



Birth/Adoption Event

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.

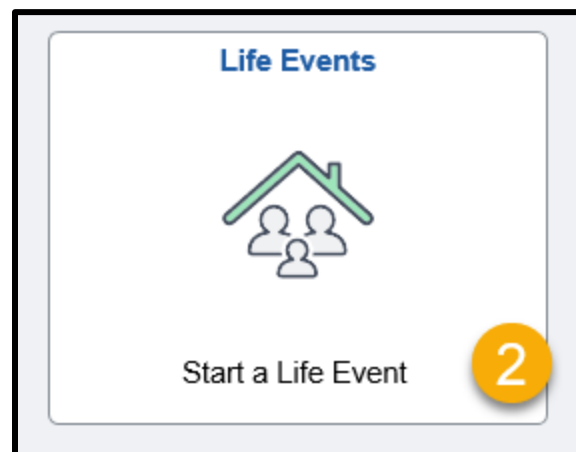
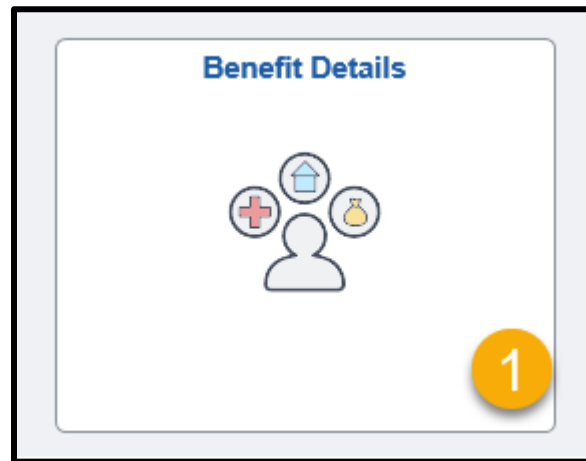
*Supporting Documentation is **required** for any Benefits changes involving dependents.*

TABLE OF CONTENTS

PAGE 2:	<u>Navigating to Birth/Adoption Event</u>
PAGES 3-4:	<u>Creating Birth/Adoption Event</u>
PAGES 5-7:	<u>Submitting Supporting Documentation for Birth/Adoption Event</u>
PAGE 8:	<u>Resuming Birth/Adoption Event</u>
PAGES 9-10:	<u>Add a Dependent or Beneficiary</u>
PAGES 10-12:	<u>Benefits Enrollment</u>
PAGE 13:	<u>Benefits Statements</u>
PAGE 13:	<u>Summary</u>

Navigating to the Birth/Adoption Event

After successfully authenticating and logging into **PeopleSoft**, **(1)**click on the **Benefit Details** tile and **(2)**navigate to **Life Events** tile.



Creating Birth/Adoption Event

1. **(1)**Select the appropriate event to begin. **(2)**Input the date the change will take effect **(3)**then click the **Start Life Event** button to continue.

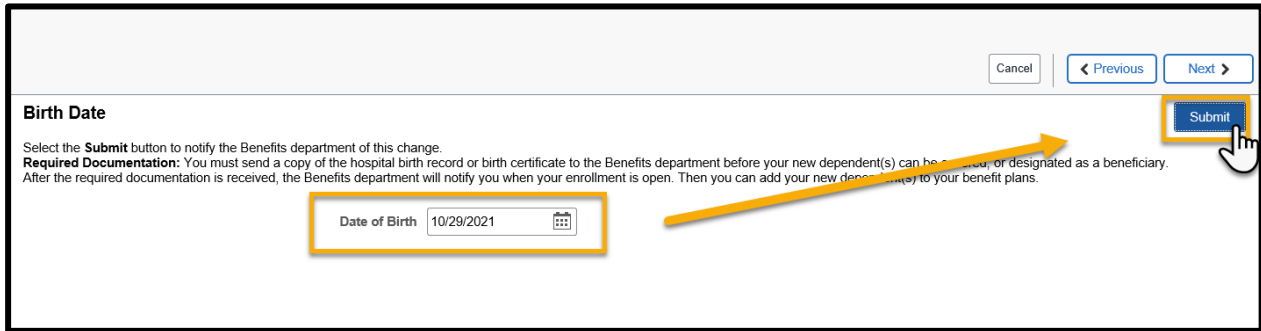
The screenshot shows a web form titled "Employee" with three radio button options: "I got married", "I had a baby", and "I adopted or gained legal custody/guardianship of a child". The "I had a baby" option is selected and highlighted with a yellow box and a callout "1". Below the options is a date field labeled "*As Of" with the date "10/29/2021" and a calendar icon, highlighted with a yellow box and callout "2". Below the date field is a blue button labeled "Start Life Event", highlighted with a yellow box and callout "3". At the bottom of the form, there is a warning message: "The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit elections."

