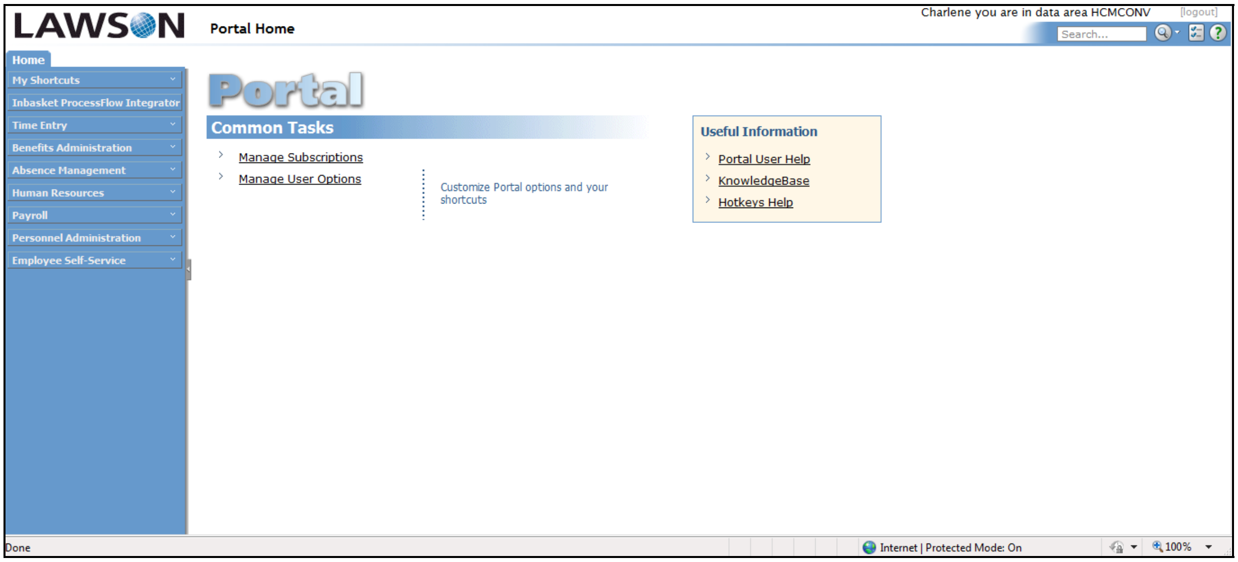
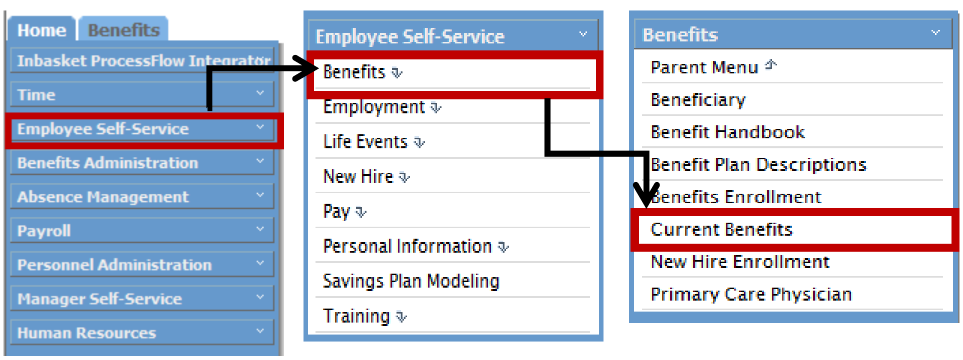
ESS: Review Current Benefits

<u>Purpose:</u>	Employees will use the NH FIRST Employee Self Service to review their current benefits.



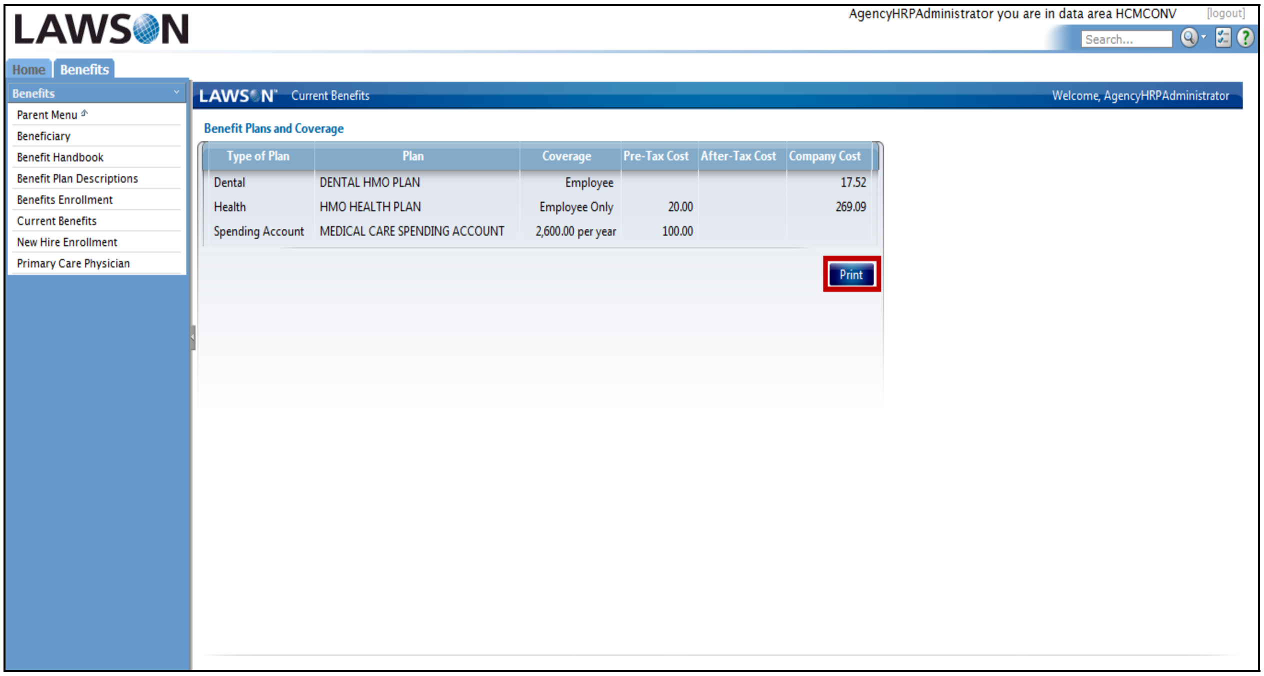
1. From the home page, navigate to the Current Benefit Plans and Coverage screen:

Employee Self-Service > Benefits > Current Benefits

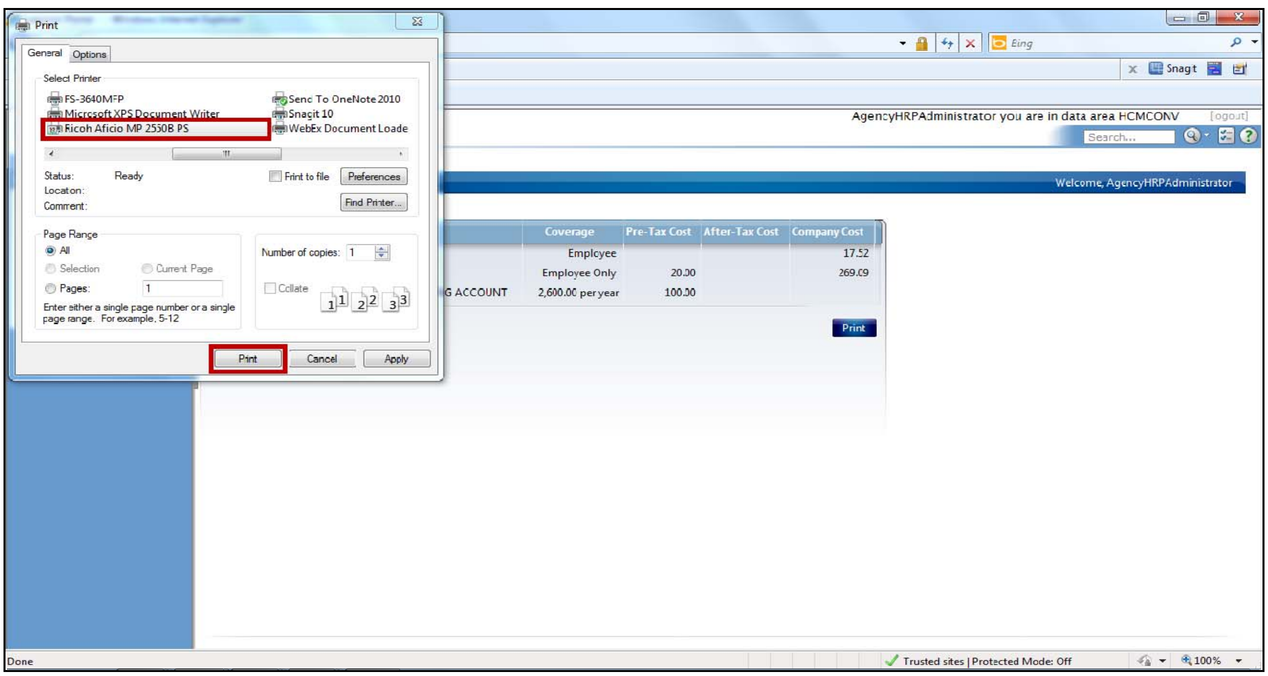


<u>Quick Link</u>: N/A

2. Click the **Print** button to print a summary of your current benefits.



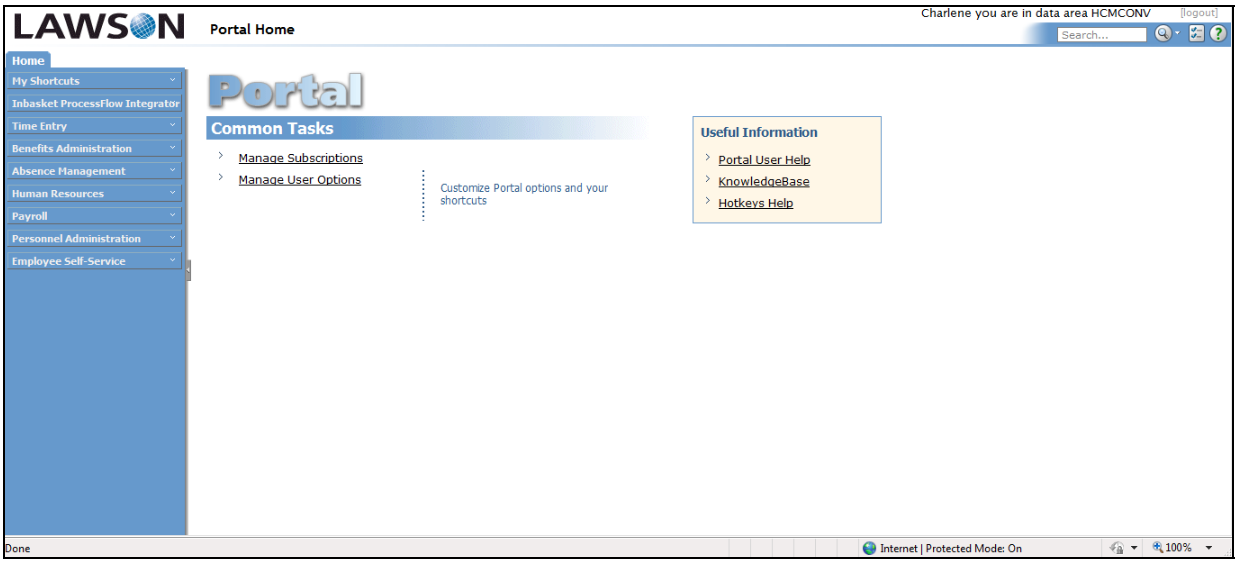
3. Select the printer that you wish to print to and then click **Print**.



You have successfully completed this task.

