

All About You - Employee Self-Service User Guide

1.1 Welcome



Own your information today by visiting Employee Self-Service on [Fidelity NetBenefits!](#)

All About You - Employee Self-Service User Guide

1.2 It's All About You in Employee

Self-Service (ESS)!

It's All About You in Employee Self-Service (ESS)!

ESS is more than just your paycheck and tax information. Any personal information and data you share with Electric Boat (EB), you own in ESS. Your information impacts multiple systems and business processes at EB.

You can quickly and easily update and ensure your information is accurate in ESS.

Own your information now in ESS!

Click the Next button to continue.



**Own your
information in
Employee
Self-Service!**

1.3 All About You

All About You

Wondering how to access ESS? Simple, you can access ESS in two ways:

1. Internally from your work computer on EB Homeport
 - a. Click on GD Enterprise Systems (Under Popular Resources or Business and Employee Support)
 - b. Click on GD Employee Self Service (ESS)
2. Anywhere from Fidelity NetBenefits
 - a. Log In to your NetBenefits account
 - b. Click on GD ESS on your NetBenefits main screen

Click the Next button for an interactive Employee Self Service guide.

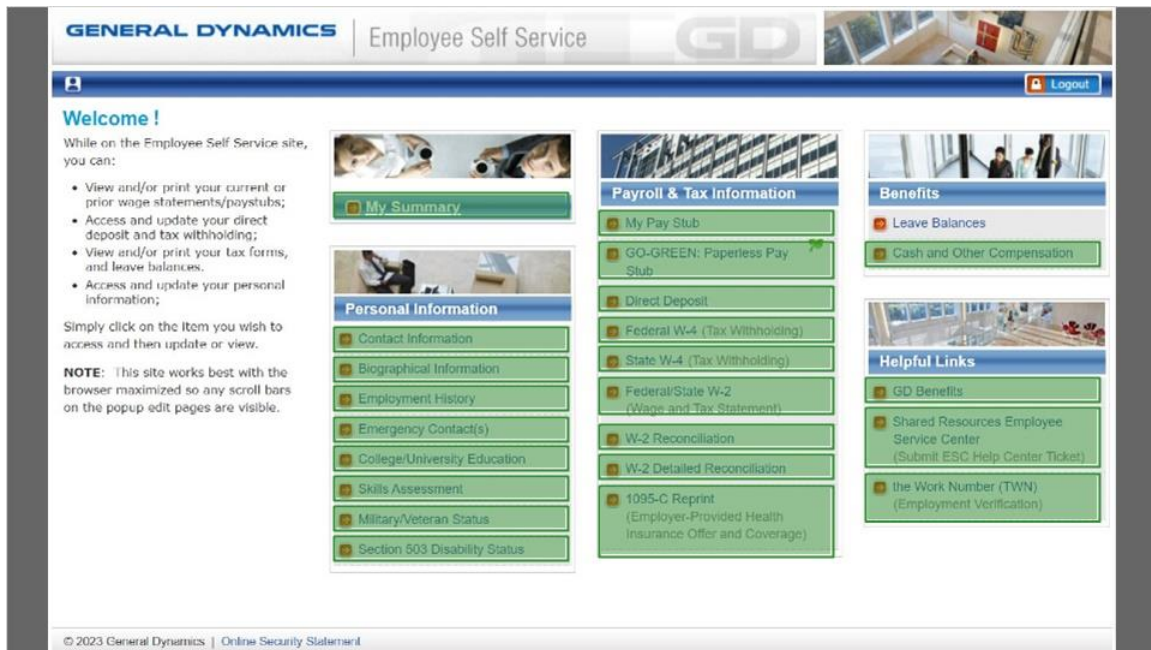


**Accessing
Employee
Self-Service**

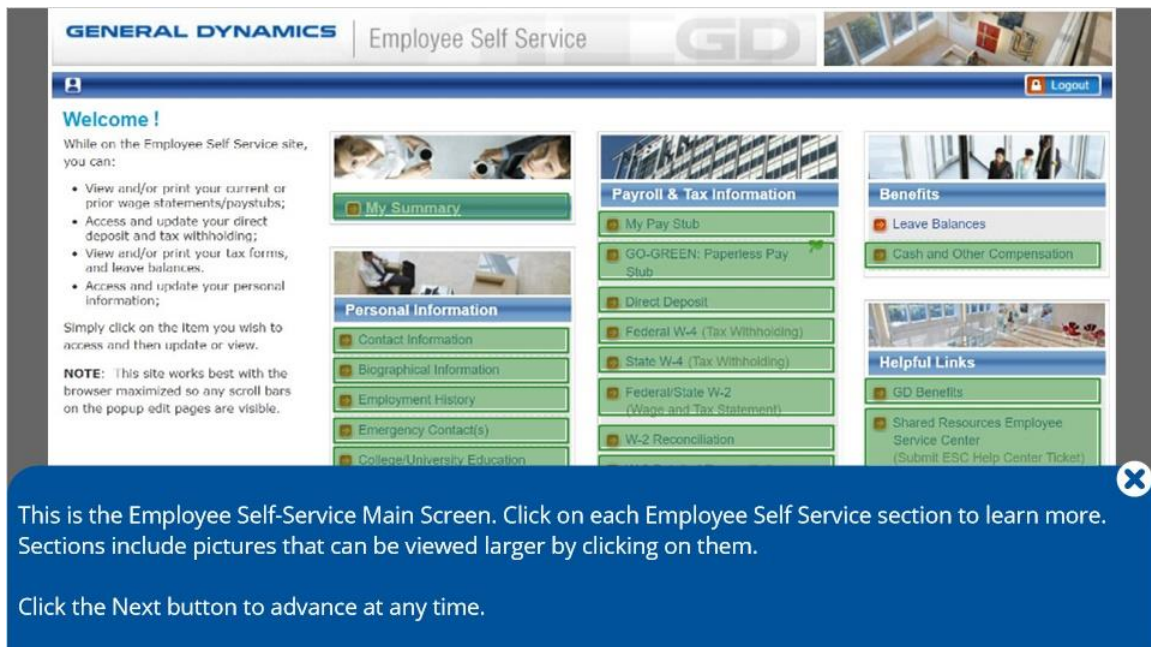
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1.4 Employee Self-Service



