NYC HEALTH+HOSPITALS

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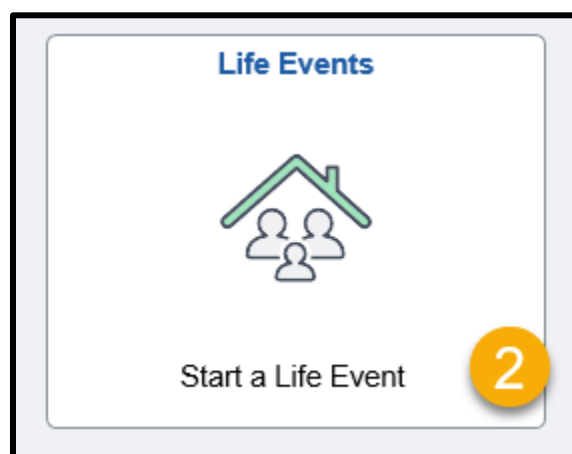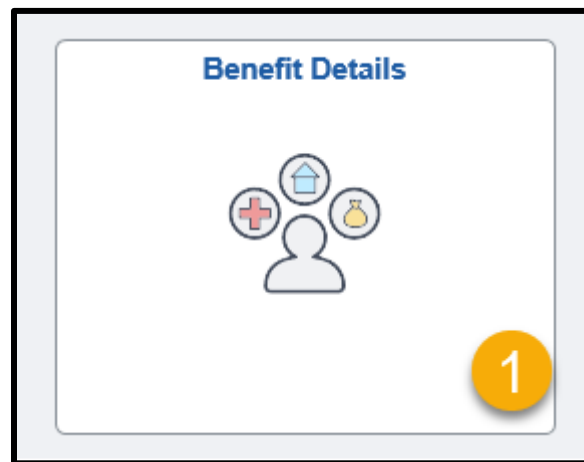
*Supporting Documentation is **required** for any Benefits changes involving dependents.*

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Navigating to Marriage Event

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

Creating Marriage Event

1. *(1)*Click on **Life Events** tab and *(2)*select the appropriate event to begin. *(3)* Type in your Marriage Date *(4)*then click the **Start Life Event** button to continue.
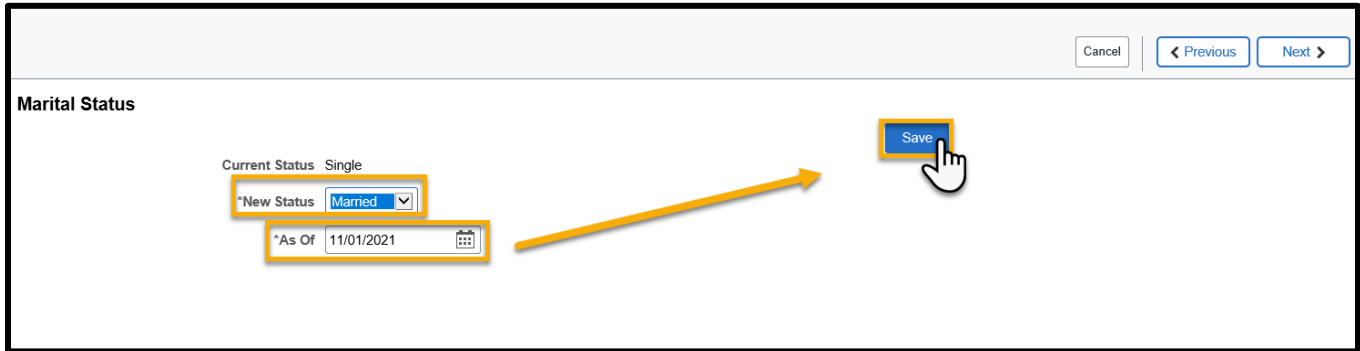

2. The Welcome page will display then click **Next**.

Creating Marriage Event

3. Review this screen to ensure that the marriage date is correct and click **Save**.

4. Click **Next** to advance.

Submitting Supporting Documentation
For Marriage Event

*(1)*Click the Add Attachment button and *(2)* select My Device. *(3)*After finding your document click the *Upload* button to load the file.