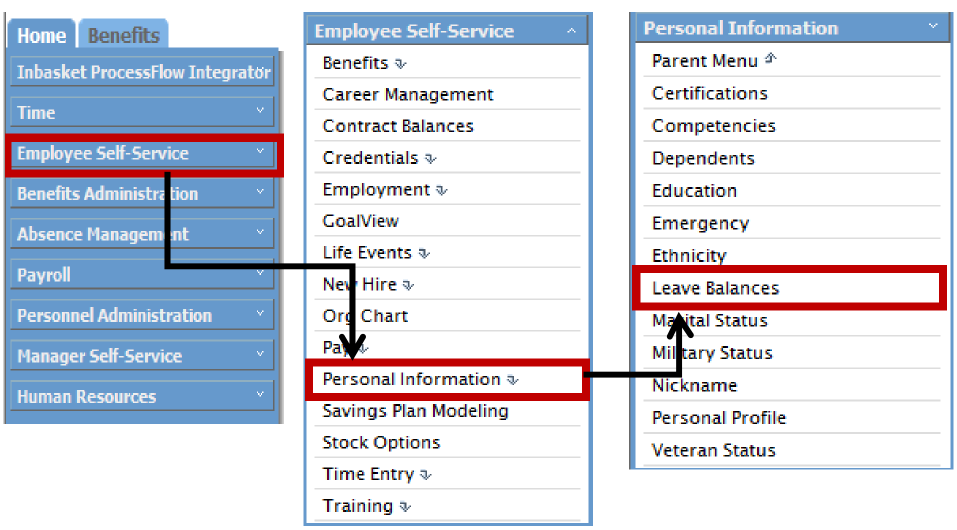
ESS: Review Vacation and Sick Leave Balances

Purpose:	Employees will use the NH FIRST Employee Self Service to review their vacation and sick leave balances.



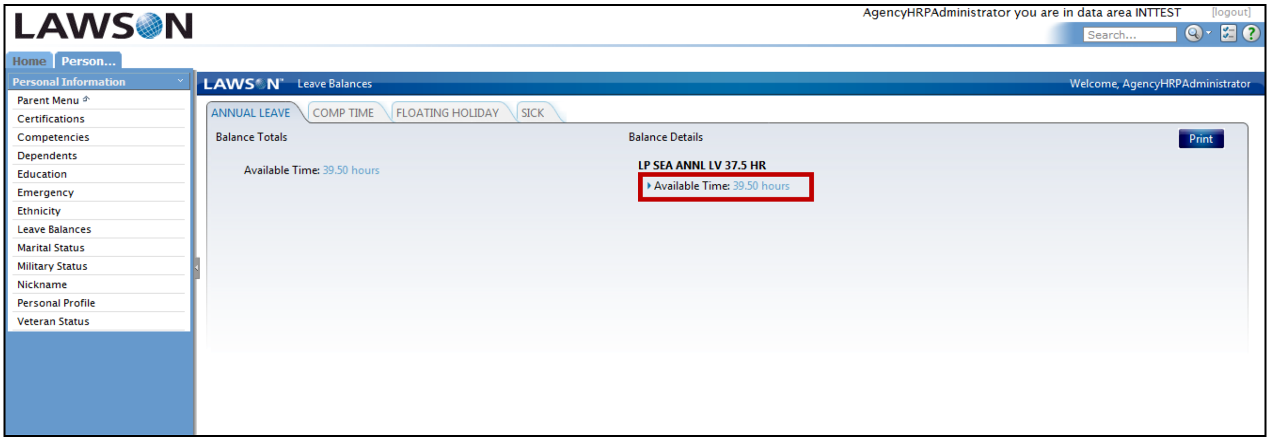
1. From the home page, navigate to the Leave Balances screen:

Employee Self-Service > Personal Information > Leave Balances

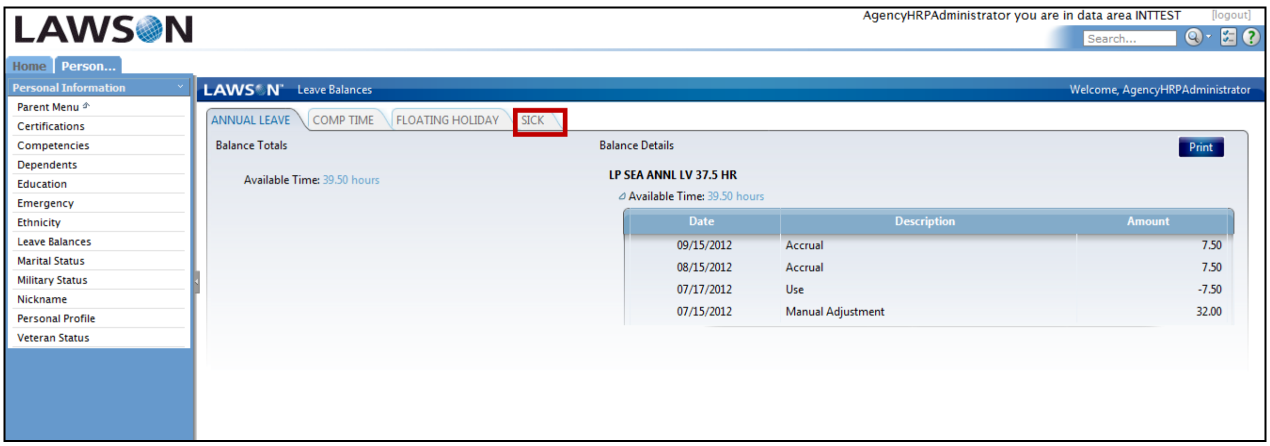


Quick Link: N/A

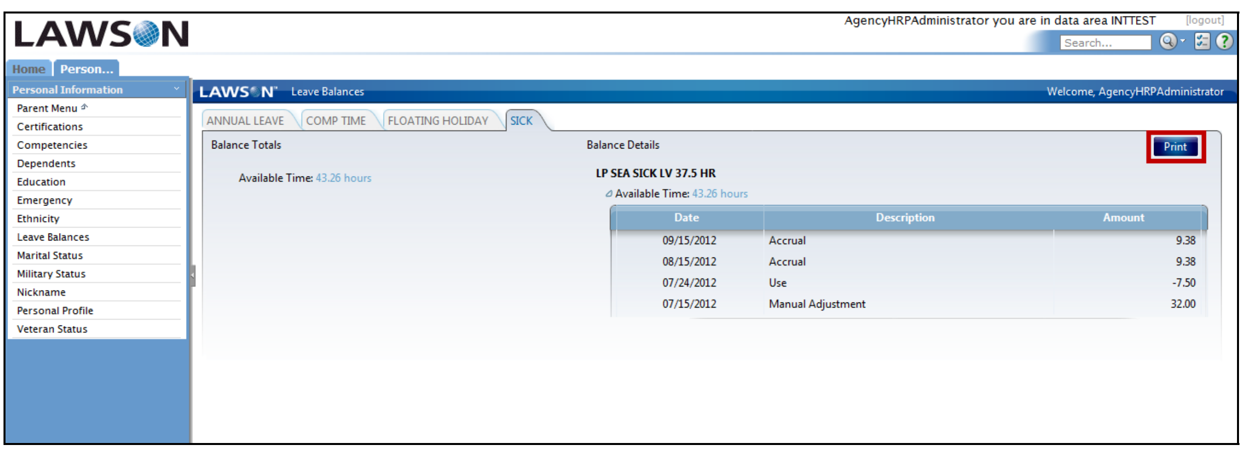
2. In the Balance Details column, click **Available Time** to view a history of leave that has accrued or has been used.



3. Click the **SICK** tab to view Sick Leave balance.



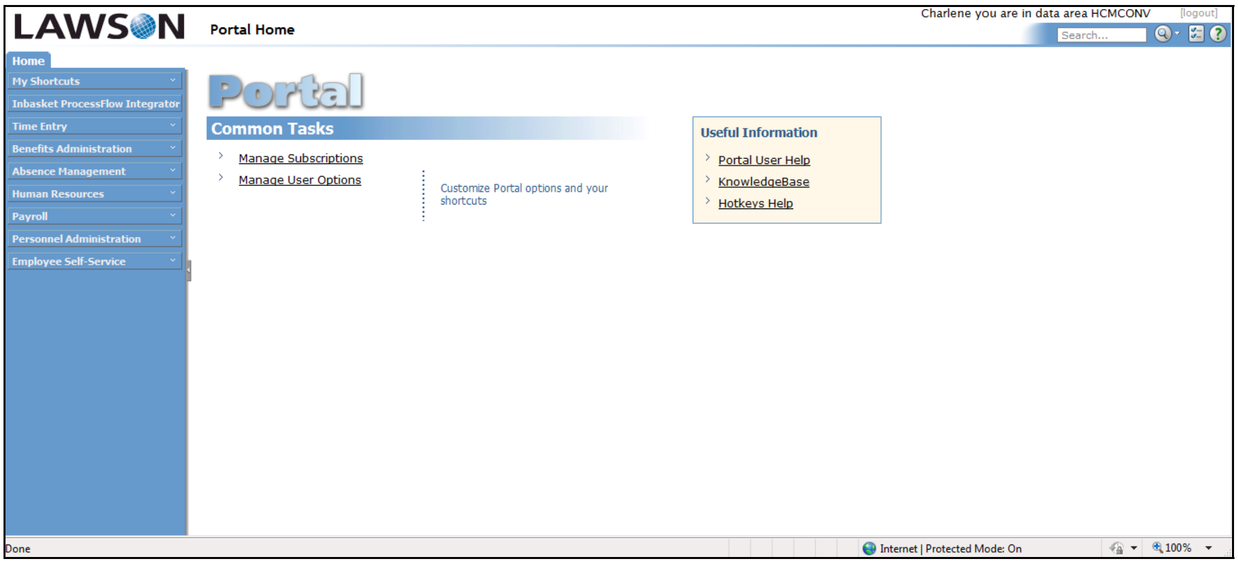
4. Click the **Print** button to print the Balance Details.



You have successfully completed this task.

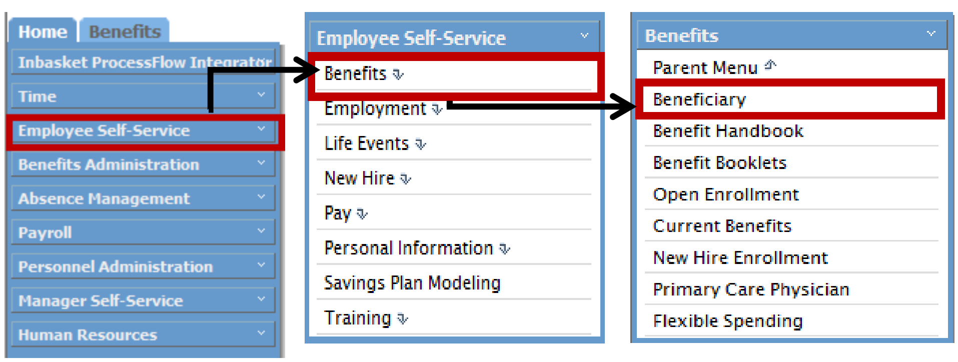
ESS: Review/Add/Change/Delete Beneficiaries

Purpose:	Employees will use the NH FIRST Employee Self Service to review, add, change, or delete their beneficiaries.



