ESS
Employee Self Service

Contents

LOGIN

https://pembrokepinesflemployees.munisselfservice.com/login.aspx

First time logging on:
Username: Employee ID
Password: Last 4 Digits of Social Security Number

Next: ESS will redirect you to create your password.
The password must have:
10 Character
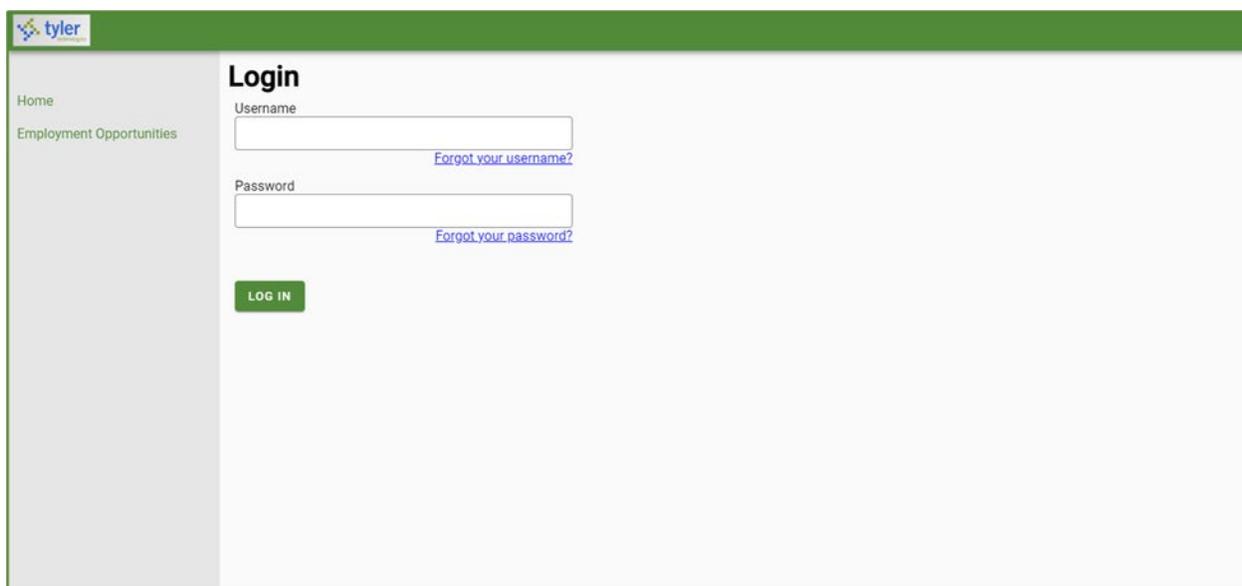1 Upper case letter
1 Lower case letter
1 Number
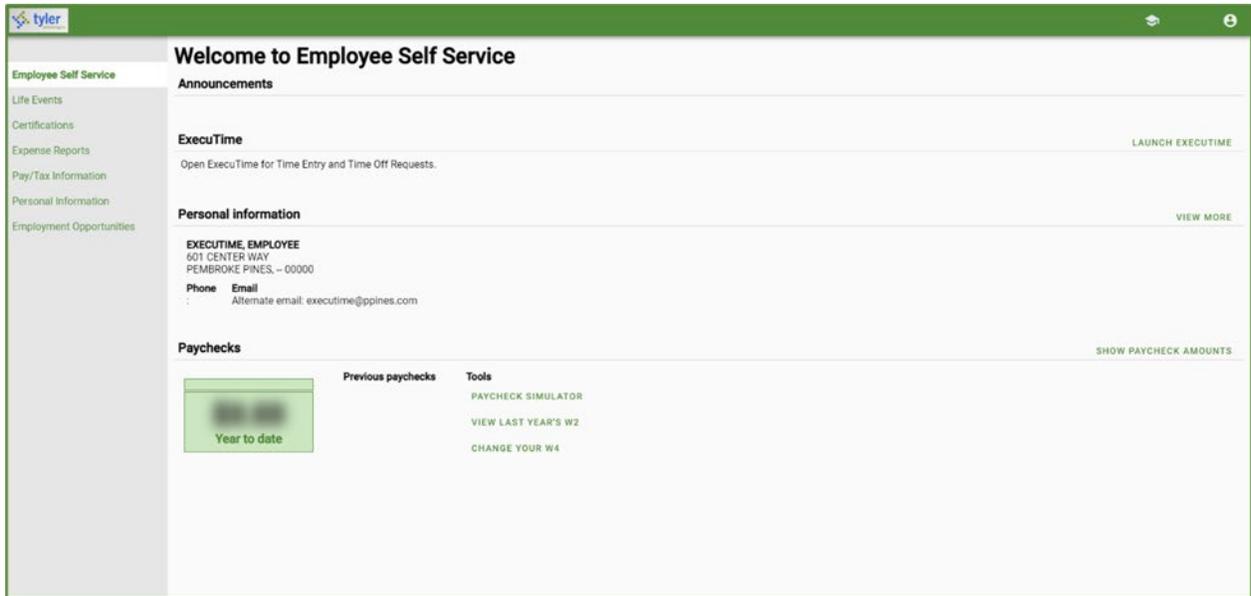1 Special Character

