

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

**District Personnel Manual Issuance System**

This instruction should be filed behind the divider for Part III of DPM Chapter(s) <b>21B &amp; 22B</b>
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**DPM Instruction No. 21B-12 & 22B-7**

**SUBJECT:** Implementation of the Employee Self Service  
(ESS) PeopleSoft Application – Electronic  
Benefits Selections and Completion of Forms

**Date:** February 20, 2009

**1. Purpose**

The purpose of this District Personnel Manual (DPM) instruction is to formally announce that effective October 2008 the D.C. Department of Human Resources (DCHR) implemented the Employee Self Service (ESS) for **electronic benefits selections\* and electronic selection/completion of other forms and services** (see *Chart* attached).

The ESS is a PeopleSoft application that provides District government employees online access to their personal and benefits information for the purpose of updating and managing personal data and benefit selections.

**\*Note:** District government employees with federal benefits are still required to complete the appropriate hardcopy federal life insurance form (Federal Employees' Group Life Insurance (FEGLI)) for enrollment and designation of beneficiaries.

**2. General**

Through the ESS, District government employees can view and submit changes to their personal information. Services available through the ESS include but are not limited to:

- Benefits enrollment (health and life insurance, *etc.*);
- Tax exemption changes; and
- Direct deposit election

Elections can be made by accessing the ESS through the *PeopleSoft Human Resources Management System (HRMS)*.

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employee under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, §1.3]*

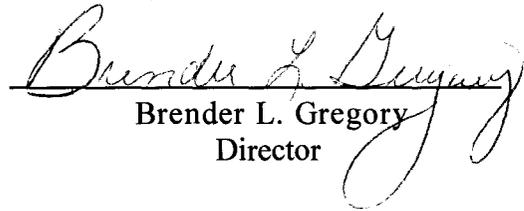
**Inquiries:** Benefits and Retirement Administration, DCHR (202) 442-9700

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

### 3. Questions

For additional information on the ESS, readers may contact the *HR Answers Customer Service Center* within the DCHR, at (202) 442-9700, or access the DCHR website at [www.dchr.dc.gov](http://www.dchr.dc.gov), and click the “*Employee Benefits*” link.

  
Brender L. Gregory  
Director

Attachment:

- *Chart – Employee Self Service (ESS) PeopleSoft Application*

*Chart – Employee Self Service (ESS) PeopleSoft Application*

- D.C. Standard Form 1275, D.C. Employees Group Life Insurance Election Form

- D.C. Standard Form 1267, D.C. Employees Group Life Insurance Designation of Beneficiary

- D.C. Standard Form 1269, D.C. Employees Health Insurance Benefits Program Registration Form

- D.C. Government Health Insurance Pre-Tax Waiver/Election Form

- Standard Form 2809, Federal Employees' Health Benefits Election Form

- D.C. Flexible Spending Account (Election Form and Pay Reduction Agreement)

- Change of Address

- Designation of Emergency Contact

- Tax Information

Federal W-4 Tax Information

State D-4 Tax Information

State VA-4 Tax Information

MW 507-State Withholding Form for Maryland Employees

- Direct Deposit

- Duplicate Pay Stubs