Submitting Supporting Documentation
For Marriage Event

(4) Click **Done** once the document has loaded.

File Attachment

Choose From

My Device

Supporting Document.pdf
File Size: 126KB

Upload Complete

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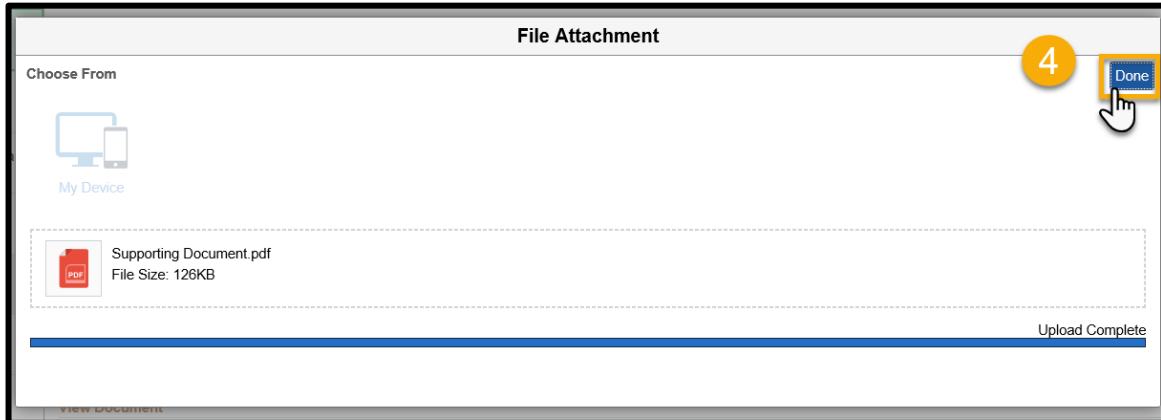
(5) Click the **Save** button to submit your supporting document.

Cancel   Previous   Next

Document Upload

5   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
Govt Marriage Certificate	Required	✓

Attachments

Add Attachment

1 row

| Attachments ◇	Description ◇		Attached By ◇	Attached ◇	Status ◇	
Supporting_Document.pdf	Marriage Certificate	×	ELLA EMPLOYEE	11/14/21 06:27:20 PM	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.
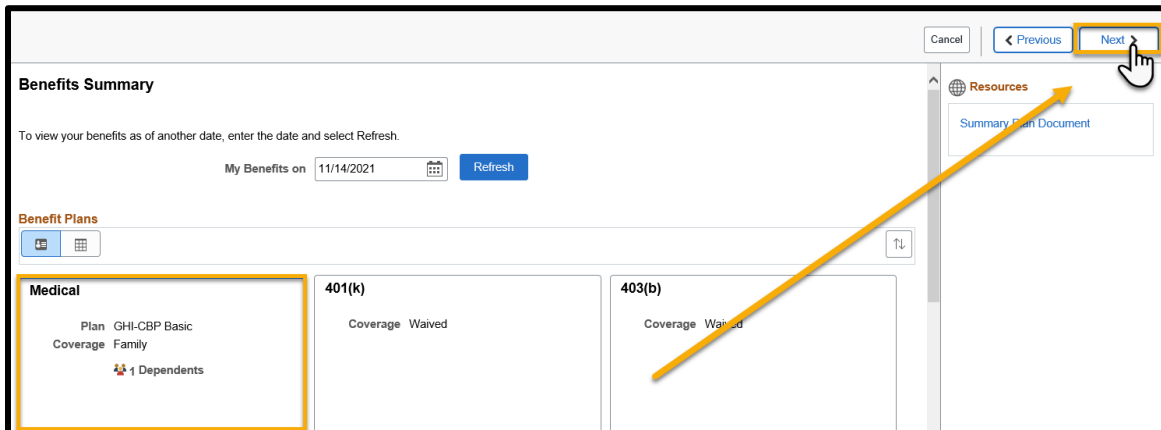
OK
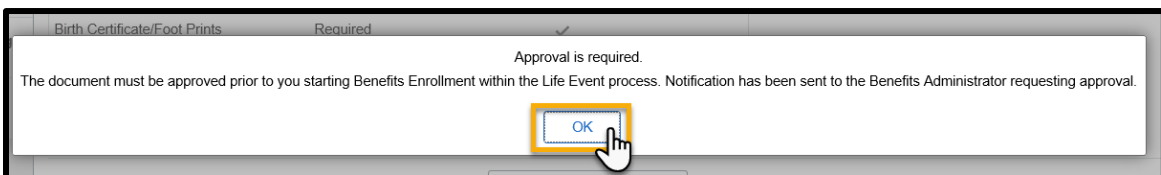
Submitting Supporting Documentation
For Marriage Event

