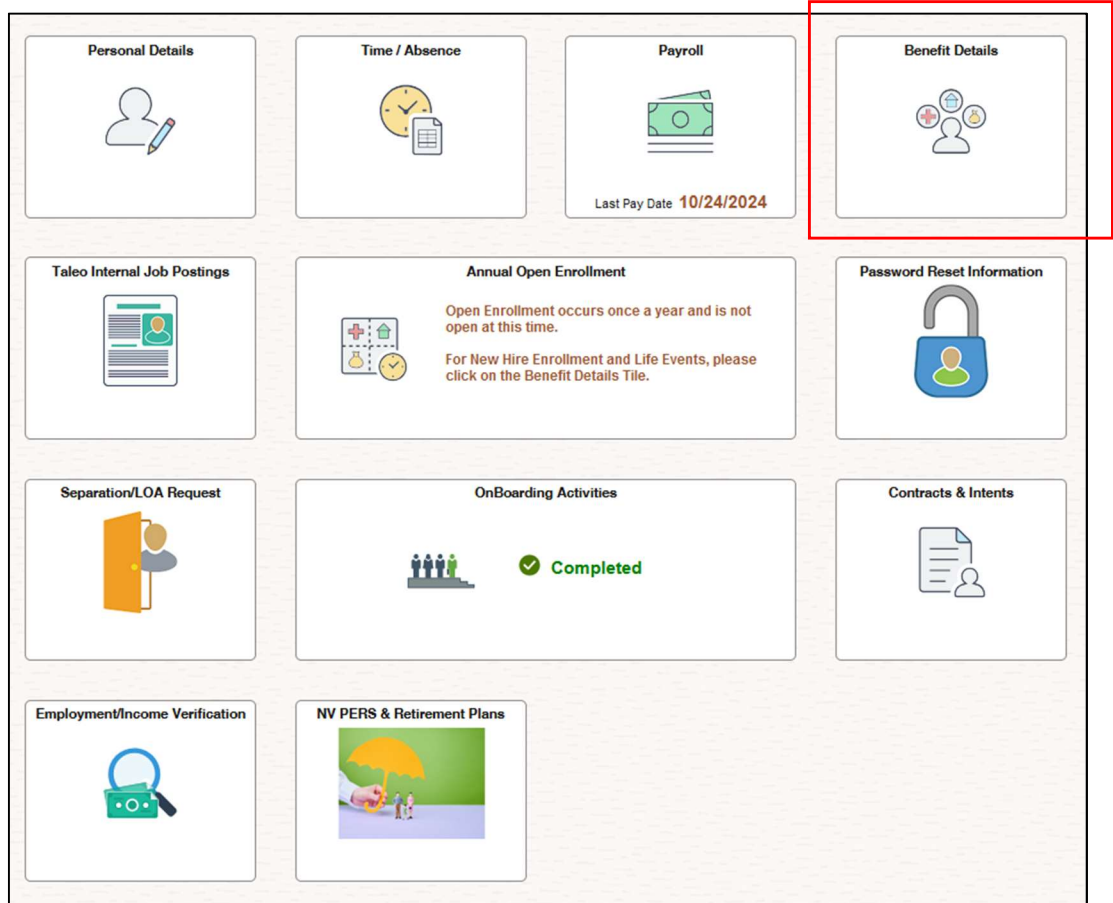


Life Events

1. Log in to HCM: hcm.ccsd.net
2. Select the Benefit Details tile.



3. From the Benefit Details Tile, click on Life Events.



Life Events Options

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

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.

4. Select the type of **Life Event** to process from the list.

Employee

- Upload Supporting Documentation
- Open Enrollment Supporting Documents
- 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

5. Please use the following "As of" dates when entering your Life Event:

For Gained Coverage Elsewhere

- If you and/or your dependent(s) gained other coverage as of the first of this month, enter the last date of the prior month. (Example: if new coverage began January 1, use December 31 for the "As Of" Date.)
- If the new coverage begins the first of next month, enter today's date. (HCM will not allow you to enter an "As Of" date later than today's date.)

- **CCSD Benefits will terminate on the last day of the month.**

For Loss of Coverage Elsewhere

- If you and/or your dependent(s) lost other coverage as of the first of this month, enter the last date of the prior month. (Example: if other coverage is termed January 1, use December 31 for the "As Of" Date.)
- If you will lose other coverage as of the first of next month, enter today's date. (HCM will not allow you to enter an "As Of" date later than today's date.)
- **CCSD Benefits will begin on the first day of the month unless loss of coverage occurs mid-month. Then benefits will begin the next day, following that loss.**

Use Event Date (The Date the Event Occurred)

- Marriage
- Birth of a Child
- Adopted or Gained Legal Custody/Guardianship of a child
- Divorce or Legal Separation
- Add a Domestic Partner
- Death of a Dependent
- Remove a Domestic Partner

Use Today's Date

- Upload Supporting Documentation
- Open Enrollment Supporting Documents

6. 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. To move forward, click **OK** and then [Next](#).

