

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

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.)

The screenshot shows the 'Life Events' page for Christine Hill. The left sidebar has 'Life Events' selected. The main content area lists various life events, with 'Upload Supporting Documentation' selected. Below the list is a date field labeled '*As Of' and a 'Start Life Event' button. A note at the bottom 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.'

4. The system will display the **“Welcome to the Document Upload Event”** page. To continue, click the **Next** button.

The screenshot shows the 'Welcome to the Document Upload Event' page. The header includes 'Document Upload' and a 'Next' button. The main content area displays 'Welcome to the Document Upload Event' for Christine Hill, with instructions to upload supporting documents. A sidebar on the left shows the event status as 'Complete'.

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.

Document Upload

CCSD HILLCA
CLATSOP COUNTY SCHOOL DISTRICT 99999999

Welcome to the Document Upload Event
Complete

Document Upload
Visited

Summary
Not Started

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

EmpID: 99999999

Life Event Type: DOC

Supporting Documents

Select a document  5

Select a document in order to add attachments, notes and/or urls.

Go To [Document Uploading](#)

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

Look Up Select a document

Search by: Authorization Entry ID begins with

Search **Cancel** [Advanced Lookup](#)

Search Results

View 100 1-10 of 10

Authorization Entry ID
BN_ADD_DOM_PARTNER
BN_ADOPTCERT
BN_BIRTHCERT
BN_DEATH_DEP
BN_DIVORCE
BN_DOCUMENTS
BN_GAINED_COVERAGE
BN_LOST_COVERAGE
BN_MARCERT
BN_REMOVE_DOM_PART

6

7. Select the **Add Attachment** button.

The screenshot shows the 'Document Upload' interface. At the top, there is a navigation bar with 'Exit', 'Document Upload', and buttons for '< Previous' and 'Next >'. Below this, the user's name 'HILLCA' and ID '99999999' are displayed. The main content area is titled 'Life Events - Document Upload' and includes a sidebar with navigation options like 'Welcome to the Document Upload Event', 'Document Upload', and 'Summary'. The main content area contains instructions and a form for adding documents. A callout bubble with the number '7' points to the 'Add Attachment' button.

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

The screenshot shows the 'Document Definition - New Attachment' dialog box. It has a title bar and contains instructions, selection criteria, and a form for adding a new attachment. A callout bubble with the number '8' points to the '*Subject' input field.

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

Document Definition - New Attachment

▼ **Instructions**
You have chosen to enter a new attachment.

▼ **Selection Criteria**

Description Supporting Documentation

*Subject CCSD enrollment form 9

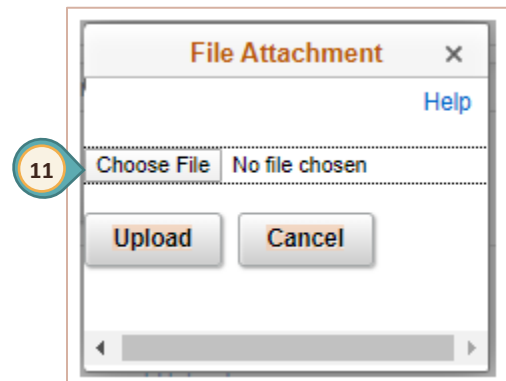
Attachment

Add Attachment 10

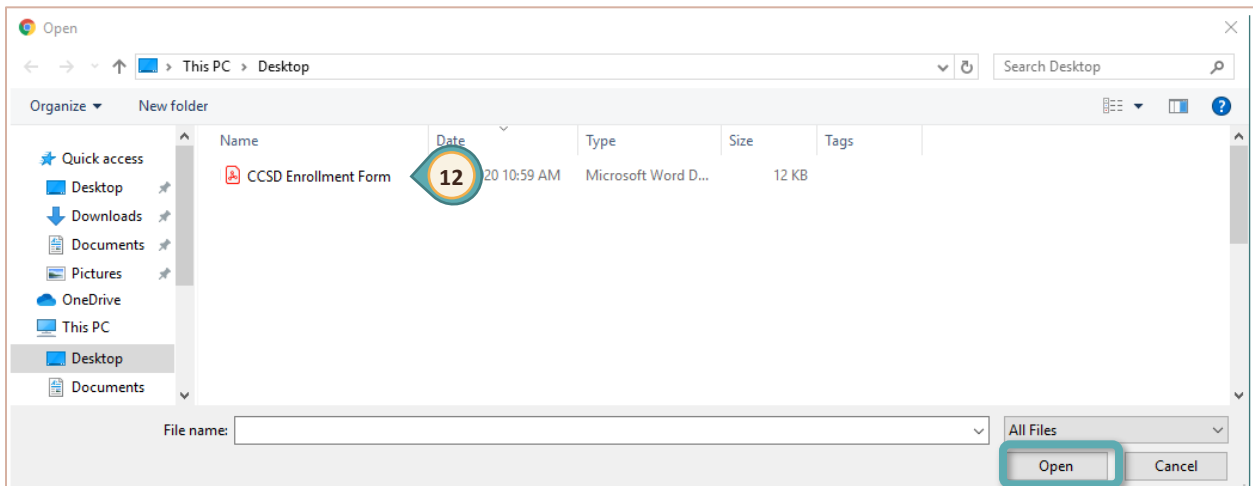
Save

Go To [Life Events - Document Upload](#)

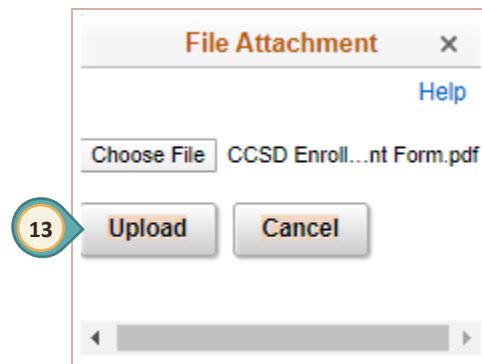
11. In the new window, select the **Choose File** button.



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.

Document Definition - New Attachment

▼ **Instructions**
You have chosen to enter a new attachment.

▼ **Selection Criteria**

Description	Supporting Documentation
*Subject	<input type="text" value="CCSD enrollment form"/>
Attachment	CCSD_Enrollment_Form.pdf

14

Go To [Life Events - Document Upload](#)

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.