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: Marriage

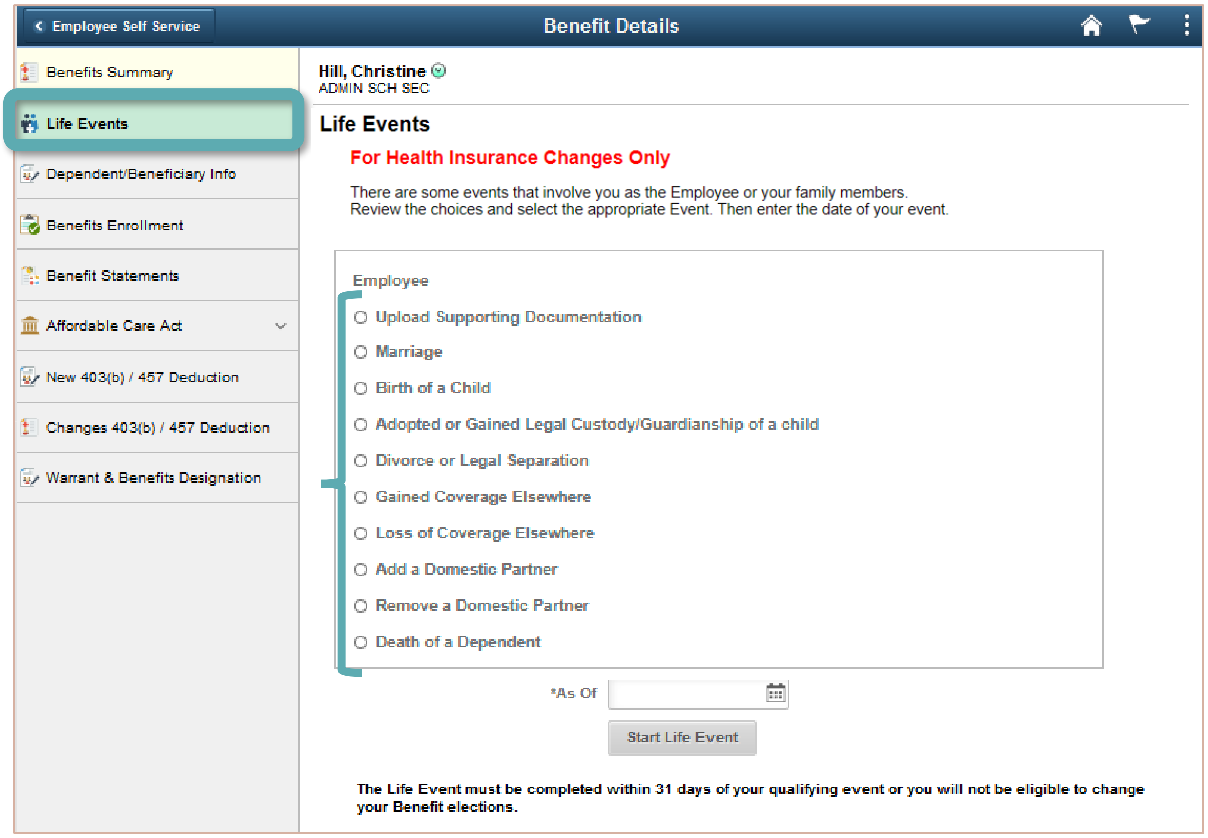
Revised: March 2021

CCSD
CLARK COUNTY
SCHOOL DISTRICT

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.



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.

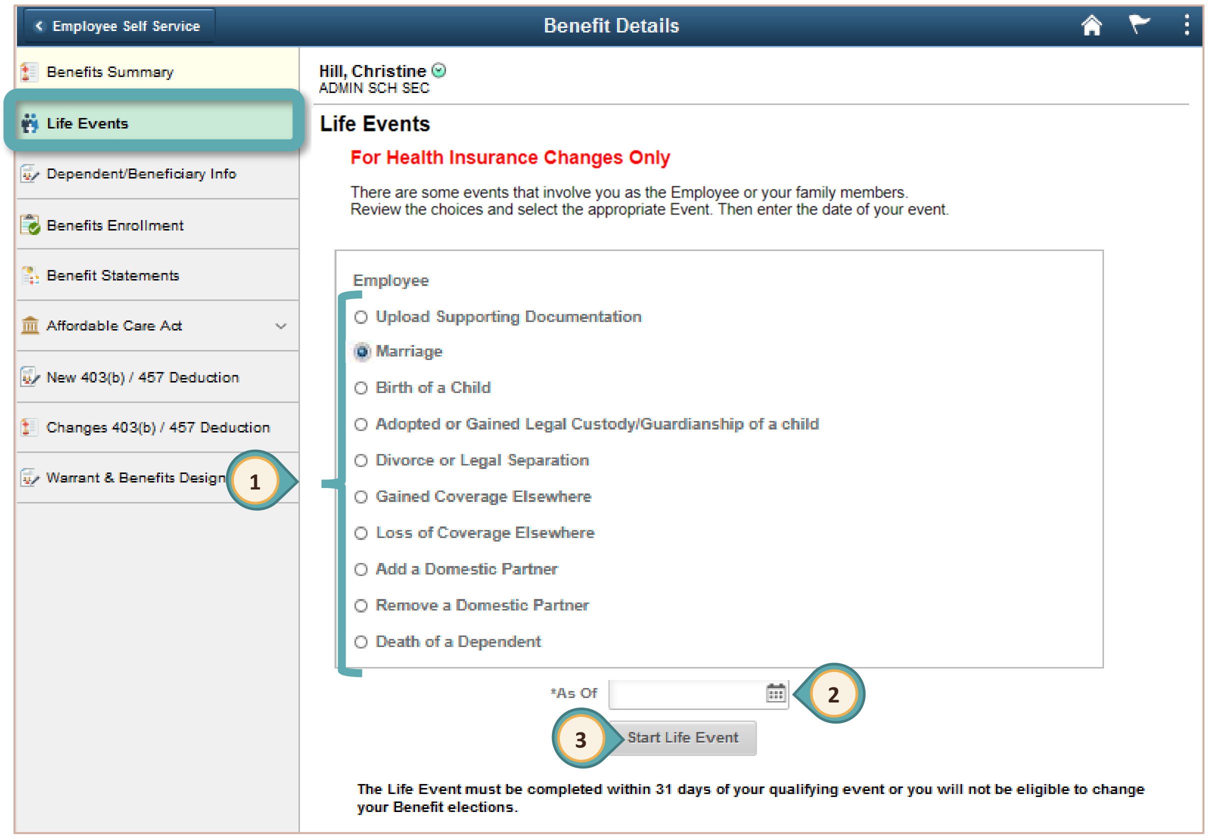
After selecting the **Life Event**, enter the ***As Of** date and click the **Start Life Event** button.
A list of steps to be completed will appear on the left, and Previous and Next buttons will appear in the top right corner for navigation. (Please note that all supporting documents must be available 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**.*

