

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: Birth 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 in green. 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 with a calendar icon and a 'Start Life Event' button. At the bottom, a 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 – Birth of a Child Example

This example shows how to complete the Birth of a Child Life Event.

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

Exit | Birth Event | Next >

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Birth Event
Complete

Birth Date
Not Started

Document Upload
Not Started

Fluid Benefit Enrollment
Not Started

Benefits Statements
Not Started

Summary
Not Started

Birth Event

CHRISTINE HILL

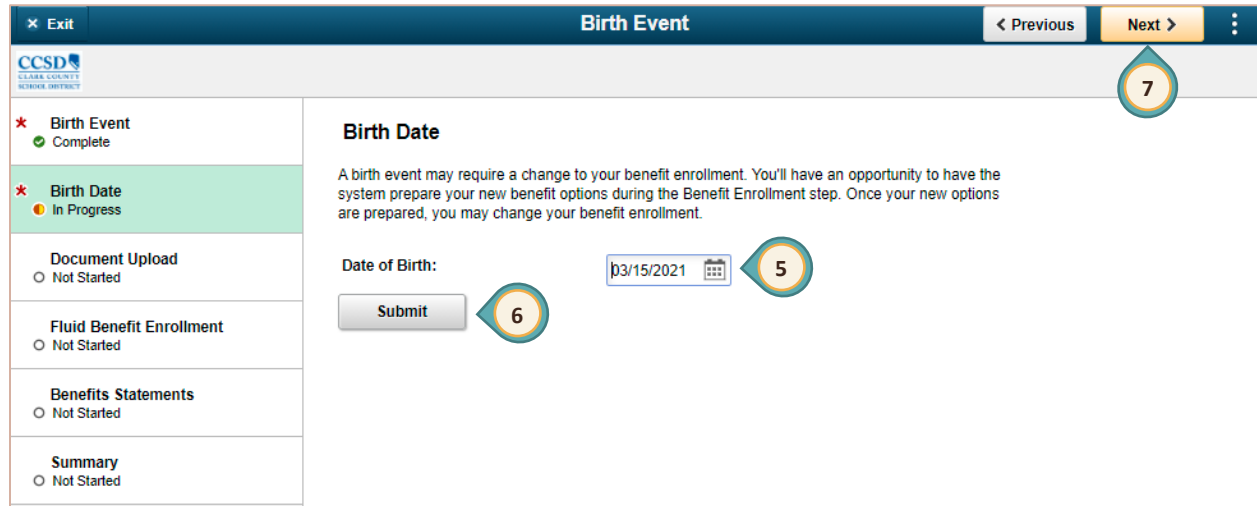
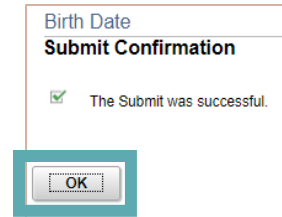
A dependent status change is your opportunity to review and make changes to your health care coverage, tax withholdings, beneficiary designation and other important information.

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.

