

## **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.

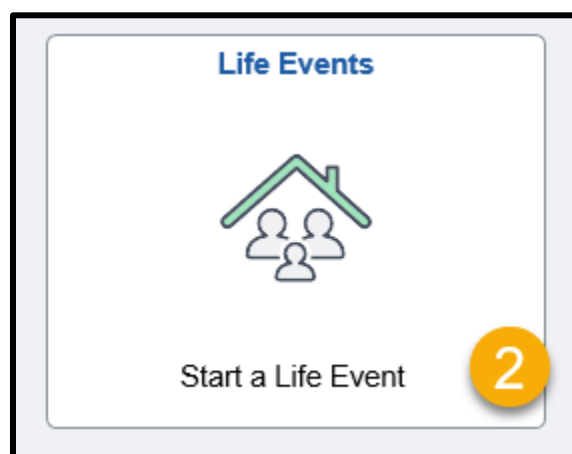
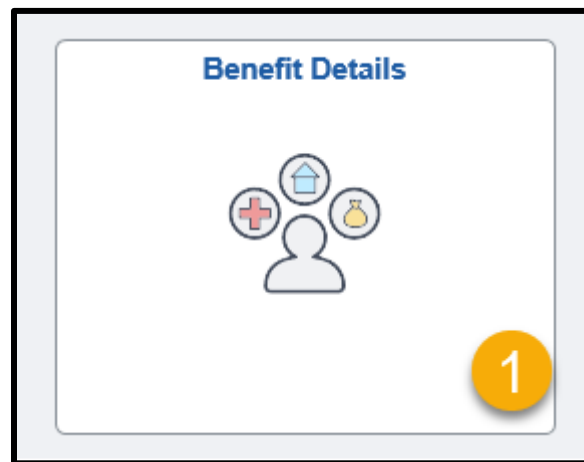
*Supporting Documentation is **required** for any Benefits changes involving dependents.*

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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.

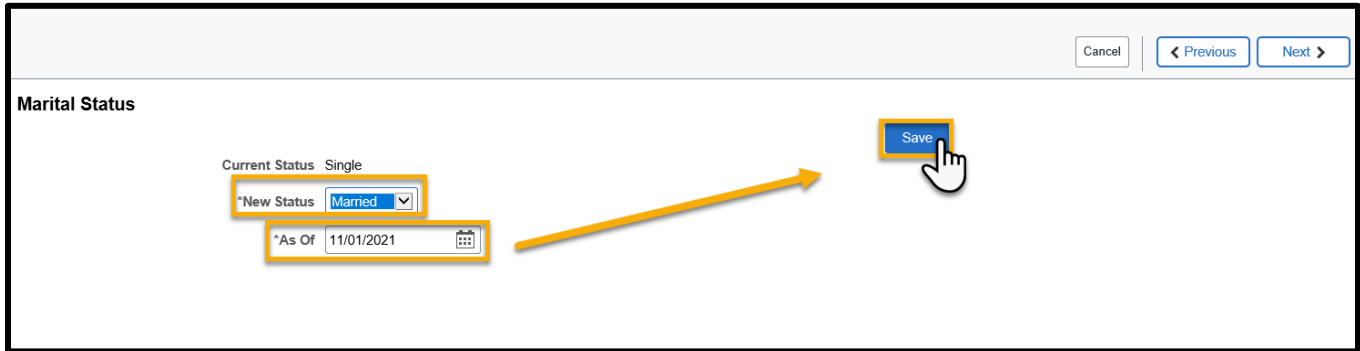
The screenshot shows a web interface for creating a marriage event. At the top, the word "Employee" is displayed. Below it, there are three radio button options: "I got married" (selected and highlighted with a yellow box and a '1' callout), "I had a baby", and "I adopted or gained legal custody/guardianship of a child". Below the options is a date field labeled "\*As Of" with the date "11/01/2021" and a calendar icon, highlighted with a yellow box and a '2' callout. Below the date field is a blue button labeled "Start Life Event", highlighted with a yellow box and a '3' callout. 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 Marital 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 icon. Below the buttons, the text reads: "Welcome to Marital Event", "ELLA EMPLOYEE", "A marital status change is a good time to reconsider 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 [hchcbenefits@nychhc.org](mailto:hchcbenefits@nychhc.org)."