IMPORTANT

- ✓ Only one **Life Event** at a time is allowed. To cancel a Life Event, click the **Continue Life Event** button. Click **Cancel**.
- ✓ All supporting documents must be available for upload prior to completion of the Life Event. Life Events entered without documentation will be voided.
- ✓ 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.
- ✓ For any questions or if you need assistance, please call the CCSD Benefits Department. (702) 799-5418

This example is how to add a newborn child. The steps for other life events are the same.

7. Enter the date of the birth event. Click **Submit**.

Birth Event

CCSD
CLATSOP COUNTY
WORK DISTRICT

- * Birth Event
✔ Complete
- * Birth Date
● In Progress
- Document Upload
○ Not Started
- Fluid Benefit Enrollment
○ Not Started
- Benefits Statements
○ Not Started
- Summary
○ Not Started

Birth Date

A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.

Date of Birth: 11/06/2024

Submit

8. Click **Next** to advance to the next screen.

Birth Event

CCSD
CLATSOP COUNTY
WORK DISTRICT

- * Birth Event
✔ Complete
- * Birth Date
✔ Complete
- Document Upload
○ Not Started

Birth Date

A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.

Date of Birth: 11/06/2024

Cancel < Previous Next >

9. Upload the document on the **Document Upload** tab. Click **Add Attachment**.

10. **Browse...** to find the file

File Attachment

Browse... No file selected.

Upload Cancel

11. Locate and **Open** the document

File Upload

This PC > Desktop > HCM Examples

Organize New folder

Name Jane Smith Birth Certificate HCM Example Document Upload

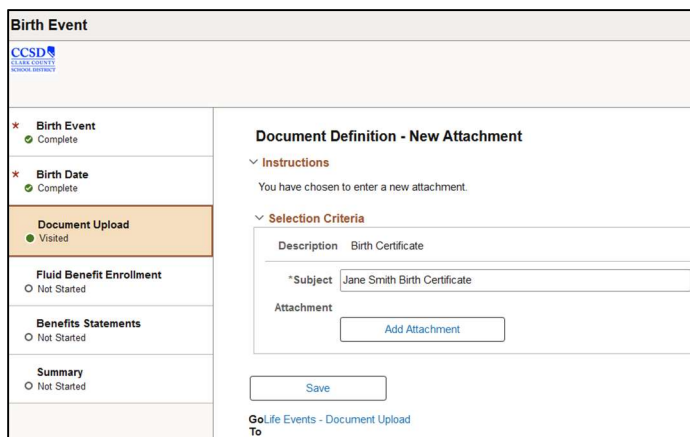
File name: Jane Smith Birth Certificate All Files

Open Cancel

12. [Upload](#) the attached file.



13. [Add Attachment](#) and [Save](#) the attached document.



14. Click [Next](#) in the upper right corner to advance to the Fluid Benefit Enrollment screen.

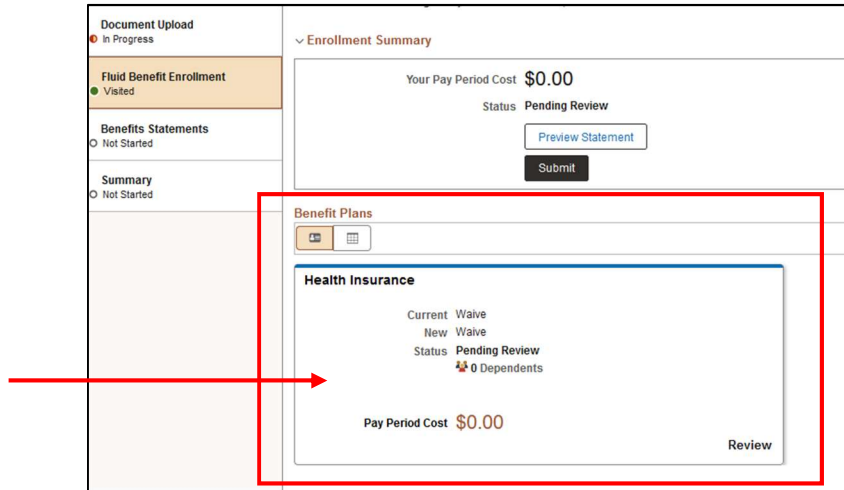
Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed.

IMPORTANT

Only one **Life Event** at a time is allowed. To cancel a **Life Event**, click the **Continue Life Event** button. Click **Cancel**.

