

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: Adopted
or Gained Legal Custody/
Guardianship of a Child*

Revised: March 2021

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.

The screenshot shows the 'Employee Self Service' interface. The top navigation bar includes 'Employee Self Service' and 'Benefit Details'. A left-hand menu lists various options, with 'Life Events' highlighted. The main content area is titled 'Life Events' and includes a sub-heading 'For Health Insurance Changes Only'. Below this, there is a brief instruction: 'There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.' A list of events is provided, each with a radio button: 'Upload Supporting Documentation', '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', and 'Death of a Dependent'. Below the list is an '*As Of' date field and a 'Start Life Event' button. A footer note 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.'

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 - Adopted or Gained Legal Custody/Guardianship of a Child Example

This example shows how to complete the Adopted or Gained Legal Custody/Guardianship of a Child Life Event.

1. Select **Life Events** from the menu on the left and then select the “**Adopted or Gained Legal Custody/Guardianship of a Child**” 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.)

Employee Self Service Benefit Details

Hill, Christine
ADMIN SCH SEC

Life Events

For Health Insurance Changes Only

There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- Upload Supporting Documentation
- 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

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 **Adoption Event** page. To continue the event, click the **Next** button.

Adoption Event

CHRISTINE HILL

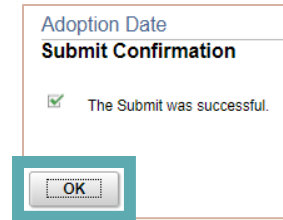
A dependent status change is your opportunity to review and make changes to your health care coverage, tax withholdings, beneficiary designation and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile and benefits are updated to reflect this event in your life.

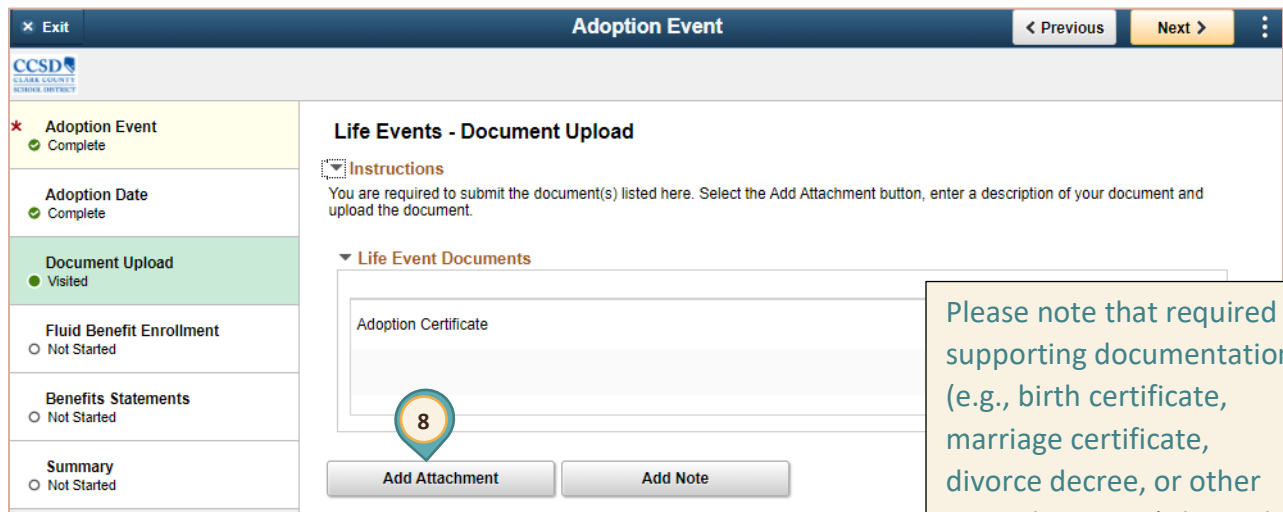
To make changes to tax withholdings and/or beneficiary designation, please navigate to the Payroll and/or Benefit Details tile(s).

*Please make sure you provide Social Security Numbers/TIN Numbers for all dependent(s) that are being added to your insurance. Please enter this in the section labeled National ID.

5. Enter the **Date child was placed in your home for adoption**.
6. Once the date has been entered, click the **Submit** button.
The system will display a message that the page has been successfully submitted. Click the **OK** button.