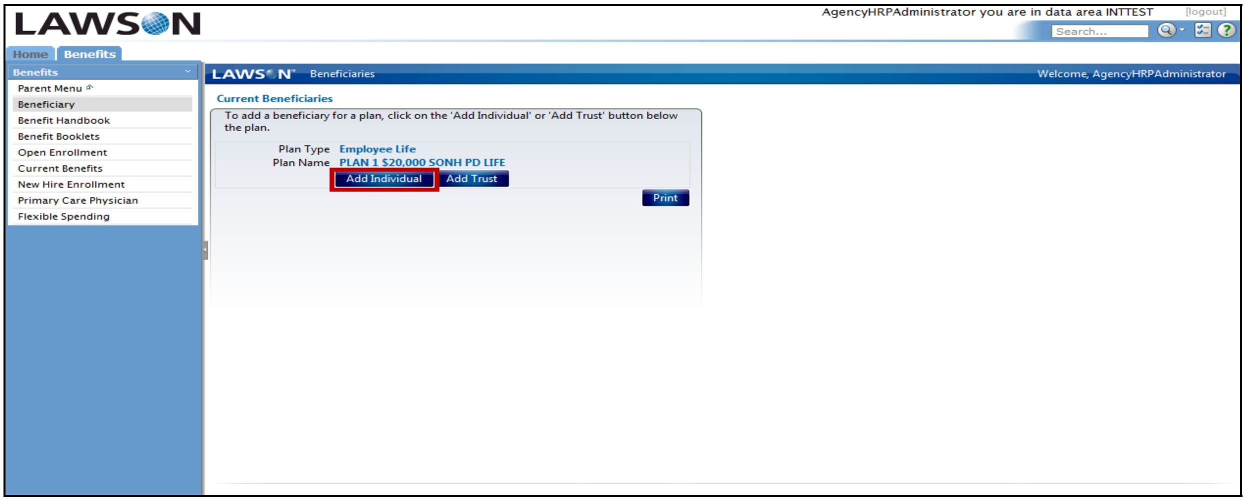
1. From the home page, navigate to the Beneficiary screen:

Employee Self-Service > Benefits > Beneficiary



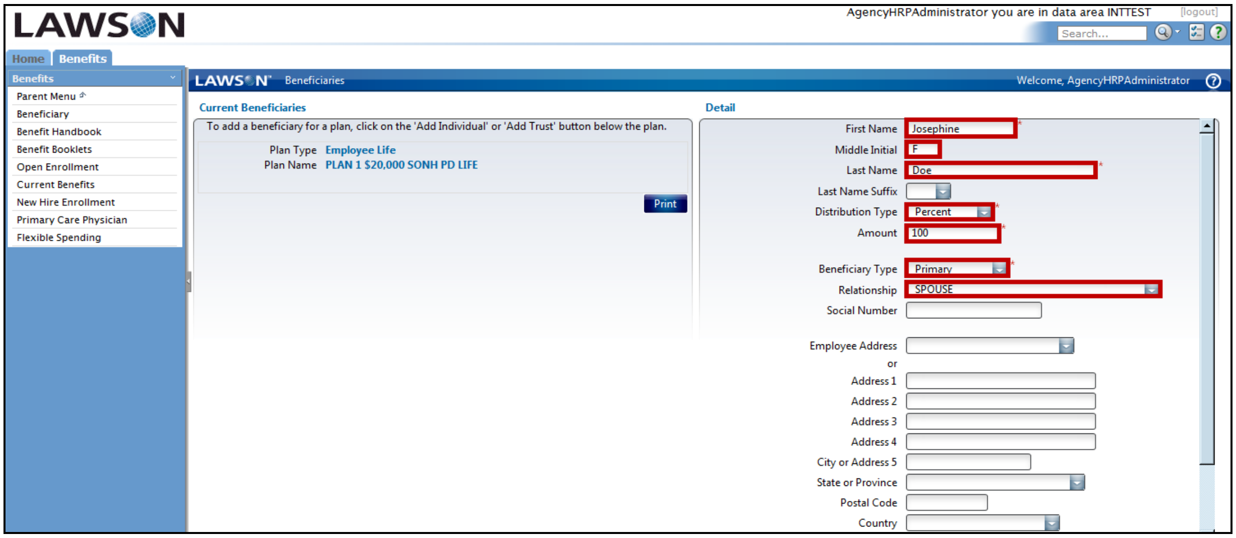
Quick Link: N/A

2. Click the **Add Individual** button to add a beneficiary for a plan.

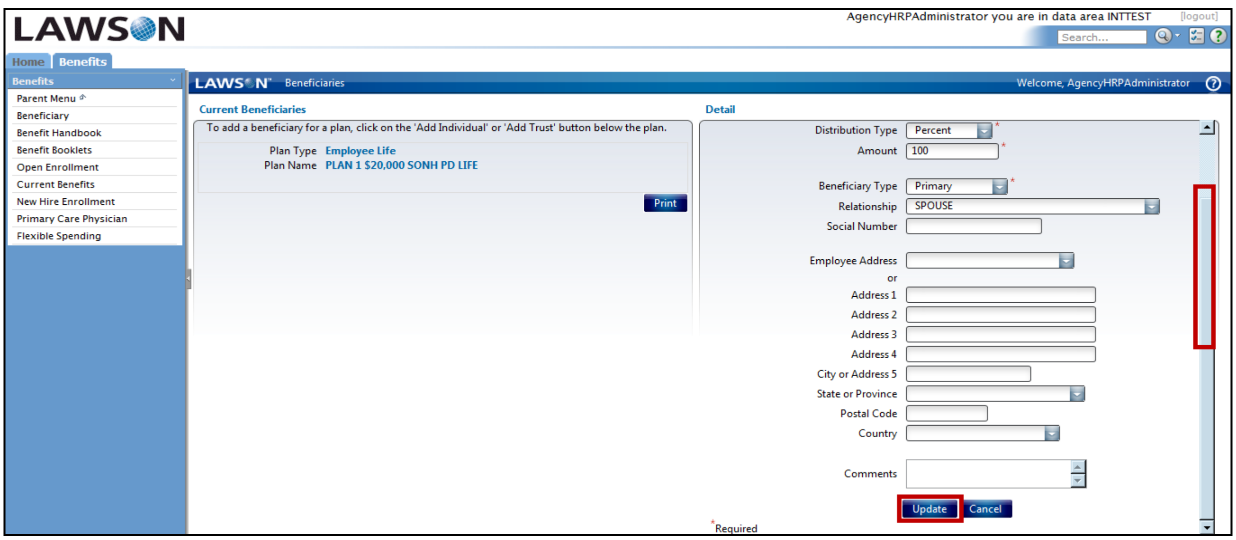


3. Enter the beneficiary information

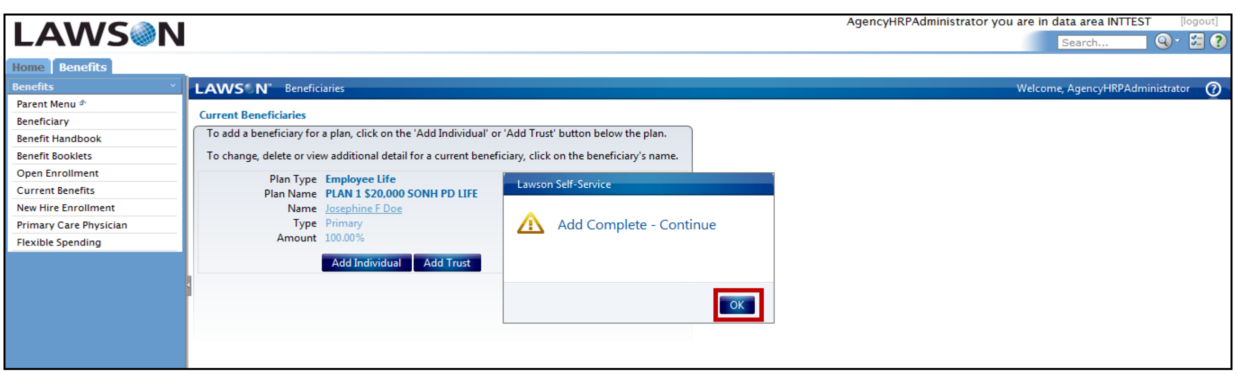
Field	Input
Last Name	Enter the Last Name of the beneficiary.
First Name	Enter the First Name of the beneficiary.
Middle Initial	Middle Initial of beneficiary.
Distribution Type	Select **Amount** or **Percent**.
Amount	If Distribution Type is "**Amount**", then enter a dollar amount. If Distribution Type is "**Percent**", then enter the percentage value of the distribution to the beneficiary.
Beneficiary Type	Select **Primary** or **Contingent**.
Relationship	Beneficiary's relationship to employee.
Social Number	Social Number of beneficiary.
Employee Address	Select **Home Address** if the beneficiary shares the same address as employee. If beneficiary does not reside with the employee, select **Supplemental Address** and complete the address fields below.
Address 1	Address 1 of beneficiary.
Address 2	Address 2 of beneficiary.
Address 3	Address 3 of beneficiary.
Address 4	Address 4 of beneficiary.
City or Address 5	City of beneficiary.
State or Province	State or Province of beneficiary.
Postal Code	Postal code of beneficiary.
Country	Country where beneficiary resides.



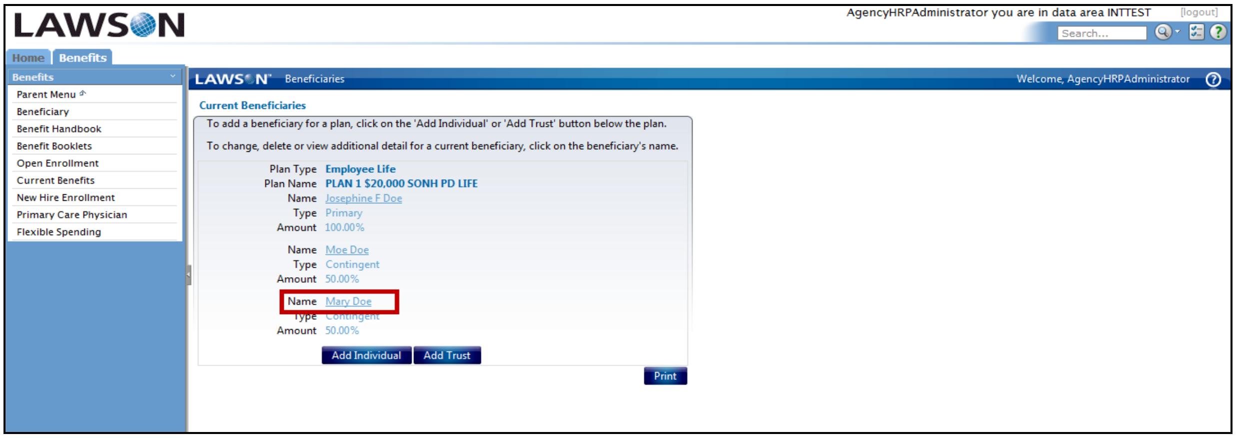
4. Scroll down to the bottom of the form and click the **Update** button.



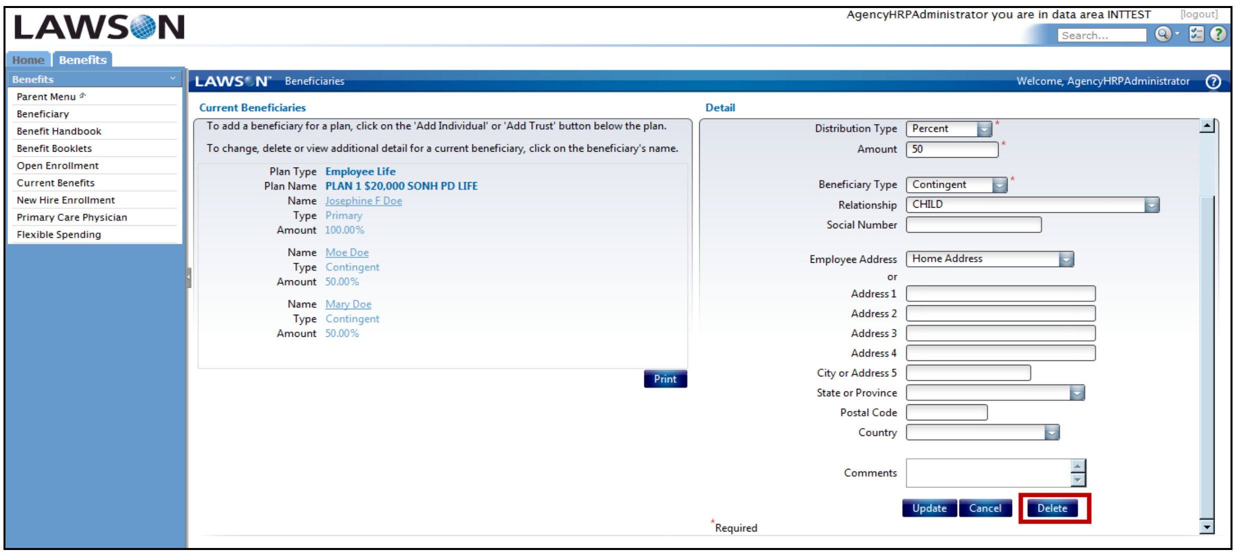
5. Click the **OK** button to continue.



