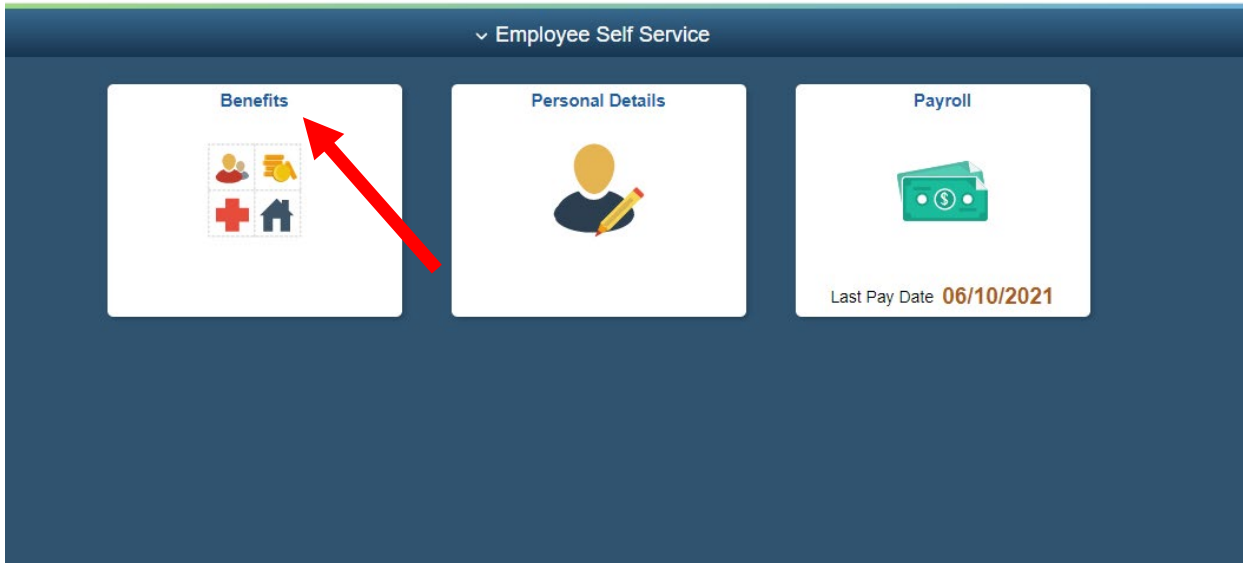


DEFERRED COMPENSATION 457B PLAN CHANGE REQUEST PROCESS

Log into the Employee Self-Service Website: <https://selfservice2.cccounty.us/>

Click on the Benefits Icon












Click on the Life and Benefit Events

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Benefits ▾ > Benefits Self Service

Benefits Self Service

Benefits Employee Self Service

 Benefits Summary Review a summary of current, past or future benefit enrollments.	 Life and Benefit Events Process Life Events for Employees. Example events include Marriage, Divorce, Having a Baby, Adoption, and Changing your Deferred Compensation Amount	 Document Upload Used to allow employee to attach documents related to Life Events
 Dependent/Beneficiary Info Review or update dependent and beneficiary information.	 Benefits Enrollment Enroll in benefits.	 Benefits Guides and Links Benefits Guides, Links, and Forms
 CVC Voucher Request Submit a Request Form for a CVC Voucher	 Dependent Verification Form VISION and DENTAL INSURANCE Required documentation for qualifying child dependent who has attained at least age 19. Complete and submit a separate form for each dependent child.	 Benefits Announcements Announcements from the Benefits Department

Click on radio button next to Change/Initiate Deferred Compensation Contribution

Life Events

Select Your Event

Review the choices and select the appropriate Event.

Employee

- Marriage
- Birth of a Child
- Adopted or Gained Legal Custody/Guardianship of a child
- Divorce or Legal Separation
- Loss of Coverage Elsewhere
- Gain of Coverage Elsewhere
- Add a Domestic Partner
- Remove a Domestic Partner
- Death of a Dependent
- Change/Initiate Deferred Compensation Contribution

[Return to Benefits Self Service](#)

[Benefits Home](#)

[Self Service Home](#)



Change Status Date

This event allows you to change the amount of your Deferred Compensation contribution.


If you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)

Enter today's date for the contribution change to be effective on next month's paycheck. All change requests must be on the 1st of the month or earlier for the change take effect on the next payroll. For instance, enter a date of 8/1 or earlier for the change to be in effect for the 8/10 paycheck. Please note that if you enter the 10th of the month, the change will NOT be in effect for that paycheck. For example, if you enter 7/10 as the date, the change will not take effect until the 8/10 paycheck.

Please note that the change must be submitted to EBSU by the end of the current month to be processed for the next 10th of the month pay.

