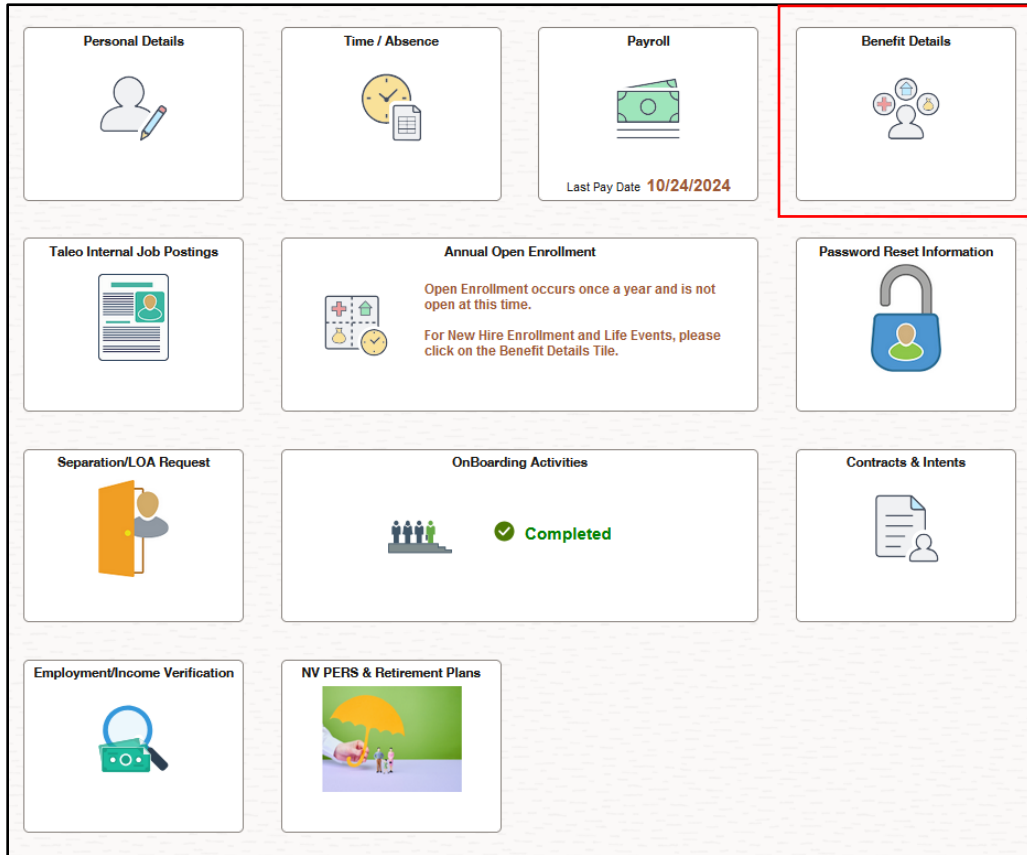




Clark County School District

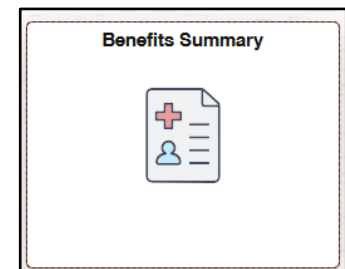
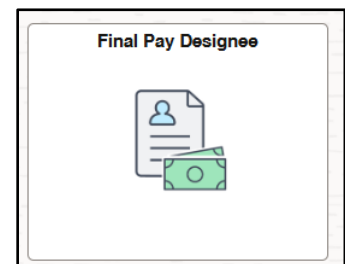
Updating Final Pay Designee / Life Beneficiary

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



3. From the Benefit Details Tile, click on one of the following:

- **Final Pay Designee**
- **Benefit Summary** (to update the Life Insurance Beneficiary)



