City of Houston
Employee Self-Service Training Guide
Table of Contents

ESS OVERVIEW ........................................................................................................................................................................... 3

SECTION OBJECTIVES..................................................................................................................................................................... 3

EMPLOYEE SELF-SERVICE OVERVIEW ........................................................................................................................................... 4

ACCESSING ESS .................................................................................................................................................................................. 4

What is a Portal? .................................................................................................................................................................................. 4

WELCOME TO THE NEW SAP EMPLOYEE SELF-SERVICE (ESS) ......................................................................................... 5

SAP Employee Self-Service Logon ..................................................................................................................................................... 6

Security .......................................................................................................................................................................................... 7

RESOLVE BASIC ISSUES .................................................................................................................................................................... 7

MY SELF ...................................................................................................................................................................................................... 9

SECTION OBJECTIVES..................................................................................................................................................................... 9

EMPLOYEE PROFILE OVERVIEW ..................................................................................................................................................... 10

PERSONAL PROFILE ........................................................................................................................................................................ 11

Edit Personal Data .......................................................................................................................................................................... 12

Adding Addresses ............................................................................................................................................................................ 12

Communications ............................................................................................................................................................................. 13

Family Members / Dependents ......................................................................................................................................................... 14

Bank Information ............................................................................................................................................................................ 15

VIEW MY DATES ............................................................................................................................................................................. 16

PAYROLL INFORMATION ................................................................................................................................................................ 17

SECTION OBJECTIVES..................................................................................................................................................................... 17

MY TIME _ KRONOS .......................................................................................................................................................................... 18

Time and Leave Statement ............................................................................................................................................................... 19

Requesting Time-OFF ................................................................................................................................................................. 19

CLOCK HELP ................................................................................................................................................................................ 20

Time Clock for Pin Punch Employees ........................................................................................................................................ 20

Time Clock for Badge Swipe Employees .................................................................................................................................... 20

Time Stamp and Quick Time Stamp Employees .......................................................................................................................... 21

KRONOS HELP ............................................................................................................................................................................... 21

COH- Electronic Time Keeping Policy ......................................................................................................................................... 21

City of Houston- Kronos Password Policy .................................................................................................................................... 22

Kronos Employee Manual ............................................................................................................................................................. 22

MY PAY .......................................................................................................................................................................................... 23

Pay Statement Overview ................................................................................................................................................................. 23

W-4 Tax Withholding ........................................................................................................................................................................ 24

W-4 Tax Form .................................................................................................................................................................................. 25
# Table of Contents

## MY BENEFITS

<table>
<thead>
<tr>
<th>Section/Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Objectives</td>
<td>27</td>
</tr>
<tr>
<td>Benefits Participation Overview</td>
<td>27</td>
</tr>
<tr>
<td>Benefits Enrollment</td>
<td>28</td>
</tr>
<tr>
<td>Open Enrollment Steps</td>
<td>29</td>
</tr>
<tr>
<td>Benefits Enrollment- Anytime Changes</td>
<td>30</td>
</tr>
<tr>
<td>Plan Information - Medical</td>
<td>31</td>
</tr>
<tr>
<td>Choice Fund Open Access Plus HRA</td>
<td>32</td>
</tr>
<tr>
<td>Limited Network</td>
<td>32</td>
</tr>
<tr>
<td>Open Access</td>
<td>33</td>
</tr>
<tr>
<td>Medical - Enrollment FAQ’s</td>
<td>33</td>
</tr>
<tr>
<td>Medical – Open Enrollment Presentation</td>
<td>35</td>
</tr>
<tr>
<td>Plan Information - Life Insurance</td>
<td>36</td>
</tr>
<tr>
<td>Voluntary Life Calculator</td>
<td>36</td>
</tr>
<tr>
<td>Insurance – Voluntary Disease Discount</td>
<td>36</td>
</tr>
<tr>
<td>Plan Information - FSA</td>
<td>37</td>
</tr>
<tr>
<td>Plan Information - Retirement</td>
<td>37</td>
</tr>
<tr>
<td>Municipal</td>
<td>37</td>
</tr>
<tr>
<td>Plan Information - Retirement</td>
<td>38</td>
</tr>
<tr>
<td>HFD</td>
<td>38</td>
</tr>
<tr>
<td>Plan Information - Retirement</td>
<td>39</td>
</tr>
<tr>
<td>HPD</td>
<td>39</td>
</tr>
<tr>
<td>Vision and Dental – Block Vision</td>
<td>39</td>
</tr>
<tr>
<td>Vision and Dental – UHC Dental</td>
<td>40</td>
</tr>
<tr>
<td>Benefit Forms</td>
<td>41</td>
</tr>
<tr>
<td>Death Benefit Term Pay</td>
<td>41</td>
</tr>
<tr>
<td>Medical History Questionnaire</td>
<td>41</td>
</tr>
<tr>
<td>Financial Dependency</td>
<td>42</td>
</tr>
</tbody>
</table>

