

**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: Add a  
Domestic Partner*

Revised: March 2021

## Life Events Options

**Life Events** permit employees to initiate changes to benefits which involve themselves and their dependents.

After selecting the **Benefit Details** tile from the **Employee Self Service** dashboard, click the **Life Event** option from the left side panel to display the **Life Event** page.

The screenshot shows the 'Employee Self Service' interface. The left navigation pane has 'Life Events' highlighted. The main content area is titled 'Benefit Details' and shows the user's name 'Hill, Christine' and role 'ADMIN SCH SEC'. Below this, the 'Life Events' section is titled 'For Health Insurance Changes Only' and includes a brief instruction: 'There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.' A list of events is provided for the 'Employee' category, including 'Upload Supporting Documentation', 'Marriage', 'Birth of a Child', 'Adopted or Gained Legal Custody/Guardianship of a child', 'Divorce or Legal Separation', 'Gained Coverage Elsewhere', 'Loss of Coverage Elsewhere', 'Add a Domestic Partner', 'Remove a Domestic Partner', and 'Death of a Dependent'. At the bottom, there is an '\*As Of' date field and a 'Start Life Event' button. A footer note 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.'

Select the type of **Life Event** to process from the list. The life event must be completed within 31 days of the event. If more than 31 days has passed, the employee will not be allowed to enter a **Life Event**, and will need to wait until the next Open Enrollment period to make changes to their benefits.

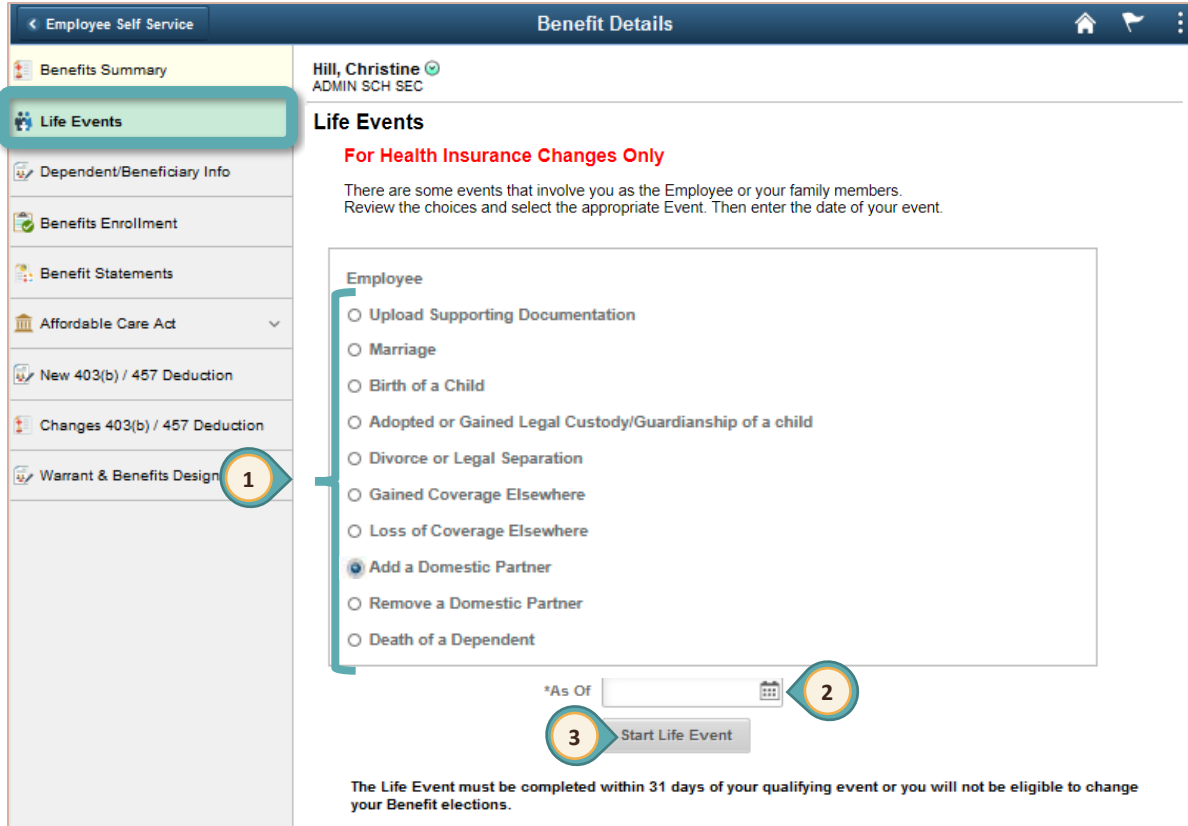
After selecting the **Life Event**, enter the **\*As Of** date and click the **Start Life Event** button. A list of steps to be completed will appear on the left, and Previous and Next buttons will appear in the top right corner for navigation. (Please note that all supporting documents must be available for upload prior to completion of the **Life Event**.) The event may be exited and the progress saved so it can be completed at a later time. However, the employee will not be able to begin another **Life Event** until the current event, which will show as being in progress, is completed.

