

**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: Divorce  
or Legal Separation*

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 top navigation bar includes a back arrow, 'Employee Self Service', and 'Benefit Details'. The user is identified as 'Hill, Christine' with roles 'ADMIN SCH SEC'. The left sidebar contains a menu with 'Life Events' highlighted. The main content area is titled 'Life Events' and includes a red heading 'For Health Insurance Changes Only'. Below this is a text block: '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, each with a radio button: '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'. Below the list 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 – Divorce or Legal Separation Example

This example shows how to complete the Divorce or Legal Separation Life Event.

1. Select **Life Events** from the menu on the left and then select the “**Divorce or Legal Separation**” 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 **Divorce Event** page. To continue the event, click the **Next** button.

Exit | Divorce Event | Next >

CCSD  
CLARK COUNTY  
SCHOOL DISTRICT

**Divorce Event**

CHRISTINE HILL

A marital 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 tile(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.

Divorce Status  
 Not Started

Document Upload  
 Not Started

Fluid Benefit Enrollment  
 Not Started

Benefits Statements  
 Not Started

Summary  
 Not Started

- To change the **Marital Status**, select the appropriate option from the **\*New Status** drop-down list.
- Enter the **\*As of** date.
- Once the New Status and the date have been entered, click the **Save** button. The system will display a message that the page has been successfully saved.
- To continue the event, click the **Next** button.

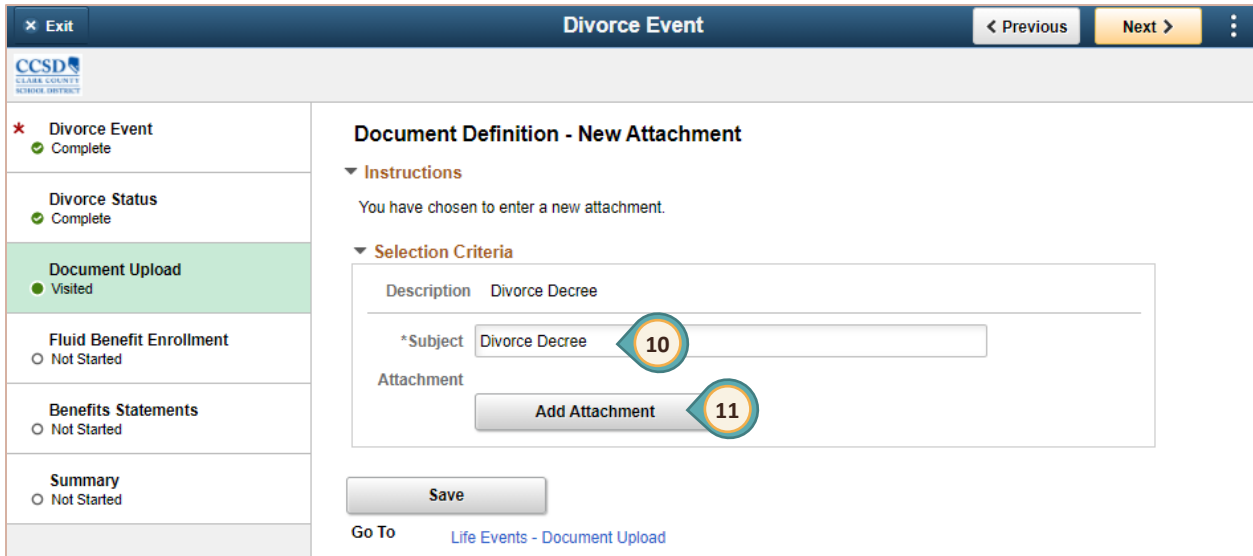
The screenshot shows the 'Divorce Event' form. On the left is a navigation pane with items: 'Divorce Event' (Complete), 'Divorce Status' (Visited), 'Document Upload' (Not Started), 'Fluid Benefit Enrollment' (Not Started), 'Benefits Statements' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Divorce Status' and shows 'Current Married'. Below this is the 'Change Marital Status' section with a '\*New Status' dropdown menu set to 'Divorced' and a '\*As Of' date field set to '03/16/2021'. A 'Save' button is located to the right of the date field. At the top right of the form, there are 'Previous' and 'Next >' buttons. Numbered callouts (5, 6, 7, 8) highlight the dropdown menu, the date field, the Save button, and the Next button respectively.