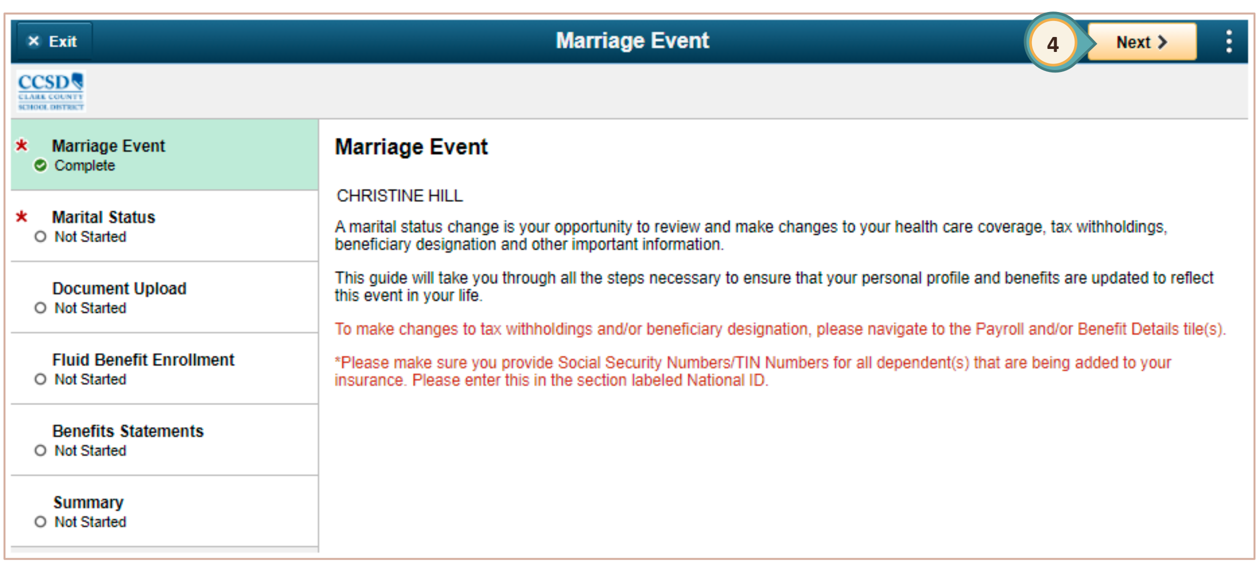
Life Event – Marriage Example

This example shows how to complete the Marriage Life Event.

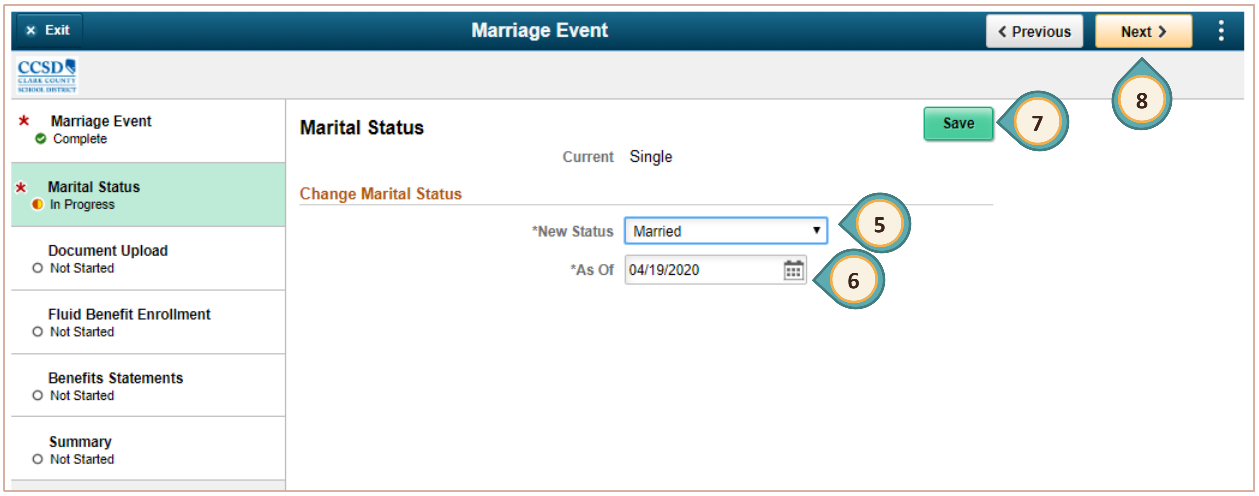
1. Select **Life Events** from the menu on the left and then select the "**Marriage**" radio button.
2. Enter the date of the Life Event in the **As Of** date field.
3. Click the **Start Life Event** button. (This button becomes active once date has been entered.)



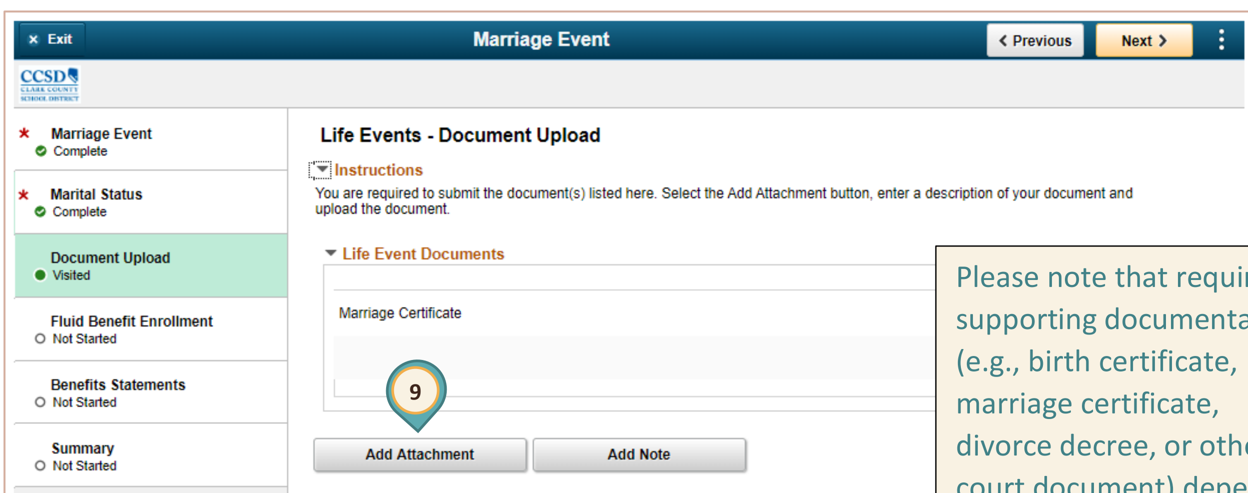
4. The system will display the **Marriage Event** page. To continue the event, click the **Next** button.



6. Enter the **Marriage Date**.
7. Once the Marital Status and the Marriage Date have been entered, click the **Save** button. The system will display a message that the page has been successfully saved.
8. To continue the event, click the **Next** button.

