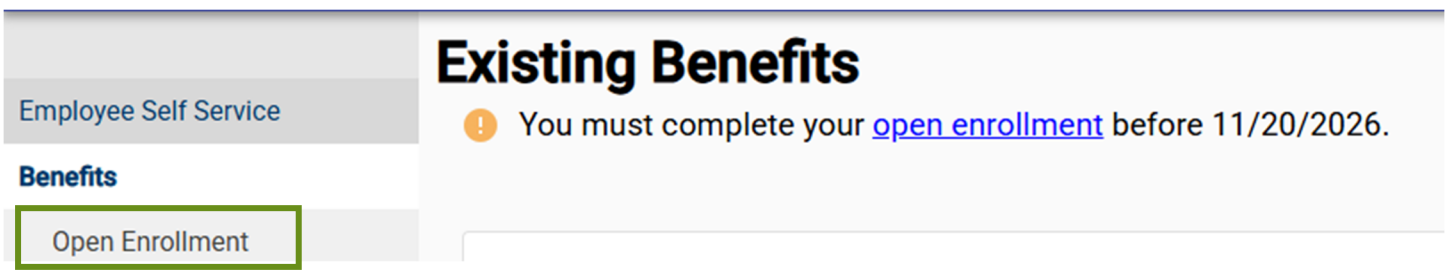
You must **newly** elect Flex Medical, Dependent Care, and/or Parking benefits for **each Plan Year** in which you wish to participate. **If you do nothing, you will not have Flex benefits for 2027.**

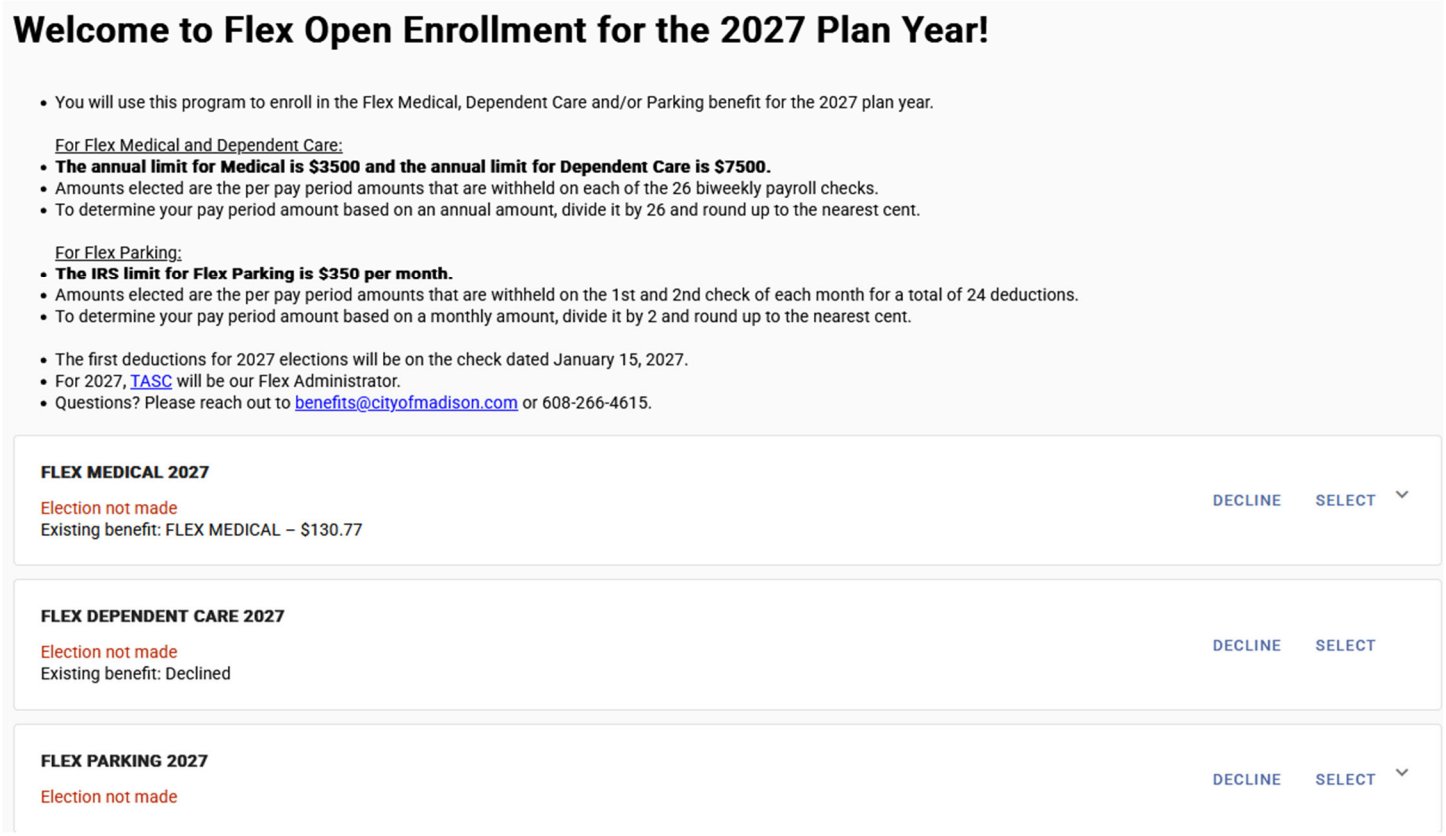
Please ensure you have a valid email address provided under Personal Information. This is used for your confirmation email of your open enrollment elections as well as any other ESS initiated employee changes and will be provided to the Flex vendor for your account setup.