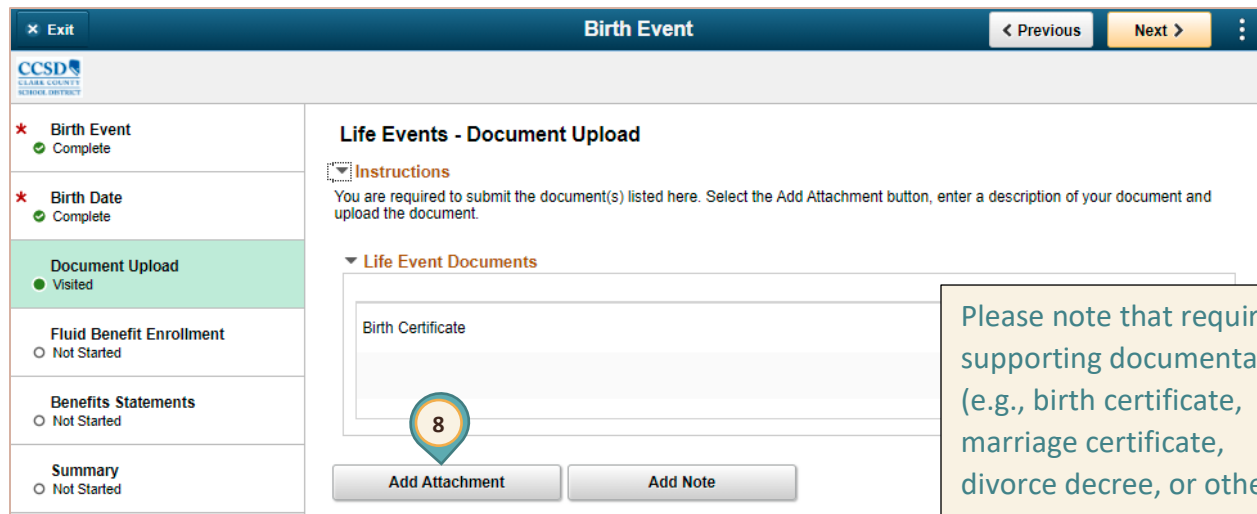
To make changes to tax withholdings and/or beneficiary designation, please navigate to the Payroll and/or Benefit Details tile(s).

*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 of Birth**.
6. Once the Date of Birth has been entered, click the **Submit** button.
The system will display a message that the page has been successfully submitted. Click the **OK** button.

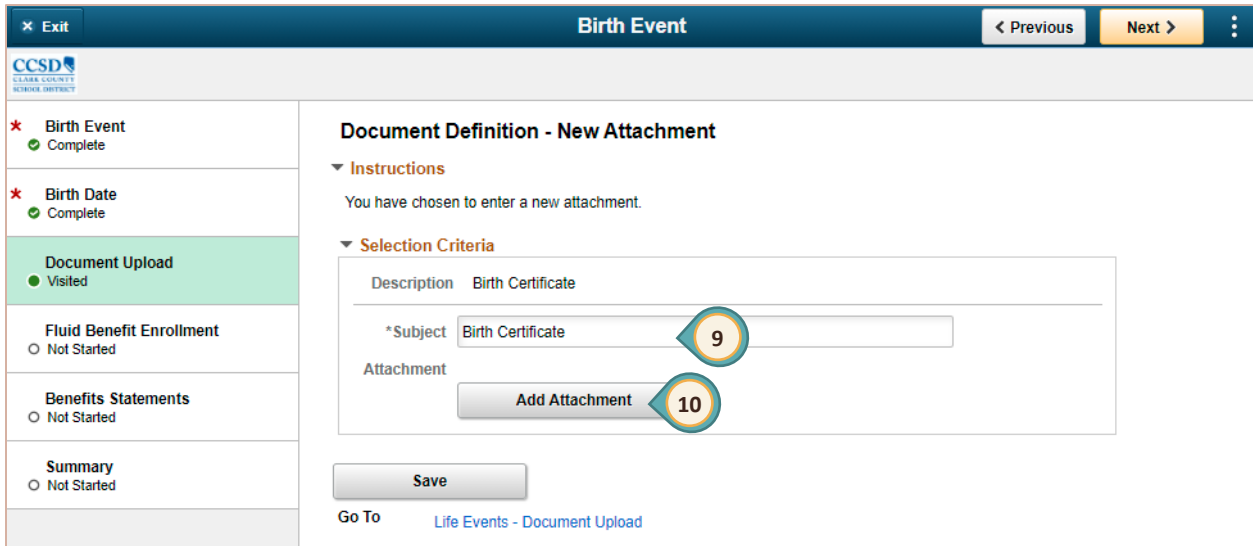


7. To continue the event, click the **Next** button.
8. Review the **Instructions** provided on the page to upload the required documents then select the **Add Attachment** button.