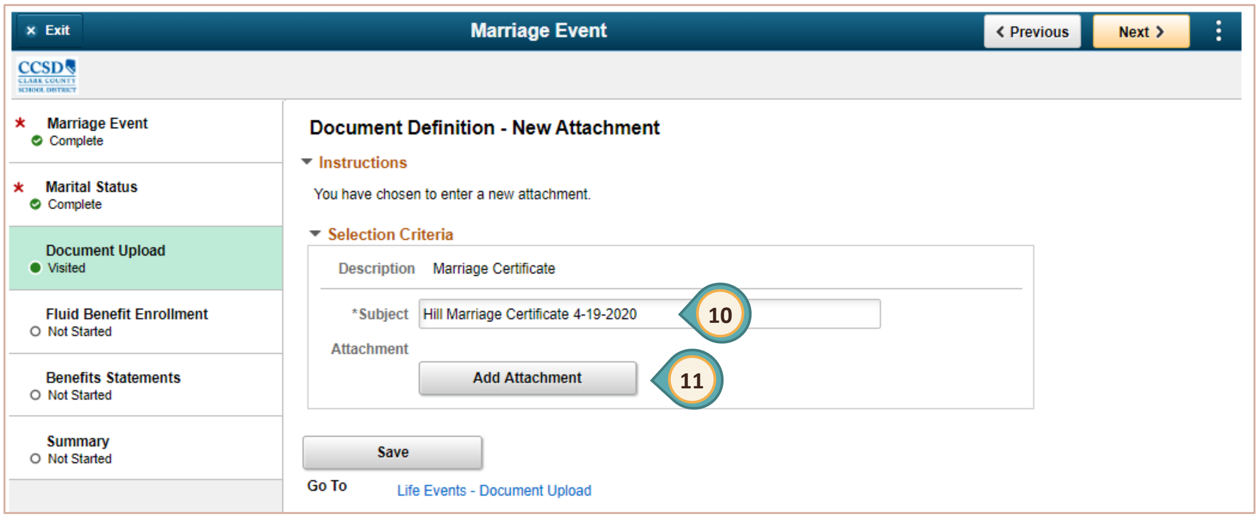


9. Review the **Instructions** provided on the page to upload the required documents then select the **Add Attachment** button.

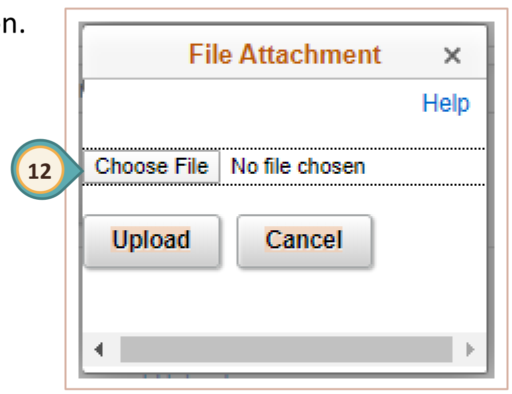


Please note that required supporting documentation (e.g., birth certificate, marriage certificate, divorce decree, or other court document) depends upon the type of life event selected.

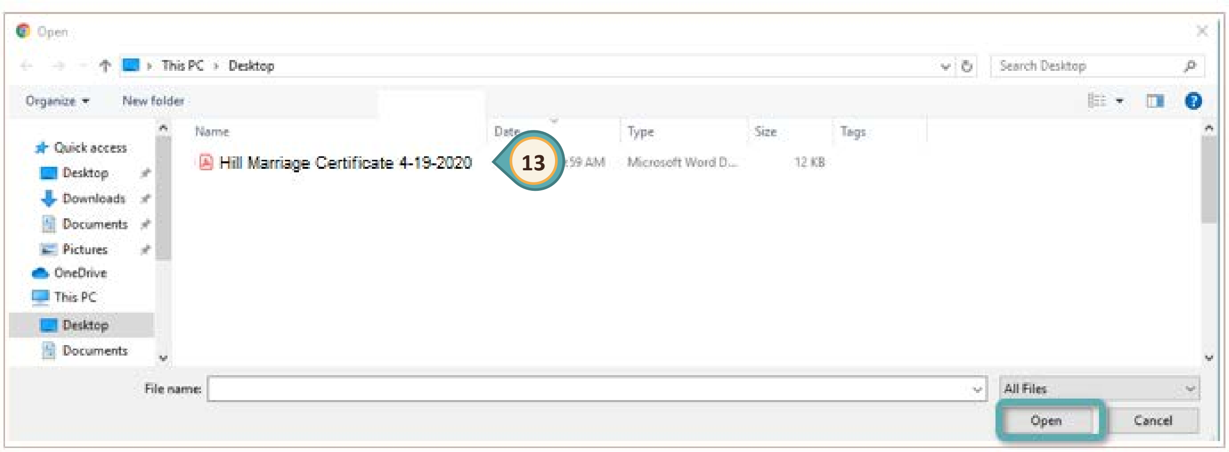
10. In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Marriage Certificate** and the date.
11. Click the **Add Attachment** button.



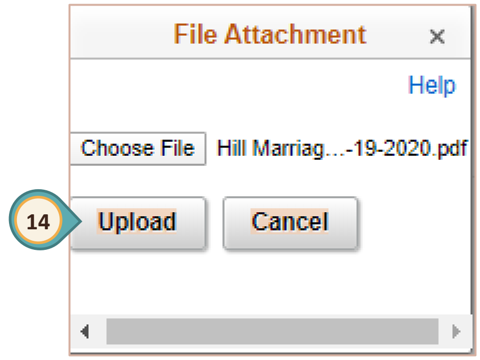
12. In the new window, select the **Choose File** button.



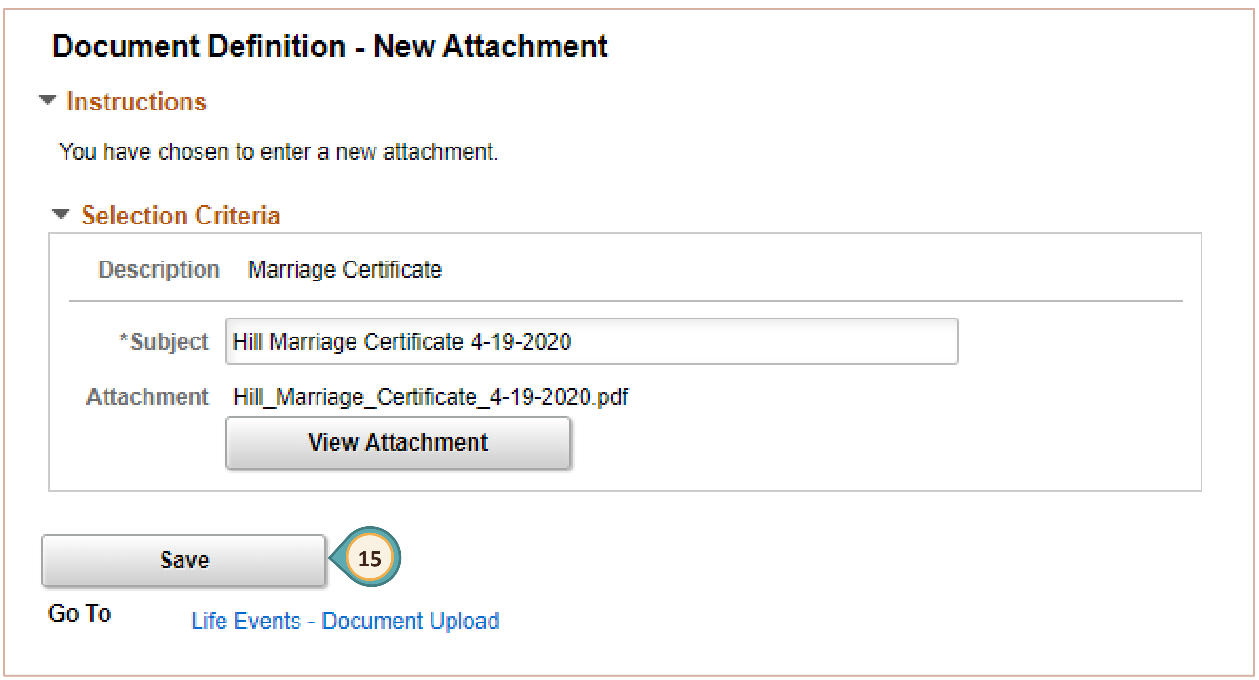
13. Navigate to the **desired file name**, select it, and then click the **Open** button.