## MY CAREER AND DEVELOPMENT

<table>
<thead>
<tr>
<th>Section/Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAR,</td>
<td>43</td>
</tr>
<tr>
<td>NeoGov</td>
<td>44</td>
</tr>
</tbody>
</table>

## GENERAL

<table>
<thead>
<tr>
<th>Section/Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY LEARNING</td>
<td>46</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>47</td>
</tr>
<tr>
<td>Wellness Program Information</td>
<td>47</td>
</tr>
<tr>
<td>Policy and Forms</td>
<td>48</td>
</tr>
</tbody>
</table>
ESS Overview

Section Objectives
At the end of this section, you should be able to:

✓ Describe SAP Employee Self-Service
✓ Understand the New Functionality
✓ Access ESS through the Portal
  - Portal Definition
  - Logon Requirement
  - Security
✓ Resolve Basic Issues
✓ Navigate in ESS
Employee Self-Service Overview

- Employee Self-Service (ESS) gives you the ability to process many of your own job-related tasks and changes to your personal information.
- It lets you easily perform such tasks as: updating personal information, viewing your salary statement, and verifying the benefits in which you are enrolled.

Accessing ESS

You access ESS through a Portal from an internal company website, which uses the power and simplicity of your Operating System (Windows) and Internet Explorer 9 or 10 browser.

*Please Note: Other browsers may work, HOWEVER the COH only supports Internet Explorer.*

*Once the system is operative,* you will be able to directly access ESS by using the following link:

https://portal.houstontx.gov

What is a Portal?

- Generally speaking, a Portal is a web-based interface that allows people and organizations to access and exchange information on line.
- Employee Self-Service and Manager’s Self-Service are key HR tools delivered thru the COH Portal.

This Portal page will appear once you have clicked on the ESS link from the City of Houston Internet Welcome page.
Welcome to the New SAP Employee Self-Service (ESS)

**Current Employee Self-Service**

The City’s current Self-Service is generally informational. Limits employee changes. Changes are managed manually leading to several opportunities for error - not to mention the process can be slow.

**New SAP Employee Self-Service**

The new SAP ESS will allow you to take ownership of your data.

**NOW:**

- You can change or Edit your Address
- You can change your Banking information.
- You can edit your W4 Information.

**Next year,** you will be able to view and print your W-2’s online!

In other words, you can change the information you need and reduce the time spent communicating with HR or Benefits.
City of Houston
Employee Self-Service Training Guide

SAP Employee Self-Service Logon

Already a COH SAP User:
1. Go to portal.houstontx.gov (Click on link for ESS)
2. Enter your City-assigned SAP user id, which is E plus your six digit employee number. (i.e., E123456)
3. Enter your current SAP password.

