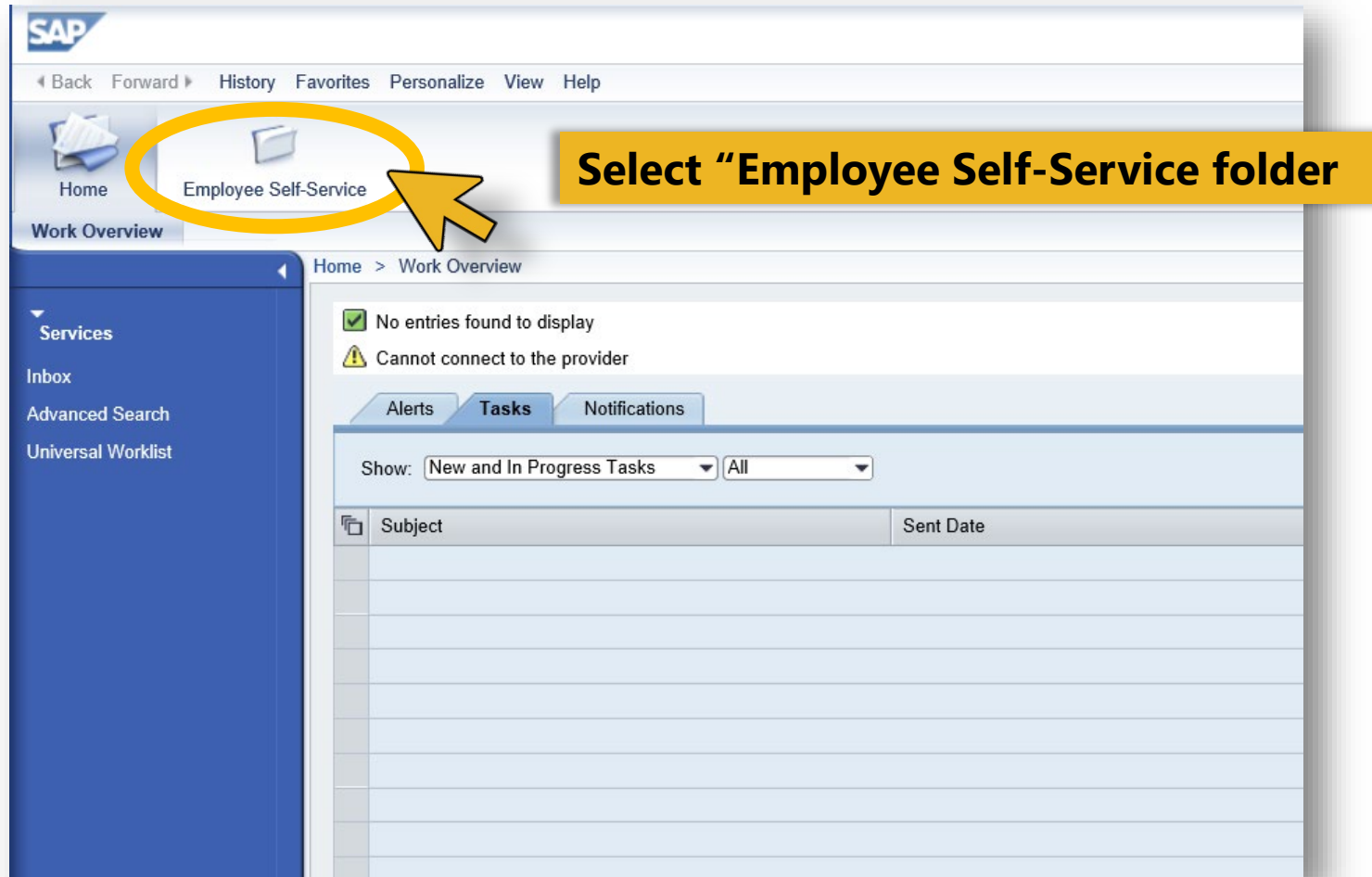


# Prince George's County 457(b) Deferred Compensation Plan

## Update Contributions in the Employee Self Service (ESS) Portal

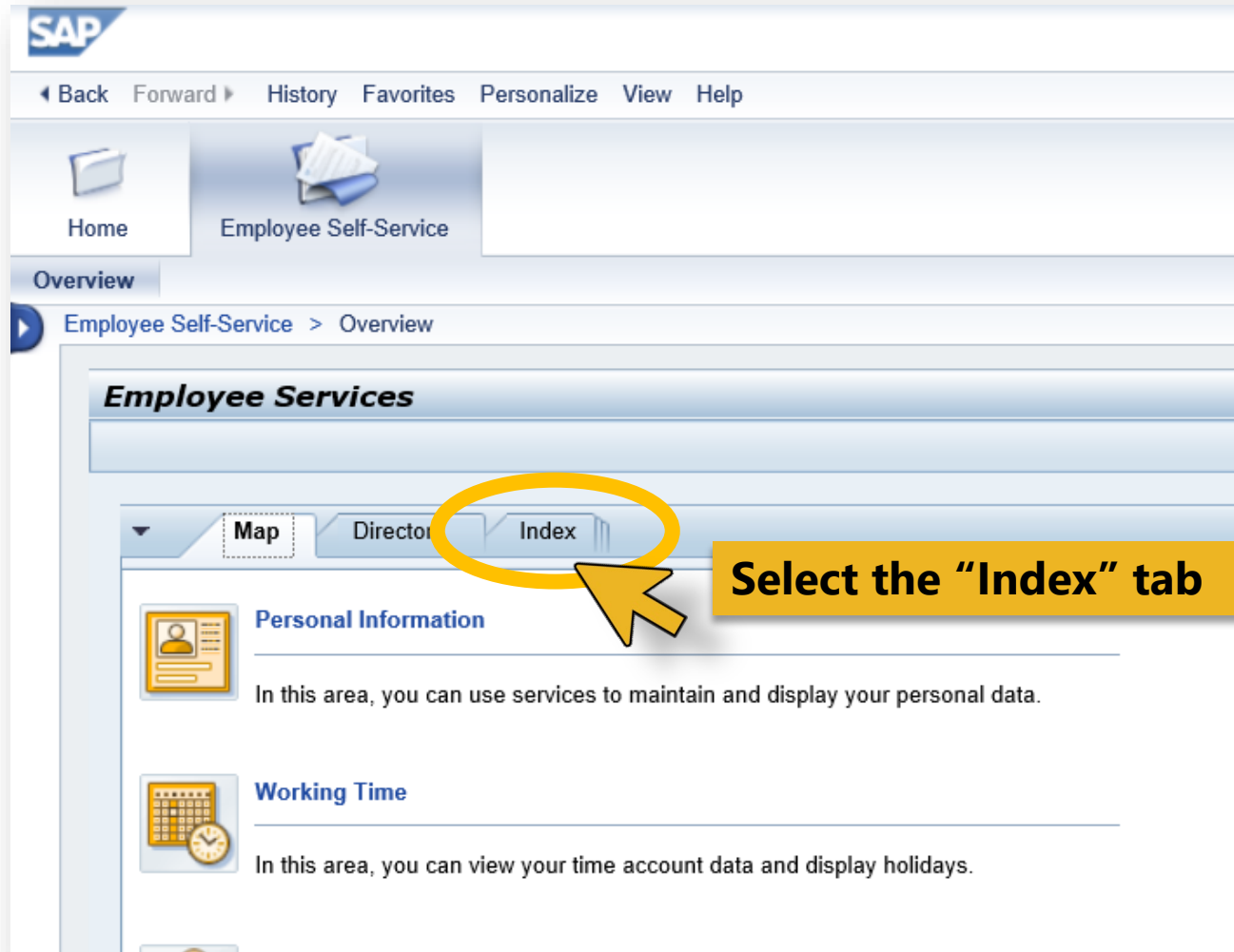
*Retirement Services and Pensions Division*

# Update Your Contributions in ESS



The screenshot shows the SAP Employee Self-Service (ESS) interface. At the top left, the SAP logo is visible. Below it, a navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. In the main navigation area, there are two folder icons: 'Home' and 'Employee Self-Service'. The 'Employee Self-Service' folder is circled in yellow, and a yellow callout box with a mouse cursor icon points to it, containing the text 'Select "Employee Self-Service" folder'. Below the navigation bar, there is a 'Work Overview' section. On the left side, a blue sidebar contains a 'Services' dropdown menu, 'Inbox', 'Advanced Search', and 'Universal Worklist'. The main content area shows a message: 'No entries found to display' with a green checkmark icon, and a warning message: 'Cannot connect to the provider' with a yellow warning triangle icon. Below these messages are tabs for 'Alerts', 'Tasks', and 'Notifications'. The 'Tasks' tab is active, showing a 'Show:' dropdown menu set to 'New and In Progress Tasks' and another dropdown set to 'All'. Below the dropdowns is a table with two columns: 'Subject' and 'Sent Date'. The table is currently empty.

# Update Your Contributions in ESS



The screenshot displays the SAP Employee Self-Service (ESS) interface. At the top, there is a navigation bar with the SAP logo and menu items: Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are two main tabs: Home and Employee Self-Service. The Employee Self-Service tab is active, and the Overview section is expanded. The main content area is titled 'Employee Services' and contains a navigation bar with three tabs: Map, Director, and Index. The 'Index' tab is highlighted with a yellow circle and a yellow mouse cursor. A yellow callout box with the text 'Select the "Index" tab' points to the 'Index' tab. Below the navigation bar, there are two main sections: 'Personal Information' and 'Working Time'. The 'Personal Information' section includes a description: 'In this area, you can use services to maintain and display your personal data.' The 'Working Time' section includes a description: 'In this area, you can view your time account data and display holidays.'

