

## Changing Deferred Compensation Contributions in Employee Self Service (ESS)

Step 1. In a web browser, type in [eweb.cabq.gov](http://eweb.cabq.gov). Once webpage is open Click on Employee Self Service (on the left had side.)

The screenshot shows the eweb.cabq.gov website. The browser address bar displays 'eweb.cabq.gov/default.aspx'. Below the address bar are navigation tabs for 'Apps', 'COA', 'Entities', 'Vendors', and 'Misc'. The main navigation menu includes 'Employee Self Service', 'Employee Assistance Program', 'PeopleSoft Financials', 'PeopleSoft Learning', 'Kronos', 'Kronos Support', 'APD WFTS', 'Check Your Employee Leave Balance', 'Council Chambers Event Calendar', and 'Employee Veterans Coins'. A red arrow points to the 'Employee Self Service' link in the menu.

Step 2. ESS Employee Portal – Click on the link for Employee Self Service

The screenshot shows the ESS Employee Portal. The navigation menu includes 'Employee Self Service', 'ESS Home', 'Creating Custom Home Page', 'Login and Navigation', 'PeopleSoft Learning', 'Recent', and 'Kronos'. A red arrow points to the 'Employee Self Service' link. The main content area features a large heading 'ESS Employee Portal' and a prominent link 'Click here to login to PeopleSoft HR'. Below this, there is a welcome message and a section for 'Leave and Comp Plan Balances' with a table showing 'Birthday Leave' (8) and 'Sick' (78). A 'Payroll' section is also visible with a dollar sign icon.

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.

The screenshot shows the Oracle PeopleSoft login form. It includes fields for 'User ID' (containing 'EXXXXX'), 'Password' (containing '\*\*\*\*\*'), and a 'Select a Language' dropdown menu (set to 'English'). A 'Sign In' button is located at the bottom. A red arrow points to the 'User ID' field, and another red arrow points to the 'Password' field.

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

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

Employee Self Service

Leave & Comp Balances	
Descr	End Bal
Birthday Leave	0
Non-Bargaining Comp Time	0
Sick	152.13
Time Off Bank NU	0

OnBoarding

Company Directory

Payroll

Personal Details

Talent Profile

**Benefit Details**

Performance

2 Current Documents

Open Enrollment

No Enrollment Available At This Time

#### 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.

Employee Self Service

Benefits Summary

**Life Events**

Dependent/Beneficiary Info

Benefits Enrollment

Benefit Statements

Affordable Care Act

## 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

[x 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

██████████

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 Compensation Plan](#) page. 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

<b>Short-Term Disability</b> Current Short Term Disability New Short Term Disability Status <b>Not Available</b>  Pay Period Cost <b>\$6.96</b>	<b>Long-Term Disability</b> Current Long Term Disability New Long Term Disability Status <b>Not Available</b>  Pay Period Cost <b>\$6.98</b>	<b>Section 457 ICMA</b> Current ICMA Deferred Comp \$10.00 New ICMA Deferred Comp \$10.00 Status <b>Pending Review</b> 👤 0 Beneficiaries  <b>Review</b>
<b>Section 457 Valic</b> Current No Coverage New No Coverage Status <b>Pending Review</b> 👤 0 Beneficiaries  <b>Review</b>	<b>Section 457 Smart Save</b> Current No Coverage New No Coverage Status <b>Pending Review</b> 👤 0 Beneficiaries  <b>Review</b>	<b>Flex Spending Health - U.S.</b> Current Waive New Waive Status <b>Not Available</b>  Pay Period Cost <b>\$0.00</b>
<b>Flex Spending Day Care</b>	<b>Legal Services</b>	

- 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.

Cancel Section 457 ICMA

▼ **Enroll in Your Plan**

Plan Name
✓ ICMA Deferred Comp
Select Waive

▼ **Contributions**

You can enter your contribution as a percent or flat dollar amount but not both. You can not exceed the before-tax and after-tax plan maximums. If you choose to enter percents, the sum of your before-tax and after-tax percents can not exceed 100 percent.

Before Tax Amount  Before Tax Percent   
Maximum Before Tax Percent 100.00

- 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

## Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the event. You must click on 'Submit Enrollment' and 'Done' for the elections to be sent to the Benefits Office.

### ▼ Enrollment Summary

Your Pay Period Cost <b>\$26.86</b>	Full Cost <b>\$26.86</b>
Status <b>Pending Review</b>	Employer Cost <b>\$10.81</b>

Legend: LTD, Vision, Vol Life, SP Life, Dep Life, STD

- 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** [x]

Statement Type: Enrollment Preview      Description: City Event Maintenance      **Print View**

Enrollment Effective Date: 10/22/2020      Statement Issue Date: 10/22/2020

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