15. Click [Start My Enrollment](#).

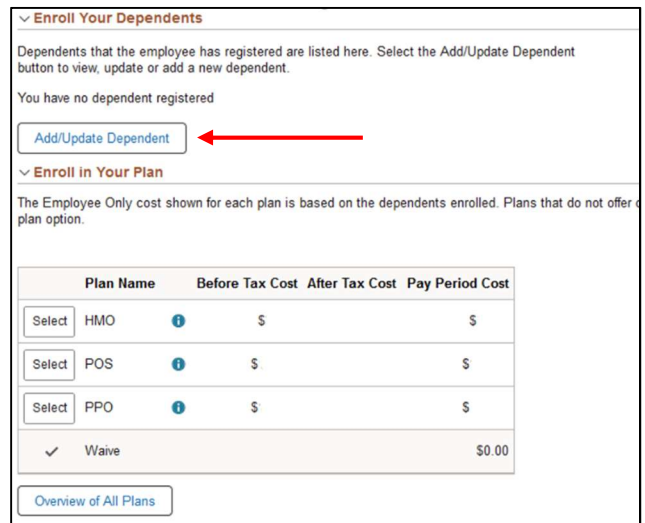
16. Below the **Benefit Plans** section, click within the **Health Insurance** box that appears near the bottom of the page.



IMPORTANT

The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

17. The following page displays any existing dependent profiles in the **Enroll Your Dependents** section at the top of the page and available Health plans in the **Enroll in Your Plan** section below.



18. If you do not see an existing profile for an eligible dependent, click the **Add/Update Dependent** button.

19. Existing dependents appear with their Dependent and Beneficiary status noted in the column. **This screen does NOT reflect enrollment or beneficiary assignment.** This is informational only, and reflects a person’s eligibility to be enrolled as a dependent on your plan.

In this example, only the one “child” is eligible to be a “Dependent” enrolled on the plan. All four are eligible to be a “Beneficiary” on the Life Insurance and/or Final Pay.

The Individual Profiles found in this library are informational only, reflecting the person's eligibility to be enrolled as a Dependent on your Health insurance and/or assigned as a Life Insurance Beneficiary.

This screen does NOT reflect insurance enrollment or beneficiary assignment.

Click on the arrow in the upper left corner to return to the Benefit Details screen.

Click on the “Benefit Summary” box, and then click on the “Life Insurance” box. This will take you to another screen where you can verify/update your Life Insurance Beneficiary.

Click on the “Final Pay Designee” box to verify/update your designee.

[Add Individual](#)

Name	Relationship	Beneficiary	Dependent
	Parent	✓	
	Sibling	✓	
	Parent	✓	
Jane Smith	Child	✓	✓

20. To add a new dependent, click the [Add Individual](#) button to add a new profile.

On the following page, fill out all required fields, including:

- Add Name
- Date of Birth
- Gender
- Relationship to Employee: **Marital Status** (and **As of** date), **Student** and **Disabled** statuses (and **As of** dates)

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status As of

*Student As of

*Disabled As of

*Smoker As of

- Click [Add National ID](#) to add the individual’s Social Security or ITIN Number. This is **only** utilized by the Employee Benefits team for benefit purposes.

21. Click the **Save** button in the upper right corner when finished.

22. After returning to the Dependents page, the newly added dependent displays. Click the **X** button in the upper right corner to return to the previous page displaying dependents and Health plans.

Enroll Your Dependents

Dependents that the employee has registered are listed here. [button to view, update or add a new dependent.](#)

Dependents	
<input checked="" type="checkbox"/>	Jane Example Smith

[Add/Update Dependent](#)

23. To modify existing dependents and health plan coverage, either **check** or **uncheck** the box next to their name in the **Enroll Your Dependents** area.

24. To enroll dependents in the desired health plan(s), click the **Select** button next to the appropriate plan name. (**Note:** There is also the option to **Waive** coverage.) The **Cost (Before Tax)**, **Cost (After Tax if you enroll a Domestic Partner)**, and **Pay Period Cost** columns automatically update as dependents and plans are selected or de-selected.

	Plan Name		Before Tax Cost	After Tax Cost	Pay Period Cost
	✓ HMO		\$		\$
<input type="button" value="Select"/>	POS		\$		\$
<input type="button" value="Select"/>	PPO		\$		\$
<input type="button" value="Select"/>	Waive				\$0.00

IMPORTANT
 The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

25. Click the **Done** button in the upper right corner when finished modifying the profile.

26. After being returned to the Fluid Benefits Enrollment page, click the **Submit** button.

Fluid Benefit Enrollment

The **Enrollment Summary** displays your election and reflects the cost of coverage. After you have reviewed and made changes to your health elections, click **Review** in the **Benefit Plans** box below.

▼ **Enrollment Summary**

Your Pay Period Cost **\$**

Status **Pending Review**

Benefit Plans

Health Insurance

Current: HMO
 New: HMO
 Status: Changed
 1 Dependents

Pay Period Cost **\$**

27. This routes the benefit elections to the CCSD Benefits team for review and approval.

Benefits Alerts

Instructions

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

28. [Preview Statement](#) and any other profile information in the **Benefits Statement** page. If an error has been made, you can return to this event.

If you are unable to make changes, please call the CCSD Benefits Department for assistance:
(702) 799-5418

Statement Type Submitted Enrollment
Enrollment Effective Date 10/11/2024
This statement records your submission of the Event Maintenance benefit selection. Please review the statement for your records.
Statement Sections
Expand All
> Personal Information
> Cost Summary
> Election Summary
> Dependents and Beneficiaries
> Dependent Enrollments
> Beneficiary Designations
> Investment Allocations