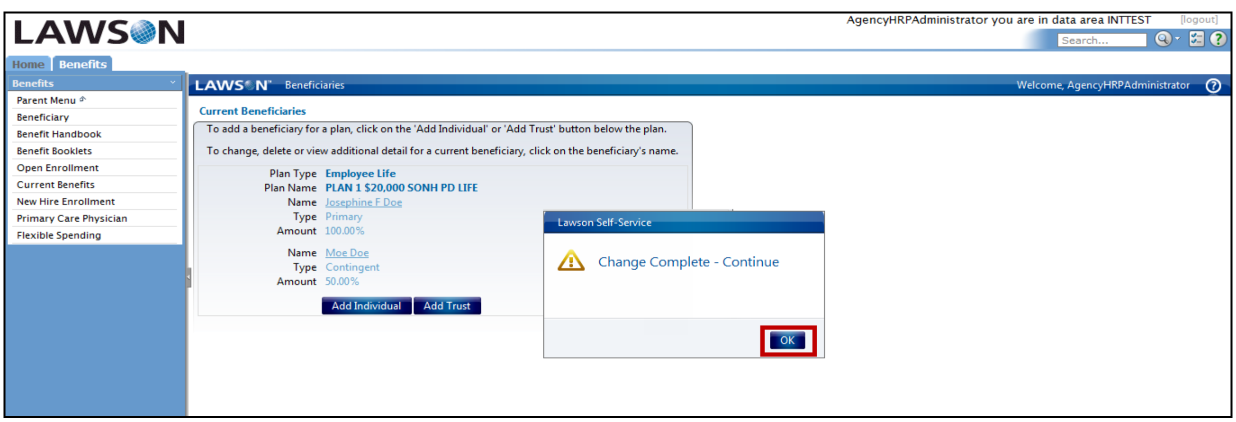
6. To delete a beneficiary, click the name of the beneficiary.



7. Scroll down to the bottom of the form and click the **Delete** button.

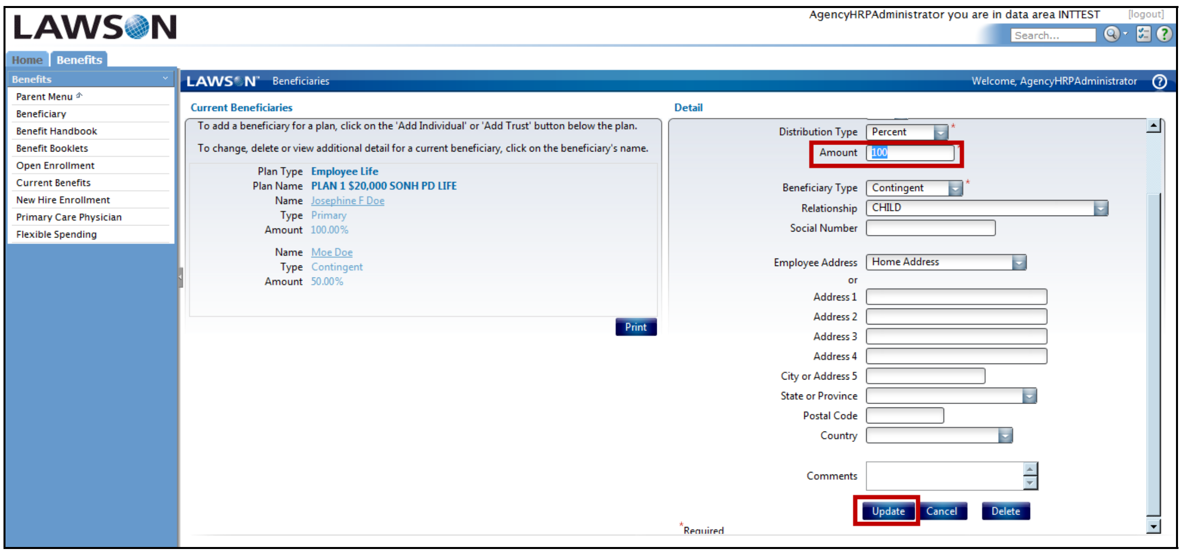


8. Click the **OK** button to continue.

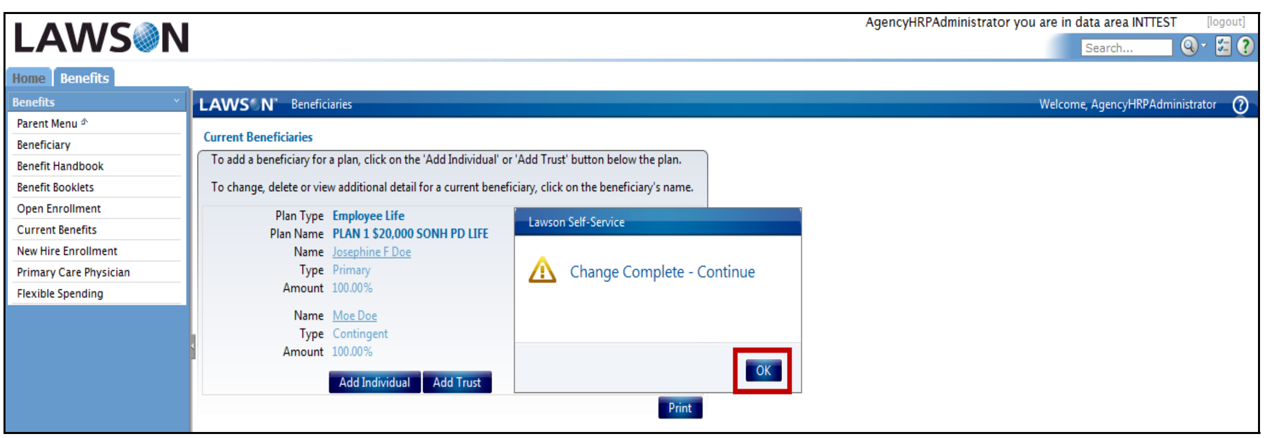


9. To change a beneficiary, click the name of the beneficiary.

10. Enter the changes you wish to make. Scroll to the bottom of the form and click the **Update** button.



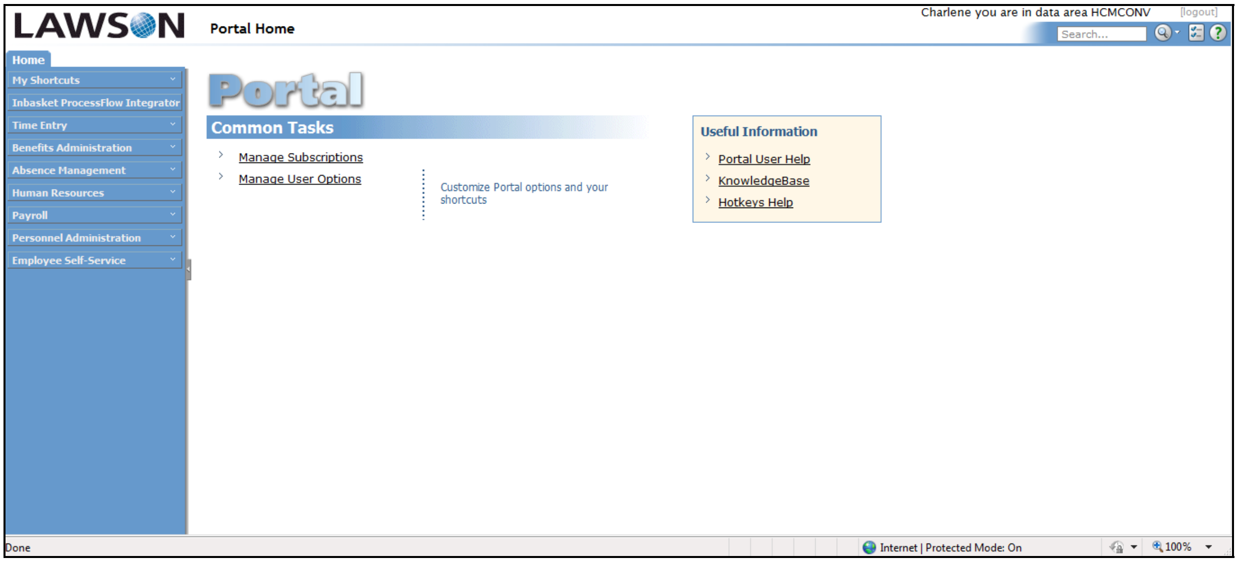
11. Click the **OK** button to continue.



You have successfully completed this task.

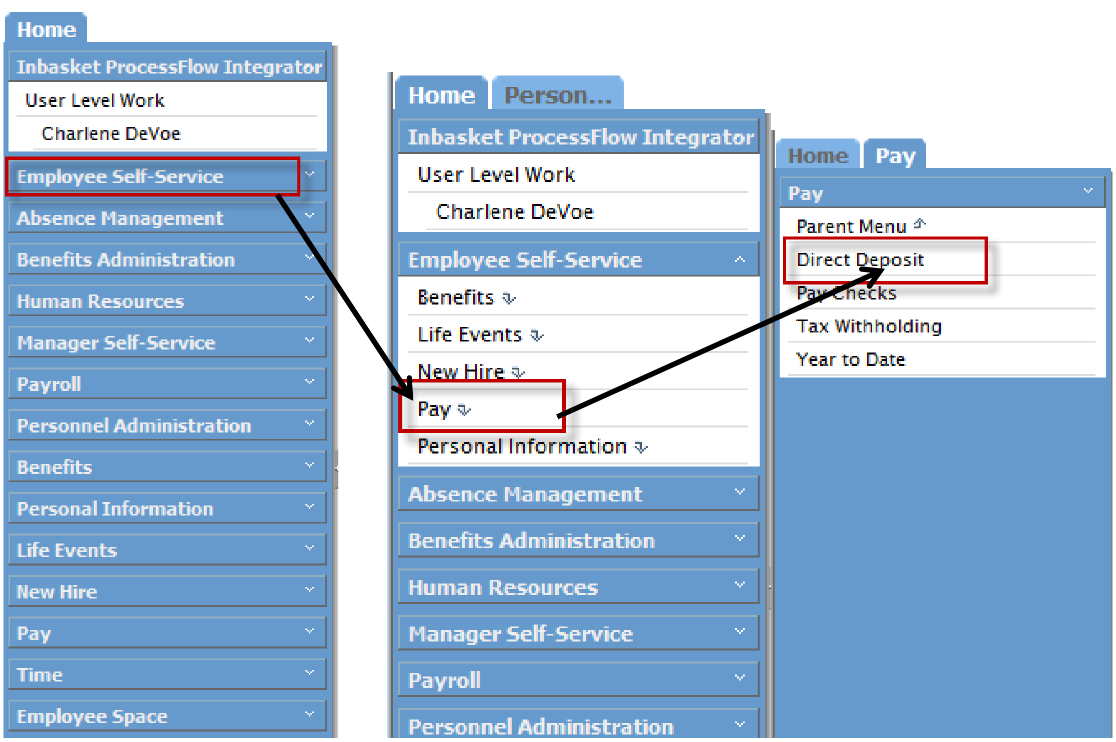
ESS: Add/Delete Employee Direct Deposit

Purpose:	Employees will use the NHFIRST Employee Self Service to add, review, or delete direct deposit records.



