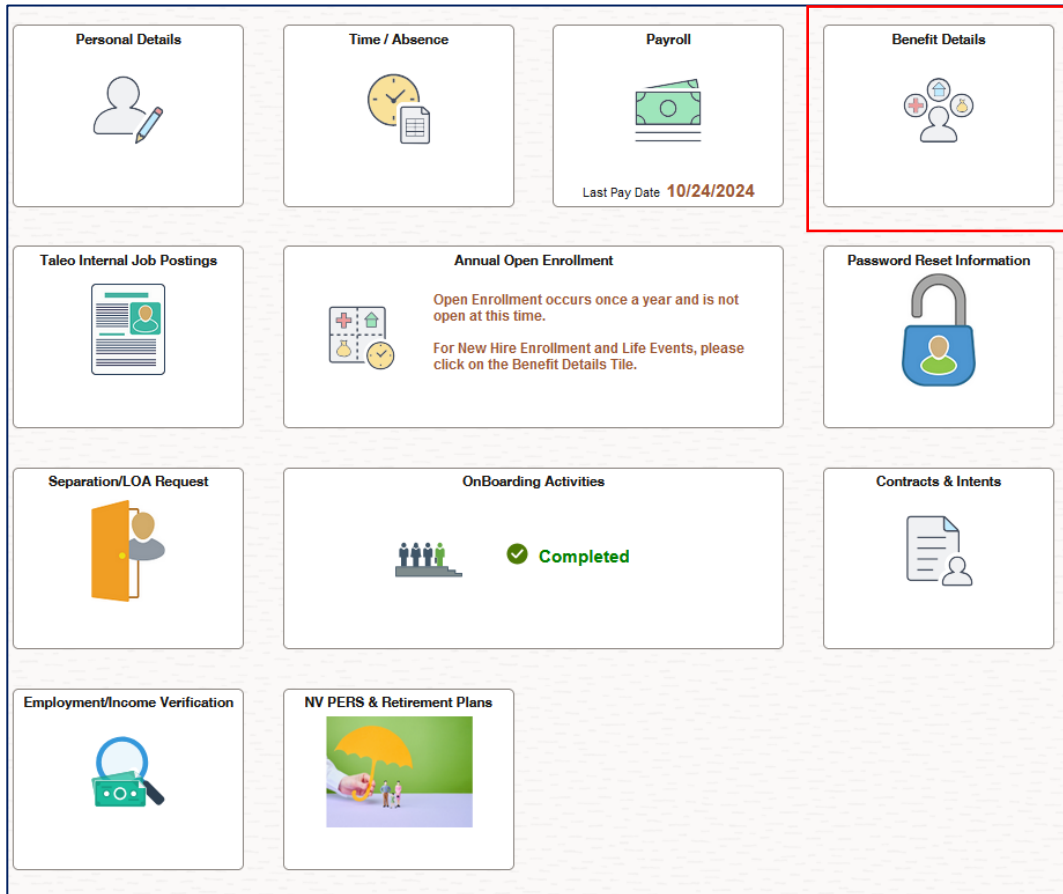




Clark County School District

New Hire Benefit Election

1. Log in to HCM: hcm.ccsd.net
2. Select the Benefit Details tile.



CCSD Transfer Employees

Existing CCSD employees sometimes undergo a change in position that involves the transfer from one employee pay group to another. For instance, if a temporary employee transfers to a full-time Support Professional position, they are now in a different pay group. This means that their benefit election options will change as well.

Benefit Election Process

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 in that position.

IMPORTANT

If you do not complete the process and make a benefit election within that timeframe, your benefit election will automatically be set to the **default plan** for your employee group.

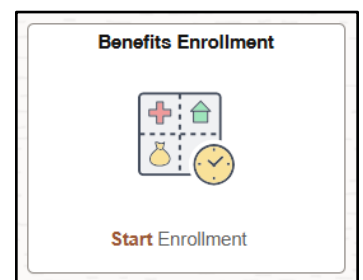
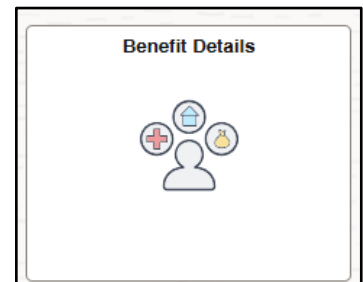
(For Support and Police Professionals, the default selection is to **Waive**.)

After this window has passed, changes can be made during the next **Open Enrollment** period.

Enroll in Benefits in HCM as a Support or Police Professional

The new hire Benefit Election Process is completed via the Benefit Details tile in the HCM System. To enroll:

1. Click the **Benefit Details** tile from the ESS dashboard.
2. Click **Benefits Enrollment** box.
3. On the Benefits Enrollment page, Your **Benefit Events** appear with a single row. Depending on the employee's hire status, the Event Description will either appear as **Hire Event (Select Benefits)** (if they are new to the CCSD) or **To Cert/Sub/Supp/Police** (if they have transitioned from a different pay group to a Support/Police Professional position).



