

ESS EMPLOYEE SELF SERVICE

Objective

This document provides instructions on accessing and using Employee Self Service (ESS).

Overview

ESS is Butler County's employee portal.

Employees will use ESS to access Direct Deposit Advices and W2 tax documents.

Additionally, employees can use ESS to maintain their W4 Information, Direct Deposit Accounts and Home Address.

Beginning in 2020, employees will use ESS to update their insurance selections during an approved Qualifying Life Event change. Also, employees will use ESS to make their insurance selections during Open Enrollment.

Prerequisites

Before you can successfully use this functionality you must have been provided a MUNIS Employee ID number. If you are not able to access ESS, please contact your department's Payroll / HR representative to ensure you have been added in MUNIS as a Butler County Employee.

Contact Information

Your contact for initial access will be your department's Payroll / HR representative.

Your contact for technical assistance will be Scott Batts:

Scott Batts
System Administrator
513-887-3419
battsse@butlercountyohio.org

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GOOGLE CHROME

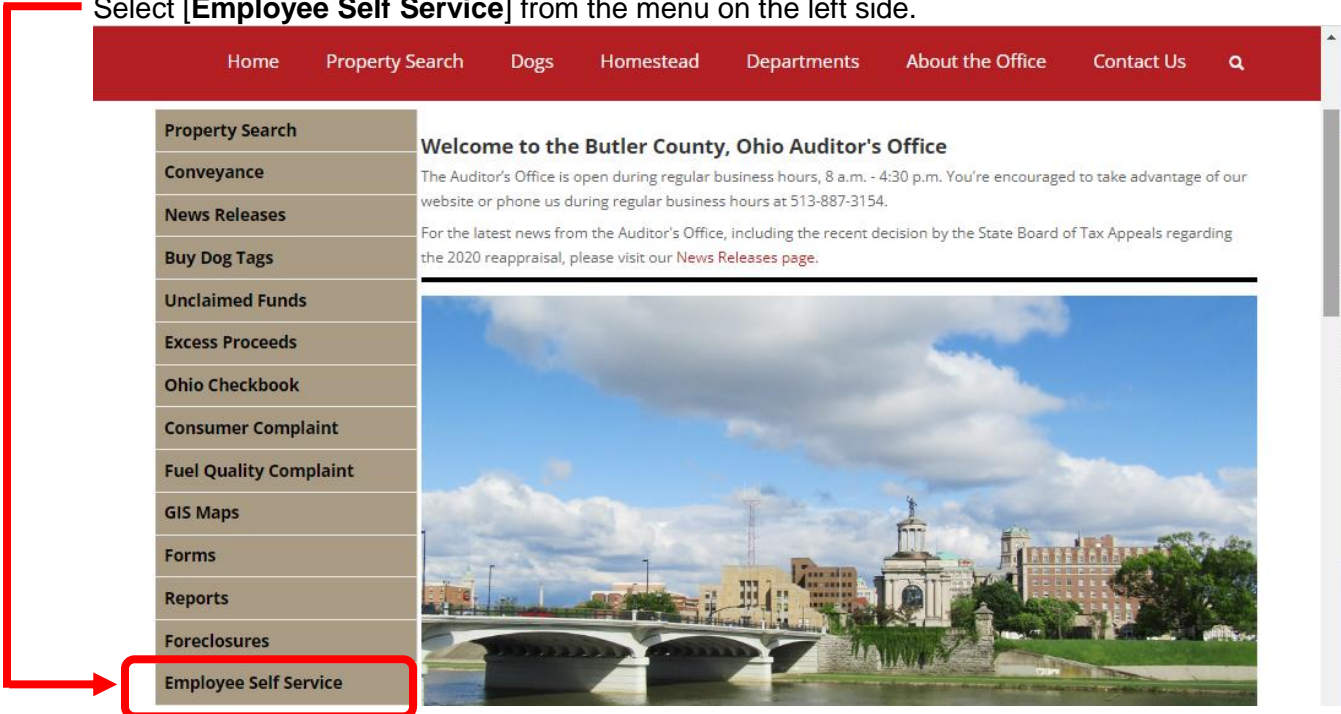
Google Chrome is the **preferred** and **supported** browser for using ESS. Please use Google Chrome when accessing ESS. ESS is less likely to error when using Google Chrome.

ACCESS EMPLOYEE SELF SERVICE (ESS)

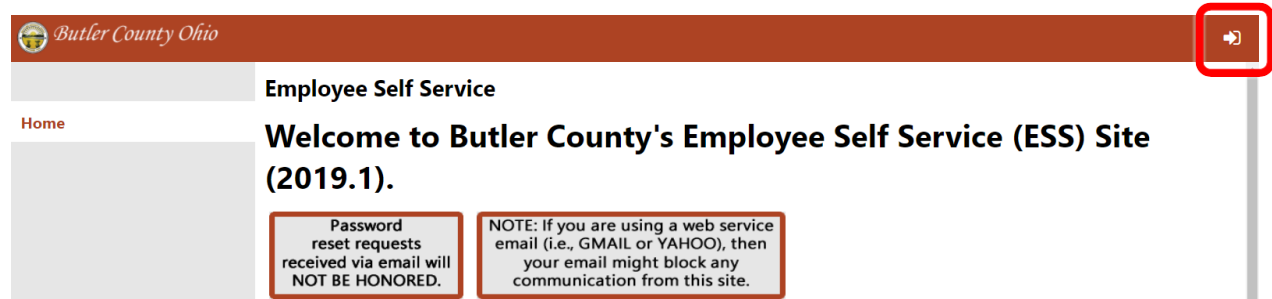
Employees can access ESS from the [**Employee Self Service**] link found on the left side of the Auditor's Home Page.

Navigate to <https://www.butlercountyauditor.org/>

Select [**Employee Self Service**] from the menu on the left side.



Click the [**Log In**]  icon.



Enter your username and password.

Username: This is your Employee ID. Contact your HR representative if you do not know your Employee ID.

Password: Your initial password is the last 4 digits of your SSN.

Click **[Log in]**.

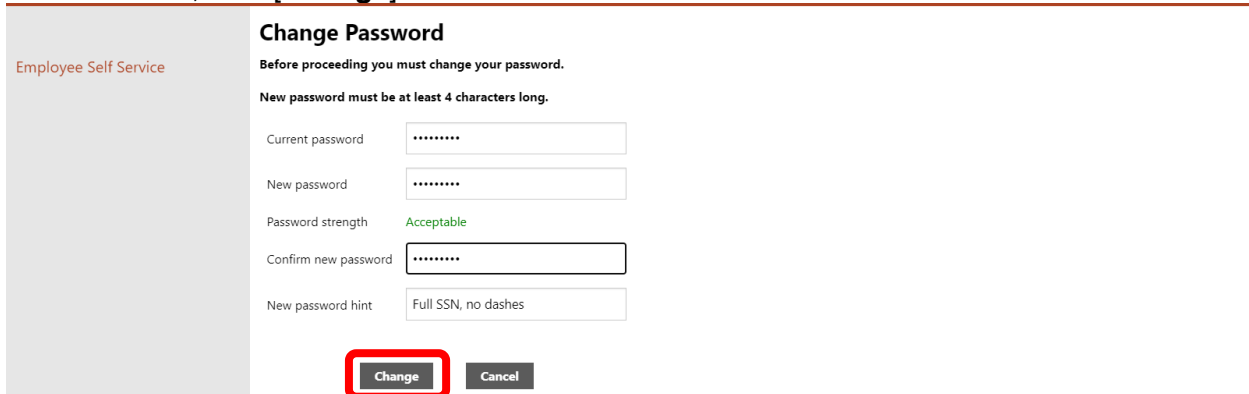


The first time you access ESS, you will be prompted to change your password.