## Creating Marriage Event

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



The screenshot shows a web form titled "Marital Status". At the top right, there are three buttons: "Cancel", "< Previous", and "Next >". The form contains the following fields:

- "Current Status" with the value "Single".
- "\*New Status" with a dropdown menu showing "Married".
- "\*As Of" with a date field showing "11/01/2021" and a calendar icon.

A yellow arrow points from the date field to a blue "Save" button. A hand cursor is positioned over the "Save" button.

4. Click **Next** to advance.



The screenshot shows the same "Marital Status" form. The "Save" button is no longer visible. The "Next >" button at the top right is now highlighted with a yellow box, and a hand cursor is clicking it. The form fields remain the same: "Current Status" is "Single", "\*New Status" is "Married", and "\*As Of" is "11/01/2021".

## 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.

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
Govt Marriage Certificate	Required	✓

Attachments

You have not added any Attachments.

**Add Attachment**

File Attachment

Choose From

**My Device**

2

File Attachment

Choose From

My Device

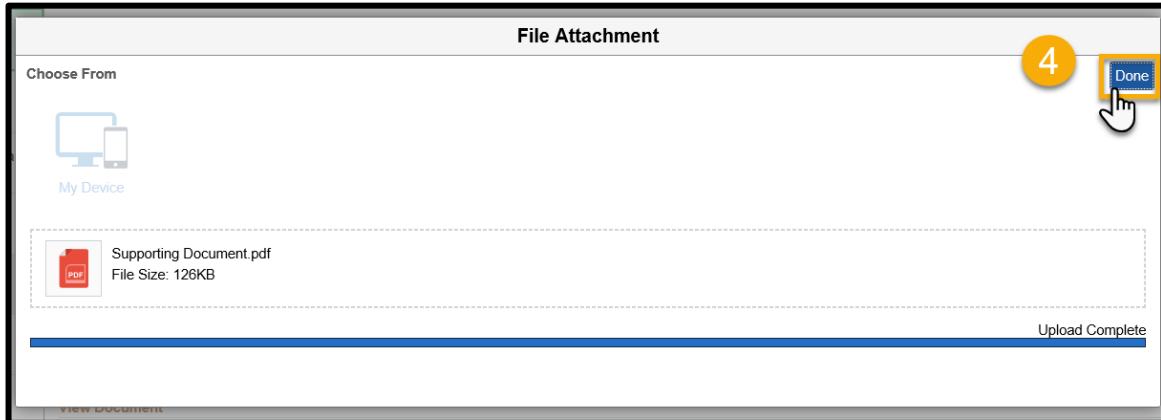
**Upload** Clear

Supporting Document.pdf  
File Size: 126KB

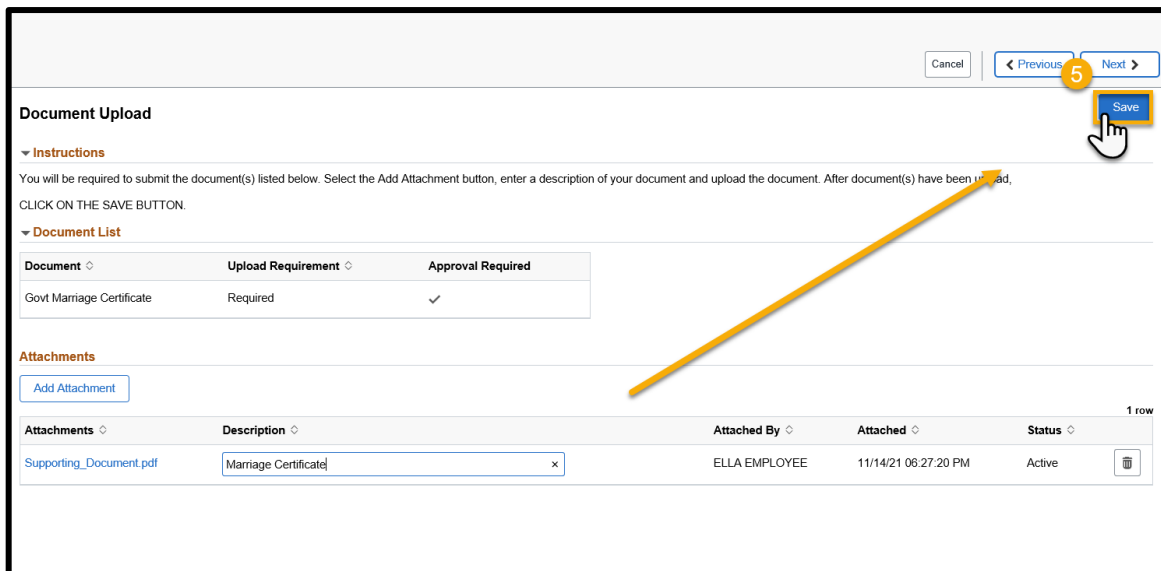
3

## Submitting Supporting Documentation For Marriage Event

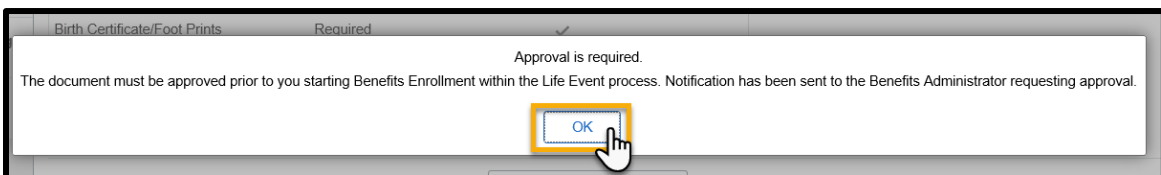
(4) Click **Done** once the document has loaded.



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

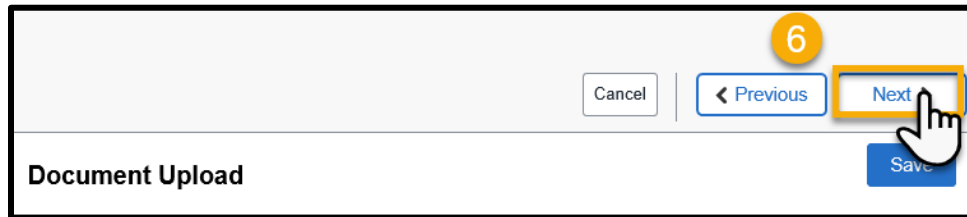


**Please Note:** Approval is required prior to you starting Benefits Enrollment within the Life Event process, click **OK**.



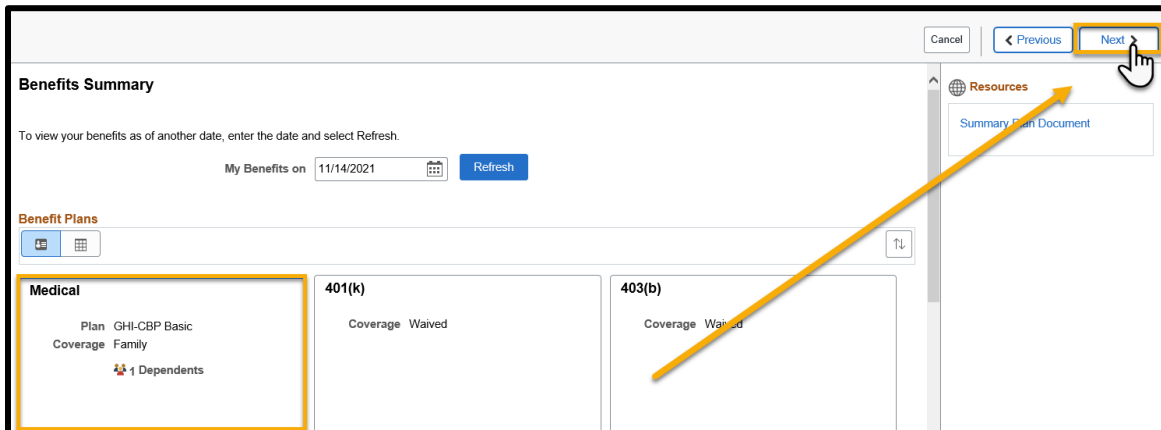
## Submitting Supporting Documentation For Marriage Event

