

The purpose of this job aide is to provide a guide to update Life & AD&D and/or Voluntary Life Beneficiary allocation percentage.

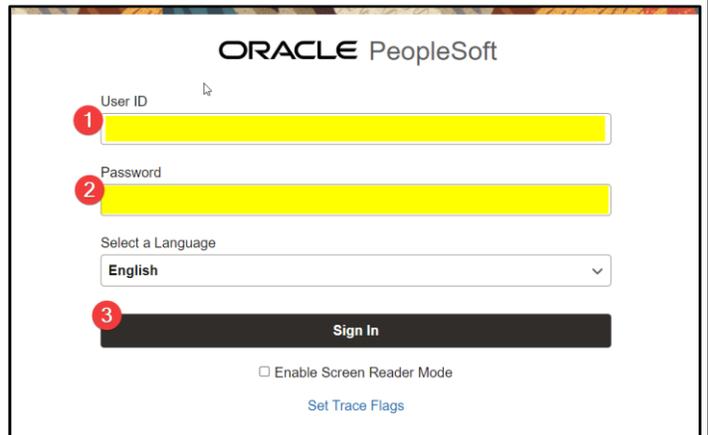
Navigation of PeopleSoft

Step 1.

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

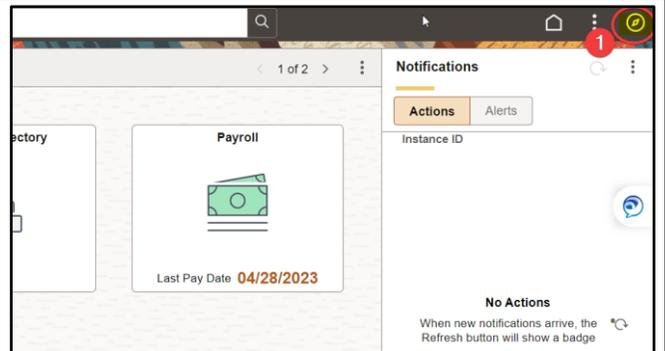
Step 2.

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

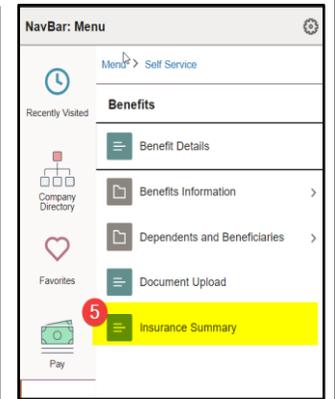
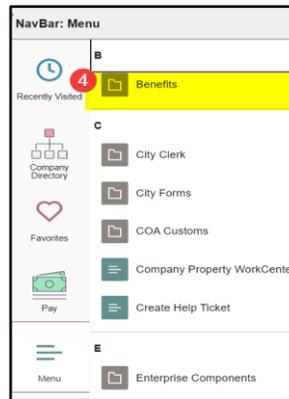
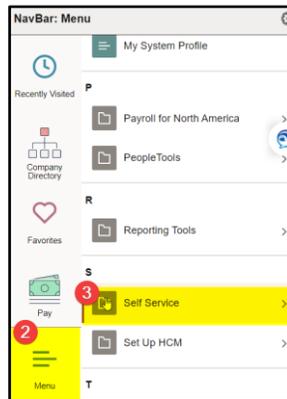


Step 3.

- Select the NavBar at the top right of the home page.



- Select Menu
- Select Self Service
- Select Benefits
- Select Insurance Summary



Navigation of PeopleSoft

Step 4.

- Select the Type of Benefit link to update.
- Select Edit.

Benefits Summary

Type of Benefit	Plan Description	Coverage
Voluntary Life		Waived
Life and AD and D	Basic Life/AD&D Active EE's	\$1.4 X Salary
Dependent Life		Waived
Spousal Life		Waived
Short-Term Disability	Short Term Disability	60% of Salary
Long-Term Disability		Waived

To view your benefits as of another date, enter the date and select Go

05/10/2023 Go

Life and AD and D

Plan Name Basic Life/AD&D Active EE's
 Plan Provider MUTUAL OF OMAHA INSURANCE
 Coverage Level \$1.4 X Salary
 Group Number

Covered Beneficiaries

To view or edit the personal information for a beneficiary, click on the new beneficiary.

Dep/Ben Coverage Details

Name	Relationship to Employee

Edit

Step 5.

- Enter updated allocation.
NOTE – A primary allocation totaling 100% is required. A secondary allocation is not required, but is recommended.

To change the allocations for your current beneficiaries, choose an Allocation type. An individual can not be both a primary and a secondary beneficiary. Enter an amount or percent.

To add a new beneficiary, use the Add a New Beneficiary button.

Allocation Type

Enter Primary Allocations as

Enter Secondary Allocations as

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
<input type="checkbox"/>			100		<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>					<input type="text" value=""/>	<input type="text" value=""/>

Primary Allocation = First individual to receive benefit.

Secondary (or contingent) Beneficiary Allocation = Receives benefit only if the primary beneficiary is deceased.

1 Update Totals (100)

2 Save

- Select "Update Totals" to ensure your amount is 100%.
- Select "Save".
- Select "Ok".