NOTE: AS YOU ENTER YOUR CURRENT PASSWORD, THE MIDDLE OF THE SCREEN WILL DISPLAY “UNACCEPTABLE” UNTIL AFTER AN ACCEPTABLE NEW PASSWORD HAS BEEN ENTERED.

*NOTE: YOU MUST **SET UP YOUR EMAIL ADDRESS** IN ESS IN ORDER TO HAVE THE PASSWORD HINT SENT TO YOU. INSTRUCTIONS FOR MAINTAINING YOUR EMAIL ADDRESS IN ESS CAN BE FOUND ON PAGE 17.*


When finished, click **[Change]**.

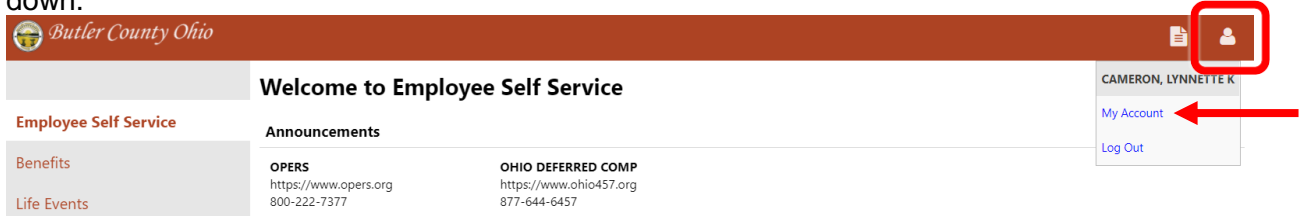


Click **[Continue]** to acknowledge your password has been changed.

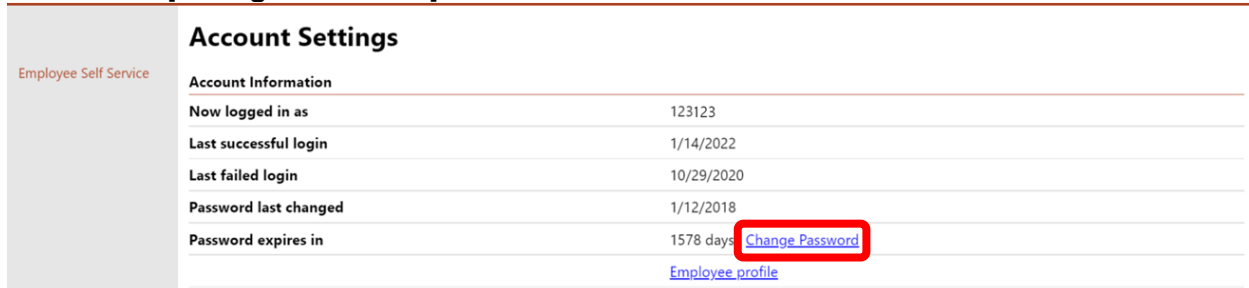


CHANGING PASSWORD

Click on the [User]  icon in the upper right corner and select [My Account] from the drop down.

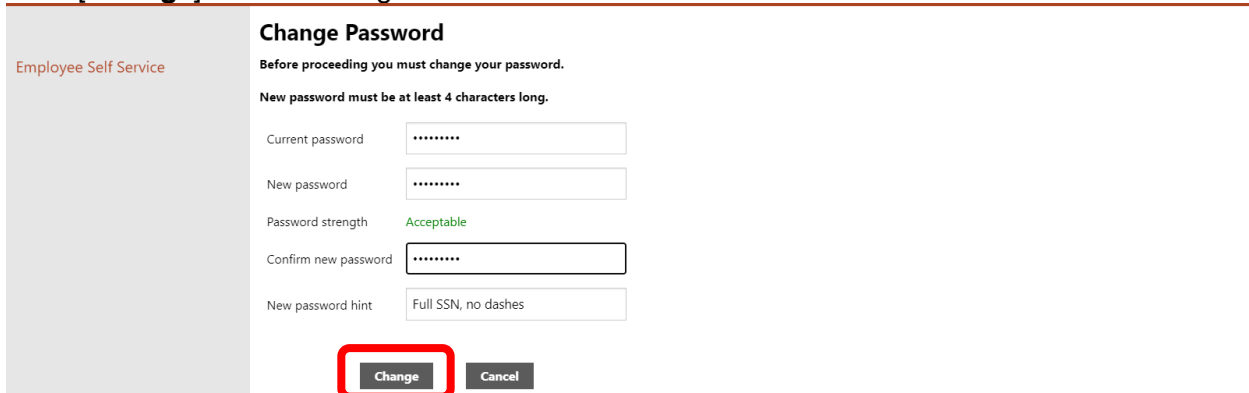


Click on the [Change Password] link.



Enter your current password and desired new password. Then confirm your new password and enter a new password hint.

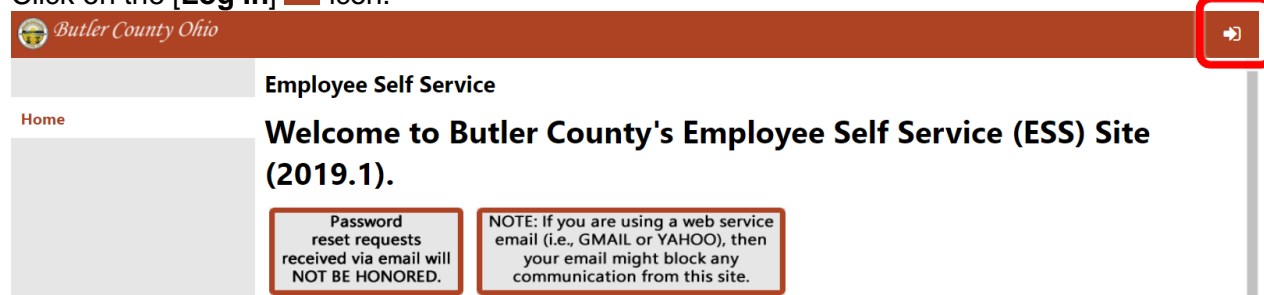
Click [Change] to save changes.



FORGOTTEN USERNAME / PASSWORD

Your username is your MUNIS Employee ID. It is **NOT** your **KRONOS ID**. It is **NOT** your **EMAIL**.

Click on the [Log In]  icon.

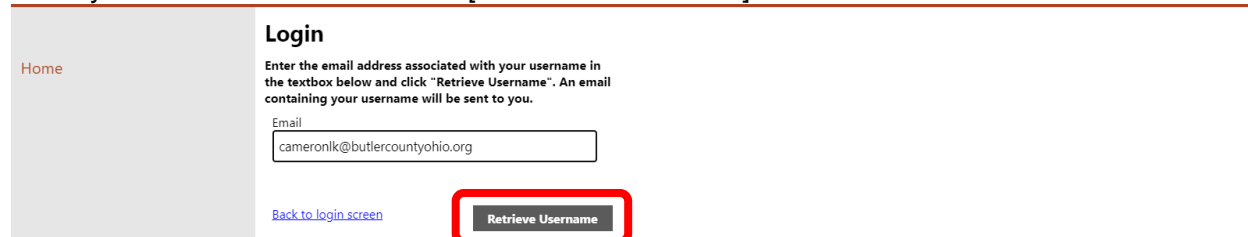


If you have forgotten your username, click the [**Forgot your username?**] link.