Never used COH SAP before:
1. Go to portal.houstontx.gov (Click on link for ESS)
2. Enter your City-assigned SAP user id which is E plus your six digit employee number. (i.e., E123456)
3. Enter your initial password. This will be a randomly assigned password sent to your COH email account. Cut and Paste this password into the Password field. This initial password will expire 14 days after the go-live date. So, if possible please login immediately. You will be prompted to change the password after entering the initial password.
4. Be sure to follow the password guidelines.

You do not have a COH Email Account:
1. Simply click on the link for the original ESS. You will see a link to get your temporary password.
2. Copy the new password (CTRL +C) and Go to portal.houstontx.gov (Click on link for ESS)
3. Enter your City-assigned ESS user id which is E plus your six digit employee number. (i.e., E123456)
4. Paste the temporary password (CTRL +V) You will be prompted to create a new password.
5. Be sure to follow the password guidelines

PASSWORD GUIDELINES

Your password must be at least eight (8) characters long.
Your password must contain at least one character from each of the following three classes:
- Lower Case Letter
- Numeric Character
- Non-alphanumeric ("special characters") such as !, #, $, etc.

Creating a "pass phrase" is one way that helps to memorize a complex password. For Example: Use lines from a childhood verse:
Verse Line: Yankee Doodle went to town
Password: Ydw2#twn  (Do Not use this, ONLY an example)
Security

For some pages you may have the ability to update information. For other pages, you may only be able to view the information without making changes.

What you are able to do in the system will be determined by your security profile which details the type and level of access you are granted. You are responsible for any system access using your User ID and Password. To protect this information always exit out of ESS when leaving your terminal.

Resolve Basic Issues

• **Clearing Cache** On the occasions when SAP is updated, you might experience difficulty in accessing ESS. When this occurs, you should **ALWAYS** clear cache prior to reporting it as a problem. Go to the Internet explorer Menu bar and follow these steps to clear your cache:
  
  Tools/Internet Options/Delete Temporary Internet files

• **Resolution Errors.** In some older computers, the lanes may appear to be overlapping. This may be caused by your screen resolution. To fix, go to: **Control Panel/ Appearance and Personalization/ Display/ Adjust Resolution/ Change the resolution to 1280 by 1024**

If you are prevented from getting into the portal due to Pop Ups. Follow these steps:

In IE, Go to Tools>Internet Options>Privacy>Settings  Then type in Houstontx.gov and click on Add
ESS Navigation

Once you have entered your credentials on the Portal page, the ESS Landing Or Home Page will open. This screen is the ESS Main Menu where all the service areas are accessed using links, tabs or buttons.

**Landing Page**

The Employee Self Service tab is where all of your services are located. SAP ESS, navigation is simple and easy with a drill down OR expandable folder portal style navigation. Each level is separated by a triangle, pointing right to signify an expandable folder or down to represent a level that has been expanded. In the left side-navigation panel, when you click the expand triangle of a folder, it opens up, displaying its sub-items, but when one clicks on the text itself, the first lviev / page under the folder is automatically triggered and opens up.
My Self

Section Objectives
At the end of this section, you should be able to:

View your Employee Profile Overview

View and Work with Services in your Personal Profile

✔ Maintain your permanent residence, mailing and emergency contact addresses.
✔ Maintain Communication data.
✔ Maintain Banking Information
✔ Display information about your family members and dependents, such as their names, date of birth and social security number

View Your Dates
Employee Profile Overview

Your Employee profile overview provides information about where you are working, telephone number, email, date of birth and your marital status. Click the Details link OR Click on Personal Profile to view or change your personal services.
The ESS Personal Profile page allows you to access a number of different services without having to click multiple links. We will explore each one in detail. But first, let's explore some of the features on this page.

1) To the left of each Service is a collapse or expand button that will allow you to limit the amount of data being viewed.

2) If you just need to change data, click on the Edit Pen to fix or change data.

3) The Add button will allow you to Add new information.

4) Edit Pen and Delete Trash will allow you to edit data or to Remove it.

Click the Edit Pen next to Personal Data
Edit Personal Data

You can view all the information, but you must contact your HR Department to make most changes. Since changes to your Name or Social Security number may have legal ramifications.

