

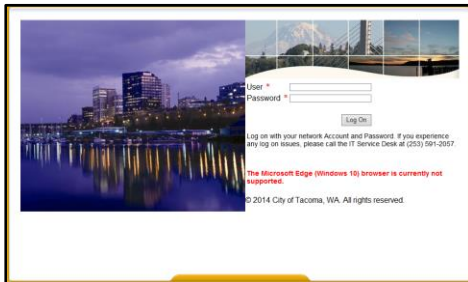
ESS Tutorial: Deferred Compensation Increase or Decrease Deferrals

To INCREASE a deferral

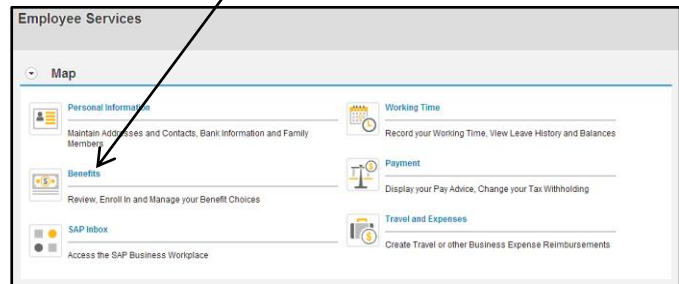
- A paper form is required.
- The Deferral Change form can be found on the Benefits web page under Benefits Forms.
- Send the completed form to the Benefits office, TMB, Room 1420.
- When Benefits receives the form the increased deferral will be effective the first pay period of the following month.

To DECREASE a deferral

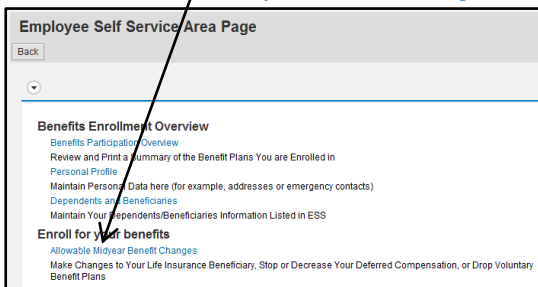
Step 1: Log in to Employee Self Service using your City user ID and password



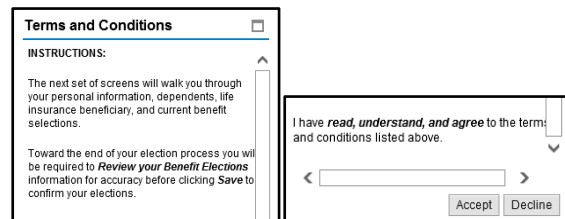
Step 2: Click on [Benefits](#)



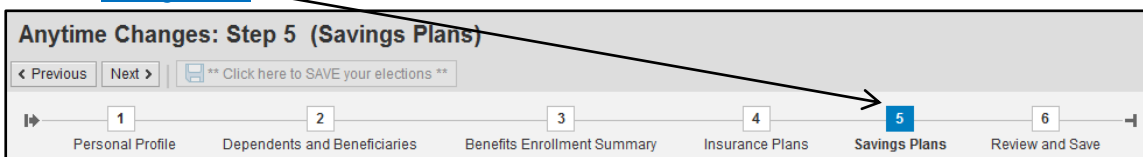
Step 3: Click on [Allowable Midyear Benefit Changes](#)



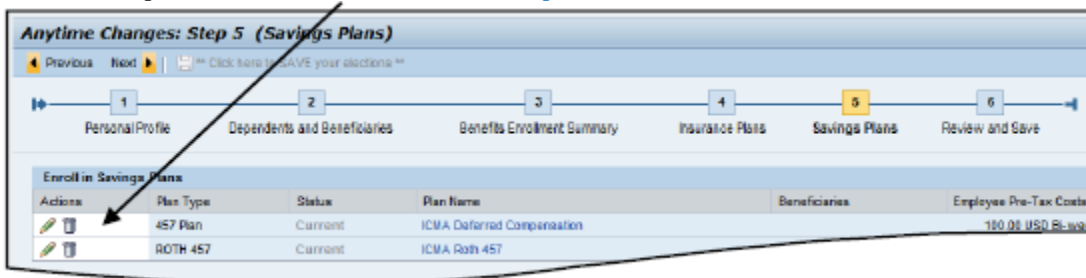
Step 4: Read and Accept Terms and Conditions



Step 5: Click on [Savings Plans](#)



Step 6: Click on the pencil of either [ICMA Deferred Compensation](#) or [ICMA Roth 457](#)



Step 7: Make the percentage or the dollar amount change, then click **Add**

Enter ROTH 457 Plan Information

Select Plan

Plan Name
ICMA Roth 457

Regular Contribution

Period: Bi-weekly

Post-Tax Percentage: 0.00 (Minimum 0.00 %)

Post-Tax Amount: 25.00 USD (Minimum 0.00 USD - Maximum 18,000.00 USD)

Post-tax contributions start immediately

Add Cancel

Step 8: Review the change, then click on [Review and Save](#)

Anytime Changes: Step 6 (Review and Save)

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Enrollment Summary 4 Insurance Plans 5 Savings Plans 6 Review and Save

Plans to be Changed

Plan Type	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Employee Pre-Tax Costs	Primary Beneficiaries	Employee Post-Tax Costs	Contingent Beneficiaries
ROTH 457	Current	ICMA Roth 457							25.00 USD Bi-weekly	
	New	ICMA Roth 457							20.00 USD Bi-weekly	

Step 9: If correct, click on [**Click here to SAVE your elections**](#)

Anytime Changes: Step 6 (Review and Save)

< Previous Next > [**Click here to SAVE your elections**](#)

Step 10: Screen takes you back to Anytime Changes. Click on [Log off](#)

Advanced Search

Changes | Back

Anytime Changes

Log off

Step 11: Click [Yes](#)

SAP NetWeaver Portal -- Webpage Dialog

Are you sure you want to log off?

Yes No