This password will reset every 12 months
*3 Failed Login attempts will lock the account. *

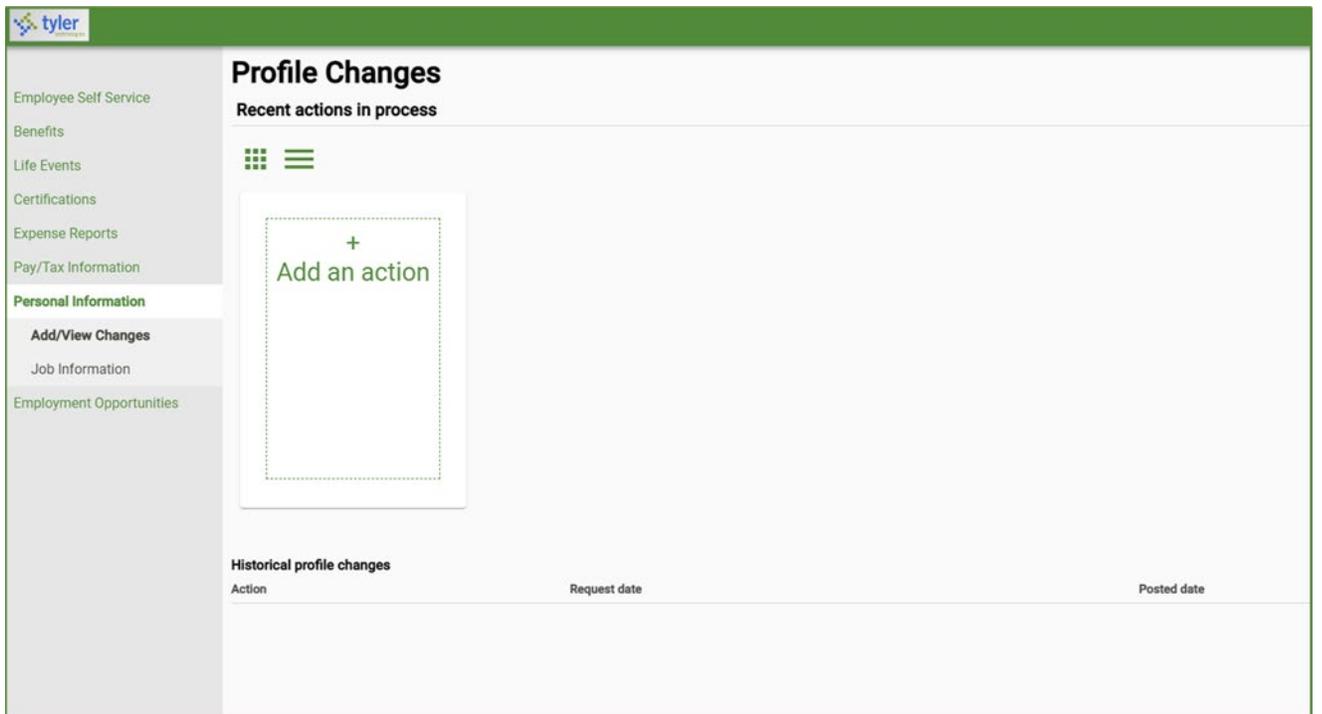