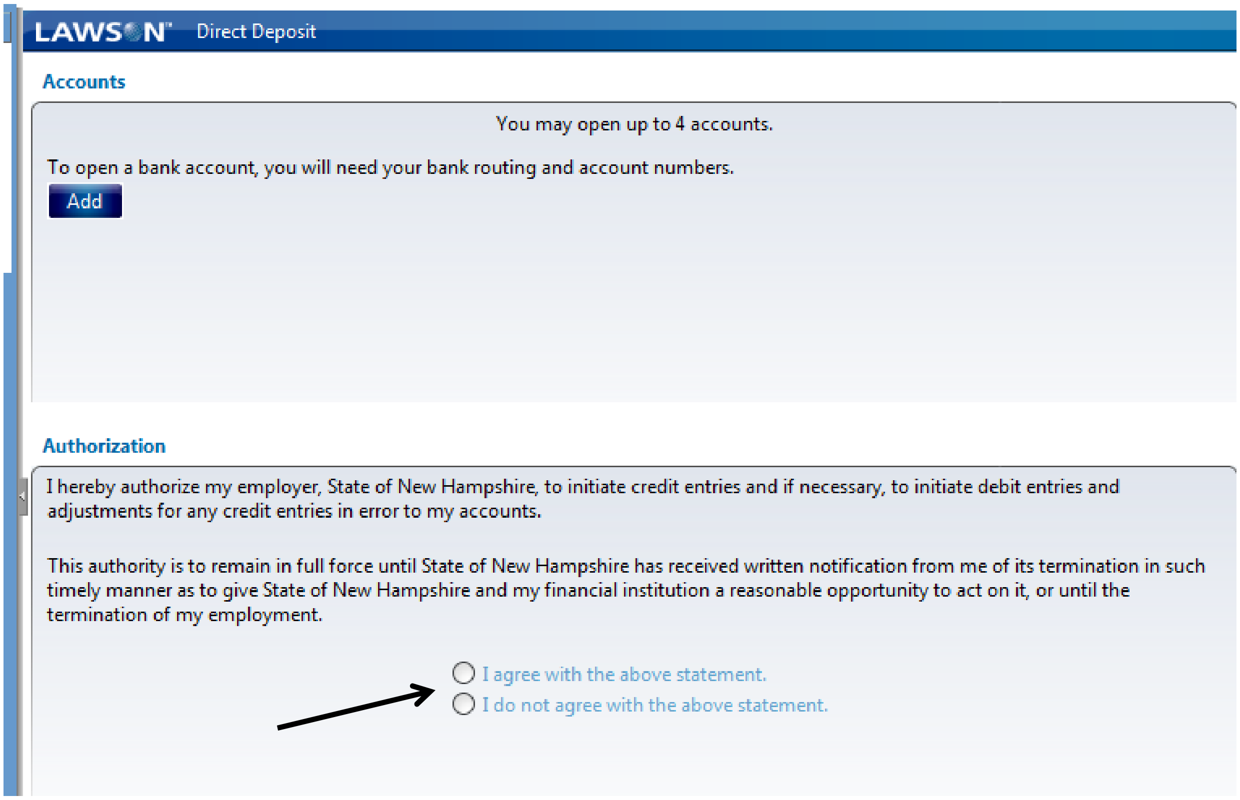
1. From the home page, navigate to the Dependents form:

Employee Self-Service > Pay > Direct Deposit

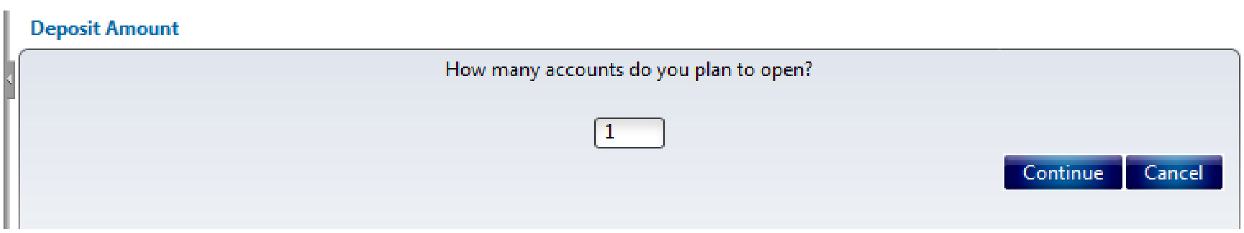


Quick Link: N/A

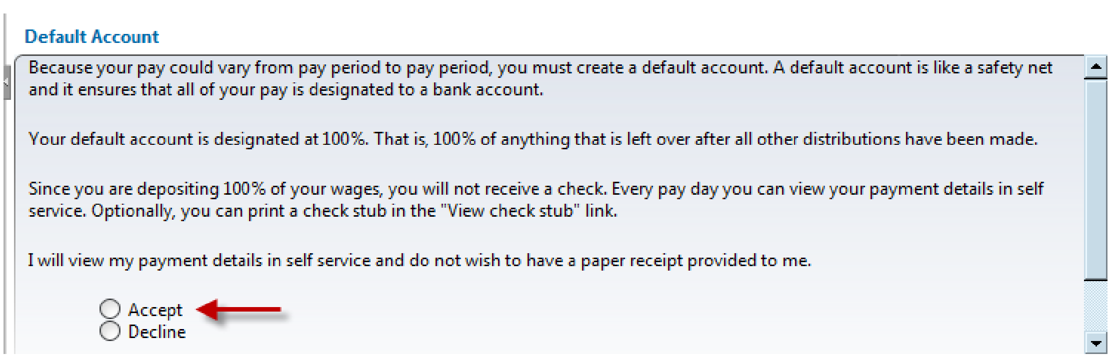
2. Click the **Add** button to continue.
3. You will be presented with an Authorization form. Read and select the radio button for I agree.



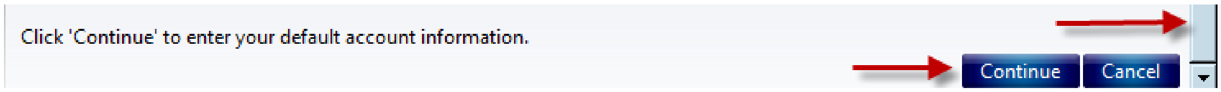
4. Next you will identify how many accounts you want to set up. Then click Continue.



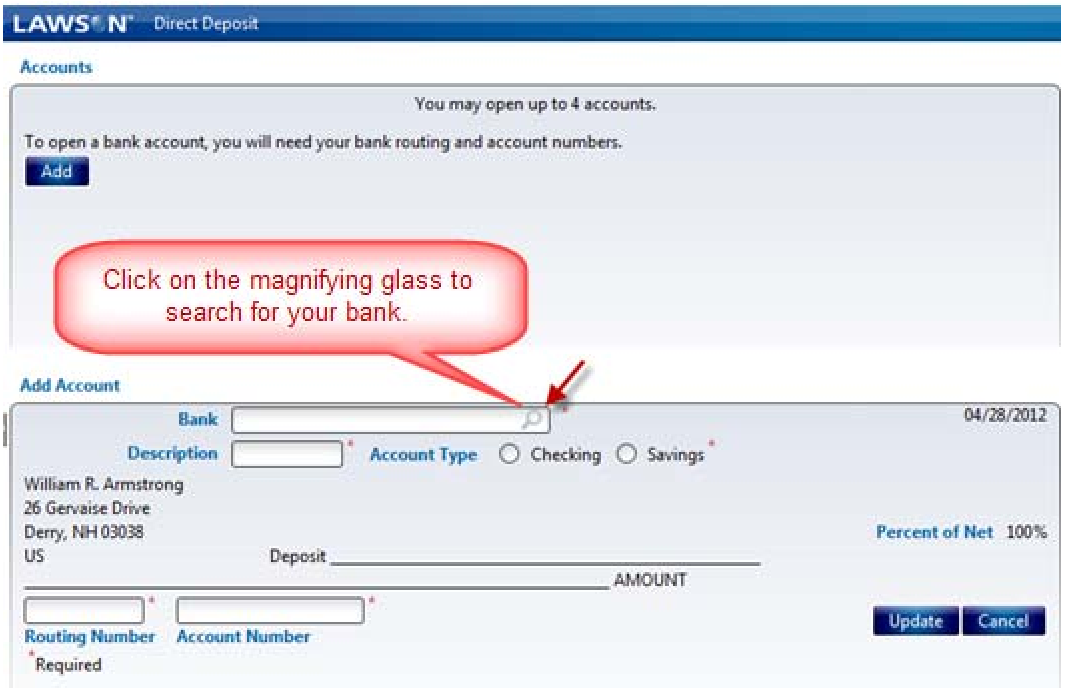
5. You are then prompted to set up a default account that will be 100% of your net pay. Select the Accept radio button.



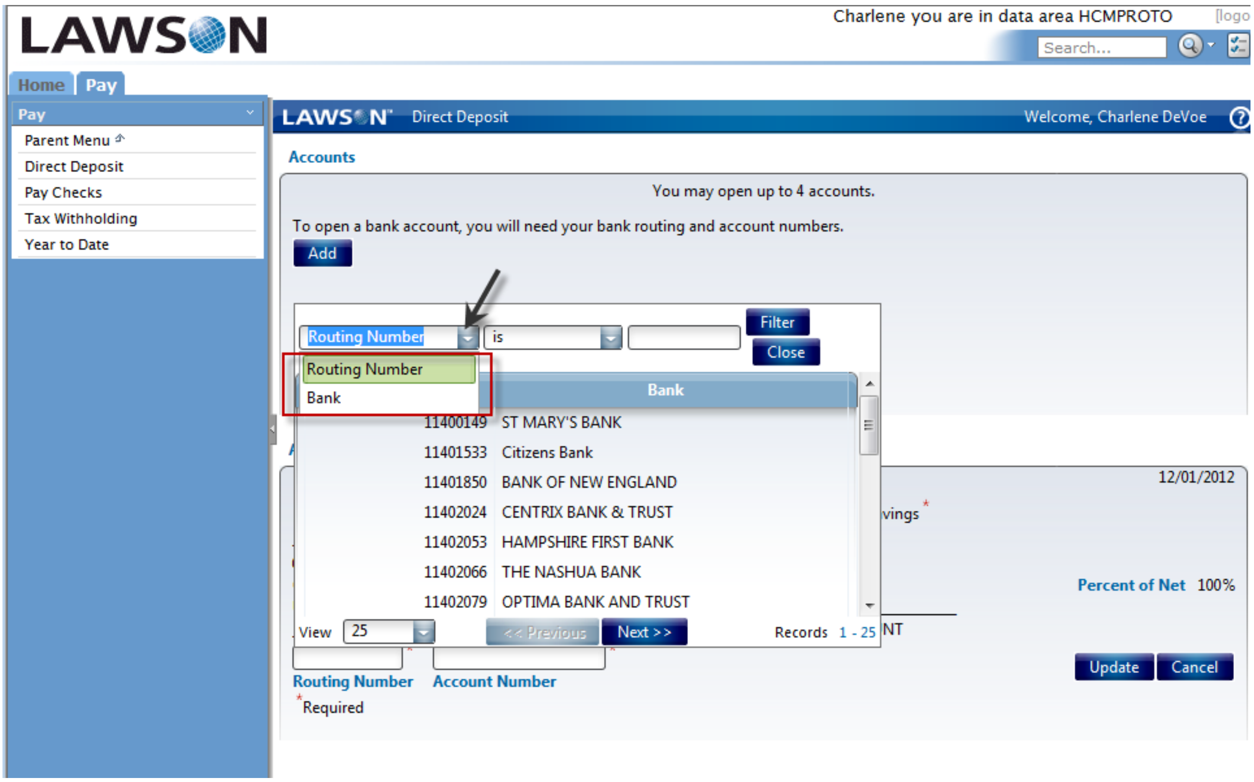
6. Use the scroll bar to scroll to the bottom of the form and click Continue.