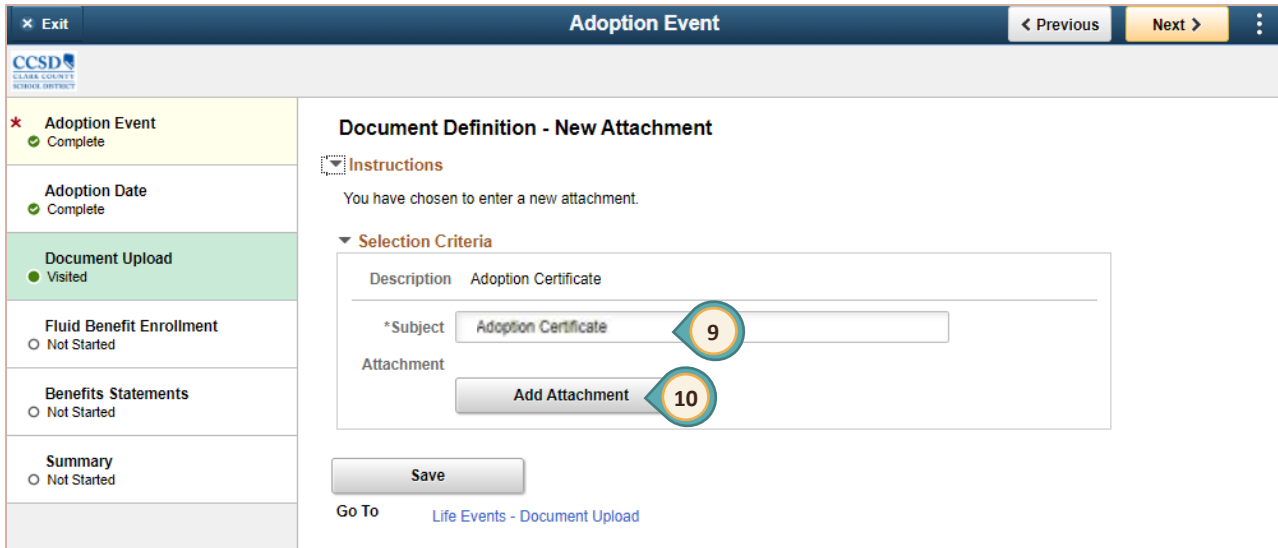


7. To continue the event, click the **Next** button.
8. Review the **Instructions** provided on the page to upload the required documents then select the **Add Attachment** button.

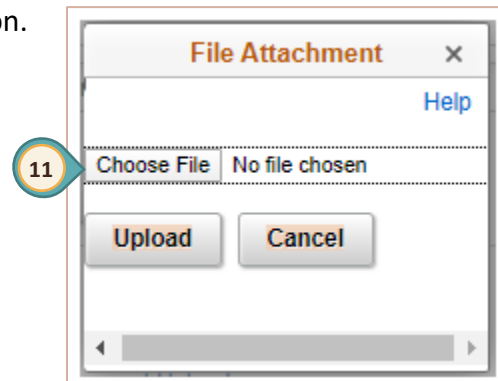


Please note that required supporting documentation (e.g., birth certificate, marriage certificate, divorce decree, or other court document) depends upon the type of life event selected.

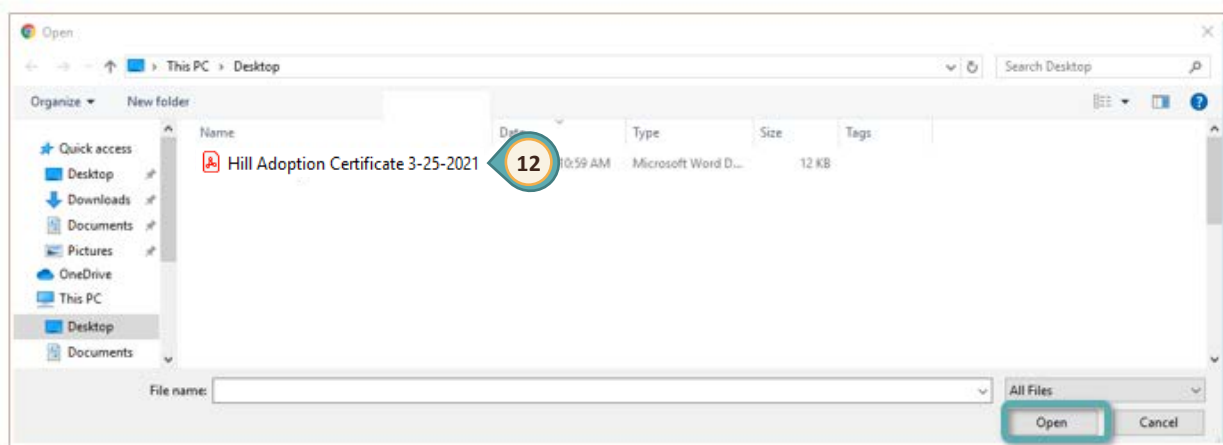
- In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Adoption Certificate**.
- Click the **Add Attachment** button.



