

HCM PeopleSoft: New Hire Benefit Election for Administrators

Employee OnBoarding for New Hires

What Is Employee OnBoarding?

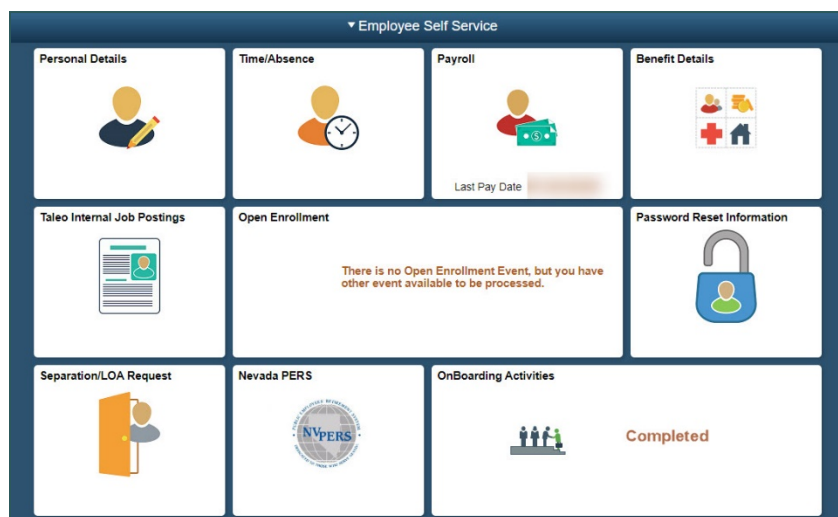
CCSD Employee OnBoarding encompasses all activities that must be completed by a new-to-CCSD hire.

As part of the OnBoarding process, new hires are responsible for electing the CCSD benefits (Life insurance, Health insurance, etc.) in which they would like to enroll. Both processes are completed by the employee in the **Human Capital Management (HCM) System**.

Accessing ESS in the HCM System

All CCSD employees access their **Employee Self Service (ESS)** dashboards in the HCM System using their **Active Directory (AD)** accounts. AD accounts are also used to access District computers, other CCSD-utilized web services like Infinite Campus, District Gmail accounts, and more. (**Note:** For AD account assistance including password resets, go to **MyAccount.ccsd.net** or call the User Support Services Help Desk at **702-799-3300**.)

To access ESS, employees go to **hcm.ccsd.net** using a District-supported browser such as Google Chrome or Mozilla Firefox. After entering their AD username and password, the employee is brought to their ESS dashboard.



CCSD Transfer Employees

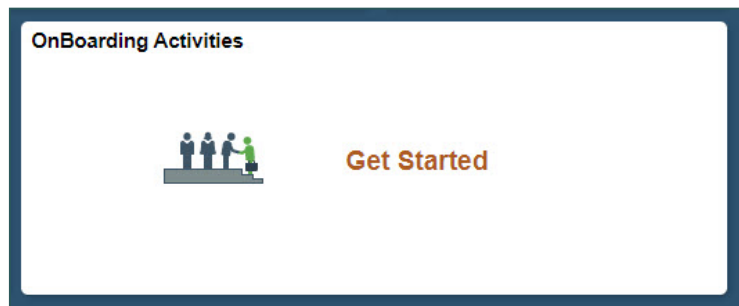
Although a “new hire” is someone that has been hired to the District from an external entity, existing CCSD employees sometimes undergo a change in position that involves the transfer from one employee pay group to another. For instance, if a Support Professional employee transfers to an Administrator position, they are now in a different pay group. This means that their benefit election options will change as well.

Internal CCSD employees do **not** need to complete the steps in the OnBoarding Activities tile because they have already been onboarded. However, because their benefits options have changed, they will need to complete the steps outlined in the [Benefit Election Process](#) section.

Completing OnBoarding Activities

PLEASE NOTE: As stated above, existing CCSD employees who have transferred from one pay group to another **do not** need to complete the steps in the OnBoarding Activities tile.

The HCM ESS dashboard is organized into tiles that contain different features and functions for employees to easily access. The OnBoarding process is completed via the **OnBoarding Activities** tile.