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

Note:

- Any midyear changes due to a qualifying event should be processed through HR.
- **Screenshots provided below may be from a prior benefit year. The enrollment steps have not changed.**





To decline any of these benefit(s) for the 2027 Plan Year, choose **DECLINE** for the appropriate benefit.

To enroll in 2027 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.**

- For Flex Medical and Dependent Care: 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 $3500 for 2027 Flex Medical coverage, enter 134.62 as your PER PAY PERIOD amount.**
  - **If you wish to elect the maximum amount for $7500 for 2027 Flex Dependent Care, enter 288.47 as your PER PAY PERIOD amount.**

- For Flex Parking: To figure out the per pay period amount based on a **monthly** amount, divide by 2 and round up to the nearest cent.
  - **If you wish to elect the maximum amount of $350 per month for 2027 coverage, enter 175.00 as your PER PAY PERIOD amount.**

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



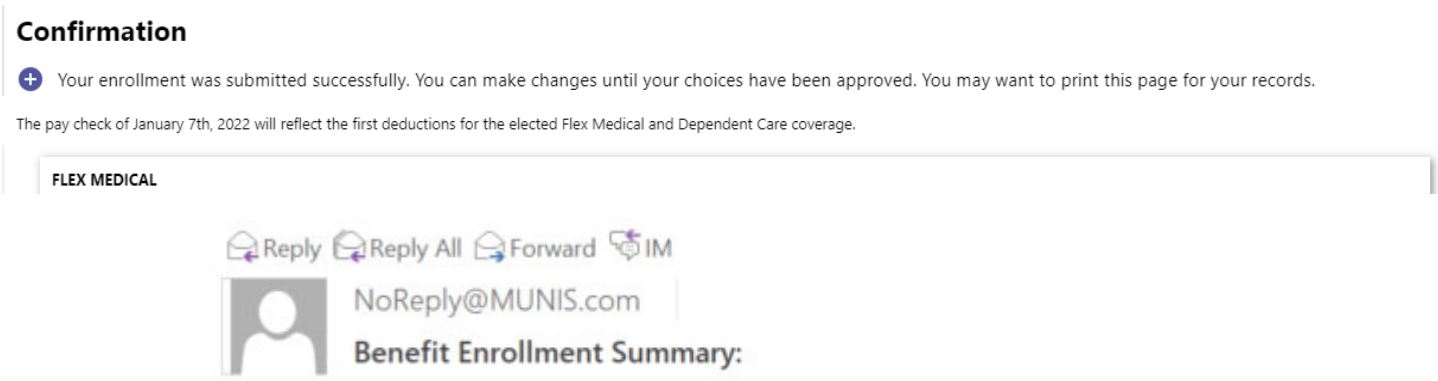
After selecting **CONTINUE**, you'll be given a chance to review your Open Enrollment elections.

- The annual amount listed reflects the 26 biweekly contributions totaled for Flex Medical and Dependent Care.
- The annual amount for Parking reflects the total of 24 contributions (two contributions per month).
- 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 limits.

To make further changes, you may select **MODIFY.** When you're satisfied with your changes, you must **SUBMIT** them for processing. **If you do not select SUBMIT, your election will not be finalized.**



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



Employees may continue to make changes to their Flex Medical, Dependent Care, and/or Parking elections from November 9, 2026 through November 20, 2026 via ESS. Once the Open Enrollment period is over, you will no longer be able to make elections in ESS.