1.0 Overall Business Process

eBenefits comprises self-service web transactions that interact with the PeopleSoft Human Resources (HR) system. Employees use eBenefits to review, add, and update their benefits information. eBenefits transactions include:

Benefit event management.

Document Upload

Benefits Information

Dependent and beneficiary information.

Form 1095-C View/Consent

1.0.1 Navigation

Navigation to self-service Benefits folder

Step	

Step	Action
4.	Click on the **Self-Service** link. Self Service Self-service modules will display under Self-service

Step	Action
4.	Click on the **Benefits** link. Benefits Benefits Self-service pages will display under Benefits

1.1 Benefit event management

Benefit Event transactions can streamline the Benefit event process for employees by enabling them to update personal data and then change their benefit enrollments, all from one self-service transaction. Benefit events include:

I got Married

I had baby

I adopted or gained legal custody/guardianship of a child

I got divorced/legally separated

I am hired

Open Enrollment

Commuter Benefits

Qualifying Event for Domestic Partner

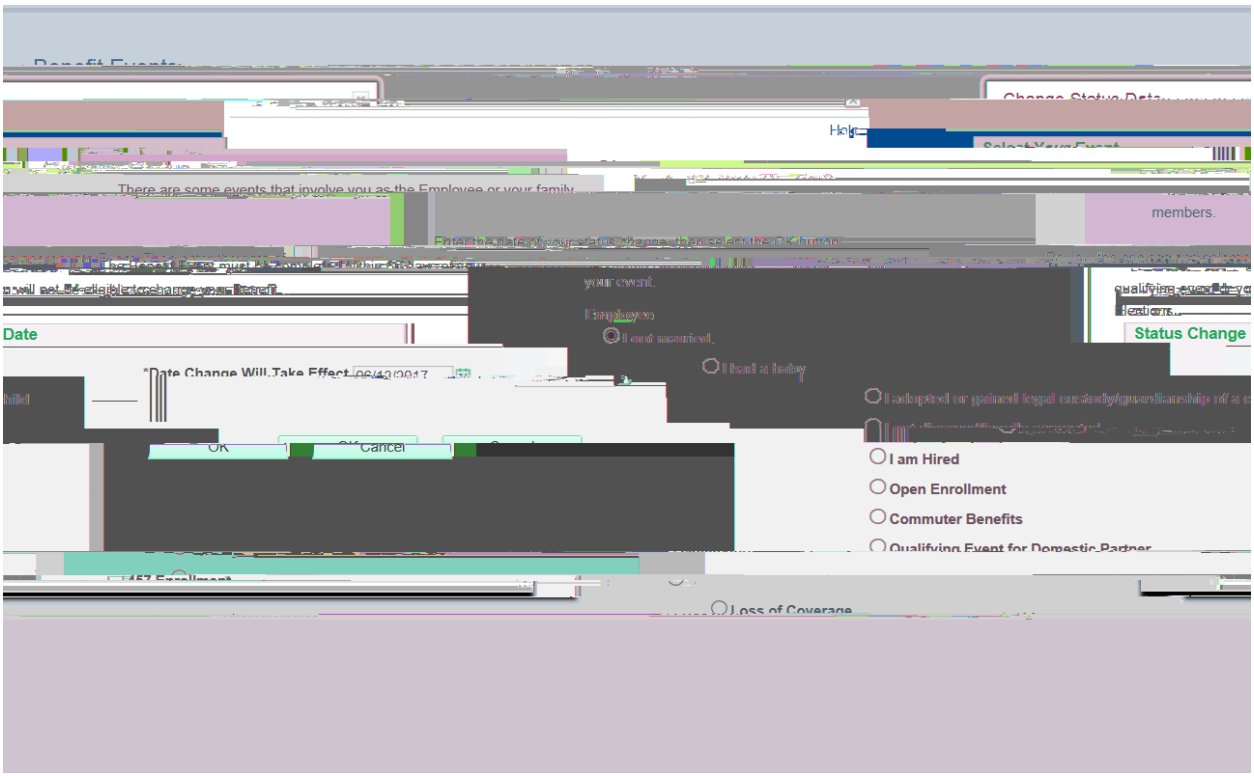
457 Enrollment

Loss of Coverage

1.1.1 Process Steps for Employee

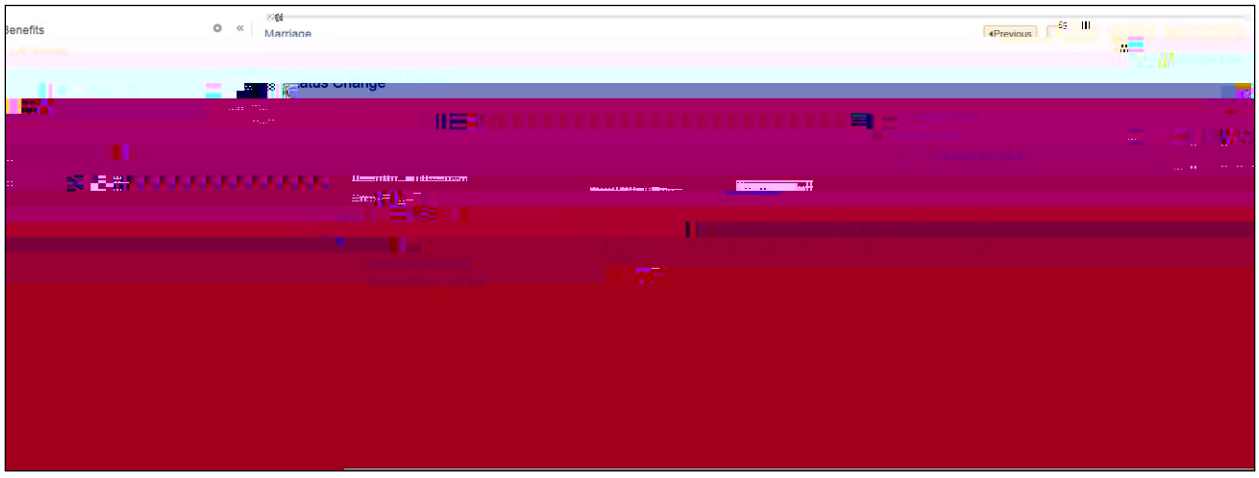
Benefit event ‘I got married’ is being used as an exae

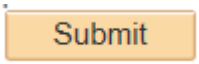
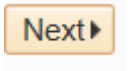
1.1.1.1 Submit Benefit Event

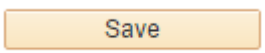


Step	Action
3.	Enter effective date of the event *Date Change Will Take Effect
4.	Click OK after entering the effective date OK

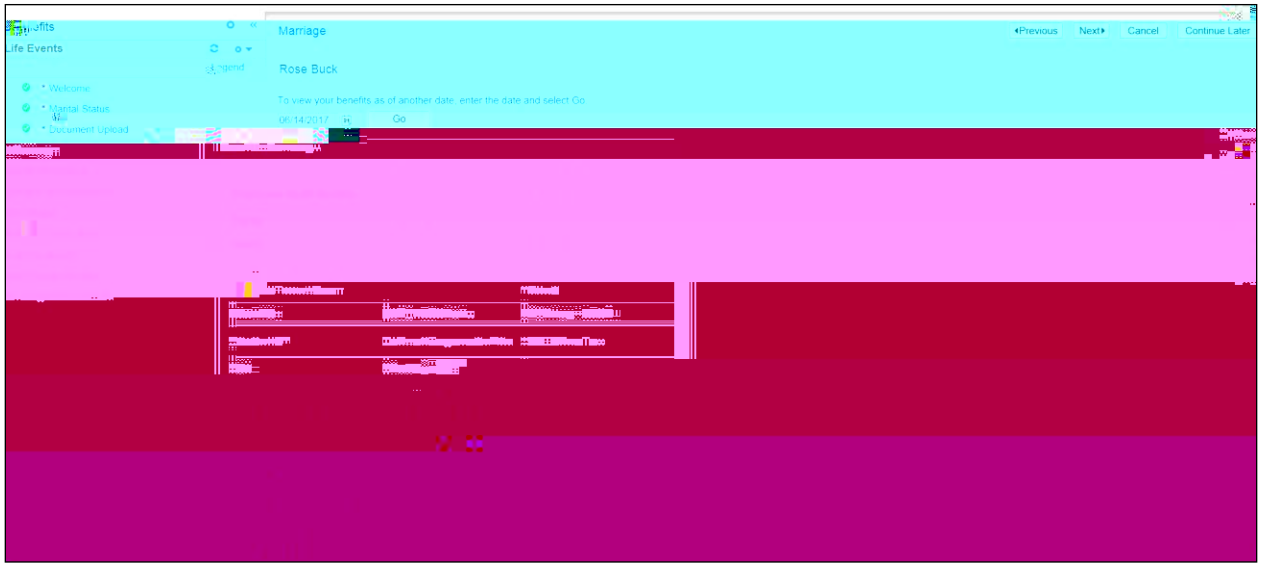
Step	Action
5.	Review instructions on Welcome page
6.	Click ‘OK’ OK
7.	Click ‘Next’ Next