Instructions (Slide Layer)



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My Summary (Slide Layer)

My Summary

My Summary Information is a consolidated view of your information in ESS. Here you can quickly determine whether or not your information is up to date and accurate. If not, you can make changes to your information.

Click a section's edit/add button to make changes to any section that is displayed in My Summary.



Contact Information (Slide Layer)

Contact Information

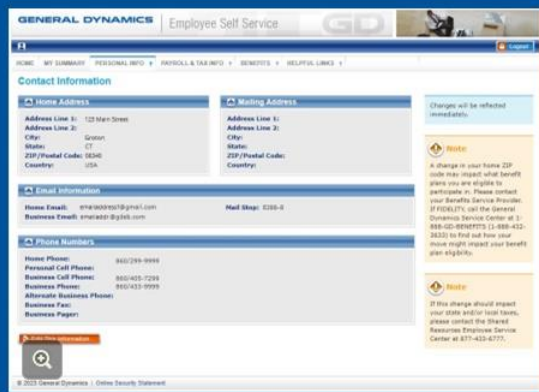
Did you know it's very easy to update your contact information on file. The Contact Information section displays your personal and work information.

You can edit your home address, mailing address, personal email, personal home and cell phone numbers. This is essential when you change your home address and/or phone numbers.

Do Not enter a P.O. Box for your home address. You must provide a residential address in the Home Address section. You can enter a P.O. Box for your mailing address.

Business email cannot be modified in ESS. If you change your work phone, cell and fax numbers, mail stop and other Electric Boat information that originates from Electric Boat Human Resource Information Systems, it will overlay your changes in ESS. Consult your department's admin or Personnel Services first for these changes.

Click the Edit This Information button to make changes to your contact information.