Benefits Enrollment

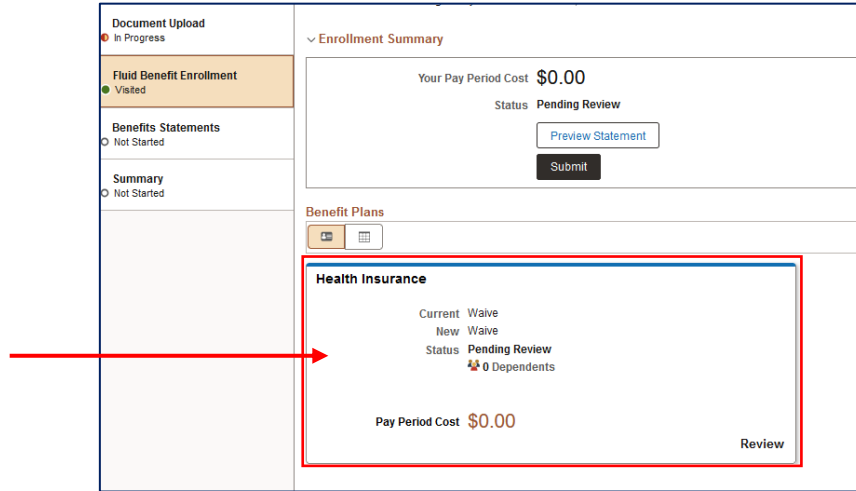
After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Your Benefit Events

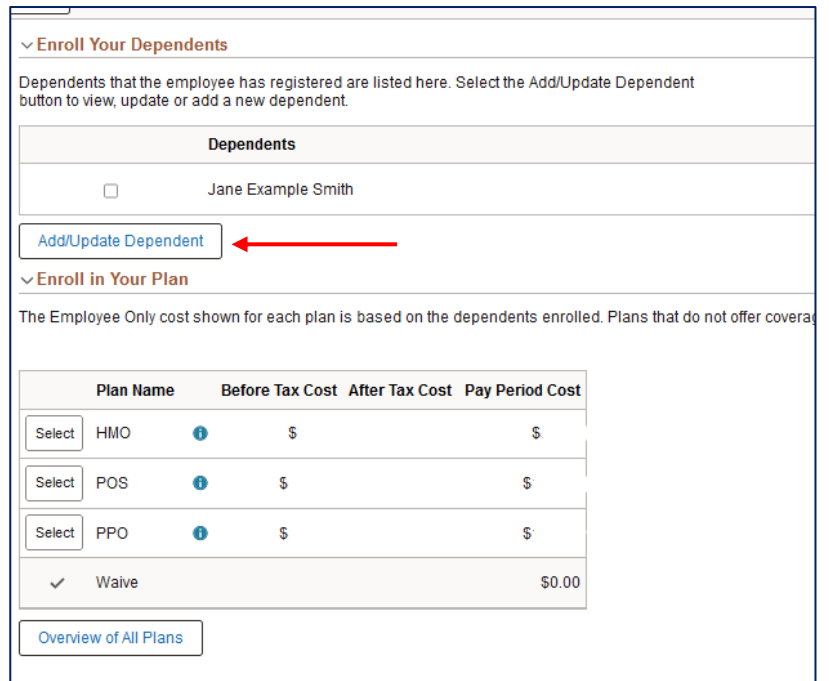
Event Description	Event Date	Event Status	Job Title	
Hire Event (Select Benefits)	01/13/2020	Open	LEGAL SEC II	Start

- Click the **Start** button. (**Note:** If the employee has already begun the benefit election process but did not complete it, the button will appear as **Resume**.)
- Below the **Benefit Plans** section, click within the **Health Insurance** box that appears near the bottom of the page.



IMPORTANT: The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

- The following page displays any existing dependent profiles in the **Enroll Your Dependents** section at the top of the page and available Health plans in the **Enroll In Your Plan** section below.
- If you do not see an existing profile for an eligible dependent, click the **Add/Update Dependent** button.



- Existing dependents appear with their Dependent and Beneficiary status noted in the column. **This screen does NOT reflect enrollment or beneficiary assignment.** This is informational only, and reflects a person’s eligibility to be enrolled as a dependent on your plan.

In this example, only the one “child” is eligible to be a “Dependent” enrolled on the plan. All four are eligible to be a “Beneficiary” on the Life Insurance and/or Final Pay.

The Individual Profiles found in this library are informational only, reflecting the person's eligibility to be enrolled as a Dependent on your Health Insurance and/or assigned as a Life Insurance Beneficiary.

This screen does NOT reflect insurance enrollment or beneficiary assignment.

Click on the arrow in the upper left corner to return to the Benefit Details screen.

Click on the "Benefit Summary" box, and then click on the "Life Insurance" box. This will take you to another screen where you can verify/update your Life Insurance Beneficiary.

Click on the "Final Pay Designee" box to verify/update your designee.

[Add Individual](#)

Name	Relationship	Beneficiary	Dependent
	Parent	✓	
	Sibling	✓	
	Parent	✓	
Jane Smith	Child	✓	✓

- To add a new dependent, click the [Add Individual](#) button to add a new profile.

