

**CLARK COUNTY SCHOOL DISTRICT**  
OPERATIONAL SERVICES UNIT  
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION  
USER SUPPORT SERVICES  
EMPLOYEE BUSINESS TRAINING DEPARTMENT

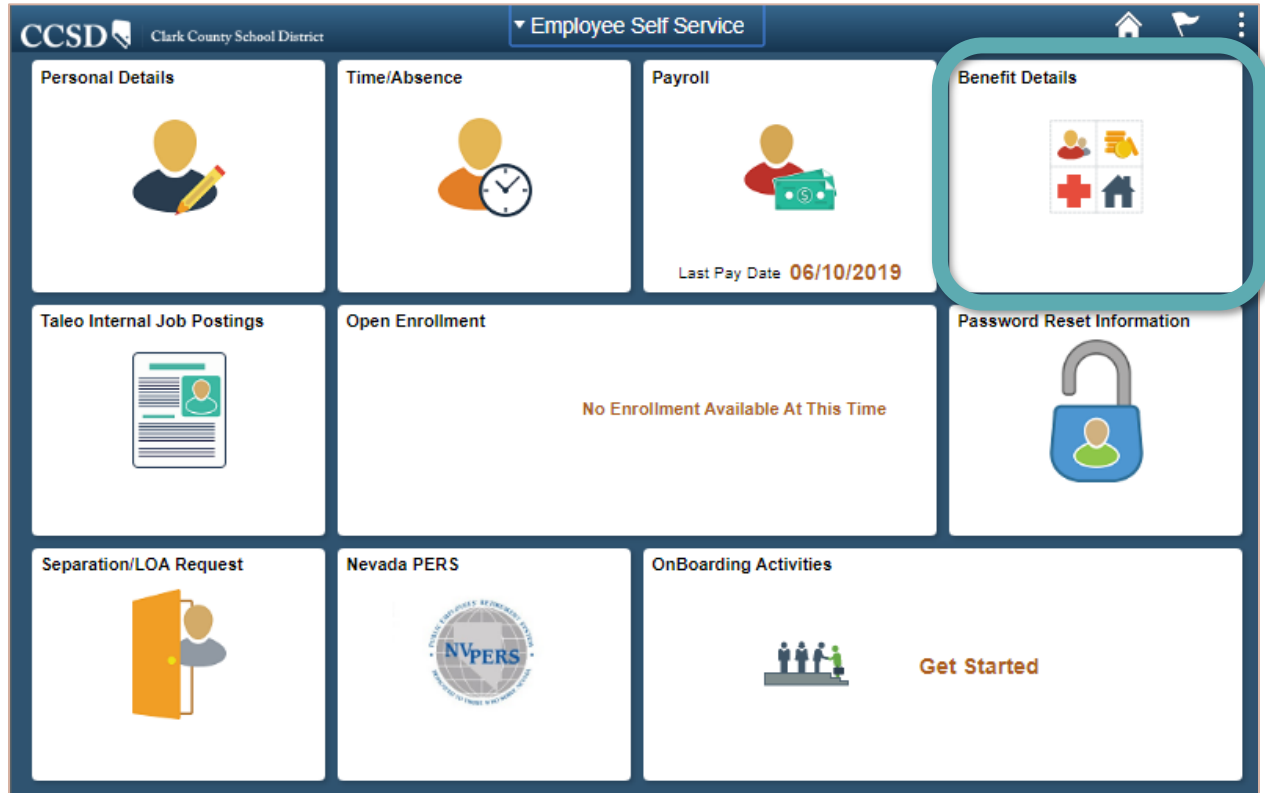


*PeopleSoft-HCM:  
ESS – Benefits – View,  
Add/Change 403b/ 457  
Deductions*

Revised: February 3, 2022

## View or Add/Change 403b and 457 Deductions

In order to access Benefit Details, begin by logging in to: [hcm.ccsd.net](http://hcm.ccsd.net). From the home dashboard, select the Benefit Details tile.