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Biographical Information (Slide Layer)

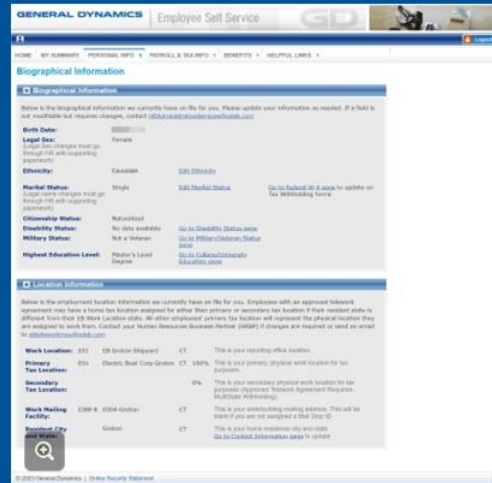
Biographical Information

Do you think Electric Boat has the correct biographical information on file for you? New to ESS is the Biographical Information section.

This section shows your biographical information such as date of birth, legal sex, ethnicity, marital status, citizenship status, disability status, military status and highest education level.

You will find your Location Information here too. Location Information includes your Work Location, Primary Tax Location, Secondary Tax Location, Work Mailing Facility and Resident City and State. You will also see your work from home percentage break down based your Approved Telework Agreement.

You can edit your ethnicity and marital status from this area. You can also go to other areas in ESS by clicking the specific link.



Employment History (Slide Layer)

Employment History

Have you ever wondered if you could view your career history at Electric Boat?

The Employment History section shows your entire employment history at Electric Boat. Here you will see your job title, departments, compensation, and effective date for each position you've held throughout your career.

What a great All About You visual of your career progression as an Electric Boat Employee!



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Emergency Contacts (Slide Layer)

Emergency Contacts

What happens in emergency situations while you're at work? Electric Boat contacts the persons listed as your Emergency Contact(s) on file.

This section lists your contact's name, relationship, contact phone number(s), primary selection, and home address(es).

If your emergency contacts have changed due to life changes, it is important to update your contacts.

Click the Edit or Delete button to make changes to your Emergency Contacts.



The screenshot shows the 'Emergency Contact(s)' section of the Employee Self-Service portal. It includes a search icon and a table with the following data:

| Name | Relationship | Contact Phone | Primary Contact | Edit | Delete |
|------------|----------------|---------------|-----------------|--------|----------|
| Jane Smith | Other Relative | 860-777-7777 | No | [Edit] | [Delete] |
| John Smith | Parent | 860-225-1025 | Yes | [Edit] | [Delete] |
| John Smith | Parent | 860-767-6767 | No | [Edit] | [Delete] |

College/University (Slide Layer)

College/University Education

Congratulations, you've just completed a degree program and you want Electric Boat to have a record of your achievement. You can do this in the College/University Education section.

You will see a list of your graduation dates, completed degree types, majors, schools, and school locations. You can only add degree programs you have completed.

Click the Add New Degree button to add a completed degree program.



The screenshot shows the 'College/University Education' section of the Employee Self-Service portal. It includes a search icon and a table with the following data:

| Year | Degree | Major | School | Edit | Delete |
|---------|-----------------|----------------------------|----------------------------------|--------|----------|
| 05/2010 | Bachelor Degree | Psychology | Central Conn St College / Conn | [Edit] | [Delete] |
| 06/2014 | Master Degree | Business Administration | University of Connecticut / Conn | [Edit] | [Delete] |
| 06/2018 | Doctorate | Organizations & Management | Yale University / Conn | [Edit] | [Delete] |

A note on the right side of the table states: "You may add only completed degree programs - NOT programs in progress."

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Skills Assessment (Slide Layer)

Skills Assessment

Did you know that being multilingual is great skill to have at Electric Boat? Electric Boat is interested in your language competencies and wants to know if you are bi, tri, or multilingual!

You can add languages skills ranging from reading, writing, and speaking. This All About You information is great to share and beneficial to you and Electric Boat.

