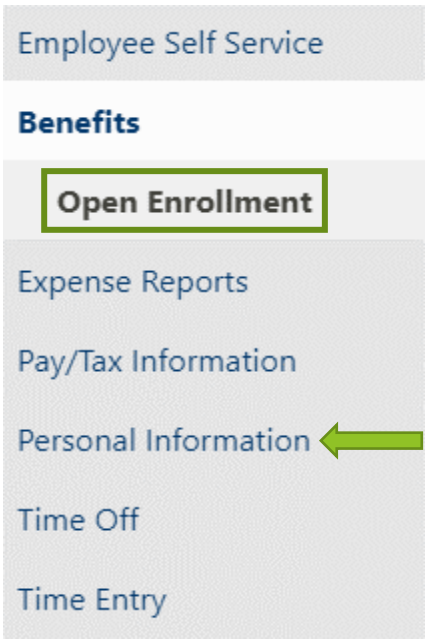
Flex Open Enrollment in ESS

Employee Self Service ess.cityofmadison.com

Employee Self Service (ESS) is an external website that allows employees access to their employment information such as previous pay stubs and W2's through their personal computers or mobile devices.

If you've never logged into ESS before, the user ID is the employee number displayed on the upper left hand corner of your pay stub. The first time you log in, your password will be the last 4 digits of your social security number. You'll then be prompted to change the password. If you've forgotten your password and need it reset, please contact the City IT Helpdesk at 608-266-4193 or review the provided guide. For additional assistance, please contact Central Payroll at payroll@cityofmadison.com.



ESS is used to process the annual open enrollment changes related to our Flex Medical and Dependent Care programs. Employees may use ESS during the Flex open enrollment period of November 10 through November 26, 2025 to enroll, change or cancel flex benefits for the 2026 plan year.

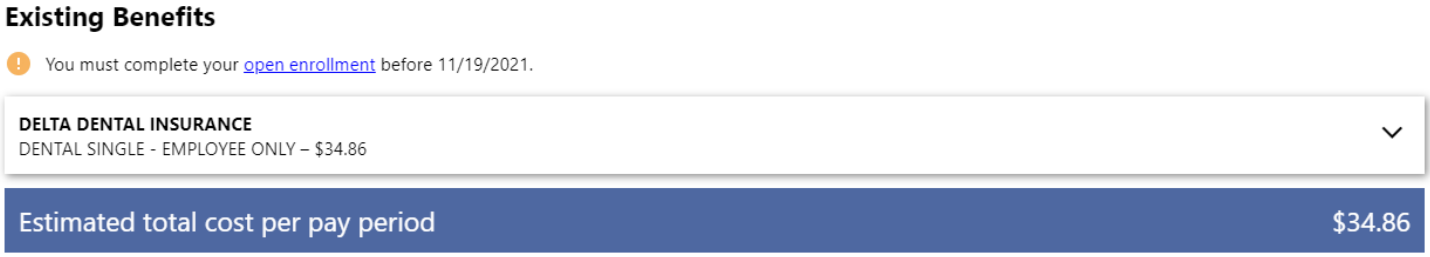
If you are not eligible to participate in the flex medical and dependent care programs, you will not have benefit information available to you in ESS.