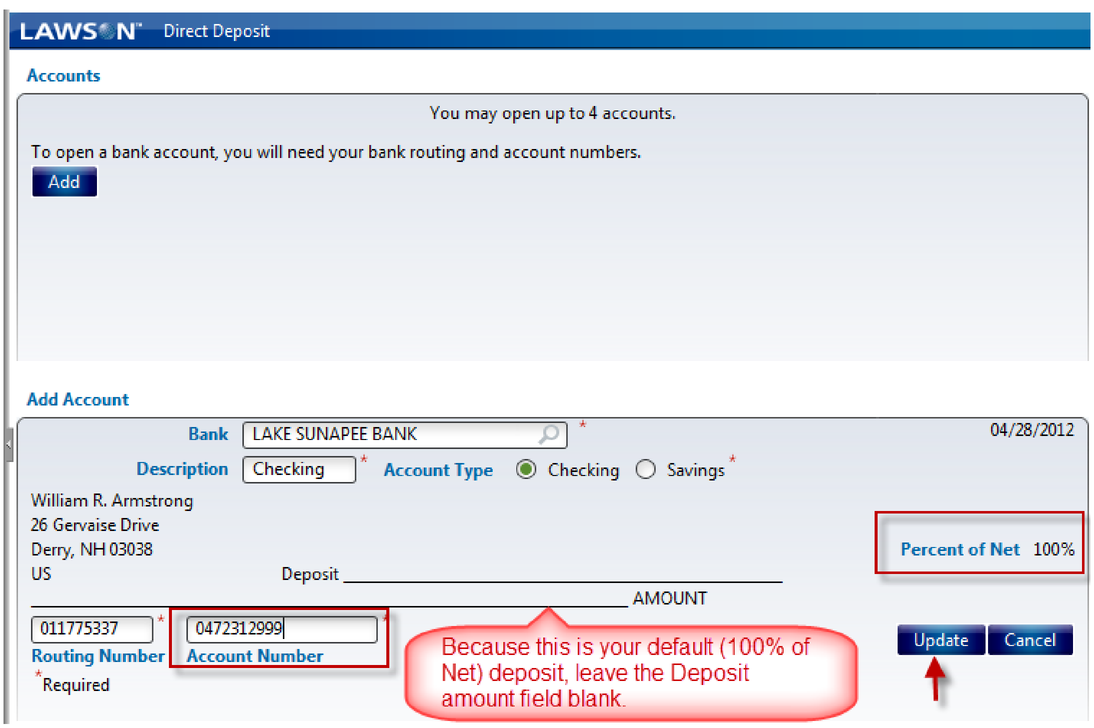
7. Use the search option to select a bank.



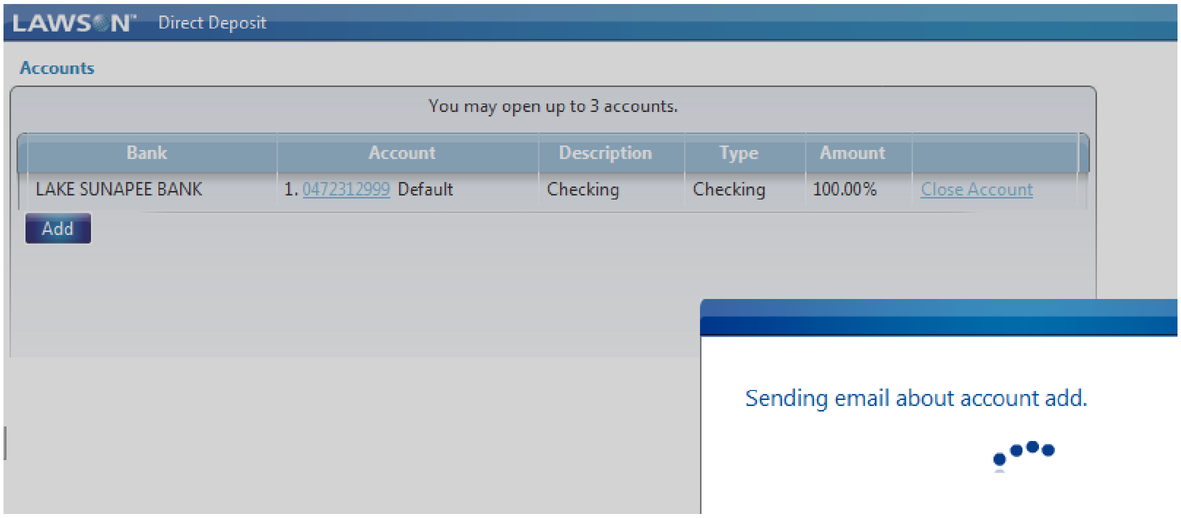
8. You can search for your bank by Routing Number or by Bank Name.



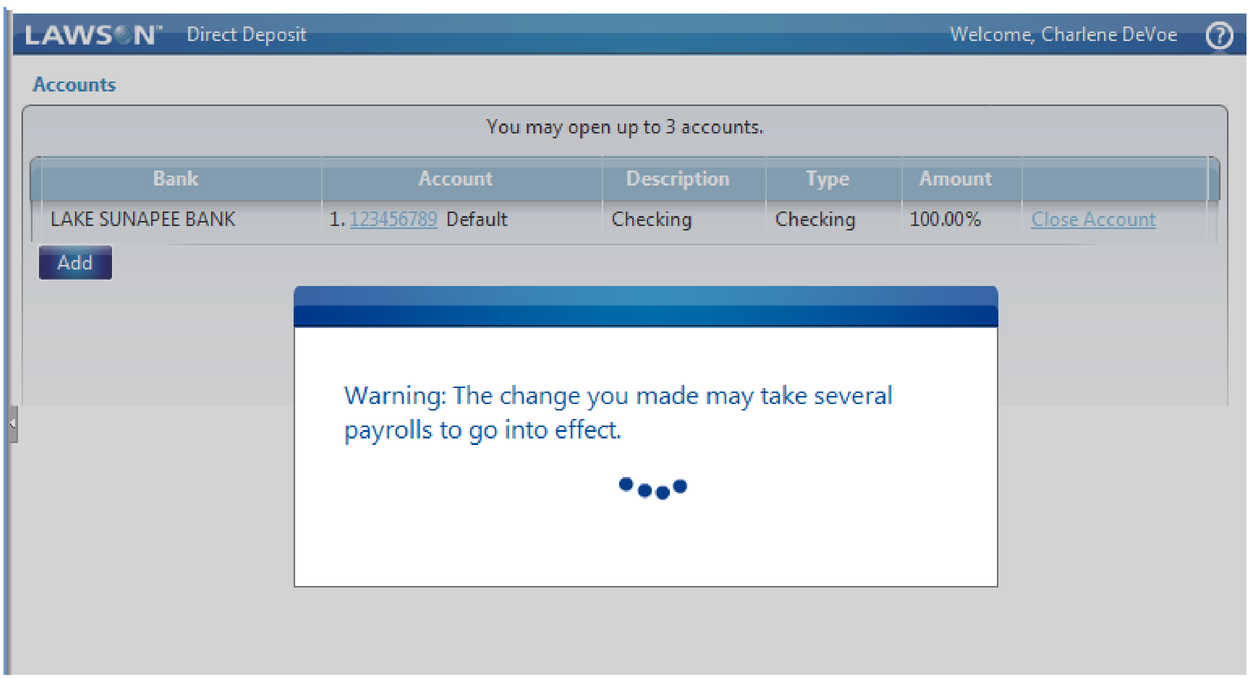
9. After you select the Bank, enter a Description for the deposit, the Account type, and the Account Number. Because this example is for a default account (100% of Net), leave the Deposit Amount field blank. Click Update when completed.



10. The system will generate an email to the employee about the account being added and will show the completed setup.



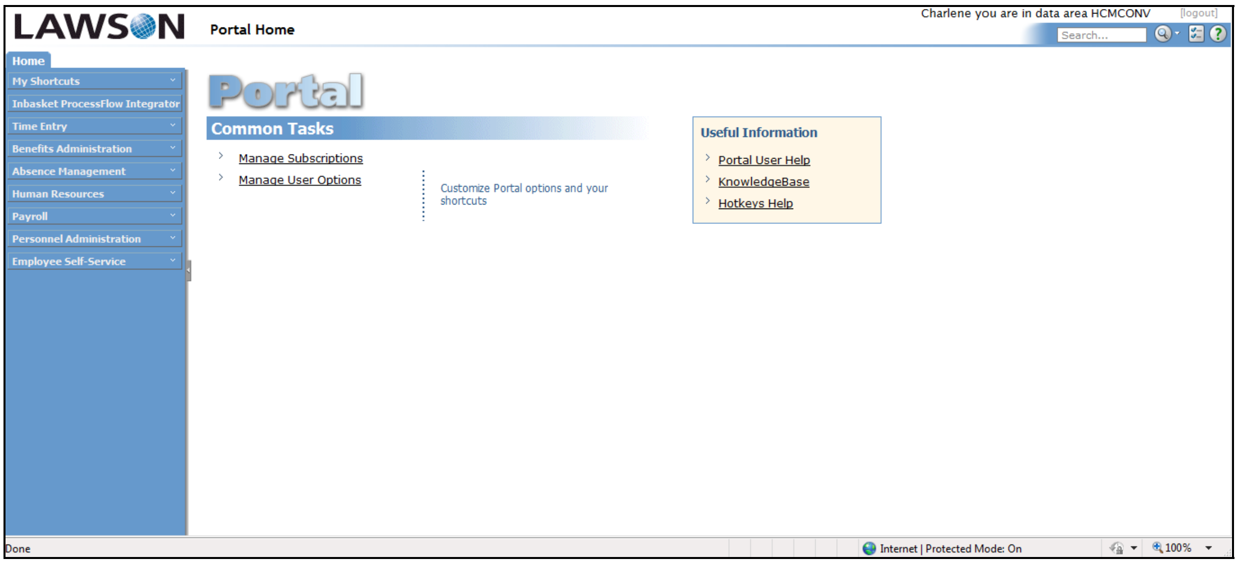
11. You will receive a warning message that the direct deposit may take several payrolls to go into effect.



You have successfully completed this task.

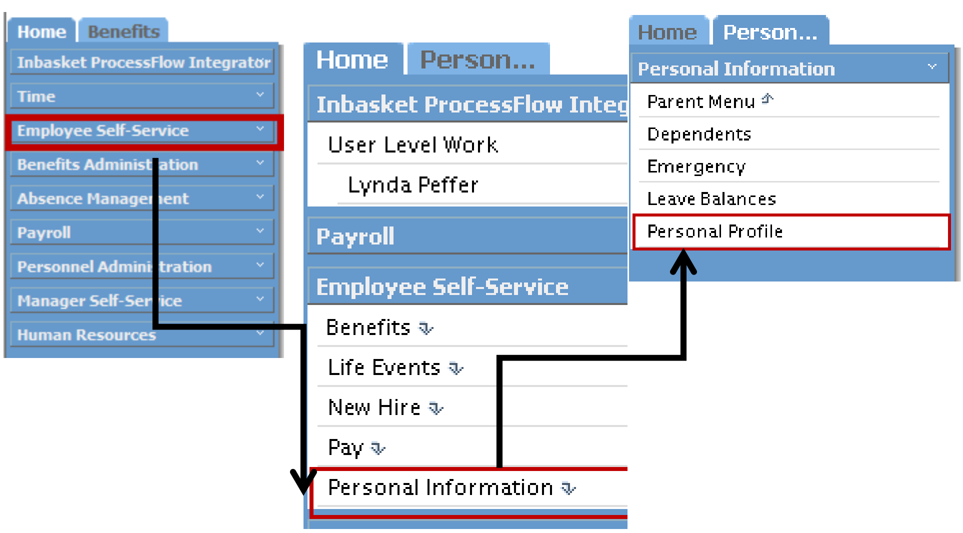
ESS: Review Personal Information

<u>Purpose:</u>	Employees will use the NH FIRST Employee Self Service to review their personal information.