Click the Add New Language button to add a language you are fluent in.



| Language | Proficiency | | | Read | Write | Speak |
|--------------------|--------------|--------------|--------------|------|-------|-------|
| | Read | Write | Speak | | | |
| Chinese (Mandarin) | Low | Low | Low | | | |
| English | High | High | High | | | |
| French | Intermediate | Intermediate | Intermediate | | | |
| Spanish | High | High | High | | | |

Military/Veteran Status (Slide Layer)

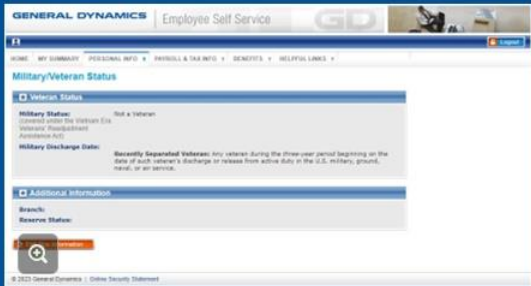
Military/Veteran Status

Our active military and veteran employees' services is instrumental to our work and the protection of our Country.

As military and veteran employees it is important for you to indicate your military status, military discharge date, branch and reserve status. Yes, being an active military and veteran employee is All About You at Electric Boat.

If you are not active in the military or a veteran, you too should indicate your status.

Click the Edit This Information button to indicate your military status.



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Disability Status (Slide Layer)

Disability Status

Does your hidden disability fall under Section 503 Disability Status? Yes, it does.

Whether you have a hidden or visible disability, it is important to input your disability status as a part of your "self-identify" to ensure reasonable accommodation is provided in accordance with American with Disabilities Act of 1990 as amended.

Click the Continue button to indicate your disability status.



Pay Stub (Slide Layer)

My Pay Stub

Yes, you can access your pay stub in ESS. You can access and view your latest pay stub the day after payroll processes each week in ESS.

You can view your current and past pay stubs going back three years in the My Pay Stub section.

You can also view and print a PDF copy of your pay stub here by clicking on the View a pay stub as PDF link.




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Go Green (Slide Layer)

Go-Green Paperless Pay Stub

Being environmentally conscious is important to Electric Boat. One way we help to protect the environment is by Go-Green Paperless Pay Stub. Pay stubs are delivered to employees electronically. We save paper which helps the environment.



Direct Deposit (Slide Layer)

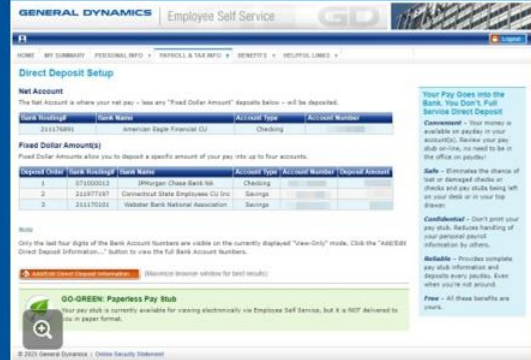
Direct Deposit

Did you know you can split up your paycheck and deposit it into more than one bank account?

In the Direct Deposit section, you can specify fixed dollar amounts from your paycheck to be deposited into specific accounts. You can add a max number of four accounts for fixed dollar amounts.

Your net pay or remainder amount minus your fixed dollar amounts will be deposited into your designated Net Account.

Click the Add/Edit Direct Deposit Information button to add or edit your bank account information.



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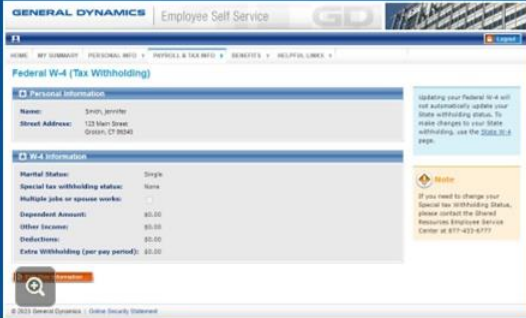
Federal W-4 (Slide Layer)

Federal W-4 (Tax Withholding)

Did you know, a significant life change like getting a house, getting married or having a baby can impact your tax information?

You can update your Federal W-4 right in ESS. You can update your marital status, multiple jobs or spouse works, dependent amount, other income, deductions, and extra withholding per pay period.

Click the Edit This Information button to edit your Federal W-4 Tax Withholding.



