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Welcome to Employee Self Service

Welcome to the Employee Self Service User Guide. This guide is designed to provide you with the information you need to successfully use the HR Employee Self Service features and includes instructions on the following topics:

**Personal Information**

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Marital Status
- Name Change
- Preferred Name Change
- Ethnic Groups

**Payroll and Compensation**

- View Paycheck
- View W-2
- View Voluntary Deductions
- View Direct Deposit
- View Compensation /History
- View W-4 Tax Information
- W2 Reissue Request

**Benefits**

- Benefits Summary
- Beneficiary Information

**Who Do I Call For Help?**

If you have a question regarding your data in the Employee Self Service pages, please contact the appropriate area within the Human Resources department. If you have a question regarding your login or access to the Employee Self Service pages or browser functionality, please contact the IT Department. The numbers are provided below for your reference:

**Human Resources** - 240-313-2356

**Information Technology** - 240-313-2260
**How do I access Employee Self Service?**

Go to PeopleSoft HRMS located at [http://esx-psprd2:9009/HRPRD91/signon.html](http://esx-psprd2:9009/HRPRD91/signon.html) and login using your User ID and password. Your UserID and Password = your employee id. (000000). This six-digit number is located on your paycheck.

---

**We recommend you change your Password by following this navigation:** Main Menu>Change My Password

---

Once you have logged onto PeopleSoft, you will encounter the following screen. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck data under the **Payroll and Compensation** section. You can view your enrollments: Medical, Dental, Vision, Life, AD&D, Long-Term Disability, Supplemental Long-Term Disability. Any change you make to your information will not appear in the database until approved by Human Resources.
**Personal Information**

The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft HRIS System. This information, for the most part, was provided to the County at your time of hire. You will see the most current information when viewing this section. Not all fields will or should be populated.

If you would like to speak with a representative from Human Resources regarding this information, please call 240-313-2350 or email hr3@washco-md.net.

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the County menu.

Follow the above navigation: Main Menu>Self Service>Personal Information>Personal Information Summary

**It is critical that this information is correct. Please notify Human Resources if any of this information is incorrect.**
You can update the following information:

- Home & Mailing Address
- Phone Number
- Emergency Contacts
- Email Addresses

You can view the following information:

- Name
- Gender
- Date of Birth
- Birth Country and State
- Social Security Number
- Marital Status
- Military Status
**Update Your Home & Mailing Address**

You can update your address information by clicking on the **Home and Mailing Address** link under Personal Information on the County menu.

**Home Address:**

**Navigation:** Main Menu>Self Service>Personal Information>Home and Mailing Address

**Note:** Your HOME & Mailing addresses are now required, so please ensure that both your HOME and MAILING addresses are typed correctly and are up-to-date. Click the **Edit button** for the Address Type HOME.
Navigation: Main Menu > Self Service > Personal Information > Home and Mailing Address
You will need to change the date and then proceed to change your address. See notes below for additional information.

**Note:** Your HOME address is your physical address, your place of residence. Post Office (PO Box) addresses are not acceptable for HOME address.

Enter your address on Address 1 and, if any, on Address 2, then enter your City, State, Postal (Zip Code), County, and the effective date. Click Save.
You will receive the above screen when you select “Save”. Click “OK”

Once you click Save, you will be directed to the Save Confirmation page. Click OK to return to the Home and Mailing Address page. You will receive a system-generated email to all of the email addresses that you have on file in the system to let you know that a change was made.
Click the “Address Type” button to add a mailing address. Then click “Add.” Insert the address and click “Save.”

**Mailing Address:**

The above screen will appear. Click “OK.” A message will be sent to the Human Resources Department for their approval.

**Note:** Your MAILING address is the official address to which Human Resources and Payroll will mail important information such as your W-2’s, 1042, benefit information and other correspondence. Your Mailing address can be a PO Box, the same as your HOME address, or a different physical address.

