

How to Submit Benefits Supporting Documentation via Employee Self Service

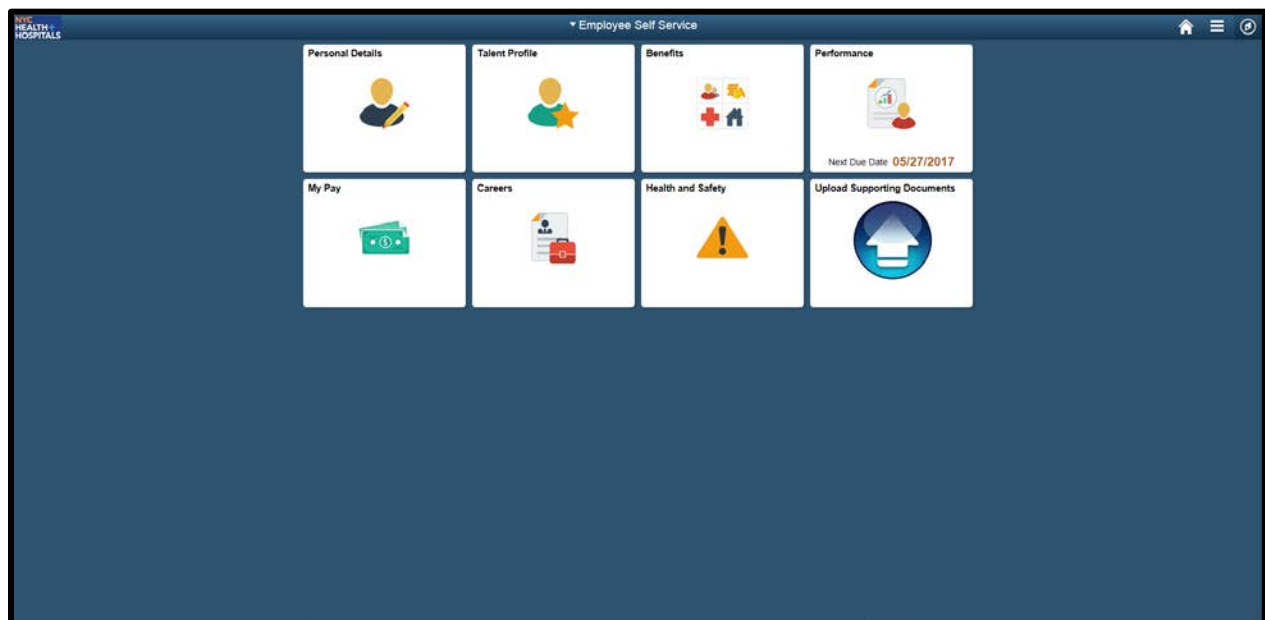
Employee Self Service (ESS):