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

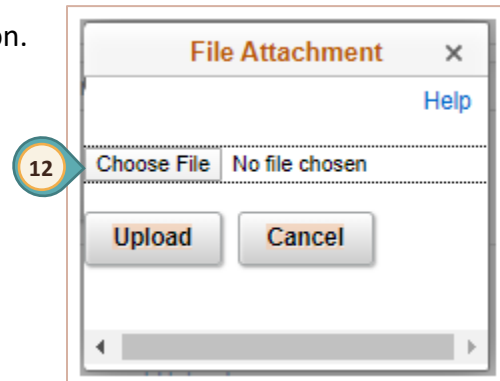
The screenshot shows the 'Life Events - Document Upload' section of the 'Divorce Event' form. The left navigation pane now highlights 'Document Upload' as 'Visited'. The main content area has a section titled 'Life Events - Document Upload' with 'Instructions' that read: 'You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.' Below the instructions is a section for 'Life Event Documents' containing a text box with 'Divorce Decree' entered. At the bottom of this section are two buttons: 'Add Attachment' and 'Add Note'. A callout with the number 9 points to the 'Add Attachment' button.

10. In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Divorce Decree**.

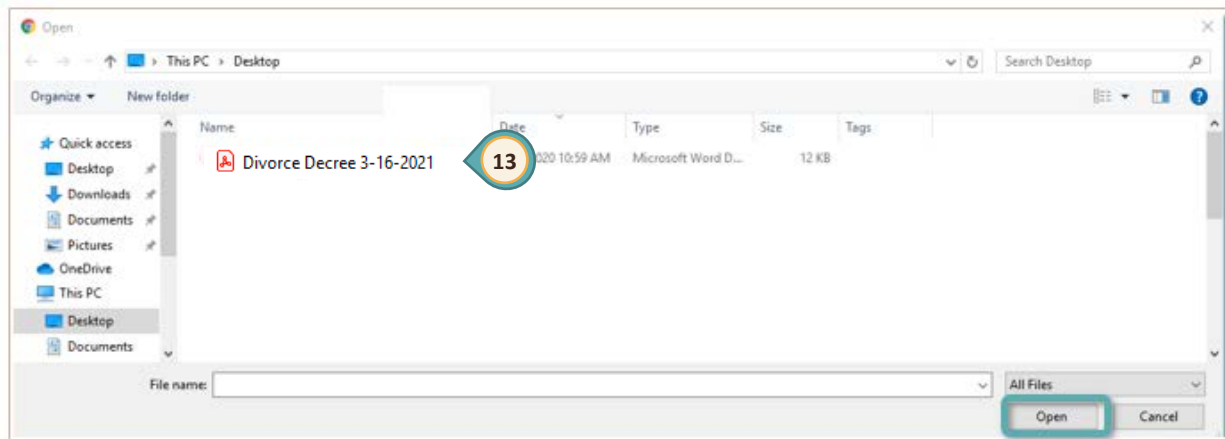
11. Click the **Add Attachment** button.



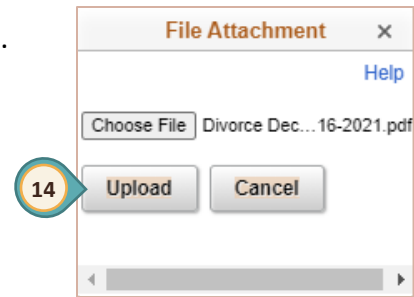
12. In the new window, select the **Choose File** button.