2. The Welcome page will display then click **Next**.

The screenshot shows a "Welcome to the Birth Event" page. At the top right, there are two buttons: "Cancel" and "Next >". The "Next >" button is highlighted with a yellow box and a hand cursor. Below the buttons, the text reads: "Welcome to the Birth Event", "ELLA EMPLOYEE", "This is a good time to consider how having a new dependent may affect your health care coverage, tax withholdings, and other important information.", "This guide will take you through all the steps necessary to ensure that your personal profile, benefits and payroll information are updated to reflect this event in your life.", "Please note, you will be required to submit documents for your life event. Only after your documents have been approved, will you be able to continue to the **Benefits Enrollment** section of your Life Event.", and "If you require additional assistance, please feel free to contact us at 646-458-5634 or email us at HHCBENEFITS@nychhc.org."

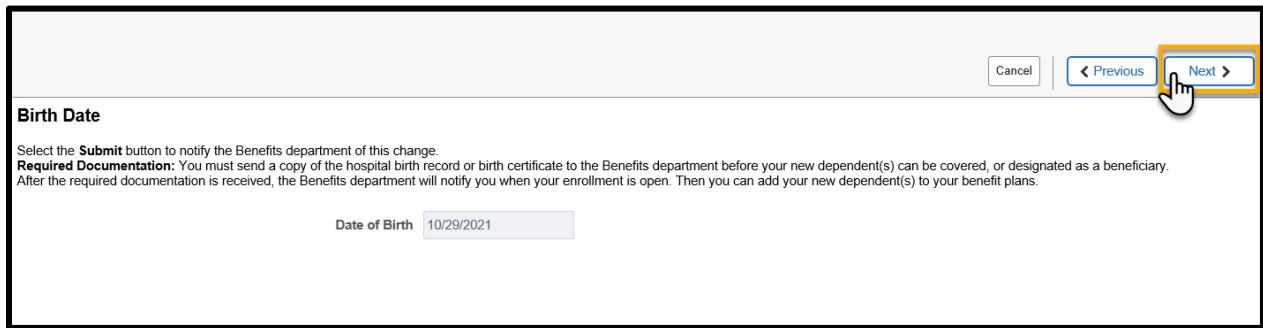
Creating Birth/Adoption Event

3. Type the Date of Birth OR Date the child was placed in your home for adoption
Click the **Submit** button to continue. Once you have hit **Submit**, the page should successfully save.



A screenshot of a web form titled "Birth Date". At the top right, there are three buttons: "Cancel", "< Previous", and "Next >". Below these is a "Submit" button, which is highlighted with a yellow box and a hand cursor. An orange arrow points from the "Submit" button towards the "Date of Birth" field. The "Date of Birth" field contains the text "10/29/2021" and a calendar icon. Below the field, there is a line of text: "Select the **Submit** button to notify the Benefits department of this change." followed by a "Required Documentation" note: "You must send a copy of the hospital birth record or birth certificate to the Benefits department before your new dependent(s) can be covered, or designated as a beneficiary. After the required documentation is received, the Benefits department will notify you when your enrollment is open. Then you can add your new dependent(s) to your benefit plans."

4. Click next to advance.



A screenshot of the same "Birth Date" form. The "Date of Birth" field now contains the text "10/29/2021" and is no longer highlighted. The "Next >" button at the top right is now highlighted with a yellow box and a hand cursor. The rest of the form content remains the same as in the previous screenshot.

Submitting Supporting Documentation for Birth/Adoption Event

(1) Click the Add Attachment button and (2) select My Device.

Document Upload

Cancel < Previous Next > Save

Document Upload

▼ **Instructions**

You will be required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document. After document(s) have been upload, CLICK ON THE SAVE BUTTON.

▼ **Document List**

Document	Upload Requirement	Approval Required
Birth Certificate/Foot Prints	Required	✓
Discharge Papers	Optional	

Add Document

*Document Type: Birth Certificate/Foot Prints

No Document has been attached.

