

## ESS – Anytime Changes

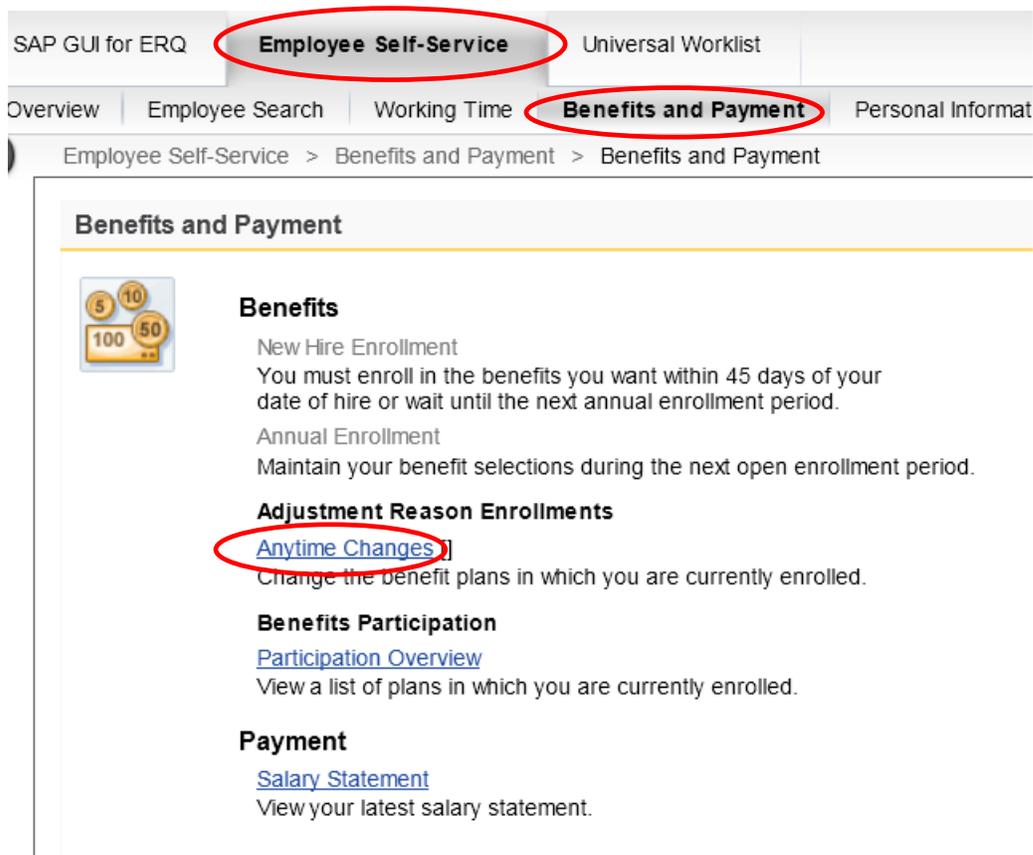
Query Technical Name: N/A

### Location(s):

#### Employee Self Service

**Purpose: Employee Self Service** (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include a variety of functions that pertain to Benefits. The information contained in this document is for maintaining the benefit plans for which you are currently enrolled. **Virtual Private Network** (VPN) is not necessary to access ESS.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the Employee Self Service tab.
3. Click Benefits and Payment.
4. Click Anytime Changes



The screenshot shows the Employee Self Service portal interface. The top navigation bar includes 'SAP GUI for ERQ', 'Employee Self-Service' (circled in red), and 'Universal Worklist'. Below this, a secondary navigation bar contains 'Overview', 'Employee Search', 'Working Time', 'Benefits and Payment' (circled in red), and 'Personal Information'. A breadcrumb trail below the navigation bar reads 'Employee Self-Service > Benefits and Payment > Benefits and Payment'. The main content area is titled 'Benefits and Payment' and features a sidebar with a coin icon. The main content is organized into sections: 'Benefits' (with sub-sections for New Hire Enrollment and Annual Enrollment), 'Adjustment Reason Enrollments' (with a link to 'Anytime Changes' circled in red), 'Benefits Participation' (with a link to 'Participation Overview'), and 'Payment' (with a link to 'Salary Statement').

5. If you are participating in more than 1 plan, select the plan you wish to change.
6. Click Edit Plan to change your contribution amount or click Remove Plan to delete plan and stop contributions.

