

## *HCM PeopleSoft:*

### *New Hire Benefit Election for Certified Employees*

#### *Employee OnBoarding for New Hires*

##### *What Is Employee OnBoarding?*

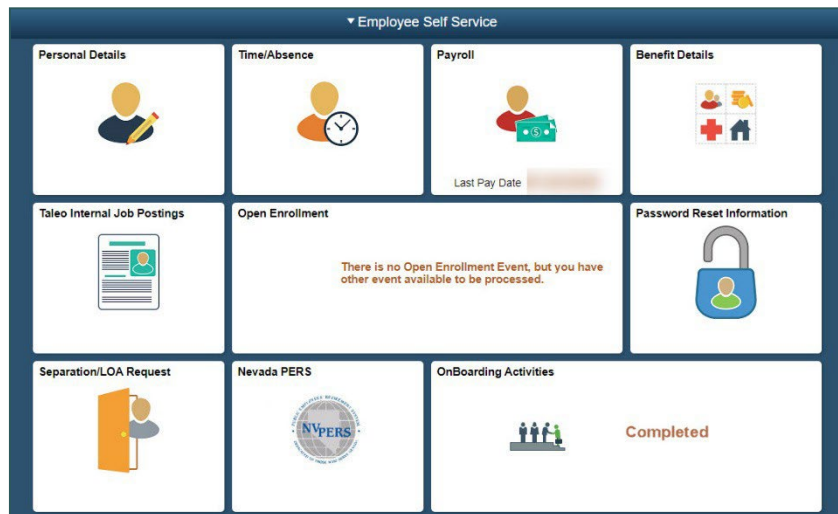
**CCSD Employee OnBoarding** encompasses all activities that must be completed by a new-to-CCSD hire.

As part of the OnBoarding process, new hires are responsible for electing the CCSD benefits (Life insurance, Health insurance, etc.) in which they would like to enroll. Both processes are completed by the employee in the **Human Capital Management (HCM) System**.

##### *Accessing ESS in the HCM System*

All CCSD employees access their **Employee Self Service (ESS)** dashboards in the HCM System using their **Active Directory (AD)** accounts. AD accounts are also used to access District computers, other CCSD-utilized web services like Infinite Campus, District Gmail accounts, and more. (**Note:** For AD account assistance including password resets, go to **MyAccount.ccsd.net** or call the User Support Services Help Desk at **702-799-3300**.)

To access ESS, employees go to **hcm.ccsd.net** using a District-supported browser such as Google Chrome or Mozilla Firefox. After entering their AD username and password, the employee is brought to their ESS dashboard.



## *CCSD Transfer Employees*

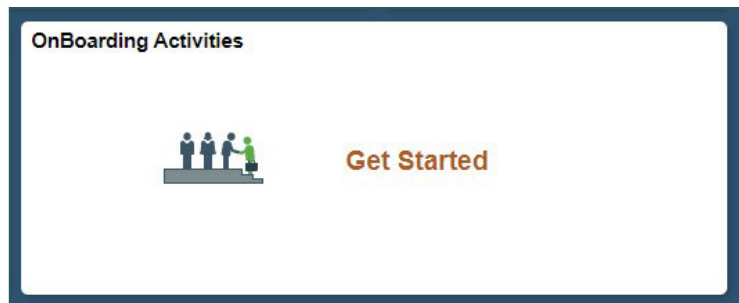
Although a “new hire” is someone that has been hired to the District from an external entity, existing CCSD employees sometimes undergo a change in position that involves the transfer from one employee pay group to another. For instance, if a Support Professional employee transfers to a Certified position, they are now in a different pay group. This means that their benefit election options will change as well.

Internal CCSD employees do **not** need to complete the steps in the OnBoarding Activities tile because they have already been onboarded. However, because their benefits options have changed, they will need to complete the steps outlined in the [Benefit Election Process](#) section.

## *Completing OnBoarding Activities*

**PLEASE NOTE:** As stated above, existing CCSD employees who have transferred from one pay group to another **do not** need to complete the steps in the OnBoarding Activities tile.

The HCM ESS dashboard is organized into tiles that contain different features and functions for employees to easily access. The OnBoarding process is completed via the **OnBoarding Activities tile**.



After selecting the OnBoarding Activities tile, all steps that must be completed are displayed (in order) in the menu on the left. These steps can be navigated using **Next** and **Previous** buttons that appear in the upper right corner of the screen. All OnBoarding activities should be completed before proceeding to the Benefit Election Process. Once this process is completed, the OnBoarding Activities tile will show **Completed** when viewed from the ESS dashboard.

## *Benefit Election Process*

### *Benefit Election Timeline*

For both new-to-CCSD hires and existing CCSD employees who have transferred to a new pay group, the benefit election process must be completed within **31 days** of their initial start date.

## Completing Benefits Election as a Certified Employee

The Benefit Election Process is completed via the Teachers Health Trust portal: [www.ththealth.org](http://www.ththealth.org). The Certified Employee will elect and verify benefits with the Teachers Health Trust. In addition, Certified Employees will upload supporting documents, report life events and update life insurance beneficiaries directly with the Teachers Health Trust.

### 1 - Visit: [ththealth.org](http://ththealth.org)



TEACHERS HEALTH TRUST  
FOR TEACHERS BY TEACHERS

## Welcome to Teachers Health Trust

Find easy access to the information you need:



### 2 - Select New Hire

Certified Employees will only access the HCM System to start/change a 403(b)/457(b) contribution. Please see the HCM Guide “Starting or Changing Your 403(b)/457(b)” in the Employee Business Training under the **Resources** Tab.