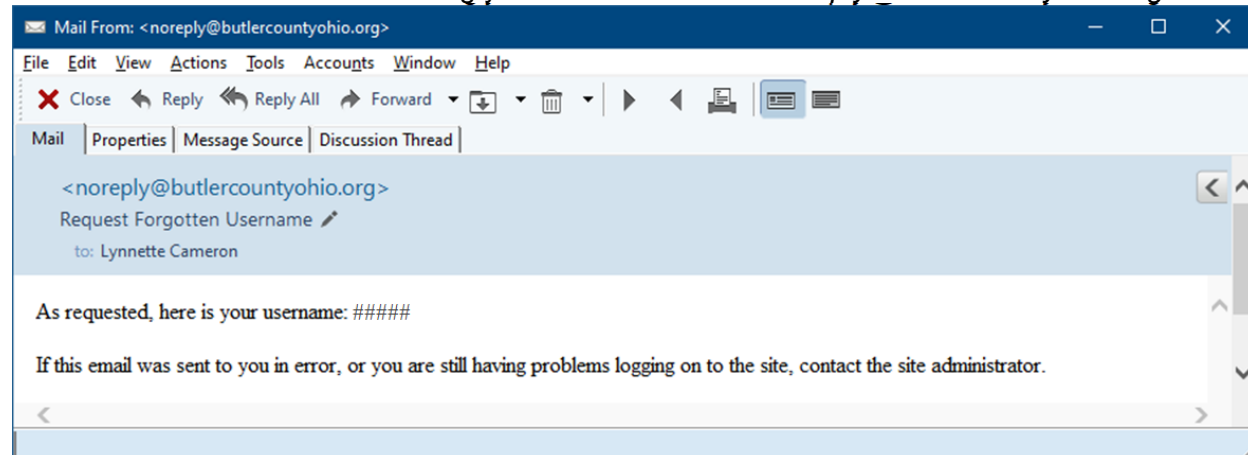
NOTE: IN ORDER TO USE THE "FORGOT YOUR USERNAME" TOOL, YOU MUST HAVE AN UPDATED EMAIL ADDRESS IN ESS (SEE PAGE 17).



Enter your email address and click [**Retrieve Username**].

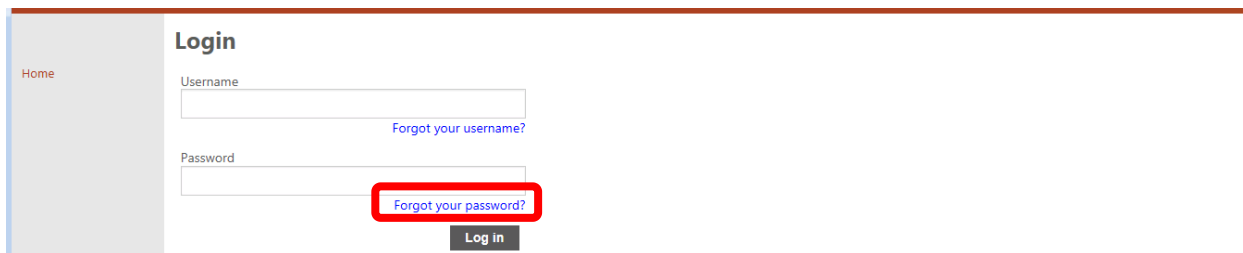


You will receive an email containing your username from *NoReply@butlercountyohio.org*.



If you have forgotten your ESS password, click the [**Forgot your password?**] link.

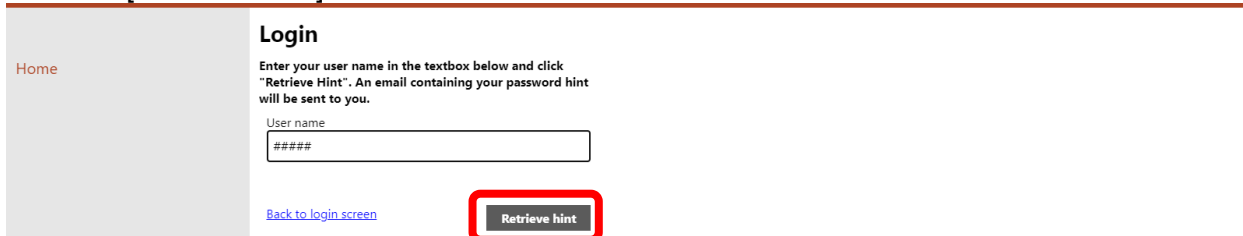
NOTE: IN ORDER TO USE THE "FORGOT YOUR PASSWORD" TOOL, YOU MUST HAVE AN UPDATED EMAIL ADDRESS IN ESS (SEE PAGE 17).



Enter your MUNIS Employee ID in the user name field.

NOTE: YOUR USER NAME IS NOT YOUR KRONOS ID. IT IS NOT YOUR EMAIL. CONTACT YOUR HR REPRESENTATIVE IF YOU ARE UNSURE OF YOUR EMPLOYEE ID.

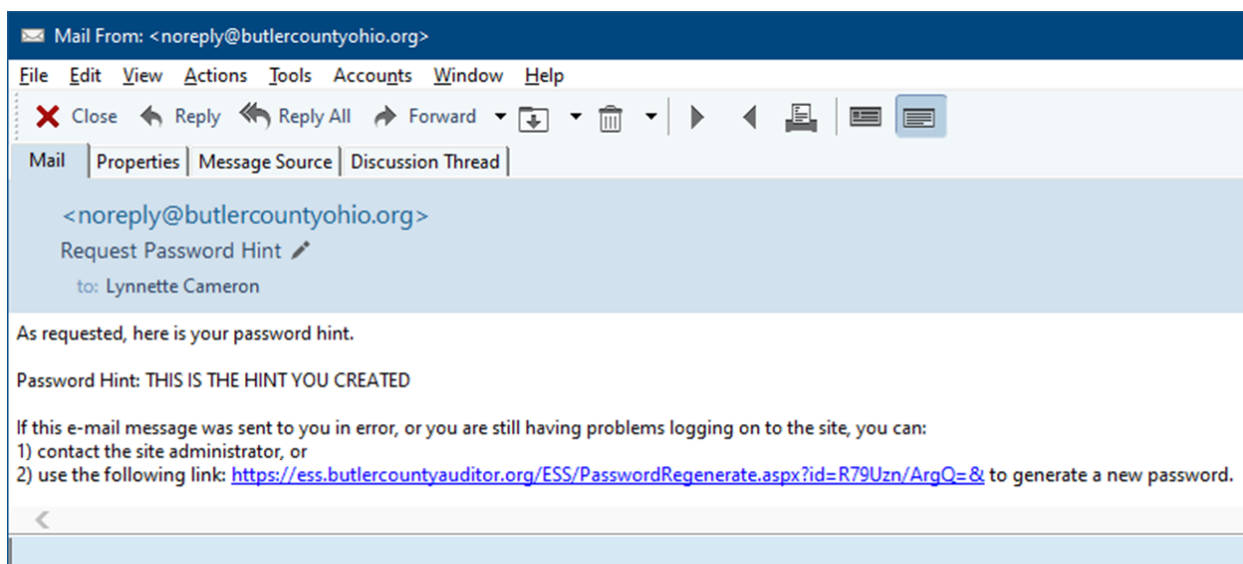
Click the [**Retrieve Hint**] button.



You will receive an email from *NoReply@butlercountyohio.org* with the password hint that you previously set up.

