

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: Gained
Coverage Elsewhere
Removing Coverage for an
Employee and/or Dependent(s)*

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 left sidebar contains a menu with 'Life Events' highlighted. The main content area is titled 'Benefit Details' and shows the user's name 'Hill, Christine' and role 'ADMIN SCH SEC'. Below this, the 'Life Events' section is titled 'For Health Insurance Changes Only'. A message states: '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, including '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 reads: '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 – Gained Coverage Elsewhere Example

This example shows how to complete the Gained Coverage Elsewhere Life Event.

1. Select **Life Events** from the menu on the left and then select the “**Gained Coverage Elsewhere**” 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 **Welcome to Gained Coverage Elsewhere Event** page. To continue the event, click the **Next** button.

Exit | Gained Coverage Elsewhere | Next >

CCSD | CLATS COUNTY SCHOOL DISTRICT

Gained Coverage Elsewhere Event

CHRISTINE HILL

This event is for dropping CCSO coverages because you and/or your dependent(s) have gained coverage elsewhere.

Proper documentation providing proof that you are covered by another plan is required to be submitted during this event.

This guide will take you through all the steps necessary to ensure that your benefits information is updated to reflect this event in your life.

- Gained Coverage Elsewhere Event Complete
- Document Upload Not Started
- Fluid Benefit Enrollment Not Started
- Benefits Statements Not Started
- Summary Not Started

5. Review the **Instructions** provided on the page to upload the required documents, then select the **Add Attachment** button.

The screenshot shows a web application window titled "Gained Coverage Elsewhere". On the left is a navigation menu with items: "Gained Coverage Elsewhere Event" (Complete), "Document Upload" (Visited), "Fluid Benefit Enrollment" (Not Started), "Benefits Statements" (Not Started), and "Summary" (Not Started). The main content area is titled "Life Events - Document Upload" and contains "Instructions" and a "Life Event Documents" section. The "Life Event Documents" section has a text input field containing "Proof of Coverage" and an "Add Attachment" button. A callout bubble with the number "5" points to the "Add Attachment" button.

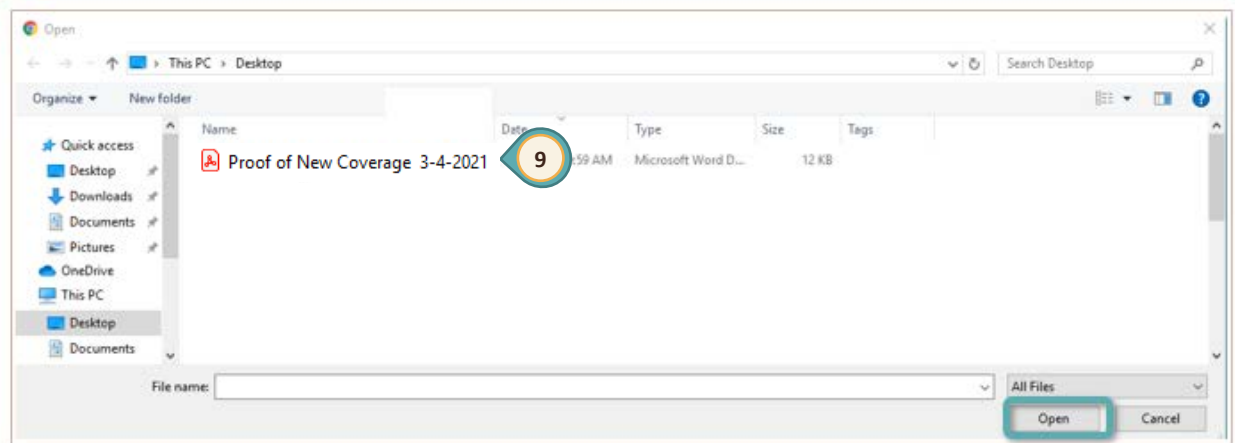
6. In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Proof of New Coverage** and the date.
7. Click the **Add Attachment** button.