**Note:** Only one **Life Event** at a time is allowed. To cancel a **Life Event**, click the **Continue Life Event** button, then click the **Action List** (3 vertical dots - upper right corner), and select **Cancel**.

## Life Event - Add a Domestic Partner Example

This example shows how to complete the Adding a Domestic Partner Event.

1. Select **Life Events** from the menu on the left and then select the “**Add a Domestic Partner**” 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.)



Employee Self Service | Benefit Details

Hill, Christine  
ADMIN SCH SEC

**Life Events**

**For Health Insurance Changes Only**

There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.

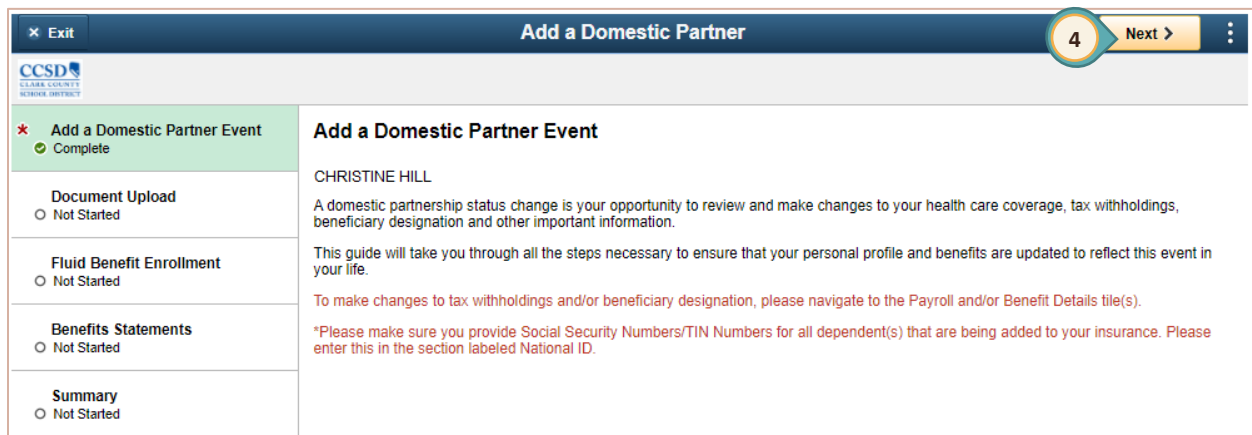
**Employee**

- Upload Supporting Documentation
- Marriage
- Birth of a Child
- Adopted or Gained Legal Custody/Guardianship of a child
- Divorce or Legal Separation
- Gained Coverage Elsewhere
- Loss of Coverage Elsewhere
- Add a Domestic Partner
- Remove a Domestic Partner
- Death of a Dependent

\*As Of

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 **Add a Domestic Partner Event** page. To continue the event, click the **Next** button.



Exit | Add a Domestic Partner | 4 | Next >

CCSD  
CLARK COUNTY  
SCHOOL DISTRICT

**Add a Domestic Partner Event**  
Complete

Document Upload  
 Not Started

Fluid Benefit Enrollment  
 Not Started

Benefits Statements  
 Not Started

Summary  
 Not Started

**CHRISTINE HILL**

A domestic partnership status change is your opportunity to review and make changes to your health care coverage, tax withholdings, beneficiary designation and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile and benefits are updated to reflect this event in your life.

To make changes to tax withholdings and/or beneficiary designation, please navigate to the Payroll and/or Benefit Details file(s).

\*Please make sure you provide Social Security Numbers/TIN Numbers for all dependent(s) that are being added to your insurance. Please enter this in the section labeled National ID.

- Review the **Instructions** provided on the page to upload the required documents then select the **Add Attachment** button.

The screenshot shows the 'Add a Domestic Partner' web form. On the left is a navigation menu with 'Add a Domestic Partner Event' (Complete), 'Document Upload' (Visited), 'Fluid Benefit Enrollment' (Not Started), 'Benefits Statements' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Life Events - Document Upload' and includes 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.' Below this is a section for 'Life Event Documents' with a text input field containing 'Domestic Partnership Documents'. A callout box with the number 5 points to the 'Add Attachment' button. A text box on the right states: 'Please note that required supporting documentation (e.g., birth certificate, marriage certificate, divorce decree, or other court document) depends upon the type of life event selected.'