(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.*

**Personal Information - Name**

Please Note: You will need to submit supporting documentation for any requested Name change. After you enter your Name change, please upload the required documentation by navigating to the Upload Supporting Documents tile on the Employee Self Service home page or by [clicking here](#). You will also receive a confirmation email from Human Resources Shared Services (HRSS) to confirm receipt of your Name Change request. If you have any questions, contact HRSS at (646) 458 -5654 or via email at [EmployeeSelfService@nychhc.org](mailto:EmployeeSelfService@nychhc.org).

ELLA EMPLOYEE	Current
---------------	---------

*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 As Of 11/14/2021

Name Format English

\*First Name ELLA

Middle Name

\*Last Name WILLIAMS

Name Suffix

Display Name ELLA WILLIAMS

Formal Name Miss ELLA WILLIAMS

Name WILLIAMS, ELLA



## Name Change

- 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)

Cancel | < Previous | **Next >**

**Personal Information - Name**

Please Note: You will need to submit supporting documentation for any requested Name change. After you enter your Name change, please upload the required documentation by navigating to the Upload Supporting Documents tile on the Employee Self Service home page or by [clicking here](#). You will also receive a confirmation email from Human Resources Shared Services (HRSS) to confirm receipt of your Name Change request. If you have any questions, contact HRSS at (646) 458 -5654 or via email at [EmployeeSelfService@nychhc.org](mailto:EmployeeSelfService@nychhc.org).

ELLA EMPLOYEE	Current	
ELLA WILLIAMS	As of 11/14/2021	Submitted for Approval

## 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.

- 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**.

Cancel | < Previous | **Next >**

**Personal Information - Home and mailing Address**

Please Note: Home Address changes made into or out of the five boroughs of NYC may have a tax implication. Please call Payroll Shared Services at 646-694-7777 for any questions. Be advised Special Officers and Supervising Special Officers are required to submit proof of address for all Home Address changes. You will receive a confirmation email from Human Resources Shared Services (HRSS) to confirm your request has been received. If you have any questions, contact HRSS at (646) 458 -5634 or via email at [EmployeeSelfService@nychhc.org](mailto:EmployeeSelfService@nychhc.org).

**Home Address**

55 WATER STREET NEW YORK, NY	Current	>
---------------------------------	---------	---

**Mailing**

No data exists.

[Add Mailing Address](#)

## 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.

Cancel | < Previous | **Next** >

**Personal Information - Contact Information**

**Phone**

**+** ←

Number	Extension	Type	Preferred	
		Mobile	✓	>
		Home		>

**Email**

**+** ←

Email Address	Type	Preferred	
V9.1@nychhc.org	Business	✓	>
V9.1@nychhc.org	Home		>

Emergency Contact "EDWARD WILLIAMS" was successfully updated. x

Cancel | < Previous | **Next** >

**Personal Information - Emergency Contact**

**Emergency Contacts**

**+** ←

Contact Name	Relationship	Preferred	
EDWARD WILLIAMS	Spouse	✓	>
SISTER	Sibling		>

## 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.

Name	Relationship	Beneficiary	Dependent
EMILY EMPLOYEE	Child	✓	✓

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

**EDWARD WILLIAMS**

**Personal Information**

Date of Birth: 08/19/1990

\*Gender: Male

\*Relationship to Employee: Spouse

Dependent: Yes

Beneficiary: Yes

\*Marital Status: Married

\*Student: No

\*Disabled: No

\*Smoker: Non Smoker

**Address**

Address	Address Type	Same as mine
55 WATER STREET NEW YORK, NY	Home	Same as mine

**National ID**

No data exists

[Add National ID](#)

**Phone**

No data exists

[Add Phone](#)