The screenshot shows the "Document Definition - New Attachment" section. It includes "Instructions" and "Selection Criteria". The "Selection Criteria" section has a "Description" field with "Gained Coverage Elsewhere" and a "*Subject" field with "Proof of New Coverage 3-4-2021". Below the "Subject" field is an "Add Attachment" button. A callout bubble with the number "6" points to the "Subject" field, and another callout bubble with the number "7" points to the "Add Attachment" button. There is also a "Save" button and a "Go To" link for "Life Events - Document Upload".

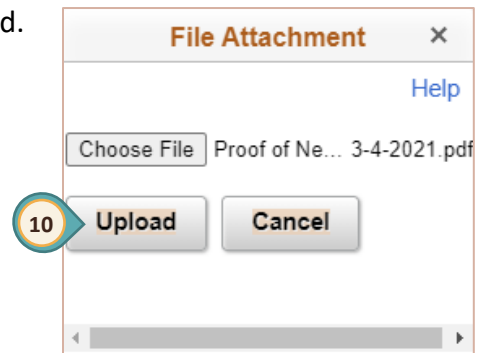
8. In the new window, select the **Choose File** button.

The screenshot shows a "File Attachment" dialog box. It has a "Choose File" button and a "No file chosen" label. Below these are "Upload" and "Cancel" buttons. A callout bubble with the number "8" points to the "Choose File" button.

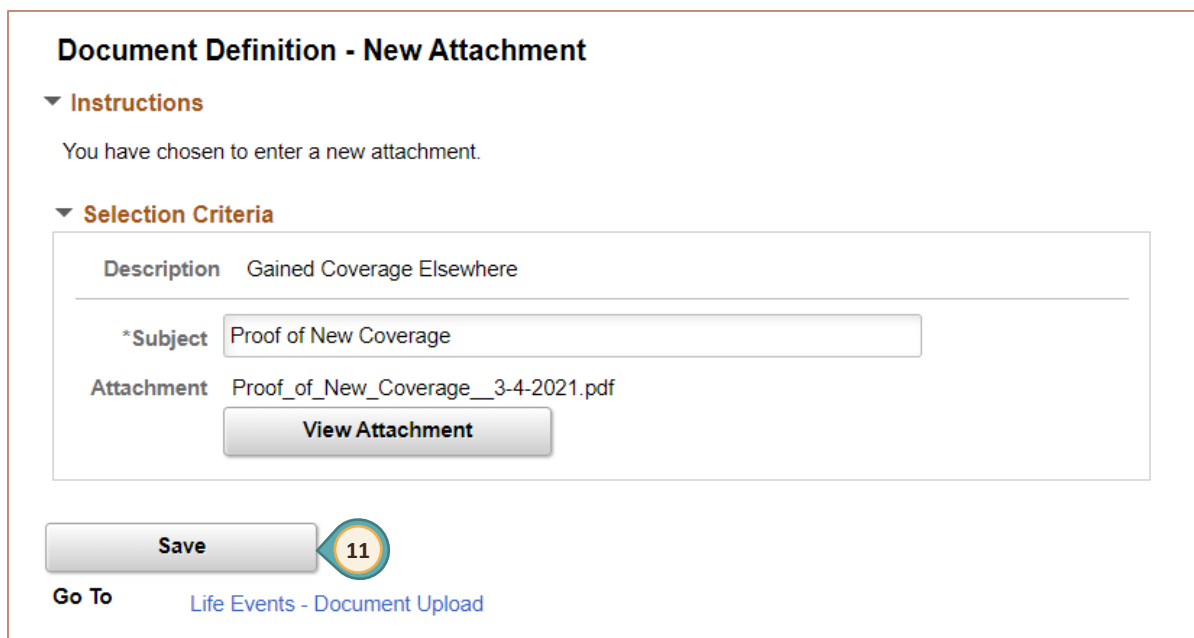
9. Navigate to the **desired file name**, select it, and then click the **Open** button.



