

EMPLOYEE SELF SERVICE (ESS) - OPEN ENROLLMENT INSTRUCTIONS

Open Enrollment begins in Munis ESS on October 25 and ends November 8, 2022.

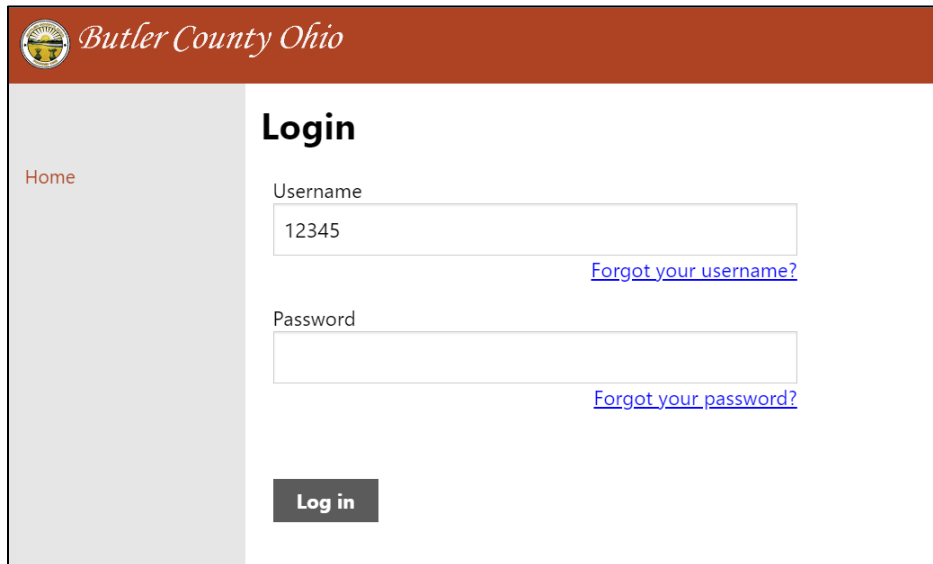
In order to use the ESS portal in MUNIS for 2023 benefit selection, you must know:

- Your Employee ID number
- Your Munis ESS password

Login to ESS by clicking [here](#), or copy & paste the URL below into your web browser:

<https://ess.butlercountyauditor.org/ess/login.aspx>

For your reference, below is a screen shot of the Munis employee ESS log-in page:

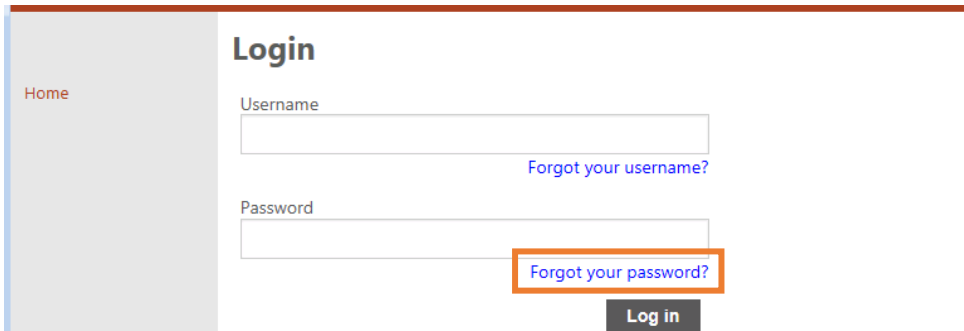


The screenshot shows the login page for Butler County Ohio. At the top is a red header with the county seal and name. Below is a grey sidebar with a 'Home' link. The main content area is titled 'Login' and contains two input fields: 'Username' (with the value '12345') and 'Password'. To the right of each field is a blue link: 'Forgot your username?' and 'Forgot your password?'. At the bottom is a dark grey 'Log in' button.

