How to Submit Benefits Supporting Documentation via Employee Self Service

Employee Self Service (ESS):

Employee Self Service is an online module within PeopleSoft where employees have access to view and update their personal information, and submit supporting documentation for Benefits changes.

*Supporting Documentation is **required** for any Benefits changes involving dependents.*

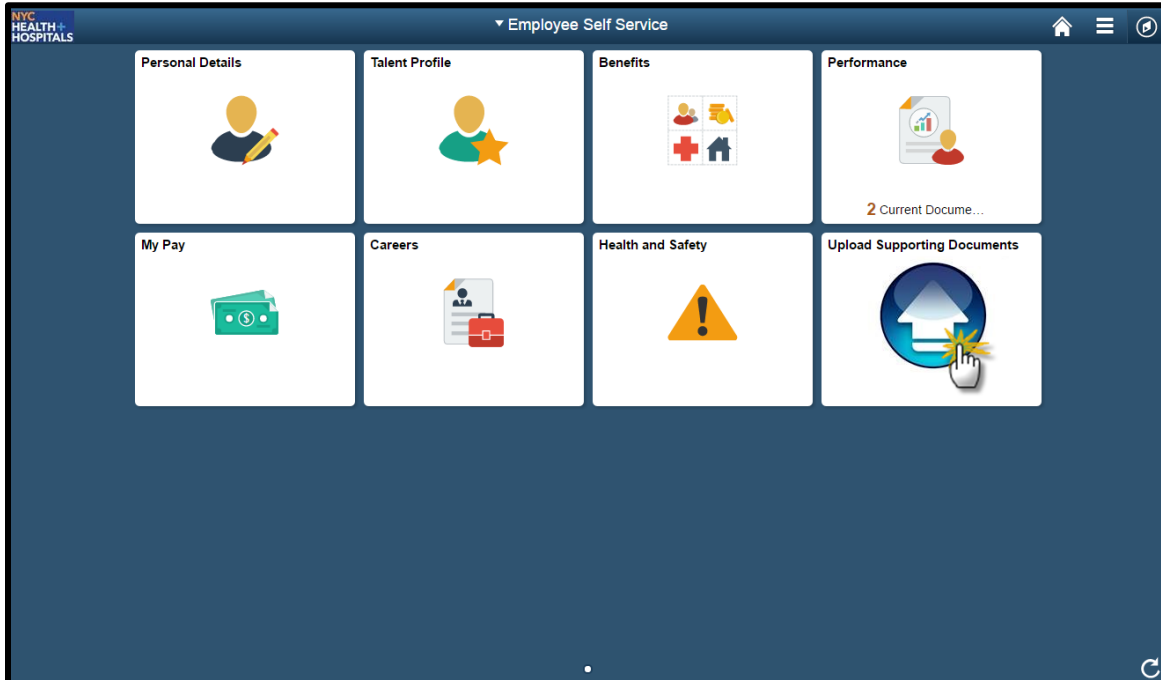## Submitting Supporting Documentation for Benefits Changes