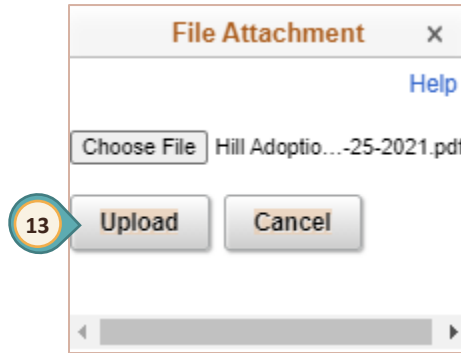
- In the new window, select the **Choose File** button.



- 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.

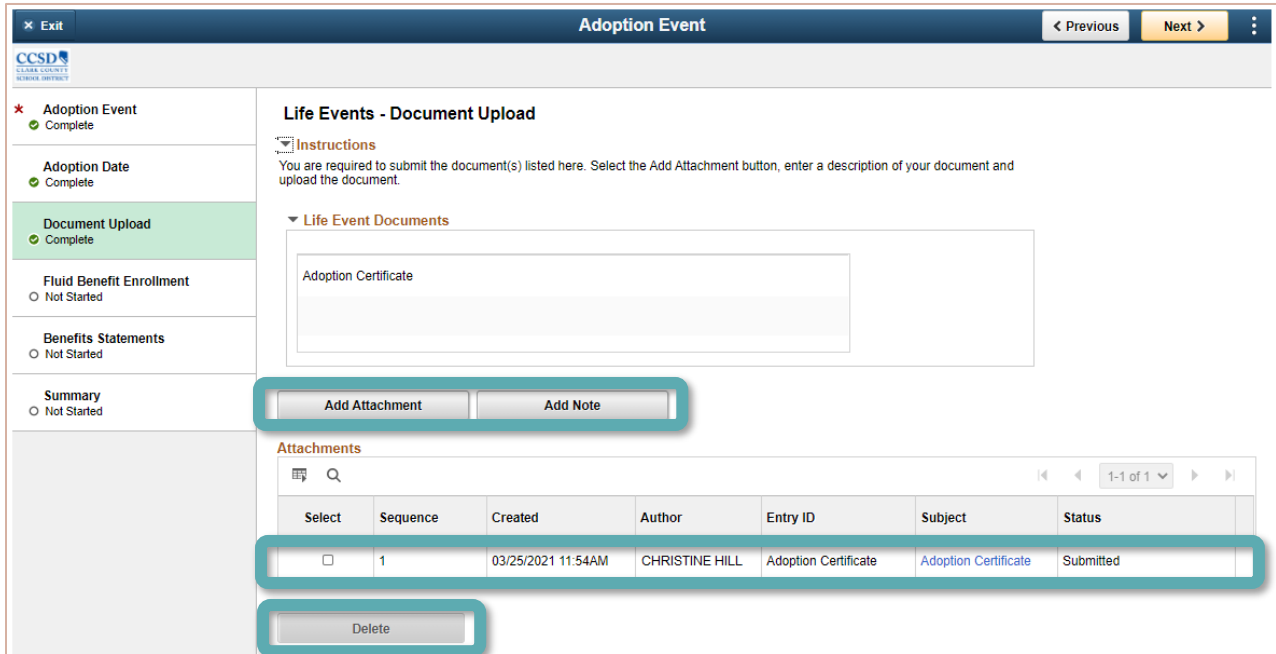
▼ **Selection Criteria**

Description	Adoption Certificate
*Subject	<input type="text" value="Adoption Certificate"/>
Attachment	Hill_Adoption_Certificate_3-25-2021.pdf