When editing your MAILING address, you will see a Copy Address from Home check box. Checking this box allows you to update your MAILING address with your current
HOME address. This eliminates the need for retyping the address if it’s the same as your home.

**Update Your Phone Number**

You can update your phone information by clicking on the **Phone Numbers** link under Personal information on the County menu.

**Navigation:** Main Menu>Self Service>Personal Information>Phone Numbers

Click on the Add a Phone Number button to add an additional phone number.
Click the drop-down button and select the appropriate “Phone Type.”

Enter the Phone Type for your telephone number. You may add more than one phone number. Once you select the Phone Type, enter your 10-digit phone number without any formatting. The system will automatically format the field once you tab out. If you are entering more than one phone number, select which number you would like to store as the preferred phone. To update the existing phone type, simply enter the new number over the old data. Click on the Save button to submit the data. This will automatically update the PeopleSoft HR database.
Once you save the phone number(s), you will be directed to the Save Confirmation page. Click the OK button to return to the Phone Numbers page.
**Update Your Email Addresses**

You can update your Email addresses by clicking on the Email addresses link under Personal Information on the County menu. Email options will vary based on your relationship with the County as well as your use of the County’s email system.

**Navigation:** Main Menu>Self Service>Personal Information>Email Address

Work-related Emails, including County Announcements and Events and Employee Self Service confirmations, are sent to employees’ Business Email address. You are not able to update the “Business” email address. If your business email needs updated, please contact Human Resources.

To add an Email type, click on the Add an Email Type button and enter the Email address for that type. To update the existing Email address type, simply enter the new address over the old data. Click on the Save button to
submit the data. This will automatically update the PeopleSoft HRIS database.

Once you save the Email addresses, you will be directed to the Save Confirmation page. Click the OK button to return to the Email Addresses page.
NOTE: The “Business” email address is not available for you to change. Please contact Human Resources if this requires updating.
**Update Your Emergency Contact**

You can update your emergency contact by clicking on the **Emergency Contacts** link under Personal Information on the County menu. Click on the Edit button to make changes to the current contact information. If you do not have an existing emergency contact, click on the Add an Emergency Contact button to add one. (However, if you made changes during this session to your address, the changes will not appear in this section until HR has approved them.)

**Navigation:** Main Menu>Self Service>Personal Information>Emergency Contacts
Enter contact name, relationship, address and phone information. If the contact’s address and phone information (Be sure to scroll all the way down the page to complete the information) is the same as yours, click the two check boxes to default the data from your personal information. Click on the Save button to submit the data. This will automatically update the PeopleSoft HR database.

Once you save the emergency contact(s), you will be directed to the Save Confirmation page. Click the OK button to return to the Emergency Contacts page.
Save Confirmation

The Save was successful.

OK
**View Your Marital Status**

*This page is not available.*

If your marital status has changed, then it’s a good time to reconsider your health care coverage, tax withholdings, beneficiaries, and other important information. To ensure your benefits information is updated to reflect this event change in your life, please contact the Human Resources at 240-313-2350 or Email hr3@washco-md.net. Human Resources will forward the necessary paperwork for you to complete.

**IMPORTANT!!!** You are required to provide Human Resources with a Marriage Certificate within 30 days of the event.
**Name Change**

You can view your name by clicking on the **Name Change** link under Personal Information on the County’s menu.

You can change your first, middle and last name by clicking on the **Edit Name Change** link under Personal Information on the County’s menu. Once you have completed this task, click on “Refresh Name,” This will change how your name is displayed in the PeopleSoft HR database.

A message will be sent to the Human Resources Department for their approval. If necessary, further documentation may be required to verify this information.
If you wish to add an Email address for your preferred name, click the Email Address on the Preferred Name Change page. Select Add an Email Type and enter the Email address.

**Email Addresses**

![Email Addresses](image)

**NOTE:** The “Business” email address is not available for you to change. Please contact Human Resources if this requires updating.
View Your Ethnic Group

You can view your ethnic group by clicking on the **Personal Information Summary** link under Personal Information. You will need to scroll to the bottom to see the header “Ethnic Groups.”