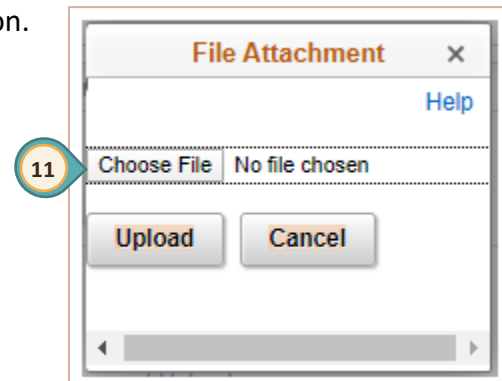


Please note that required supporting documentation (e.g., birth certificate, marriage certificate, divorce decree, or other court document) depends upon the type of life event selected.

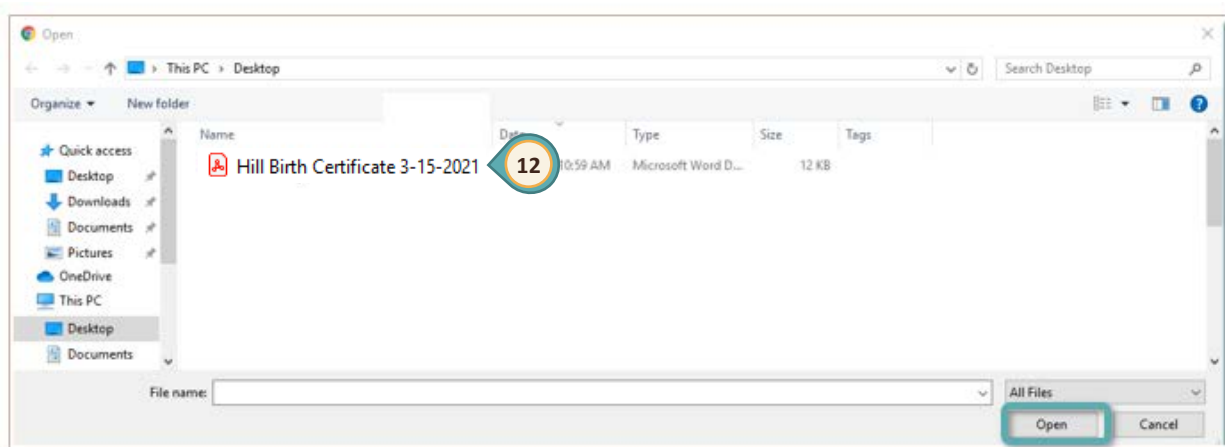
- In the new window, enter the document title in the **Subject** line. A sample **Subject** line would be **Birth Certificate**.
- Click the **Add Attachment** button.



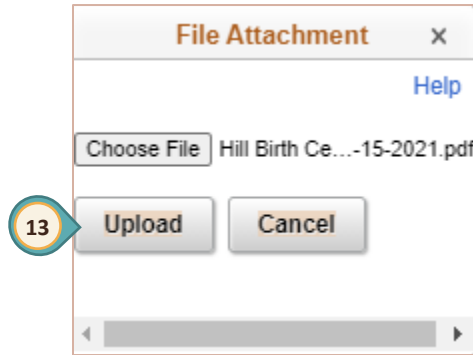
- In the new window, select the **Choose File** button.



- 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.