### Adding Dependent(s)

- 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 >**

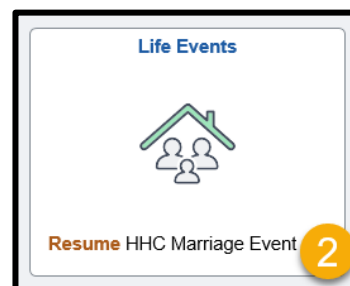
**Dependent/Beneficiary Info**

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**



Employee

I got married ...(event in progress)

I had a baby

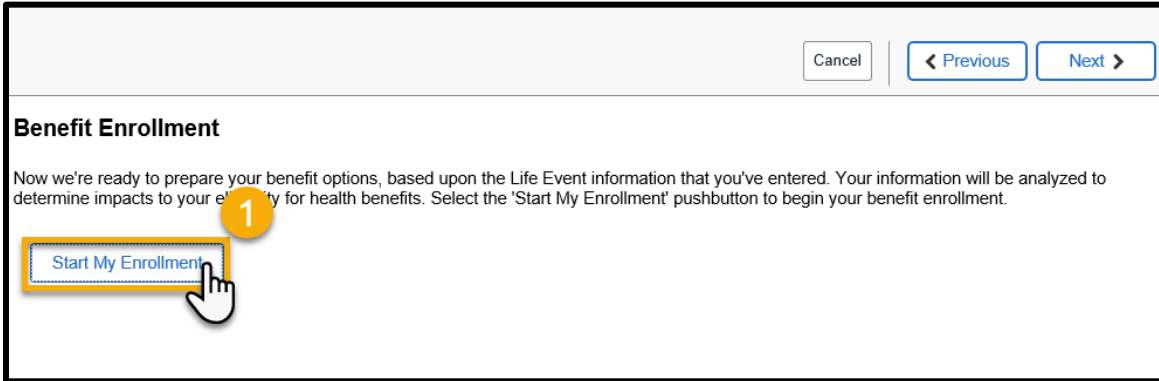
I adopted or gained legal custody/guardianship of a child

\*As Of 11/01/2021

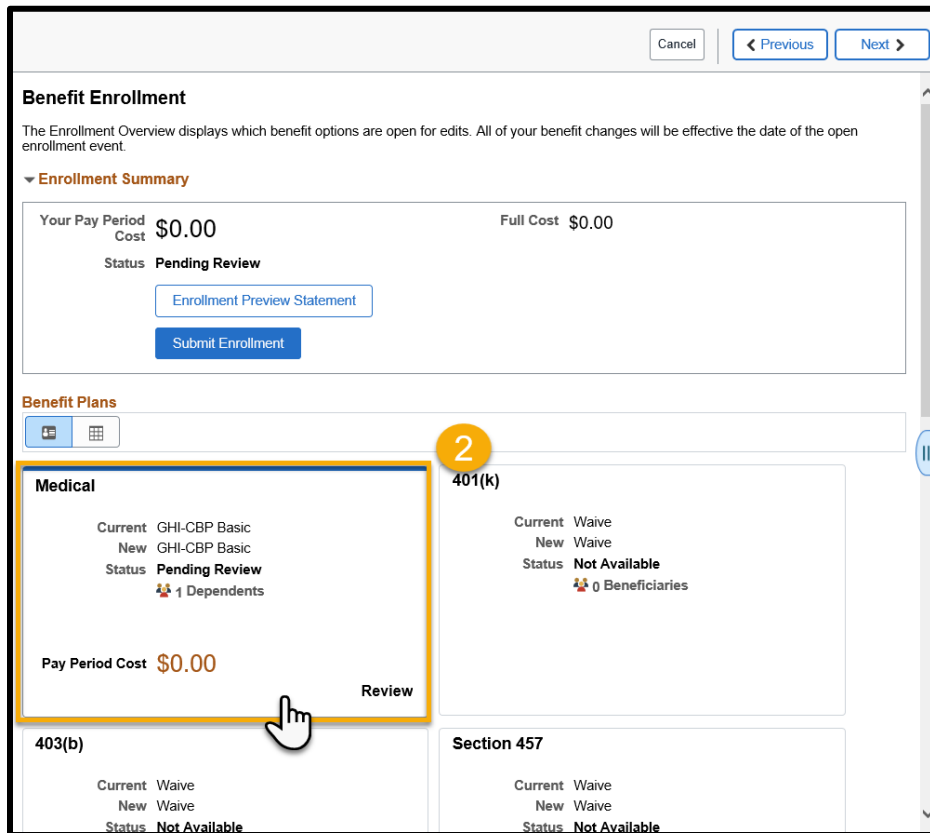
**Continue Life Event**

## 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.

Cancel
**Medical**
Done

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.

