Employee Self Service

Overview

This spring, the university will introduce Employee Self Service (ESS) to offer a single, secure source for individuals to manage their personal information. ESS has two components:

- **eProfile**, which allows individuals to update their personal demographic information (i.e. phone number, address, race, and ethnicity). This will update information in PeopleSoft, which immediately updates campus mail, home/personal e-mail, phone, address, emergency contact information, and race/ethnicity information. Separate updates will need to be made in the Student Information System for student-related addresses. All other demographic information is shared between employee and student records; only address information needs to be updated in both eProfile and BuckeyeLink for employee-students.

- **eBenefits**: which allows individuals to enroll in and manage their benefits elections when they are eligible to make changes, such as at hire, rehire, when newly eligible, or during open enrollment. eBenefits can be used to enroll in medical, dental, and vision; flexible spending accounts (health care and/or dependent care); short-term disability; voluntary life Insurance; supplemental retirement plans; and dependent tuition assistance.

  *eBenefits* can be used to change benefit elections due to certain life events: marriage, divorce, addition of same sex domestic relationship, termination of same sex domestic relationship, birth, adoption/legal guardianship, gain or loss of other coverage. Forms will still be required for enrollment changes due to all other life events such as death.

  Faculty and staff can also view their benefit elections, change life insurance beneficiaries, and print a Summary of Benefits statement through eBenefits.

Employee Self Service:

- Puts faculty and staff in control of their data
- Meets employees’ expectations to have access to self-service capabilities
- Creates a consistent approach
- Frees up HR Business Partners to focus on strategic work
- Eliminates the need for Benefit forms to be printed, processed, and stored

Paper forms and support from human resource staff will be available for those who require assistance.

How it Works

Faculty and staff will access Employee Self Service from hr.osu.edu or OneSource and see a common home screen (see right) customized to their appointment (university or Med Center).