Step	Action
8.	Add ‘New Marital Status’ and Submit
9.	Click ‘Submit’ 
10.	Click ‘Next’ to go to the next page 

Step	Action
11.	Add Click on Add Attachment
12.	Add subject
13.	Click on Add Attachment
14.	Click on choose File and browse to select supporting document that will be uploaded
15.	Click on Upload
16.	Click on Save 

Step	Action
17.	Message will display about the approval process, click ‘OK’



Step	Action
18.	Click on ‘Next’
19.	Review Benefits Summary
20.	Click on ‘Next’

Step	Action
21.	To change name, use this page, enter the new name
22.	

Step	Action
24.	To change address, use this page, enter the new address
25.	Click on Edit Address

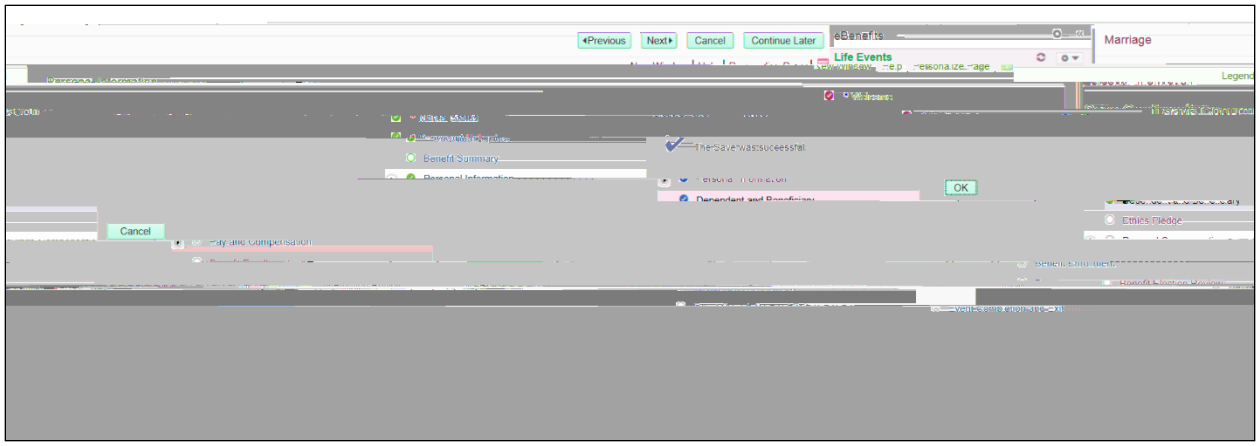
Step	Action
26.	Enter Address and click on ‘OK’
27.	Click on Submit
28.	Click on ‘Next’