After selecting the OnBoarding Activities tile, all steps that must be completed are displayed (in order) in the menu on the left. These steps can be navigated using **Next** and **Previous** buttons that appear in the upper right corner of the screen. All OnBoarding activities should be completed before proceeding to the Benefit Election Process. Once this process is completed, the OnBoarding Activities tile will show **Completed** when viewed from the ESS dashboard.

Benefit Election Process

Benefit Election Timeline

For both new-to-CCSD hires and existing CCSD employees who have transferred to a new pay group, the benefit election process must be completed within **31 days** of their initial start date

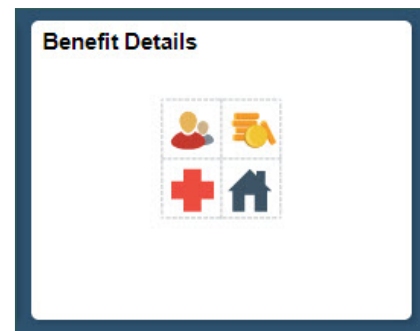
in that position. If the employee does not complete the process and make their benefit selections within that timeframe, their benefit election will automatically be set to the **default plan** for their employee group. For Administrators, the default selection is to **Waive**.

If the employee wishes to change from the default plan, they will then need to wait for the next **Open Enrollment** period for their pay group.

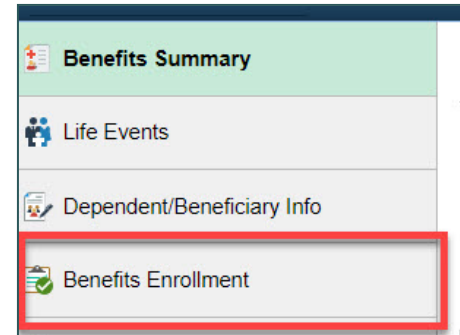
Completing Benefit Election as an Administrator

The new hire Benefit Election Process is completed via the Benefit Details tile in the HCM System. To complete as an Administrator:

1. Click the **Benefit Details** tile from the ESS dashboard.



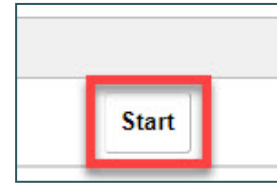
2. Click **Benefits Enrollment** from the menu on the left.



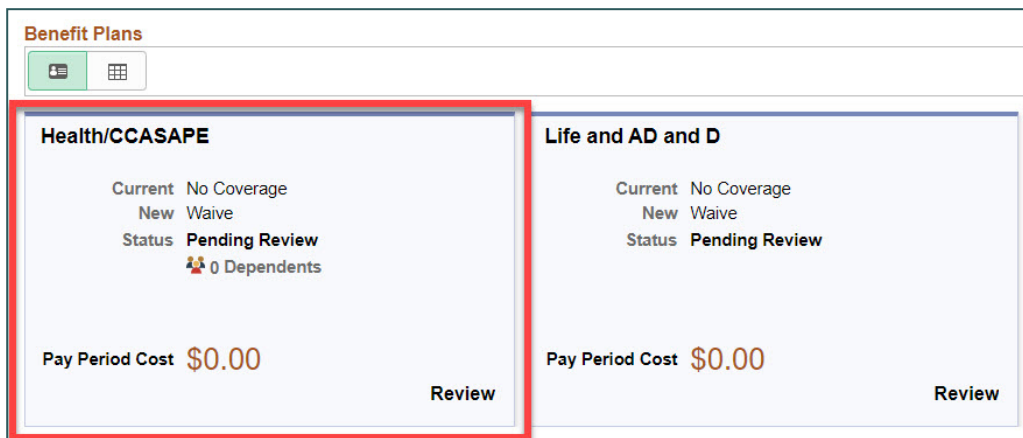
3. On the Benefits Enrollment page, a **Your Benefit Events** table appears with a single row. Depending on the employee's hire status, the Event Description will either appear as **Hire Event (Select Benefits)** (if they are new to the CCSD) or **To Admin** (if they have transitioned from a different pay group to an Administrative position).

| Event Description | Event Date | Event Status | Job Title |
|------------------------------|------------|--------------|---------------|
| Hire Event (Select Benefits) | 09/15/2020 | Open | JHS AST PRINC |

Click the **Start** button. (**Note:** If the employee has already begun the benefit election process but did not complete it, the button will appear as **Resume**.)