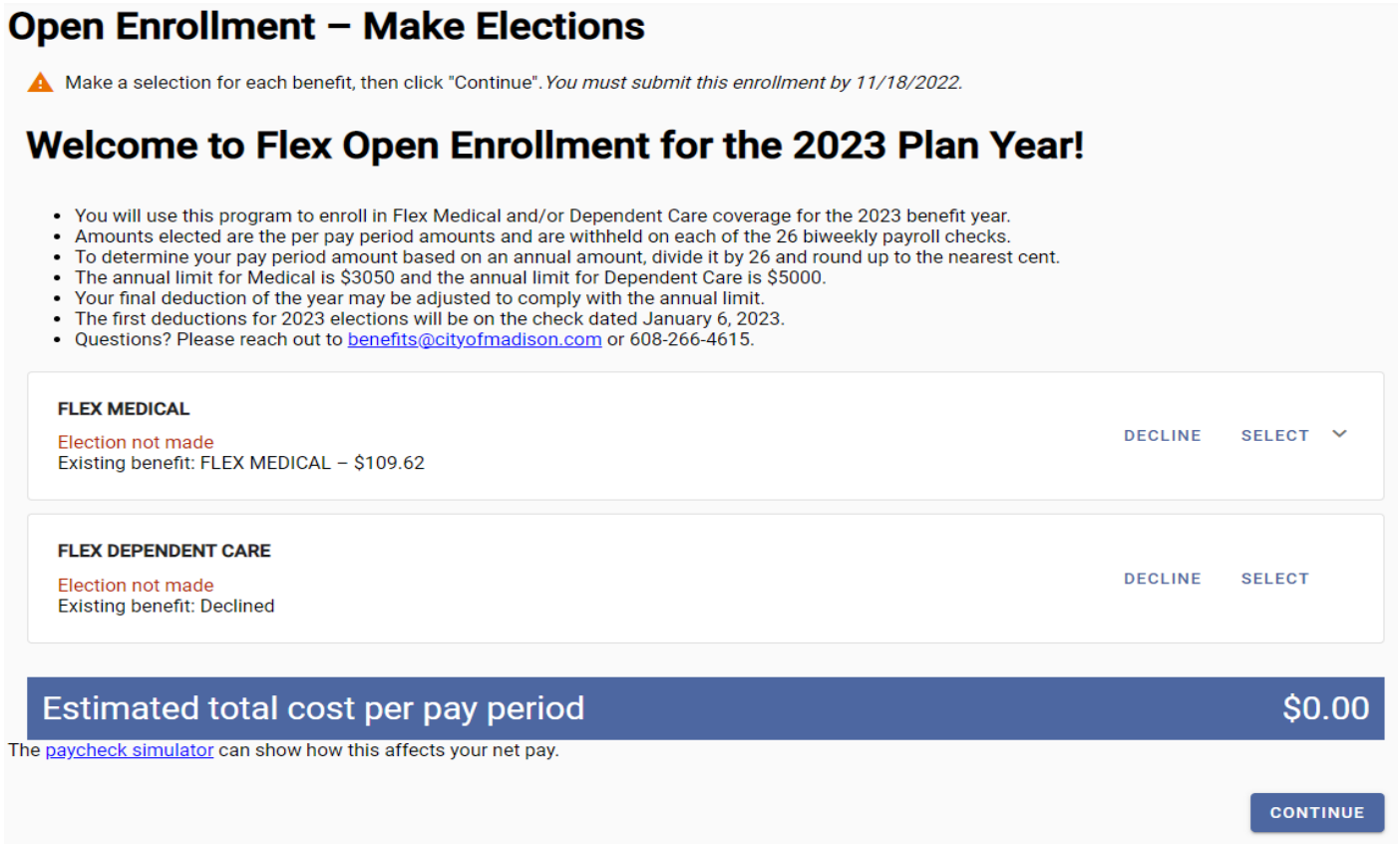
Participation in Flex Medical or Dependent Care benefits *must* be elected each year. **If you do nothing, you will not have flex benefits for 2026.**

Please ensure you have a valid email address provided under Personal Information. This is used for your confirmation email of your open enrollment elections as well as any other ESS initiated employee changes and will be provided to the Flex vendor for your account setup.

The Open Enrollment module is located under the Benefits section of ESS. Click on **Benefits** and then select **Open Enrollment** to proceed.

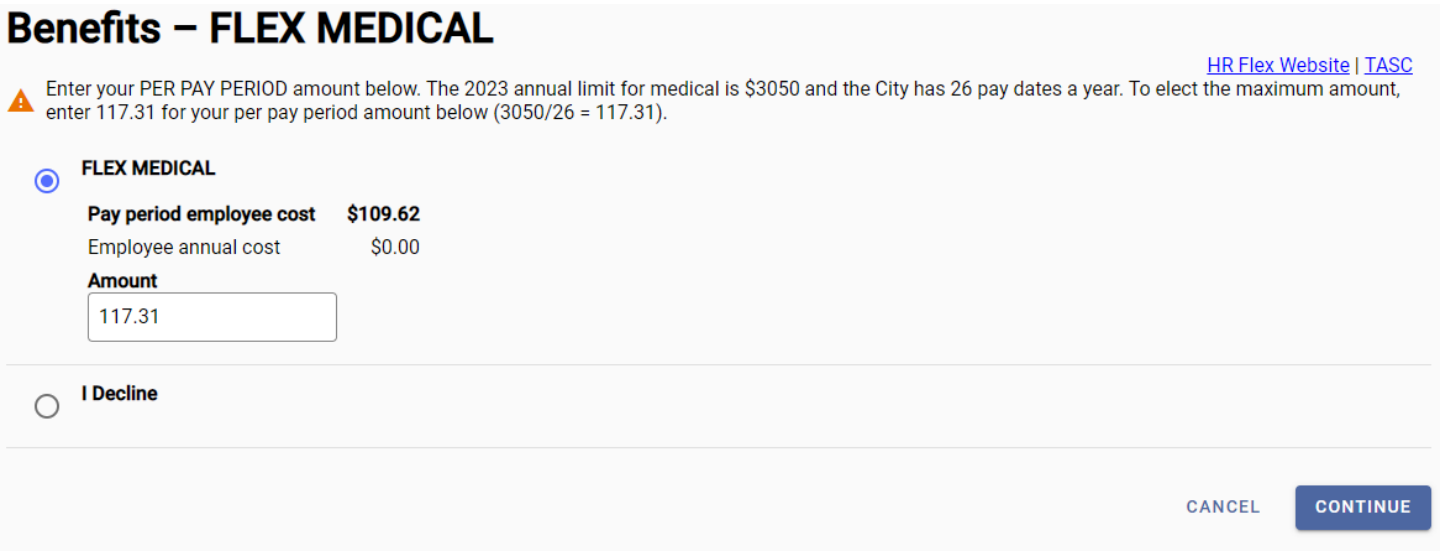
All other changes in the current year due to a qualifying event should be processed through HR. **Screenshots provided below may be from a prior benefit year. The enrollment steps have not changed.**