Step	Action
29.	Enter Phone number and click on ‘rɪ ʜ ɪ ᴰ

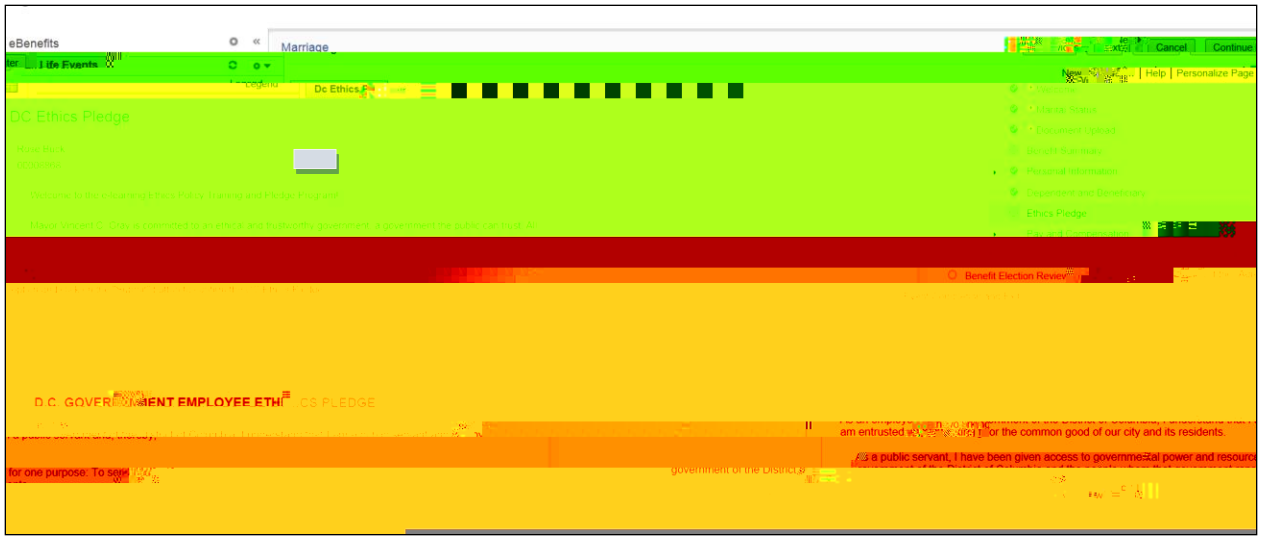
ETOO E /P /MCID 1>BD4C d0.00000912 0 612 792 reW nBT/F6 11.04 Tf1 0 0 1 72.024 525.5187.10 G( ))TJETOO E /P /MCID 5>B15

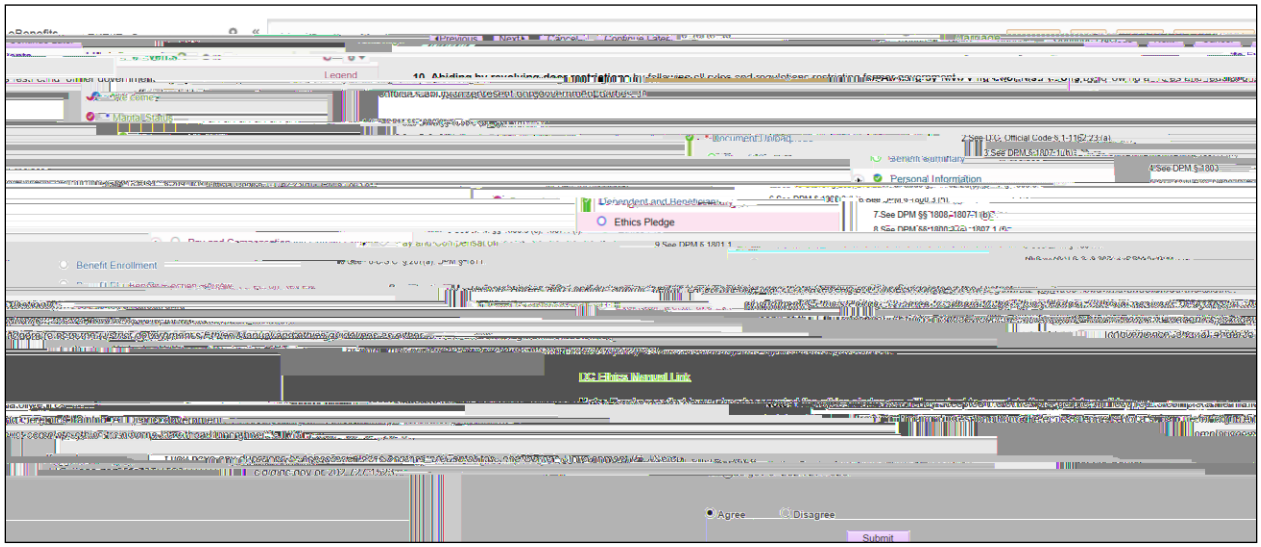
Step	Action
32.	Click on ‘Next’

