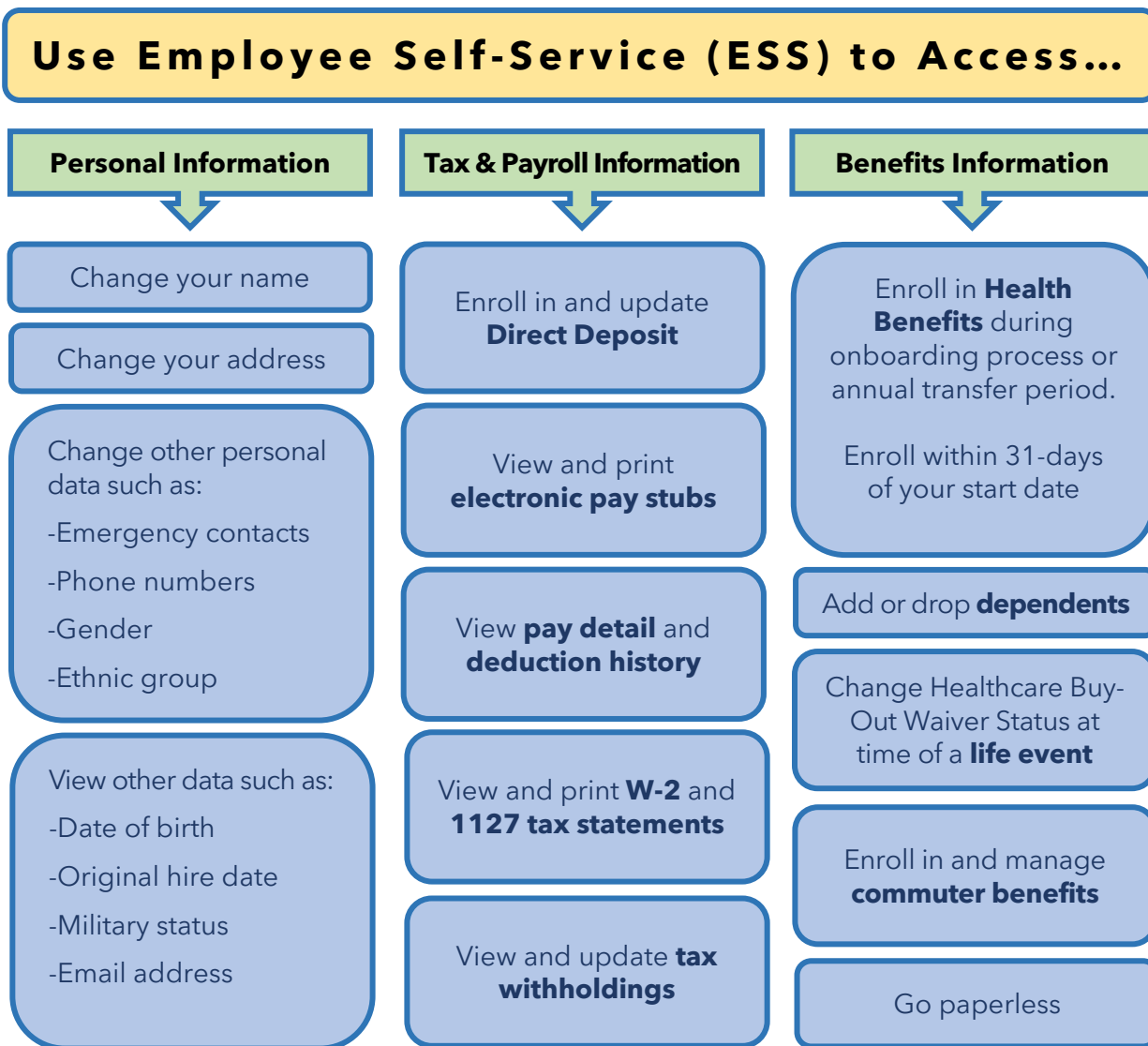Congratulations! Welcome to NYCHA.

You can access the **NYCAPS Employee Self-Service (ESS)** site to view or change your personal, benefits, or tax and payroll information. To log on ESS, you will need your NYCHA Employee Reference Number.

To request this important number, please email your full name, Kronos ID number, and for added security, the last four digits of your Social Security number: HR.UserID@nycha.nyc.gov.