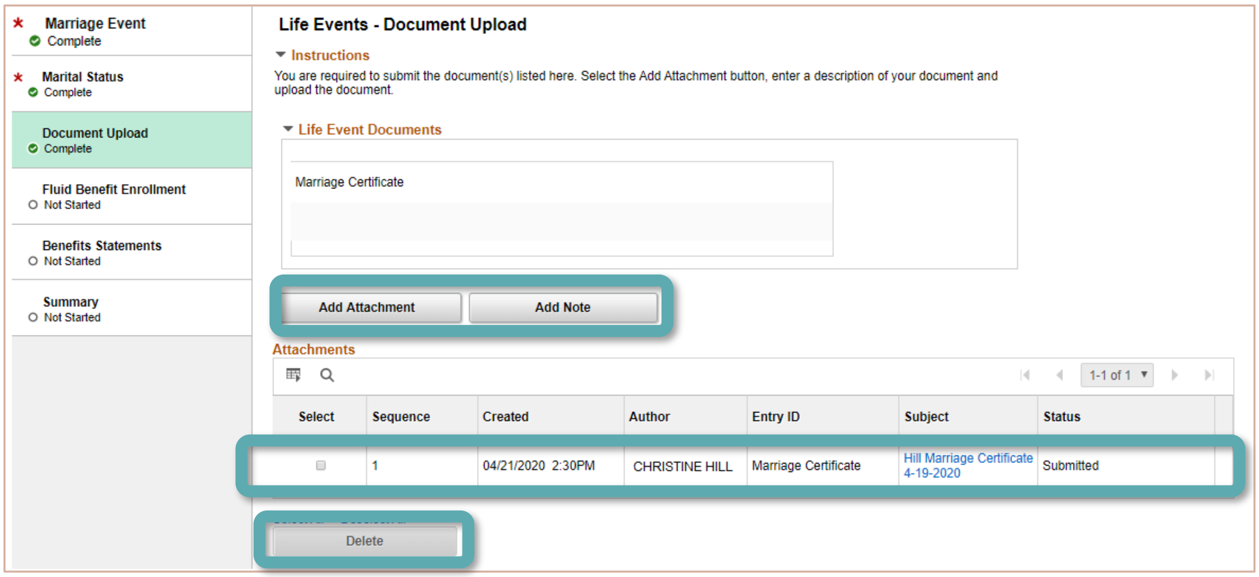
14. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



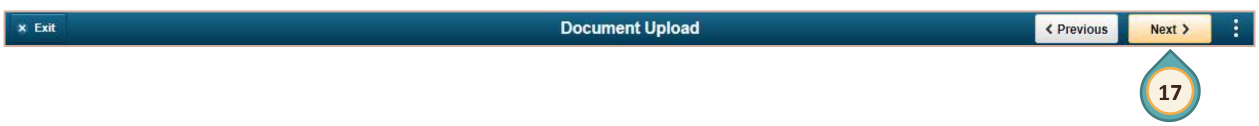
15. When the file has been uploaded, it will be displayed on the page. The **View Attachment** button can be selected to confirm the correct attachment was uploaded if desired. Click the **Save** button.



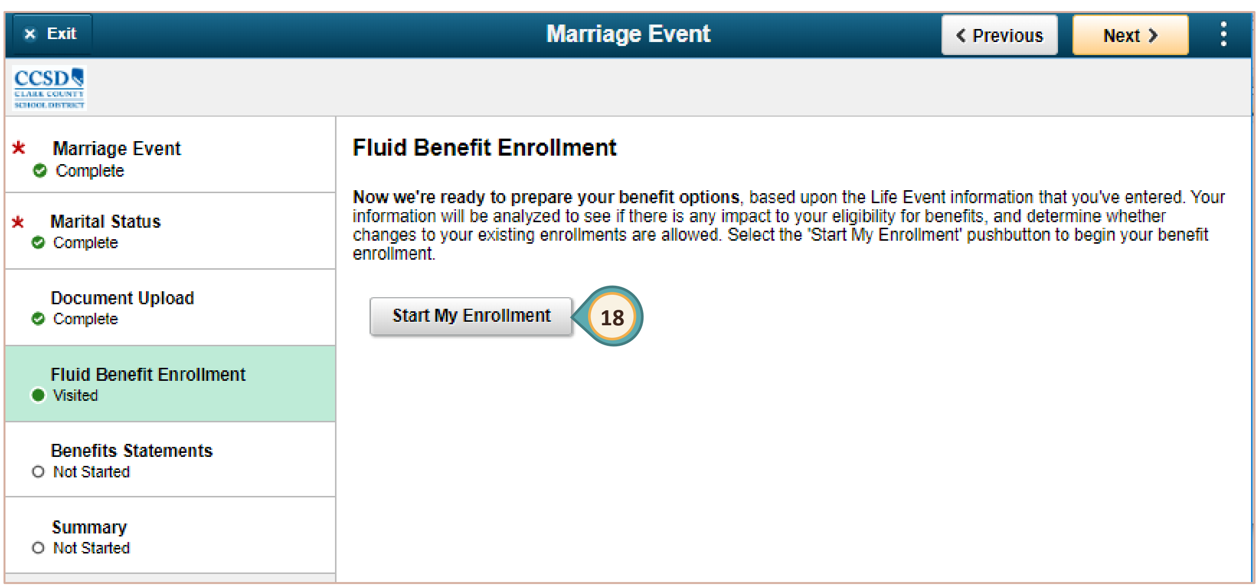
16. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed. Click the **Add Note** button to enter comments about the event or the documentation that has been provided if needed. If the wrong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



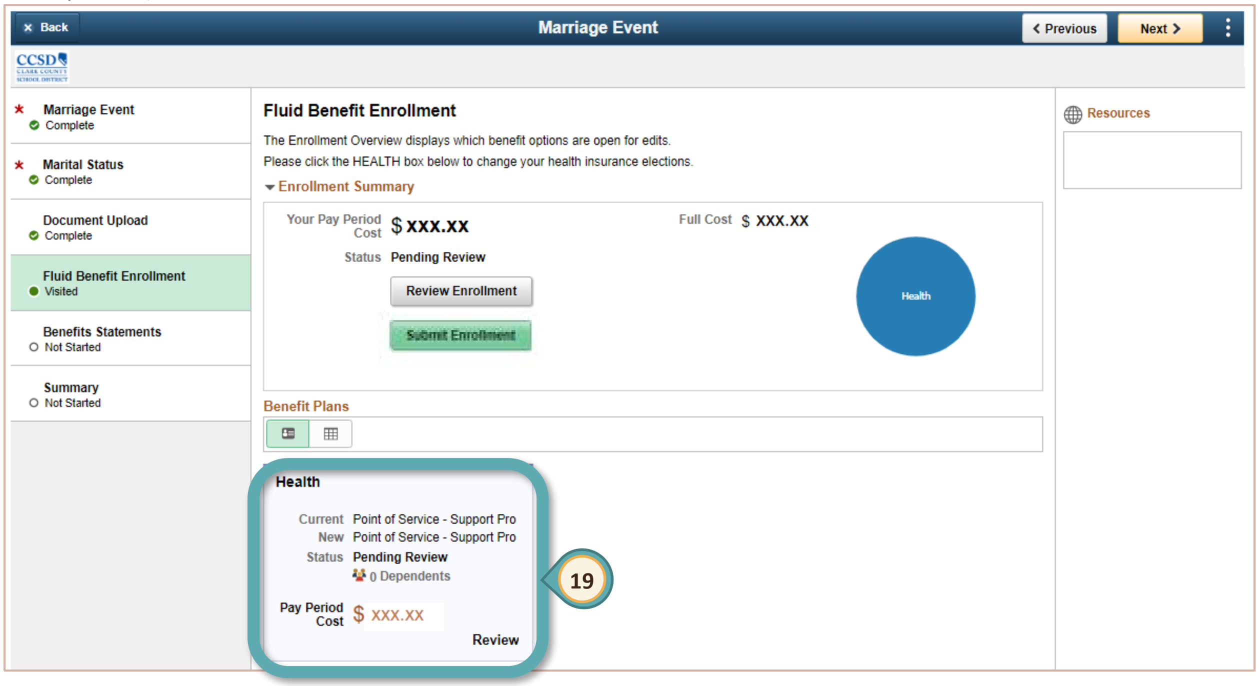
17. Select the **Next** button.