*(6)*Click *Next* to advance.
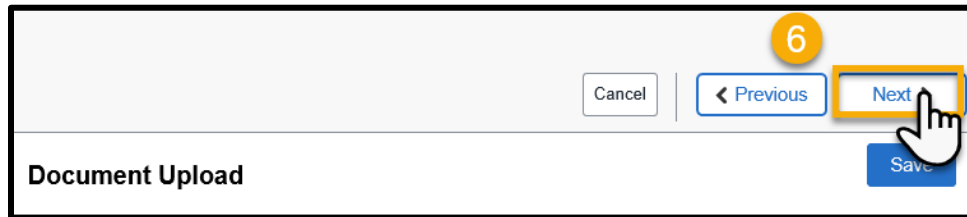
Benefits Summary

In this screen, you will see your current benefits prior to marriage event. Click **Next** to continue.

Name Change

1. If applicable this screen will allow you to change your name. Click your name to modify. *YOU MUST SUBMIT PROOF OF LEGAL NAME CHANGE FOR REQUEST TO BE PROCESSED.*

*For positions requiring licensure, you **must** have your license updated as well as your legal name to be updated for the change to go into effect.*

2. When you finish changing your name, click **OK** to submit changes.

Name Change

3. Once you have made the changes to your name, Click **Add Name Change Supporting Documentation**. This link will take you to the area where you can upload the document proof of the name change. (Please see how to guide to upload)

Address Change

If you marriage results in an address change, the following screens will help you make that change. If you are a Special Officer you will need to show proof of your new address.

1. You can click on the current Home Address to modify, click **Add Mailing Address** to create a new mailing address. If no changes, or changes completed, click **Next**.

Other Personal Data Changes (Phone Number, Emergency Contact)

In the marriage module, you can further update your personal information by changing your phone number, and or emergency contact information if applicable. You may modify the current information, or add additional data.

Adding Dependent(s)

1. This module will allow you to add your new spouse (and if applicable, step children) to your health insurance. For this module, we will show adding spouse only. Click on **Add a dependent or beneficiary** to continue.

2. Enter the required fields and click the *Save* button:

Adding Dependent(s)

3. When you have finished entering all of your dependents, you will have to wait for your documentation to be approved before moving to the next section.

		Cancel	◀ Previous	Next ▶

Dependent/Beneficiary Info

Add Individual

Name	Relationship	Beneficiary	Dependent	
EMILY EMPLOYEE	Child	✓	✓	›
EDWARD WILLIAMS	Spouse	✓	✓	›