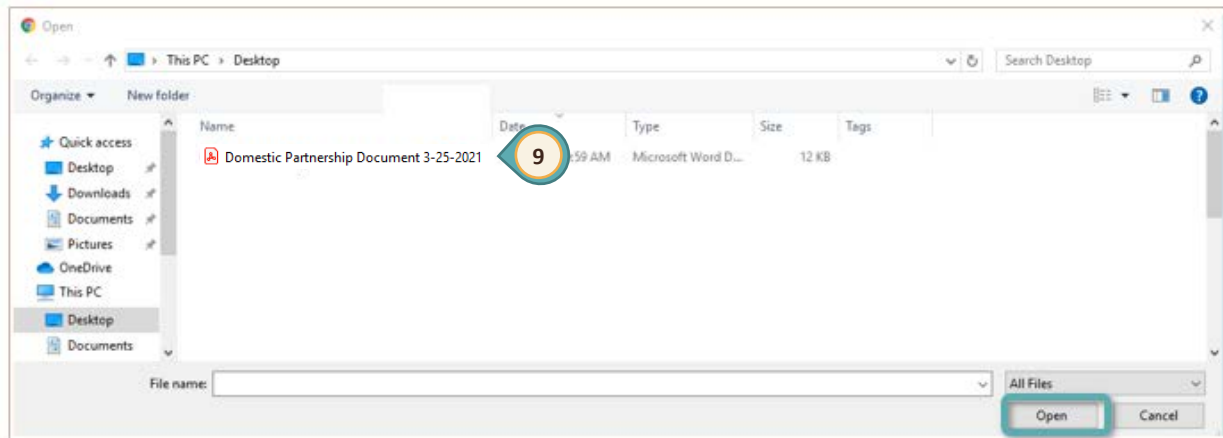
- In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Domestic Partnership Documents** and the date.
- Click the **Add Attachment** button.

The screenshot shows the 'Add a Domestic Partner' web form at the 'Document Definition - New Attachment' step. The navigation menu is the same. The main content area has instructions: 'You have chosen to enter a new attachment.' Under 'Selection Criteria', there is a table with 'Description' 'Add a Domestic Partner' and a '\*Subject' input field containing 'Domestic Partnership Document'. A callout box with the number 6 points to this input field. Below the input field is an 'Add Attachment' button with a callout box with the number 7 pointing to it. At the bottom, there is a 'Save' button and a 'Go To' link for 'Life Events - Document Upload'.

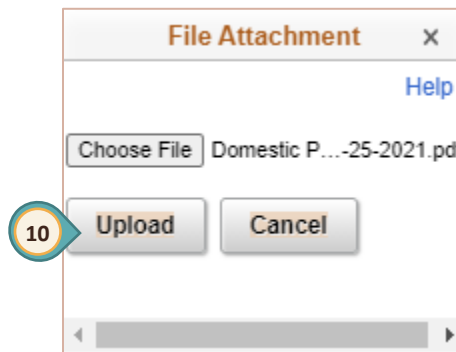
- In the new window, select the **Choose File** button.

The screenshot shows a 'File Attachment' dialog box with a 'Help' link. It contains a 'Choose File' button, a 'No file chosen' status, and 'Upload' and 'Cancel' buttons. A callout box with the number 8 points to the 'Choose File' button.