If your hint doesn't help, click the hyperlink in option 2 to generate a new password.

NOTE: OPTION 2 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.

ACCESSING RECENT DIRECT DEPOSIT ADVICES

When logged in to ESS, the Welcome Screen will display your recent pay history.

Click on the camera  icon at the bottom of the page to view your Direct Deposit Advice.

Welcome to Employee Self Service

Employee Self Service

- Benefits
- Life Events
- Pay/Tax Information
- Personal Information
- Training Opportunities

Announcements

OPERS https://www.opers.org 800-222-7377	OHIO DEFERRED COMP https://www.ohio457.org 877-644-6457
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Personal information [More](#)

CAMERON, LYNNETTE K
HAMILTON, OH 45013

Phone
HOME PHONE: 513-

Email
Email:
Alternate email: cameronlk@butlercountyohio.org

Paychecks [Show paycheck amounts](#)

Last Paycheck: 11/26/2021	Previous paychecks	Tools
Year to date	11/26/2021  Detail	Paycheck simulator
	11/12/2021  Detail	View last year's W2
	10/29/2021  Detail	Change your W4
	10/15/2021  Detail	
	10/1/2021  Detail	

ESS will open a PDF copy of your Direct Deposit Advice. It is 2 pages. The first page has your mailing information. The second page contains a copy of your pay stub.

ACCESSING OLDER DIRECT DEPOSIT ADVICES

Click the **[Pay/Tax Information]** link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information**

Announcements

OPERS
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 800-222-7377

OHIO DEFERRED COMP
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 877-644-6457

Personal information [More](#)

Select the desired year from the drop down box. ESS will default to the current year.

To view more information about a paycheck, click the **[Details]** link on right.

Pay/Tax Information

Year: 2021 (dropdown menu open showing 2017, 2018, 2019, 2020, 2021)

Check	Pay Period	Status	Gross Pay	Net Pay	Details
11/2/2019	11/6/2021 - 11/19/2021	Cleared			Details
11/1/2019	10/23/2021 - 11/5/2021	Cleared			Details
10/29/2021	10/9/2021 - 10/22/2021	Cleared			Details
10/15/2021	9/25/2021 - 10/8/2021	Cleared			Details
10/1/2021	9/11/2021 - 9/24/2021	Cleared			Details
9/17/2021	8/28/2021 - 9/10/2021	Cleared			Details
9/3/2021	8/14/2021 - 8/27/2021	Cleared			Details
8/20/2021	7/31/2021 - 8/13/2021	Cleared			Details
8/6/2021	7/17/2021 - 7/30/2021	Cleared			Details
7/23/2021	7/3/2021 - 7/16/2021	Cleared			Details
7/9/2021	6/19/2021 - 7/2/2021	Cleared			Details
6/25/2021	6/5/2021 - 6/18/2021	Cleared			Details
6/11/2021	5/22/2021 - 6/4/2021	Cleared			Details

This opens the Check Detail page. Click the **[View paycheck image]** link to open a PDF copy of the check.

Check Detail [Return to pay/tax information](#)

CAMERON, LYNNETTE K

Overview

Check Date 5/28/2021 [View paycheck image](#)

Pay Period 5/8/2021 - 5/21/2021

Check Number 417128

Check Status Cleared

ACCESSING W-2s

Click the [Pay/Tax Information] link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

Announcements

OPERS
https://www.opers.org
800-222-7377

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https://www.ohio457.org
877-644-6457

Personal information [More](#)

- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information**
- YTD Information
- W-2
- 1095-B
- 1095-C
- W-4
- Paycheck Simulator
- Direct Deposit

Next, click the [W-2] link in the Pay/Tax Information sub-menu.

Pay/Tax Information

Year: 2021

Check Date	Pay Period	Status	Gross Pay	Net Pay	
11/26/2021	11/6/2021 - 11/19/2021	Cleared			Details
11/12/2021	10/23/2021 - 11/5/2021	Cleared			Details
10/29/2021	10/9/2021 - 10/22/2021	Cleared			Details
10/15/2021	9/25/2021 - 10/8/2021	Cleared			Details
10/1/2021	9/11/2021 - 9/24/2021	Cleared			Details
9/17/2021	8/28/2021 - 9/10/2021	Cleared			Details
9/3/2021	8/14/2021 - 8/27/2021	Cleared			Details
8/20/2021	7/31/2021 - 8/13/2021	Cleared			Details
8/6/2021	7/17/2021 - 7/30/2021	Cleared			Details
7/23/2021	7/3/2021 - 7/16/2021	Cleared			Details
7/9/2021	6/19/2021 - 7/2/2021	Cleared			Details

- Employee Self Service
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- YTD Information
- W-2**
- 1095-B
- 1095-C
- W-4
- Paycheck Simulator
- Direct Deposit

You will see your W-2 Information.

Click the [View W-2 image] link to see a copy of your W-2.

W-2 Information

Year: 2020 - 0

LYNNETTE CAMERON

YEAR: 2020

[View W-2 image](#)

- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information**
- YTD Information
- W-2**

MAINTAINING W-4 INFORMATION

The IRS released a new W-4 form in 2020. All new employees will need to complete this form. In addition to new employees, any existing employee wishing to change to their federal tax withholding will be required to use the new 2020 W-4 format.

Click the **[Pay/Tax Information]** link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

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OPERS
https://www.opers.org
800-222-7377

OHIO DEFERRED COMP
https://www.ohio457.org
877-644-6457

Personal information [More](#)

Next, click the **[W-4]** link in the Pay/Tax Information sub-menu.

Pay/Tax Information

Year: 2021

Check Date	Pay Period	Status	Gross Pay	Net Pay
11/26/2021	11/6/2021 - 11/19/2021	Cleared		Details
11/12/2021	10/23/2021 - 11/5/2021	Cleared		Details
10/29/2021	10/9/2021 - 10/22/2021	Cleared		Details
10/15/2021	9/25/2021 - 10/8/2021	Cleared		Details
10/1/2021	9/11/2021 - 9/24/2021	Cleared		Details
9/17/2021	8/28/2021 - 9/10/2021	Cleared		Details
9/3/2021	8/14/2021 - 8/27/2021	Cleared		Details
8/20/2021	7/31/2021 - 8/13/2021	Cleared		Details
8/6/2021	7/17/2021 - 7/30/2021	Cleared		Details
7/23/2021	7/3/2021 - 7/16/2021	Cleared		Details
7/9/2021	6/19/2021 - 7/2/2021	Cleared		Details

Pay/Tax Information

- YTD Information
- W-2
- 1095-B
- 1095-C
- W-4**
- Paycheck Simulator
- Direct Deposit

To make changes to **FEDERAL**, click on the **[Edit FEDERAL]** link.
To make changes to **STATE**, click on the **[Edit OHIO]** link.

W-4 Information

FEDERAL

SINGLE
Marital status

1
Exemptions

\$0.0000
Additional amount

[Edit FEDERAL](#)

OHIO

SINGLE
Marital status

1
Exemptions

\$0.0000
Additional amount

[Edit OHIO](#)

For **FEDERAL**, refer to the W-4 form. Update the amounts for the Dependents, Other Income, Deductions, and Additional amount fields as shown on the W-4 form.

Click the checkbox next to “Under penalties of perjury....” to make the declaration that your changes are correct.

Click [**Submit**] to save changes.

Employee Self Service

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W-2

1095-B

1095-C

W-4

Paycheck Simulator

Direct Deposit

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Training Opportunities

W-4 Information

FEDERAL

Marital Status

If you are married but would like to withhold at the higher single rate, select "Single".

