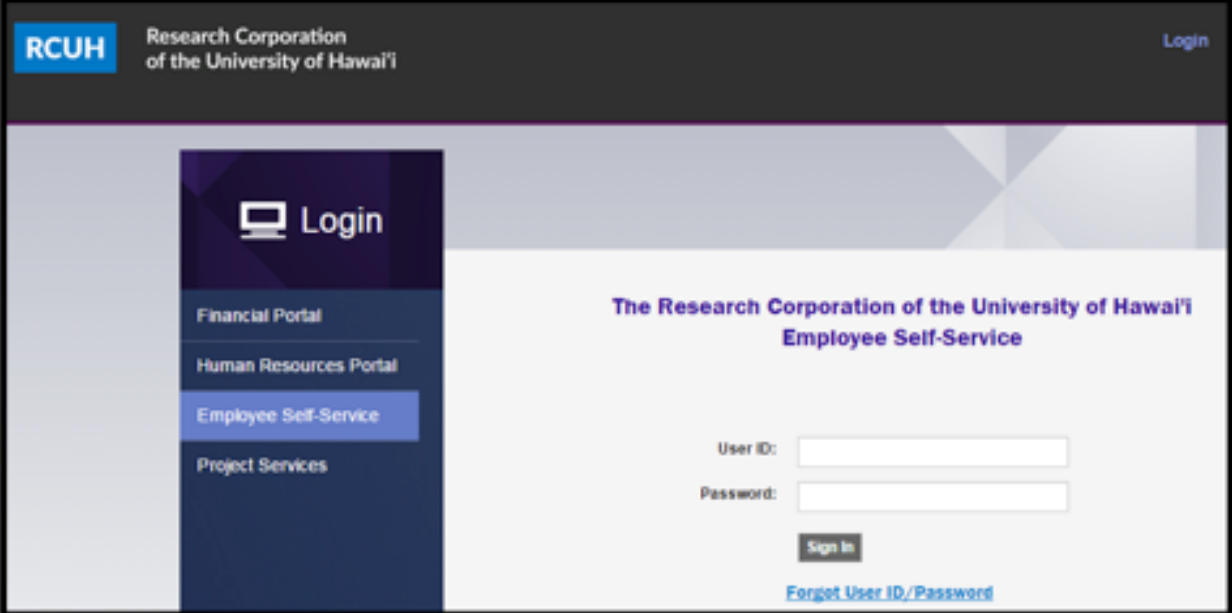


Instructions to Confirm RCUH 2018-2019 Open Enrollment

Please log in to Employee Self-Service (ESS) to view a summary of your benefits for the upcoming plan year effective **July 1, 2018** (inclusive of changes/new elections).

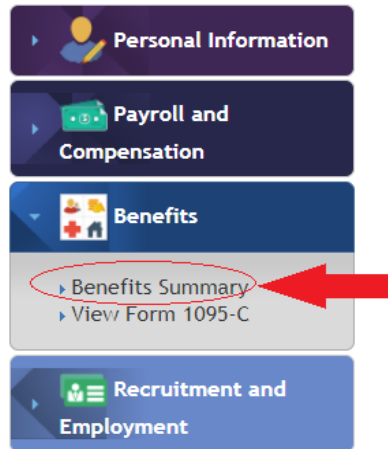
How to View your Benefits on Employee Self-Service (ESS)

- 1. Access the RCUH Employee Self-Service (ESS) system from the RCUH Homepage (www.rcuh.com)**
 - o **Forgot your User ID or Password? Click on the “Forgot User ID/Password” link**



The screenshot shows the RCUH Employee Self-Service (ESS) login page. The header includes the RCUH logo and the text "Research Corporation of the University of Hawai'i" on the left, and a "Login" link on the right. The main content area features a navigation menu on the left with options: "Login", "Financial Portal", "Human Resources Portal", "Employee Self-Service" (highlighted), and "Project Services". The right side of the page displays the title "The Research Corporation of the University of Hawai'i Employee Self-Service" and a login form with fields for "User ID:" and "Password:", a "Sign In" button, and a "Forgot User ID/Password" link.

2. View your Benefits on Employee Self-Service (ESS)
- Self Service > Benefits > Benefits Summary



3. Enter Effective Date: 07/01/2018 and click “Go” to view your changes or new elections of benefits.
4. To view your current benefits, you can use today’s date (e.g., 06/08/2018)

Benefits Summary

Employee Name

Benefits Summary is only for regular-status employees who are 50% FTE and above. If you have any questions, please contact rcuh_benefits@rcuh.com.

To view your benefits as of another date, enter the date and select Go.

Effective

Date:

Benefits Summary		
Type of Benefit	Plan Description	Coverage or Participation
Medical, Vision & Drug PreTax		Waived
Dental PreTax		Waived
Sick	Sick	180.50 Hours
Vacation	Vacation Plan B	115.50 Hours

If you are having difficulty logging in to ESS or accessing the Benefits Summary page, please contact RCUH HR Information Systems at: rcuh_is@rcuh.com.

If you have questions regarding eligibility, enrollment, or your current benefits, please contact RCUH HR Benefits at: rcuh_benefits@rcuh.com.