On the following page, fill out all required fields, including:

- Add Name
- Date of Birth
- Gender
- Relationship to Employee: **Marital Status (and As of date), Student and Disabled statuses (and As of dates)**

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status As of

*Student As of

*Disabled As of

*Smoker As of

- Click [Add National ID](#) to add the individual’s Social Security or ITIN Number. This is **only** utilized by the Employee Benefits team for benefit purposes.

- Click the **Save** button in the upper right corner when finished.

- After returning to the Dependents page, the newly added dependent displays. Click the **X** button in the upper right corner to return to the previous page displaying dependents and Health plans.

12. To modify existing dependents and their Health plan coverage, either **check** or **uncheck** the box next to their name in the Dependents area.

▼ **Enroll Your Dependents**

Dependents that the employee has registered are listed here. [button to view, update or add a new dependent.](#)

Dependents	
<input checked="" type="checkbox"/>	Jane Example Smith

[Add/Update Dependent](#)

13. To enroll dependents in the desired Health plan(s), click the **Select** button next to the appropriate plan name. (**Note:** There is also the option to **Waive** coverage.) The **Cost (Before Tax)**, **Cost (After Tax if you enroll a Domestic Partner)**, and **Pay Period Cost** columns automatically update as dependents and plans are selected or de-selected.

▼ **Enroll in Your Plan**

The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage

	Plan Name		Before Tax Cost	After Tax Cost	Pay Period Cost
Select	HMO	i	\$		\$
Select	POS	i	\$		\$
Select	PPO	i	\$		\$
<input checked="" type="checkbox"/>	Waive				\$0.00

[Overview of All Plans](#)

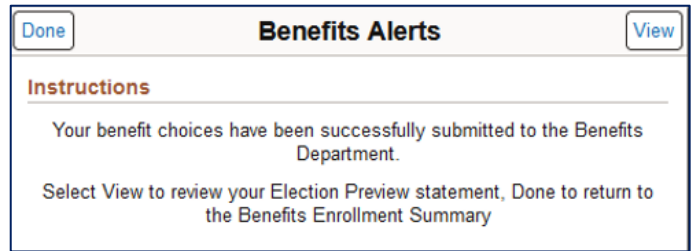
IMPORTANT

The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

14. Click the **Done** button in the upper right corner when finished modifying the profile.

15. After being returned to the Benefits Enrollment page, click the **Submit** button.

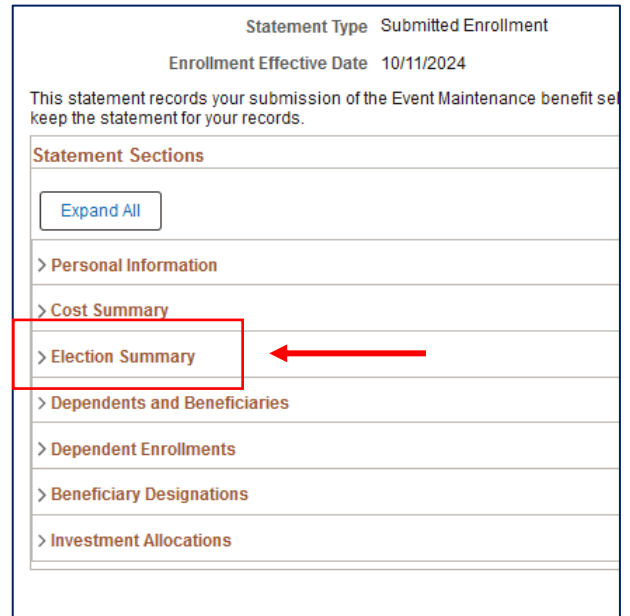
This routes the benefit elections to the Employee Benefits team for review and eventual approval.



The image shows a 'Benefits Alerts' notification box. At the top left is a 'Done' button and at the top right is a 'View' button. The title 'Benefits Alerts' is centered at the top. Below the title, the word 'Instructions' is written in bold. The main text reads: 'Your benefit choices have been successfully submitted to the Benefits Department.' Below this, it says: 'Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary'.

16. Click Next to review your Benefit Statements. [Preview/Review Statement](#) and any other profile information in the **Benefits Statement** page. If an error has been made, you can return to this event.

If you are unable to make changes, please call the CCSD Benefits Department for assistance.



The image shows a 'Benefit Statement' preview page. At the top right, it says 'Statement Type Submitted Enrollment'. Below that, 'Enrollment Effective Date 10/11/2024'. A note reads: 'This statement records your submission of the Event Maintenance benefit selection. Please keep the statement for your records.' Below this is a section titled 'Statement Sections' with an 'Expand All' button. A list of sections follows, each with a right-pointing chevron: '> Personal Information', '> Cost Summary', '> Election Summary', '> Dependents and Beneficiaries', '> Dependent Enrollments', '> Beneficiary Designations', and '> Investment Allocations'. The 'Election Summary' item is highlighted with a red box, and a red arrow points to it from the right.