Checkbox in Step 2 of 2020 or later W-4

Dependents amount from Step 3 of 2020 or later W-4

Other Income amount from Step 4, Box 4(a) of 2020 or later W-4

Deductions amount from Step 4, Box 4(b) of 2020 or later W-4

Additional Amount (\$)

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit
Cancel

For **STATE**, update the Exemptions and Additional amount fields.

Click the checkbox next to “Under penalties of perjury....” to make the declaration that your changes are correct.

Click [**Submit**] to save changes.

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1095-C

W-4

Paycheck Simulator

W-4 Information

OHIO

Marital Status

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions



Additional Amount (\$)

If your last name differs from your social security card, check here.

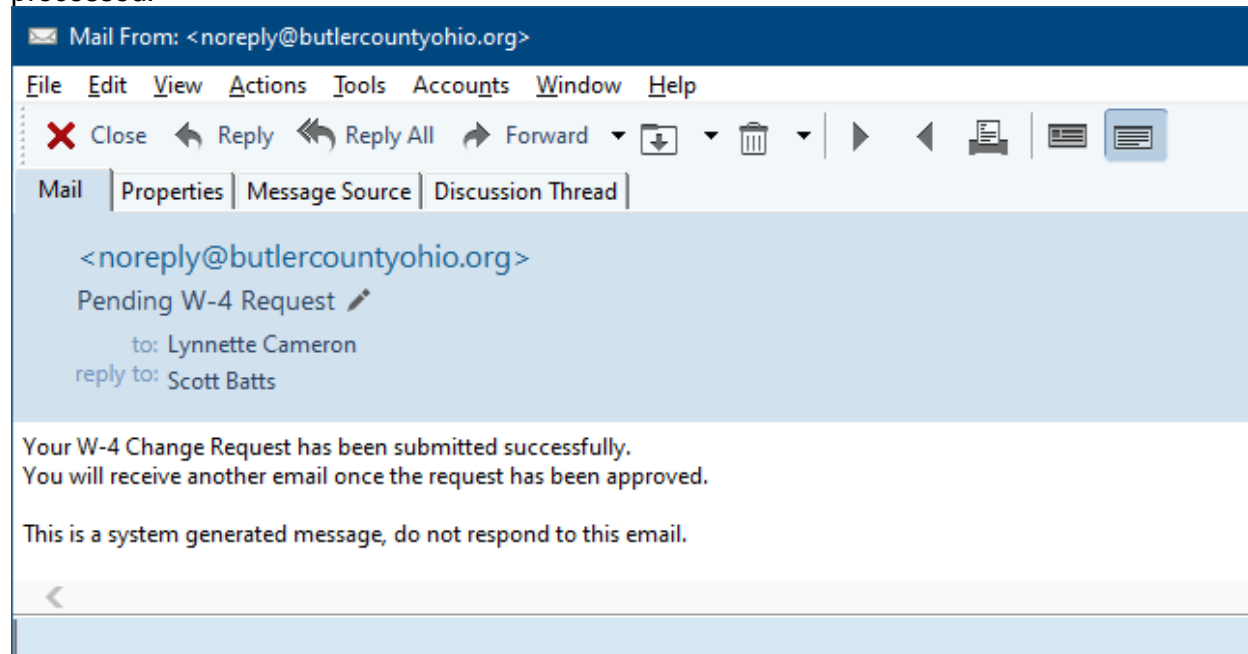
Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit
Cancel

After submitting, you will see a confirmation page for your changes.

Employee Self Service	W-4 Information
Benefits	 Your W4 information was submitted for approval.
Life Events	 This W-4 is awaiting approval.
Pay/Tax Information	FEDERAL
YTD Information	SINGLE Marital status
W-2	Unchecked W - 4 - Step 2
1095-B	\$0.00 Dependents amount
1095-C	\$0.00 Other Income
W-4	\$0.00 Deductions
Paycheck Simulator	\$10.0000 Additional amount
Direct Deposit	Edit FEDERAL

You will also receive a confirmation email from *NoReply@butlercountyohio.org* with a subject of "Pending W-4 Request". You will receive a second email once your request has been processed.



DIRECT DEPOSIT CHANGE

Click the [Pay/Tax Information] link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

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OPERS
https://www.opers.org
800-222-7377

OHIO DEFERRED COMP
https://www.ohio457.org
877-644-6457

Personal information [More](#)

Next, click the [Direct Deposit] link in the Pay/Tax Information sub-menu.

Employee Self Service

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1095-C

W-4

Paycheck Simulator

Direct Deposit

Pay/Tax Information

Year 2021

Check Date	Pay Period	Status	Gross Pay	Net Pay
11/26/2021	11/6/2021 - 11/19/2021	Cleared		Details
11/12/2021	10/23/2021 - 11/5/2021	Cleared		Details
10/29/2021	10/9/2021 - 10/22/2021	Cleared		Details
10/15/2021	9/25/2021 - 10/8/2021	Cleared		Details
10/1/2021	9/11/2021 - 9/24/2021	Cleared		Details
9/17/2021	8/28/2021 - 9/10/2021	Cleared		Details
9/3/2021	8/14/2021 - 8/27/2021	Cleared		Details
8/20/2021	7/31/2021 - 8/13/2021	Cleared		Details
8/6/2021	7/17/2021 - 7/30/2021	Cleared		Details
7/23/2021	7/3/2021 - 7/16/2021	Cleared		Details
7/9/2021	6/19/2021 - 7/2/2021	Cleared		Details

Click [Edit] to update direct deposit bank information or [Delete] to remove an account.

Employee Self Service

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Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Direct Deposit

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

[Add an amount-based account](#)

ALLY BANK 124003116
Bank

*****66
Account number

Checking
Account type

100%
Percentage

[Edit](#) | [Delete](#)

Direct Deposit Terms: I authorize Butler County to initiate direct deposits to my account and make withdrawals if a credit entry is made in error. I am responsible for any fees assessed due to misinformation provided by me or my financial institution.

[Submit this account for approval](#)

Make your changes and click **[Save]**.

Direct Deposit Accounts
The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Employee Self Service
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Pay/Tax Information

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W-4

Bank name or routing number
XXXXXXXXX

Account number
XXXXXXXXX

Account type
Checking

Percentage
100

Save **Cancel**

If you wish to add an account, click **[Add an amount-based account]**.

Direct Deposit Accounts
The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

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Pay/Tax Information

YTD Information
W-2
1095-B
1095-C
W-4
Paycheck Simulator
Direct Deposit

Add an amount-based account

ALLY BANK 124003116
Bank

*****66
Account number

Checking
Account type

100%
Percentage

[Edit](#) | [Delete](#)

Direct Deposit Terms: I authorize Butler County to initiate direct deposits to my account and make withdrawals if a credit entry is made in error. I am responsible for any fees assessed due to misinformation provided by me or my financial institution.

Submit this account for approval

Key your routing number in the first field. As you type, a list of available banks will populate. The bank name contains the routing number. Select your bank from the list.

NOTE: IF YOU DO NOT SEE YOUR ROUTING NUMBER, DO NOT MAKE CHANGES! CONTACT THE PAYROLL DEPARTMENT.

