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: Uploading Supporting Documentation

Revised: October 2020

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Life Events Options

How to Upload Supporting Documentation

1. Select **Life Events** from the menu on the left then select the "**Upload Supporting Documentation**" 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 "**Welcome to the Document Upload Event**" page. To continue, click the **Next** button.

5. On the "Life-Events-Documents Upload" page, click the **magnifying glass icon** in the "Select a document" field to display a list of document types.

6. Click on the appropriate document type from the list. For this example, "BN_Documents" was selected.

7. Select the **Add Attchment** button.

8. A new window will appear. Type the subject name of the document to be uploaded.

9. In this example, "CCSD enrollment form" was entered as the subject.
10. Select the **Add Attachment** button.
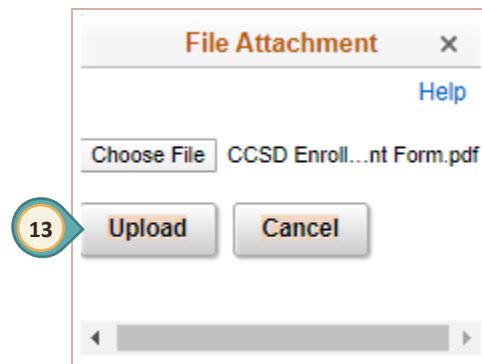

11. In the new window, select the **Choose File** button.
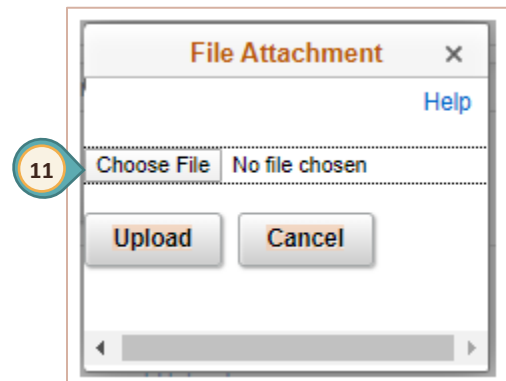
12. Navigate to the **desired file name**, select it, and then click the **Open** button.
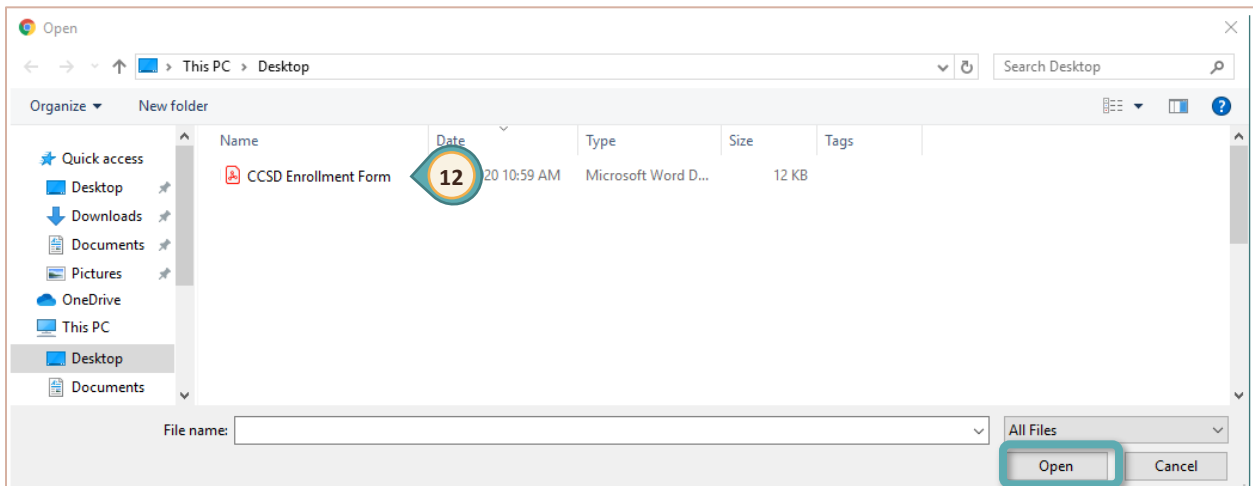
13. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.

14. 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.

15. The **Life Events –** Document Upload page 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 or **Add URL** button, if needed. If the wrong document was uploaded, click the checkbox next to the file name and then click the **Delete** button.

16. Select the **Next** button.

17. The Summary page will be displayed. Select the **Complete** button to finalize the event.