Status Change Date

*Enter Date as Described Above 



OK

Cancel

Click on the Next button on the type right of screen

The screenshot shows the 'Change DC-457 Contribution' page. On the left is a sidebar with 'Life Events' including 'Welcome', 'Date of Change', 'Deferred Comp Contribution Change', and 'Event Completion and Exit'. The main content area is titled 'Deferred Compensation Change' and contains a text box and instructions. In the top right corner, there are navigation buttons: 'Previous', 'Next', 'Cancel', and 'Continue Later'. A red arrow points to the 'Next' button.

Click on Submit button

The screenshot shows the 'Change DC-457 Contribution' page at a later stage. The 'Date of Change' step is now selected in the sidebar. The main content area prompts the user to confirm the date and click the 'Submit' button. A date input field shows '06/08/2021'. A red arrow points to the 'Submit' button.

Click on OK button

The screenshot shows the 'Change DC-457 Contribution' page in the eBenefits system. The page title is 'Change DC-457 Contribution'. Below the title, there is a 'Birth Date' field. The main heading is 'Submit Confirmation'. A green checkmark icon is followed by the text 'The Submit was successful.'. Below this message is an 'OK' button. A red arrow points to the 'OK' button. The left sidebar shows 'Life Events' with 'Date of Change' selected. The top navigation bar includes 'Favorites', 'Main Menu', and navigation icons. The top right of the page has buttons for 'Previous', 'Next', 'Cancel', and 'Continue Later'.

Click on the Next button

The screenshot shows the 'Deferred Compensation Change' page in the eBenefits system. The page title is 'Change DC-457 Contribution'. The main heading is 'Deferred Compensation Change'. Below the heading, there is a message: 'Please confirm this is the date you want to change your deferred compensation benefits. If correct, please click on the Submit button.'. Below this message is a 'Date of Status Change' field with the value '06/08/2021'. A red arrow points to the 'Next' button in the top right navigation area. The left sidebar shows 'Life Events' with 'Date of Change' selected. The top navigation bar includes 'Favorites', 'Main Menu', and navigation icons. The top right of the page has buttons for 'Previous', 'Next', 'Cancel', and 'Continue Later'.

Click on the Start My Enrollment Button

The screenshot shows the 'Change DC-457 Contribution' page in the eBenefits system. The left sidebar contains a 'Life Events' menu with the following items: Welcome, Date of Change, Deferred Comp Contribution Change (highlighted), and Event Completion and Exit. The main content area is titled 'Benefit Enrollment' and contains the following text:

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed.

Select the 'Start My Enrollment' push button to begin your benefit enrollment.

A red arrow points to the 'Start My Enrollment' button, which is highlighted with a dashed border.

Click on the Select Button

The screenshot shows the 'Benefits Enrollment' page in the eBenefits system. The left sidebar contains the same 'Life Events' menu as the previous screenshot. The main content area is titled 'Benefits Enrollment' and contains the following text:

For Deferred Compensation Changes, the changes you make to your contribution will continue until you submit another change.

For other benefit plans you will not be permitted to add/drop coverage or make mid-year changes unless you experience a Qualifying Life Event, such as a marriage, divorce or birth of a child. (See Open Enrollment Guide for a complete list of Qualifying Events.)

The information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment. Click the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Open Benefit Events

Event Description	Event Date	Event Status	Job Title	
Deferred Compensation Chg ESS	06/08/2021	Open	Human Resources Technician	Select

After you click the "Select" button, it will take a few seconds for your benefits information to load.

A red arrow points to the 'Select' button in the table, which is highlighted with a dashed border.

Click on the Edit button next to the plan you would like to change (You will repeat this process for each plan you would like to change)

eBenefits
Change DC-457 Contribution
Previous Next

Life Events
Related Content | New

Legend

- ★ Welcome
- Date of Change
- Deferred Comp Contribution Change
- Event Completion and Exit

Benefits Enrollment

Deferred Compensation Chg ESS

Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)

Enrollment Summary

Deferred Comp Section 457	Before Tax	After Tax	Employer Cost	Edit
Current: Deferred Comp Co. Match ER85	\$225.00		85	
New: Deferred Comp Co. Match ER85	\$225.00		85	

DC Special Benefit \$25/\$150

DC Special Benefit \$25/\$150	Before Tax	After Tax	Employer Cost	Edit
Current: DC150 Spec Ben	\$25.00		150	
New: DC150 Spec Ben	\$25.00		150	

DC Roth - After Tax

DC Roth - After Tax	Before Tax	After Tax	Employer Cost	Edit
Current: DC Roth - After Tax		\$25.00	0	
New: DC Roth - After Tax		\$25.00	0	

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the County is contributing to subsidize the cost of your benefits.)

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	510.00	250.00	25.00	235.00
Your Costs	275.00	250.00	25.00	

These costs do not include certain choices that are based on variable earnings.

Save and Continue

Select the Save and Continue button to send your final choices to the Benefits Department.

Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)



Select an Option Plan

- If currently enrolled leave current plan selected and proceed to input Flat Amount
- If you would like to Waive/Stop future contribution elect the “WAIVE” option
- Then click on Update and Continue button

eBenefits ⚙ ⏪ Change DC-457 Contribution Previous Next

Life Events ⚙ ⏪ Legend New

- Welcome
- Date of Change
- Deferred Comp Contribution Change
- Event Completion and Exit

Benefits Enrollment

Deferred Comp Section 457

Section 457 Deferred Compensation plans allow you to prepare for your financial security and build your savings for retirement.

If you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)

i Your current plan is Deferred Comp Co. Match ER85 with a \$225.00 before tax contribution. You will continue with this amount if you do not make a change.

Select an Option

Deferred Comp Co. Match ER85

Deferred Comp

Waive

Contributions


Your monthly contributions should be in whole dollar amounts. Any amounts with cents (e.g., 54.12) will be rejected.

Before Tax

Flat Amount

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.



eBenefits ⊙ ⏪

Life Events ⊙ ⏪ ⏩

Legend

- ★ Welcome
- Date of Change
- Deferred Comp Contribution Change
- Event Completion and Exit

Benefits Enrollment

Deferred Comp Section 457

i Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)

Your Choice

You have chosen \$225 before-tax

Notes

Once submitted, this choice will take effect on 07/01/2021. Deductions for this choice will start with the pay period beginning 06/01/2021.

Update Elections

Discard Changes

Select the **Update Elections** button to store your choices.

Select the **Discard Changes** button to go back and change your choices.



- ★ Welcome
- Date of Change
- Deferred Comp Contribution Change
- Event Completion and Exit

Benefits Enrollment
Deferred Compensation Chg ESS

Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)

Enrollment Summary

Deferred Comp Section 457	Before Tax	After Tax	Employer Cost	Edit
Current: Deferred Comp Co. Match ER85	\$225.00		85	
New: Deferred Comp Co. Match ER85	\$225.00		85	

DC Special Benefit \$25/\$150	Before Tax	After Tax	Employer Cost	Edit
Current: DC150 Spec Ben	\$25.00		150	
New: DC150 Spec Ben	\$25.00		150	

DC Roth - After Tax	Before Tax	After Tax	Employer Cost	Edit
Current: DC Roth - After Tax		\$25.00	0	
New: DC Roth - After Tax		\$25.00	0	

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the County is contributing to subsidize the cost of your benefits.)

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	510.00	250.00	25.00	235.00
Your Costs	275.00	250.00	25.00	

These costs do not include certain choices that are based on variable earnings.

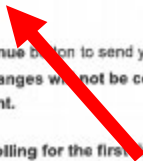
Save and Continue

Select the **Save and Continue** button to send your final choices to the Benefits Department.

Important: Your changes will not be complete until you Submit your choices to the Benefits Department.

AND if you are enrolling for the first time in Deferred Compensation, you will need to register with Empower to select your investment options and to add or change your beneficiaries.

[Empower Retirement](#)



Click on the Submit button to Authorize Elections

eBenefits ⚙ « Change DC-457 Contribution Previous Next
Life Events ⚙ ⌵ Related Content ▾ | New
Legend

- ★ Welcome
- Date of Change
- Deferred Comp Contribution Change
- Event Completion and Exit

Benefits Enrollment
Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the Submit button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualifying event such as a family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the County to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Select the **Submit** button to send your final choices to the Benefits Department.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Click on the OK button

eBenefits ⚙ « Change DC-457 Contribution Previous Next
Life Events ⚙ ⌵ Related Content ▾ | New
Legend

- ★ Welcome
- Date of Change
- Deferred Comp Contribution Change
- Event Completion and Exit

Benefits Enrollment
Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department.

To return to the Benefits Enrollment page, use the **OK** button.

Click on the Next button the top right of page to proceed to next page to complete the process

The screenshot shows the 'eBenefits' interface for 'Change DC-457 Contribution'. The left sidebar contains a 'Life Events' legend with items: Welcome, Date of Change, Deferred Comp Contribution Change, and Event Completion and Exit. The main content area is titled 'Benefits Enrollment' and includes a search box, explanatory text about enrollment, and an 'Open Benefit Events' table. The table has columns for Event Description, Event Date, Event Status, and Job Title. One row shows 'Deferred Compensation Chg ESS' with a date of '06/08/2021' and status 'Submitted'. A 'Select' button is next to the 'Job Title' field. A red arrow points to the 'Next' button in the top right corner.

Event Description	Event Date	Event Status	Job Title
Deferred Compensation Chg ESS	06/08/2021	Submitted	Technician

Click on the Complete button

END OF PROCESS

The screenshot shows the 'eBenefits' interface for 'Change DC-457 Contribution'. The left sidebar contains a 'Life Events' legend with items: Welcome, Date of Change, Deferred Comp Contribution Change, and Event Completion and Exit. The main content area is titled 'Event Completion and Exit' and contains the text: 'To finalize your Change DC-457 Contribution event, please click the Complete button below.' A 'Complete' button is centered on the page. A red arrow points to the 'Complete' button.