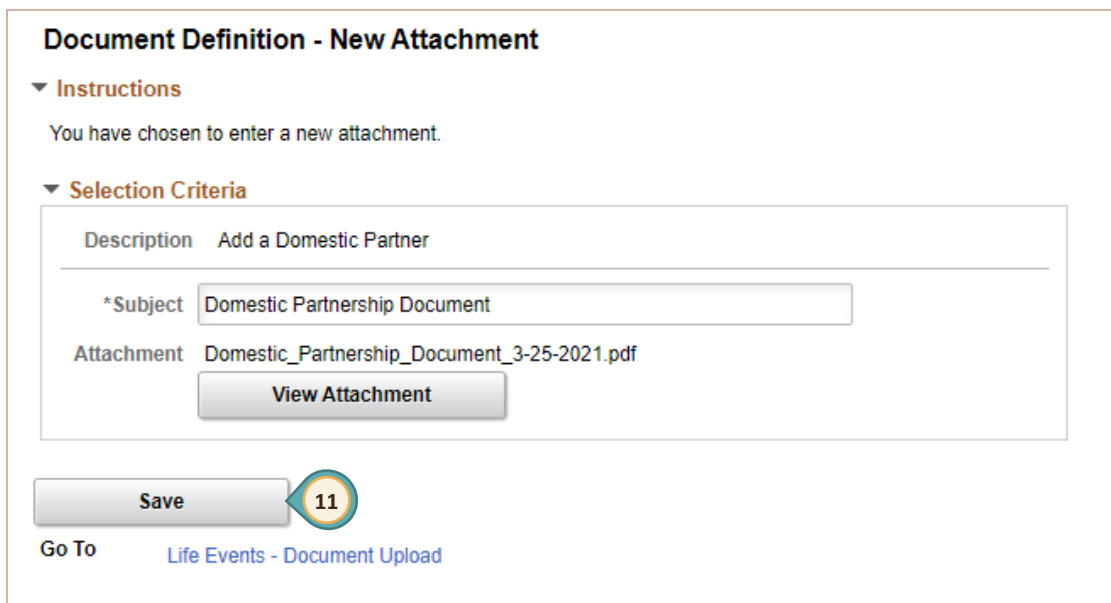
9. Navigate to the **desired file name**, select it, and then click the **Open** button.



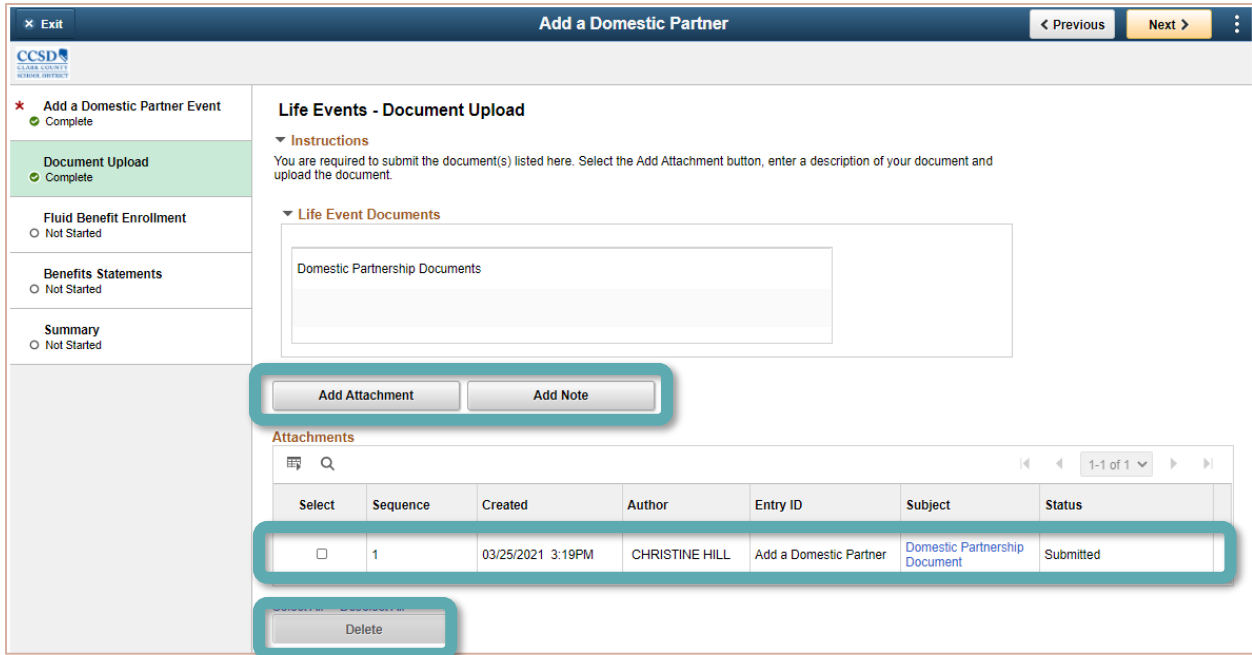
10. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



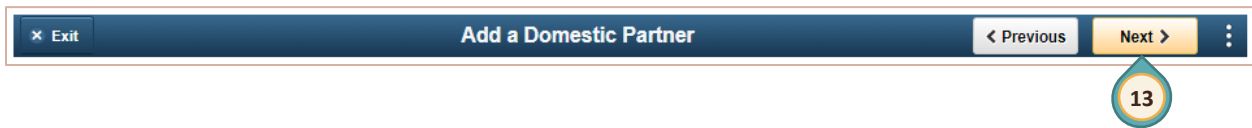
11. When the file has been uploaded, it will be displayed on the page. The **View Attachment** button can be selected to confirm the correct attachment was uploaded if desired. Click the **Save** button.



