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.

- 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

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

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.
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 of 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 longer 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 successfully 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

- 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

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