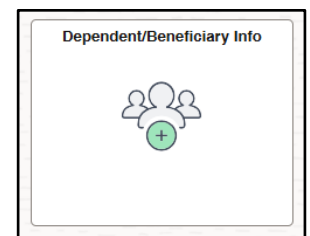
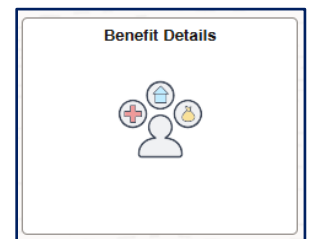
Final Pay Designation is not a Life Insurance Beneficiary

Employees are able to designate a beneficiary for not only Life Insurance, but for final paycheck balances, or “warrant and benefits.” In the event of death, a **Final Pay Designee** would receive an employee’s final paycheck balance, should there be any funds to pass on.

Final Pay is an additional benefits designation, separate from Life Insurance, so it is very important that employees make a decision within both boxes, under the **Benefit Details** tile.

How Do I Add Dependents/Beneficiaries to HCM?

1. Log into **hcm.ccsd.net** using your **Active Directory (AD)** credentials.
2. From the Employee Self Service dashboard, click the **Benefit Details** tile.
3. Select the **Dependent/Beneficiary Info** box.
4. Any existing dependents/beneficiary profiles you have already created will display in the list.
 - To add a new profile, click **Add Individual**.
 - Do not override an existing profile to create a new one.



IMPORTANT

Once a profile is added, a dependent or beneficiary **cannot** be removed from HCM. It is a historical record. This page does **not** reflect enrollment in your health insurance benefits plans and/or designation as a Life Insurance Beneficiary or Final Pay designee.

To update an existing profile (new address, phone number, social security number) click on the arrow at the end of the beneficiary’s line.

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

>

5. On the form that follows, click the **Add Name** button at the top of the form and enter the individual's name. Click **Done** when finished.

6. Fill out all required information (including Gender, Relationship to Employee, etc.) on the form. The Dependent and Beneficiary lines will auto fill, reflecting eligibility to be covered under your health insurance, if you choose.

* **NOTE:** If any of the individual's **statuses** (Marital Status, Student, or Disabled) have changed, update the information within this box. Contact the Benefits Department regarding a marital status change or disabled child nearing age 26.

7. The **Address** will default to your home address. Click the address bar to update this if needed.

8. Click the **Add National ID** button to add the individual's **Social Security Number** or **ITIN**. Enter the United States as the country, SSN or ITIN as the National ID Type and the number. Leave the Primary box highlighted, and click **Done** when finished. This information is used by the Benefits Department for benefits coverage purposes *only*.

9. After you have filled out all required information, click **Save**. The individual will now display on your **Dependent/Beneficiary Info** page.

You will notice that the system automatically places a checkmark in the **Beneficiary** and/or **Dependent** column next to the individual's name.

This does **not** mean that the individual is an **active** dependent/beneficiary. This simply indicates that the individual is **eligible** to be covered as a dependent/beneficiary if you choose to do so.

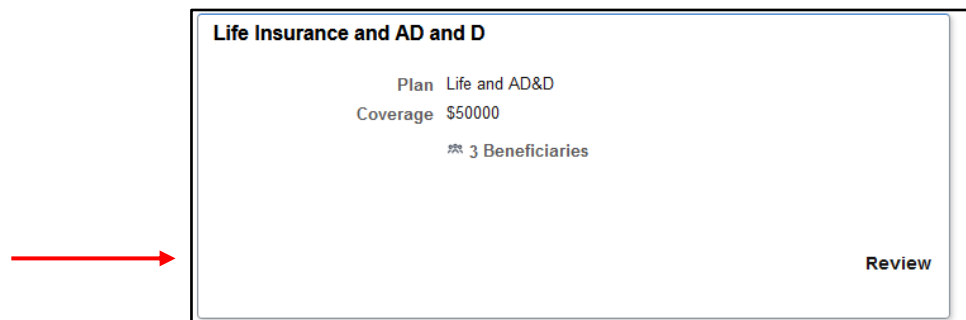
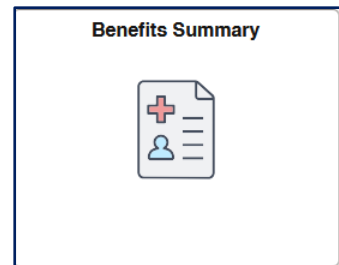
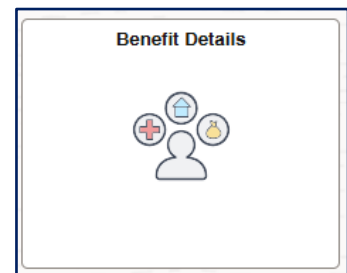
Add Individual			
Name	Relationship	Beneficiary	Dependent
Jane Smith	Child	✓	✓