Direct Deposit Accounts
The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Employee Self Service
Benefits
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YTD Information
W-2
1095-B
1095-C
W-4

ALLY BANK 124003116
Bank

*****66
Account number

Checking
Account type

100%
Percentage

[Edit](#) | [Delete](#)

Bank name or routing number
1240

- 124003116 (ALLY BANK 124003116 A04)
- 124071889 (AMERICAN EXPRESS CENT 124071889 A05)
- 124085024 (GE CAPITAL RETAIL BK 124085024 G01)
- 124001545 (JP MORGAN CHASE 124001545 J12)
- 124085244 (METABANK 124085244 M22)
- 124000054 (ZIONS FIRST NATIONAL BANK 124000054 Z1)

0.0000

Save **Cancel**

Enter your remaining account information and click **[Save]**.

Employee Self Service

Benefits

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Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

ALLY BANK 124003116 Bank *****66 Account number Checking Account type 100% Percentage Edit Delete	Bank name or routing number 124003116 (ALLY BANK 1: Account number XXXXXXXXXXXX Account type Savings ▾ Amount 10.00 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Cancel </div>
---	---

Next, click **[Submit this account for approval]**.

NOTE: YOU MUST CHECK THE "DIRECT DEPOSIT TERMS..." BOX IN ORDER TO MAKE THE SUBMIT BUTTON AVAILABLE.

Employee Self Service

Benefits

Life Events

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

[Add an amount-based account](#)

ALLY BANK 124003116 Bank *****66 Account number Checking Account type 100% Percentage Edit Delete	ALLY BANK 124003116 Bank *****49 Account number Savings Account type \$10 Amount Edit Delete
---	--

Direct Deposit Terms: I authorize Butler County to initiate direct deposits to my account and make withdrawals if a credit entry is made in error. I am responsible for any fees assessed due to misinformation provided by me or my financial institution.

Submit these accounts for approval

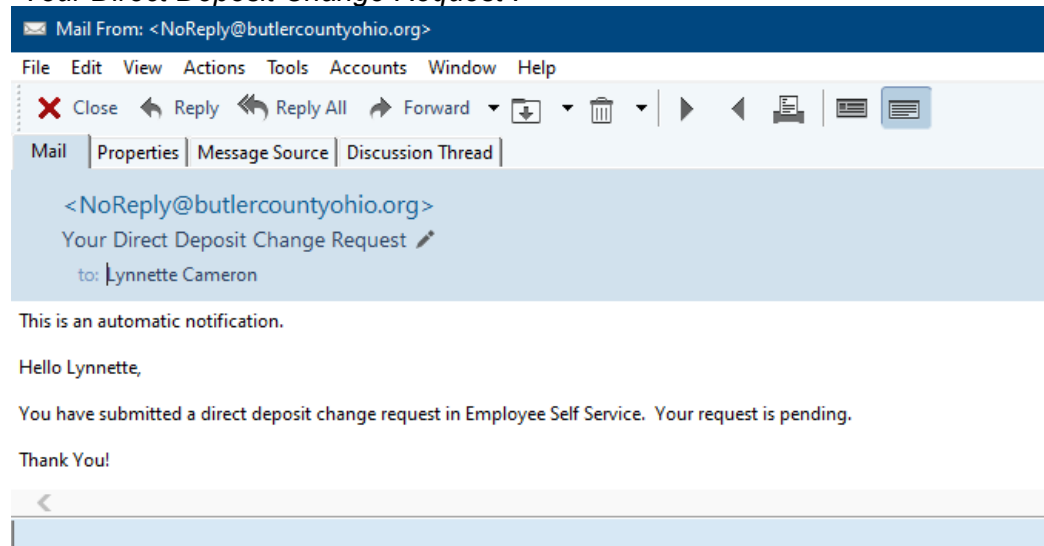
Your information has been submitted for approval.

Employee Self Service

Direct Deposit Accounts

Your new direct deposit information has been successfully submitted for approval.

You will receive a confirmation email from NoReply@butlercountyohio.org with a subject of "Your Direct Deposit Change Request".



MAINTAINING YOUR EMAIL ADDRESS

Click the [Personal Information] link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

Announcements

OPERS
https://www.opers.org
800-222-7377

OHIO DEFERRED COMP
https://www.ohio457.org
877-644-6457

Personal information [More](#)

CAMERON, LYNNETTE K
HAMILTON, OH 45013

Click the [Edit] link at the bottom of the page.

Personal Information

General Contact Dependents

2/29/2016 Hire date

7/14/2013 Service date

7/28/2014 Original hire date

cameronk@butlercountyohio.org Email address

AUDITOR HAMILTON Primary location

Alternate email address

CAMERON, LYNNETTE K Name

Employee ID

XXX-XX-XXXX SSN

ACTIVE Active status

FULL TIME Personnel status

[Edit](#)

Enter your email address in the field labeled “Email address” and click [Save].

Personal Information

General Contact Dependents

2/29/2016 Hire date

7/14/2013 Service date

7/28/2014 Original hire date

email123@gmail.com Email address

cameronk@butlercountyo Alternate email address

AUDITOR HAMILTON Primary location

CAMERON, LYNNETTE K Name

Preferred name

Employee ID

XXX-XX-XXXX SSN

ACTIVE Active status

FULL TIME Personnel status

[Save](#) [Cancel](#)

NOTE: YOUR PASSWORD HINT WILL ONLY BE SENT TO THE EMAIL IN THE “EMAIL ADDRESS” FIELD. THE “ALTERNATE EMAIL ADDRESS” FIELD IS FOR INFORMATIONAL PURPOSES ONLY.

MAINTAINING YOUR HOME ADDRESS

Click the **[Personal Information]** link on the left side of the screen.

Employee Self Service

- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information
- Personal Information**
- Training Opportunities

Welcome to Employee Self Service

Announcements

OPERS https://www.opers.org 800-222-7377	OHIO DEFERRED COMP https://www.ohio457.org 877-644-6457
---	--


Personal information [More](#)

CAMERON, LYNNETTE K
HAMILTON, OH 45013

Click the **[Contact]** tab.

Personal Information

General **Contact** Dependents



CAMERON, LYNNETTE K

Email address	2/29/2016
cameronlk@butlercountyohio.org	Hire date
Alternate email address	7/14/2013
AUDITOR HAMILTON	Service date
Primary location	7/28/2014
	Original hire date

Click the **[Edit]** link under your address.

Personal Information

General **Contact** Dependents

Addresses [Add new](#)

123 SOME ST
SOMETOWN, OH 45013
Home Address

[Edit](#)

Update your address and click **[Save]**.

Personal Information

General **Contact** Dependents

Addresses

Address
123 NEW ADDRESS ST

Address line two

City
HAMILTON

State
OH

Zip code
45011

Save **Cancel**

LIFE EVENT SUBMISSION

A life event is an event that allows an employee to make changes to their insurance. Life events include having a spouse lose coverage at their work, getting married, adding a dependent, etc.

Click the **[Life Events]** link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

- Benefits
- Life Events**
- Pay/Tax Information
- Personal Information
- Training Opportunities

Announcements

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Personal information [More](#)

CAMERON, LYNNETTE K
HAMILTON, OH 45013

ESS shows a list of available life events.

Click the **[Start]** button next to the applicable event.

Life Events

Event	Next Step
▶ Loss of existing coverage	Start
▶ Loss of medicare, medicaid, chip	Start
▶ Loss of parents plan	Start
▶ Family change - marriage	Start
▶ Family change - divorce	Start
▶ Family change - add dependent	Start
▶ Family change - death	Start
▶ Change in personnel status	Start
▶ Change hsa contribution	Start
▶ New hire window extension	Start
▶ Miscellaneous change	Start

Today's date will default in for the Effective date.

Life Events

Pending Life Events

You have no pending life events.

