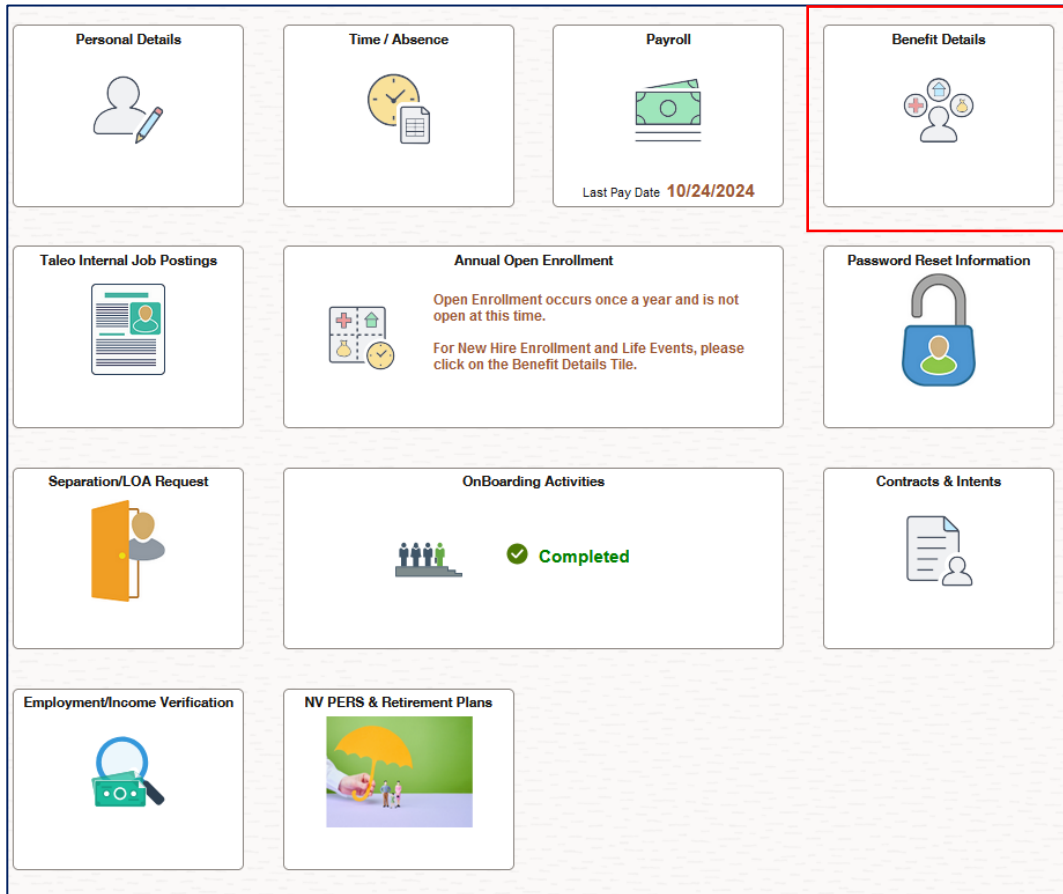# Clark County School District
New Hire Benefit Election

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

CCSD Transfer Employees

Existing CCSD employees sometimes undergo a change in position that involves the transfer from one employee pay group to another. For instance, if a temporary employee transfers to a full-time Support Professional position, they are now in a different pay group. This means that their benefit election options will change as well.

Benefit Election Process

For both new-to-CCSD hires and existing CCSD employees who have transferred to a new pay group, <u>the benefit election process must be completed within **31 days** of their initial start date in that position</u>.

<div style="border:1px solid #000; padding:10px;">

IMPORTANT

If you do not complete the process and make a benefit election within that timeframe, your benefit election will automatically be set to the **default plan** for your employee group.

(For Support and Police Professionals, the default selection is to **Waive**.)

After this window has passed, changes can be made during the next **Open Enrollment** period.