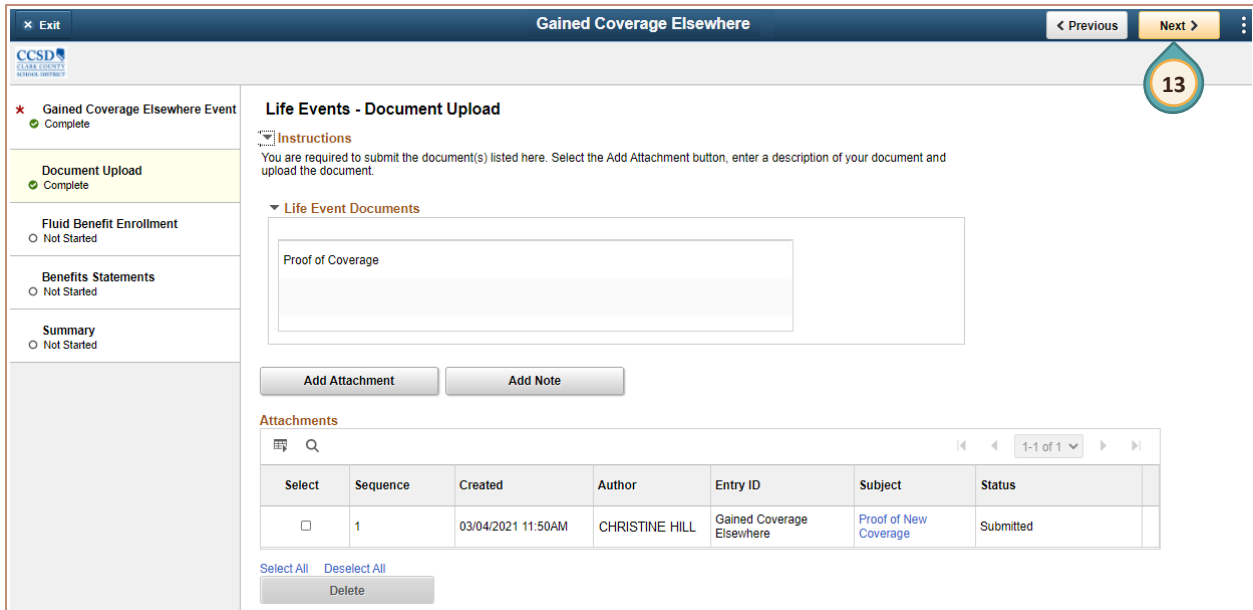
10. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



11. 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.

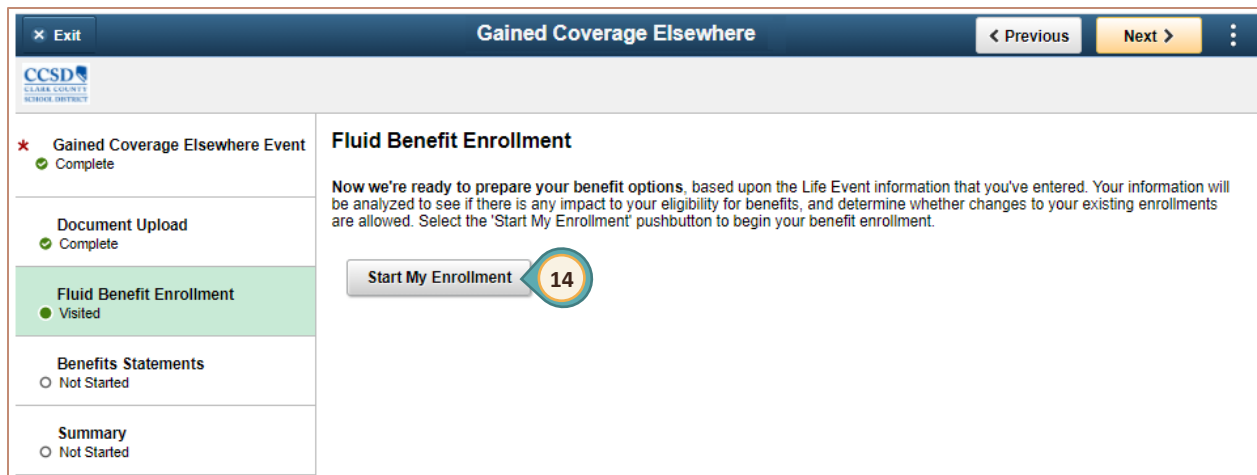


12. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed. Click the **Add Note** button to enter comments about the event or the documentation that has been provided if needed. If the wrong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



13. Select the **Next** button.

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



15. 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., removing a spouse or dependent).

