

**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: Death of  
a Dependent*

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' and includes 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 for the 'Employee' category, 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'. At the bottom, there 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 - Death of a Dependent Example

This example shows how to complete the Death of a Dependent Life Event.

1. Select **Life Events** from the menu on the left and then select the “**Death of a Dependent**” 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 **Death of a Dependent Event** page. To continue the event, click the **Next** button.

Exit | Death of a Dependent | Next >

CCSD  
CLARK COUNTY  
SCHOOL DISTRICT

**Death of Dependent Event**  
● Visited

**Document Upload**  
 Not Started

**Fluid Benefit Enrollment**  
 Not Started

**Benefit Summary**  
 Not Started

**Summary**  
 Not Started

**Death of Dependent Event**  
CHRISTINE HILL

In the unfortunate event of the death of a spouse and/or dependent, this guide will help you 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).

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

Death of a Dependent

CCSD  
CLARK COUNTY  
SCHOOL DISTRICT

Death of Dependent Event  
● Visited

Document Upload  
● Visited

Fluid Benefit Enrollment  
○ Not Started

Benefit Summary  
○ Not Started

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

Dependent Death Certificate

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Add Attachment Add Note

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

Death of a Dependent

CCSD  
CLARK COUNTY  
SCHOOL DISTRICT

Death of Dependent Event  
● Visited

Document Upload  
● Visited

Fluid Benefit Enrollment  
○ Not Started

Benefit Summary  
○ Not Started

Summary  
○ Not Started

**Document Definition - New Attachment**

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

**Selection Criteria**

Description Death of a Dependent

\*Subject Dependent Death Certificate 6

Attachment

Add Attachment 7

Save

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

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

File Attachment

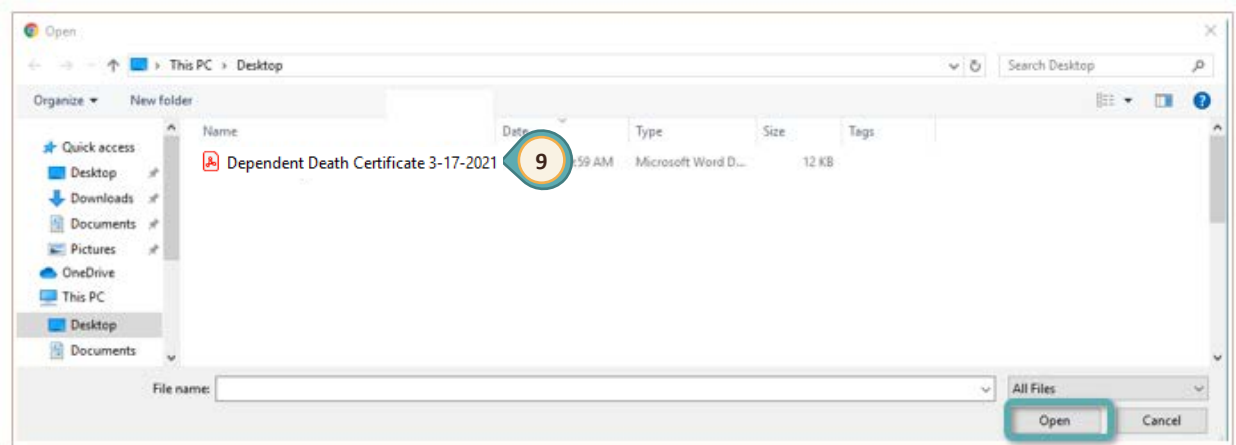
Help

Choose File No file chosen

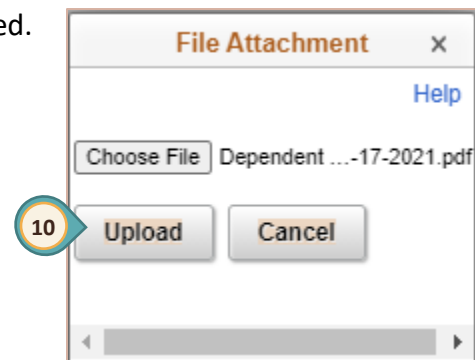
Upload Cancel

8

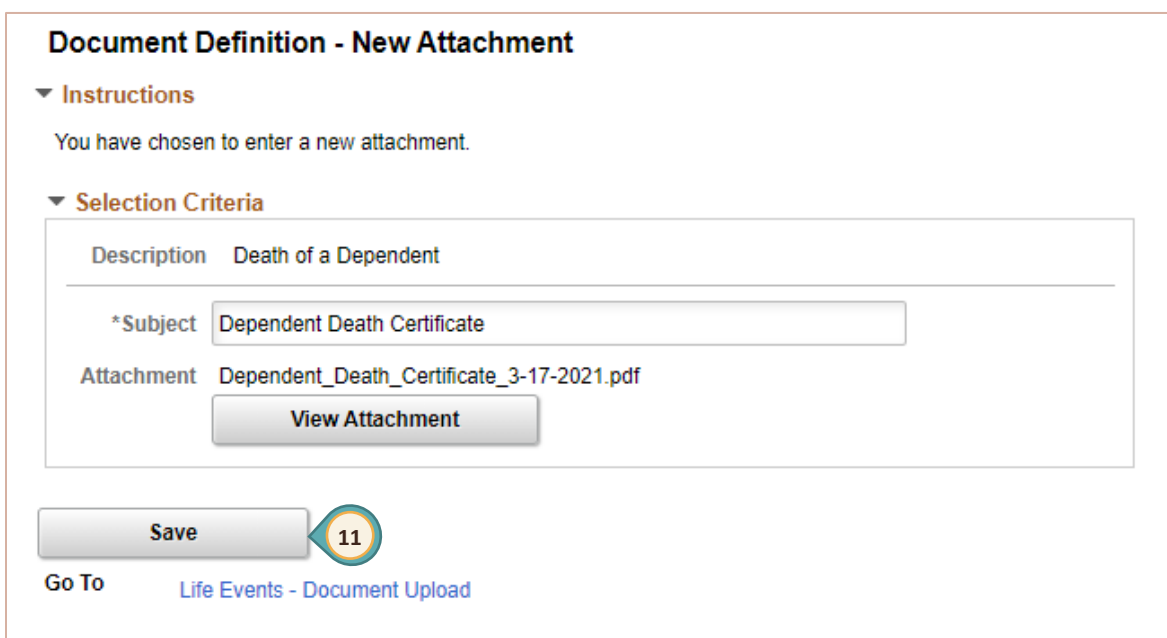
9. Navigate to the **desired file name**, select it, and then click the **Open** button.



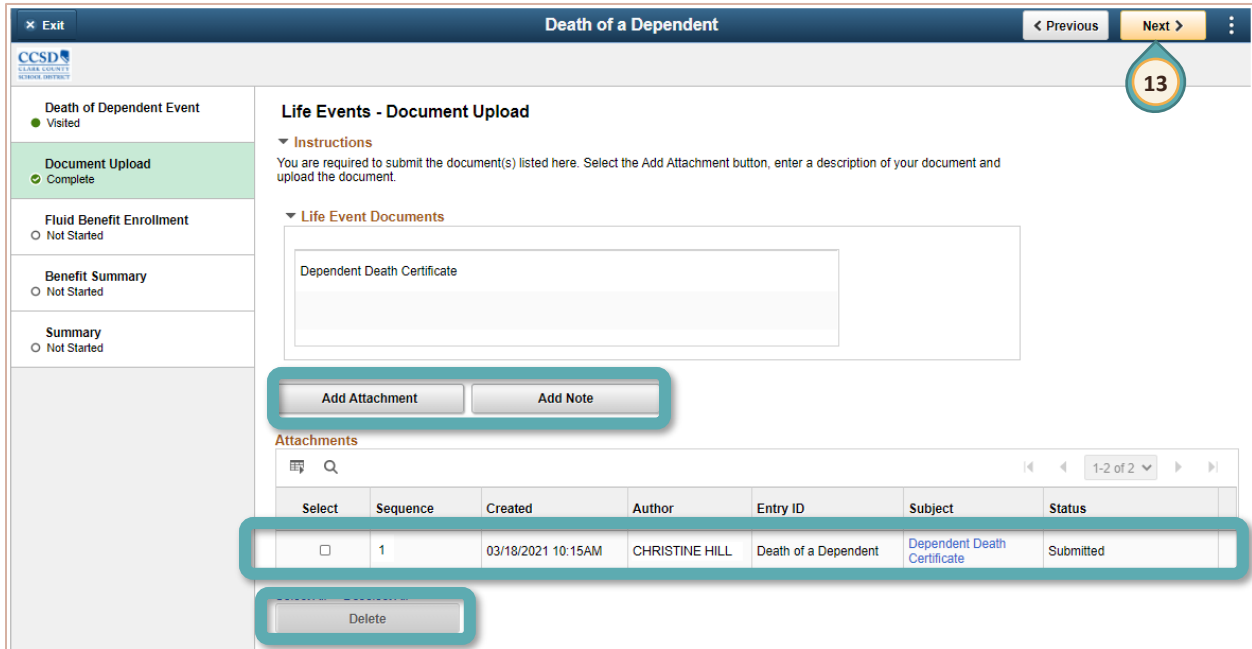
10. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



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.