Use Employee Self-Service (ESS) to Access…

Personal Information

Change your name

Change your address

Change other personal data such as:

-Emergency contacts

-Phone numbers

-Gender

-Ethnic group

View other data such as:

-Date of birth

-Original hire date

-Military status

-Email address

Tax & Payroll Information

Enroll in and update **Direct Deposit**

View and print **electronic pay stubs**

View **pay detail** and **deduction history**

View and print **W-2** and **1127 tax statements**

View and update **tax withholdings**

Benefits Information

Enroll in **Health Benefits** during onboarding process or annual transfer period.

Enroll within 31-days of your start date

Add or drop **dependents**

Change Healthcare Buy-Out Waiver Status at time of a **life event**

Enroll in and manage **commuter benefits**

Go paperless

When can I access Employee Self-Service?

- ESS is not available 24/7.

- Brief maintenance windows occur weekday evenings and some weekends.

How do I access Employee Self-Service?

- To access ESS outside of a City office, use: http://nyc.gov/ess.

- Log in using your User ID and Password.

NYCAPS

User ID:
Password:
Sign In
Forgot your password?

What is my ESS User ID?

Your NYCHA Employee Reference Number is your ESS User ID. The instructions on how to attain this number is on Page 1.

What is my Password?

Your Initial Password consists of the last 2 digits of your SSN, underscore, the first 3 letters of your birth month (must be upper case), your birth day including the leading zero, and your birth year (i.e. the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99_JAN011910).

Need help logging into Employee Self Service?

Please contact: NYCAPS Central 212.487.0500

Steps for Enrolling in Health Benefits for Hires or Rehires
Enrollment must be completed within 31 days from the date of hire

1. Log into ESS http://www.nyc.gov/ess. Enter UserID and password.)

2. You should see all the available options. If not, select Employee Self Service located on top to display menu options.

3. Select Health Benefits to view Benefit menu options

4. Select Health Benefits Enrollment to enroll in benefits; the Health Benefits Enrollment Page displays your Event and status.

5. Click Select to initiate your enrollment for the New Hire Enrollment. The event Status will indicate:
   a. Open–you have not submitted an election for this event and it is ready for data entry.
   b. Pending-you have entered selections where you must submit supporting documentation to Human Resources Employee Benefits.
   c. Submitted–your pending entry has been approved.

6. Your Enrollment Summary will indicate No Coverage.
   a. Click **Edit** to select your new health benefit coverage. A listing of plan options will be displayed specific to your eligibility. Click the scrollbar to view all plan options. Click the plan name link to be directly connected to the plan's website.
   b. Click the **Waive** button to decline being enrolled in a health plan.

7. Click the radio button next to the plan name to select your health plan.
   a. If you are electing an Employee ONLY coverage, click Continue and go to Step 8.
   b. If you are enrolling a dependent, click the Add/Review Dependents which will display all individuals currently eligible to be your dependents. Refer to the Summary Program Description booklet at www.nyc.gov/hbp for information on who is eligible as a dependent.
   c. Click Add a Dependent in your health plan. Enter your dependent's personal information. All fields with an Asterisk (*) are required. If enrolling a spouse, for Marital status date, enter marriage date.
   d. Upon entering all dependent's personal information, click Save. A confirmation page will display noting that your new dependent's personal information has been saved. Your dependent(s) are only stored at this point. You must continue the process to enroll your dependent in your health plan.
   e. Click OK.
   f. The Enrollment Dependent Summary page will display, review your dependent's personal information. Use the Edit button to edit your dependent's information.
   g. If enrolling multiple dependents, repeat steps 7a to 7d for each dependent. Once you have added all dependents, click Enrollment Dependent Summary and select Return to Event Selection to return to the Health Benefits Enrollment Page to enroll your dependents in your health plan.
   h. Scroll to bottom of the page, click Enroll box to enroll your dependent and click Continue button.

8. You can now view a summary of your election. Click the OK button to store your selections.

9. Your health plan coverage will be displayed along with the cost per pay period.

10. Click Submit to process your selection.

11. Carefully read the Employee Certification to understand the terms and conditions of your health coverage; click Submit to finalize your enrollment election.

