

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: Remove
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 sidebar contains a menu with '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 – Remove a Domestic Partner Example

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

1. Select **Life Events** from the menu on the left and then select the “**Remove 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 **Remove a Domestic Partner Event** page. To continue the event, click the **Next** button.

Remove a Domestic Partner Event | Next >

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Remove a Domestic Partner Event

CHRISTINE HILL

A domestic partner 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.

Progress:

- Remove a Domestic Partner Event Complete
- Document Upload Not Started
- Fluid Benefit Enrollment Not Started
- Benefits Statements Not Started
- Summary Not Started

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

The screenshot shows a web application interface for 'Remove a Domestic Partner Event'. On the left is a navigation menu with items: 'Remove a Domestic Partner Event' (marked complete), 'Document Upload' (visited), 'Fluid Benefit Enrollment' (visited), 'Benefits Statements' (not started), and 'Summary' (not started). The main content area is titled 'Life Events - Document Upload'. It 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 'Dissolution of a Domestic Part'. A callout bubble with the number 5 points to the 'Add Attachment' button.

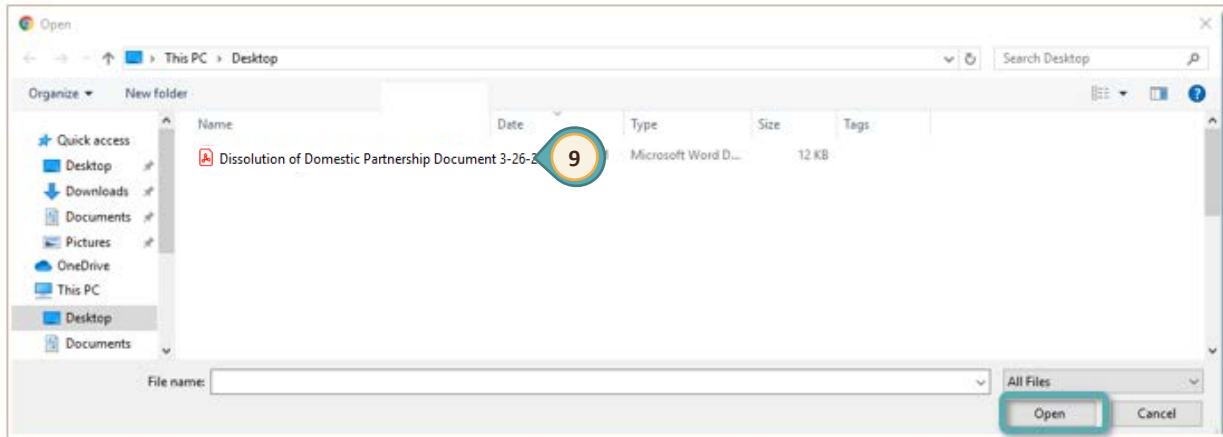
- In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Dissolution of a Domestic Partnership**.
- Click the **Add Attachment** button.

The screenshot shows the 'Document Definition - New Attachment' page. The navigation menu is the same as in the previous screenshot. The main content area has instructions: 'You have chosen to enter a new attachment.' Under 'Selection Criteria', there is a 'Description' field with 'Remove a Domestic Partner' and a '*Subject' field with 'Dissolution of a Domestic Partnership'. A callout bubble with the number 6 points to the 'Subject' field. Below the 'Subject' field is an 'Attachment' section with an 'Add Attachment' button, which is pointed to by a callout bubble with the number 7. At the bottom, there is a 'Save' button and a 'Go To' link for 'Life Events - Document Upload'.

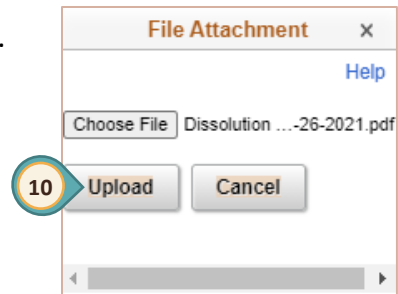
- In the new window, select the **Choose File** button.

The screenshot shows a 'File Attachment' dialog box. It has a title bar with 'File Attachment' and a close button. Below the title bar is a 'Help' link. The main area contains a 'Choose File' button and the text 'No file chosen'. Below this are 'Upload' and 'Cancel' buttons. A callout bubble with the number 8 points to the 'Choose File' button.