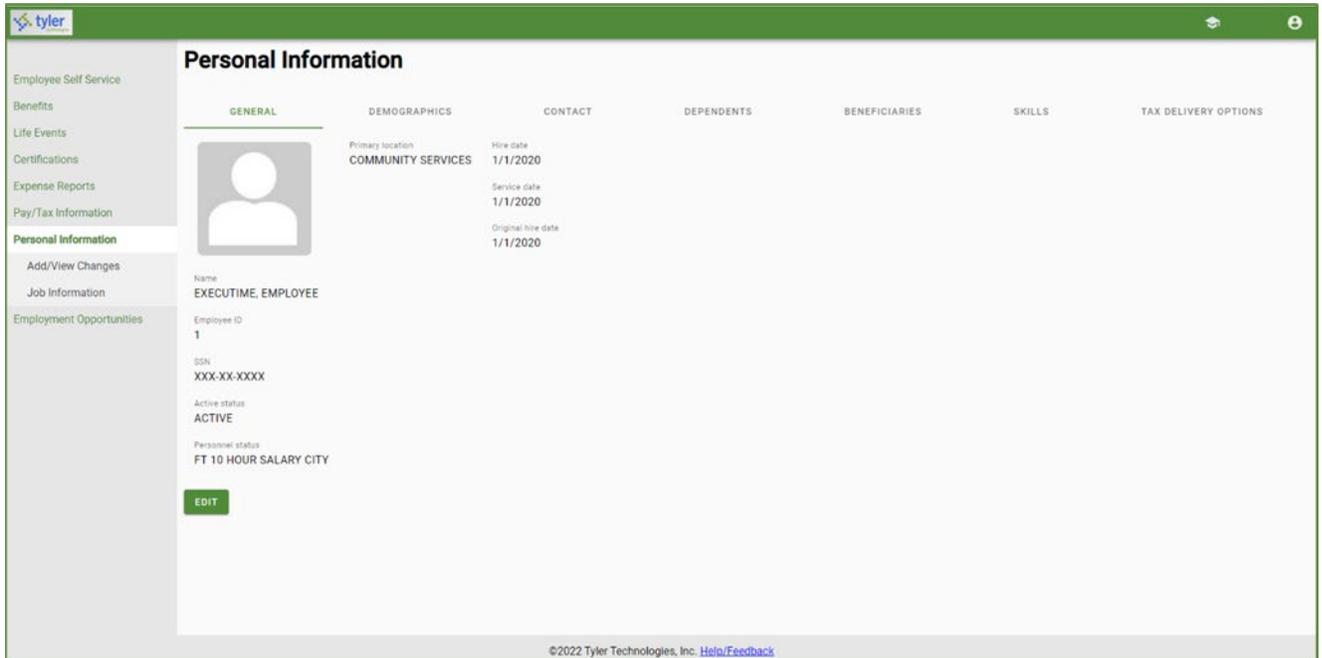Please Contact Hunter Prendes if you have any issues logging into ESS.
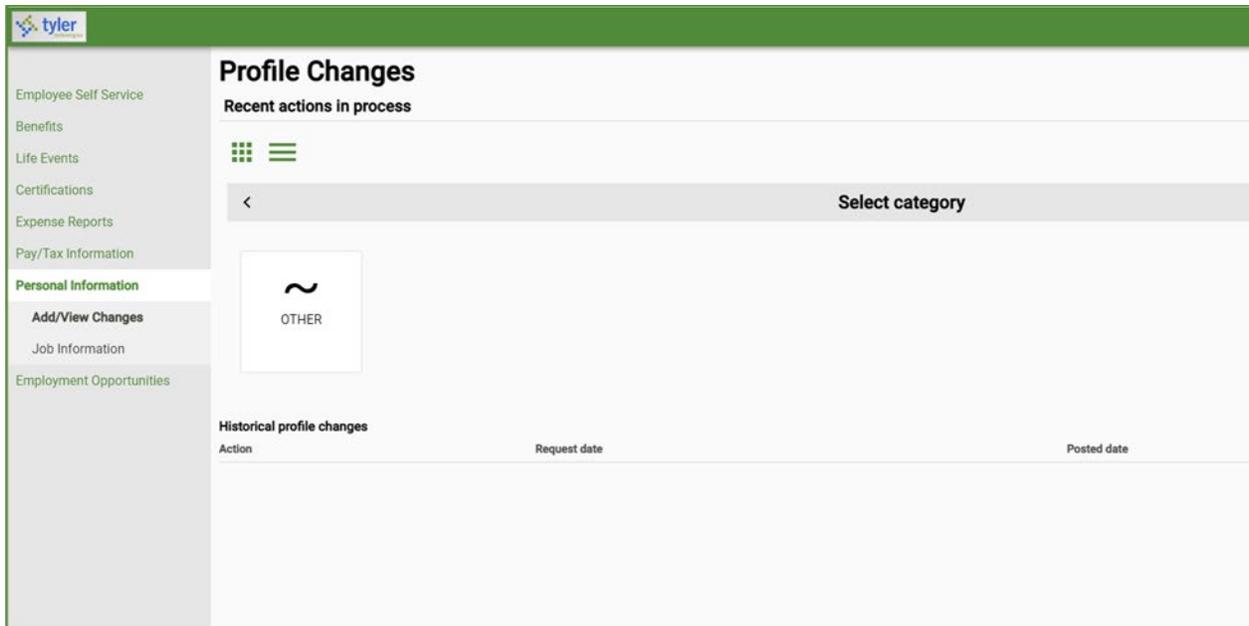hprendes@ppines.com