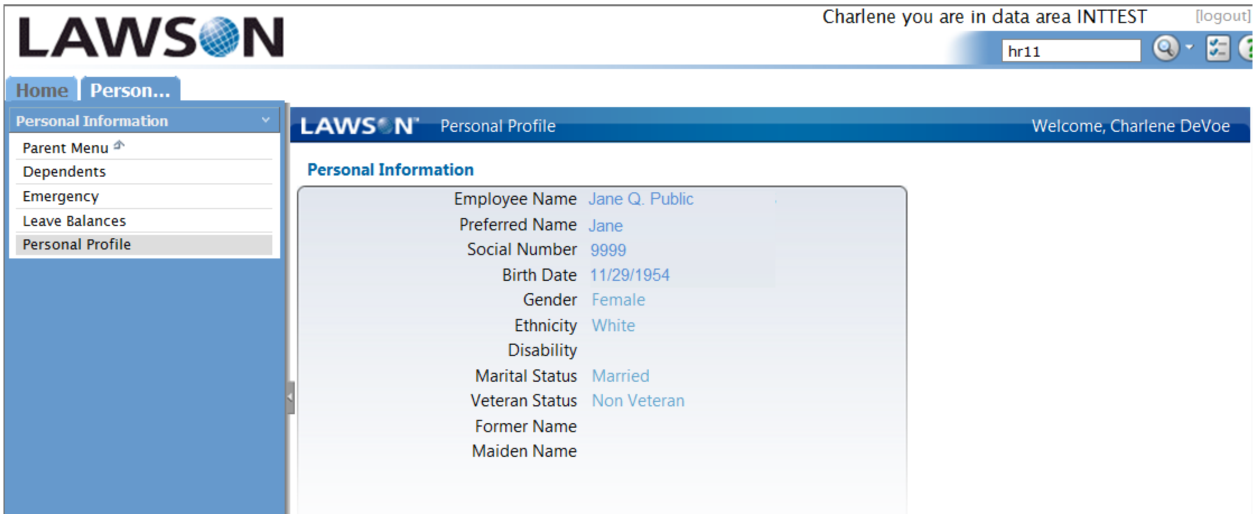


1. From the home page, navigate to the Personal Profile form:

Employee Self-Service > Personal Information > Personal Profile



<u>Quick Link</u>: N/A

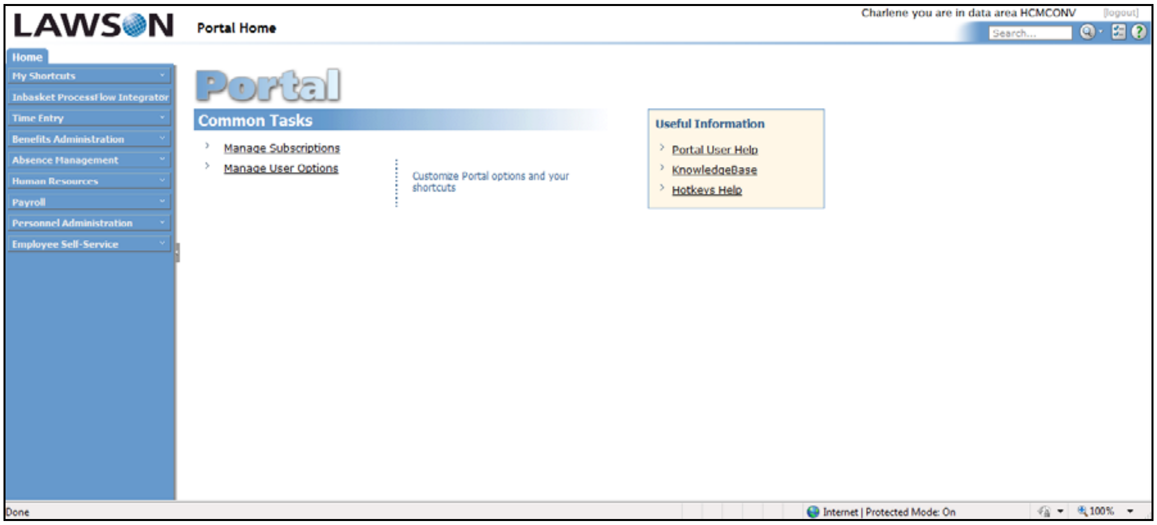


2. Review your personal profile information. If you see errors, notify your Human Resources Office.

You have successfully completed this task.

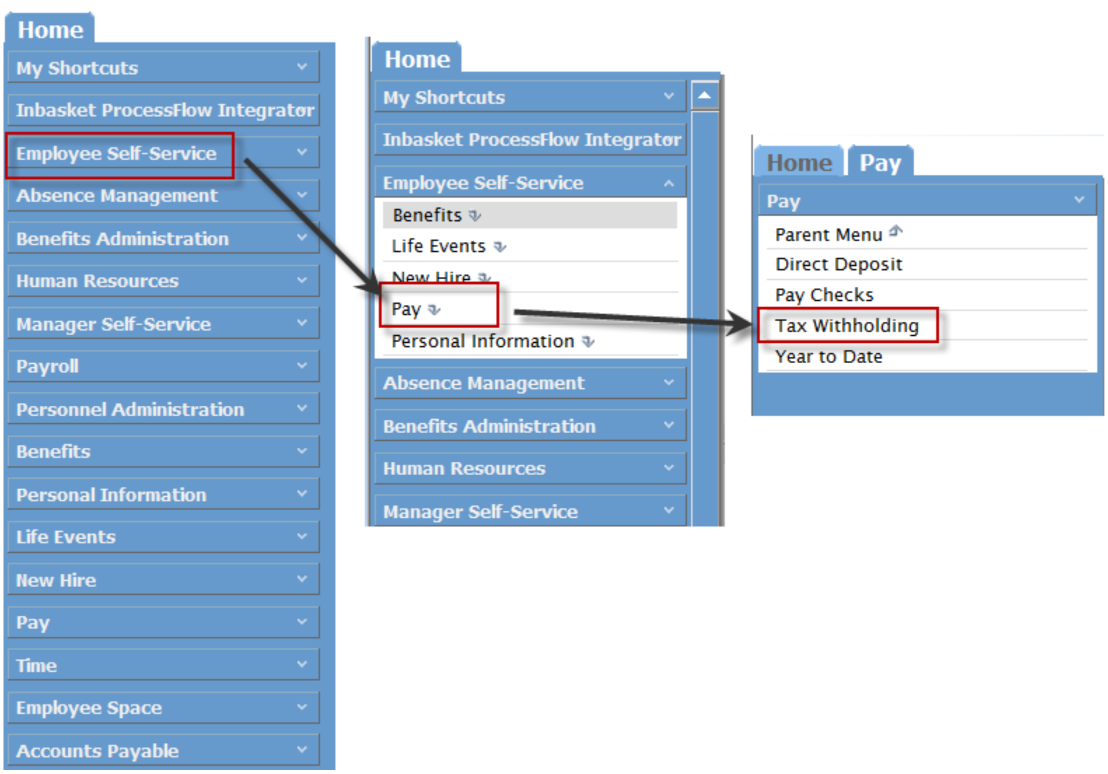
ESS: Update Tax Exemptions and Status via ESS

Purpose:	Employees will use the NH FIRST Employee Self Service to review and update their Federal Income Tax status and exemptions.



1. From the home page, navigate to the Tax Withholding link:

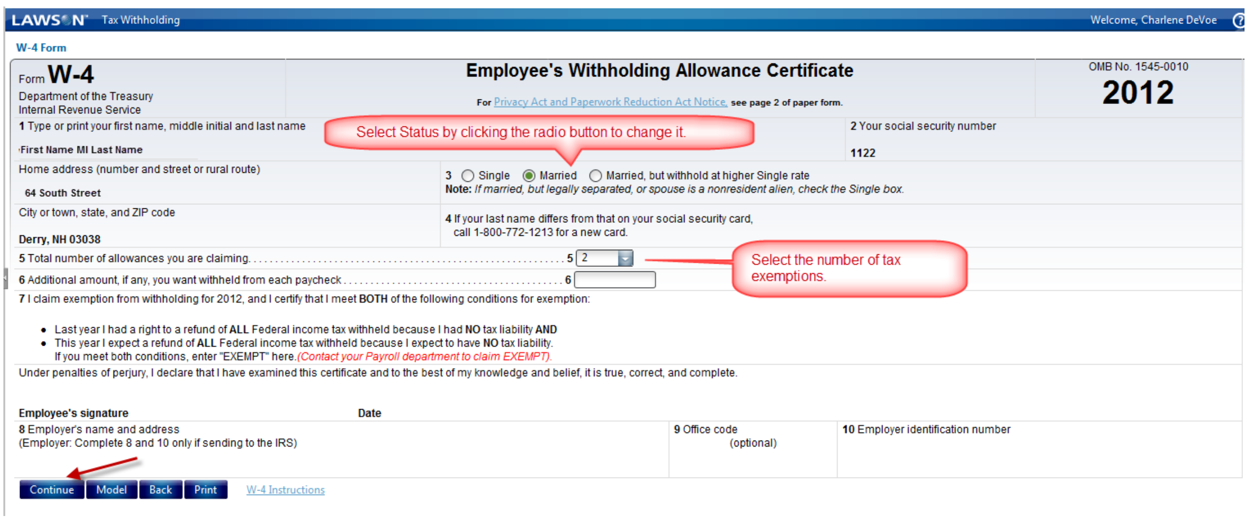
Employee Self-Service > Pay > Tax Withholding



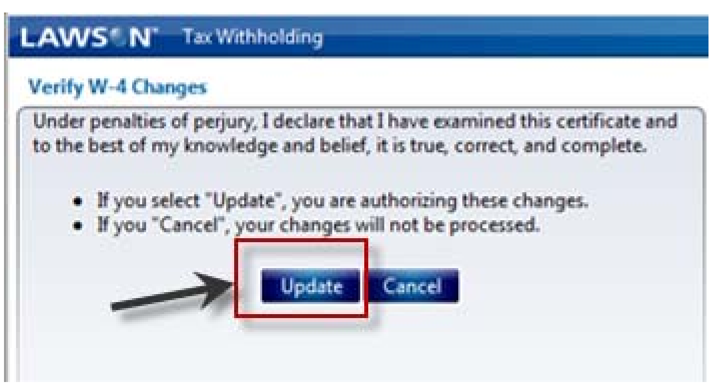
Quick Link: N/A

2. Click on the blue FD INCOME TAX link.

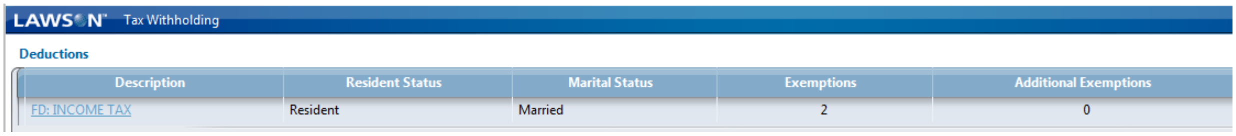
3. You are presented with an electronic W4 form. Make desired changes, then click the blue Continue button.