</div>

Enroll in Benefits in HCM as a Support or Police Professional

The new hire Benefit Election Process is completed via the Benefit Details tile in the HCM System. To enroll:

1. Click the **Benefit Details** tile from the ESS dashboard.

2. Click **Benefits Enrollment** box.

3. On the Benefits Enrollment page, Your **Benefit Events** appear with a single row. Depending on the employee's hire status, the Event Description will either appear as **Hire Event (Select Benefits)** (if they are new to the CCSD) or **To Cert/Sub/Supp/Police** (if they have transitioned from a different pay group to a Support/Police Professional position).
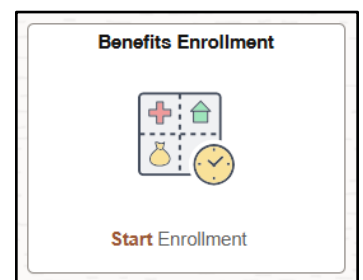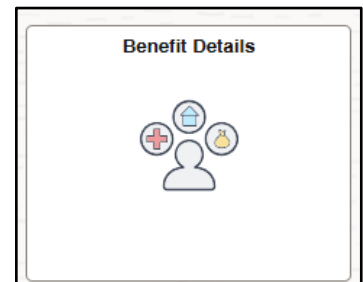
Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.
The information icon provides you with additional information about your enrollment.
The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Your Benefit Events

Event Description ◇		Event Date ◇	Event Status ◇	Job Title ◇	
Hire Event (Select Benefits)	ⓘ	01/13/2020	Open	LEGAL SEC II	Start

4. Click the **Start** button. (**Note:** If the employee has already begun the benefit election process but did not complete it, the button will appear as **Resume**.)

5. Below the **Benefit Plans** section, click within the **Health Insurance** box that appears near the bottom of the page.
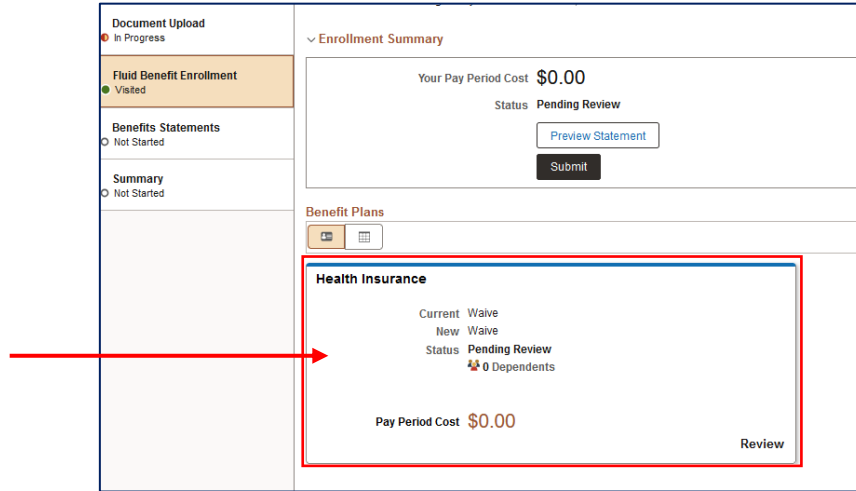
IMPORTANT: The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

6. 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.