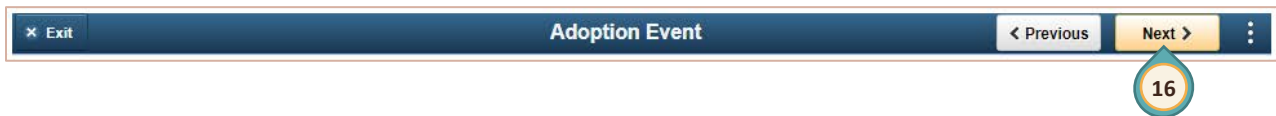
14

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

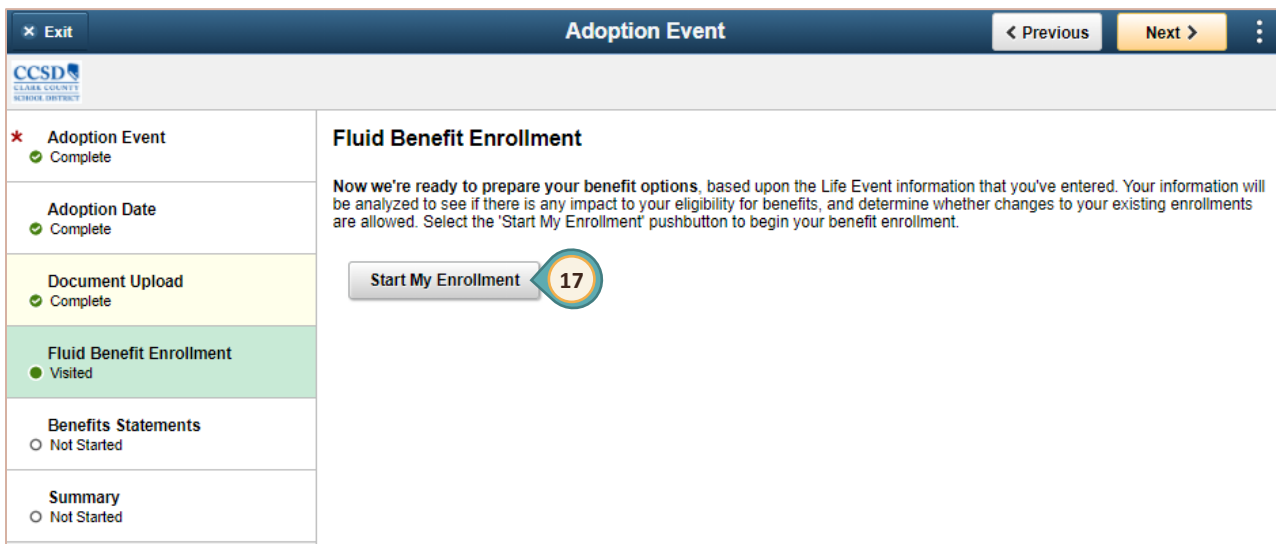
15. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed (i.e. multiple adoptions). Click the **Add Note** button to enter comments about the event or the documentation that has been provided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



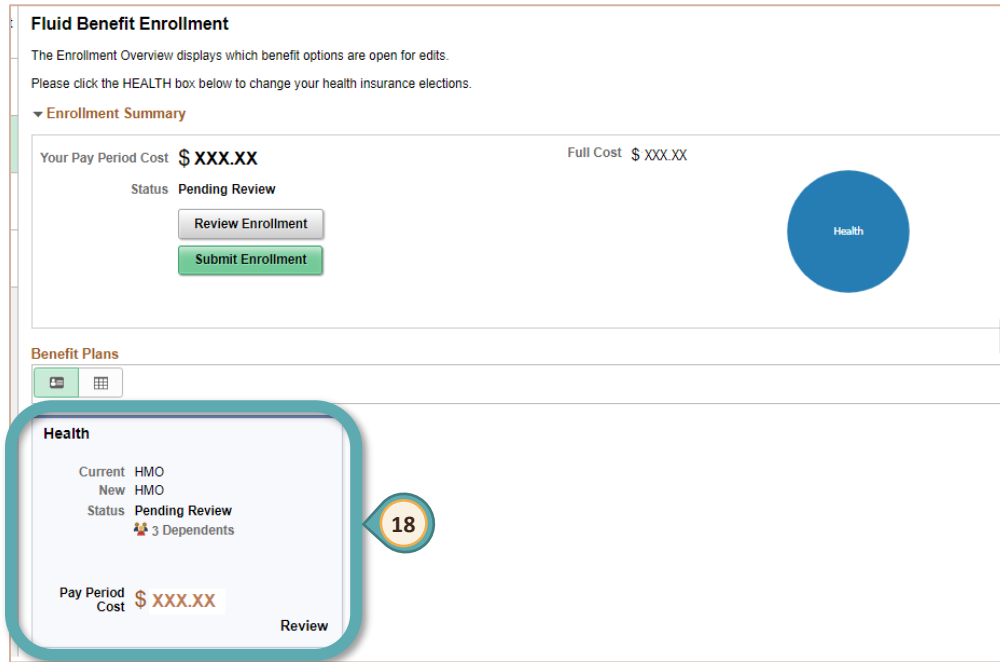
16. Select the **Next** button.