-A successful login should bring you to the 'Welcome to Employee Self Service Page'.
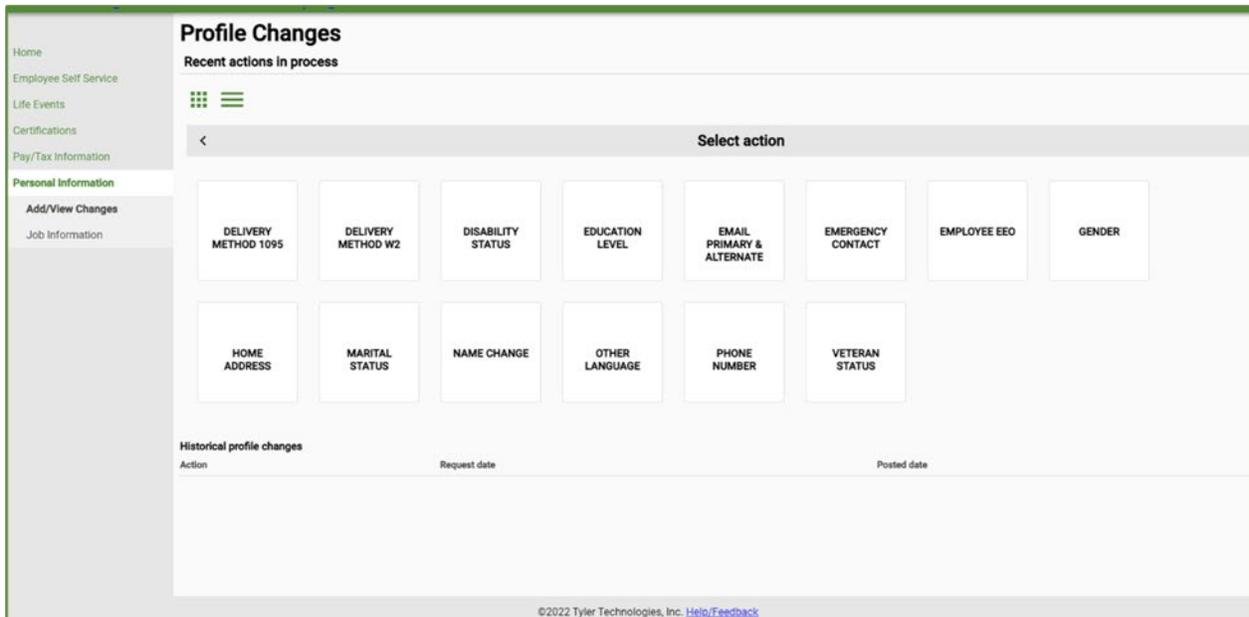
PERSONAL INFORMATION