1 Add Attachment Add Note

View Document

View All Yes

File Attachment

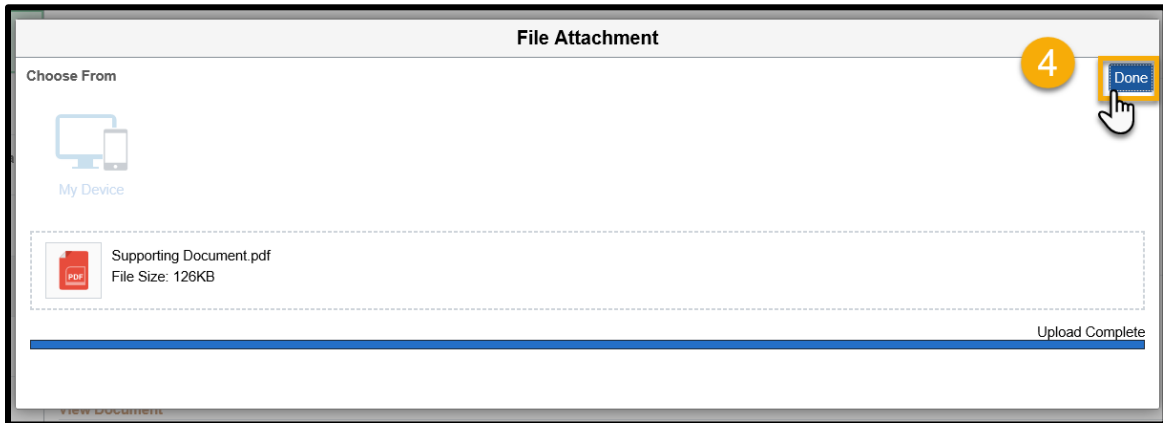
Choose From

My Device

2

Submitting Supporting Documentation for Birth/Adoption Event

(3) After finding your document click the **Upload** button to load the file and (4) click **Done** once the document has loaded.



Submitting Supporting Documentation for Birth/Adoption Event

(5) Click the *Save* button to submit your supporting document.

Document Upload

Cancel < Previous Next > Save

Instructions

You will be required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document. After document(s) have been upload, CLICK ON THE SAVE BUTTON.

Document List

Document	Upload Requirement	Approval Required
Birth Certificate/Foot Prints	Required	✓
Discharge Papers	Optional	

Add Document

*Document Type Birth Certificate/Foot Prints

Add Attachment Add Note

View Document

View All Yes

Document Name	Description	Document Type	Category	Last Updated	Status
Supporting_Document.pdf	Newborn Foot Prints	Birth Certificate/Foot Prints	Birth Certificate/Foot Prints	10/29/2021 11:53:08AM	Active

Please Note: Approval is required prior to you starting Benefits Enrollment within the Life Event process, click OK.

Birth Certificate/Foot Prints Required ✓

Approval is required.

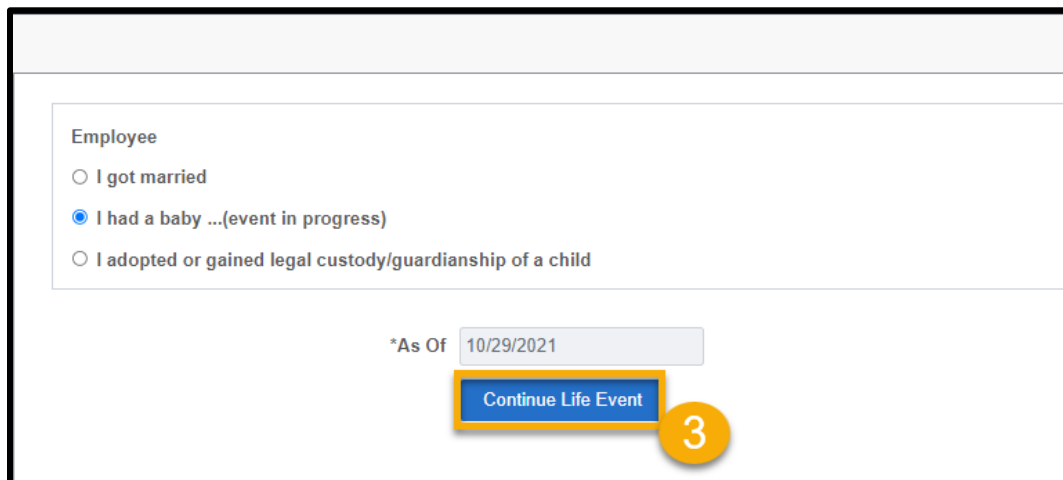
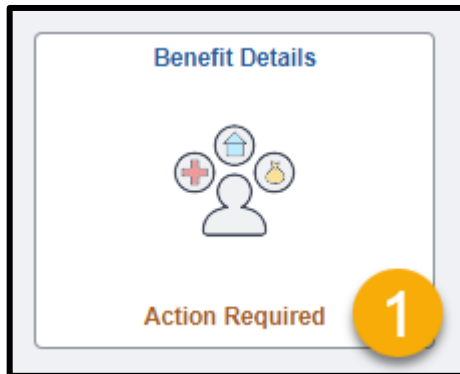
The document must be approved prior to you starting Benefits Enrollment within the Life Event process. Notification has been sent to the Benefits Administrator requesting approval.