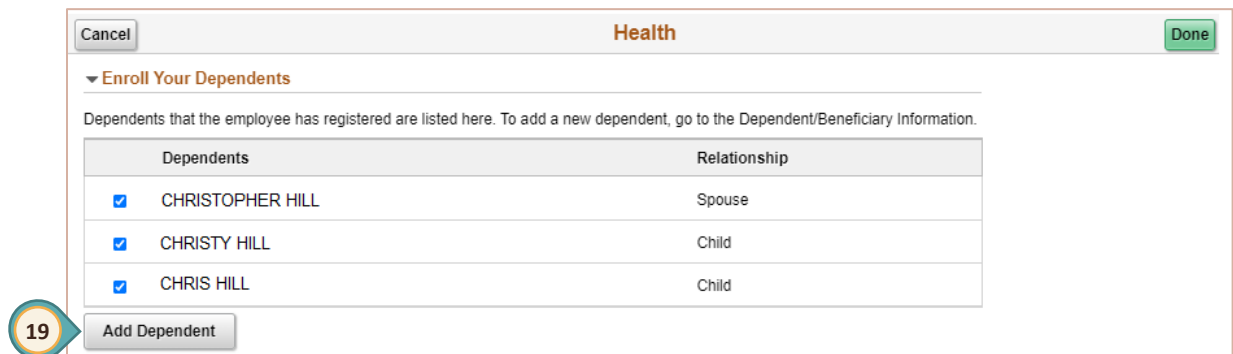
17. The **Fluid Benefit Enrollment** page will be displayed. Select the **Start My Enrollment** button to continue.



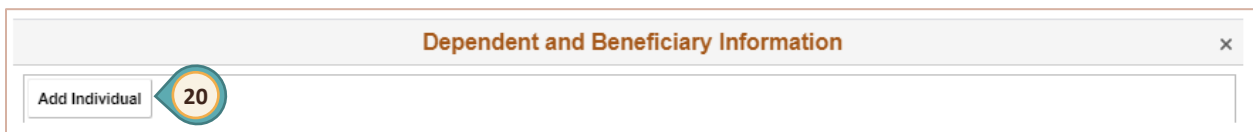
18. The **Fluid Benefit Enrollment Overview** page lists the current benefits. Click the **Health** box at the bottom of the page to review & make changes to the current health plan (e.g., adding a dependent).



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



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



21. 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.

The screenshot shows the 'Add Individual Dependent/Beneficiary Information' form. A callout box labeled '21' points to the 'Add Name' button. Another callout box labeled '22' points to the 'Personal Information' section. A third callout box labeled '23' points to the 'Done' button in the 'Name' sub-form. The 'Name' sub-form contains fields for Name Format (English), Name Prefix, *First Name (CHRISTINA), Middle Name, *Last Name (HILL), and Name Suffix. The 'Personal Information' section includes fields for Date of Birth, *Gender, *Relationship to Employee, Dependent/Beneficiary, *Marital Status (Single), *Student (No), *Disabled (No), and *Smoker (Non Smoker). The Address section shows 555 MAIN ST, LAS VEGAS, NV 89144. The National ID, Phone, and Email sections all show 'No data exists' and have corresponding 'Add' buttons.

22. In the **Personal Information** section, enter the following:

- Date of Birth
- Gender
- Relationship to the Employee
- Marital Status
- Status for Student, Disabled, Smoker fields

23. After all information has been entered, click the **Save** button at the top. The system will display a message that the page has been successfully saved. Click the **OK** button.

The screenshot shows the bottom of the 'Add Individual Dependent/Beneficiary Information' form with the 'Save' button highlighted. A callout box labeled '23' points to the 'Save' button. To the right, a 'Saved Successfully' message box is displayed with an 'OK' button.

24. 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 (i.e. multiple adoptions). When finished, click the “X” to return to the **Health** page.

Dependent and Beneficiary Information 24 X

Add Individual

Name	Relationship	Beneficiary	Dependent
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25. 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.
- 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 ⓘ next to the Plan Name. (For detailed information about all health plans, select the **Overview of All Plans** button.)
 - When finished, select the **Done** button.