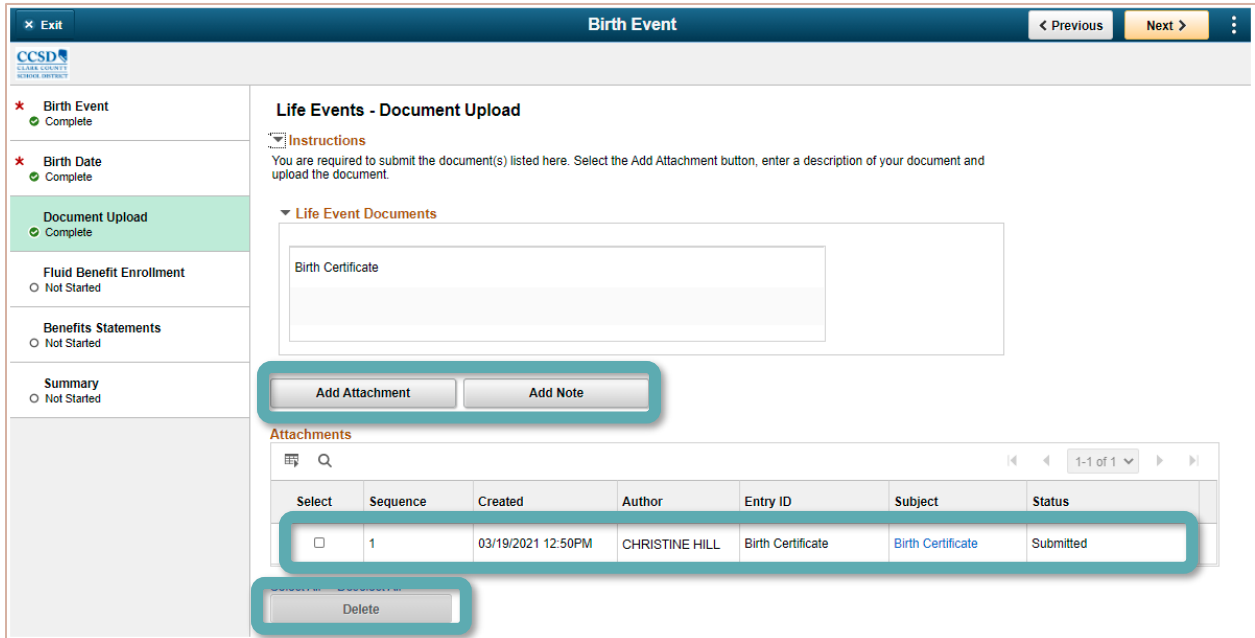
▼ **Selection Criteria**

Description	Birth Certificate
*Subject	<input type="text" value="Birth Certificate"/>
Attachment	Hill_Birth_Certificate_3-15-2021.pdf

14

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

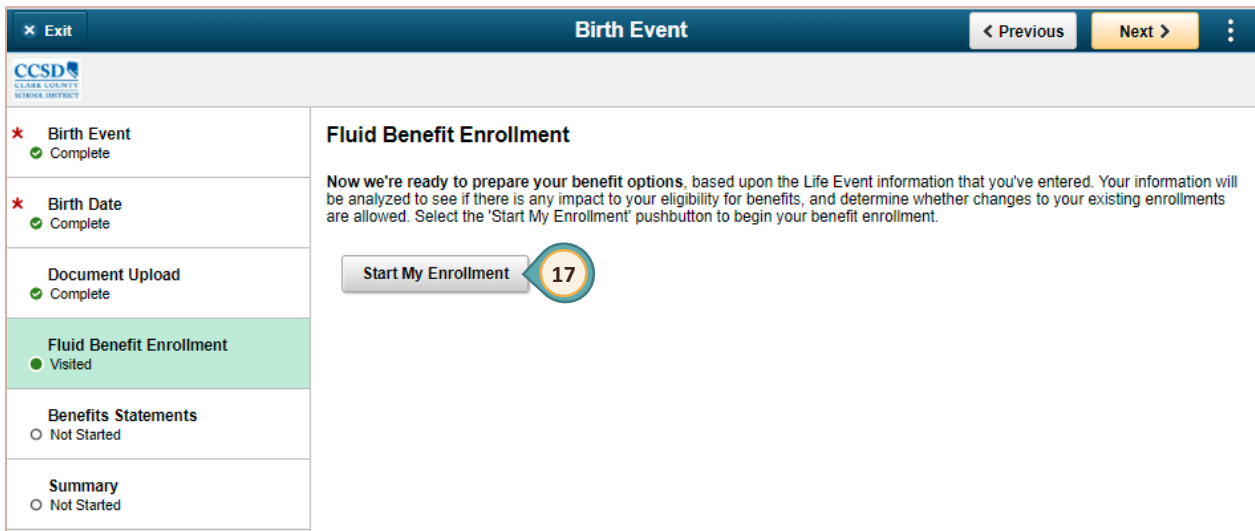
15. The **Life Events – Document Upload** page now displays the attachment and its status. Click the **Add Attachment** button to upload additional documents if needed (i.e. multiple birth). Click the **Add Note** button to enter comments about the event or the documentation that has been provided if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