7. If you do not see an existing profile for an eligible dependent, click the Add/Update Dependent button.
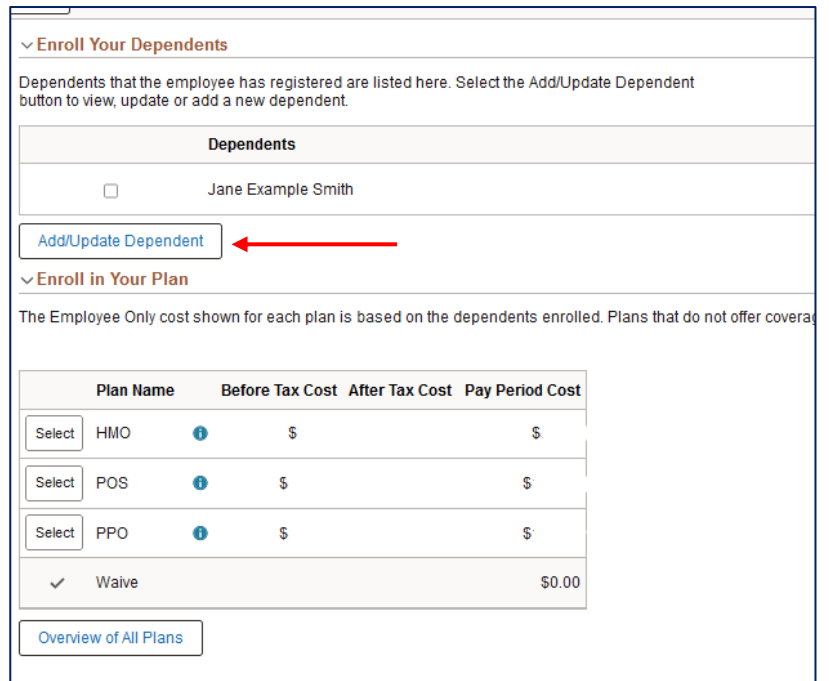
8. Existing dependents appear with their Dependent and Beneficiary status noted in the column. This screen does NOT reflect enrollment or beneficiary assignment. This is informational only, and reflects a person's eligibility to be enrolled as a dependent on your plan.

   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.

9. 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:
   a. Add Name
   b. Date of Birth
   c. Gender
   d. Relationship to Employee: **Marital Status** (and **As of** date), **Student** and **Disabled** statuses (and **As of** dates)

   e. 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.

10. Click the Save button in the upper right corner when finished.

11. 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.

12. To modify existing dependents and their Health plan coverage, either **check** or **uncheck** the box next to their name in the Dependents area.

13. 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.
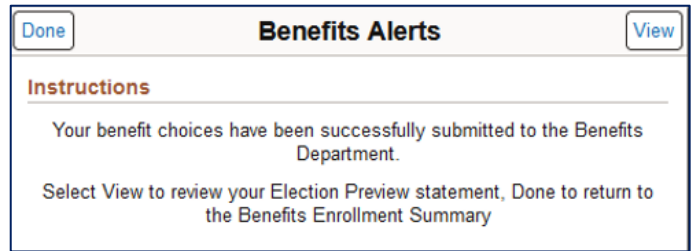

IMPORTANT
The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

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

15. After being returned to the Benefits Enrollment page, click the Submit button.
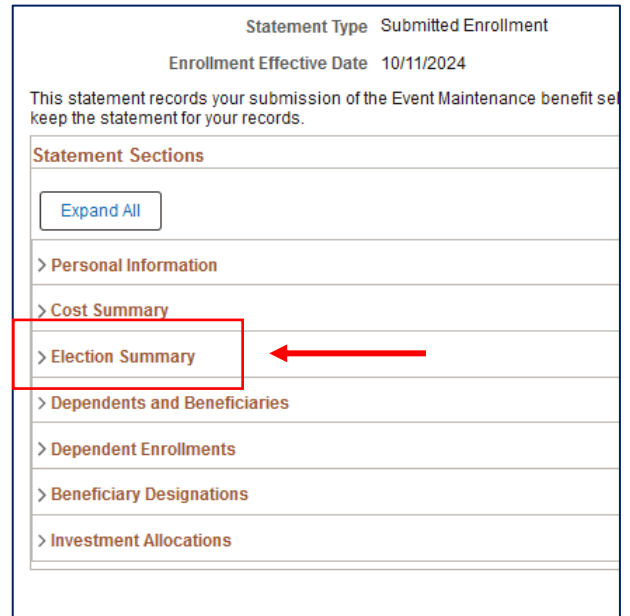
This routes the benefit elections to the Employee Benefits team for review and eventual approval.

Benefits Alerts

Done | **Benefits Alerts** | View

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

16. Click Next to review your Benefit Statements. Preview/Review 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.

Statement Type Submitted Enrollment

Enrollment Effective Date 10/11/2024

This statement records your submission of the Event Maintenance benefit sel keep the statement for your records.

Statement Sections

Expand All

> Personal Information

> Cost Summary

> Election Summary

> Dependents and Beneficiaries

> Dependent Enrollments

> Beneficiary Designations

> Investment Allocations