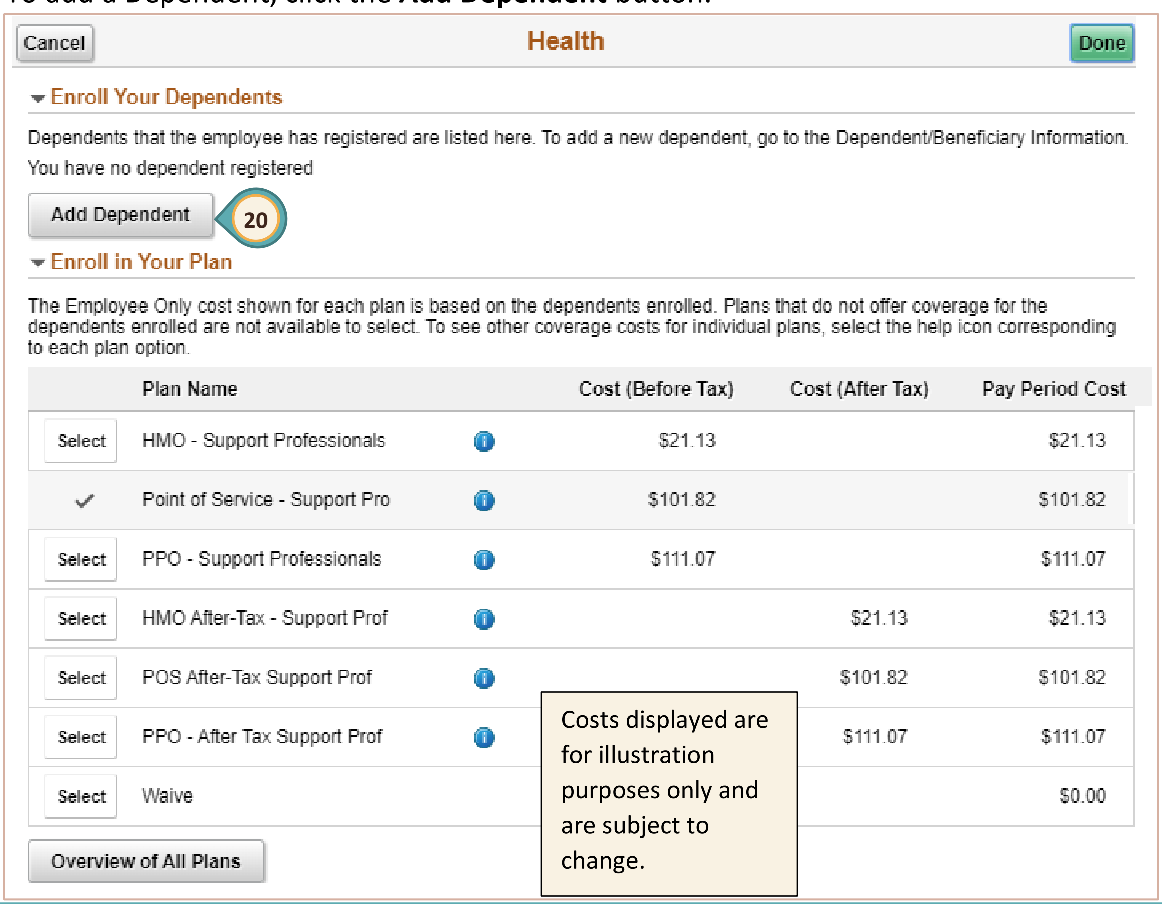
18. The **Fluid Benefit Enrollment** page will be displayed. Select the **Start My Enrollment** button to continue.



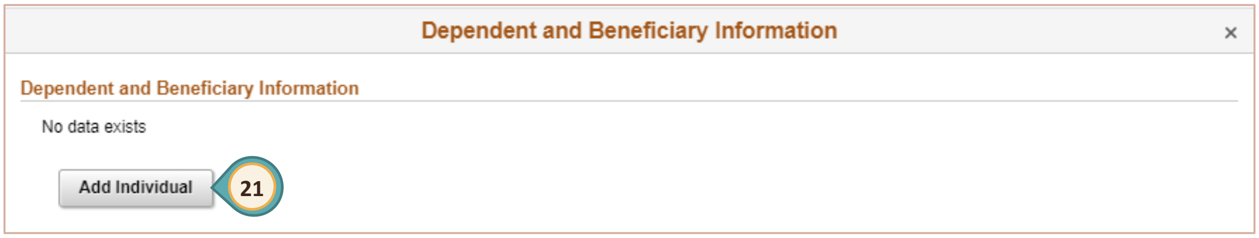
19. The **Fluid Benefit Enrollment Overview** page lists the current benefits. Click the **Health** box at the bottom of the page to review & make changes to the current health plan (e.g., adding spouse).