To decline benefits for the 2026 plan year, choose **DECLINE** for the appropriate benefit.

To enroll in 2026 coverage, choose **SELECT** on the appropriate benefit type to enter your per pay period election amount.



Please note the amount you elect is the *per pay period amount*. To figure out the per pay period amount based on an annual amount, divide the annual amount by 26 and round up to the nearest cent.

If you wish to elect the maximum amount of $3400 for 2026 Flex Medical coverage, enter 130.77 as your PER PAY PERIOD amount.

If you wish to elect the maximum amount for $7500 for 2026 Flex Dependent Care, enter 288.47 as your PER PAY PERIOD amount.

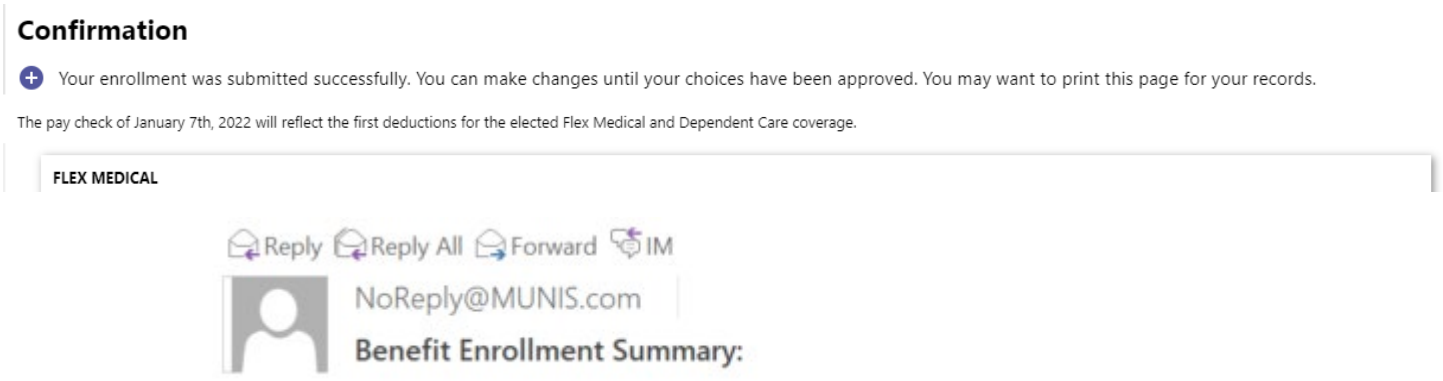
Once you have completed your elections, you may preview how the cost of the premiums will impact your net/take home pay with the paycheck simulator tool or select **CONTINUE**.

The "pay period" or "per pay period" costs noted throughout the ESS Flex open enrollment program reflect the contribution amounts withheld on the first 26 regular paychecks dated in 2026.

After selecting **CONTINUE**, you'll be given a chance to review your open enrollment elections. The annual amount listed reflects the 26 biweekly contributions totaled. The annual amounts displayed may total a few cents more than the IRS designated limits. Payroll will automatically adjust the last contribution of the year to maintain compliance with the IRS mandated Flex Medical and Dependent Care limits.

To make further changes, you may select **MODIFY**. When you're satisfied with your changes, **SUBMIT** them for processing.

You'll be presented with a confirmation screen. You may print/save for your records. You'll also receive a confirmation email to the address stored under the Personal Information section of ESS. It is the same email you receive your biweekly pay statement if you participate in direct deposit.



Employees may continue to make changes to their Flex Medical and Flex Dependent Care elections from November 10, 2025 through November 26, 2025 through the ESS open enrollment program. Once the open enrollment period is over, you will no longer be able to make elections in ESS.