- Two boxes (labeled Health and Life AD&D) appear near the bottom of the page. Click the **Health/CCASAPE** box.



Benefit Plans

Health/CCASAPE

Current No Coverage
New Waive
Status **Pending Review**
0 Dependents

Pay Period Cost **\$0.00**

Review

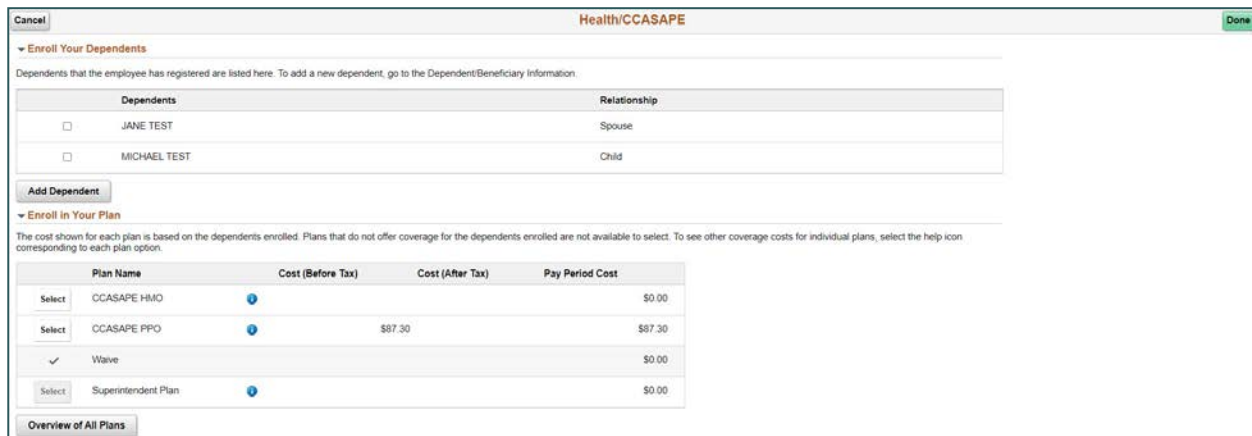
Life and AD and D

Current No Coverage
New Waive
Status **Pending Review**

Pay Period Cost **\$0.00**

Review

- The following page displays any existing dependents (at the top of the page) and available Health plans (near the bottom).



Cancel **Health/CCASAPE** Done

Enroll Your Dependents

Dependents that the employee has registered are listed here. To add a new dependent, go to the Dependent/Beneficiary Information.

| Dependents | Relationship |
|---------------------------------------|--------------|
| <input type="checkbox"/> JANE TEST | Spouse |
| <input type="checkbox"/> MICHAEL TEST | Child |

Add Dependent

Enroll in Your Plan

The cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

| Plan Name | Cost (Before Tax) | Cost (After Tax) | Pay Period Cost |
|----------------------------|-------------------|------------------|-----------------|
| Select CCASAPE HMO | | | \$0.00 |
| Select CCASAPE PPO | | \$87.30 | \$87.30 |
| Waive | | | \$0.00 |
| Select Superintendent Plan | | | \$0.00 |

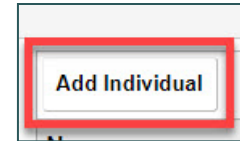
Overview of All Plans

To add new dependents:

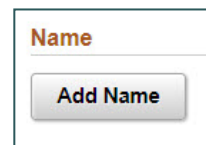
- Click the **Add Dependent** button.



- Existing dependents appear with their Dependent and Beneficiary statuses. To add a new dependent, click **Add Individual**.



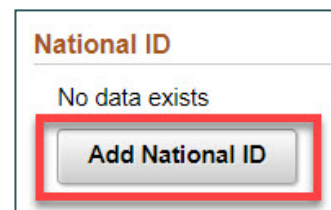
- Click the **Add Name** button to add the dependent's name.