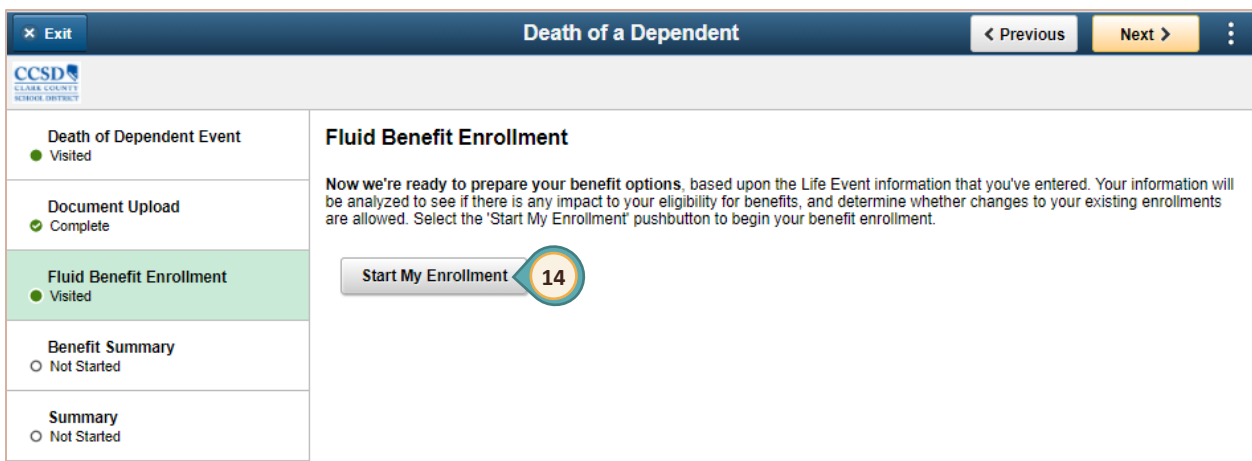


12. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed. Click the **Add Note** button to enter comments about the event or the documentation that has been provided if needed. If the wrong 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 dependent).

**Fluid Benefit Enrollment**

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**

Your Pay Period Cost **\$ XXX.XX** Full Cost \$ XXX.XX

Status Pending Review

Review Enrollment  
 Submit Enrollment

**Health**

Current HMO  
 New HMO  
 Status Pending Review  
 3 Dependents

Pay Period Cost **\$ XXX.XX** Review

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

Cancel **Health** 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

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	\$142.95		\$142.95
Select POS	\$424.74		\$424.74
Select PPO	\$725.41		\$725.41
Select HMO After-Tax		\$142.95	\$142.95
Select POS After-Tax		\$424.74	\$424.74
Select PPO - After Tax		\$725.41	\$725.41
Select Waive			\$0.00

Overview of All Plans

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

17. Once the dependent has 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.

The screenshot shows the 'Health' enrollment interface. At the top, there are 'Cancel' and 'Done' buttons. The main section is titled 'Enroll Your Dependents' and lists three dependents: CHRISTOPHER HILL (Spouse), CHRISTY HILL (Child), and CHRIS HILL (Child). The 'Enroll in Your Plan' section below shows a table of plan options with their respective costs. The HMO plan is currently selected. A callout box '17' points to the dependent list, and callout 'a' points to the 'Select' buttons in the plan table. Callout 'b' points to the 'Done' button. A note on the right states: 'Costs displayed are for illustration purposes only and are subject to change.' At the bottom, there is an 'Overview of All Plans' button.

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

Plan Name	Cost (Before Tax)	Cost (After Tax)	Pay Period Cost
✓ HMO ⓘ	\$142.95		\$142.95
Select POS ⓘ	\$424.74		\$424.74
Select PPO ⓘ	\$725.41		\$725.41
Select HMO After-Tax ⓘ		\$142.95	\$142.95
Select POS After-Tax ⓘ		\$424.74	\$424.74
Select PPO - After Tax ⓘ		\$725.41	\$725.41
Select Waive			\$0.00

In this example, one child dependent was unchecked and the current HMO plan was kept for the health coverage.



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.

**Fluid Benefit Enrollment**

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**

Your Pay Period Cost **\$142.95** Full Cost **\$142.95**

Status **Pending Review**

**18**

Health

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

**Benefit Plans**

**Health**

Current **HMO**  
New **HMO**  
Status **✓ Changed**  
**2 Dependents**

Pay Period Cost **\$142.95**  
Review

*Note: Number of dependents has changed.*

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

**19**  **Benefits Alerts**

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

20. Click the **Next** button.

× Back **Death of a Dependent** < Previous **Next** > ⋮

**20**

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

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.