

CLARK COUNTY SCHOOL DISTRICT
BUSINESS AND FINANCE DIVISION
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT



*PeopleSoft-HCM:
ESS–Life Events:
Uploading Supporting
Documentation*

Revised: June 2020

Life Events Options

How to Upload Supporting Documentation

1. Select **Life Events** from the menu on the left then select the **“Upload Supporting Documentation”** radio button.
2. Enter the date of the Life Event in the **As Of** date field.
3. Click the **Start Life Event** button. (This button becomes active once date has been entered.)

The screenshot shows the 'Employee Self Service' interface for 'Benefit Details'. The user is identified as 'Hill, Christine' with the role 'ADMIN SCH SEC'. The 'Life Events' section is active, showing a list of events with radio buttons. The 'Upload Supporting Documentation' option is selected and highlighted with a callout '1'. Below the list is an '*As Of' date field, which is empty and highlighted with a callout '2'. A 'Start Life Event' button is located below the date field and is highlighted with a callout '3'. A note at the bottom states: 'The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit elections.'

4. The system will display the **“Welcome to the Document Upload Event”** page. To continue, click the **Next** button.

The screenshot shows the 'Document Upload' page. The page title is 'Document Upload' and the user is identified as 'CHRISTINE HILL'. The page displays a 'Welcome to the Document Upload Event' message and a 'Next >' button. The 'Next >' button is highlighted with a callout '4'. The page also shows a sidebar with 'Document Upload' and 'Summary' options, both marked as 'Not Started'.

5. On the “Life-Events-Documents Upload” page, click the **magnifying glass icon** in the “Select a document” field to display a list of document types.

Document Upload

CCSD HILLCA
CLATSOP COUNTY SCHOOL DISTRICT 99999999

Welcome to the Document Upload Event
Complete

Document Upload
Visited

Summary
Not Started

Life Events - Document Upload


Instructions
You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents

EmpID: 99999999

Life Event Type: DOC

Supporting Documents

Select a document  5

Select a document in order to add attachments, notes and/or urls.

Go To [Document Uploading](#)

6. Click on the appropriate document type from the list. For this example, “BN_Documents” was selected.

Look Up Select a document

Search by: Authorization Entry ID begins with

Search Cancel Advanced Lookup

Search Results

View 100 1-10 of 10

Authorization Entry ID
BN_ADD_DOM_PARTNER
BN_ADOPTCERT
BN_BIRTHCERT
BN_DEATH_DEP
BN_DIVORCE
BN_DOCUMENTS
BN_GAINED_COVERAGE
BN_LOST_COVERAGE
BN_MARCERT
BN_REMOVE_DOM_PART

7. Select the **Next** button.

Document Upload

CCSD HILLCA
CLARK COUNTY 99999999
SCHOOL DISTRICT

Welcome to the Document Upload Event
Complete

Document Upload
Visited

Summary
Not Started

Life Events - Document Upload

Instructions
You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents

EmpID: 99999999

Life Event Type: DOC

Select a document Supporting Documentation

Select a document in order to add attachments, notes and/or urls.

Go To [Document Uploading](#)

8. A new window will appear. Type the subject name of the document to be uploaded.

Document Definition - New Attachment

Instructions
You have chosen to enter a new attachment.

Selection Criteria

Description	Supporting Documentation
*Subject	<input type="text"/>

Attachment

Add Attachment

Save

Go To [Life Events - Document Upload](#)

9. In this example, "CCSD enrollment form" was entered as the subject.
10. Select the **Add Attachment** button.

Document Definition - New Attachment

▼ **Instructions**
You have chosen to enter a new attachment.