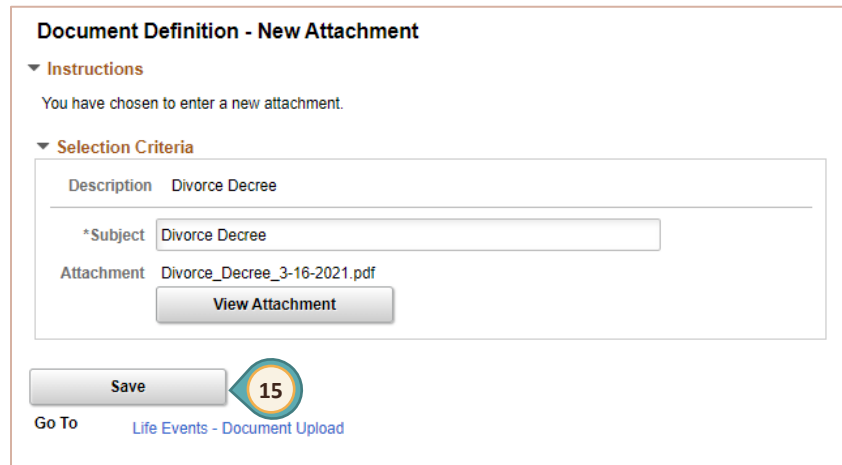
13. Navigate to the **desired file name**, select it, and then click the **Open** button.



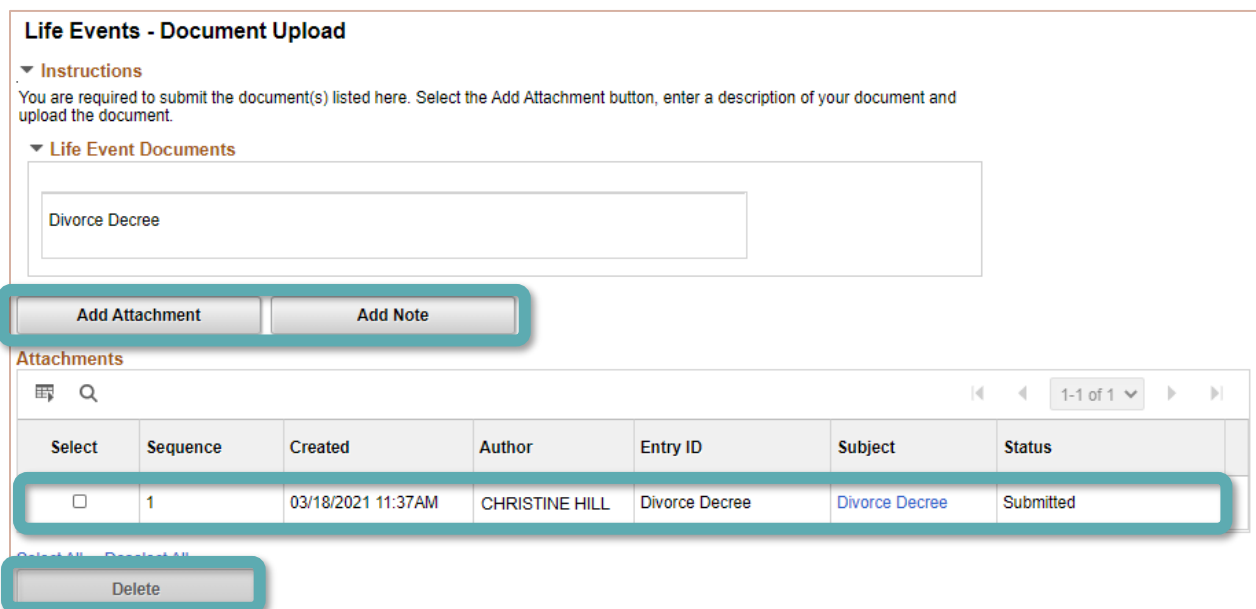
14. The selected file is displayed and is ready to be uploaded.  
 Click the **Upload** button to upload the displayed file.



15. 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.