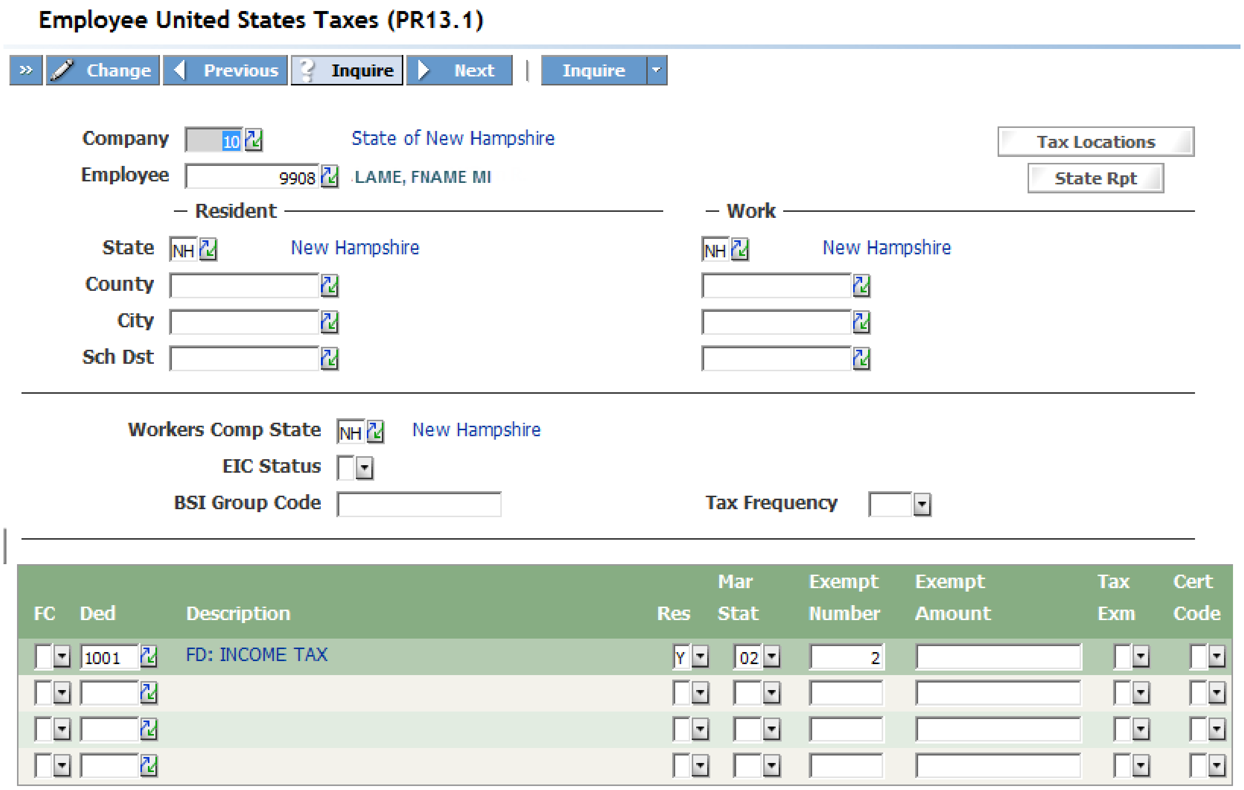
4. You will be presented with a screen to Verify W-4 Changes that includes the declaration that the information is true, correct, and complete. To save your W-4 changes, you must click the blue Update button.



5. Changes you made should be reflected on your Tax Withholding screen.



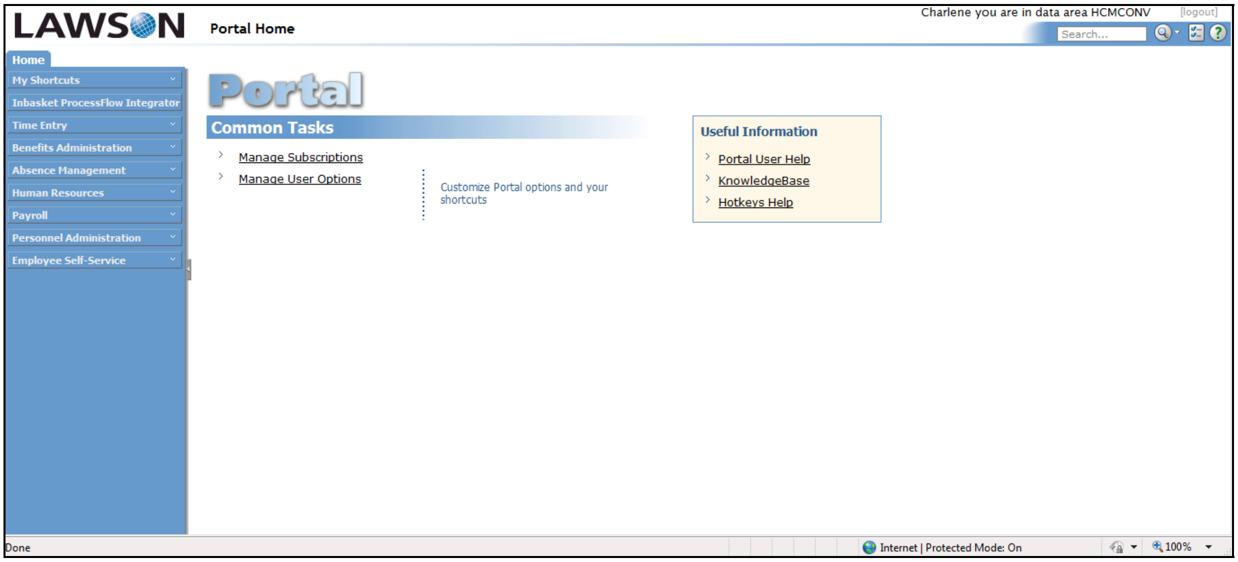
6. Agency HR should also see this information on the PR13.1 Employee United States Taxes form You have successfully completed this task.



You have completed this task.

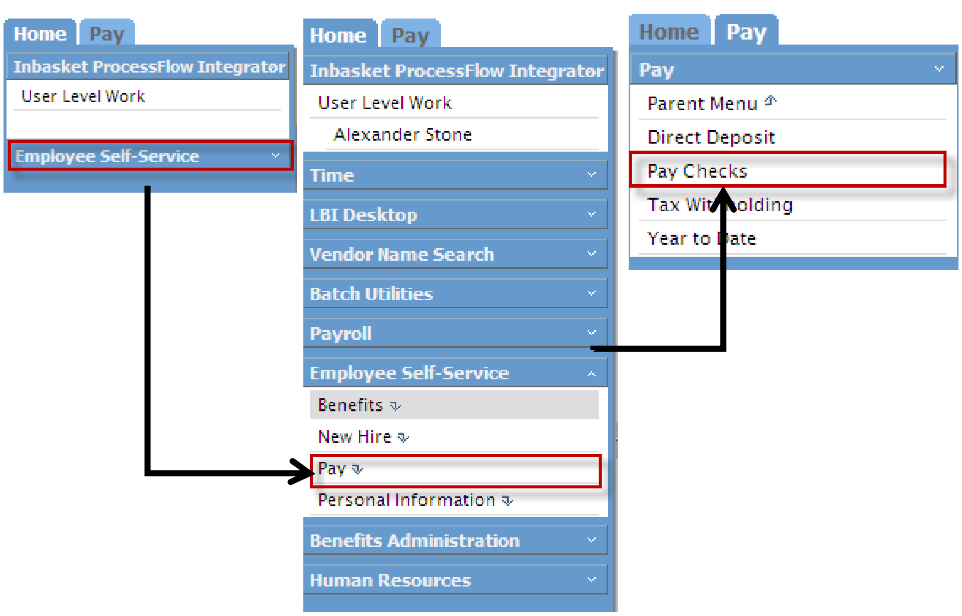
ESS: Review Pay Stubs and Deductions

Purpose:	Employees will use the NH FIRST Employee Self Service to review their pay stubs and deductions.



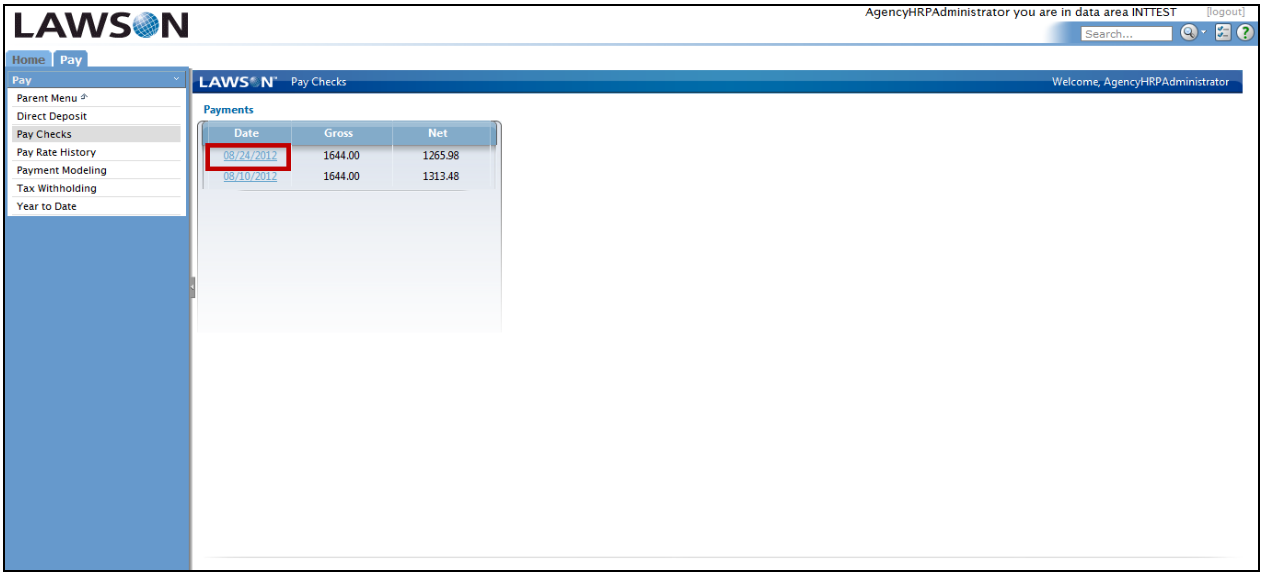
1. From the home page, navigate to the Leave Balances screen:

Employee Self-Service > Pay > Pay Checks

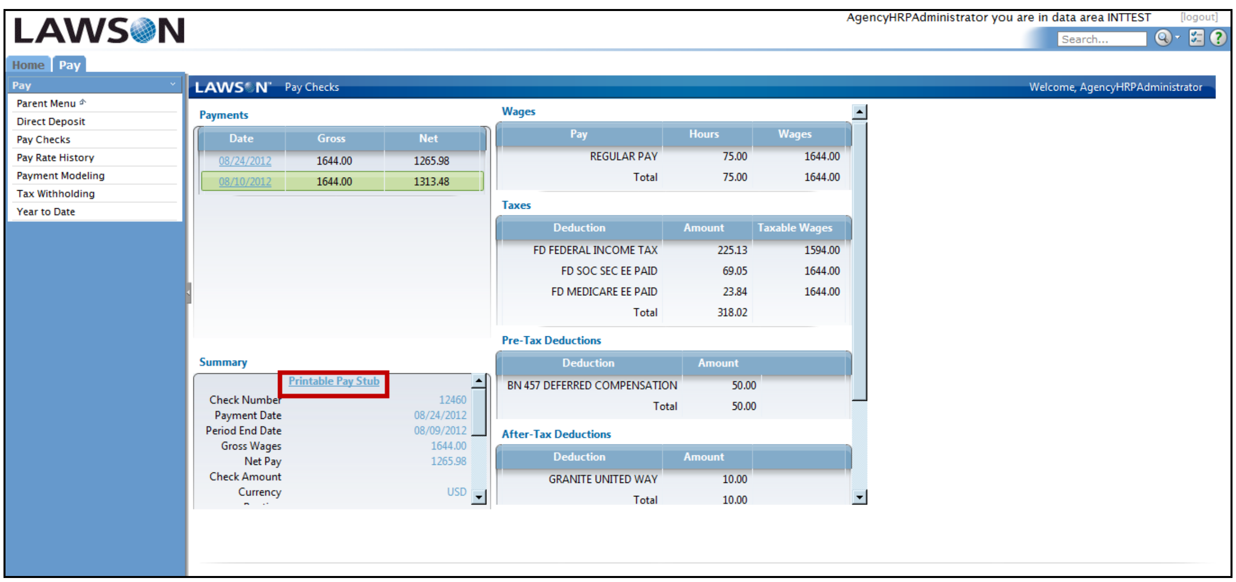


Quick Link: N/A

2. To view a detailed record of the wages, taxes, and deductions, click the date of the pay period.



3. Click **Printable Pay Stub** to print a copy of the pay stub.



You have successfully completed this task.