The screenshot shows the 'Gained Coverage Elsewhere' page. On the left is a navigation menu with items like 'Gained Coverage Elsewhere Event', 'Document Upload', 'Fluid Benefit Enrollment', 'Benefits Statements', and 'Summary'. The main content area is titled 'Fluid Benefit Enrollment' and includes an 'Enrollment Summary' with 'Your Pay Period Cost \$ XXX.XX' and 'Full Cost \$ XXX.XX'. Below this is a 'Benefit Plans' section with a 'Health' button highlighted by a callout box labeled '15'. The 'Health' button is part of a card that also displays 'Current HMO', 'New HMO', 'Status Pending Review', and '3 Dependents'.

16. To remove a Dependent, uncheck the box to the left of the dependent's name.

The screenshot shows the 'Enroll Your Dependents' section. It features a table of dependents with checkboxes for enrollment. A callout box labeled '16' points to the checkboxes for Christopher Hill, Christy Hill, and Chris Hill. Below the table is a section for 'Enroll in Your Plan' with a table of plan options and their costs. A text box on the right states: 'Costs displayed are for illustration purposes only and are subject to change.'

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

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

17. Once the dependents have been unchecked, the cost of each plan type will be updated in the **Enroll in Your Plan** section at the bottom.
 - a. 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.)
 - b. 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 type="checkbox"/> CHRISTOPHER HILL	Spouse
<input type="checkbox"/> CHRISTY HILL	Child
<input type="checkbox"/> CHRIS 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
✓ HMO ⓘ	\$21.13		\$21.13
Select POS ⓘ	\$101.82		\$101.82
Select PPO ⓘ	\$111.07		\$111.07
Select HMO After-Tax ⓘ		\$21.13	\$21.13
Select POS After-Tax ⓘ		\$101.82	\$101.82
Select PPO - After Tax ⓘ		\$111.07	\$111.07
Select Waive			\$0.00

Overview of All Plans

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

In this example, the dependents (spouse and children) were unchecked since the spouse had gained coverage elsewhere and was covering the child dependents under the new health plan. The employee elected to keep their current HMO plan for health coverage.

(If the employee was also going to be covered under the spouse’s new health plan, they would select the “Waive” option.)

18. 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.

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

20. Click the **Next** button.

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

The screenshot shows the 'Gained Coverage Elsewhere' page with a sidebar on the left containing navigation options: 'Gained Coverage Elsewhere Event' (Complete), 'Document Upload' (Complete), 'Fluid Benefit Enrollment' (Complete), 'Benefits Statements' (Visited), and 'Summary' (Not Started). The main content area is titled 'Benefits Statements' and includes a 'Statement Type' dropdown menu. Below this is a table with one row of data:

Event Date	Issue Date	Enrollment Event	Statement Type
03/16/2021	03/17/2021	Event Maintenance	Enrollment Preview

A callout bubble with the number 21 points to a right arrow button located at the end of the table row.

22. 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.

The screenshot shows the 'Gained Coverage Elsewhere' page with the 'Summary' section active. The sidebar on the left now highlights 'Summary' as 'Visited'. The main content area contains the following text:

Summary

You have completed the steps to record your Gained Coverage Elsewhere Event.
 This change will be finalized once uploaded documents have been accepted.
 Select the **Complete** button to end this event.

Steps

Step	Status	Date Completed	Required	Go to Step
Gained Coverage Elsewhere Event	Complete	03/16/2021	Yes	Go to Step
Document Upload	Complete	03/17/2021	No	Go to Step
Fluid Benefit Enrollment	Complete	03/17/2021	No	Go to Step
Benefits Statements	Visited		No	Go to Step

A callout bubble with the number 22 points to a green 'Complete' button in the top right corner of the main content area.