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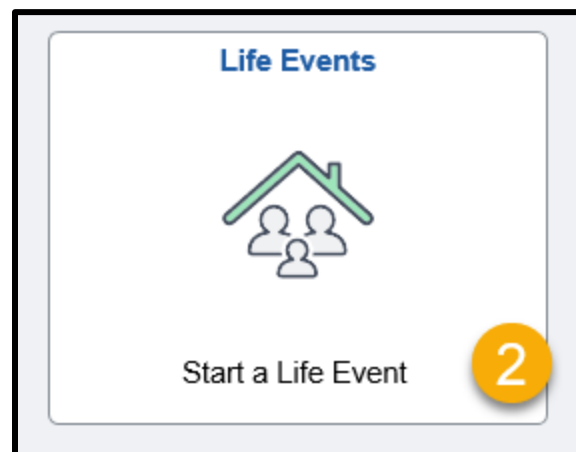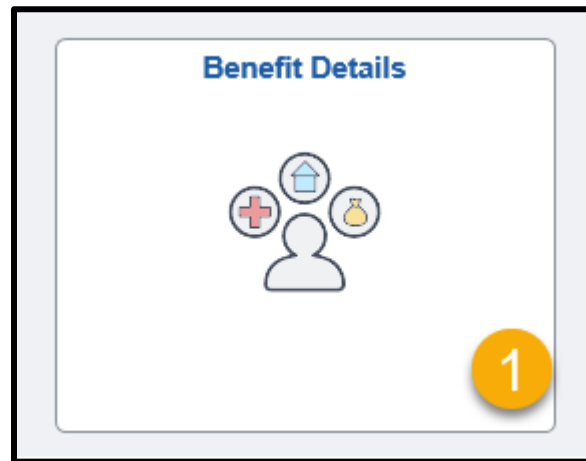
*Supporting Documentation is **required** for any Benefits changes involving dependents.*

TABLE OF CONTENTS

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.
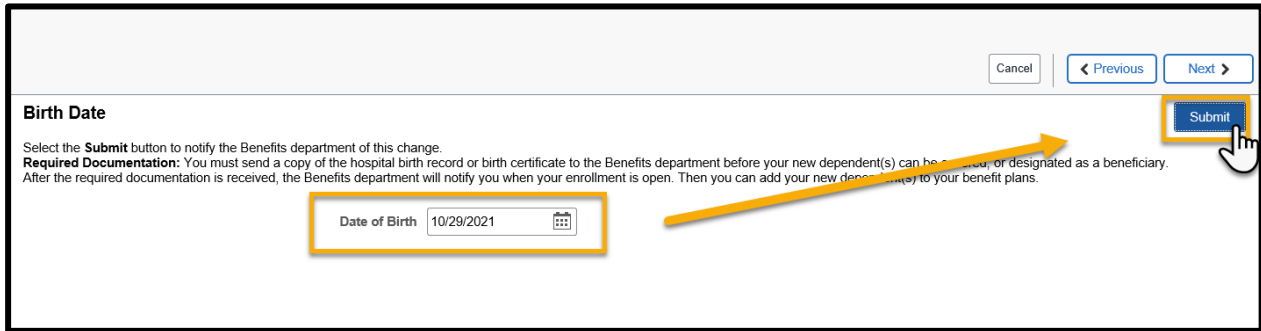

2. The Welcome page will display then click **Next**.

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 succefully save.

4. Click next to advance.

Submitting Supporting Documentation for Birth/Adoption Event

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

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.
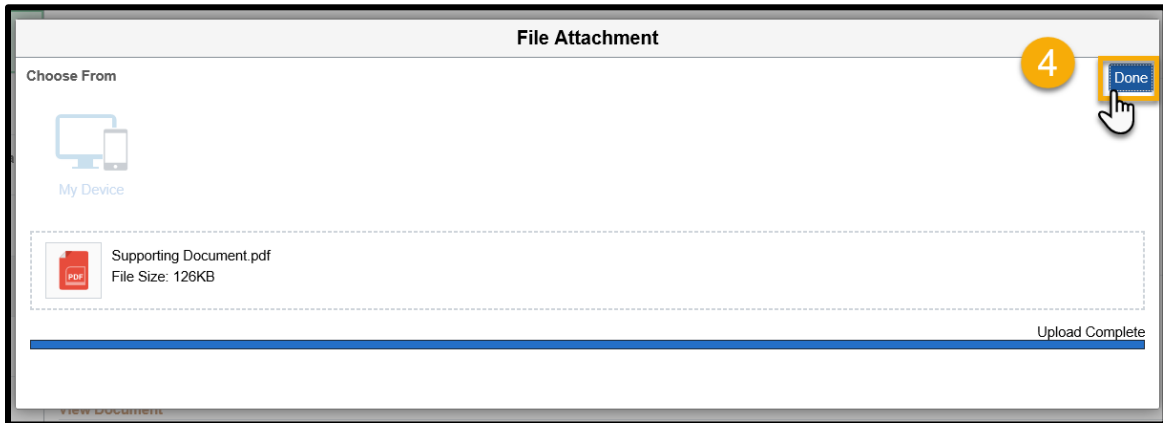
Submitting Supporting Documentation for Birth/Adoption Event

