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

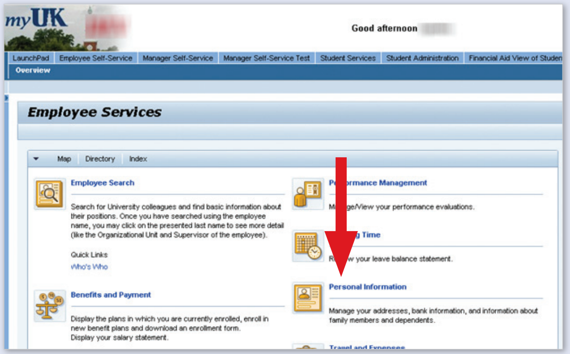
Employees may choose to enroll using paper forms. To access printer-friendly enrollment forms, visit www.uky.edu/HR/OE. You may also pick up printed forms in person at 112 Scovell Hall.

Adding new dependents or beneficiaries

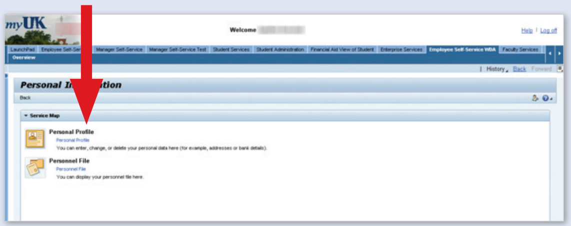
Your current dependents/beneficiaries automatically appear within ESS.

<u>If you are adding a dependent or beneficiary to your UK benefit plans for the first time</u>, 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.

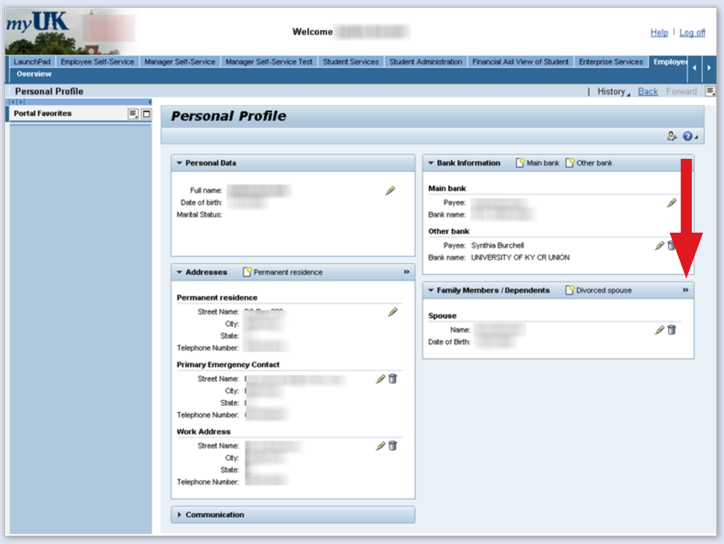
1. First, click "Employee Self-Service" tab, then click "Personal Information" link.



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



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.



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.