Resuming Marriage 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**

Benefit Details

Action Required ①

Life Events

Resume HHC Marriage Event ②
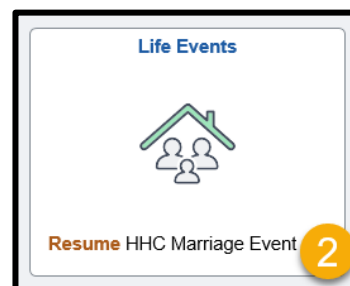
Employee

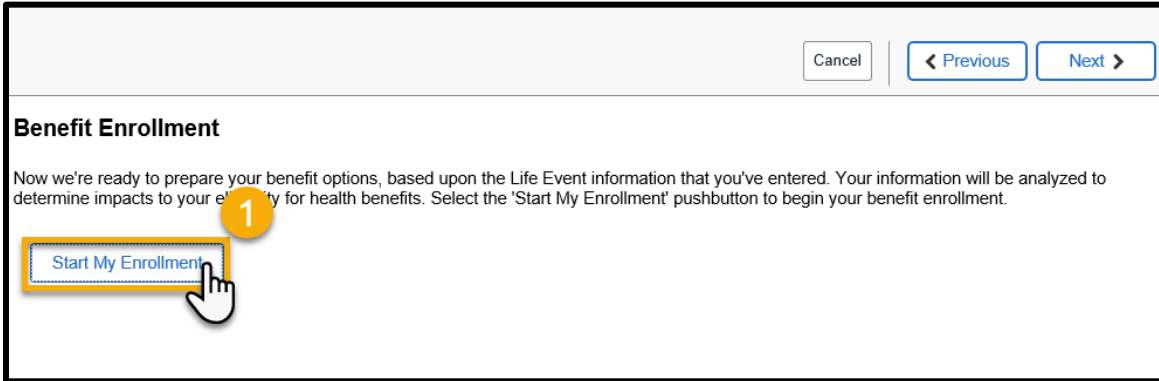◉ I got married ...(event in progress)

○ I had a baby

○ I adopted or gained legal custody/guardianship of a child
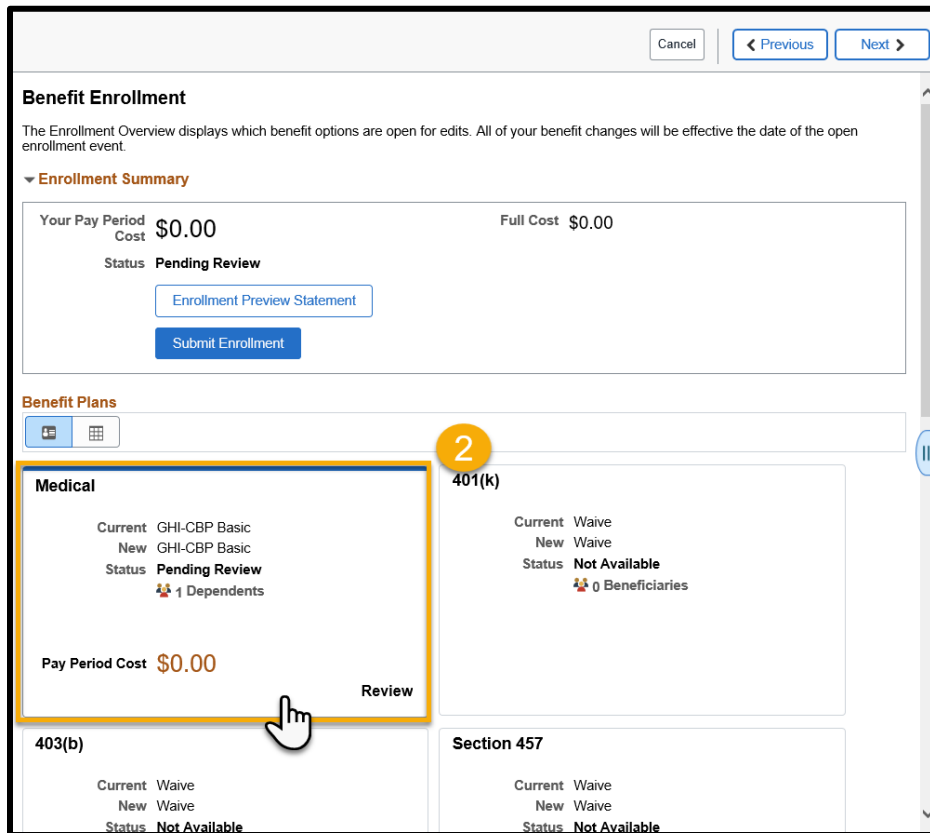
*As Of 11/01/2021 ③

Continue Life Event

Benefits Enrollment

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

*(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.

Benefits Enrollment

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**.

Summary

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