**▼ Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Place a check mark next to the dependent(s) you will like to enroll.

	Dependents	Relationship
<input checked="" type="checkbox"/>	EMILY EMPLOYEE	Child
<input type="checkbox"/>	EDWARD WILLIAMS	Spouse

Add/Update Dependent

**▼ Enroll in Your Plan**

The Family cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓	GHI-CBP Basic <span style="float: right; font-size: small;">?</span>			\$0.00
<span style="border: 1px solid gray; padding: 2px;">Select</span>	Waive			\$0.00

Overview of All Plans

***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.

The screenshot shows the 'Benefit Enrollment' page. At the top right, there are 'Cancel', '< Previous', and 'Next >' buttons. The main heading is 'Benefit Enrollment' with a sub-heading: '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.'

Under 'Enrollment Summary', it shows 'Your Pay Period Cost \$0.00' and 'Full Cost \$0.00'. The status is 'Pending Review'. There are two buttons: 'Enrollment Preview' (with a circled '5') and 'Submit Enrollment' (with a hand cursor pointing to it).

Below this is the 'Benefit Plans' section. It has two columns: 'Medical' and '401(k)'. The 'Medical' plan shows 'Current GHI-CBP Basic', 'New GHI-CBP Basic', 'Status Changed' (in a yellow box), and '2 Dependents'. The '401(k)' plan shows 'Current Waive', 'New Waive', 'Status Not Available', and '0 Beneficiaries'. The 'Medical' plan also shows 'Pay Period Cost \$0.00' and a 'Review' link.

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

The screenshot shows the 'Benefits Alerts' page. At the top right, there is a 'View' button. The main message says: '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'. The 'Done' button is highlighted with a hand cursor and a circled '6'.

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

The screenshot shows the 'Benefit Enrollment' page after submission. At the top right, there are 'Cancel', '< Previous', and 'Next >' buttons. The 'Next >' button is highlighted with a hand cursor and a circled '7'. The main heading is 'Benefit Enrollment' with the same sub-heading as before.

Under 'Enrollment Summary', it shows 'Your Pay Period Cost \$0.00' and 'Full Cost \$0.00'. The status is 'Submitted' with a timestamp '11/14/2021 2:41PM'. There are two buttons: 'Enrollment Preview Statement' and 'Submit Enrollment'.

On the right side, there is a 'Resources' section with a link to 'Summary Plan Document'.

## Benefits Statements

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

**Benefits Statements**

Statement Type

3 rows

Event Date	Issue Date	Enrollment Event	Statement Type
11/01/2021	11/14/2021 6:55:21PM	Event Maintenance	Submitted Enrollment
10/29/2021	10/29/2021 12:08:37PM	Event Maintenance	Enrollment Preview
10/29/2021	10/29/2021 12:08:08PM	Event Maintenance	Submitted Enrollment

## Summary

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

**Summary**

Congratulations!

Your Marriage event will not be complete until you have uploaded your dependent on Benefit Enrollment Page.

You will be required to upload the following documentation if you are changing your name :

- Social Security Card and Updated License or Certification (if it is needed for your job function).

Select the Complete pushbutton to end this event.

Steps 11 rows

Step	Status	Date Completed	Required	Go to Step
Welcome to Marital Event	Complete	11/14/2021	Yes	Go to Step
Marital Status	Complete	11/14/2021	Yes	Go to Step
Document Upload	Complete	11/14/2021	Yes	Go to Step
Benefits Summary	Visited		No	Go to Step
Name	Complete	11/14/2021	No	Go to Step
Home and mailing Address	Complete	11/14/2021	No	Go to Step
Contact Information	Visited		No	Go to Step
Emergency Contact	Visited		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