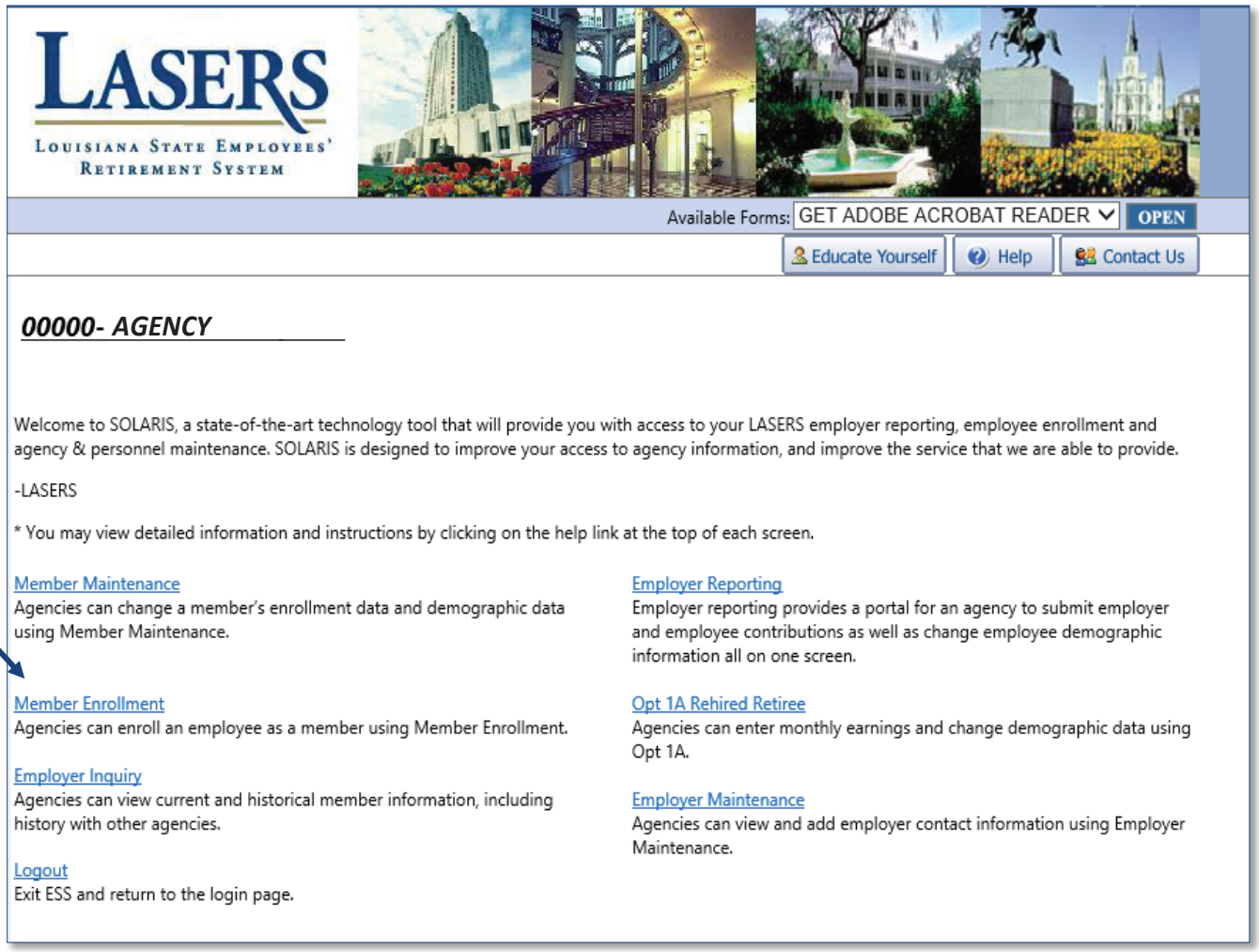
How to Enroll and Terminate Members Using ESS

The Employee Self-Service (ESS) portal is designed to guide the Human Resources Personnel Officer through the process and alert him or her if any errors exist. All agencies have access to ESS and are encouraged to utilize this system.

