Changing Deferred Compensation Contributions in Employee Self Service (ESS)

Step 1. In a web browser, type in eweb.cabq.gov. Once webpage is open Click on Employee Self Service (on the left had side.)
Step 2. ESS Employee Portal – Click on the link for Employee Self Service
Step 3. Logon using your username and your password. For password assistance contact Help Desk and 505-768-2930. • Your User ID number will be the last 5 digits of your employee ID number • Your password will be a combination of letters and number. After three attempts you will need to contact the Help Desk to reset your password.

Step 4. Home page of Employee Self Service (ESS)

- Click on the Benefit Details Tile
- You will be directed to the Benefits Summary page

Step 5. Benefits Summary Page

- From the tabs on the upper left side of the page, click on the Life Events Tab
- You will be taken to the Life Events page.

Step 6. Life Events Page

- Select the radio button next to "I need to change my deferred compensation contribution"
- Enter the date in the blank box next to "*As Of", this will be the effective date of the change.
- The Start Life Event button will turn green, allowing you to click on it and proceed to the next step.

Life Events

A life event is a change in your circumstances that allows you to make changes to your benefit elections within IRS regulations.

Employee

○ I had a qualified life event

○ I need to update after-tax elections

○ I gained or lost Medicare/Medicaid coverage

○ I need to change my deferred compensation contribution

*As Of [　　　　　　　　] 🗓

[Start Life Event]

Step 7. Welcome To Deferred Compensation Update

✕ Exit	**Deferred Comp Update**

✶ **Welcome to Deferred Compensation Update**
○ Complete

✶ **Benefit Enrollment**
○ Not Started

Benefits Statements
○ Not Started

Summary
○ Not Started

Welcome to Deferred Compensation Update

[black box]

You must be currently enrolled in a Deferred Compensation Plan to make updates here. If you are not currently enrolled, please go to the Deferred

Changes will be effective the First of the following month.

- Click the Next button at the top right corner
- From the Benefit Enrollment page, click the Start My Enrollment button

✶ **Welcome to Deferred Compensation Update**
○ Complete

✶ **Benefit Enrollment**
● In Progress

Benefits Statements
○ Not Started

Summary
○ Not Started

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. You existing enrollments are allowed.
Select the 'Start My Enrollment' button to begin your benefit enrollment.

[Start My Enrollment] ⟵

Step 8. Benefit Enrollment

- You will see a summary of your current benefits
- The only benefits available to make changes to are the benefits with a blue band across the top fo the tile

- Click on the tile of the benefit you want to make changes to
- Enter the Before Tax Amount you want deducted from every paycheck or click the Select button next to waive if you no long want to make contributions to your deferred compensation account.

- Once you have made your changes, click the green Done button at the top right corner.
- From the Benefit Summary, Click the Submit Enrollment button

- You will get a pop up that says your choices have been sucessfully submitted. You can view the changes or click on Done.
- Click the Next button at the top right corner

Step 9. Benefits Statement
- This page allows you to review your changes
- Use the drop down menu to select Enrollment Preview, for Statement Type
- Click the Event bar to view benefit information

Benefits Statements

Statement Type Enrollment Preview

1 row

Event Date	Issue Date	Enrollment Event	Statement Type
10/22/2020	10/22/2020	City Event Maintenance	Enrollment Preview

- Click the Expand All button to see benefit details
- Click the Print View button to print your statement
- Click the "x" at the top right corner when finished

Benefits Statement

Statement Type Enrollment Preview
Enrollment Effective Date 10/22/2020

Description City Event Maintenance
Statement Issue Date 10/22/2020

Print View

This statement confirms your City Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Expand All

▸ Personal Information
▸ Cost Summary
▸ Election Summary
▸ Dependents and Beneficiaries
▸ Dependent Enrollments
▸ Beneficiary Designations
▸ Investment Allocations

- Click the Next button at the top right corner to continue

Step 10. Summary Page
- This page will show a list of all steps
- Status should show Complete for all steps
  - If status is not Complete, click the Go To Step button to complete the step.
- Once status is complete for all steps click the green Complete button at the top right corner

Summary

Complete

Congratulations! You have completed your Deferred Compensation Event!

Select the **Complete** pushbutton to end this event.

Steps

3 rows

Step	Status	Date Completed	Required	Go to Step
Welcome to Deferred Compensation Update	● Complete	11/19/2020	Yes	Go to Step
Benefit Enrollment	◐ In Progress		Yes	Go to Step
Benefits Statements	● Visited		No	Go to Step