How Do I Add or Edit My Life Insurance Beneficiaries?

1. Log into **hcm.ccsd.net** using your **Active Directory (AD)** credentials.

2. From the Employee Self Service dashboard, click the **Benefit Details** tile and click on the **Benefits Summary** box.

3. Click the **Life Insurance** box (or line) that appears in the Benefits Plans Section.



4. Any profile you have already created will display under **Covered Beneficiaries**.

- To modify an existing profile, click the arrow button at the end of the row.
- To Add a new Beneficiary profile, click **Add Beneficiary**.
- To update your Beneficiary Designation, click the **Update Beneficiary Designation** button.

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage
Jane Smith	Child		
John Smith	Spouse		

> >

Add Beneficiary **Update Beneficiary Designation**

Although there is an **Add Beneficiary** button on this page, it is *not* recommended that this button be used to add new beneficiaries. Instead, please use the **Dependent/Beneficiary Info** option within the **Benefit Details** tile to add new individuals to the HCM system.

You can have more than one life insurance beneficiary, and therefore can select multiple beneficiaries or designees. This example reflects the child being the Primary Designee, and the Spouse set as the Secondary (or contingent) Beneficiary.

Update Beneficiary Designation

Cancel **Save**

You may designate the individuals as primary or secondary beneficiaries by allocating a percent or a specific dollar amount. Secondary beneficiaries receive benefits only if all primary beneficiaries are deceased.
If you select flat dollar amount, then one beneficiary must be designated to receive remaining money from the policy. If you select percents, all percents for primary beneficiaries must total 100. All percents for secondary beneficiaries must total 100.

Primary Allocation Method Percent ▼

Secondary Allocation Method Percent ▼

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	New Primary Percentage	New Secondary Percentage
Jane Smith	Child			100	0
John Smith	Spouse			0	100
		Total		100	100

5. Within the open box(es), enter the desired **New Primary Percentage** (and New Secondary Percentage if desired) as a full number next to their name. You must ensure that the percentages entered total **100 percent**, when entering allocations

6. Click **Save** when finished. The selected individuals will now be identified as your designated beneficiary for your life insurance.

7. As a security measure, and to protect your privacy, please verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. Click OK.

Update Beneficiary Designation

To protect your privacy, verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. If you are not this user, click Cancel.

Enter Birth Year + SSN

User ID

Verification Passcode (Birth Year + SSN)

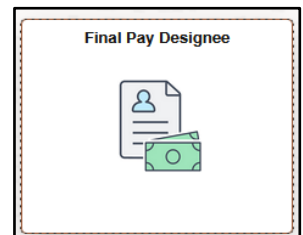
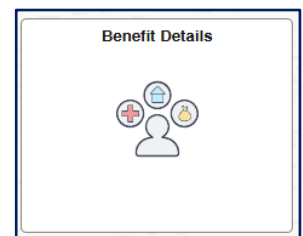
8. You will be returned to the Beneficiary screen, and you will see your updated designations. These can be updated at any time.

Jane Smith	Child	100	>
John Smith	Spouse	100	>
Total		100	100

Click the X in the upper right corner to exit out of this screen. You will be returned to the Benefit Details tile.