OK

Resuming Birth/Adoption Event

After your document has been approved you will need to log into **PeopleSoft** and **(1)**click on the **Benefit Details** tile and **(2)**navigate to **Life Events** tile.

(3)Click on **Continue Life Events**.



Employee

I got married

I had a baby ...(event in progress)

I adopted or gained legal custody/guardianship of a child

*As Of 10/29/2021

Continue Life Event

Add a Dependent or Beneficiary

(1) Click the **Add Individual** button to begin adding information for your dependent(s).

(2) You must complete the required fields then click **Save**.

NOTE: If a newborn, SSN not required.

Add a Dependent or Beneficiary

(3) After Saving Successfully on the Add/Review Dep/Ben page click **Add a dependent or beneficiary** to add another dependent. If you do not have any more dependents to add, then click **Next**.

Saved Successfully

Cancel | < Previous | Next >

Dependent/Beneficiary Info

Add Individual

Name	Relationship	Beneficiary	Dependent
EMILY EMPLOYEE	Child	✓	✓

Benefits Enrollment

1. Click the **Start My Enrollment** link to continue.

Cancel | < Previous | Next >

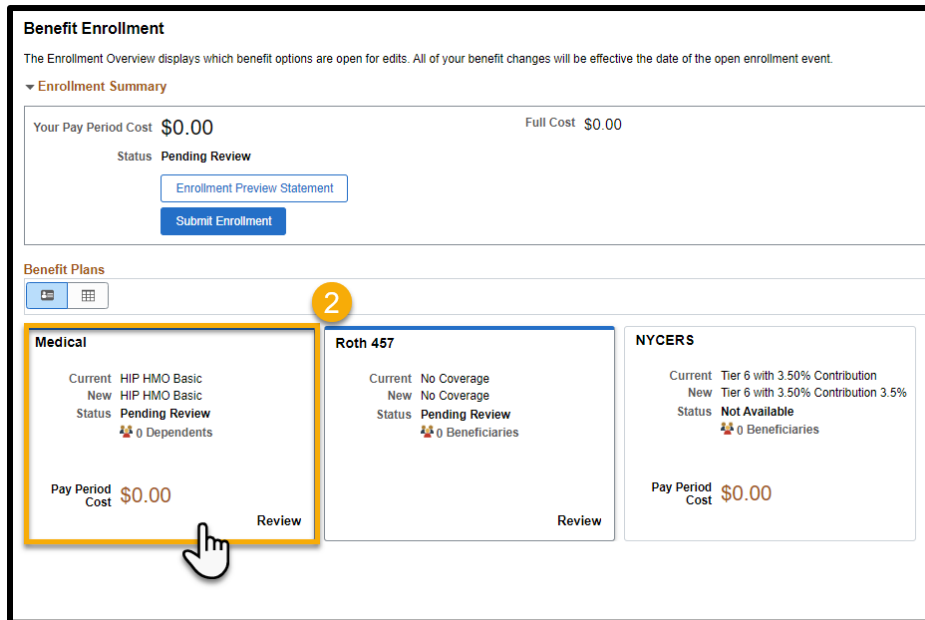
Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to determine impacts to your eligibility for health benefits. Select the 'Start My Enrollment' pushbutton to begin benefit enrollment.