Adding Addresses

Sometimes a Mailing address is different than the Residence Address. You can add a Mailing address and an Emergency Contact address.
You can only edit fields on the Permanent Residence Address.

- You can easily add or change your telephone number at work. You can also add a private e-mail address.
Family Members / Dependents

The Family Member/Dependent information screen provides summary information about all your family members or dependents in the system. When you click the button to add a family member a box will pop up for you to select the family member. For our example we will select Spouse.

Please Note: You will need supporting documentation and the COH Benefits Division will need to be notified when you are adding new family members. Coverage is not automatic.
Bank Information

You may only Edit your Main Bank information. You may add or delete other banks. You can specify a percentage of your paycheck or a flat amount to be deposited every pay period. The COH will allow you to have up to two additional banks.

Bank Information

Bank Information comprises the banking details (such as the payee, bank account, and bank number) for different payments, such as main bank, other bank, or travel expenses.

Main bank
Name: Lulu Taylor
Bank name: JP MORGAN ELECTRONIC FIN. SERVICES

Other bank
Name: Lulu Taylor
Bank name: HOUSTON TX FIRE FIGHTERS FCU

Please be very careful when providing bank information. You are ultimately responsible for the data being correct.
View My Dates

All of your Key Employment Dates will be listed in this section.
Payroll Information

Section Objectives
At the end of this section, you should be able to:

✓ Enter Leave Information
✓ Get Time Clock Help
✓ Know where to get information on:
  ✓ COH Electronic Time Keeping Policy
  ✓ COH Kronos Password Policy
  ✓ Kronos Employee Manual
✓ View your past and present salary statements
✓ Create, change and display the information included on the W-4 form (Employee Withholding Allowance Certificate)
✓ View your Combined Municipal Campaign (CMC) contribution
✓ Enter your W-2 Elections
✓ View your W-2 Online
Payroll Information is split into two sections: My Time and My Pay. My Time is related to Kronos. All of the screens and guides are included in this presentation. However, any questions or concerns regarding Kronos should be addressed with your Supervisor or Manager.

My Pay is part of ESS and relates to services that affect your pay.

**My Time - KRONOS**
The City of Houston uses Kronos for all payroll time collection in every department **EXCEPT the HFD**.

**The Police Department enters time into Kronos however some screens were customized for them.**

*Please Note: The way in which you enter your time has Not changed.* Also, the screens you will see have not changed. You will continue to enter your time, as always, using your logon credentials.

This system is designed not only to capture accurate working and leave hours but also give each employee full visibility into their time cards, accrual balances, pay stubs and annual W-2’s online. Supervisors and managers have full visibility to manage all labor resources and control overtime. The Time Clock Help Screens will provide help and directions to enter time for: Pin Punch, Badge Swipe and Time Stamp Employees are shown.
Time and Leave Statement
This statement details your balances as of the last payroll run. To get your balances as of today, always check within Kronos.

Requesting Time-OFF
If you enter your time in Kronos, you must enter your request for Time-off thru Kronos. Simply follow the instructions.
Clock Help

Time Clock for Pin Punch Employees

Time Clock for Badge Swipe Employees
City of Houston
Employee Self-Service Training Guide

Time Stamp and Quick Time Stamp Employees

Kronos Help

COH - Electronic Time Keeping Policy
This is a seven page guide for all COH Employees on Kronos Time Keeping.
City of Houston
Employee Self-Service Training Guide

My Pay

Once you click on the Pay Statement Overview, you will be in the card view of your salary. It provides a brief look at your Take Home Pay/Total Deductions and Gross Pay.

Pay Statement Overview

Card View  Tabular View

You can also look at a Tabular view of your Salary. You can also Print or get a PDF of a Payroll run from either view.
Pay Statement

Your statement has not changed and you can still print or save a copy of any pay statement.