Your employee ID number = your Munis/ESS Username

- This is the 2 - 5 digit ID # used to punch IN / OUT on Kronos clocks
- If you do not know your Employee ID number, reach out to your Payroll contact

Forget your ESS Login password? Click [**Forgot your password?**]

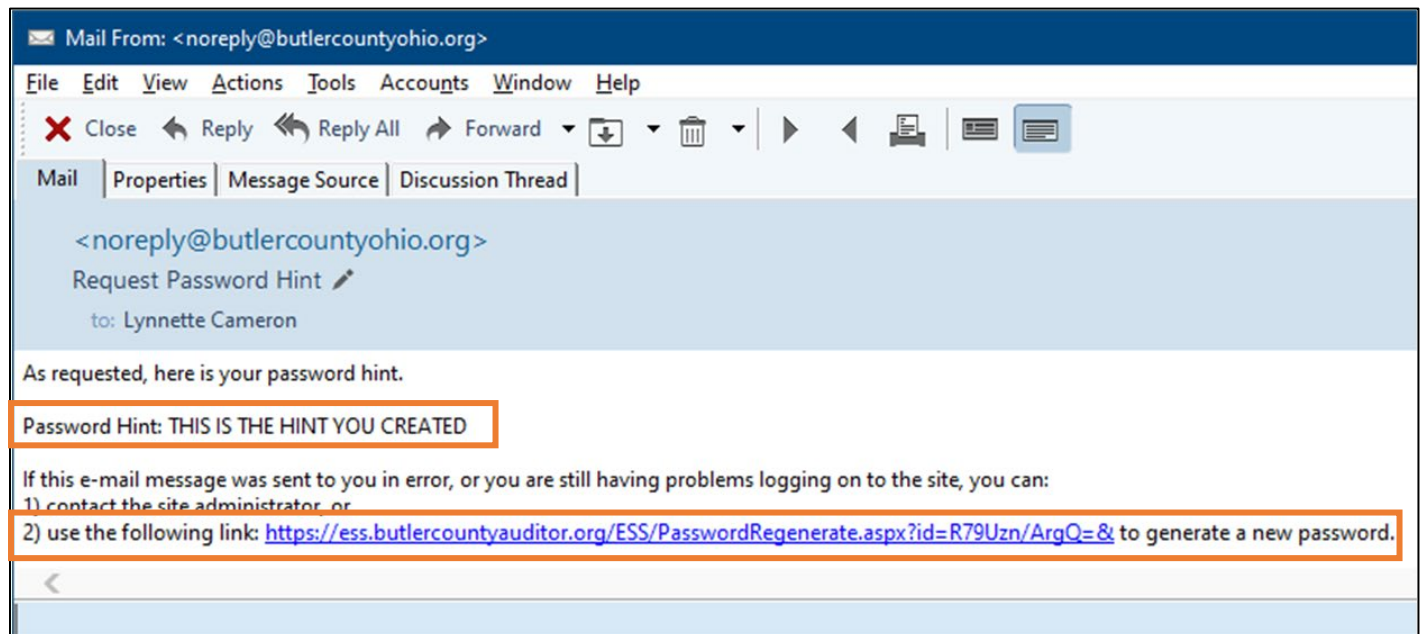


This is another screenshot of the same login page. The 'Forgot your password?' link is highlighted with an orange rectangular box. The 'Log in' button is also visible at the bottom.

Enter your employee ID as the user name and click [**Retrieve Hint**].

You will receive an email from NoReply@butlercountyohio.org with a password hint.

If the hint doesn't help, Option 2 link will generate a new password and unlock your account.




As long as you have a valid email address setup in ESS, you will not need anyone's assistance in getting your password.

If you do not have an email in ESS/Munis, please be sure to add it to the record once you gain access to ESS.


Your Payroll contact can reach out on your behalf if you are unable to access your ESS account, please do not contact the Auditor's office for support.

Upon logging in, ESS will display a note reminding you to complete open enrollment.

Employee Self Service	Open Enrollment – Make Elections <div>  Make a selection for each benefit, then click "Continue". <i>You must submit this enrollment by X/X/20XX.</i> </div>
Benefits	Your elections must be made between November XX – November XX, 20XX.
Open Enrollment	You can continue to make changes to your elections through the end of business on November XX, 20XX. If you do not complete your open enrollment by this date, you will automatically be entered as waiving all coverages.
Life Events	Coverage cannot be changed during the year unless there is a qualifying event. Otherwise, you will have to wait until the next open enrollment to modify your coverage. Please note that all deduction amounts referenced in the election screens are per-pay amounts.