12. Your benefit choices have been successfully submitted, click OK NOTE: If enrolling dependent(s), your election will be placed in a Pending Status until supporting documentation is emailed to HR.Benefits@nycha.nyc.gov; and processed by Human Resources Employee Benefits. The documentation must include your name and ID#. If the Benefits Summary does not reflect your new enrollment changes, this means that your changes have not yet been approved.

LIFE EVENTS

Add Newborn Dependent
Addition must be completed within 31 days of the date of birth.
If the newborn is older than 31 days, please contact 212-306-8000 (select Option #1).

1. Log in to ESS (www.nyc.gov/ess. Enter UserID and password.)
2. You should see all available options. If not, select Employee Self Service on top to display menu options.
3. Select Benefits Link
4. Select Life Events
5. Select Add Dependent
6. In the Effective Date of Event field, enter the child's date of birth
7. For the Qualifying Event Type select birth; click on the Submit My Event button
8. Review your information carefully and ensure that the Life Event Type and Event /Effective date are accurate.
9. Your event is now ready for data entry. Click on the Go to My Enrollment Event. -- The Health Benefits Enrollment Page displays your Event and status.
10. Click Select to initiate your enrollment for the Event of Family Status Change – The event Status will indicate:
    a. Open-you have not submitted an election for this event, and it is ready for data entry
    b. Pending-you have entered selections where you must submit supporting documentation to NYCHA Health Benefits
    c. Submitted-your pending entry has been approved
11. Your Enrollment Summary will indicate your current Coverage. Click Edit to add dependent to health plan.
12. Your current plan will be displayed. If you already have dependents, a listing showing their names, relationship and if currently enrolled will appear. Those covered are indicated by a check mark next to their name.
13. Click the Add/Review Dependents button to add your child in your health plan. If you have questions regarding who is eligible as a dependent, refer to the Summary Program Description. Go to http://www.nyc.gov/hbp.
14. Click the Add a Dependent link to add your child in your health plan. Enter your dependent's personal information. All fields with an Asterisk (*) are required.
    Note: If your child's social security number has not yet been issued, leave blank. However, it must be provided to HR Health Benefits when available.
15. Upon entering all dependent's personal information, click Save. A confirmation page will be displayed noting that your new dependent's personal information has been saved successfully. Your dependent(s) are only stored at this point. You must continue the process to enroll your dependent in your health plan.
16. Click OK to continue and review your dependent's information. The Dependent Personal Information page will display your new dependent's personal information. Use the Edit button to review and edit your dependent's information. If enrolling multiple dependents, repeat these steps for each dependent.
17. Once you have added all dependents, click the Enrollment Dependent Summary link and select Return to Event Selection link to return to the Health Benefits Enrollment Page to enroll your dependents in your health plan.
18. Click a Check Mark in the Enroll box in order to enroll your dependent and click the continue button.
19. You can now view a summary of your election. Click the OK button to store your selections.
20. Your health plan coverage will be displayed along with the cost per pay period.
21. Click the submit button to process your selection.
22. Carefully read the Employee Certification in order to understand the terms and conditions of your health coverage; click Submit to finalize your enrollment election.
23. Your benefit choices have now been successfully submitted, click OK
24. Your election will be placed in a Pending Status until supporting documentation is emailed to HR.Benefits@nycha.nyc.gov; and processed by Human Resources Employee Benefits. The documentation must include your name and ID.

    Note: If the Benefits Summary does not reflect your new enrollment changes, this means that your changes have not yet been approved.

Add Spouse

Enrollment must be completed within 31 days of the date of marriage.
If the marriage is older than 31 days, please contact 212-306-8000 (select Option #1).

1. Log in to ESS (www.nyc.gov/ess. Enter UserID and password.)

2. You should see all available options. If not, select Employee Self Service on top to display menu options.

3. Select Benefits Link.

4. Select Life Events.

5. Select Add Dependent.

6. In the Effective Date of Event field, enter the date of the Marriage.

7. For the Qualifying Event Type select Marriage.

8. Click on the Submit My Event button.

9. Review your information carefully and ensure the Life Event Type and Event /Effective date are accurate.

10. Your event is now ready for data entry. Click on the Prepare My Enrollment Event. The Health Benefits Enrollment Page displays your Event and status.