ENROLLING NEW AND EXISTING EMPLOYEES

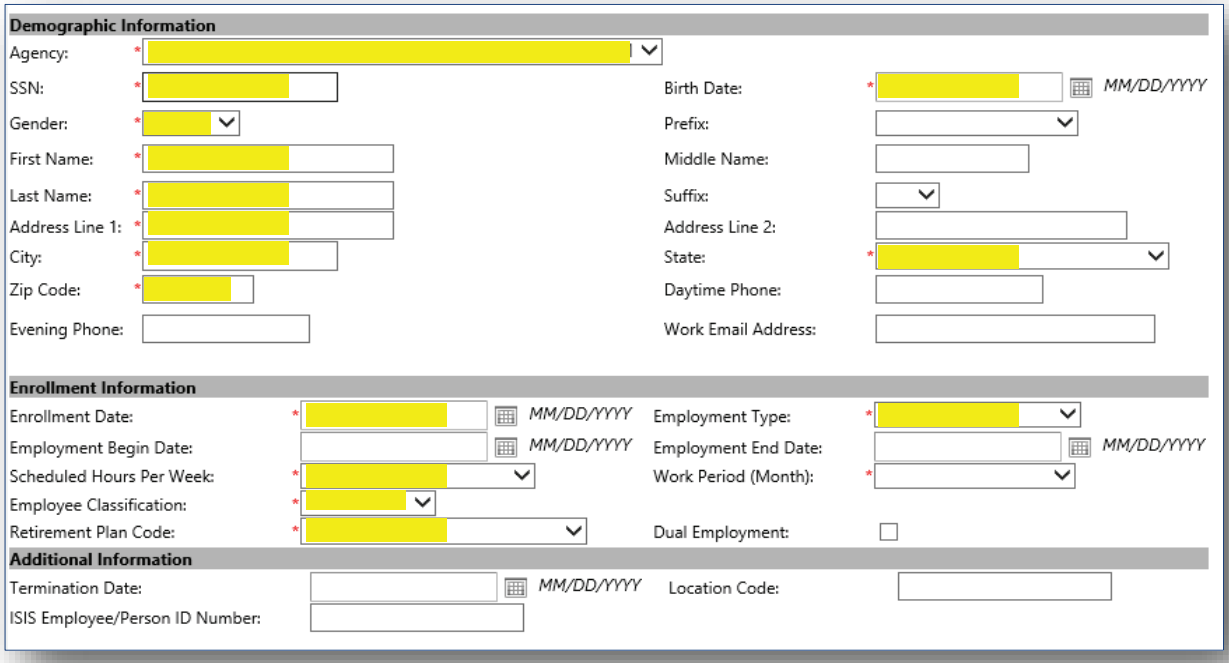
① Log into ESS - go to the LASERS website and click on the "Employers" link. Once at the Employer Portal, there is a link to ESS. Each agency has a unique agency ID and password to use when logging into the system.

② Select "Member Enrollment"

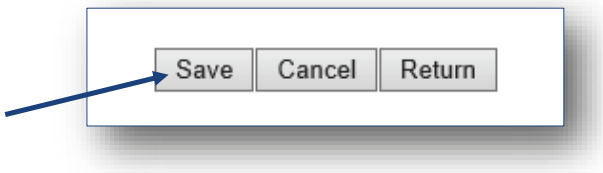


③ Complete all necessary fields (*designates a required entry)

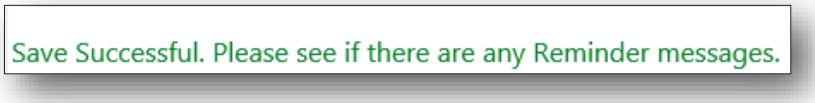
- Demographic Information – required fields in this section include the **employee's** social security number, name, gender, address and date of birth. Other fields that are not required, but provide useful information, are the employee's evening phone number and work email address.
- Enrollment Information
- Enrollment Date*— the enrollment date is the **employee's hire date**
- Employment Type*— this drop down menu lists all employment categories
- Employment Begin Date—this field is only "required" if the Employment Type field is entered as Job Appointment, Temporary, Intermediate-WAE, Restricted or Emergency. The employment begin date should be entered as the employee's hire date. **This field should not be completed if the Employment Type is Regular (Prob/Perm).**
- Employment End Date— this field is only "required" if the Employment Type field is entered as Job Appointment, Temporary, Intermediate-WAE, Restricted or Emergency. The employment end date should be entered as the *agency's intended end date for the position*, not the employee's employment expectation. **This field should not be completed if the Employment Type is Regular (Prob/Perm).**
- Scheduled Hours Per Week*— this field will determine if the employee is considered full-time or part-time
- Work Period (month)*— this field indicates the number of months that the employee works per year
- Employee Classification*— this field indicates whether the employee is Classified or Unclassified
- Retirement Plan Code*— to determine the employee's correct retirement plan, refer to the section *LASERS Membership Categories* and the flowchart *Determining a Retirement Plan* in Chapter 1 of this handbook. LASERS *Form 01-01: Membership Registration* is also a helpful guide to identifying the appropriate retirement plan for a new employee.