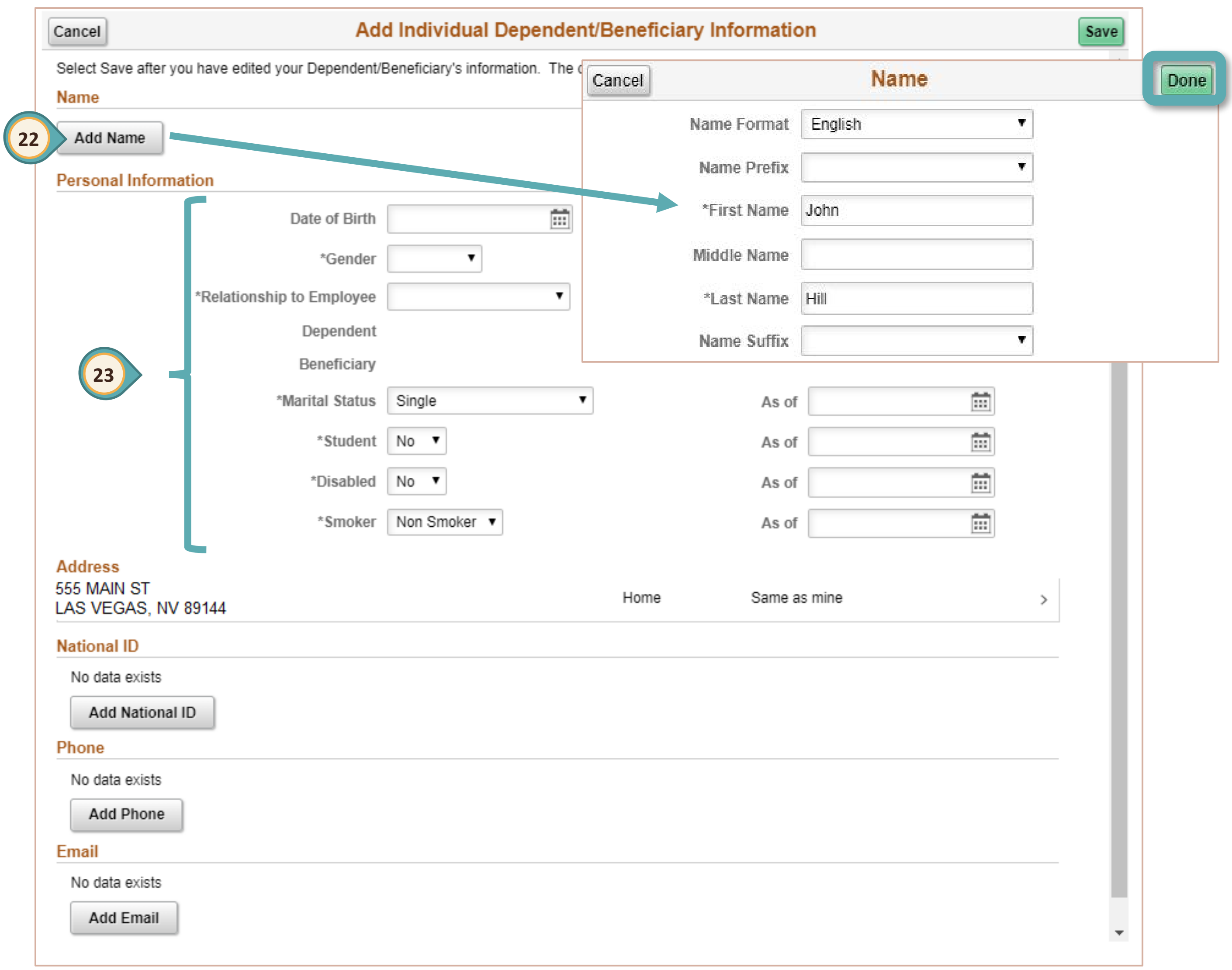
20. To add a Dependent, click the **Add Dependent** button.



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

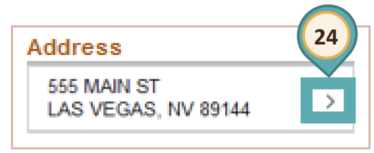


22. Click the **Add Name** button to enter the Dependent/Beneficiary name. A new window will appear to enter the person's name. Click the **Done** button to return to the previous page.

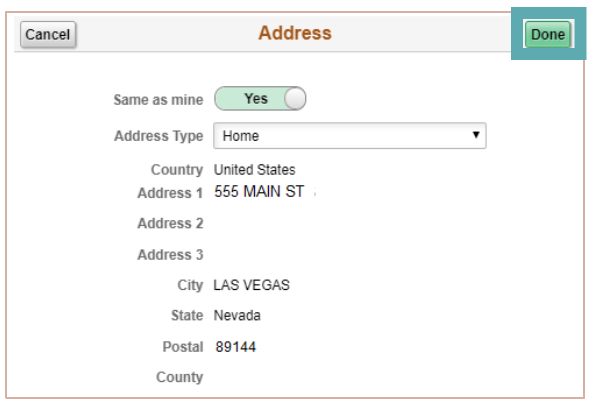


23. In the **Personal Information** section, enter the following:
    - Date of Birth
    - Gender
    - Relationship to the Employee
    - Marital Status
    - Status for Student, Disabled, Smoker fields

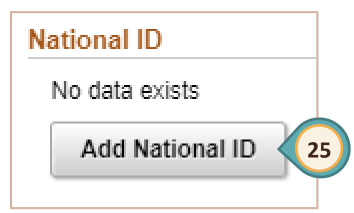
24. In the address field, click the **>** right arrow to enter the person's address.



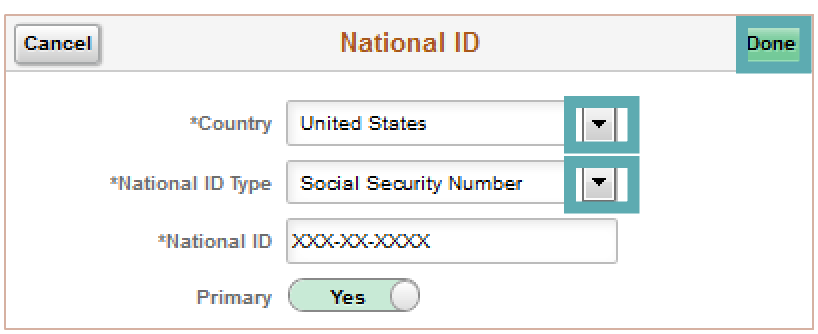
In the new window, if **Yes** is selected in the **Same as mine** field, the system will populate the address from the employee's address. If the address is different, select **No** in the **Same as mine** field and enter a different address for the person. Click the **Done** button when finished.



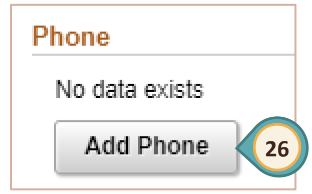
25. Click the **Add National ID** button to add the person's Social Security Number.



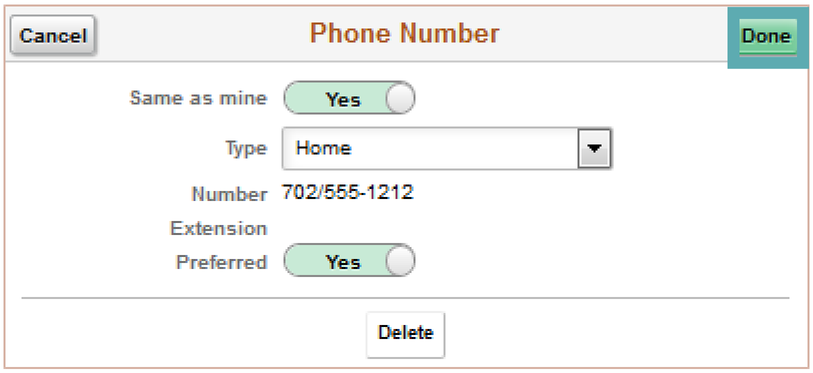
Click the drop-down box to select **United States** in the Country field. In the National ID Type field, select **Social Security Number**. Enter the Social Security number in the National ID box. Click the **Done** button after entering the information.



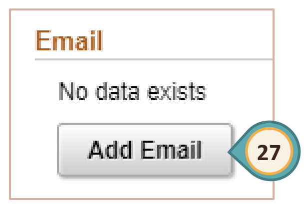
26. Click the **Add Phone** button to enter the person's phone number.



