

# EMPLOYEE SELF SERVICE (ESS) TUTORIAL

# Overview

ESS is a web based application that allows City of Norwalk employees to privately access selected personal, payroll, and benefit information.

## **BENEFIT INFORMATION**

- Current year benefit elections summary.
- Make elections for upcoming open enrollment.
- Petition to change current year elections with a qualifying event.

## **PERSONAL INFORMATION**

- View and update contact information (Telephone Numbers).
- View and update emergency contact information.
- View employee profile information (General employment information).

## **PAY AND TAX INFORMATION**

- View and print pay check information.
- View and print year-to-date gross earnings.
- View and print W-2 information.
- Paycheck Simulator utility.

## **RESOURCE LINKS**

- View and print any additional documents or links that have been provided for your reference.

# Before You Get Started, General Guidelines

- User Name is your first initial and full last Name with no spaces
- Default password is the last 4 digits of your social security number, or if you've changed it, the password you designated last year.



## MUNIS Self Services LIVE



1. Once you log in, the ESS main page appears displaying your name in the upper right-hand side of the screen. The Employee Self Service link is just below on the right.

2. Click the Employee Self Service link and the Employee Self Service welcome screen will appear.



## Welcome to Employee Self Service

### Announcements

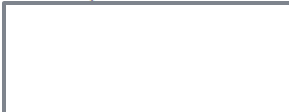
Welcome to the City of Norwalk Employee Self Service Portal! PAYCHECK simulator is now available. Use cycle 1 or 2. Please give your feedback on this tool. Dependent Information can now be edited. This is only for Health/Dental/Vision insurance. This is NOT for open enrollment and only for those currently on insurance.

[Click here for Open Enrollment](#)

### Personal information

[View profile](#)

PELOSI, CHRISTOPHER S



Email  
Email: cpelosi@norwalkct.org  
Alt email: cpelosi@norwalkct.org

**3.** Once loaded, click on the “**Click here for Open Enrollment**” button.

### Time off

#### HRPRJCD

	Currently Available	Earned
VACATION	75.00	75.00
SICK	41.25	41.25
PERSONAL	30.00	30.00

[Show time off taken](#)



[Home](#)

**Employee Self Service**

[Benefits](#)

[Pay/Tax Information](#)

[Personal Information](#)

[Time Off](#)

### Paychecks

[Show paycheck amounts](#)

drugs will be covered at 100%, no copay/no deductible. Attached is a list ([click here](#)) or applicable medications. This list will also be posted to the City's website under Personnel and Labor Relations/Benefits.

**Voluntary Hyatt Legal Plan (MetLaw)** – through convenient monthly payroll deductions of \$22.50, you'll have access to a national network of over 14,000 attorneys covering a wide range of fully covered legal services. In-network attorney consultations via telephone or office consultations have no copays. MetLaw brochures are posted on the City benefits website providing more detailed information and services covered under MetLaw. This plan is strictly voluntary but, to participate, you must enroll during the annual open enrollment window by meeting with an on-site MetLife representative or contacting Personnel. A link to a short video on MetLaw as well as other voluntary benefits offered through MetLife is also posted to the website.

#### HEALTHCARE BENEFITS FOR 2017

- CIGNA Open Access Point of Service
- CIGNA High Deductible Health Plan (HDHP) with Health Savings Account (HSA) via HSA Bank

The City will, once again, fund fifty percent (50%) (60% for Police) of the annual deductible to your HSA if you are enrolled in the HDHP. You may also make pre-tax contributions to your HSA subject to the IRS annual limit.

**IMPORTANT:** under IRS regulations, if you currently participate in the healthcare FSA and elect the HDHP for 2017, you must deplete your FSA balance no later than December 31, 2016, or you will not be able to use your HSA until April 1, 2017.