W-4 Tax Withholding
A W-4 form is the form you fill out when you go to work that sets the amount of withholding that is taken out for federal and state income taxes. You should file a W-4 whenever your circumstances change: marriage, child, divorce, etc. A W-2 form is what you receive at the end of each year giving a breakdown of what you earned and what was withheld and sent to various taxing entities. Click the Add button to create the Federal form.
You can change information such as filing status, number of exemptions, additional withholding on your W-4 Tax Form.

**Election for Online W-2/W-2c**

You may elect to get your W-2 online vs. Paper. Same is true for a corrected W-2 which is designated as W-2c. **Please Note: Online W-2 information will not be available until next year.**
View Your W-2 Online
Once you have entered the data to find your W-2, you then can Export it to a spreadsheet.

Combined Municipal Campaign (CMC)

Please Note: Due to a switch into a new ESS system, employees who elected to give through a one time payroll deduction in January 2014 will not be able to view their deduction on this page.
My Benefits

Section Objectives
At the end of this section, you should be able to:

- Obtain Benefits Participation Overview
- View/Change Benefits Enrollment Overview
- Obtain Plan Information for:
  - Medical
  - Life Insurance
  - FSA
  - Retirement

*In the My Benefits section, you will see the links to obtain all of the Benefit plans offered during a benefit period. Plans may change however, these links will take you to the current offerings.*
Benefits Participation Overview
The Benefits Participation Overview, shows a list of all company-sponsored plans in which you are enrolled.

Benefits Enrollment
During Open Enrollment for Benefits, (this occurs once a year for the COH in March/April Time frame) you can change your elections. Once you click on Open Enrollment, you will get the following Terms and Condition statement. You must click Accept in order to start your open enrollment.
Open Enrollment Steps

Once you have accepted the Terms and conditions. The First Step in Open Enrollment, Personal Profile will open. The other Steps are: Dependents and Beneficiaries, Benefits Summary, Health Plans, Insurance Plans, Flexible Spending Accounts and Review and Save. During each Step, you can review and change your elections. You can navigate through the steps by clicking next or by simply clicking on the Step number.

When you click on a Step, you immediately get to that page.
Benefits Enrollment- Anytime Changes
You can make changes to your Benefits Enrollment at anytime (Find out from COH, when effective) There are five steps that are available for change once you have accepted the Terms and Conditions. You may navigate by clicking the next button or by clicking the Step number.
Plan Information - Medical provides detailed information on the different plans available to you.
City of Houston
Employee Self-Service Training Guide

Choice Fund Open Access Plus HRA

SUMMARY OF BENEFITS

City of Houston
Employee Self-Service Training Guide

Choice Fund Open Access Plus HRA

SUMMARY OF BENEFITS

City of Houston
Employee Self-Service Training Guide

Limited Network

SUMMARY OF BENEFITS

City of Houston
Employee Self-Service Training Guide

Limited Network Plan Summary

SUMMARY OF BENEFITS

City of Houston
Employee Self-Service Training Guide
Open Access

Medical - Enrollment FAQ's

Click the Plus sign next to each FAQ to receive an answer. Although the questions were for the 2014 Enrollment period. You may find answers to questions that will help you now.
## Medical – Open Enrollment Presentation

**Open Enrollment is complete for 2014**

Your final selections are being updated and all changes will be effective May 1, 2014 and will remain in effect until April 30, 2015. In the event of a birth, new marriage, loss of spousal coverage, or other qualifying event, you can make changes to your benefits through a Deadline, otherwise your next opportunity to make changes will be during Open Enrollment 2015.

---

### Open Enrollment Presentation

**Message from Mayor Parker**

It’s time for our annual Open Enrollment for employee health benefits which officially begins on March 16. We continue to improve upon our available health benefits while ensuring they remain affordable and competitive.