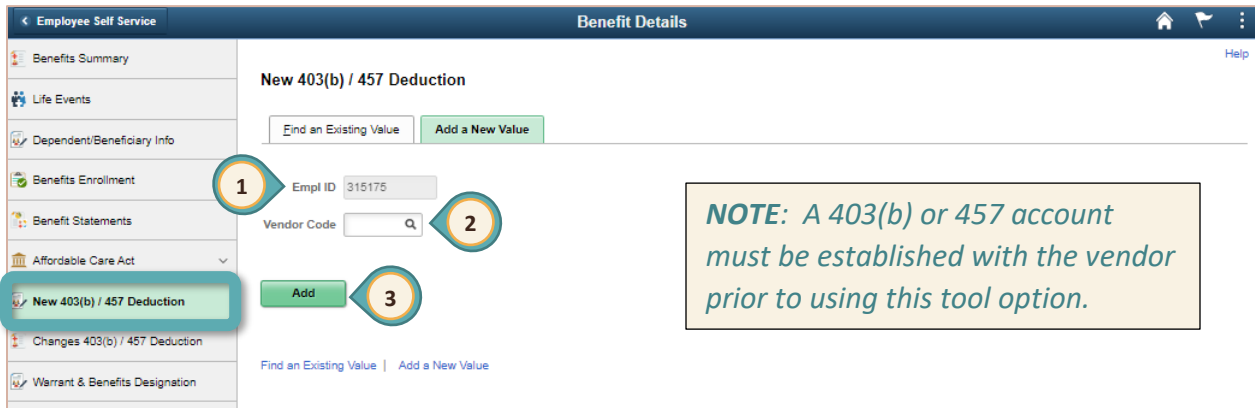
## New 403(b)/457 Deduction

The **New 403(b)/457 Deduction** option allows employees to add new accounts and deduction amounts to their benefits. These plans are pre-tax contributions to individual retirement/deferred compensation savings accounts.

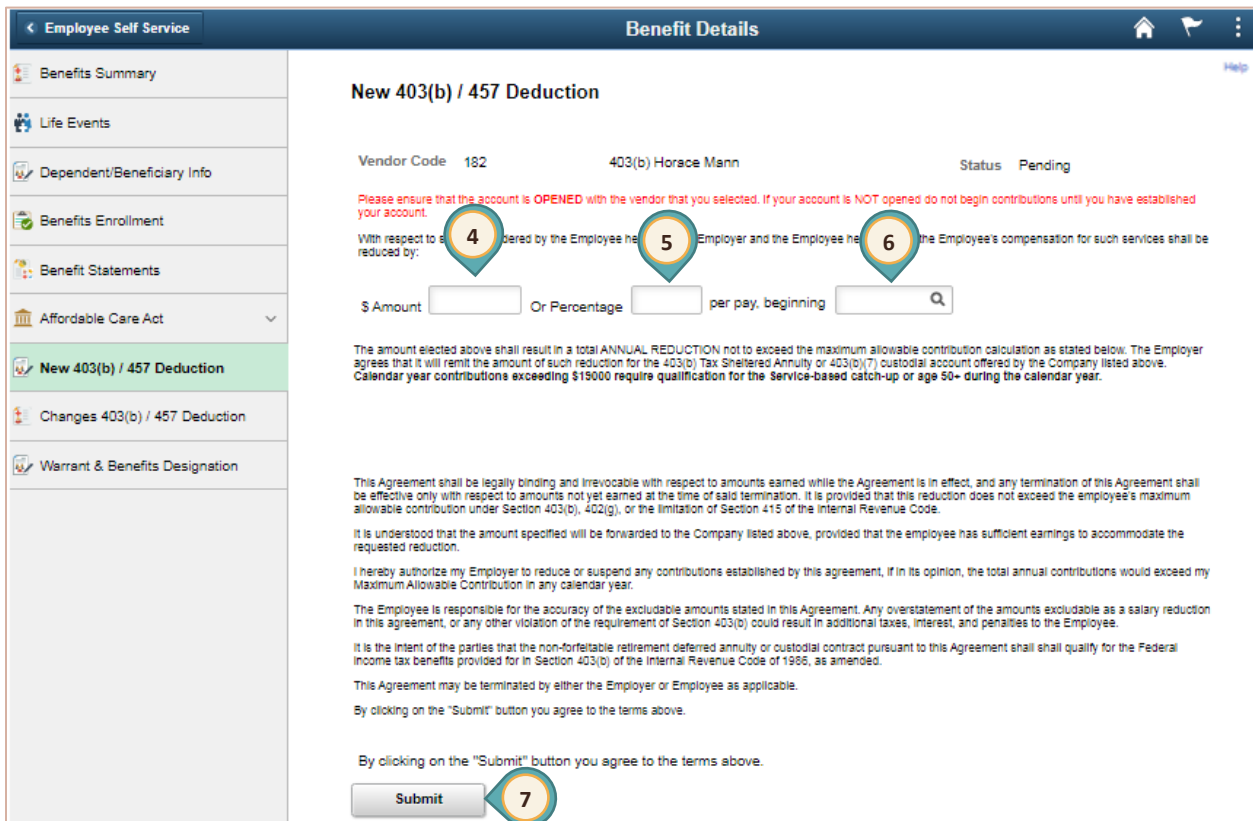
After selecting the **Benefit Details** tile, click the **New 403(b)/457 Deduction** option from the left side panel to display the page.