Click [**Continue**] to go to the next page and make elections.

Each available election will be listed. Either [**Select**] or [**Decline**] each election.

Employee Self Service	Open Enrollment – Make Elections <div>  Make a selection for each benefit, then click "Continue". <i>You must submit this enrollment by 3/31/2022.</i> </div>
Benefits	Your elections must be made between November 15 - November 22, 2021.
Open Enrollment	You can continue to make changes to your elections through the end of business on November 22, 2021. If you do not complete your open enrollment by this date, you will automatically be entered as waiving all coverages.
Life Events	Coverage cannot be changed during the year unless there is a qualifying event. Otherwise, you will have to wait until the next open enrollment to modify your coverage. Please note that all deduction amounts referenced in the election screens are per-pay amounts.
Pay/Tax Information	<div> <div> 2022 - HEALTH INSURANCE Election not made </div> <div>SELECT</div> </div>
Personal Information	<div> <div> 2022 - DENTAL INSURANCE Election not made </div> <div>SELECT</div> </div>
Training Opportunities	<div> <div> 2022 - FLEXIBLE SPENDING ACCT Election not made </div> <div>DECLINE SELECT</div> </div>
	<div> <div> 2022 - DEPENDENT DAYCARE Election not made </div> <div>DECLINE SELECT</div> </div>
	<div> <div> 2022 - HEALTH SAVINGS ACCOUNT Election not made </div> <div>DECLINE SELECT</div> </div>
	<div> <div> 2022 - DAVIS VISION Election not made </div> <div>SELECT</div> </div>
	<div> <div> Estimated total cost per pay period </div> <div>\$0.00</div> </div>

The [paycheck simulator](#) can show how this effects your net pay.

When you click [**Select**], ESS will display the various election options:

- Tobacco Free vs. Tobacco User
- High Deductible Health Plan (HDHP) vs PPO
- Coverage Levels: Employee Only, Employee & Spouse, Employee & Family, etc.

Select your choice.

If you select a choice that implies coverage for dependents, **you are required to add them to the new election.**

If you are enrolling spouses and/or dependents, **you will need their dates of birth and social security numbers.** Medical and dental coverage is available to children up to age 26.

For example, when selecting “Tobacco Free – HDHP – Employee & Family,” ESS tells you to add coverage for at least 2 dependents.

Employee Self Service
Benefits
Open Enrollment
Life Events
Pay/Tax Information
Personal Information

Benefits – 2022 - HEALTH INSURANCE

Select a Health Insurance plan below. To decline select WAIVE. Choosing Tobacco Free certifies that you are not limited to cigarettes/cigars(illos), pipes, chewing tobacco/dip, nicotine replacement, vaping/e-cigarettes.

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY

Coverage must be added for at least 2 dependents

[+ ADD NEW DEPENDENT](#)

Pay period employee cost	\$149.90
Pay period employer cost	\$909.16
Employee annual cost	\$3,597.60
Employer annual cost	\$21,819.84

Select your dependent from the “Add existing dependent” drop down.

If you do not see existing dependents, click [ADD NEW DEPENDENT], skip to page 5.

Benefits
Open Enrollment
Life Events
Pay/Tax Information

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY

Coverage must be added for at least 2 dependents

[+ ADD NEW DEPENDENT](#)

Pay period employee cost	\$149.90
Pay period employer cost	\$909.16
Employee annual cost	\$3,597.60
Employer annual cost	\$21,819.84

Add existing dependent
Add existing dependent
DOE, JANE
DOE, JOHN

You will get a window allowing you to make updates to the dependent. Make any necessary changes and click **[Save]**. The dependent will be added to your selection.

