

ESS – View Benefits Participation

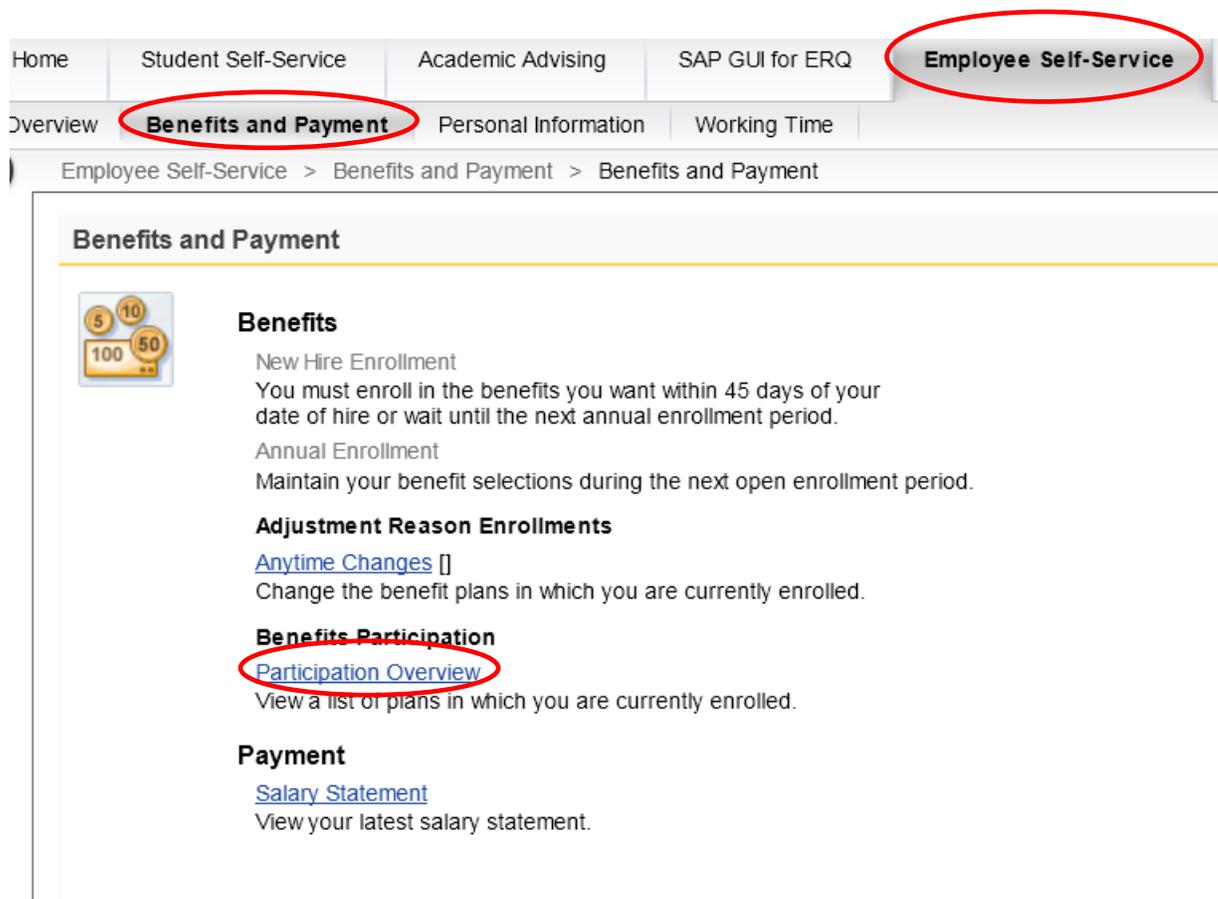
Location(s):

Employee Self-Service

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

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. Select the Benefits and Payment tab.
4. Click Participation Overview.



The screenshot shows the myNKU Employee Self-Service portal. The navigation tabs at the top include Home, Student Self-Service, Academic Advising, SAP GUI for ERQ, and Employee Self-Service. The Employee Self-Service tab is selected and circled in red. Below it, the sub-tabs are Overview, Benefits and Payment, Personal Information, and Working Time. The Benefits and Payment sub-tab is also selected and circled in red. The breadcrumb trail shows: Employee Self-Service > Benefits and Payment > Benefits and Payment. The main content area is titled "Benefits and Payment" and contains several sections: "Benefits" with sub-sections for New Hire Enrollment, Annual Enrollment, and Adjustment Reason Enrollments; "Benefits Participation" with a link to "Participation Overview" circled in red; and "Payment" with a link to "Salary Statement".

5. To view details of other benefit plans: medical, group term life, retirement, etc., click the radio button below the benefit plan to view.
6. Click the link to the right of the benefit plan to access the Web site of the benefits provider.

Note: The benefits plans will display as of the current date. The date may need to be changed to reflect the upcoming year for the most current plan participation to be reflected. The radio button for Dental is the default selection.

Benefits Participation

[Show Benefits General Links](#)

To view plan details, click on the circle to the left of the appropriate plan on the overview page, then click the "Show Participation Details" button at the bottom of the screen.

Show Participation Overview as of:

Participation overview as of 12/11/2012

Plan

Dental

Dental

Medical

Medical

Vision

Vision

Dependent Life

Dependent Life

7. Click Show Participation Details.

Retirement Plan

DB - KRS/State, NonHazardous [KERS](#)

Parking [NKU - Parking Svcs.](#)

Employee Parking IRC-132F

Tuition Waiver [NKU - Tuition Wvr. Policy](#)

Tuition Waiver 6 credit hours

8. The details for the plan selected are displayed.

Benefits Participation

[Show Benefits General Links](#)

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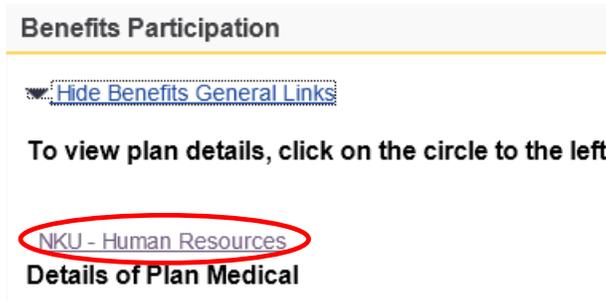
Details of Plan Medical

Participation Period	Starts on 12/29/2007
Plan Option	No Coverage Elected
Dependent Coverage	Waived Coverage
Deduction Model	NKU Annual Benefits (M)

9. Click Show Benefits General Links to display links for general benefits information.



10. The Benefits General Links are displayed.



11. Click Back to return to the plan selection screen.

Details of Plan Medical

Participation Period	Starts on 12/29/2007
Plan Option	No Coverage Elected
Dependent Coverage	Waived Coverage
Deduction Model	NKU Annual Benefits (M)



12. Click Exit to return to the Benefits and Payment screen.