To Change Personal Information:

-Click on **Personal Information** tab in the menu.
-Click **Add/View Changes** tab. Select **Add an Action**.

-Select **Other.**

-Select an **Action** to make changes.
-Click **Name Change.**

-Fill in **First and Last Name**.
-Click **'Choose File'** to attach appropriate documentation.

-Select a **file**.
*File must be saved as PDF when attached. *
-Click **Open**.

-File name is visible.
-Click **Submit** when completed

-After submitting, the changes will be sent to HR/Payroll for approval and final processing. Changes can be deleted and/or updated until the status shows 'Completed'.
-Under Historical Profile Changes you will be able to view all of the posted changes.
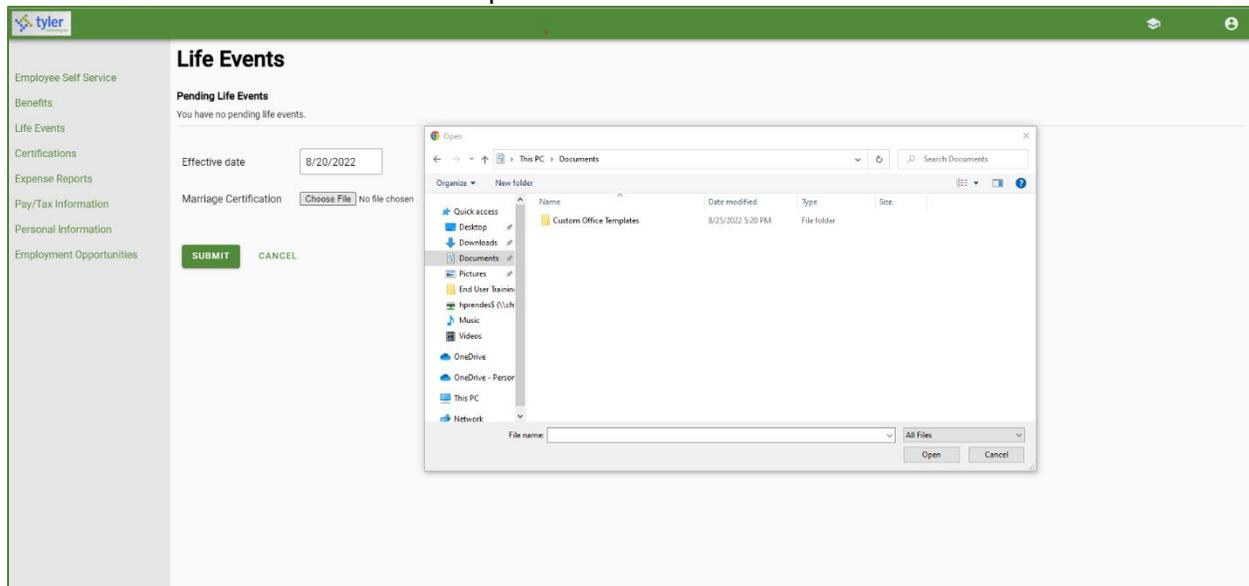
LIFE EVENTS CHANGE

Coverage changes can made if an employee has a qualifying life event. (marriage, divorce, birth of a child, etc.) Each event has a description of what documentation is required for a change.