Start My Enrollment

Benefits Enrollment

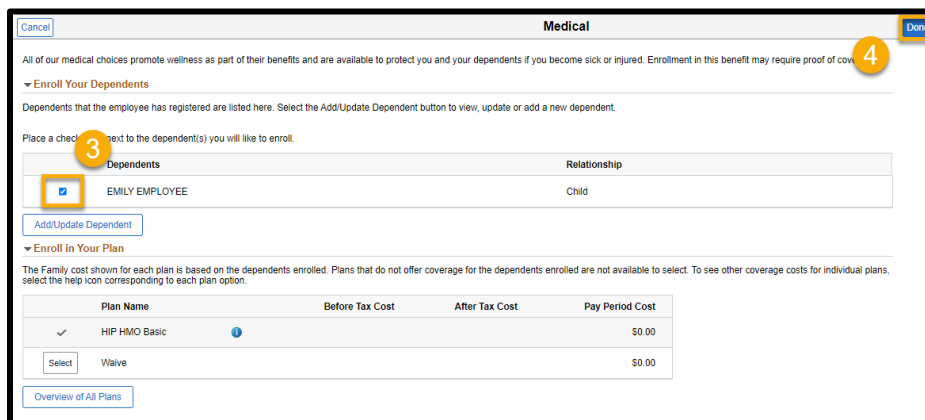
2. Click the **Medical** option to view your Medical coverage or Add/Drop Dependents.



Please note: The flexible spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes.

3. Enroll Your Dependents on this page and (3)check the box next to all the dependents that you want to cover. (4)Then click Done.

This allows you to add dependents for Health Coverage purposes ONLY. This has no impact on your Tax withholding.



REMEMBER, only dependents with a check next to their name as shown above will be covered!

Benefits Enrollment

(5) Click the **Submit Enrollment** button to enter your enrollment.

Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▼ Enrollment Summary

Your Pay Period Cost **\$0.00** Full Cost **\$0.00**

Status **Pending Review**

Enrollment Preview Statement

Submit Enrollment

Benefit Plans

Medical	Roth 457	NYCERS
Current HIP HMO Basic New HIP HMO Basic Status Changed 1 Dependents Pay Period Cost \$0.00 Review	Current No Coverage New No Coverage Status Pending Review 0 Beneficiaries Review	Current Tier 6 with 3.50% Contribution New Tier 6 with 3.50% Contribution 3.5% Status Not Available 0 Beneficiaries Pay Period Cost \$0.00 Review

(6) Once you have submitted your enrollment a confirmation will appear click **Done**.

Benefits Alerts

Your **6** choices have been successfully submitted to the Benefits Department.

Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary

Done View

(7) Click **Next** to continue.

Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▼ Enrollment Summary

Your Pay Period Cost **\$0.00** Full Cost **\$0.00**

Status **Submitted** 11/14/2021 2:41PM

Enrollment Preview Statement

Submit Enrollment

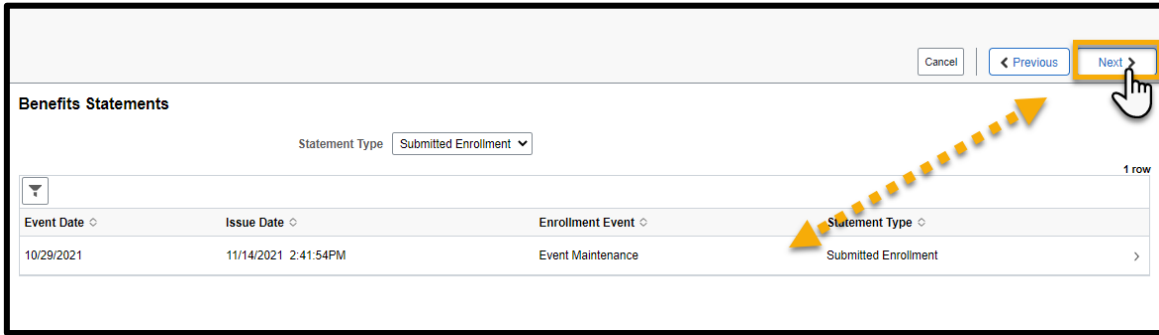
Resources

Summary Plan Document

Cancel < Previous **Next >**

Benefits Statements

You may view your Benefits Statement for your Submitted Enrollment and then click **Next**.



Summary

The Summary page will confirm the completion of your event, click **Complete**.