How Do I Add or Edit My Final Pay Designees?

1. Log into **hcm.ccsd.net** using your **Active Directory (AD)** credentials.
2. From the Employee Self Service dashboard, click the **Benefit Details** tile.
3. Click on the **Final Pay Designee** box.



4. In the ***Dependent/Beneficiary ID** field, click the **magnifying glass** icon. This will take you to the Dependent/Beneficiary Info Library.

In the window that appears, you will see a list of all beneficiaries and dependents that you have previously added to your Dependent/Beneficiary Info library.

Designee Details 1 of 2 | View All

*Effective Date: 01/01/2024

In the event of my death, I hereby designate the following named person to be entitled to receive all warrant (final pay) or other benefits payable to me or my designee by the Clark County School District

Benefit Information 1 of 1

*Dependent/Beneficiary ID	Percent of Benefit	Primary	Contingent
<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Total Total Primary Percentage Total Contingent Percentage

This designation cancels and replaces any previously signed by me for this purpose and shall remain in effect until canceled by me by inserting a new effective date above and removing the designee.

It is expressly understood and agreed that the Clark County School District is not obligated to deliver the warrants (final pay) or benefits to the person designated herein above unless the designated person claims the warrants (final pay) or benefit from the Clark County School District within one year from the date the warrants (final pay) or benefits become payable and provides to the school district sufficient proof of identity as required by the Clark County School District.

If you fail to designate a designee, or if the designee is not living at the time of your death, all warrants (final pay) and benefits are part of your estate pursuant to Nevada Revised Statute 281.155.

Submit

* No warrant (final pay) or benefit release will be made without sufficient proof of identity at the time of claim

5. Click the **Dependent/Beneficiary ID number** next to the desired individual's name to select them. This will autofill and return you to the Final Pay screen.

08	Jane Smith	Child	Dep/Benef
09	John Smith	Spouse	Dep/Benef

Benefit Information 1 of 1

*Dependent/Beneficiary ID	Percent of Benefit	Primary	Contingent
08 Jane Smith	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>

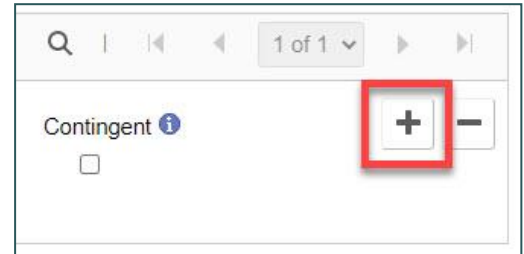
Update Total Total Primary Percentage 100 Total Contingent Percentage

6. Enter the **Percent of Benefit** and check the **Primary** box.

7. Click **Update Total** to confirm the Total Primary Percentage equals 100.

You can assign multiple designees in the Final Pay Designee. To do this, click the **plus** button to add a new row, and repeat **Step 5** to add another designee. Identify which of the designees will be the **Primary** recipient(s), and assign all others as **Contingent** (also known as **Secondary**) designees.

* **NOTE:** Use the plus button available in the **Benefit Information** area (not the plus button that appears at the top of the page).



8. Once all desired designees have been added, and you have entered the desired **Percent of Benefit** for each designee, click [Update Total](#) to confirm the Total Percentage(s) equal **100**.

9. Click **Submit** when finished.

10. As a security measure, and to protect your privacy, please verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. Click OK.

A screenshot of a dialog box titled 'Update Beneficiary Designation'. At the top, there is a yellow warning box with the text: 'To protect your privacy, verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. If you are not this user, click Cancel.' Below this, there is a section titled 'Enter Birth Year + SSN' which contains two input fields: 'User ID' and 'Verification Passcode (Birth Year + SSN)'. The 'Verification Passcode' field has the placeholder text 'YYYYnnnn'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

Your new designation is now saved.

Return to the Benefit Details Tile by clicking the back arrow button in the upper left corner.