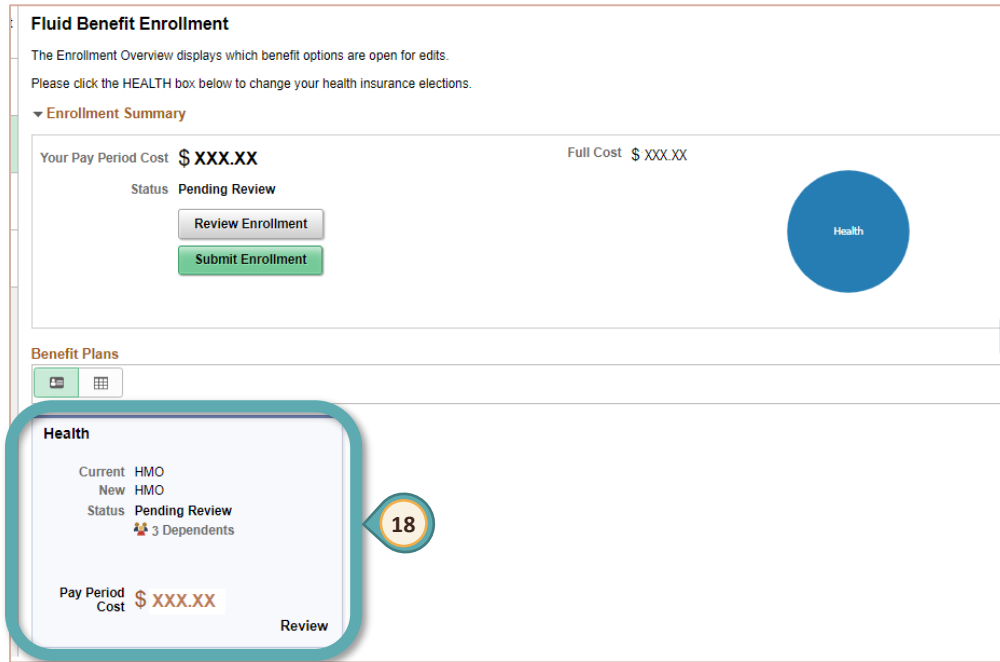
16. Select the **Next** button.



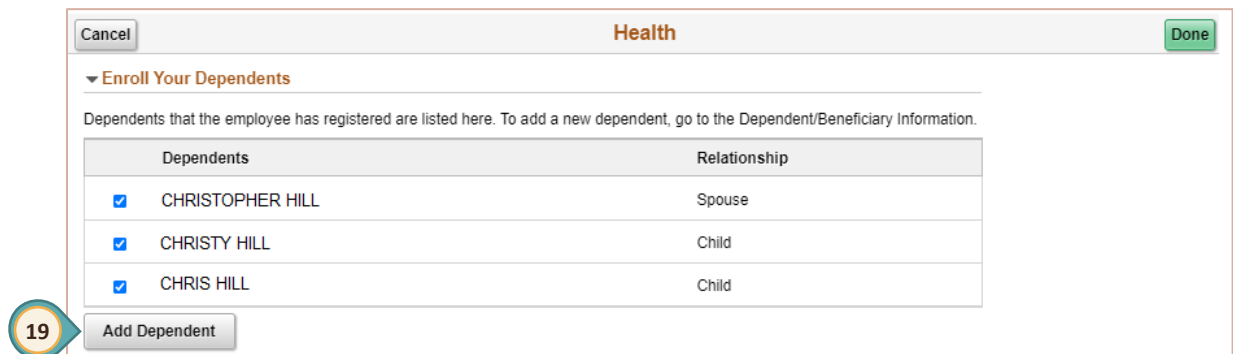
17. The **Fluid Benefit Enrollment** page will be displayed. Select the **Start My Enrollment** button to continue.