Effective date

Click [**Submit**]. Central HR will be notified that you have submitted a Life Event.

Life Events

Pending Life Events

You have no pending life events.

Effective date

ESS will show your pending life events. The status will be "SUBMITTED".

Life Events

Your life event was successfully submitted.

Pending Life Events

Code	Description	Effective Date	Election End Date	Status
QE11	FAMILY CHANGE - MARRIAGE	1/14/2022	2/13/2022	SUBMITTED

Life events are processed one at a time. When your pending life event is processed, you will be able to add another.

You can exit ESS at this point.

INSURANCE ENROLLMENT

Employees who meet the following criteria will use ESS to make insurance selections:

- Current employees with an approved **Life Event Change** (see page 19)
- **New Hires** after July 1, 2020
- Current employees during **Open Enrollment**

Click the [**Benefits**] link on the left side of the screen.

Welcome to Employee Self Service

Employee Self Service

- Benefits
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Announcements

OPERS https://www.opers.org 800-222-7377	OHIO DEFERRED COMP https://www.ohio457.org 877-644-6457
---	--

Personal information [More](#)

CAMERON, LYNNETTE K
HAMILTON, OH 45013

Life Event Change

ESS will display your current elections for insurance. The message at the top of the page will indicate the deadline for submitting your insurance changes.

NOTE: IF YOU ELECT A PPO HEALTH INSURANCE OPTION, YOU SHOULD DECLINE THE HEALTH SAVINGS ACCOUNT BENEFIT.

Benefits – Life Event Changes

+ Because of a qualifying life event, you can make changes to your benefits until 4/6/2022. If you make any changes, please click "Continue" to review and submit them.

2022 - HEALTH INSURANCE Election not made Existing benefit: 2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY – \$149.90	SELECT
2022 - DENTAL INSURANCE Election not made Existing benefit: 2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY – \$23.18	SELECT

New Hire

ESS will display your election choices. The message at the top of the page will indicate the deadline for submitting your insurance elections.

NOTE: IF YOU HAVE SUBMITTED A LIFE EVENT BUT DO NOT WISH TO MAKE CHANGES TO YOUR EXISTING BENEFITS, YOU WILL STILL NEED TO RE-SELECT AND/OR DECLINE YOUR BENEFITS AND RE-SUBMIT.

Benefits – New Hire Enrollment

+ You must complete this enrollment by 4/6/2022. After you choose your benefits, please click "Continue" to review and submit them.

2022 - HEALTH INSURANCE Election not made	SELECT
2022 - DENTAL INSURANCE Election not made	SELECT

Open Enrollment

A reminder about the deadline for completing open enrollment will be displayed at the top of the page.

Open Enrollment – Make Elections

Employee Self Service

Benefits

Open Enrollment

Life Events

Make a selection for each benefit, then click "Continue". You must submit this enrollment by X/X/20XX.

Your elections must be made between **November XX – November XX, 20XX**.

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.

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.

Each available election will be listed. If the elections have options to **[Select]** or **[Decline]**, the open enrollment period has begun.

Open Enrollment – Make Elections

Employee Self Service

Benefits

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Training Opportunities

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 Election not made	SELECT
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 \$0.00

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

If the page says **“Existing Benefits”** at the top and there are not options to **[Select]** or **[Decline]**, the Open Enrollment period has either not begun or it has ended.

Existing Benefits

Employee Self Service

Benefits

Life Events

Pay/Tax Information

2022 - HEALTH INSURANCE
2022 - COMM - TOBACCO FREE - PPO - EMPLOYEE & FAMILY – \$238.63

2022 - DENTAL INSURANCE
2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY – \$23.18

Existing Benefits

Employee Self Service

Benefits

No Benefit Enrollment records to display. Please contact your Human Resources Benefits Administrator with questions or concerns.

Make New Election

Either **[Select]** or **[Decline]** each election.

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 Election not made	SELECT
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 \$0.00

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

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

- Tobacco Free vs Tobacco User
- HDHP vs PPO
- Coverage level – Employee Only, Employee & Spouse, Employee & Family, etc

Select your choice. If you select a choice that implies coverage for dependents (i.e. spouse and/or children), you will need to add them. For example, when selecting “Tobacco Free – HDHP – Employee & Family”, ESS tells you to add coverage for a least 2 dependents.

Benefits – 2022 - HEALTH INSURANCE

Select a Health Insurance plan below. To decline select WAIVE. Choosing Tobacco Free certifies that you are not using products including but 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

Add Coverage

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

Benefits – 2022 - HEALTH INSURANCE

Select a Health Insurance plan below. To decline select WAIVE. Choosing Tobacco Free certifies that you are not using products including but 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

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
Pay period employee cost	\$149.90	+ ADD NEW DEPENDENT
Pay period employer cost	\$909.16	Add existing dependent ▾
Employee annual cost	\$3,597.60	
Employer annual cost	\$21,819.84	✓ JOHN DOE Edit Remove

Add New Dependent

If your dependent is not listed in the drop down, or if 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
Pay period employee cost	\$149.90	+ ADD NEW DEPENDENT
Pay period employer cost	\$909.16	✓ JANE DOE Edit Remove
Employee annual cost	\$3,597.60	✓ JOHN DOE Edit Remove
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
Pay period employee cost	\$149.90	+ ADD NEW DEPENDENT
Pay period employer cost	\$909.16	✓ JOHN DOE Edit Remove
Employee annual cost	\$3,597.60	✓ JANE DOE Edit Remove
Employer annual cost	\$21,819.84	✓ JOHNNY DOE Edit Remove

When you are finished making your insurance selection (and adding dependents), click **[Continue]** (bottom of page).

You will come back to the “Open Enrollment – Make Elections” page. Your election information will be displayed below the benefit. Notice there is an **“Election not made”** message under the benefits for which you still need to make an election.

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

Repeat the previous steps for each benefit (i.e. click **[Select]** and add your dependents, if applicable, or click **[Decline]**). If you need to modify a benefit election you have already made, click **[Edit]**.

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

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

Your new election:		Your existing benefit:	
2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY		2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY	
JANE DOE		JANE DOE	
JOHN DOE		JOHN DOE	
JOHNNY DOE		JOHNNY DOE	
Pay period employee cost	\$23.18	Pay period employee cost	\$23.18
Pay period employer cost	\$23.18	Pay period employer cost	\$23.18
Annual employee cost	\$556.32	Annual employee cost	\$556.32
Annual employer cost	\$556.32	Annual employer cost	\$556.32

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

Click [Continue] (bottom of page).

Employee Self Service

Benefits

Open Enrollment

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Pay/Tax Information

Personal Information

Training Opportunities

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

Declined EDIT

Existing benefit: Declined

2022 - DEPENDENT DAYCARE

Declined EDIT

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

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Review Your Enrollment

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

Scroll down to verify your enrollment.

Click **[Modify]** if you wish to change your elections. Otherwise, click **[Submit]**.