Step	Action
33.	Click on ‘Add a dependent or Beneficiary’ button to add new dependent



Step	Action
34.	Click on ‘OK’ OK
35.	Click on ‘Next’ Next

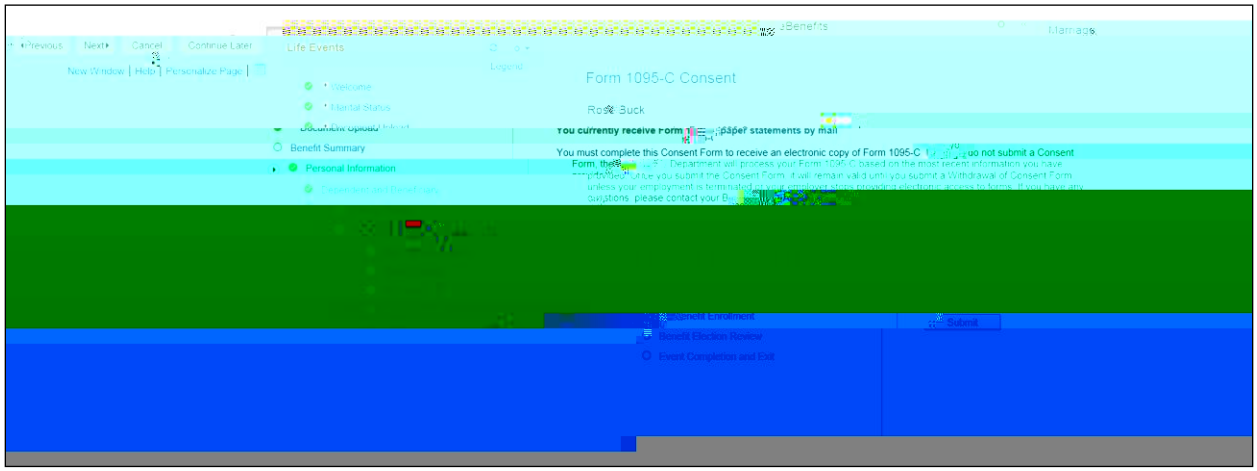




Step	Action
35.	Select ‘Agree’ and click on ‘Submit’ button Submit
36.	Click on ‘Next’ Next

Step

49.	Click on ‘Next’



50.	Check Consent check box
51.	Click on ‘Submit’
52.	Verify your identity by entering your password and click on ‘Continue’
53.	Click on ‘Next’

54.

52.	Verify your identity by entering your password and click on ‘Continue’
53.	Click on ‘OK’ to go to the enrollment main screen
54.	Enrollment changes will be emailed to you for record, these changes are effective after the supporting documents are accepted.

55. Click on ‘Next’

60.	You will be routed back to the Benefit Event page; you will see that the marital status change event is ‘In Progress’ status

61.

64.	You will be routed to the Event Completion and Exit page
65.	Click on ‘Document Upload’ left navigation link

Step	Action
66.	Add Click on Add Attachment
67.	Add subject
68.	Click on Add Attachment
69.	Click on choose File and browse to 1 12W*n286 re3847uphi6(ngd)11(docuhm)15(ent)-5(tl)-4

Step	Action
72.	Message will display about the approval process, click ‘OK’
73.	You will see that ‘Document Upload’ radio button is now turned to green, which means document upload is complete
74.	Click on ‘Event Completion and Exit’ left navigation link

75.	Click on ‘Complete’

76.