# Update Your Contributions in ESS

Employee Self-Service > Overview

## Employee Services

Map Directory **Index**

Search:

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Administrative and Personnel Procedures

**Anytime Changes**

Bargaining Agreements

Benefits At A Glance

Benefits Participation Overview

**Click on "Any Changes"**

# Update Your Contributions in ESS

The screenshot shows a web interface for updating contributions. At the top, there is a header bar with the text "ANYTIME CHANGES" and an "Options" dropdown menu. Below this, a central dialog box titled "Terms and Conditions" contains the following text:

I understand that no benefit elections will be valid or in force if I am not eligible, in accordance with the terms of the group policy as I issued to my employer.

I acknowledge and agree that if group participation requirements are not met, this policy will not be implemented and the coverage I have elected will not be in force.

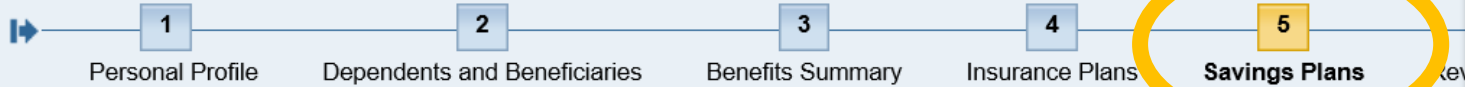
I authorize my employer to make the appropriate payroll deductions from my earnings. I have read, understand, and agree to the terms and conditions above.

At the bottom of the dialog box, there are two buttons: "Accept" and "Decline". A yellow circle highlights the "Accept" button, and a yellow mouse cursor points to it. Below the dialog box, a yellow callout box contains the text "Click the 'Accept' button".

# Update Your Contributions in ESS


## ANYTIME CHANGES: Step 5 (Savings Plans)

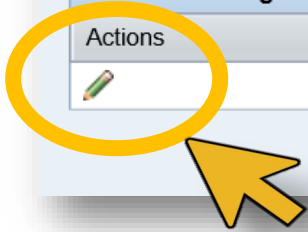
◀ Previous   Next ▶   Save   Cancel



First, select the "Savings Plans" option to display the current contributions

### Enroll in Savings Plans

Actions	Plan Type	Starts On	Status	Plan Name	Primary Beneficiaries	Pre-Tax Costs
	457(b)	08/27/2021	Current	457(b) Mass Mutual		300.00 USD Bi-weekly



Second, select the "Pencil Icon" to begin the edits



# Update Your Contributions in ESS

**Enter 457(b) Plan Information**

**Select Plan**

Plan Name
457(b) Mass Mutual

**Regular Contribution**

Period: Bi-weekly

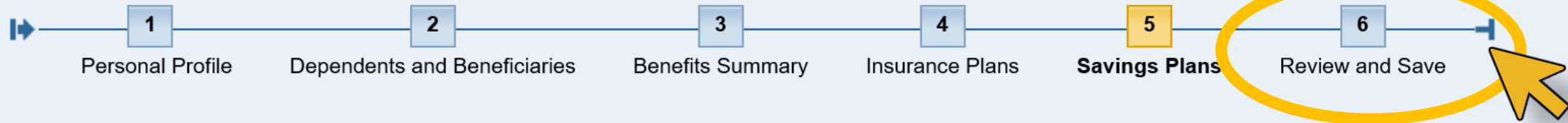
Pre-Tax Amount:  USD ( Minimum 0.00 USD )

**Enter the new pre-tax amount and click on the "Add" button**

# Update Your Contributions in ESS

## ANYTIME CHANGES: Step 5 (Savings Plans)

◀ Previous   Next ▶   Save   |   Cancel



### Enroll in Savings Plans

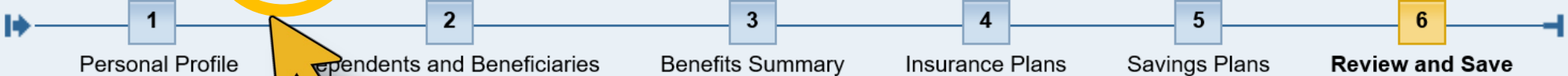
Actions	Plan Type	Starts On	Status	Plan Name	Primary Beneficia...	Pre-Tax Costs
	457(b)	08/27/2021	New	457(b) Mass Mutual		400.00 USD Bi-weekly

**Verify the new amount and select "6 Review and Save"**

# Update Your Contributions in ESS

## ANYTIME CHANGES Step 6 (Review and Save)

Previous Next **Save** Cancel



**To complete the change, you MUST select the "Save" icon**

Plans to be Changed									
Plan Type	St...	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Prim	Pre-Tax Costs
457(b)	0...	Current	457(b) Mass Mutual						300.00 USD Bi-weekly
	0...	New	457(b) Mass Mutual						400.00 USD Bi-weekly

**The new and the old amount will be displayed**



# Update Your Contributions in ESS

## *ANYTIME CHANGES*

 Data saved successfully

The “Data saved successfully” message will be displayed once the update has been completed

## Congratulations!

Your deferral change was successfully completed