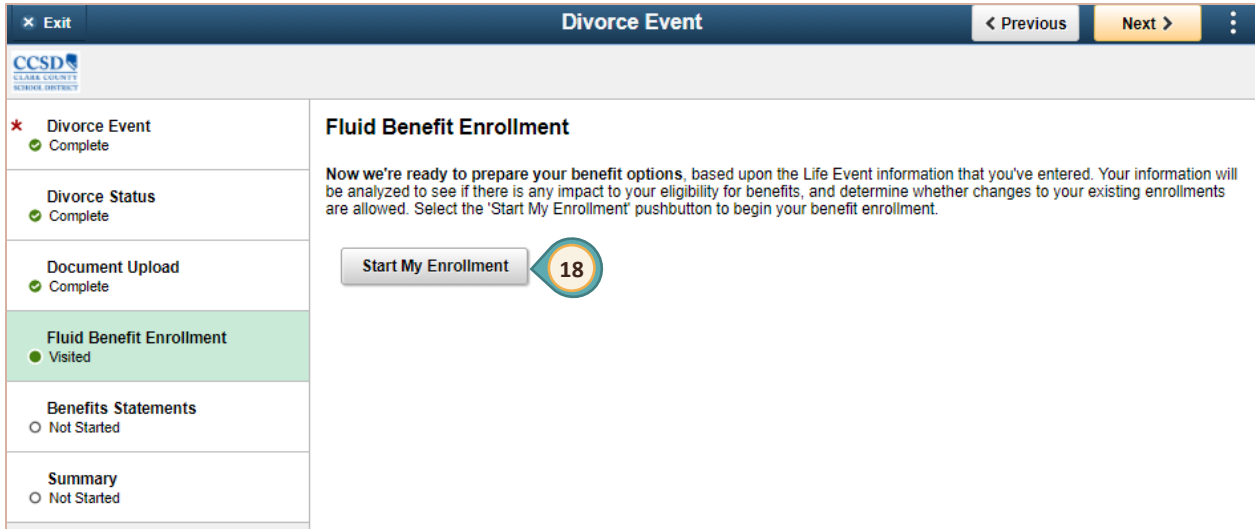
16. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed. Click the **Add Note** button to enter comments about the event or the documentation that has been provided if needed. If the wrong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



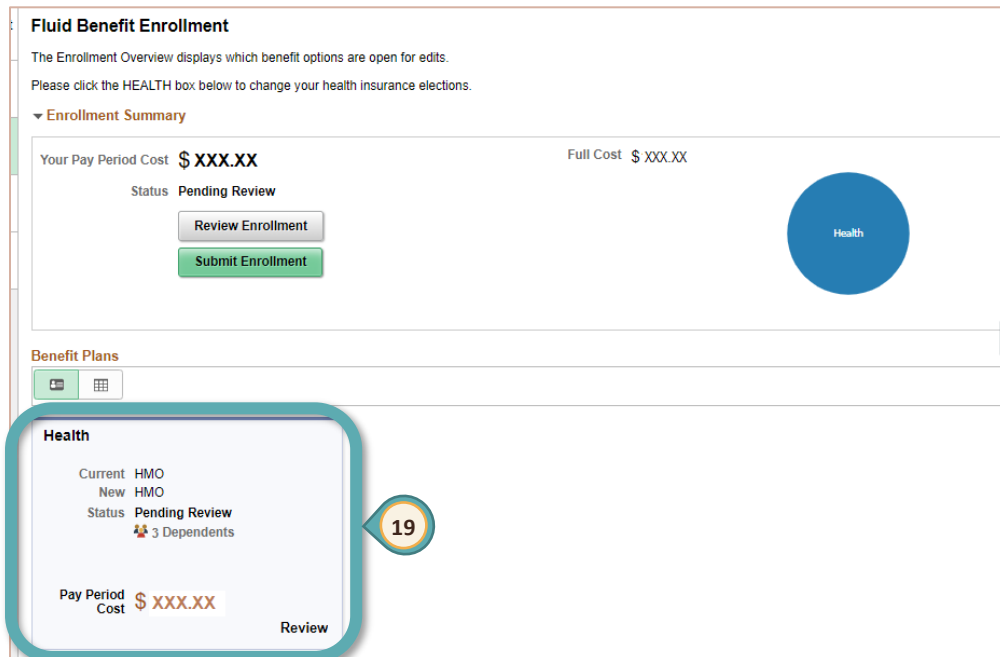
17. Select the **Next** button.