Health b Done

Enroll Your Dependents

Dependents that the employee has registered are listed here. To add a new dependent, go to the Dependent/Beneficiary Information.

Dependents	Relationship
<input checked="" type="checkbox"/> CHRISTOPHER HILL	Spouse
<input checked="" type="checkbox"/> CHRISTY HILL	Child
<input checked="" type="checkbox"/> CHRIS HILL	Child
<input checked="" type="checkbox"/> CHRISTINA HILL	Child

Add Dependent

Enroll in Your Plan

The Family cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Cost (Before Tax)	Cost (After Tax)	Pay Period Cost
<input checked="" type="checkbox"/> HMO ⓘ	\$142.95		\$142.95
<input type="button" value="Select"/> POS ⓘ	\$424.74		\$424.74
<input type="button" value="Select"/> PPO ⓘ	\$725.41		\$725.41
<input type="button" value="Select"/> HMO After-Tax ⓘ		\$142.95	\$142.95
<input type="button" value="Select"/> POS After-Tax ⓘ		\$424.74	\$424.74
<input type="button" value="Select"/> PPO - After Tax ⓘ		\$725.41	\$725.41
<input type="button" value="Select"/> Waive			\$0.00

Overview of All Plans

Costs displayed are for illustration purposes only and are subject to change.

In this example, the adopted child was checked and the current HMO plan was kept for the health coverage.

26. 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.

The screenshot shows the 'Adoption Event' page for 'Fluid Benefit Enrollment'. The sidebar on the left includes: Adoption Event (Complete), Adoption Date (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Visited), Benefits Statements (Not Started), and Summary (Not Started). The main content area displays: 'Fluid Benefit Enrollment' title, 'The Enrollment Overview displays which benefit options are open for edits. Please click the HEALTH box below to change your health insurance elections.', 'Enrollment Summary' section with 'Your Pay Period Cost \$142.95', 'Full Cost \$142.95', and 'Status Submitted'. A 'Health' button is visible. Below this, the 'Benefit Plans' section shows 'Health' details: 'Current HMO', 'New HMO', 'Status Changed', and '4 Dependents'. A callout box labeled '26' points to the 'Submit Enrollment' button. A note on the left states: 'Note: Number of dependents has changed.' A disclaimer on the right states: 'Costs displayed are for illustration purposes only and are subject to change.'

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

The screenshot shows a 'Benefits Alerts' window. The title bar contains 'Done', 'Benefits Alerts', and 'View'. The main text reads: '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'. A callout box labeled '27' points to the 'Done' button.

28. Click the **Next** button.

The screenshot shows the navigation bar at the bottom of the page. It includes an 'Exit' button, the page title 'Adoption Event', and navigation buttons for '< Previous' and 'Next >'. A callout box labeled '28' points to the 'Next >' button.

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

Adoption Event < Previous **Next >**

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Benefits Statements

Statement Type 3 rows

Event Date	Issue Date	Enrollment Event	Statement Type
03/19/2021	03/25/2021	Event Maintenance	Enrollment Preview >

Left sidebar: Adoption Event (Complete), Adoption Date (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Visited), **Benefits Statements (Visited)**, Summary (Not Started)

30. 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.

Adoption Event < Previous

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Complete

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Summary

You have completed the steps to record your Adoption Event.
 This change will be finalized once uploaded documents have been accepted.

Additional changes (beneficiary changes and tax withholdings) can be made under the appropriate ESS tiles.
 Here is a list of things to keep in mind now that you have a new child:

- Find out if your medical plan offers discounts on infant care equipment, home nurse visits, and postnatal classes.
- Evaluate day care centers.
- Evaluate our Dependent Care Spending Account plan to assist with day care expenses.
- Schedule your child's first visit with the pediatrician.
- Order a Social Security or Social Insurance card for your child.

Select the **Complete** button to end this event.

Steps 5 rows

Step	Status	Date Completed	Required	Go to Step
Adoption Event	Complete	03/25/2021	Yes	<input type="button" value="Go to Step"/>
Adoption Date	Complete	03/25/2021	No	<input type="button" value="Go to Step"/>
Document Upload	Complete	03/25/2021	No	<input type="button" value="Go to Step"/>
Fluid Benefit Enrollment	Complete	03/25/2021	No	<input type="button" value="Go to Step"/>
Benefits Statements	Visited		No	<input type="button" value="Go to Step"/>

Left sidebar: Adoption Event (Complete), Adoption Date (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Visited), Benefits Statements (Visited), **Summary (Visited)**