The purpose of this job aide is to provide a guide to update your Deferred Compensation Contribution amount through ESS.

Navigation of PeopleSoft

Step 1.

- Open an Internet browser.
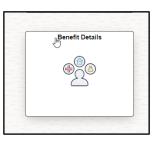- Navigate to [Employee Self-Service](#)

Step 2.

- Enter User ID (Your employee ID with an "E" in front of it)
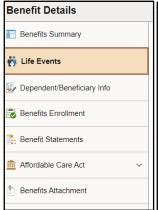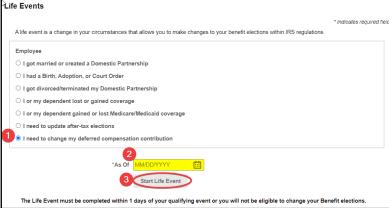- Enter Password
- Select "Sign In"

Step 3.

- Select Benefit Details.

- Select Life Events.
- Select "I need to change my deferred compensation contribution"
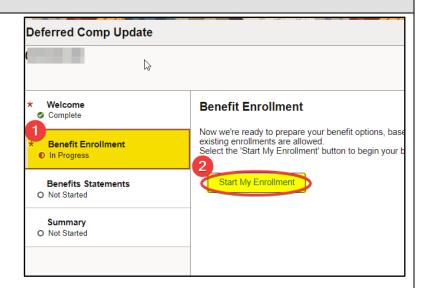- Enter date.
- Select "Start Life Event".
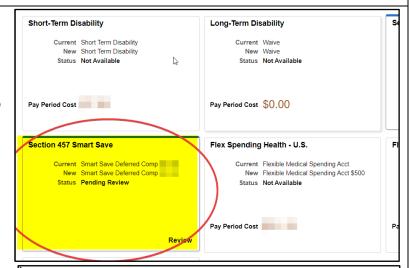
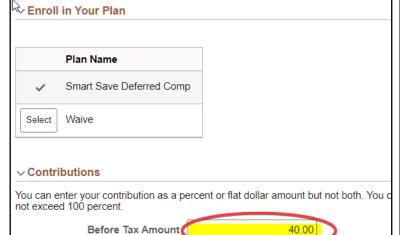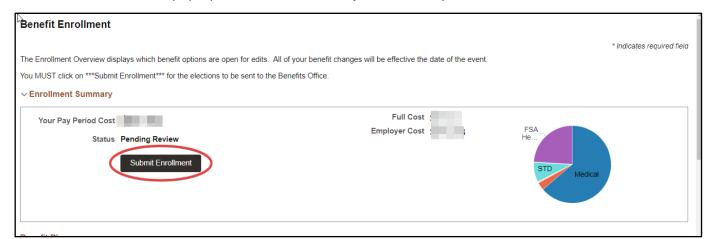| Navigation of PeopleSoft	
Step 4. • Select "Benefit Enrollment" and "Start My Enrollment".	
Step 5. • Scroll down to find your Deferred Compensation plan (457 plan) box and select it. • Enter the amount that you would like to contribute and select "Done" in the top right corner.	

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- Select "Submit Enrollment".
- You will receive a pop-up with confirmation of your benefit update.

NOTE: Your changes will take effect in the pay period the change was made.