If you are enrolled in one of the healthcare plan options, you will automatically be enrolled for dental benefits through CIGNA, prescription benefits through ExpressScripts and vision benefits through EyeMed. If you are not enrolling for the first time in a healthcare option, you will continue to use the same ID cards you currently have. Please refer to your specific contract or unit's Summary of Benefits and Coverage for a summary of benefits under these plans.

#### 2017 PREMIUMS

The attached table ([click here for rates](#)) provides the 2017 healthcare premiums to be deducted on a per pay period basis effective January 1, 2017.

#### HOW TO ENROLL/CHANGE ELECTIONS/ELECT NO CHANGES/ADD DEPENDENT

Please go to the City benefits website for instructions on how to enroll or select No Changes via the ESS portal.

**REMEMBER: THE ANNUAL OPEN ENROLLMENT PERIOD BEGINS MONDAY, NOVEMBER 7 AND ENDS MONDAY, NOVEMBER 21, 2016 AT 11:59 P.M. ALL EMPLOYEES MAKING ELECTIONS OR ELECTING NO CHANGES MUST DO SO THROUGH THE ESS ENROLLMENT WEBSITE.**

Benefit	Current Election	New Election
HEALTH PLANS	HIGH DEDUCTIBLE (HSA) EMPLOYEE ONLY \$54.81   <a href="#">details</a>	Election Not Made <a href="#">Decline benefit</a>   <a href="#">No changes</a>   <a href="#">Make New Election</a>
DENTAL ONLY	No Election Made	Election Not Made <a href="#">Decline benefit</a>   <a href="#">Make New Election</a>
FSA DEPENDENT (OAPOS & HDHP)	No Election Made	Election Not Made <a href="#">Decline benefit</a>   <a href="#">Make New Election</a>
FSA MEDICAL (OAPOS ONLY)	No Election Made	Election Not Made Enrollment in this section requires enrollment in HEALTH PLANS

Continue

All costs are per pay period. Your estimated total cost per pay period is \$0.00. The [paycheck simulator](#) can show how this affects your net pay.

**4.** The Open Enrollment main page will load and display a listing of available benefits. You must read the general announcements before making your election.

**5.** For more details on a specific benefit, hover your mouse pointer over the **details** text and a window will appear.

**6.** To keep the same benefit option as last year, click **“No Changes”**

**7.** To chose a new plan for 2017, click **“Make New Election”**



### Benefits HEALTH PLANS

Labor contracts for the City | CIGNA enrollment/change form

HDHP deductible: \$2000/\$4000. Note: Cost difference (includes buy up) between OAPOS & High Deductible-HSA plans. For more details refer to your [contract](#)



- HIGH DEDUCTIBLE (HSA) EMPLOYEE ONLY  
Annual Costs: Employee Cost \$1,336.06 / Employer Cost \$8,207.41  
Pay Period Costs: Employee Cost \$51.19 / Employer Cost \$314.46
- HIGH DEDUCTIBLE (HSA) EMPLOYEE + 1  
Annual Costs: Employee Cost \$2,671.60 / Employer Cost \$16,410.11  
Pay Period Costs: Employee Cost \$102.36 / Employer Cost \$628.74
- HIGH DEDUCTIBLE (HSA) FAMILY  
Annual Costs: Employee Cost \$3,509.67 / Employer Cost \$21,559.38  
Pay Period Costs: Employee Cost \$134.47 / Employer Cost \$826.03
- POINT OF SERVICE EMPLOYEE ONLY  
Annual Costs: Employee Cost \$1,925.40 / Employer Cost \$8,135.11  
Pay Period Costs: Employee Cost \$73.77 / Employer Cost \$311.69
- POINT OF SERVICE EMPLOYEE + 1  
Annual Costs: Employee Cost \$3,850.01 / Employer Cost \$16,265.26  
Pay Period Costs: Employee Cost \$147.51 / Employer Cost \$623.19
- POINT OF SERVICE FAMILY  
Annual Costs: Employee Cost \$5,901.73 / Employer Cost \$21,265.76  
Pay Period Costs: Employee Cost \$226.12 / Employer Cost \$814.78
- I Decline

8. Select the plan that you wish to enroll in for the 2017 benefit year and click "Continue" to navigate back to the main open enrollment screen.