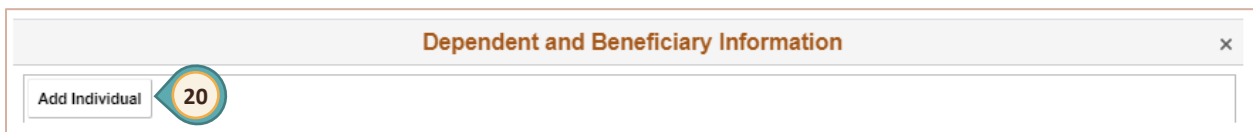
18. The **Fluid Benefit Enrollment Overview** page lists the current benefits. Click the **Health** box at the bottom of the page to review & make changes to the current health plan (e.g., adding a dependent).



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. The 'Name' section is highlighted with a red box, and a callout window titled 'Name' is shown with a 'Done' button. A blue callout '21' points to the 'Add Name' button, and another blue callout '22' points to the 'Personal Information' section.

Add Individual Dependent/Beneficiary Information

Select Save after you have edited your Dependent/Beneficiary's information. The c

Name

21 Add Name

22

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status

*Student

*Disabled

*Smoker

As of

As of

As of

As of

Address

555 MAIN ST
 LAS VEGAS, NV 89144

Home Same as mine >

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

Email

No data exists

Add Email

Name

Name Format English

Name Prefix

*First Name CHRISTINA

Middle Name

*Last Name HILL

Name Suffix

Done

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

Add Individual Dependent/Beneficiary Information

Cancel Save

23

Saved Successfully

OK

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 birth). When finished, click the “X” to return to the **Health** page.

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 **i** 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.

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

Plan Name	Cost (Before Tax)	Cost (After Tax)	Pay Period Cost
<input checked="" type="checkbox"/> 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, the new 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 'Fluid Benefit Enrollment' page. The sidebar on the left includes: Birth Event (Complete), Birth Date (Complete), Document Upload (Complete), Fluid Benefit Enrollment (Visited), Benefits Statements (Visited), and Summary (Not Started). The main content area displays: 'Fluid Benefit Enrollment' with instructions, 'Enrollment Summary' showing 'Your Pay Period Cost \$142.95' and 'Full Cost \$142.95', and 'Benefit Plans' with a 'Health' section. The 'Health' section shows 'Current HMO', 'New HMO', 'Status Changed', and '4 Dependents'. A callout box labeled '26' points to the 'Submit Enrollment' button. Another callout box 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 'Benefits Alerts' window displays the following text: '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'. The window has 'Done' and 'View' buttons. A callout box labeled '27' points to the 'Done' button.

28. Click the **Next** button.

The screenshot shows the bottom navigation bar with 'Back', 'Birth Event', 'Previous', and 'Next >' buttons. 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.

The screenshot shows the 'Birth Event' page with a sidebar on the left containing navigation options: Birth Event (Complete), Birth Date (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 2 rows. The first row has columns for Event Date (03/15/2021), Issue Date (03/24/2021), Enrollment Event (Event Maintenance), and Statement Type (Enrollment Preview). A right arrow button is located at the end of this row. In the top right corner, there are 'Previous' and 'Next >' buttons, with a blue callout circle labeled '29' pointing to the 'Next >' button.

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.

The screenshot shows the 'Birth Event' page with the 'Summary' section active. The sidebar on the left now highlights 'Summary' as 'Visited'. The main content area contains a 'Complete' button in the top right, a green callout circle labeled '30' pointing to it, and a summary of the event completion. It includes a list of things to keep in mind for a new child and a 'Steps' table. The 'Steps' table has 5 rows and columns for Step, Status, Date Completed, Required, and Go to Step.

Step	Status	Date Completed	Required	Go to Step
Birth Event	Complete	03/24/2021	Yes	Go to Step
Birth Date	Complete	03/24/2021	Yes	Go to Step
Document Upload	Complete	03/24/2021	No	Go to Step
Fluid Benefit Enrollment	Complete	03/24/2021	No	Go to Step
Benefits Statements	Visited		No	Go to Step