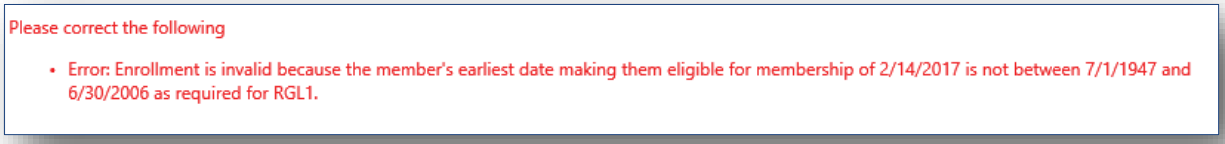
④ Select the save button



- Successful Enrollment – a message will appear that the enrollment was successful and the screen will clear for another enrollment to be entered. ***(Note: Although a reminder message may appear in red at the bottom of the screen, if the successful message appears, then the enrollment was saved.)***



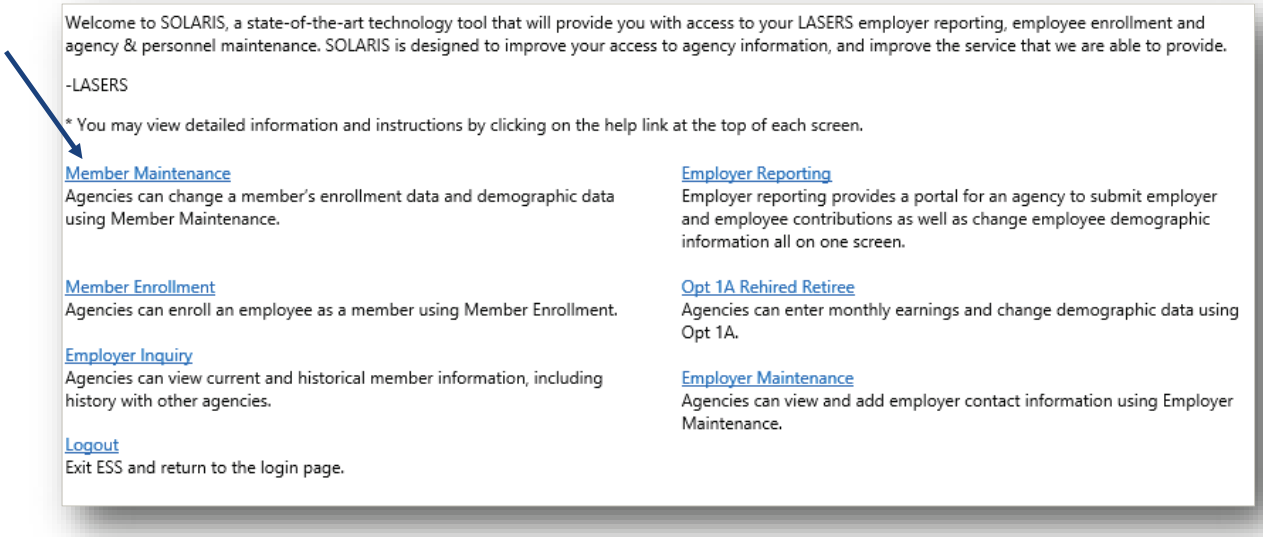
- Unsuccessful Enrollment – a red error message will appear at the top of the screen. The system will not allow the enrollment to be successfully completed until the issue is addressed and resolved.



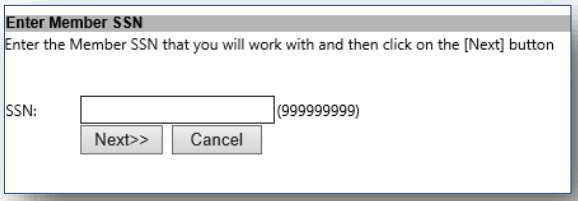
TERMINATING EMPLOYEES

① Agencies that enroll employees through ESS must also terminate employees through ESS. Log into ESS - go to the LASERS website and click on the "Employers" link. Once at the Employer Portal, there is a link to ESS. Each agency has a unique agency ID and password to use when logging into the system.

② Select "Member Maintenance"



③ Enter the employee's Social Security Number



④ Under "Enrollment Information" enter the employee's termination date and click "Save"