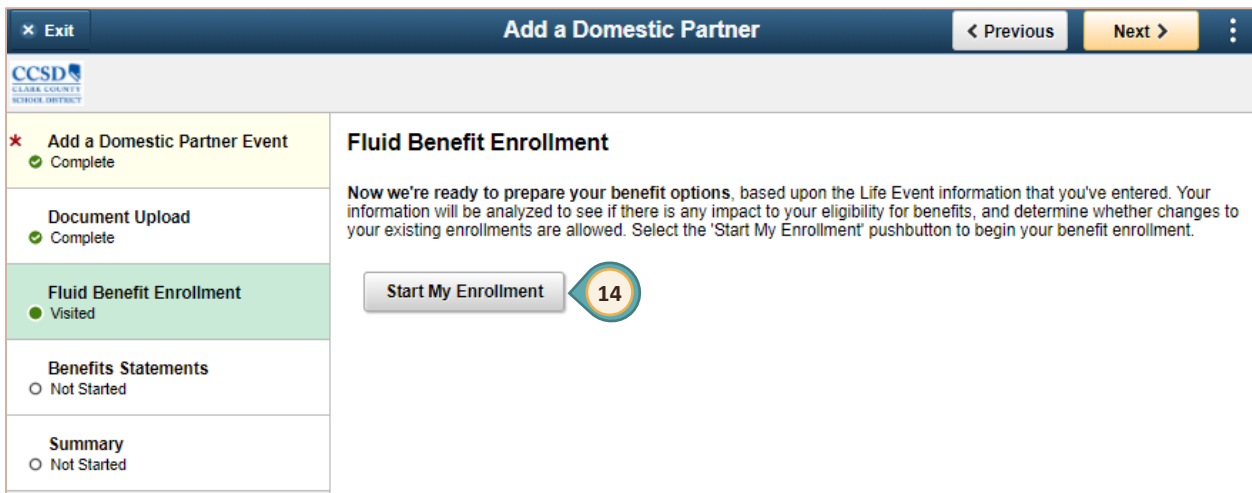
12. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed. Click the **Add Note** button to enter comments about the event or the documentation that has been provided if needed. If the wrong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



13. Select the **Next** button.



14. The **Fluid Benefit Enrollment** page will be displayed. Select the **Start My Enrollment** button to continue.

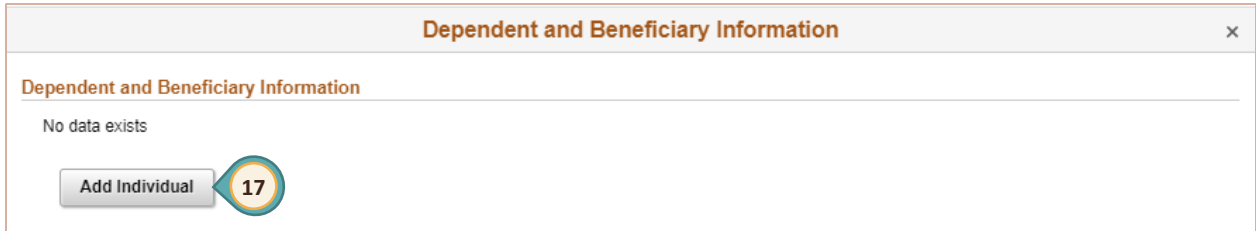


15. The **Fluid Benefit Enrollment Overview** page lists the current benefits. Click the **Health** box at the bottom of the page to review & make changes to the current health plan (e.g., adding a domestic partner).