- Home
- Employee Self Service
- Benefits**
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Continue

All costs are per pay period. Your estimated total cost per pay period is \$0.00. The [paycheck simulator](#) can show how this affects your net pay.

**9.** Once you elect a health plan, or select “**No Changes**” you must accept or decline the remaining benefits before you can continue.

**10.** When you have made an election for each benefit option, click “**Continue**” at the bottom right corner of the page.



### Review your enrollment

#### Review

##### HEALTH PLANS

###### ELECTION - HIGH DEDUCTIBLE (HSA) EMPLOYEE ONLY

Pay Period Employee Cost	\$51.19
Pay Period Employer Cost	\$314.46
Annual Employee Cost	\$1,336.06
Annual Employer Cost	\$8,207.41

##### HSA VOLUNTARY (HDHP)

ELECTION - Declined

##### DENTAL ONLY

ELECTION - Declined

##### FSA DEPENDENT (OAPOS & HDHP)

ELECTION - Declined

##### FSA MEDICAL (OAPOS ONLY)

ELECTION - Declined

##### MET LIFE LONG TERM DISABILITY

ELECTION - Declined

##### MET LIFE WHOLE LIFE

ELECTION - Declined

##### MET LIFE AUTO & HOME

ELECTION - Declined

##### MET LIFE ACCIDENT

ELECTION - Declined

##### MET LIFE SUPPLEMENTAL LIFE

ELECTION - Declined

##### MET LIFE CRITICAL ILLNESS

ELECTION - Declined

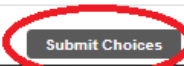
<b>TOTAL PAY PERIOD EMPLOYEE COST</b>	\$51.19
<b>TOTAL ANNUAL EMPLOYEE COST</b>	\$1,336.06

Submit Choices   Modify   Cancel

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

**11.** You will now have a summary of your choices for review. The total pay period/annual employee cost is displayed at the bottom of the page. Click **“Submit Choices”** if you are finished, or **“Modify”** if you wish to make changes.

**\*\*\*Please note if you wish to enroll in any Metlife voluntary products you must meet with our Metlife representative during the open enrollment period on 11/7 or 11/14 in Room 231 from 8:00 AM to 4:00 PM.**





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### 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.

Thank you for completing your 2016 Open Enrollment. Your elections will be effective 01-01-2016.

**HEALTH PLANS**

**ELECTION - HIGH DEDUCTIBLE (HSA) EMPLOYEE ONLY**

Pay Period Employee Cost	\$51.19
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**HSA VOLUNTARY (HDHP)**

ELECTION - Declined

**DENTAL ONLY**

ELECTION - Declined

**FSA DEPENDENT (OAPOS & HDHP)**

ELECTION - Declined

**FSA MEDICAL (OAPOS ONLY)**

ELECTION - Declined

**MET LIFE LONG TERM DISABILITY**

ELECTION - Declined

**MET LIFE WHOLE LIFE**

ELECTION - Declined

**MET LIFE AUTO & HOME**

ELECTION - Declined

**MET LIFE ACCIDENT**

ELECTION - Declined

**MET LIFE SUPPLEMENTAL LIFE**

ELECTION - Declined

**MET LIFE CRITICAL ILLNESS**

ELECTION - Declined

<b>TOTAL PAY PERIOD EMPLOYEE COST</b>	\$51.19
<b>TOTAL ANNUAL EMPLOYEE COST</b>	\$1,336.06

You can now...

- Make changes to your new elections
- Use other services

- Home
- Employee Self Service
- Benefits**
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**12.** Your enrollment has been successfully completed. You can continue to **“Make changes to your new elections”** until they have been approved. To navigate back to the main ESS login page click **“Use other services”**.