
HCM PeopleSoft:

New Hire Benefit Election for Support Professionals

Employee OnBoarding for New Hires

What Is Employee OnBoarding?

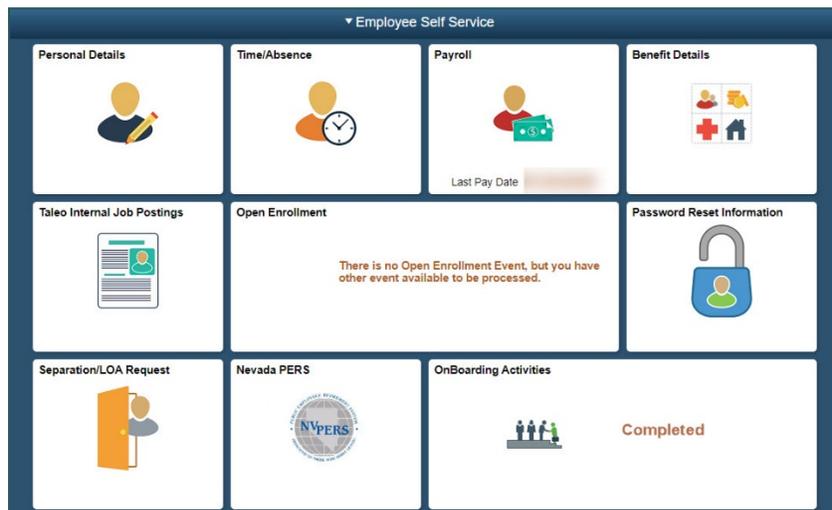
CCSD Employee OnBoarding encompasses all activities that must be completed by a new-to-CCSD hire.

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

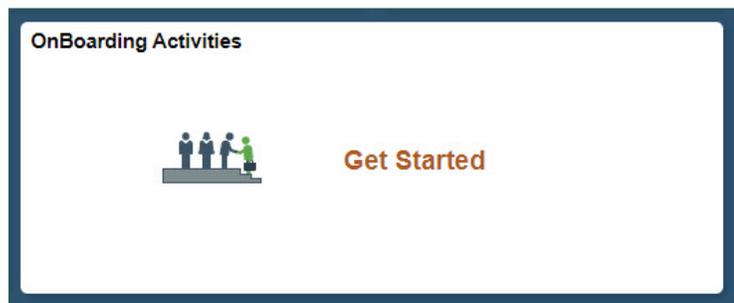
Although a “new hire” is someone that has been hired to the District from an external entity, existing CCSD employees sometimes undergo a change in position that involves the transfer from one employee pay group to another. For instance, if a Temporary employee transfers to a full-time Support Professional 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 Support Professionals, 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.

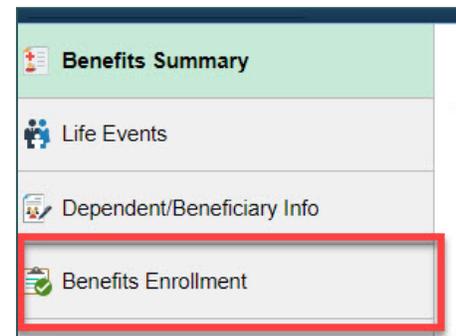
Completing Benefit Election as a Support Professional

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

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 Cert/Sub/Supp/Police** (if they have transitioned from a different pay group to a Support Professional position).

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Benefits Enrollment

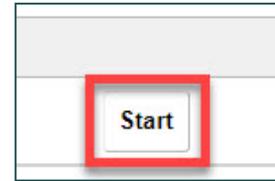
After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

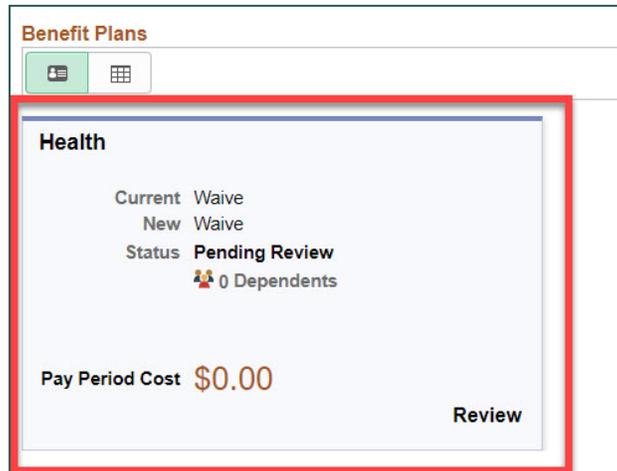
Your Benefit Events

Event Description	Event Date	Event Status	Job Title	
Hire Event (Select Benefits)	01/13/2020	Open	LEGAL SEC II	Start

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**.)



4. Click the **Health** box that appears near the bottom of the page.



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

Cancel Health 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"/> JOHN TEST	Spouse
<input type="checkbox"/> ANNA TEST	Child

[Add Dependent](#)

▼ Enroll in Your Plan

The Employee Only 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 HMO - Support Professionals	\$21.13		\$21.13
Select Point of Service - Support Pro	\$101.82		\$101.82
Select PPO - Support Professionals	\$111.07		\$111.07
Select HMO After-Tax - Support Prof		\$21.13	\$21.13
Select POS After-Tax Support Prof		\$101.82	\$101.82
Select PPO - After Tax Support Prof		\$111.07	\$111.07
<input checked="" type="checkbox"/> Waive			\$0.00

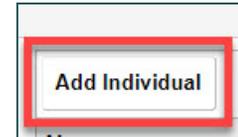
[Overview of All Plans](#)

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**.



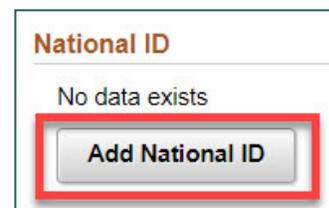
- Click the **Add Name** button to add the dependent's name.



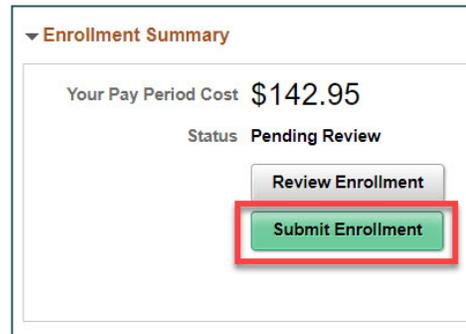
- On the following page, fill out all required fields, including:
 - **Date of Birth**
 - **Gender**
 - **Relationship to Employee**
 - **Marital Status** (and **As of** date)
 - **Student** and **Disabled** statuses (and **As of** dates)

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, set to "Single"), "As of" (calendar icon), "*Student" (dropdown, set to "No"), "As of" (calendar icon), "*Disabled" (dropdown, set to "No"), "As of" (calendar icon), and "*Smoker" (dropdown, set to "Non Smoker"), "As of" (calendar icon). The "Date of Birth", "*Gender", "*Relationship to Employee", and the bottom section containing "*Marital Status", "*Student", "*Disabled", and "*Smoker" are highlighted with red rectangular borders.

- 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.)



9. 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.



The screenshot shows a web interface titled "Enrollment Summary". It displays "Your Pay Period Cost" as \$142.95 and "Status" as "Pending Review". There are two buttons: "Review Enrollment" and "Submit Enrollment". The "Submit Enrollment" button is highlighted with a red rectangular border.

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