**Open Enrollment presentation**

Get all your Open Enrollment highlights in this informative presentation. We’ll walk you through basic plan details and changes for 2014 — it’s everything you need to know.
Plan Information - Life Insurance

Voluntary Life Calculator

Voluntary Life Insurance Rates

<table>
<thead>
<tr>
<th>Age</th>
<th>Employee Rate PER $1,000</th>
<th>Spousal Rate PER $1,000</th>
<th>Dependent Child(ren) PER $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30</td>
<td>$0.10</td>
<td>$0.10</td>
<td>$0.24</td>
</tr>
<tr>
<td>33-34</td>
<td>$0.12</td>
<td>$0.12</td>
<td>$0.30</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.16</td>
<td>$0.16</td>
<td>$0.30</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.21</td>
<td>$0.21</td>
<td>$0.30</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.32</td>
<td>$0.32</td>
<td>$0.26</td>
</tr>
<tr>
<td>50-54</td>
<td>$0.51</td>
<td>$0.51</td>
<td>$0.20</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.84</td>
<td>$0.84</td>
<td>$0.14</td>
</tr>
<tr>
<td>60-64</td>
<td>$1.15</td>
<td>$1.15</td>
<td>$0.08</td>
</tr>
<tr>
<td>65-69</td>
<td>$1.80</td>
<td>$1.80</td>
<td>$0.06</td>
</tr>
<tr>
<td>70-74</td>
<td>$3.13</td>
<td>$3.13</td>
<td>$0.06</td>
</tr>
<tr>
<td>75-79</td>
<td>$4.61</td>
<td>$4.61</td>
<td>$0.06</td>
</tr>
<tr>
<td>80-84</td>
<td>$5.09</td>
<td>$5.09</td>
<td>$0.06</td>
</tr>
<tr>
<td>85+</td>
<td>$9.19</td>
<td>$9.19</td>
<td>$0.06</td>
</tr>
</tbody>
</table>

How to calculate your biweekly premium for Voluntary Life

To compute your Voluntary Life premium:

\[
X \times \frac{28}{52} 
\]

Biweekly Base Earnings

\[
\begin{align*}
X & = 1X \\
2X & = 2X \\
3X & = 3X \\
4X & = 4X
\end{align*}
\]

Insurance – Voluntary Disease Discount

City of Houston Voluntary Disease Prevention Discount Form

Instructions: Type or print firmly with a ballpoint pen. Complete and return to the City of Houston, Benefits Division, through inter-office or through U.S. mail.

Mail: 611 Walker, 4th Floor Annex, Houston, Texas 77002. Please retain the last copy for your records.

Last Name: 
First Name: 
Employee or Social Security Number: 
Department or Pension System: 
Date of Birth: 
Sex: Male Female


Effective Date of Change: ___ / ___ / ___

ELECTION OF THE VOLUNTARY DISEASE PREVENTION DISCOUNT

The tobacco user in your family must be tobacco free for 60 consecutive days. You must apply for the voluntary disease prevention discount within 31 days after the 60-day waiting period. If you do not apply for the discount within the 31-day period, you may not apply until the next open enrollment. The open enrollment change will become effective on May 1st and you will not be entitled to a refund.

I elect the voluntary disease prevention discount. Neither my covered eligible dependents nor have I used tobacco.

City of Houston
Plan Information - FSA

Plan Information - Retirement

Municipal
City of Houston
Employee Self-Service Training Guide

Plan Information - Retirement

HFD
City of Houston
Employee Self-Service Training Guide

Plan Information - Retirement
HPD

Vision and Dental – Block Vision
City of Houston
Employee Self-Service Training Guide

Benefit Forms –

Death Benefit Term Pay

TERMINATION PAY - If my termination of employment with the City of Houston is due to reason of my death, I affirm
the beneficiary, designated herein on this form, to receive any pay, which I otherwise would have received, payable based on
my employment. Pay includes, but is not limited to, wages, value of vacation accruals, and value of sick leave hours, if any,
supported by City business policies and procedures in effect at the time of my death and payable through the City of Houston
payroll system. Pay does not include any payments, resulting from my participation in City-sponsored programs or plans,
payable from external sources.

