

## ESS – Annual Enrollment: Viewing Current Benefit Elections

Location(s): myNKU → Employee Self Service

**Purpose:** In preparation for 2016 Annual Enrollment, you may want to have a copy of your 2015 benefit elections to compare.

1. Log into myNKU.
2. Select the Employee Self-Service tab.
3. Select the Benefits and Payment sub-tab.
4. Click Participation Overview.

The screenshot shows the myNKU Employee Self-Service interface. At the top, there are navigation tabs: 'Employee Self-Service' (selected), 'Universal Worklist', 'SAP GUI for ERQ', and 'Student'. Below these are sub-tabs: 'Benefits and Payment' (highlighted with a red circle), 'Personal Information', 'Time Management', and 'Travel'. A breadcrumb trail reads: 'Employee Self-Service > Benefits and Payment > Benefits and Payment'. The main content area is titled 'Benefits and Payment' and contains several sections: 'Benefits' (with a sub-section 'New Hire Enrollment'), 'Adjustment Reason Enrollments', and 'Benefits Participation' (with a sub-section 'Participation Overview' highlighted with a red circle). There are also icons for '5', '10', '100', and '50'.

5. Edit the **Show Participation Overview as of**, if necessary. (Today's date is the default)
6. Scroll down the screen and click Print Confirmation From: All Plans

**Note:** The participation form will launch in Adobe Reader. Use the Adobe Reader floating toolbar towards the bottom of the page to print.