11. Click Select to initiate your enrollment for Event of Family Status Change – The event Status will indicate:

    a. Open-you have not submitted an election for this even and it is ready for data entry

    b. Pending-you have entered selections where you must submit supporting documentation to NYCHA Health Benefits

    c. Submitted-your pending entry has been approved

12. Your Enrollment Summary will indicate your current Coverage. Click the Edit button to add the dependent to your health plan.

    Note: If you click on the I Have No Changes button, you are choosing not to make an enrollment change

13. Your current plan will be displayed. If you already have dependents, a listing showing their names, relationship and if currently enrolled will appear. Those covered indicated by check mark next to names.

14. Click the Add/Review Dependents button to add your spouse in your health plan. If you have questions regarding who is eligible as a dependent, refer to the Summary Program Description. Go to http://www.nyc.gov/hbp.

15. Click the Add a Dependent link to add your spouse in your health plan. Enter your dependent's personal information. All fields with an Asterisk (*) are required.

16. Upon entering your dependent's personal information, click Save. A confirmation page will be displayed noting that your new dependent's personal information has been saved successfully. Your dependent(s) ore only stored at this point. You must continue the process to enroll your dependent in your health plan.

17. Click the OK to continue and review your dependent's information. The Dependent Personal Information page will display your new dependent's personal information. Use the Edit button to review and edit your dependent's information. If enrolling multiple dependents, repeat these steps for each dependent.

18. Once you have added all your dependents, click the Enrollment Dependent Summary link and select Return to Event Selection link to return to the Health Benefits Enrollment Page to enroll your dependents in your health plan.

19. Click a Check Mark in the Enroll box in order to enroll your dependent and click the continue button.

20. You can now view a summary of your election. Click the OK to store your selections.

21. Your health plan coverage will be displayed along with the cost per pay period.

22. Click the submit button to process your selection.

23. Carefully read the Employee Certification in order to understand the terms and conditions of your health coverage; click Submit to finalize your enrollment election.

24. Your benefit choices have now been successfully submitted, click OK

25. Your election will be placed in a Pending Status until supporting documentation is emailed to HR.Benefits@nycha.nyc.gov; and processed by Human Resources Employee Benefits. The documentation must include your name and ID. Note, if the Benefits Summary does not reflect your new enrollment changes, this means that your changes have not yet been approved.

Drop Dependent–Divorce

1. Log in to ESS (www.nyc.gov/ess. Enter UserID and password.
2. You should see all available options. If not, select Employee Self Service on top to display menu options.
3. Select Benefits Link
4. Select Life Events
5. Select Drop Dependent
6. In the Effective Date of Event field, enter the date of the Divorce
7. For the Qualifying Event Type select Divorce

   Note: When dropping spouse, the change must be completed within 31 days of the date of the divorce. If the divorce is older than 31 days, please contact xx .
8. Click on the Submit My Event button
9. Review your information carefully and ensure that the Life Event Type and Event /Effective date are accurate. Click on the Prepare My Enrollment Event.
10. Your event is now ready for data entry. Click on the Go to My Enrollment Event. -- The Health Benefits Enrollment Page displays your Event and status.
11. Click Select to initiate your enrollment for the Event of Family Status Change – The event Status will indicate:
    a. Open-you have not submitted an election for this even and it is ready for data entry
    b. Pending-you have entered selections where you must submit supporting documentation to NYCHA Health Benefits
    c. Submitted-your pending entry has been approved
12. Your Enrollment Summary will indicate your current Coverage. Click the Edit button to remove your spouse from your health plan.
13. Note: If you click on the I Have No Changes button, you are choosing not to make an enrollment change
14. Your current plan will be displayed. If you already have dependents, a listing showing their names, relationship and if currently enrolled will appear. Those covered are indicated by a check mark next to their name. Click to Uncheck the box next to your former spouse's name.
15. Click continue to update your dependent's disenrollment. Note: Your former spouse will be classified as Ex-Spouse.
16. You can now view a summary of your election. Click the OK button to store your selections.
17. Your health plan coverage will be displayed along with the cost per pay period.
18. Click the submit button to process your selection.
19. Carefully read the Employee Certification to understand the terms and conditions of your health coverage.
    a. IF you are not ready to submit your elections, click Cancel button; no enrollment action will be taken.
    b. IF you are ready to submit and finalize your enrollment election, click Submit
20. Your benefit choices have now been successfully submitted, click the OK button
21. Your election will be placed in a Pending Status until supporting documentation is emailed to HR.Benefits@nycha.nyc.gov; and processed by Human Resources Employee Benefits. The documentation must include your name and ID. Note: If the Benefits Summary does not reflect your new enrollment changes, this means that your changes have not yet been approved.