NAMING THE BENEFICIARY - It is important that your beneficiary designation be clear so that there will be no
question as to your intent. It is also important that you name a primary and a contingent beneficiary. When naming your
beneficiary(ies), please indicate their full name, address, date of birth, social security number, relationship, and if a minor, the
age of that minor. If you need assistance, contact your human resources division or your legal counsel. This beneficiary
designation form is effective the date on which Human Resources-Benefits receives it.

Medical History Questionnaire

Standard Insurance Company
Medical Underwriting, 300 SW Willy Avenue, Portland OR 97211-1317

DIRECTIONS FOR APPLYING FOR COVERAGE
This form must be completed when Evidence Of Insurability is required. To apply for coverage (as a Member, Spouse or Child), read
the Information Practices Notice(s). Then complete all items, date, and sign as instructed. Send the original to Standard Insurance
Company, at the address above. Please keep a copy for your records.

MEMBER INFORMATION
Name of Group
City of Houston
Member Name
Birthdate (Mo/Day/Year) Date Hired (Mo/Day/Year)
Occupation Salary Social Security Number Check who is applying (One per form)
[ ] Member [ ] Spouse [ ] Child

APPLICANT INFORMATION
Applicant’s Name (Person to be insured) Address (Street, City, State, Zip)
Sex Birthdate (Mo/Day/Year) Birthplace Social Security Number Work Phone ( )
[ ] Male [ ] Female
[ ] Home Phone ( )

APPLICATION INFORMATION
Type of Application (check one) [ ] Initial [ ] Increase in coverage [ ] Late Application
Check the insurance coverage you are requesting.
[ ] Additional Life Amount currently in force $ _____ Requested amount $ _____
Financial Dependency

CITY OF HOUSTON
STATEMENT OF ELIGIBILITY FOR DEPENDENT CHILDREN

The City of Houston Medical Plan and Dental Plan eligibility provisions permit you to cover children who are dependent on you to the age of 26. Children are:

- Natural children
- Adopted children
- Step-children who reside with you
- Children over whom you have legal guardianship
- Grandchildren who reside with you

Supporting documentation that is required as appropriate consists of:

- Birth certificate or Verification of Birth Facts
- Adoption paperwork
- Legal guardianship paperwork
- This form signed by the employee

The City of Houston reserves the right to request other documentation directly related to dependency of the children for enrollment.
My Career and Development

HEAR,

Houston Employee Assessment and Review, provides a clear, two-way channel of communication between employees and supervisors. Work plans will be aligned with department goals and the Mayor's five pillars. And employees will be able to track and monitor job performance, giving them a clear roadmap for success.
NeoGov is the online applicant tracking system which allows applicants to submit applications directly from any computer with internet access 24 hours a day, 7 days a week. The Selection Services Division supports both the City’s automated Personnel Action Request (PAR) process and SAP (HRIS database) by processing and recording all personnel master data records (hires, promotions, salary changes, separations, etc.) for all City departments.
General

Section Objectives
At the end of this section, you should be able to:

✓ Visit Other Sites of Interest for the City of Houston
  ✓ My Learning
  ✓ Employee Assistance Program
  ✓ Wellness Program
  ✓ Forms
My Learning
The Learning and Development Center (LDC), the City of Houston’s Corporate University is located at the E.B. Cape Center. The LDC designs and provides learning programs aimed at helping employees enhance their skills and job competencies for improved performance and job satisfaction. Click on this Link to get to your LMS.
Wellness Program Information

The Wellness Connection has developed a comprehensive 3-step plan with options for everyone. Employees who collect 500 points by participating in **qualifying wellness activities** will receive a discount on their medical plan contributions starting May 1, 2014. **Activities for earning points** include participating in Family Wellness day, charity run/walk events, healthy pregnancy program, fitness activities, disease management programs, smoking cessation programs and more.
Policy and Forms
Use this link to access Forms and Policies for the City of Houston