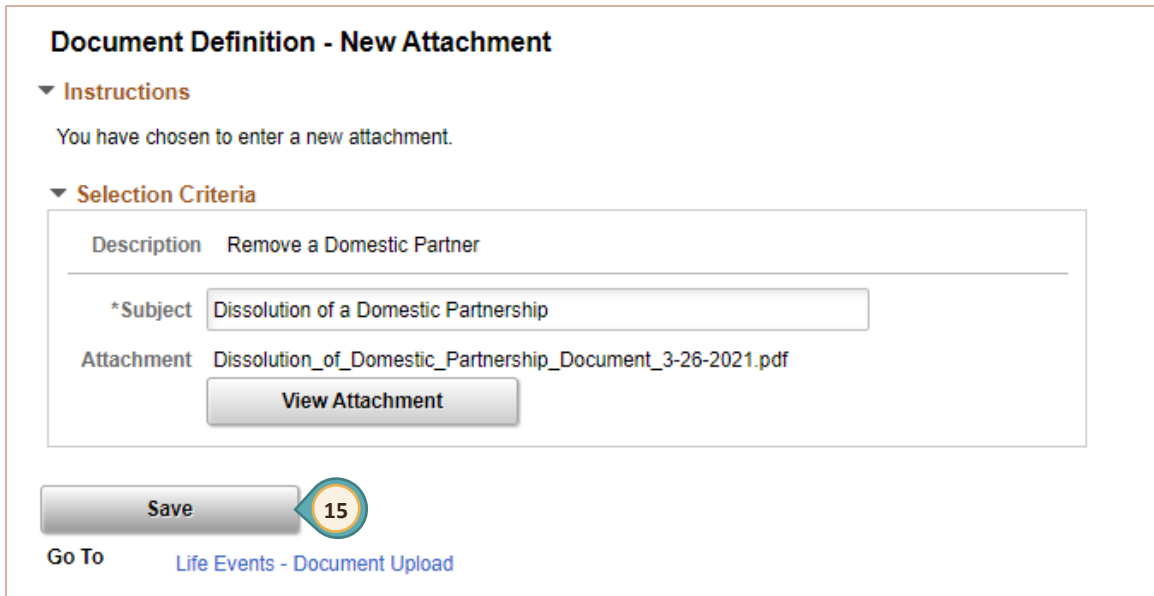
9. Navigate to the **desired file name**, select it, and then click the **Open** button.



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.

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

Dissolution of a Domestic Part

Add Attachment **Add Note**

Attachments

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	03/26/2021 10:09AM	CHRISTINE HILL	Remove a Domestic Partner	Dissolution of a Domestic Partnership	Submitted

Delete

13. Select the **Next** button.

Remove a Domestic Partner Event

Next >

13

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

Remove a Domestic Partner Event

CCSD
 CLARK COUNTY
 SCHOOL DISTRICT

Fluid Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment' pushbutton to begin your benefit enrollment.

Start My Enrollment 14

- Remove a Domestic Partner Event **Complete**
- Document Upload **Complete**
- Fluid Benefit Enrollment** Visited
- Benefits Statements Not Started
- Summary Not Started

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., removing a domestic partner).

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 \$ XXX.XX Full Cost \$ XXX.XX
Status Pending Review

Review Enrollment
Submit Enrollment

Health

Benefit Plans

Health
Current PPO
New PPO
Status Pending Review
1 Dependent
Pay Period Cost \$ XXX.XX
Review

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

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

Add Dependent

17. 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.

- a. 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 **i** next to the Plan Name. (For detailed information about all health plans, select the **Overview of All Plans** button.)
- b. When finished, select the **Done** button.

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"/> JANE DOE	Domestic Partner Adult

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 i		\$21.13	\$21.13
Select POS i		\$101.82	\$101.82
✓ PPO i		\$111.07	\$111.07
Select HMO After-Tax i		\$21.13	\$21.13
Select POS After-Tax i		\$101.82	\$101.82
Select PPO - After Tax i		\$111.07	\$111.07
Select Waive			\$0.00

Overview of All Plans

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

In this example, the Domestic Partner Adult was unchecked and the current PPO plan was kept for the health coverage.

18. 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.

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

20. Click the **Next** button.

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

Remove a Domestic Partner Event < Previous **Next >**

CCSD CLARK COUNTY REWORK DISTRICT

- Remove a Domestic Partner Event Complete
- Document Upload Complete
- Fluid Benefit Enrollment Complete
- Benefits Statements Visited**
- Summary Not Started

Benefits Statements

Statement Type

3 rows

Event Date	Issue Date	Enrollment Event	Statement Type
03/26/2021	03/26/2021	Event Maintenance	Enrollment Preview

22. 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.

Remove a Domestic Partner Event < Previous

CCSD CLARK COUNTY REWORK DISTRICT

- Remove a Domestic Partner Event Complete
- Document Upload Complete
- Fluid Benefit Enrollment Complete
- Benefits Statements Visited
- Summary Visited**

Summary **Complete**

You have completed the steps to record your remove 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.

Steps 4 rows

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