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



19. 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., removing a spouse).



20. To remove a Dependent, uncheck the box to the left of the dependent's name.

Health

Cancel 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 checked="" type="checkbox"/> CHRISTOPHER HILL	Spouse
<input checked="" type="checkbox"/> CHRISTY HILL	Child
<input checked="" type="checkbox"/> CHRIS HILL	Child

Add Dependent

21. Once the dependent has been unchecked, 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.

Health

Cancel 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"/> CHRISTOPHER HILL	Spouse
<input checked="" type="checkbox"/> CHRISTY HILL	Child
<input checked="" type="checkbox"/> CHRIS HILL	Child

Add Dependent

▼ Enroll in Your Plan

The Family 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
<input checked="" type="checkbox"/> HMO ⓘ	\$142.95		\$142.95
<input type="checkbox"/> Select POS ⓘ	\$424.74		\$424.74
<input type="checkbox"/> Select PPO ⓘ	\$725.41		\$725.41
<input type="checkbox"/> Select HMO After-Tax ⓘ		\$142.95	\$142.95
<input type="checkbox"/> Select POS After-Tax ⓘ		\$424.74	\$424.74
<input type="checkbox"/> Select PPO - After Tax ⓘ		\$725.41	\$725.41
<input type="checkbox"/> Select Waive			\$0.00

Overview of All Plans

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

In this example, the spouse was unchecked and the current HMO plan was kept for the health coverage.



22. 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.

**Fluid Benefit Enrollment**

The Enrollment Overview displays which benefit options are open for edits.  
Please click the HEALTH box below to change your health insurance elections.

▼ **Enrollment Summary**

Your Pay Period Cost **\$142.95** Full Cost **\$142.95**

Status **Pending Review**

**22** Review Enrollment  
Submit Enrollment

Health

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

**Benefit Plans**

**Health**

Current HMO  
New HMO  
Status **Changed**  
2 Dependents

Pay Period Cost **\$142.95**  
Review

**Note:** Number of dependents has changed.

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

**23** Done **Benefits Alerts** View

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

24. Click the **Next** button.

× Back Divorce Event < Previous Next >

**24**

25. 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 'Divorce Event' page with a sidebar on the left containing navigation options: Divorce Event (Complete), Divorce Status (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Complete), Benefits Statements (Visited), and Summary (Not Started). The main content area is titled 'Benefits Statements' and includes a 'Statement Type' dropdown menu. Below this is a table with 1 row. The table columns are Event Date, Issue Date, Enrollment Event, and Statement Type. The first row contains the values: 03/16/2021, 03/18/2021, Event Maintenance, and Enrollment Preview. A right arrow button is located at the end of the first row, highlighted by a callout bubble with the number 25.

Event Date	Issue Date	Enrollment Event	Statement Type
03/16/2021	03/18/2021	Event Maintenance	Enrollment Preview

26. 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 'Divorce Event' page with a sidebar on the left containing navigation options: Divorce Event (Complete), Divorce Status (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Complete), Benefits Statements (Visited), and Summary (Visited). The main content area is titled 'Summary' and includes a 'Complete' button. Below this is a 'Steps' table with 5 rows. The table columns are Step, Status, Date Completed, Required, and Go to Step. The first row contains the values: Divorce Event, Complete, 03/18/2021, Yes, and Go to Step.

You have completed the steps to record your Divorce Event.  
 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.

Step	Status	Date Completed	Required	Go to Step
Divorce Event	Complete	03/18/2021	Yes	Go to Step
Divorce Status	Complete	03/18/2021	No	Go to Step
Document Upload	Complete	03/18/2021	No	Go to Step
Fluid Benefit Enrollment	Complete	03/18/2021	No	Go to Step
Benefits Statements	Visited		No	Go to Step