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

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

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 Sucessfully 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 3	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.
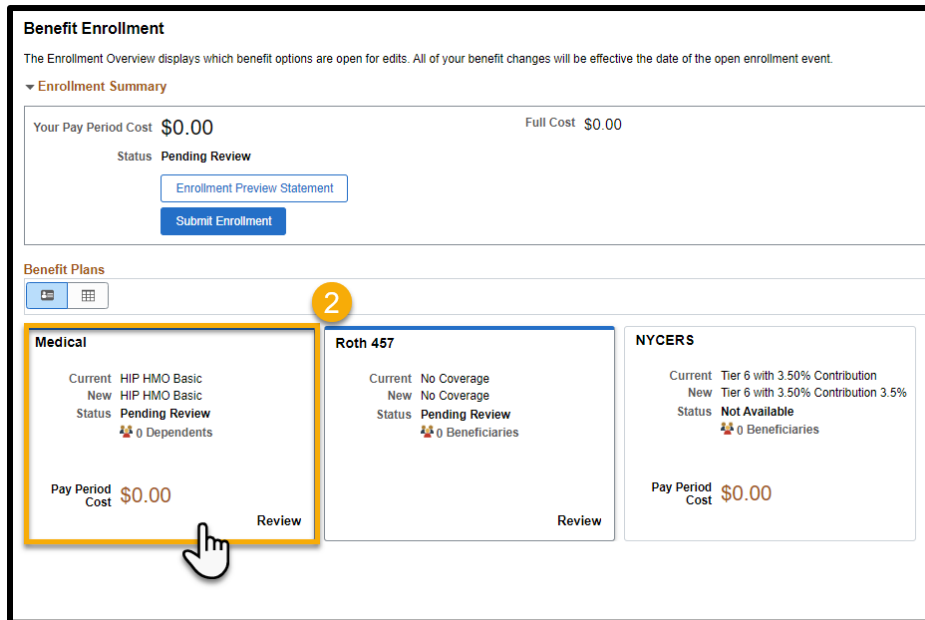
Please note: The flexible spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes.

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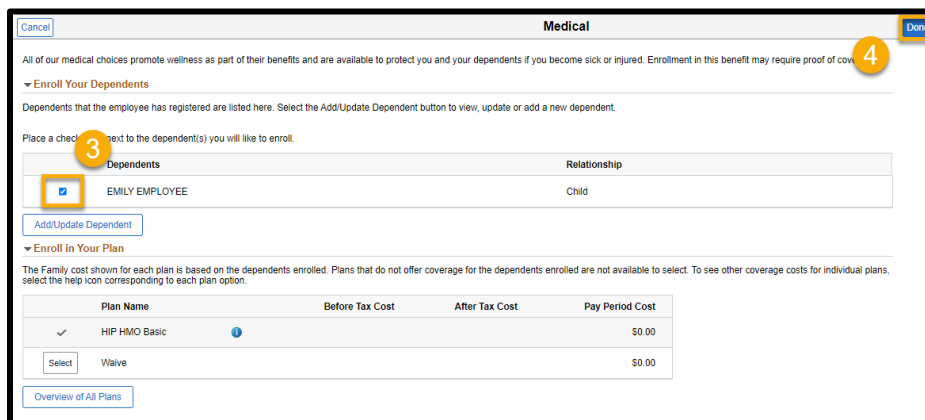
REMEMBER, *only dependents with a check next to their name as shown above will be covered!*

Benefits Enrollment

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

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

(7) Click *Next* to continue.

Benefits Statements

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

Benefits Statements

		Cancel	‹ Previous	Next ›

Statement Type: Submitted Enrollment ▾

1 row

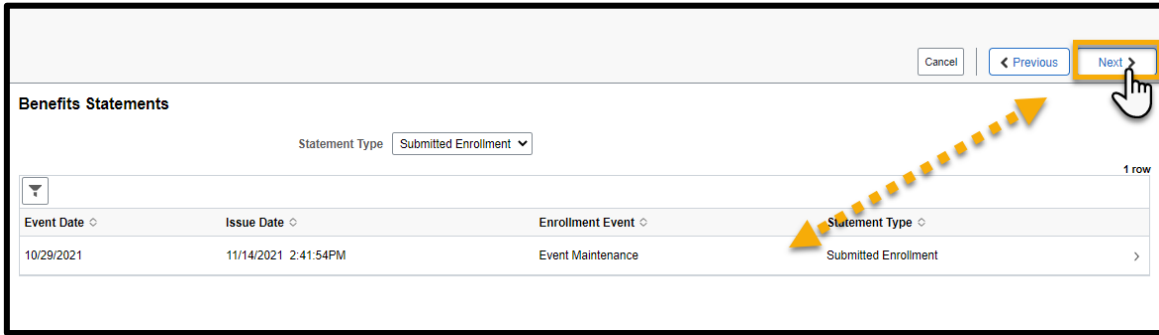| Event Date ◇	Issue Date ◇	Enrollment Event ◇	Statement Type ◇	
10/29/2021	11/14/2021 2:41:54PM	Event Maintenance	Submitted Enrollment	›

Summary

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

Summary

Complete

Congratulations!

Your birth event will not be complete until you have updated your dependent(s) on Benefit Enrollment page.

Here is a list of things to keep in mind now that you have a new child:

- Make sure you upload your child's birth certificate after you have received it.
- Make sure to contact your Union or Welfare fund to add your dependent.

Select the Complete pushbutton to end this event.

Steps

8 rows

Step	Status	Date Completed	Required	Go to Step
Welcome to the Birth Event	✓ Complete	11/14/2021	Yes	Go to Step
Birth Date	✓ Complete	11/14/2021	Yes	Go to Step
Document Upload	✓ Complete	11/14/2021	Yes	Go to Step
Benefits Summary	○ Not Started		No	Go to Step
Dependent/Beneficiary Coverage	○ Not Started		No	Go to Step
Dependent/Beneficiary Info	✓ Complete	11/14/2021	No	Go to Step
Benefit Enrollment	✓ Complete	11/14/2021	No	Go to Step
Benefits Statements	● Visited		No	Go to Step