After successfully authenticating and logging into **PeopleSoft**, your Home page displays as shown below.
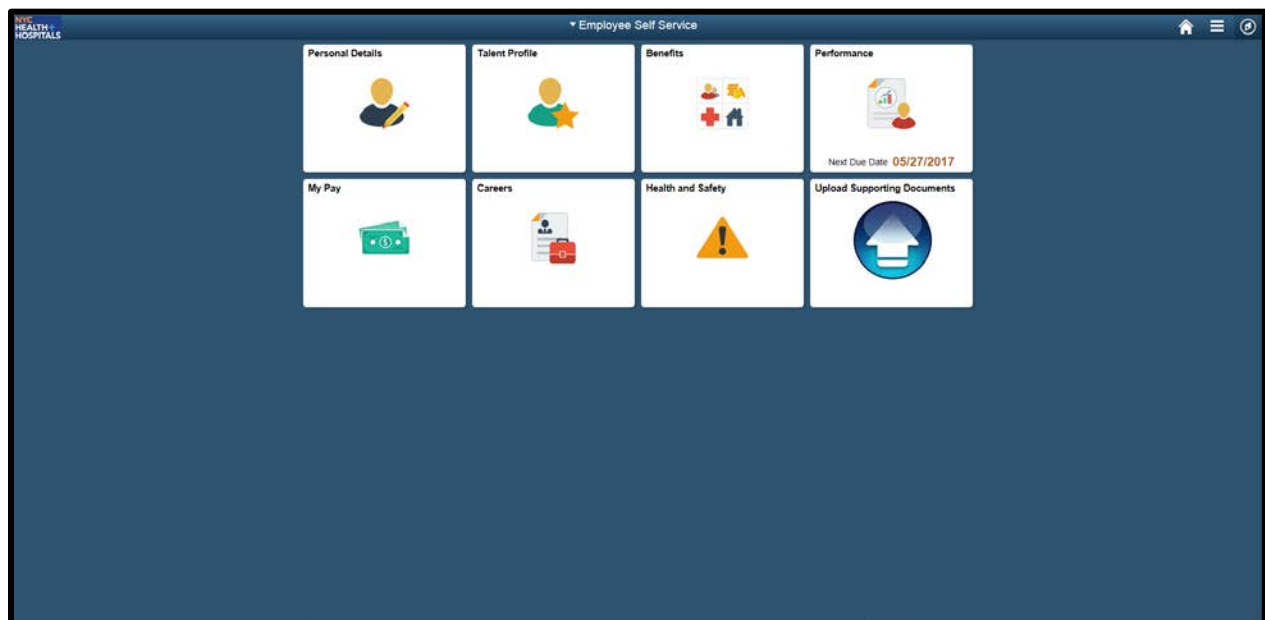
Submitting Supporting Documentation for Benefits Changes

Please note: Whenever adding or modifying a dependent it is **required** to submit necessary supporting documentation to HRSS/NYC HEALTH + HOSPITALS Corporate Benefits.

1. Click on the *Upload Supporting Documents* tile.

2. You will see the following page. Select the appropriate form.

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3. Once you select the appropriate form select the tab to **Add a New Value.**

4. This will take you to the **Form** tab. Answer the question on this page and add any additional information in the *More Information* box. Click the *Save* button; a *Seq Nbr* will be generated, then proceed to the **Instructions** tab.

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5. The **Instructions** tab will explain which supporting documents are acceptable. Please read and follow the instructions carefully.

6. After you have read the instructions, select the **Attachments** tab. Click the **Open** links to view and/or print the different blank forms. Complete these form(s) with the appropriate information, if applicable. Then scan any supporting documents and attach the electronic documents by clicking the **Attach** button. You can add additional attachments by selecting the "**+**" button and delete them by selecting the "**–**" button.

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7. The File Attachment pop up appears. Click the *Choose File...* button to search for your document. After finding your document, click the *Upload* pushbutton to upload your document. [Click the *Cancel* pushbutton to cancel].
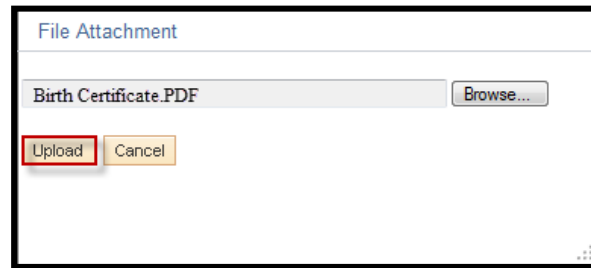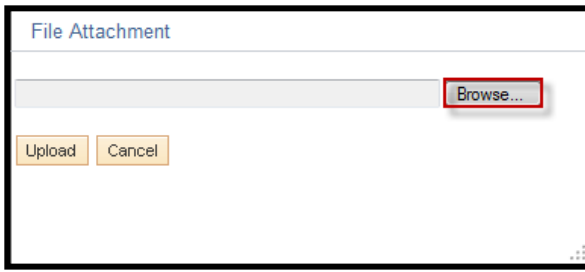
8. After you have attached all files, go back to the **Form** tab. Click the *Submit* button at the bottom for your Form to be sent to HRSS/NYC HEALTH + HOSPITALS Corporate Benefits for review.

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9. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.

Your documentation will now be reviewed by HRSS/NYC HEALTH + HOSPITALS Corporate Benefits. You will receive an email notifying you of any updates to the status of your supporting documentation