John Doe

First name*

John

Middle initial

Last name*

Doe

Suffix

Date of birth*

1/1/1985

Gender

MALE

Relationship*

SPOUSE

☐ Handicapped

Social Security number*

XXX-XX-XXXX

Save Cancel

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY

Coverage must be added for at least 1 additional dependents

[+ ADD NEW DEPENDENT](#)

Pay period employee cost	\$149.90
Pay period employer cost	\$909.16
Employee annual cost	\$3,597.60
Employer annual cost	\$21,819.84

Add existing dependent

✓ JOHN DOE Edit Remove

If the dependent is not listed or no drop down is available, click **[+ ADD NEW DEPENDENT]**

Benefits

Open Enrollment
Life Events
Pay/Tax Information

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY
Coverage can be added for additional dependents
[+ ADD NEW DEPENDENT](#)

Pay period employee cost	\$149.90	✓ JANE DOE	Edit Remove
Pay period employer cost	\$909.16	✓ JOHN DOE	Edit Remove
Employee annual cost	\$3,597.60		
Employer annual cost	\$21,819.84		

You will get a window allowing you to add the dependent.

Enter their information and click **[Save]**. The dependent will be added to your selection.

Add a new dependent

First name*
JOHNNY

Middle initial

Last name*
DOE

Suffix

Date of birth*
01/01/2022

Gender
MALE

Relationship*
CHILD

☐ Handicapped
Social Security number*
XXX-XX-XXXX

Save

Cancel

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY
Coverage can be added for additional dependents
[+ ADD NEW DEPENDENT](#)

Pay period employee cost	\$149.90	✓ JOHN DOE	Edit Remove
Pay period employer cost	\$909.16	✓ JANE DOE	Edit Remove
Employee annual cost	\$3,597.60	✓ JOHNNY DOE	Edit Remove
Employer annual cost	\$21,819.84		

When finished adding dependents for this election (and adding dependents), click **[Continue]** at the BOTTOM of the page.

Benefits

Open Enrollment
Life Events
Pay/Tax Information

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY
Coverage can be added for additional dependents
[+ ADD NEW DEPENDENT](#)

Pay period employee cost	\$149.90	✓ JOHN DOE	Edit Remove
Pay period employer cost	\$909.16	✓ JANE DOE	Edit Remove
Employee annual cost	\$3,597.60	✓ JOHNNY DOE	Edit Remove
Employer annual cost	\$21,819.84		

CANCEL

CONTINUE

You will come back to the “**Open Enrollment – Make Elections**” page.

Your election information will be displayed below the benefit.

There is an “**Election not made**” under the insurance choices in which you still need to choose.

ESS will show the estimated total cost **per pay period** at the bottom of the page.

Open Enrollment – Make Elections

! Make a selection for each benefit, then click “Continue”. *You must submit this enrollment by 3/31/2022.*

Your elections must be made between **November 15 - November 22, 2021**.

You can continue to make changes to your elections through the end of business on November 22, 2021. If you do not complete your open enrollment by this date, you will automatically be entered as waiving all coverages.

Coverage cannot be changed during the year unless there is a qualifying event. Otherwise, you will have to wait until the next open enrollment to modify your coverage. Please note that all deduction amounts referenced in the election screens are per-pay amounts.

2022 - HEALTH INSURANCE

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90

Existing benefit: 2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90

[EDIT](#) ▼

2022 - DENTAL INSURANCE

Election not made

[SELECT](#)

2022 - FLEXIBLE SPENDING ACCT

Election not made

[DECLINE](#) [SELECT](#)

2022 - DEPENDENT DAYCARE

Election not made

[DECLINE](#) [SELECT](#)

2022 - HEALTH SAVINGS ACCOUNT

Election not made

[DECLINE](#) [SELECT](#)

2022 - DAVIS VISION

Election not made

[SELECT](#)

Estimated total cost per pay period

\$149.90

Repeat the previous steps for each benefit (i.e. click [**Select**] to enroll and add your dependents if applicable, or click [**Decline**]).

If you need to modify a choice already elected, click [**Edit**].


2022 - HEALTH INSURANCE

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90

Existing benefit: 2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90

[EDIT](#)

If desired, click the down arrow to view more information about an election you have made.

