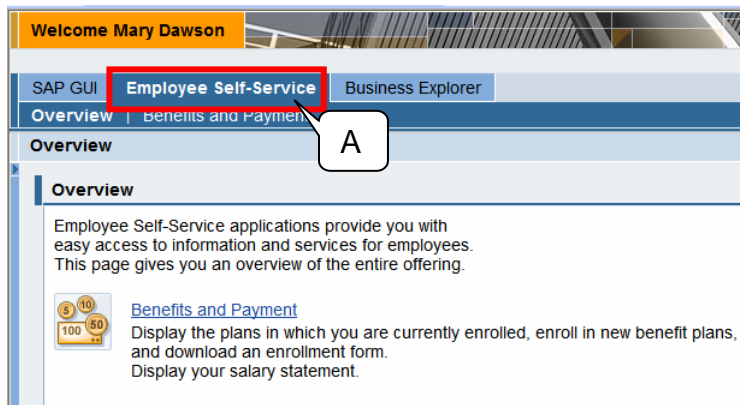


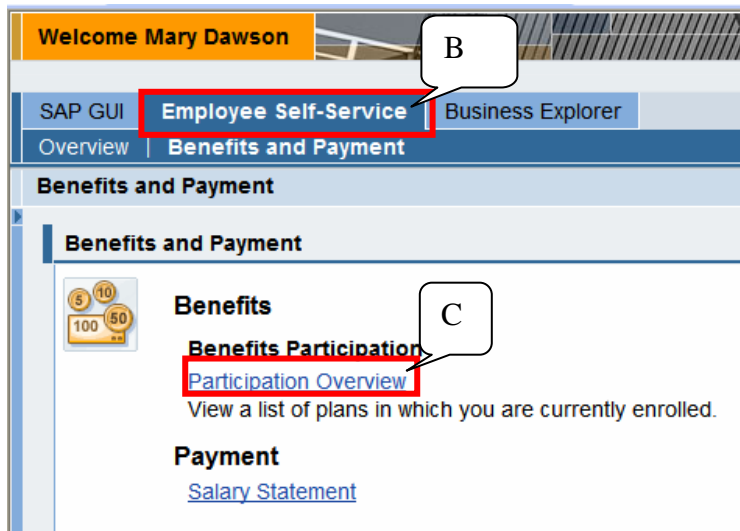
## ESS – View Benefits Participation

**Employee Self Service (ESS)** is available to all faculty, staff, and student employees. Tasks available in ESS include view benefits participation details.

- Once logged into Portal, click the Employee Self Service tab (A).



- Click Benefits and Payment tab (B).
- Click Participation Overview (C).



- The benefits plans will display as of the current date. The radio button for Dental is the default selection.
- To view details of other benefit plans: medical, group term life, retirement, etc., click the radio button below the benefit plan to view (D).
- Click the link to the right of the benefit plan to access the Web site of the benefits provider (E).

**Benefits Participation**

**Benefits Participation**

[Show Benefits General Links](#)

Show Participation Overview as of:

**Participation overview as of 7/2/2008**

<b>Dental</b>	<a href="#">Delta Dental</a>
<input type="radio"/> Dental	
<b>Medical</b>	<a href="#">Humana - Enroll for 1/1/2008</a>
<input checked="" type="radio"/> Humana - Regular	
<b>E AP</b>	<a href="#">Employee Assistance Program</a>
<input type="radio"/> Employee Assistance Program	
<b>Group Term Life</b>	<a href="#">The Standard</a>
<input type="radio"/> Group Term Life	
<b>GTL - Optional</b>	<a href="#">The Standard</a>
<input type="radio"/> Optional - Group Term Life	

- Click Show Participation Details (F).

<input type="radio"/> DB - KRS/State, NonHarzardous	<a href="#">KERS</a>
<b>FSDependentCare</b>	<a href="#">Enroll for 2008</a>
<input type="radio"/> Flexible Spending - Dependent	<a href="#">FEBCO</a>
<b>Parking</b>	<a href="#">NKU - Parking Svcs.</a>
<input type="radio"/> Employee Parking IRC-132F	
<b>Tuition Waiver</b>	<a href="#">NKU - Tuition Wvr. Policy</a>
<input type="radio"/> Tuition Waiver 6 credit	
<b>Show Participation Details</b>	

- The details for the plan selected are displayed (G).

**Benefits Participation**

**Benefits Participation**

▶ [Show Benefits General Links](#) G

**Details of Plan Humana - Regular**

Participation Period	Starts on 01/01/2008
Plan Option	Waived Coverage
Dependent Coverage	Waived Coverage
Deduction Model	Payment Model - Monthly BENEFITS

[Back](#)

- Click Show Benefits General Links to display links for general benefits information (I).

Welcome Mary Dawson

SAP GUI | **Employee Self-Service** | Business Explorer

Overview | **Benefits and Payment**

**Benefits Participation**

**Benefits Participation** H

▶ [Show Benefits General Links](#)

**Details of Plan Short Term Disability**

Participation Period	Starts on 09/01/2007
Plan Option	ShortTerm Disability

- The Benefits General Links are displayed (I).

Welcome Mary Dawson

SAP GUI | **Employee Self-Service** | Business Explorer

Overview | **Benefits and Payment**

**Benefits Participation**

**Benefits Participation**

▼ [Hide Benefits General Links](#) I

[NKU - Human Resources](#)

**Details of Plan Humana - Regular**

Participation Period	Starts on 01/01/2008
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- Click Back to return to the plan selection screen (J).
- Click Exit to return to the Benefits and Payment screen (K).

**Benefits Participation**

**Benefits Participation**

▶ [Show Benefits General Links](#)

**Details of Plan Short Term Disability**

Participation Period	Starts on 09/01/2007
Plan Option	ShortTerm Disability
Basic Coverage Amount	100.00 USD
Total Coverage Amount	500.00 USD
Employee Cost (Post-Tax)	14.00 USD Monthly
Deductible	Payment Model - Monthly BENEFITS

**Back**

**Exit**

J

K

**Virtual Private Network (VPN)** will need to be installed on an off campus computer to access ESS. Directions for installing and using VPN are available on the IT Web site: <http://it.nku.edu/auth.asp>. The Help Desk is available to answer questions related to VPN.