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

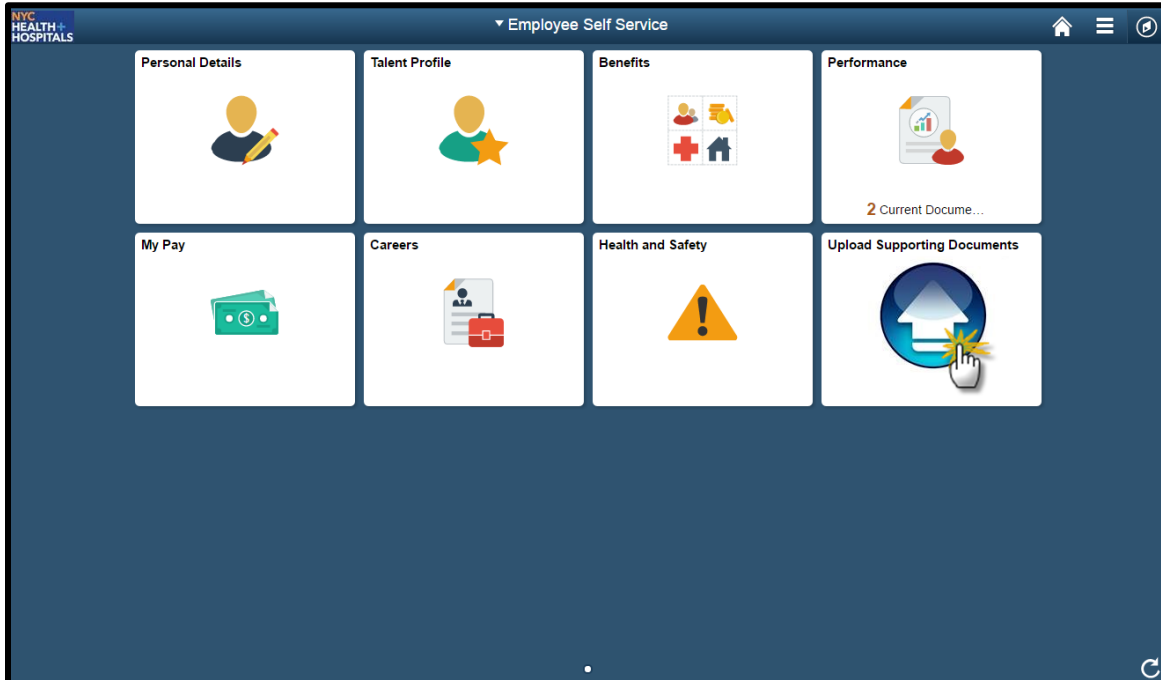
After successfully authenticating and logging into **PeopleSoft**, your Home page displays as shown below.



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.



Submitting Supporting Documentation for Benefits Changes

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

Search/Fill a Form

To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.

Find an Existing Value **Add a New Value**

Search Criteria

Search by: Subject begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | 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.

Form Instructions

Dependent Documentation Form

Please answer the question below; click the SAVE button and then proceed to the Instructions Tab.

Subject

Employee ID

Status Initial

*Have you added your Dependent(s) to your Health Plan in eBenefits through Self-Service?

Yes

No - See Instructions Tab

Yes

More Information

Save

Form | Instructions

Submitting Supporting Documentation for Benefits Changes

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

Form | **Instructions** | Attachments

Dependent Documentation Form

If you have not added your Dependent to your Health Plan in eBenefits, please navigate to Main Menu>Self Service>Benefits>Benefits Enrollment, to update your Coverage and then submit applicable forms.

1. **Please go to the Attachments tab and attach the necessary documentation (see below for details).**
2. Appropriate documentation of marital status or dependent child relationship is required. This documentation may consist of:
 - o Marriage or Birth Certificate
 - o Adoption or Guardianship papers
 - o Copies of Tax Returns indicating a step-child is claimed as a dependent
 - o For a complete list of required documentation, please go to the Attachments tab and click on the **Open** link for the **New Documentation Requirements**.
 - o Please provide the appropriate documentation, click the **Attach** button to submit a scanned copy on the Attachments tab.
3. If adding a dependent who was dropped during the Dependent Eligibility Verification Audit, please submit the equivalent supporting documentation that was required during the audit, this could include:
 - o Federal Tax Return within the last two years listing your spouse (Please only send the first page of your Federal Tax Return and block out all Social Security numbers and monetary amounts)
 - o Proof of Joint Ownership issued within the last six months
4. **After attaching all required documents on the Attachments tab, return to the Form tab and click **Submit**.**

For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: <http://ess.nychhc.org>

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.