- On the following page, fill out all required fields, including:
 - **Date of Birth**
 - **Gender**
 - **Relationship to Employee**
 - **Marital Status** (and **As of** date)
 - **Student** and **Disabled** statuses (and **As of** dates)

A screenshot of a web form titled "Personal Information". The form contains several fields: "Date of Birth" (calendar icon), "*Gender" (dropdown), "*Relationship to Employee" (dropdown), "Dependent" (checkbox), "Beneficiary" (checkbox), "*Marital Status" (dropdown with "Single" selected), "As of" (calendar icon), "*Student" (dropdown with "No" selected), "As of" (calendar icon), "*Disabled" (dropdown with "No" selected), "As of" (calendar icon), and "*Smoker" (dropdown with "Non Smoker" selected), "As of" (calendar icon). A red rectangular box highlights the "Date of Birth", "*Gender", "*Relationship to Employee", "*Marital Status", "*Student", "*Disabled", and "As of" fields.

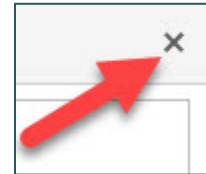
- Click **Add National ID** to add the individual's Social Security Number. (**Note:** This is **only** utilized by the Employee Benefits team for benefit purposes.)



- Click the **Save** button in the upper right corner when finished.



- After being returned to the Dependents page, the newly added dependent displays. Click the **X** button in the upper right corner to return to the page displaying dependents and Health plans.



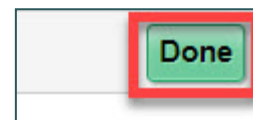
6. To modify existing dependents and their Health plan coverage, either **check** or **uncheck** the box next to their name in the Dependents area.

| ▼ Enroll Your Dependents | |
|--|--------------|
| Dependents that the employee has registered are listed here. | |
| Dependents | |
| <input type="checkbox"/> | JANE TEST |
| <input checked="" type="checkbox"/> | MICHAEL TEST |

7. To enroll dependents in the desired Health plan(s), click the **Select** button next to the appropriate plan name. (**Note:** There is also the option to **Waive** coverage.) The **Cost (Before Tax)**, **Cost (After Tax)**, and **Pay Period Cost** columns automatically update as dependents and plans are selected or de-selected.

| ▼ Enroll in Your Plan | | | | |
|--|---------------------|-------------------|------------------|-----------------|
| The cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see the cost corresponding to each plan option. | | | | |
| | Plan Name | Cost (Before Tax) | Cost (After Tax) | Pay Period Cost |
| Select | CCASAPE HMO | \$91.11 | \$91.11 | \$91.11 |
| ✓ | CCASAPE PPO | \$253.81 | \$253.81 | \$253.81 |
| Select | Waive | | | \$0.00 |
| Select | Superintendent Plan | | | \$0.00 |

8. Click the **Done** button in the upper right corner when finished modifying.



9. After being returned to the Benefits Enrollment page, click the **Life and AD and D** box. (**Note:** The information in the Health box must be completed *before* selecting the Life and AD and D box.)

| Health/CCASAPE | Life and AD and D |
|---|-------------------------------|
| Current No Coverage | Current No Coverage |
| New CCASAPE PPO | New Waive |
| Status ✔ Changed | Status Visited |
| 1 Dependents | |
| Pay Period Cost \$253.81 | Pay Period Cost \$0.00 |
| Review | Review |

10. On this page, the default selection is to **Waive** the Life and AD&D plan. Either leave this selected or click the **Select** button next to Life and AD&D to change it.

▼ **Enroll in Your Plan**

| Plan Name |
|--|
| <input type="button" value="Select"/> Life and AD&D (\$50,000) Requires enrollment to any Health/CCASAPE plan |
| <input checked="" type="checkbox"/> Waive |

11. Click the **Done** button in the upper right corner when finished.

[Done](#)

12. After being returned to the Benefits Enrollment page, click the **Submit Enrollment** button. This routes the benefit elections to the Employee Benefits team for review and eventual approval.

▼ **Enrollment Summary**

Your Pay Period Cost **\$253.81**

Status **Pending Review**

[Review Enrollment](#)

[Submit Enrollment](#)

PLEASE NOTE: The **Your Pay Period Cost** shown will vary depending on how many dependents have been selected for plan coverage.