

EMPLOYEE SELF SERVICE LOGIN

Quick access to your personal, pay, tax, and benefits information

Accessing ESS from home or Work	http://cityshare.nycnet/ess or www.nyc.gov/ess
User ID	This is your seven-digit Employee ID number which can be found on your pay stub in the box called Reference #; or go to NYCHA Connect, HR, My Pay (NYCAPS).
First Time Logging in	<ul style="list-style-type: none"> • Enter your User ID • Password - Your initial password consists of the last two digits of your social security number, _ (underscore), the first three letters of your birth month (uppercase), your birth day, and your birth year. • Example - employee with SSN XXX-XX-XX99 and a birthdate of January 01, 1910 would be 99_JAN011910
Return User	<ul style="list-style-type: none"> • Log in using your ESS User ID and Password. • Select Sign in
Forgot your User ID and/or Password?	<ul style="list-style-type: none"> • Click the "Forgot Your Password?" link to reset your password. • If you continue to have issues, contact NYCAPS Central at employeesupport@dcas.nyc.gov.
Health Plan Summary	Select Benefits → Benefits Information → Health Plan Summary

What You Can Do in Employee Self Service

View	Add/Update	Submit Pending Human Resources Approval
Personal	Emergency Contact Information	Name Change
Pay Stub	Personal Email Address	Life Events
W2 Form Earnings & Withholdings	Ethnic Group	
1127 Form	Tax Withholdings	
1095-C Form	Address Change	
Health Plan & Dependent Information	Commuter Benefits	
Pension Membership Information	IRA Deductions	
Verification Letters	529 College Savings Plan Deductions	
Leave Statements	Treasury Direct Deductions	
	Health Plan Dependent Information	
	Recruiting Activities	

Life Events

Life Event	Effective/Event Date	Documentation Required
Marriage	Date of Marriage	Copy of Marriage Certificate
Birth	Date of Birth	Copy of Birth Certificate
Adoption	Date of Adoption	Copy of Adoption Paperwork
Loss of Other Coverage	Date of Loss of Coverage	Proof of Loss of Other Coverage

Change in Waiver Status

Life Event	Effective/Event Date	Documentation Required
Elect Waiver	Date of gain of Coverage	Proof of gain of coverage
Elect Buyout Waiver	Date of Buyout Enrollment	Medical Spending Conversion form
Enroll Off Waiver	Date of loss of coverage	Proof of Loss of Coverage

HIRES OR REHIRES

Enrollment must be completed within 31 days from the date of hire.

1. Log into ESS (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
 - Open – You have not submitted an election for this event and it is ready for data entry
 - Pending – You have entered selections where you must submit supporting documentation to Human Resources Employee Benefits
 - Submitted – Your pending entry has been approved
6. Your Enrollment Summary will indicate No Coverage.
 - 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.
 - 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
 - If you are electing an Employee ONLY coverage, Click Continue and go to Step 8
 - 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.
 - a. 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 the Marital status date, enter your marriage date.
 - b. 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.
 - c. Click **OK**.
 - d. The Enrollment Dependent Summary page will display, review your dependent's personal information. Use the **Edit** button to edit your dependent's information.
 - e. If enrolling multiple dependents, repeat steps 7.a. to 7.d. 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.
 - f. Scroll to the bottom of the page, Click **Enroll** box to enroll your dependent and click the **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 HRBenefits@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.

EXPERIENCE A LIFE EVENT -- Add Newborn Dependent

Enrollment must be completed within 31 days of the date of birth.

If the newborn is older than 31 days, please contact 212-306-8000.

1. Log in to ESS (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 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:
 - Open – You have not submitted an election for this event, and it is ready for data entry
 - Pending – You have entered selections where you must submit supporting documentation to NYCHA Health Benefits
 - Submitted – Your pending entry has been approved
13. Your Enrollment Summary will indicate your current Coverage. Click the Edit button to add the dependent to your health plan.
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.
15. 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 www.nyc.gov/hbp.
16. 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.
17. 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.
18. 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.
19. 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.
20. Click a Check Mark in the Enroll box in order to enroll your dependent and click the continue button.
21. You can now view a summary of your election. Click the OK button to store your selections.
22. Your health plan coverage will be displayed along with the cost per pay period .
23. Click the submit button to process your selection.
24. Carefully read the Employee Certification in order to understand the terms and conditions of your health coverage; Click Submit to finalize your enrollment election.
25. Your benefit choices have now been successfully submitted, Click OK
26. Your election will be placed in a Pending Status until supporting documentation is emailed to HRBenefits@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.

EXPERIENCE A LIFE EVENT -- Adding Spouse

Enrollment must be completed within 31 days of the date of the marriage.

If the marriage is older than 31 days, please contact 212-306-8000.

1. Log in to ESS (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 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 that 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 the Event of Family Status Change – The event Status will indicate
 - Open – You have not submitted an election for this even and it is ready for data entry
 - Pending – You have entered selections where you must submit supporting documentation to NYCHA Health Benefits
 - 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 are indicated by a check mark next to their name.
27. 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

www.nyc.gov/hbp.

14. 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.
15. 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) are only stored at this point. You must continue the process to enroll your dependent in your health plan.
16. 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.
17. 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.
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 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 HRBenefits@nycha.nyc.gov; and processed by Human Resources Employee Benefits. The documentation must include your name and ID. 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.

EXPERIENCE A LIFE EVENT

Drop Dependent Divorce

1. Log in to ESS (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 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 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
12. Your Enrollment Summary will indicate your current Coverage. Click the Edit button to remove your spouse from 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 are indicated by a check mark next to

their name. Click to Uncheck the box next to your former spouse name.

14. Click continue to update your dependent's disenrollment.
Note: Your former spouse will be classified as Ex-Spouse
15. You can now view a summary of your election. Click the OK button to store your selections.
16. Your health plan coverage will be displayed along with the cost per pay period .
17. Click the submit button to process your selection.
18. Carefully read the Employee Certification in order to understand the terms and conditions of your 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
19. Your benefit choices have now been successfully submitted, Click the OK button
20. Your election will be placed in a Pending Status until supporting documentation is emailed to HRBenefits@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.

EXPERIENCE A LIFE EVENT

Change Waiver Status due to Loss of Other Coverage

1. Log in to ESS (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 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
 - Open – You have not submitted an election for this event and it is ready for data entry
 - Pending – You have entered selections where you must submit supporting documentation to NYCHA Health Benefits
 - Submitted – Your pending entry has been approved
12. Your Enrollment Summary will indicate Waiver. Click the Edit button to choose your new health plan.
Note: If you click on the **I Have No Changes** button, you are choosing not to make an enrollment change

28. 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
29. Click the radio button next to the plan name to select your new health plan
 - If you are electing an Employee ONLY coverage, Click the Continue Button and go to Step ???
 - 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 are 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 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.

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.

30. You can now view a summary of your election. Click the OK button to store your selections.
31. Your health plan coverage will be displayed along with the cost per pay period .
32. Click the submit button to process your selection.
33. Carefully read the Employee Certification in order to understand the terms and conditions of your health coverage
 - IF you are not ready to submit your elections, click the Cancel button, no enrollment action will be taken.
 - IF you are ready to submit and finalize your enrollment election, Click Submit
34. Your benefit choices have now been successfully submitted, Click the OK button
35. If enrolling dependent(s), your election will be placed in a Pending Status until supporting documentation is emailed to HRBenefits@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.