-Click **Life Events Tab**.
-Click **Start** to select a Life Event to update.

-Please note that when adding the birth of a child you may not have the SSN. Use 999-99-9999 temporarily until you have received the child's SSN.
*Example: Select Marriage to add a Marriage.
Add an effective date (when marriage was official).
Click CHOOSE FILE. Select a file to upload. *

*Example: Please attach a PDF Document. Click **Submit** when completed. *

-Life Events are processed and waiting approval.
-Once the HR department approves, you will be instructed to make your changes in the benefits tab.
-Review the open enrollment section to learn how to select your benefits.

OPEN ENROLLMENT

Open Enrollment is the annual period in which employees can select benefits for the <u>next calendar year.</u> The Open Enrollment Period will be announced by the Human Resources Department.

-Select **Benefits Tab** to make elections to benefits.
-Employees will be able to view their existing benefits.
-Click the **open enrollment** link.

-Choose a benefits plan.
*Example: **Select** Medical.

-Benefits are organized by date of hire and type.

-Select a plan that corresponds with the employee date of hire.
-If plan requires a dependent, click **+ADD NEW DEPENDENT**. Fill out the required fields.
-Click **Continue** when selection is complete.

-After selecting benefits, the Estimated Total Cost Per Pay Period is listed at the bottom of the screen.

-Click **Continue** when satisfied with benefits selection.

-Review your enrollment. Click **Submit**.

Confirmation

✓ Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

MEDICAL
EPO PLAN 1 SURVIVOR
Pay period employee cost	**$258.77**
Pay period employer cost	$0.00
Annual employee cost	$0.00
Annual employer cost	$0.00

DENTAL
Declined

VISION
Declined

LONG TERM DISABILITY
Declined

FLEXIBLE SPENDING ACCOUNT MED
Declined

ANNUAL AMOUNTS
TOTAL EMPLOYEE COST	$0.00

PERIOD AMOUNTS
TOTAL EMPLOYEE COST	$258.77
TOTAL EMPLOYER COST	$0.00

You can now...

Navigation items: Employee Self Service, Benefits, Open Enrollment, Life Events, Certifications, Expense Reports, Pay/Tax Information, Personal Information, Employment Opportunities

-After submitting, the changes will be waiting for approval.

CURRENT BENEFITS

To view your current benefits:

-Select the **Benefits Tab.**
-Outside the Open Enrollment period you will be able to view your current benefits.

DIRECT DEPOSIT

Update direct deposit information.

-Click **Pay/Tax Information Tab**.
-Click **Direct Deposit Tab**.
-Click **Edit**.

-Enter bank information.
-Click **Save**.

Direct Deposit Accounts
The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

ADD A PERCENTAGE-BASED ACCOUNT   ADD AN AMOUNT-BASED ACCOUNT

Bank
FEDERAL RESERVE BANK

Account number
**3456

Account type
Checking

Percentage
100%

EDIT   DELETE

☑

I authorize Pembroke Pines to deposit my payroll check directly into my bank account. I understand I will receive a printed payroll check until the account information has been verified with the bank. This deposit will continue unless I make a change.

SUBMIT

Navigation menu:
- Home
- Employee Self Service
- Benefits
- Life Events
- Certifications
- **Pay/Tax Information**
  - YTD Information
  - W-2
  - 1099-R
  - 1095-B
  - 1095-C
  - W-4
  - Paycheck Simulator
  - Total Compensation
  - **Direct Deposit**
  - Payroll Calendars
- Personal Information

-Select ☑ To authorize deposit.
-Click **Submit.**