**Enrollment**



[Show General Links View](#) | [Show Plans Off Today View](#)

If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, this is your selection of benefit plans. From this list, you

**Selection for Anytime Changes**

Plan	Costs	Remarks
<b>TIAA-CREF Addt'</b>		
<input type="radio"/> Enroll		
<b>403(b) Vol. Plan</b> <a href="#">TIAA-CREF</a>		
<input checked="" type="checkbox"/> 403(b) Voluntary Savings Plan	2,000.00 USD Monthly (Pre-Tax)	<a href="#">No pre-tax rollover</a>

\*This column contains ~~estimated~~ contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

## Edit Plan

1. Maintain the plan.
  - a. Change your Regular contribution amount in dollars or percentage
2. Click Select Beneficiaries.

**Enrollment**

Plan Selection **a** Plan Adjustment **b** Select Beneficiaries Plan Selection 1 Review Enrollment 2 Completed 3

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Offer for 403(b) Vol.Plan [TIAA-CREF](#)

**403(b) Voluntary Savings Plan - Select plan contributions (starts on 1/11/2013)**

**Regular (Monthly)**

Pre-Tax Amount:  USD (MINIMUM: 50.00 USD)  
 Pre-Tax Percentage:  % (MINIMUM: 1.00 %)

**Bonus**

Pre-Tax Amount:  USD  
 Pre-Tax Percentage:  %

◀ Previous Step **Select Beneficiaries** ▶

3. Select beneficiaries.
4. Click Add Plan to Selection.

**Enrollment**

Plan Selection **a** Plan Adjustment **b** **Select Beneficiaries** Plan Selection 1 Review Enrollment 2 Completed 3

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

**Select your beneficiaries and contingent beneficiaries for plan 403(b) Voluntary Savings Plan.**

Name	Relationship	Beneficiary Percentage	Contingent Percentage
Kelli Norse	Child	<input type="text" value="0"/>	<input type="text" value="0"/>

◀ Previous Step **Add Plan to Selection** ▶

## Remove Plan

5. Select the plan.
6. Click Remove Plan.

### Enrollment

[▶ Show GeneralLinksView](#)   [▶ Show PlansOfTodayView](#)

**If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, you must contact Benefits to change your enrollment.**

#### Selection for Anytime Changes

Plan	Costs	Remarks
<b>TIAA-CREF Addt'</b>		
<input type="radio"/> Enroll		
<b>403(b) Vol. Plan</b> <span style="float: right;"><a href="#">TIAA-CREF</a></span>		
<input checked="" type="radio"/> 403(b) Voluntary Savings Plan	2,000.00 USD Monthly (Pre-Tax)	<a href="#">No pre-tax rollover</a>

\*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ

Add Plan
Edit Plan
Remove Plan

7. The plan is removed and now displays as “Enroll.”

### Enrollment

[▶ Show GeneralLinksView](#)   [▶ Show PlansOfTodayView](#)

**If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, you must contact Benefits to change your enrollment.**

#### Selection for Anytime Changes

Plan	Costs	Remarks
<b>TIAA-CREF Addt'</b>		
<input type="radio"/> Enroll		
<b>403(b) Vol. Plan</b>		
<input checked="" type="radio"/> Enroll		

\*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ

Add Plan
Edit Plan
Remove Plan

◀ Previous Step
Review Enrollment ▶
Exit

## Review Enrollment

1. Click Review Enrollment.

[▶ Show GeneralLinksView](#)   [▶ Show PlansOFTodayView](#)

**If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, this is your selectic**

**Selection for Anytime Changes**

Plan	Costs	Remarks
<b>TIAA-CREF Add'</b>		
<input type="radio"/>	Enroll	
<b>403(b) Vol.Plan</b>		
<input checked="" type="radio"/>	Enroll	

\*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actu:

[Add Plan](#)   [Edit Plan](#)   [Remove Plan](#)

[◀ Previous Step](#)   [Review Enrollment ▶](#)   [Exit](#)

2. Review edits.
3. Click Save.

**A summary of your enrollment plans is listed below. If you are satisfied with your selection, submit it to complete the enrollment process. If you would**

**Selection for Anytime Changes**

Plan	Costs	Actions
<b>403(b) Vol.Plan</b>		
Enroll		403(b) Voluntary Savings Plan removed

This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

[◀ Previous Step](#)   [Save](#)   [Exit](#)

4. A confirmation message will appear at the top of the screen.

**Enrollment**

**Your plan selections have been saved.**

**What do you want to do next?**

[Go to Benefits Participation Overview](#)  
[Go to Benefits and Payment Homepage](#)  
[Go to Employee Self-Services Homepage](#)