Form | **Instructions** | **Attachments**

Seq Nbr 2288

Dependent Documentation Form

Subject

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates Personalize | Find | View All | First 1-3 of 3 Last

Description	Attached File	Open
1 Health Benefit Application	2015_ERB.pdf	Open
2 New Documentation Requirements	New_Documentation_Requirements.pdf	Open
3 Summary Program Description	OLR_SummaryProgramDescription_updated.pdf	Open

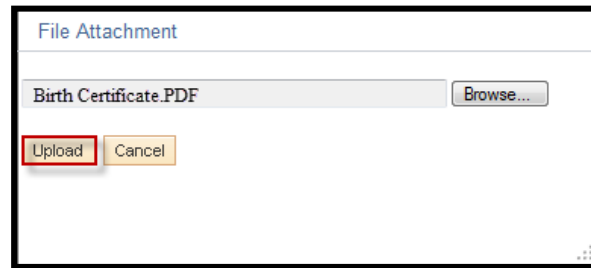
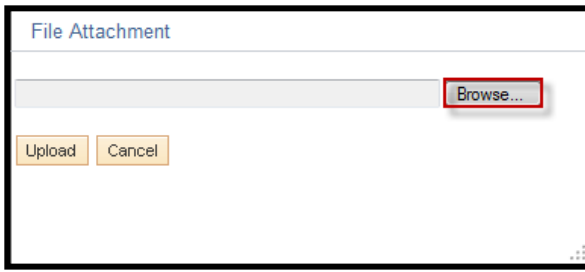
Upload your attachments Personalize | Find | View All | First 1 of 1 Last

*Description	Attached File	Attach	Open	
1		Attach	Open	+ -

Form | Instructions | Attachments

Submitting Supporting Documentation for Benefits Changes

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.

Form | Instructions | Attachments

Seq Nbr 2288 **Dependent Documentation Form**

Please answer the question below; click the **SAVE** button and then proceed to the **Instructions Tab**.

Subject Joshua Doe

Employee ID 10009874

Status Initial

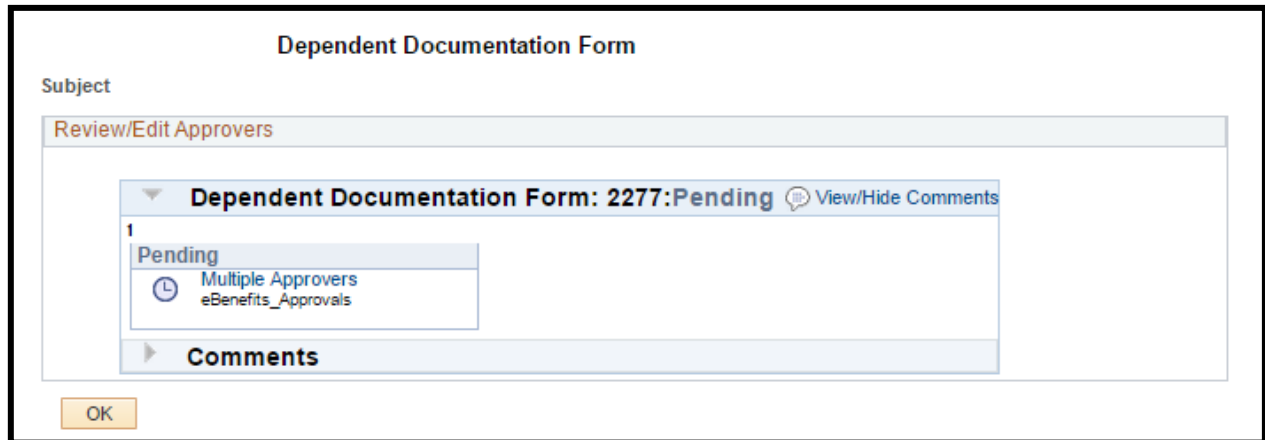
*Have you added your Dependent(s) to your Health Plan in eBenefits through Self-Service? Yes

More Information

Save Submit

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



The screenshot displays a web interface titled "Dependent Documentation Form". At the top, it says "Subject" followed by "Review/Edit Approvers". Below this is a main content area with a header "Dependent Documentation Form: 2277:Pending" and a "View/Hide Comments" link. Underneath, there is a section labeled "1 Pending" with a clock icon and the text "Multiple Approvers eBenefits_Approvals". Below that is a "Comments" section with a right-pointing arrow. At the bottom left of the form area is an "OK" button.

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