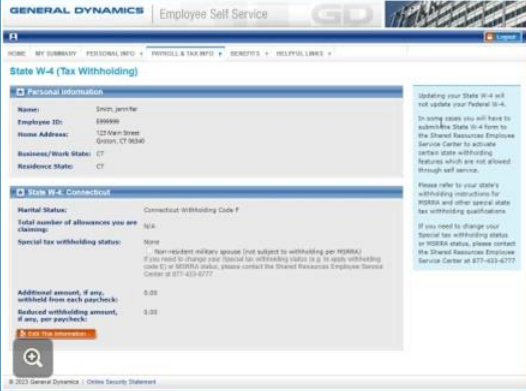
State W-4 (Slide Layer)

State W-4 (Tax Withholding)

Did you know, updating your Federal W-4 does not update your State W-4?

You can update your State W-4 right in ESS. You can update your marital status, total number of allowances you are claiming, special tax withholding status, additional amount and reduced withholding amount per paycheck.

Click the Edit This Information button to edit your State W-4 Tax Withholding.



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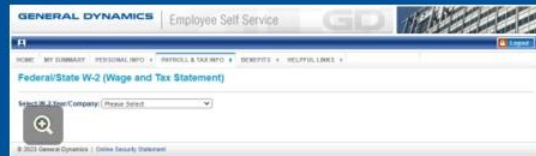
Federal State W-2 (Slide Layer)

Federal/State W-2 (Wage and Tax Statement)

Did you know, you can access a digital copy of your Federal/State W-2 (Wage and Tax Statement) in ESS?

You can find a digital copy of your Federal/State W-2 (Wage and Tax Statement) by selecting a calendar year from the drop down menu to view your statement.

You can also print a copy of your W-2 by clicking on View W-2 as PDF link.



W-2 Reconciliation (Slide Layer)

W-2 Reconciliation

Have you ever wondered what is the current status of your W-2 for the current year?

In ESS, you can view a reconciliation snapshot of your W-2 for the current year and previous years.

Click the drop down menu to view your current or previous years W-2 Reconciliation.

You can print a copy of your W-2 reconciliation by clicking on the View W-2 Reconciliation as PDF link.



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Cash and Other Compensation (Slide Layer)

Cash and Other Compensation

Did you know you have access to estimate calculator in ESS?

In the Cash and Other Compensation section, you can access a calculator that estimates your federal income tax savings as a result of your year to date tax-free contributions.

Try the calculator out to see how your tax-free contributions will impact your tax savings.

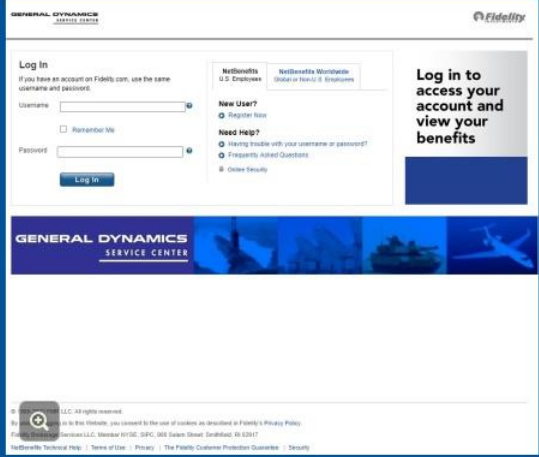


GD Benefits (Slide Layer)

GD Benefits

Did you know, access your GB Benefits from ESS?

GD Benefits in ESS provides direct access to your GD Benefits login screen. You can log in to access your account and view your benefits.



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Shared Resources Employee Service Center (Slide Layer)

Share Resources Employees Service Center

Did you know you can submit an Employee Service Center Help Center Ticket in ESS?

Share Resources Employees Service Center provides direct access to the ESC portal for you to submit a ticket based on your needs.




The Work Number (Slide Layer)

The Work Number

If you need employment verification, you can do it from ESS.

The Work Number provides direct access to Equifax The Work Number. Here you can access and manage your data including your employment and income data.



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1.5 Employee Self-Service Help

Employee Self-Service Help

For questions or assistance with Employee Self-Service contact the Shared Resources Help Desk at **1-877-433-6777**.

The Shared Resources Help Desk is the first stop for Employee Self-Service access, navigation and functionality issues.



1.6 End



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