▼ **Selection Criteria**

Description Supporting Documentation

*Subject CCSD enrollment form 9

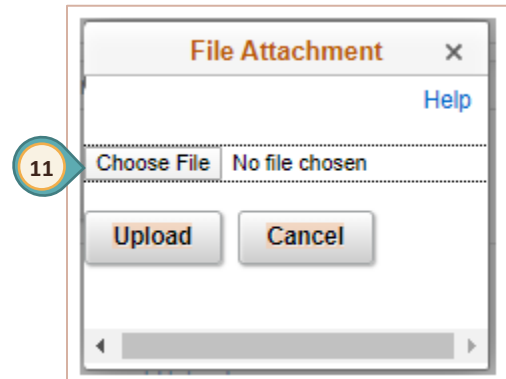
Attachment

Add Attachment 10

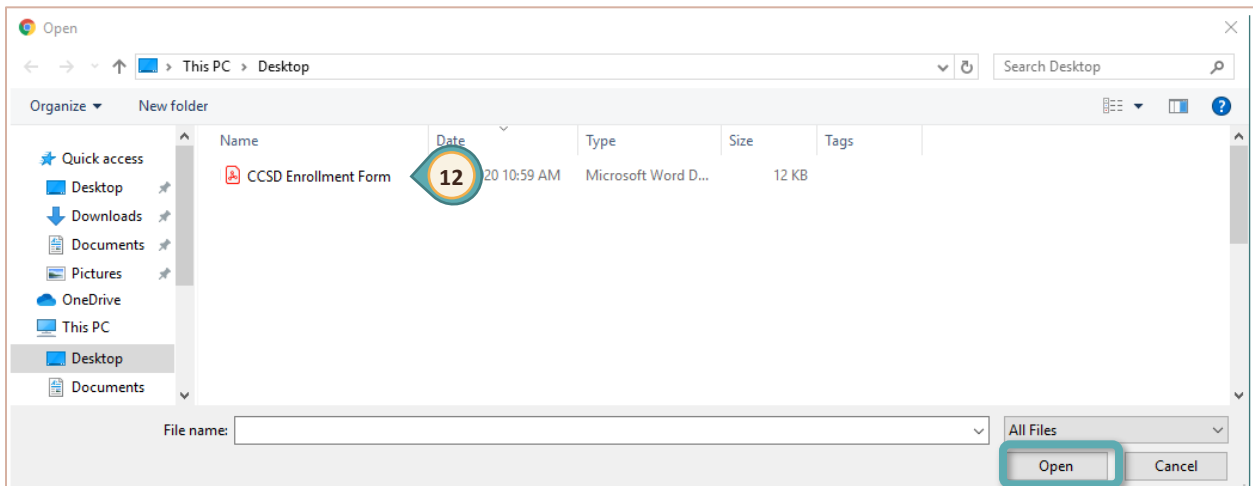
Save

Go To [Life Events - Document Upload](#)

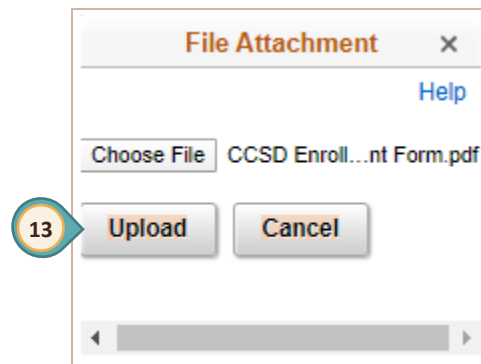
11. In the new window, select the **Choose File** button.



12. Navigate to the **desired file name**, select it, and then click the **Open** button.



- The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



- When the file has been uploaded, it will be displayed on the page. The **View Attachment** button can be selected to confirm the correct attachment was uploaded if desired. Click the **Save** button.

Document Definition - New Attachment

▼ **Instructions**
You have chosen to enter a new attachment.

▼ **Selection Criteria**

Description	Supporting Documentation
*Subject	<input type="text" value="CCSD enrollment form"/>
Attachment	CCSD_Enrollment_Form.pdf

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Go To [Life Events - Document Upload](#)

15. The **Life Events – Document Upload** page displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed. Click the **Add Note** button to enter comments about the event or the documentation that has been provided or **Add URL** button, if needed. If the wrong document was uploaded, click the checkbox next to the file name and then click the **Delete** button.

16. Select the **Next** button.

17. The Summary page will be displayed. Select the **Complete** button to finalize the event.

Step	Status	Date Completed	Required	Go to Step
Welcome to the Document Upload Event	Complete	04/17/2020	Yes	Go to Step
Document Upload	Complete	04/17/2020	No	Go to Step