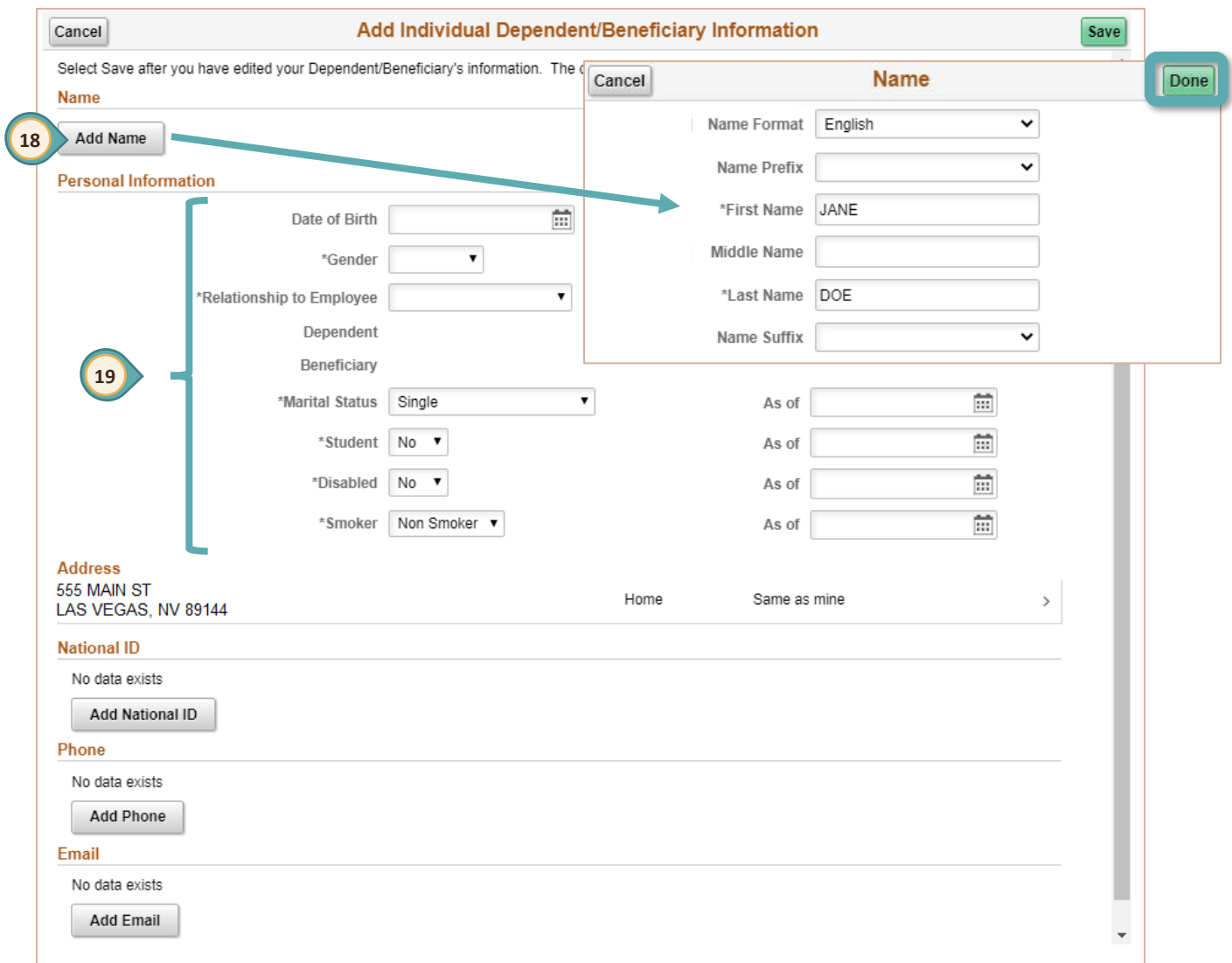
16. To add a Dependent, click the **Add Dependent** button.

Plan Name	Cost (Before Tax)	Cost (After Tax)	Pay Period Cost
Select HMO - Support Professionals	\$21.13		\$21.13
✓ 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
Select Waive			\$0.00

17. In the new window, select the **Add Individual** button to add a Dependent or Beneficiary. A new window will appear to enter the information.



18. Click the **Add Name** button to enter the Dependent/Beneficiary name. A new window will appear to enter the person's name. Click the **Done** button to return to the previous page.





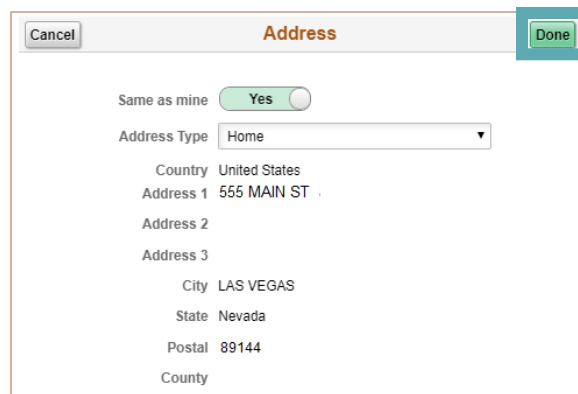
19. In the **Personal Information** section, enter the following:

- Date of Birth
- Gender
- Relationship to the Employee
- Marital Status
- Status for Student, Disabled, Smoker fields