2022 - DENTAL INSURANCE
EDIT 

2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY – \$23.18
Existing benefit: 2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY – \$23.18

Your new election:

2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY

JANE DOE

JOHN DOE

JOHNNY DOE

Pay period employee cost	\$23.18
Pay period employer cost	\$23.18
Annual employee cost	\$556.32
Annual employer cost	\$556.32

Your existing benefit:

2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY

JANE DOE

JOHN DOE


JOHNNY DOE

Pay period employee cost	\$23.18
Pay period employer cost	\$23.18
Annual employee cost	\$556.32
Annual employer cost	\$556.32

When finished, there will **NOT** be any “Election not made” listed.

Click [**Continue**] at the bottom of the page.


Open Enrollment – Make Elections

 Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 3/31/2022.*


Your elections must be made between **November 15 - November 22, 2021**.

You can continue to make changes to your elections through the end of business on November 22, 2021. If you do not complete your open enrollment by this date, you will automatically be entered as waiving all coverages.

Coverage cannot be changed during the year unless there is a qualifying event. Otherwise, you will have to wait until the next open enrollment to modify your coverage. Please note that all deduction amounts referenced in the election screens are per-pay amounts.

2022 - HEALTH INSURANCE
EDIT 

2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90
Existing benefit: 2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90

2022 - DENTAL INSURANCE
EDIT 


2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY – \$23.18
Existing benefit: 2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY – \$23.18

2022 - FLEXIBLE SPENDING ACCT
EDIT


Declined
Existing benefit: Declined

2022 - DEPENDENT DAYCARE
EDIT

Declined
Existing benefit: Declined

2022 - HEALTH SAVINGS ACCOUNT
DECLINE EDIT 

2022 - COMM - HSA - FAMILY – \$100.00
Existing benefit: 2022 - COMM - HSA - FAMILY – \$100.00

2022 - DAVIS VISION
EDIT 

2022 - DAVIS VISION - WAIVE DAVIS VISION – \$0.00
Existing benefit: 2022 - DAVIS VISION - WAIVE DAVIS VISION – \$0.00

Estimated total cost per pay period
\$273.08

The [paycheck simulator](#) can show how this effects your net pay.

CONTINUE

REVIEW YOUR ENROLLMENT

Prior to submitting, you are given an opportunity to review your choices.

Scroll down to review your enrollment. Click **[Modify]** to change or edit your elections.

Otherwise, click **[Submit]**.

This is your confirmation page. Press **CTRL+P** on your keyboard to print this page.

You will receive a confirmation email from NoReply@butlercountyohio.org with a subject of "Benefits Enrollment Summary."

Employee Self Service
Benefits
Open Enrollment
Life Events
Pay/Tax Information
Personal Information
Training Opportunities

Review your enrollment

2022 - HEALTH INSURANCE	
2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY	
JANE DOE	
JOHN DOE	
JOHNNY DOE	
Pay period employee cost	\$149.90
Pay period employer cost	\$909.16
Annual employee cost	\$3,597.60
Annual employer cost	\$21,819.84

2022 - DENTAL INSURANCE	
2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY	
JANE DOE	
JOHN DOE	
JOHNNY DOE	
Pay period employee cost	\$23.18
Pay period employer cost	\$23.18
Annual employee cost	\$556.32
Annual employer cost	\$556.32

2022 - FLEXIBLE SPENDING ACCT	
Declined	

2022 - DEPENDENT DAYCARE	
Declined	

2022 - HEALTH SAVINGS ACCOUNT	
2022 - COMM - HSA - FAMILY	
Pay period employee cost	
Annual employee cost	\$2,400.00
Election amount	\$100.00

2022 - DAVIS VISION	
2022 - DAVIS VISION - WAIVE DAVIS VISION	
Pay period employee cost	
Pay period employer cost	\$0.00
Annual employee cost	\$0.00
Annual employer cost	\$0.00

TOTAL PAY PERIOD EMPLOYEE COST	
TOTAL ANNUAL EMPLOYEE COST	
	\$273.08
	\$6,553.92

CANCEL
MODIFY
SUBMIT

Your 2023 Open Enrollment is now COMPLETE. Thank you!