1. The **Empl ID** (employee id number) will be displayed in this field.
2. Select the **Vendor Code** for the new 403(b)/457(b) plan by clicking on the magnifying glass.
3. Click the **Add** button.

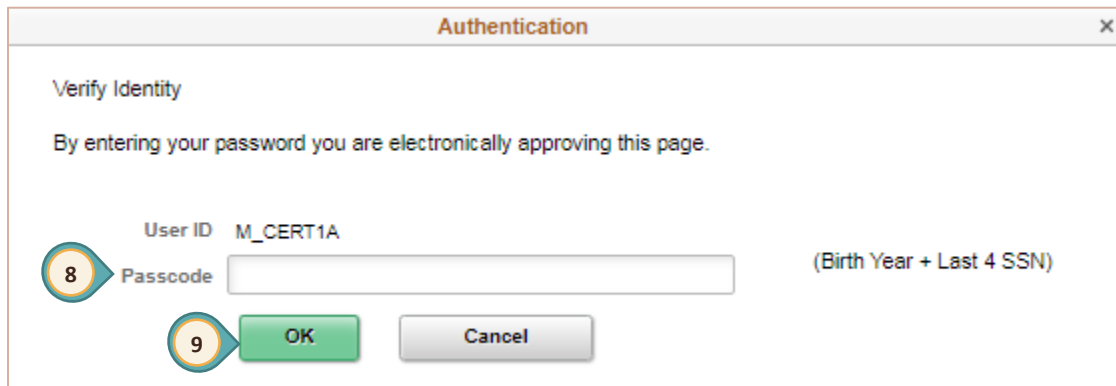
[See graphic on next page]



4. If the employee will be contributing an **Amount** instead of a percentage, enter the amount in this field.
5. If the employee will be contributing a percentage of their pay, enter the **Percentage** in this field.
6. Select the date the deduction should start in the **beginning** field.  
*Please note: When completing this form, the information indicates the dates of the pay period (not the pay date) to apply the new deduction.*
7. Click the **Submit** button. The authentication page will be displayed.



8. For the passcode, enter the employee's Birth Year and the Last 4 digits of their social security number.
9. Click the **OK** button.



## *Changes to 403(b)/457 Deduction*

The **Changes 403(b) / 457 Deduction** option gives employees the ability to adjust the voluntary benefit deduction amounts for 403(b) and/or 457 accounts. Any current accounts will be listed with the option to edit the existing information. Such changes can include amounts or percentages to be deducted, and when these changes should take effect.

After selecting the **Benefit Details** tile, click the **Changes 403(b)/457 Deduction** option from the left side panel to display the page.

1. In this example, the **403(b) Aspire** contribution amount is changing from **\$160** to **\$200**. Click the **Edit** button. The following page will be displayed.



[See graphic on next page]

2. For this example, a **Flat Amount** was selected.
3. Enter an amount to be withheld.

4. To stop the deduction after the employee has contributed a set amount, enter that amount in this field.
5. Select the **Deduction Start Date** from the drop-down list. Again, the dates given indicate an effective pay period, not a specific pay date.
6. Enter the date to request the deduction end in the **Deduction Stop Date** field, otherwise leave the field blank.
7. Click the **Verify Identity** button. The authentication page will be displayed.

**Edit Benefit Deduction**

View Voluntary Benefit  
Smith, Jane  
Clark County School District

Deduction Description 403(b) Aspire

\*Deduction Calculation Routine Flat Amount

Enter Amount or Percent to be deducted 200.00

Take deduction until I reach this amount

\*Enter Deduction Start Date

Enter Deduction Stop Date

Current Balance 0.00

Disclaimer

Verify Identity

8. For the passcode, enter the employee's birth year and the last 4 digits of their social security number.
9. Click the **OK** button.

**Authentication**

Verify Identity

By entering your password you are electronically approving this page.

User ID M\_CERT1A (Birth Year + Last 4 SSN)

Passcode

OK Cancel