Enroll online through myUK Employee Self-Service:

Start here



To get started, visit myUK Employee Self-Service (ESS) online at https://myuk.uky.edu. Log in with your "link blue" user name and password. This is the same combination you use to access your UK computer, Exchange e-mail or other system(s). Once you've logged in, click on the Employee Self-Service tab. From there, follow instructions on pages 6 and 7 of this newsletter.

Good to Know

myUK Employee Self-Service offers a variety of tools to review and verify your Open Enrollment activity and benefit status.

- **Confirmation of benefit updates** An e-mail will be sent to you after you've made your Open Enrollment elections.
- One-click access to enrollment confirmation (Participation Overview)
 ESS offers an easy way for you to verify your benefits enrollment for 2012–13. See facing page for details.
- Online Total Compensation Statement
 ESS offers convenient online
 access to a statement of your 2011 total
 compensation, including a breakdown of your
 benefits enrollment as of December 31, 2011.
 Many employees find this a simple way to verify
 their current (or recent) benefits enrollment.

The enrollment guide on these two pages will help you find your way in ESS. For additional instructions, visit **www.uky.edu/HR/OE**.

Paper Form Option

Employees may choose to enroll using paper forms. To access printer-friendly enrollment forms, visit www.uky.edu/HR/OE. You may also pick up printed forms in person at 112 Scovell Hall.

Adding new dependents or beneficiaries

Your current dependents/beneficiaries automatically appear within ESS.

If you are adding a dependent or beneficiary to your UK benefit plans for the first time, he or she must first be added to the Personal Information section of ESS. Follow the steps below only if you need to add <u>new</u> dependents/beneficiaries. Please note: You will be required to certify dependents by submitting proper documentation to the Benefits Office.

1. First, click "Employee Self-Service" tab, then click "Personal Information" link.

UK	Euro a	Good afternoon					
chPad E	sployee Self-Service Manager Self-Service Manager Self-Se	ervice Test	Student Services	Student Administration	Financial Aid View of Stud		
rview							
Emple	oyee Services						
• MR	p Directory index						
	Employee Search		Pe prmance	Management			
<u>eq</u>	Search for University colleagues and find basic information abor	. 💕	M ge/View y	our performance evaluati	ons.		
	their positions. Once you have searched using the employee party you may click on the presented last name to see more det	Ind					
	(like the Organizational Unit and Supervisor of the employee).	-	a Time				
	Quick Links			we balance statement			
	Who's Who						
			Personal Info	mation			
<u> </u>	Benefits and Payment	_					
- Jo	Display the plans in which you are currently enrolled, enroll in		 Manage your ac family members 	idresses, bank informatio and dependents.	n, and information about		
	new benefit plans and download an enrolment form. Display your salary statement.						
		-0	Travel and Exp				



3. Click the arrow (as shown below) in the "Family Members/Dependents" menu to specify relationship of the person you are adding (for example, spouse, child and so on). Complete and submit the Family Member/Dependent form that displays next.

2. Click on "Personal Profile" link on the "Personal Information" menu as shown below

LaunchPad Employee Self-Service Man	ager Self-Service Manager Self-Service Test Studen	t Services Student A	dministration Financial Aid View of Stu	dent Enterprise Services Emp	ploy
Overview					
Personal Profile				History Back	For
Portal Favorites 📃 🗖	Personal Profile				
					г,
	▼ Personal Data		• Bank Information	nk 💽 Other bank	
	Full name: Date of hitty	-	Main bank Pavee		
	Marital Status:		Bank name:		
			Other bank		
			Payee: Synthia Burchell	Ø	Ű,
	✓ Addresses Permanent residence	39	Bark name. UNIVERSITY OF KT CK O	10/11	_
	Permanent residence		* Family Members / Dependents	C Divorced spouse	
	Street Name: 00.0	ø	Spouse		
	City:		Name:	Ø	Û
	Telephone Number:		Date of Birth:		
	Primary Emergency Contact				
	Street Name: 1	1			
	City: 1				
	State: 1 Telenhope Number: 4				
	Work Address				
	Street Name:	2 fi			
	City:				
	State:				
	Telephone Number:				

PLEASE NOTE

You will need each individual's Social Security number and date of birth to add him or her as a dependent or beneficiary.