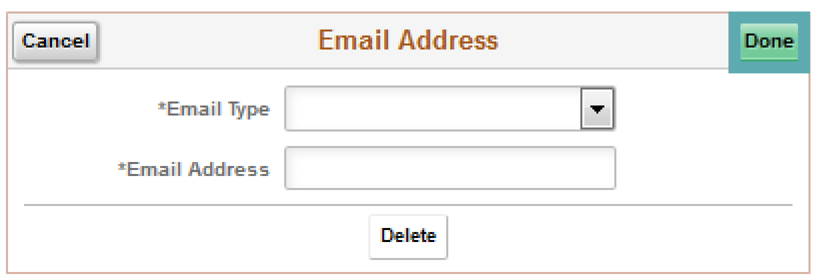
In the new window, if the **Phone Number** for the dependent/ beneficiary is the same as the employee, select **Yes** in the **Same as mine** field. If the **Phone Number** is different, set the **Same as mine** field to **No**, select the **Type** from the drop-down box, and enter the **Phone Number**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



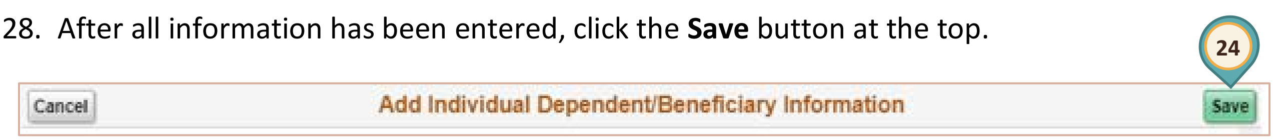
27. To add an email address, click the **Add Email** button.



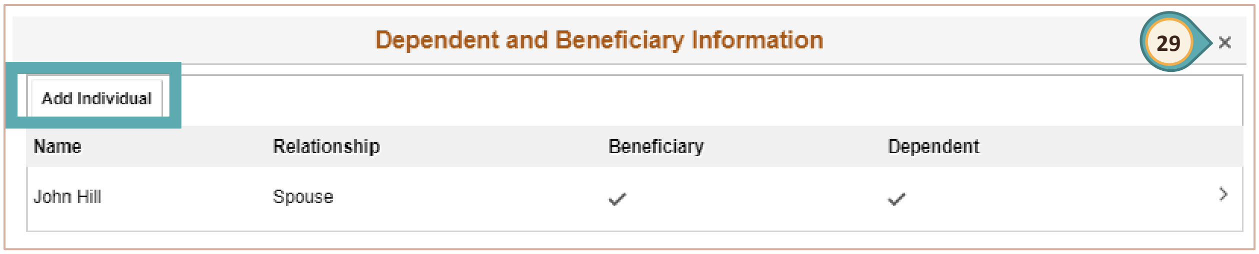
In the new window, select the Email Type from the drop-down box.
(The available options are **Business**, **Campus**, **Dormitory**, **Home** and **Other**.)
Enter the email address in the space provided. Use the **Delete** button to remove an email address if necessary. Click the **Done** button when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



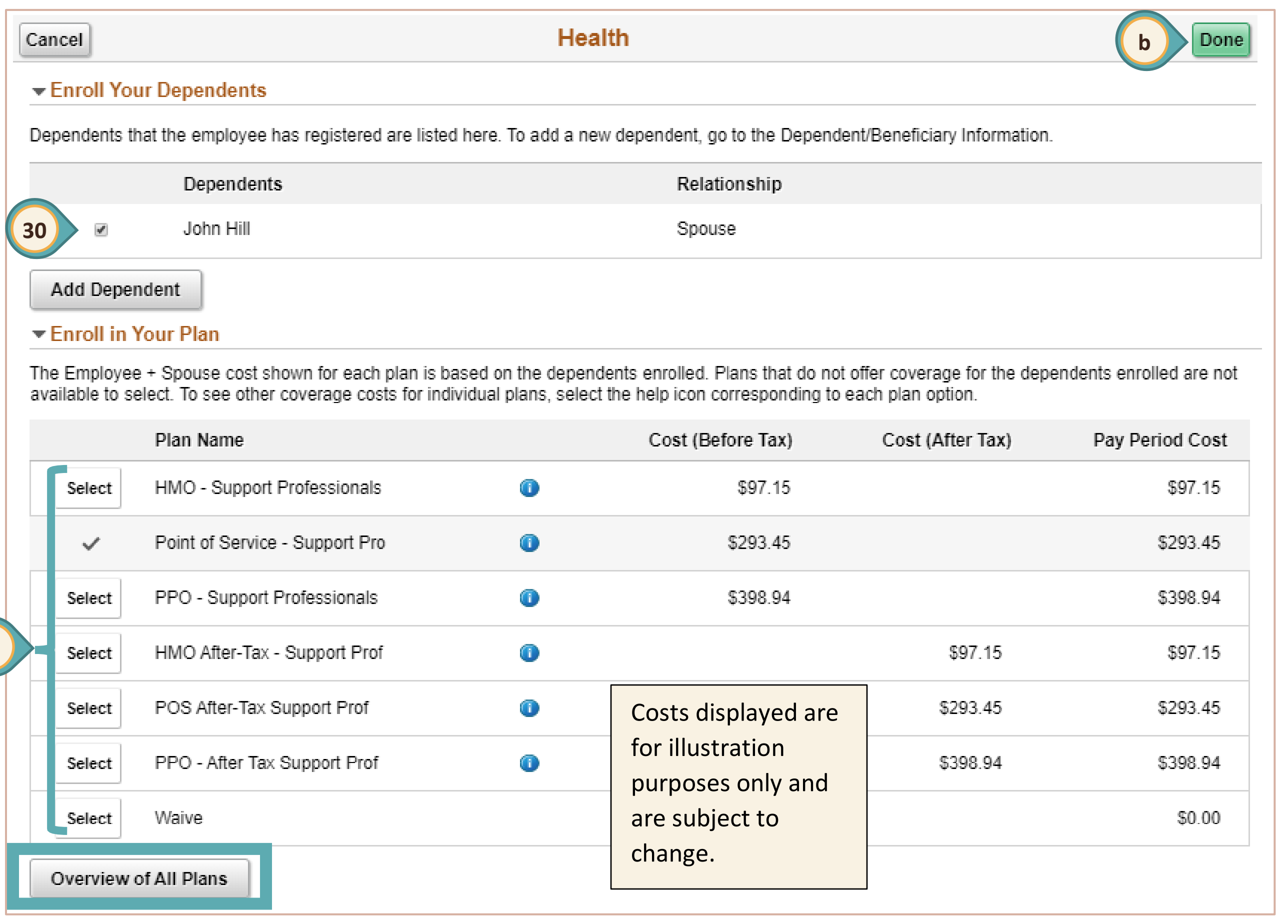
28. After all information has been entered, click the **Save** button at the top.