Change Waiver Status Due to Loss of Other Coverage

1. Log in to ESS (http://www.nyc.gov/ess. Enter UserID and password.)
2. You should see all available options. If not, select Employee Self Service on top to display menu options.
3. Select Benefits Link
4. Select Life Events
5. Select Change Waiver Status
6. In the Effective Date of Event field, enter the loss coverage date
7. For the Qualifying Event Type select Enroll Off Waiver

   Note: This action must be completed within 31 days of the qualifying event. If this action is not completed timely, you will not be able to change benefits election until the next Transfer Period.
8. Click on the Submit My Event button
9. Review your information carefully and ensure that the Life Event Type and Event /Effective date are accurate. To prepare your event for enrollment, click on the Prepare My Enrollment Event.
10. Your event is now ready for data entry. Click on the Go to My Enrollment Event. The Health Benefits Enrollment Page displays your Event and status.
11. Click Select to initiate your Enroll off Waiver Enrollment – The event Status will indicate:
    a. Open-you have not submitted an election for this even and it is ready for data entry
    b. Pending-you have entered selections where you must submit supporting documentation to NYCHA Health Benefits
    c. Submitted-your pending entry has been approved
12. Your Enrollment Summary will indicate Waiver. Click the Edit button to choose your new health plan.
13. Note: If you click I Have No Changes button, you are choosing not to make an enrollment change
14. A listing of plan options will be displayed specific to your eligibility. Click the scrollbar to view all plan options. Click the plan name link to be directly connected to the plan's website.
15. Click the radio button next to the plan name to select your new health plan.
    a. If you are electing an Employee ONLY coverage, click the Continue Button and go to Step 16
    b. If you are enrolling a dependent, click the Add/Review Dependents button which will display all individuals currently eligible to be your dependents. This may include dependents that may not be currently covered but are still eligible. Those covered indicated by a check mark next to their name.

       If you have questions regarding who is eligible as a dependent, refer to the Summary Program Description. Go to NYCHA Connect, HR, Health Insurance Rates, click on Summary Plan Description.

       Click the Add a Dependent link to enroll your dependent(s) in your health plan. Enter your dependent's personal information. All fields with an Asterisk (*) are required.

       If enrolling a spouse, for the Marital status date, enter your marriage date.

       Upon entering all dependent's personal information, click Save. A confirmation page will appear noting your new dependent's personal information has been saved successfully. Your dependent(s) are only stored at this point. You must continue the process to enroll your dependent.

       Click the OK button to continue and review your dependent's information.

       The Enrollment Dependent Summary page will display your dependent's personal information. Use the Edit button to review and edit your dependent's information.

       If enrolling multiple dependents, repeat these steps for each dependent. Once you have added all your dependents, click the Enrollment Dependent Summary link and select Return to Event Selection link to return to the Health Benefits Enrollment Page to enroll your dependents in your health plan.

       Click a Check Mark in the Enroll box in order to enroll your dependent and click the continue button.

Change Waiver Status due to Loss of Other Coverage (Cont'd)

16. You can now view a summary of your election. Click the OK button to store your selections.

17. Your health plan coverage will be displayed along with the cost per pay period.

18. Click the submit button to process your selection.

19. Carefully read the Employee Certification to understand terms and conditions of health coverage

    a. IF you are not ready to submit your elections, click the Cancel button, no enrollment action will be taken.

    b. IF you are ready to submit and finalize your enrollment election, click Submit.

20. Your benefit choices have now been successfully submitted, click the OK button.

21. If enrolling dependent(s), your election will be placed in a Pending Status until supporting documentation is emailed to HR.Benefits@nycha.nyc.gov; and processed by Human Resources Employee Benefits. The documentation must include your name and ID. If the Benefits Summary does not reflect your new enrollment changes, this means that your changes have not yet been approved.