20. In the address field, click the > right arrow to enter the person's address.

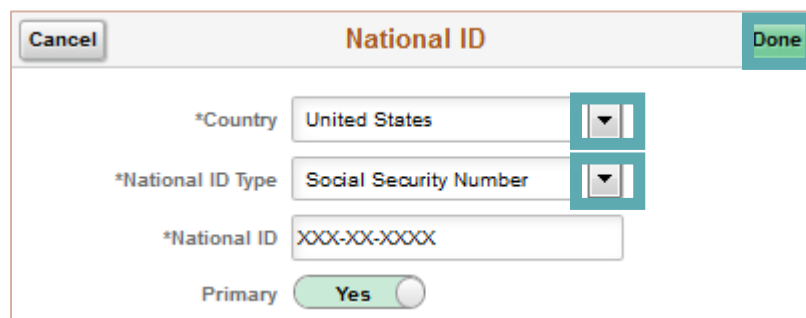
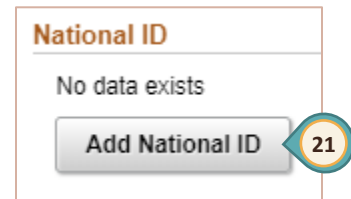


In the new window, if **Yes** is selected in the **Same as mine** field, the system will populate the address from the employee's address. If the address is different, select **No** in the **Same as mine** field and enter a different address for the person. Click the **Done** button when finished.

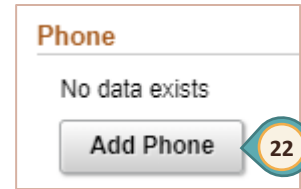


21. Click the **Add National ID** button to add the person's Social Security Number.

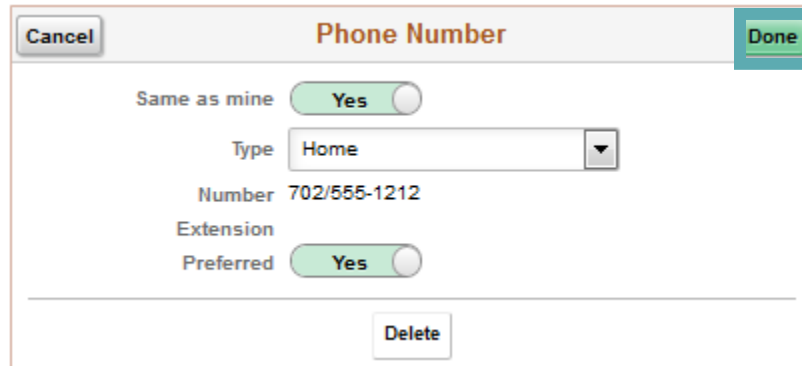
Click the drop-down box to select **United States** in the Country field. In the National ID Type field, select **Social Security Number**. Enter the Social Security number in the National ID box. Click the **Done** button after entering the information.



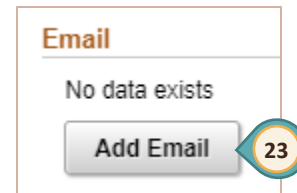
22. Click the **Add Phone** button to enter the person’s phone number.



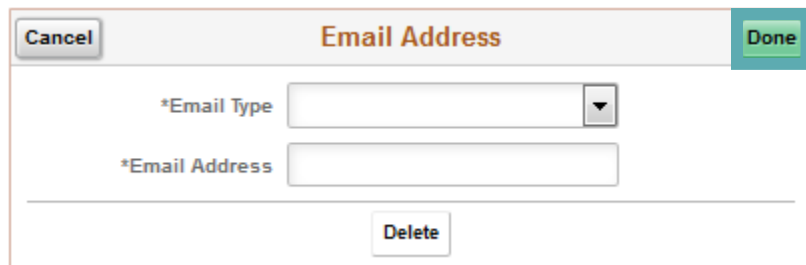
In the new window, if the **Phone Number** for the dependent/beneficiary is the same as the employee, select **Yes** in the **Same as mine** field. If the **Phone Number** is different, set the **Same as mine** field to **No**, select the **Type** from the drop-down box, and enter the **Phone Number** in the space provided. Click the **Done** button when finished.



23. To add an email address, click the **Add Email** button.



In the new window, select the Email Type from the drop-down box. (The available options are **Business, Campus, Dormitory, Home** and **Other**.) Enter the email address in the space provided. Use the **Delete** button to remove an email address if necessary. Click the **Done** button when finished.



24. After all information has been entered, click the **Save** button at the top. The system will display a message that the page has been successfully saved. Click the **OK** button.



25. Once the dependent/beneficiary information has been entered, additional dependents/beneficiaries can be entered by clicking the **Add Individual** button and repeating the process of adding a dependent/beneficiary. When finished, click the “X” to return to the **Health** page.