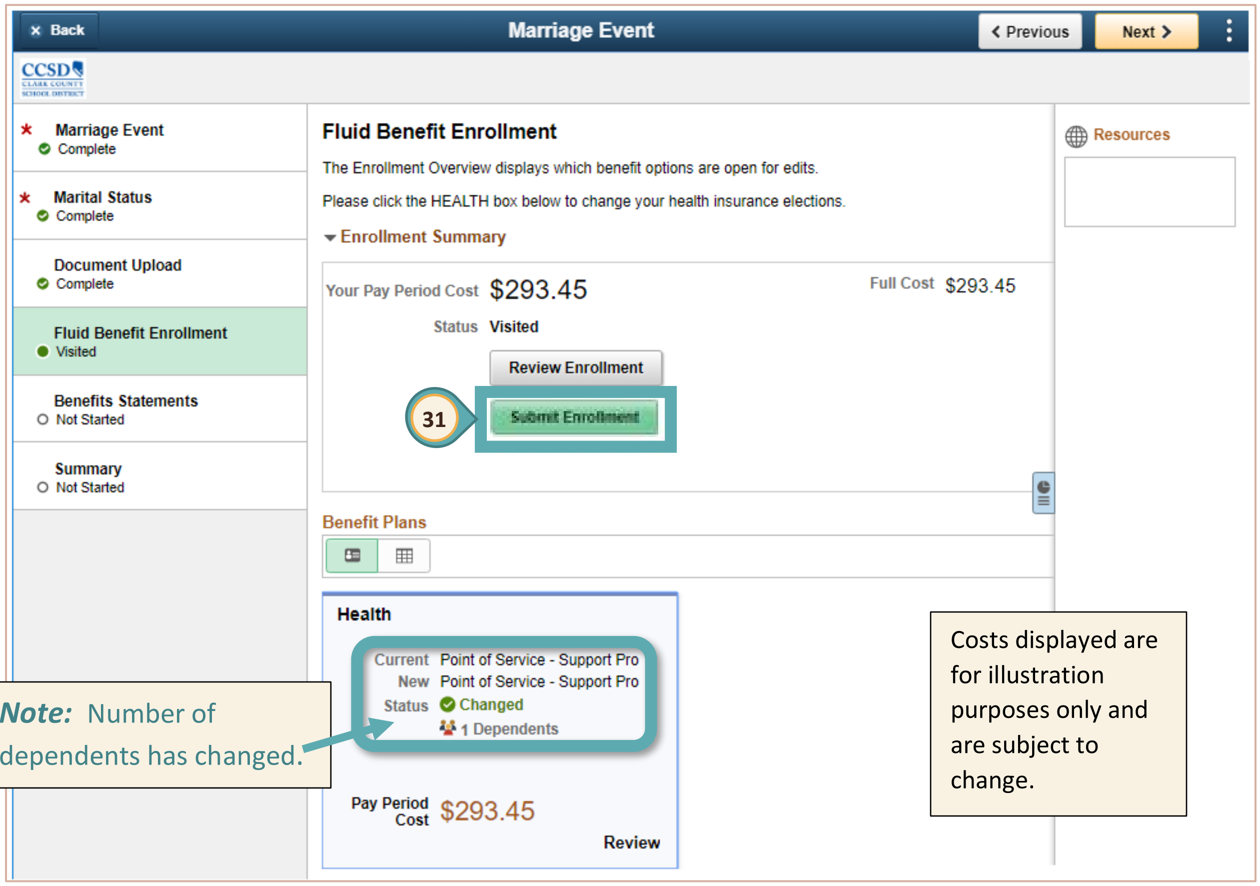
29. Once the dependent/beneficiary information has been entered, additional dependents/beneficiaries can be entered by clicking the **Add Individual** button and repeating the process of adding a dependent/beneficiary. When finished, click the "**X**" to return to the **Health** page.



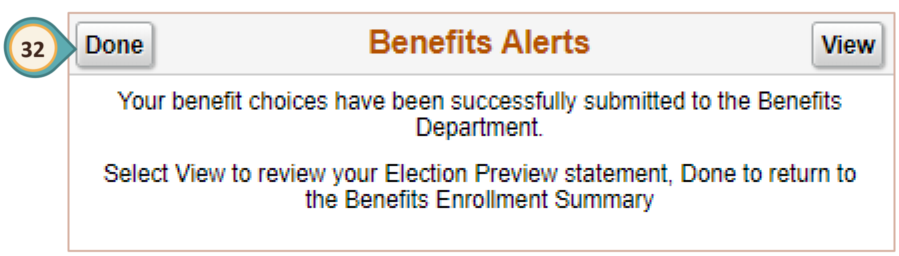
30. Once the dependents/beneficiaries have been added, they will appear on the page. To enroll a dependent in one of the health plans, select the checkbox in front of the name. The cost of each plan type will be updated in the **Enroll in Your Plan** section at the bottom.
    a. The current Health Plan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



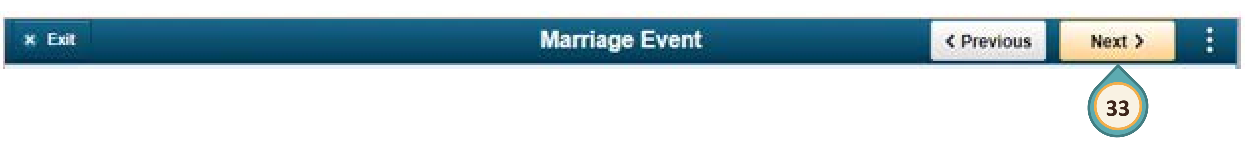
31. The **Fluid Benefit Enrollment** page will display the updated Health Plan information and cost. (The enrollment can be reviewed and printed as a pdf by selecting the **Review Enrollment** button if desired.) Click the **Submit Enrollment** button for the Benefits Department to process the changes.



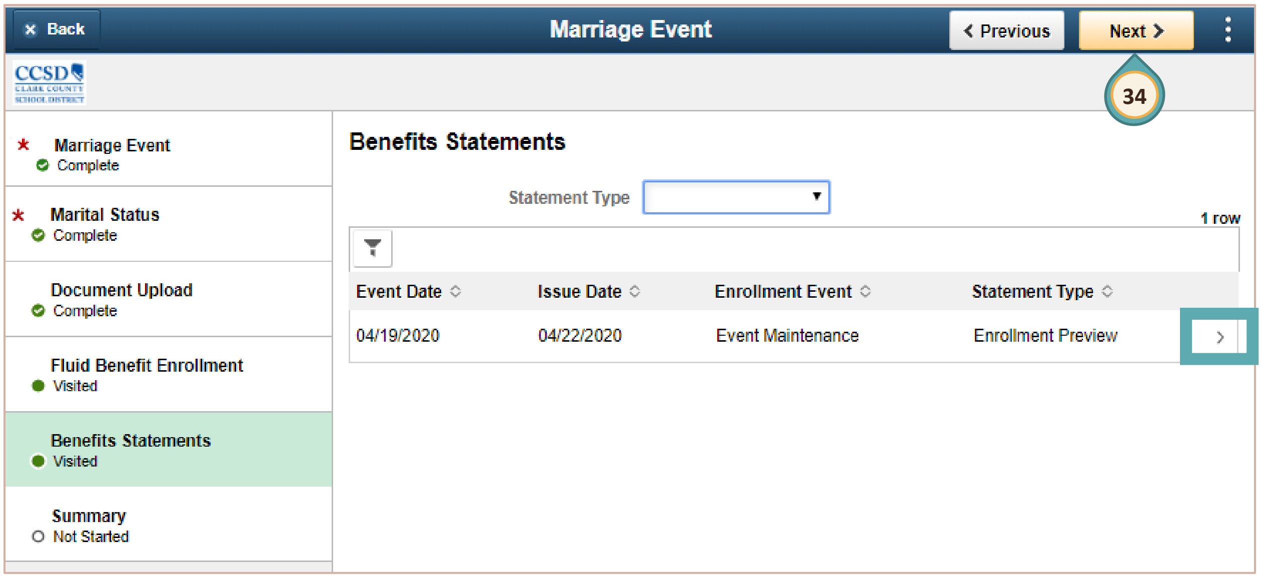
32. The Benefits Alerts window will appear. Select the **View** button to review the Election Preview Statement or the **Done** button to continue.



33. Click the **Next** button.



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



35. 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.