The screenshot displays the 'Review your enrollment' interface. On the left is a navigation menu with options: Employee Self Service, Benefits, Open Enrollment, Life Events, Pay/Tax Information, Personal Information, and Training Opportunities. The main content area is titled 'Review your enrollment' and lists several benefit options with their respective costs:

Benefit Name	Pay period employee cost	Annual employee cost	Annual employer cost
2022 - HEALTH INSURANCE 2022 - COMM - TOBACCO FREE - HDHP - EMPLOYEE & FAMILY	\$149.90	\$909.16	\$3,597.60
2022 - DENTAL INSURANCE 2022 - COMM - DENTAL - PPO - EMPLOYEE & FAMILY	\$23.18	\$23.18	\$556.32
2022 - FLEXIBLE SPENDING ACCT Declined			
2022 - DEPENDENT DAYCARE Declined			
2022 - HEALTH SAVINGS ACCOUNT 2022 - COMM - HSA - FAMILY	\$100.00	\$2,400.00	\$100.00
2022 - DAVIS VISION 2022 - DAVIS VISION - WAIVE DAVIS VISION	\$0.00	\$0.00	\$0.00
TOTAL PAY PERIOD EMPLOYEE COST	\$273.08		
TOTAL ANNUAL EMPLOYEE COST		\$6,553.92	

At the bottom right of the main content area, there are three buttons: 'CANCEL', 'MODIFY', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red rectangular box, and a red arrow points from the text above to this button.

Confirmation

This is your confirmation page.

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

Employee Self Service

Benefits

Open Enrollment

Life Events

Pay/Tax Information

Personal Information

Training Opportunities

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 making your selections. You might want to print this page as verification of your choices.

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
 JANE DOE
 JOHN DOE
 JOHNNY DOE

Pay period employee cost	\$100.00
Annual employee cost	\$2,400.00
Election amount	\$100.00

2022 - DAVIS VISION
2022 - DAVIS VISION - WAIVE DAVIS VISION
 JANE DOE
 JOHN DOE
 JOHNNY DOE

Pay period employee cost	\$0.00
Pay period employer cost	\$0.00
Annual employee cost	\$0.00
Annual employer cost	\$0.00

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

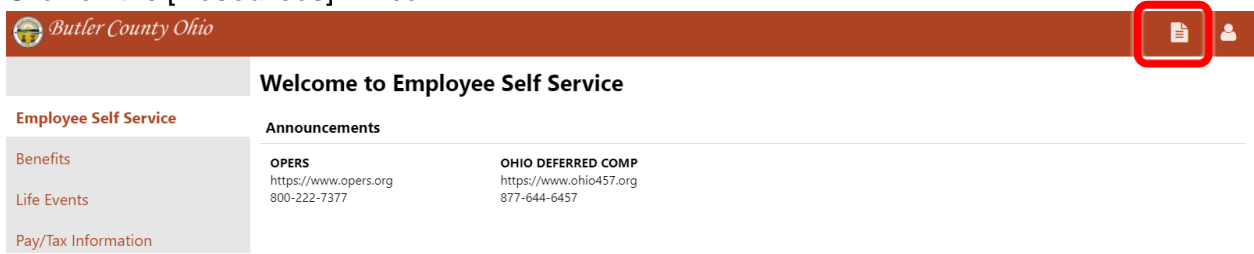
You can now...

- [Make changes to your new elections](#)
- [Use other services](#)
-

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

ESS RESOURCES

Click on the [Resources]  icon.



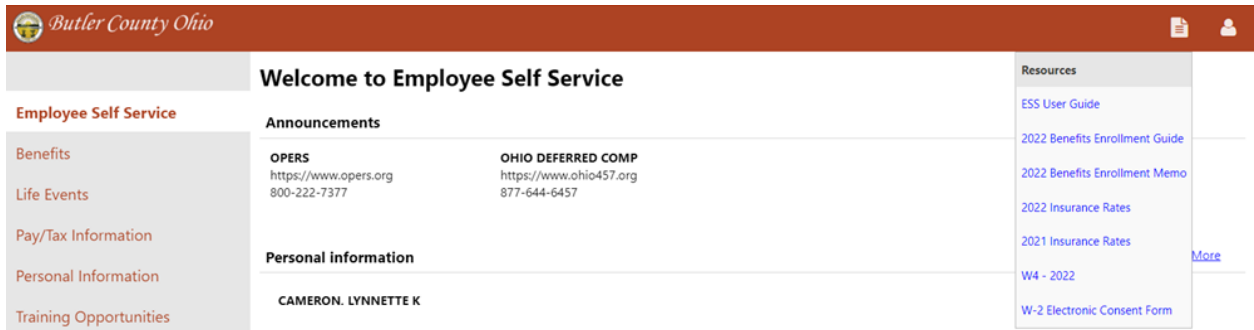
Welcome to Employee Self Service

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OPERS https://www.opers.org 800-222-7377	OHIO DEFERRED COMP https://www.ohio457.org 877-644-6457
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Note the following resources:

- ESS User Guide (this document)
- Various Butler County benefits documents
- W-4 Form
- W-2 / 1095 Electronic Consent Form



Welcome to Employee Self Service

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Personal information

CAMERON, LYNNETTE K

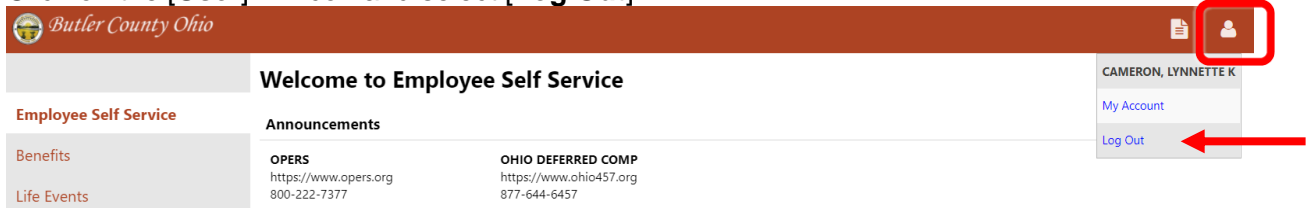
Resources

- ESS User Guide
- 2022 Benefits Enrollment Guide
- 2022 Benefits Enrollment Memo
- 2022 Insurance Rates
- 2021 Insurance Rates
- W4 - 2022
- W-2 Electronic Consent Form

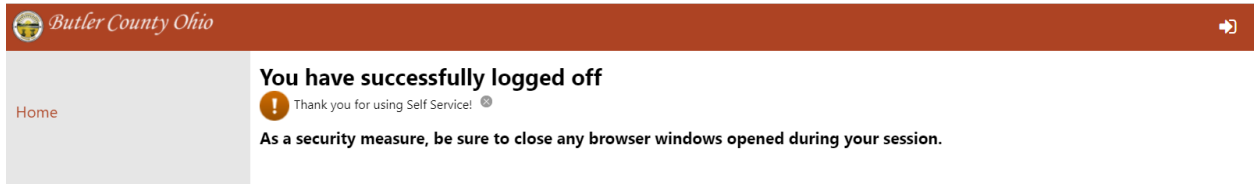
[More](#)

EXIT ESS

Click on the [User]  icon and select [Log Out].



The screenshot shows the top navigation bar of the ESS Employee Self Service interface. On the left, there is a logo for Butler County Ohio and a navigation menu with items: Employee Self Service, Benefits, and Life Events. The main content area is titled "Welcome to Employee Self Service" and contains an "Announcements" section with two items: "OPERS" and "OHIO DEFERRED COMP". On the right side, there is a user profile dropdown menu. The menu is open, showing the user's name "CAMERON, LYNNETTE K" and two options: "My Account" and "Log Out". A red box highlights the user icon in the top right corner, and a red arrow points to the "Log Out" option in the dropdown menu.



The screenshot shows the top navigation bar of the ESS Employee Self Service interface. On the left, there is a logo for Butler County Ohio and a navigation menu with the item: Home. The main content area is titled "You have successfully logged off" and contains a message: "Thank you for using Self Service!" followed by a security notice: "As a security measure, be sure to close any browser windows opened during your session."