

The purpose of this job aide is to provide a guide to update your Deferred Compensation Contribution amount through ESS.

Navigation of PeopleSoft

Step 1.

- Open an Internet browser.
- Navigate to [Employee Self-Service](#)

Step 2.

- Enter User ID (Your employee ID with an “E” in front of it)
- Enter Password
- Select “Sign In”

ORACLE PeopleSoft

1 User ID

2 Password

Select a Language
English

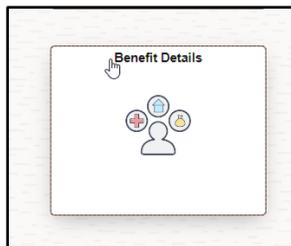
3 Sign In

Enable Screen Reader Mode

[Set Trace Flags](#)

Step 3.

- Select Benefit Details.



- Select Life Events.
- Select “I need to change my deferred compensation contribution”
- Enter date.
- Select “Start Life Event”.

Benefit Details

- Benefits Summary
- Life Events**
- Dependent/Beneficiary Info
- Benefits Enrollment
- Benefit Statements
- Affordable Care Act
- Benefits Attachment

Life Events

* Indicates required field

A life event is a change in your circumstances that allows you to make changes to your benefit elections within IRS regulations.

Employee

- I got married or created a Domestic Partnership
- I had a Birth, Adoption, or Court Order
- I got divorced/terminated my Domestic Partnership
- I or my dependent lost or gained coverage
- I or my dependent gained or lost Medicare/Medicaid coverage
- I need to update after-tax elections
- 1 I need to change my deferred compensation contribution

*As Of MM/DD/YYYY

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3 Start Life Event

The Life Event must be completed within 1 days of your qualifying event or you will not be eligible to change your Benefit elections.

Navigation of PeopleSoft

Step 4.

- Select “Benefit Enrollment” and “Start My Enrollment”.

Deferred Comp Update

Welcome
 Complete

Benefit Enrollment
 In Progress

Benefits Statements
 Not Started

Summary
 Not Started

Benefit Enrollment

Now we're ready to prepare your benefit options, based on existing enrollments that are allowed. Select the 'Start My Enrollment' button to begin your enrollment.

Start My Enrollment

Step 5.

- Scroll down to find your Deferred Compensation plan (457 plan) box and select it.
- Enter the amount that you would like to contribute and select “Done” in the top right corner.

Short-Term Disability

Current Short Term Disability
New Short Term Disability
Status **Not Available**

Pay Period Cost

Long-Term Disability

Current Waive
New Waive
Status **Not Available**

Pay Period Cost **\$0.00**

Section 457 Smart Save

Current Smart Save Deferred Comp
New Smart Save Deferred Comp
Status **Pending Review**

Review

Flex Spending Health - U.S.

Current Flexible Medical Spending Acct
New Flexible Medical Spending Acct \$500
Status **Not Available**

Pay Period Cost

Enroll in Your Plan

Plan Name

✓ Smart Save Deferred Comp

Select Waive

✓ **Contributions**

You can enter your contribution as a percent or flat dollar amount but not both. You cannot exceed 100 percent.

Before Tax Amount

Navigation of PeopleSoft

Step 6.

- Select "Submit Enrollment".
- You will receive a pop-up with confirmation of your benefit update.

Benefit Enrollment * Indicates required field

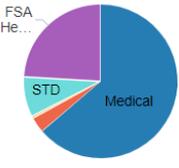
The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the event.
You MUST click on "***Submit Enrollment***" for the elections to be sent to the Benefits Office.

▼ **Enrollment Summary**

Your Pay Period Cost [redacted] Full Cost [redacted] FSA He... [redacted]

Status **Pending Review** Employer Cost [redacted]

Submit Enrollment



NOTE: Your changes will take effect in the pay period the change was made.