Benefits Self Service (eBenefits)

PeopleSoft eBenefits self-service transactions enable employees to review, add and update their benefit and dependent/beneficiary information. Select the 'Benefit Details' tile.



View and/or Update Life Insurance Beneficiaries

Click on the Employee Basic Life or Employee Voluntary Life insurance link in the Benefits Summary to view and/or update your beneficiary information.

On this page you can:

- 1. View your current beneficiaries
- 2. Allocate the percentage of your benefit
- 3. Add or Edit your beneficiaries

Select 'Employee Basic Life' or 'Employee Voluntary Life'

C Employee Self Service		Medical		â
Eenefits Summary	Fred Flintstone Engineering Tech IV			
Dependent/Beneficiary Info	Benefits Summary			
Benefits Enrollment		As Of 05/29/2018		
fordable Care Act	~	Refresh		
	Type of Benefit	Plan Description	Coverage or Participation	
	Medical	Kaiser 3 \$200 Ded \$10/30 Rx	Employee + Spouse	>
	Dental	WDS-PPO Plan \$1250 DP	Employee + Spouse	>
	Employee Basic Life	Basic Life (1.5xBase,Max150K)	Salary X 1.5	>
	Dependent Basic Life	Dep BLife-\$5K Sp/\$2K Children	\$5000	>
	Deferred Compensation	ICMA 457 - \$120 Monthly	\$60 Before Tax	>
	Pension Plan	SERS Plan		
	Administration Fee	Employer Paid Admin Fee	Participating	

The Covered Beneficiaries section shows your current beneficiary information and the amount allocated to your Primary and Secondary beneficiaries. If you have not previously chosen a beneficiary no names will show in this box.

- To edit the personal information for one of your beneficiaries click on the linked name.
- To edit your beneficiary information click on 'Edit' under the Dep/Ben Coverage Details box.

Employee Basic Life

Fred Flintstone To view your benefits as of another date, enter the date and select Go. 55/07/2018 Go Employee Basic Life

Plan Name	Basic Life (1.5xBase,Max150K)		
Plan Provider	Spokane City Employee Benefits (Life)		
Coverage Level	Salary X 1.5		
Group Number	399122-E		

Covered Benefici	aries					
Select Edit to change	your current beneficiary allocations	s. Select the beneficial	ry's name to edit the			
individual's personal information.						
Dep/Ben Coverage	Details					
Name	Relationship to Employee	Primary Allocation	Secondary Allocation			
	·····	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,			
Flintstone Wilma A	Spouse	100%				
,						
Flintstone.Pebbles L	Child		100%			

Names cannot be removed from this list through the self-service pages. If you do not want to choose someone as a beneficiary DO NOT allocate a percentage to them.

To change allocations just input your changes into the allocation fields.

Cha	ange Current E	Beneficiaries and	Allocations				
Em Free To ch indiv perce	ployee Basic Life d Flintstone hange the allocations f idual can not be both a ent.	e Basic for your current beneficiarie a primary and a secondary	c Life (1.5xBase,I es, choose an Allocati beneficiary. Enter an	Max150K) on type. An amount or			
To a	dd a new beneficiary, u	use the Add a New Benefic	ciary button.				
Allocation Type Enter Primary Allocations as Percent Enter new allocations in these fields. Each column must equal 100%.						llocations in Each column 100%.	
	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation	
	Wilma A Flintstone	Spouse	100				
	Pebbles L Flintstone	Child		100			
	Add a New Beneficiary Update Totals 0 0						
Retu	urn to Life Insurance M Save	lain					

Click 'Save' after updating allocations to save your choices. You will receive a Save Confirmation page showing that your save was successful. On the confirmation page, Click on "OK", then click on the "Return to Life Insurance Main" link to view your updated beneficiary information.

Save Confirmation				
✓	The Save was successful.			
	OK			

To add a new beneficiary whose name is not on the list, click on the 'Add a New Beneficiary' button. This will take you to the personal information page to enter their details.

Ch	ange Current E	Beneficiaries and	Allocations			_
Em Fre	ployee Basic Life d Flintstone	Basi	c Life (1.5xBase,	Max150K)		
To cl indiv perc	hange the allocations f idual can not be both a ent.	or your current beneficiarie a primary and a secondary	es, choose an Allocat / beneficiary. Enter an	ion type. An amount or		
To a	dd a new beneficiary, u Illocation Type	ise the Add a New Benefic	ciary button.			
	Enter Primary A	Allocations as Percent		V		
	Enter Secondary A	Allocations as Percent		•		
Al	location Details					
	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
	Wilma A Flintstone	Spouse	100			
	Pebbles L Flintstone	Child		100		
	Add a New Beneficia	iry	Update	e Totals	0	0
Reti	urn to Life Insurance M	ain				
	Save					

elect Save once you have added your Deper	ndent/Beneficiary's persor	nal information. Th	nis	
Personal Information				
*First Name Middle Name *Last Name			Add the pers Beneficiary o Enter all fiel	sonal details for your ne on this page. ds, then click on the ' <mark>S</mark> a
Name Suffix Name Suffix Date of Birth *Gender Social Security Number *Relationship to Employee		T	button.	
Status Information				
*Marital Status *Student *Disabled *Tobacco User	Single No No Non Smoker	¥ ¥	As ofAs of	
Address and Telephone	Non Shioker		AS OI	[8]
Same Address as Employee Country United States Address 818 S Smith Spokane, WA 99205				
Same Phone as Employee				

Change Current Beneficiaries and Allocations

Employee Basic Life

Free	Flintstone					
To ch indivi perce	ange the allocations fo dual can not be both a ent.	r your current beneficiaries primary and a secondary b	, choose an Allocatio eneficiary. Enter an	on type. An amount or		
To ac	ld a new beneficiary, us	se the Add a New Beneficia	ary button.			
Α	llocation Type					
	Enter Primary A	Ilocations as Percent		¥		
	Enter Secondary A	Ilocations as Percent		v		
All	ocation Details					
	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
	Wilma A Flintstone	Spouse	100			
	Pebbles L Flintstone	Child		50		
	Betty Rubble	Friend		50		
Retu	Add a New Beneficiar Irn to Life Insurance Ma	y ain	Update	Totals	0	0
			New benef portion of y	iciary added. You your benefit to th	can now alloca e new benefici	ate a ary.

Basic Life (1.5xBase,Max150K)

Employees are the beneficiary on all Dependent Basic Life, Spouse Voluntary Life or Child Voluntary Life plans so no beneficiary updates are necessary for those plans.

Amount of coverage available can be viewed on the Benefits Summary page.