Name	Relationship	Beneficiary	Dependent
JANE DOE	Domestic Partner Adult	✓	✓

26. Once the dependents/beneficiaries have been added, they will appear on the page. To enroll a dependent in one of the health plans, select the checkbox in front of the name. The cost of each plan type will be updated in the **Enroll in Your Plan** section at the bottom.

- The current Health Plan is indicated with a checkmark. To select a different Health Plan, click the **Select** button next to the Plan Name for the plan type being chosen. To see other coverage costs, select the information icon ⓘ next to the Plan Name. (For detailed information about all health plans, select the **Overview of All Plans** button.)
- When finished, select the **Done** button.

**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 checked="" type="checkbox"/> JANE DOE	Domestic Partner Adult

**Enroll in Your Plan**

The Employee + Spouse 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 ⓘ	\$97.15		\$97.15
✓ Point of Service - Support Pro ⓘ	\$293.45		\$293.45
Select PPO - Support Professionals ⓘ	\$398.94		\$398.94
Select HMO After-Tax - Support Prof ⓘ		\$97.15	\$97.15
Select POS After-Tax Support Prof ⓘ		\$293.45	\$293.45
Select PPO - After Tax Support Prof ⓘ		\$398.94	\$398.94
Select Waive			\$0.00

Costs displayed are for illustration purposes only and are subject to change.

27. The **Fluid Benefit Enrollment** page will display the updated Health Plan information and cost. (The enrollment can be reviewed and printed as a pdf by selecting the **Review Enrollment** button if desired.) Click the **Submit Enrollment** button for the Benefits Department to process the changes.

The screenshot shows the 'Add a Domestic Partner' page. The sidebar on the left includes: 'Add a Domestic Partner Event' (Complete), 'Document Upload' (Complete), 'Fluid Benefit Enrollment' (Visited), 'Benefits Statements' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Fluid Benefit Enrollment' and includes instructions, an 'Enrollment Summary' showing 'Your Pay Period Cost \$293.45' and 'Full Cost \$293.45', and a 'Status Pending Review' with 'Review Enrollment' and 'Submit Enrollment' buttons. Below this is the 'Benefit Plans' section with a 'Health' plan selected, showing 'Current PPO', 'New POS', 'Status Changed', and '1 Dependents'. A callout box with the number 27 points to the 'Submit Enrollment' button. Another callout box points to the '1 Dependents' status with the text: 'Note: Number of dependents has changed.' A third callout box on the right states: 'Costs displayed are for illustration purposes only and are subject to change.'

28. The Benefits Alerts window will appear. Select the **View** button to review the Election Preview Statement or the **Done** button to continue.

The 'Benefits Alerts' window is shown with a 'Done' button on the left and a 'View' button on the right. The main text reads: 'Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary'. A callout box with the number 28 points to the 'Done' button.

29. Click the **Next** button.

The screenshot shows the bottom of the 'Add a Domestic Partner' page with an 'Exit' button on the left and 'Previous' and 'Next' buttons on the right. A callout box with the number 29 points to the 'Next' button.

30. On the Benefits Statements page, click the > right arrow to view the Enrollment Preview information if desired. Click the **Next** button.

The screenshot shows the 'Add a Domestic Partner' page with a sidebar on the left containing progress indicators for: Add a Domestic Partner Event (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Complete), Benefits Statements (Visited), and Summary (Not Started). The main content area is titled 'Benefits Statements' and features a 'Statement Type' dropdown menu. Below it is a table with 2 rows. The first row contains: Event Date (03/25/2021), Issue Date (03/26/2021), Enrollment Event (Event Maintenance), and Statement Type (Enrollment Preview). A callout bubble with the number 30 highlights a right arrow button at the end of the first row.

31. The **Summary** page will be displayed. Review the information on this page for additional items that may need to be completed. Click the **Complete** button to finalize the life event.

The screenshot shows the 'Add a Domestic Partner' page with the sidebar updated: Summary is now 'Visited'. The main content area is titled 'Summary' and includes a 'Complete' button (highlighted with callout bubble 31) and a message: 'You have completed the steps to record add your Domestic Partner. This change will be finalized once uploaded documents have been accepted. Additional changes (name change, address change, beneficiary changes, tax withholdings) can be made under the appropriate ESS tiles. Select the Complete button to end this event.' Below this is a 'Steps' table with 4 rows.

Step	Status	Date Completed	Required	Go to Step
Add a Domestic Partner Event	Complete	03/25/2021	Yes	Go to Step
Document Upload	Complete	03/25/2021	No	Go to Step
Fluid Benefit Enrollment	Complete	03/26/2021	No	Go to Step
Benefits Statements	Visited		No	Go to Step