Navigation: Main Menu>Self Service>Personal Information>Personal Information Summary
Benefits

The Benefits section can be used to view your current benefits information that is tracked in the PeopleSoft system. This includes such plans as medical, dental, vision, flexible spending accounts, life, disability, savings plans, retirement, and leave.

If you would like to speak with a representative regarding this information, please call 240-313-2356 or email dpeyton@washco-md.net
**View Your Health Care Summary**

This feature allows you to review the current plans for you and your family. Using the designated link provides you with a more detailed explanation for each family member.

### Health Care Summary

Amy Fowler

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

02/03/2014  Go

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Low Option Medical</td>
<td>Family</td>
</tr>
<tr>
<td>Dental</td>
<td>High Option Dental Plan</td>
<td>Family</td>
</tr>
<tr>
<td>Vision</td>
<td>12 Month Vision Plan</td>
<td>Family</td>
</tr>
<tr>
<td>Same Sex Spouse Medical</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Same Sex Spouse Dental</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Same Sex Spouse Vision</td>
<td>Waived</td>
<td></td>
</tr>
</tbody>
</table>

Go to: [Health Care Dependent Summary](#)

*Navigation: Main Menu>Self Service>Benefits>Benefits Information>Health Care Summary*
**View Your Health Care Dependent Summary**

PeopleSoft offers several methods to view information. The following instruction provides you with different navigations to achieve this information.  **Note: This should be completed before editing your Open Enrollment Form.**

![Health Care Dependent Summary](image)

**Health Care Dependent Summary**

**Amy Fowler**

Use the link to view your dependents by their name or type of benefit. To view your benefits as of another date, enter the date and select Go.

<table>
<thead>
<tr>
<th>Dependents Summary by Name</th>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Benefit</strong></td>
<td><strong>Description</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Medical</td>
<td>Low Option Medical</td>
<td>Sheldon Fowler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandy Fowler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helen A Fowler</td>
</tr>
<tr>
<td>Dental</td>
<td>High Option Dental Plan</td>
<td>Sheldon Fowler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandy Fowler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helen A Fowler</td>
</tr>
<tr>
<td>Vision</td>
<td>12 Month Vision Plan</td>
<td>Sheldon Fowler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandy Fowler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helen A Fowler</td>
</tr>
</tbody>
</table>

**Return to Health Care Summary**

**Navigation:**  Main Menu>Self Service>Benefits>Benefits Information>Health Care Summary

If you click on the link at the arrow you will be re-directed to the Health Care Summary page.
**View Your Health Care Dependent Summary**

**Health Care Dependent Summary**

Amy Fowler

Use the link to view your dependents by their name or type of benefit.

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

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Description</th>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Low Option Medical</td>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
<tr>
<td>Dental</td>
<td>High Option Dental Plan</td>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
<tr>
<td>Vision</td>
<td>12 Month Vision Plan</td>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
</tbody>
</table>

**Navigation:** Main Menu>Self Service>Benefits>Dependents and Beneficiaries>Health Care Dependent Summary.

The County covers dependent children until the end of the month in which they reach 26 years of age. However, if your dependent child is disabled, they may be allowed to stay on the plan after 26 years of age. To qualify for this benefit you will need to complete a “Disability Certificate” provided by our healthcare vendor. Please contact Human Resources if this applies to you for further information.
**View Your Insurance Beneficiary Summary**

This feature allows you to review your Life Insurance Beneficiary information in PeopleSoft.

![Insurance Beneficiary Summary](image)

*Insurance Beneficiaries by Type of Benefit*

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Name</th>
<th>Relationship</th>
<th>Primary Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life</td>
<td>Fowler Sheldon</td>
<td>Spouse</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Navigation:** Main Menu>Self Service>Benefits>Dependents and Beneficiaries>Insurance Beneficiary Summary.
**View Your Benefits Summary**

You can view your Benefit Summary by clicking on the **Benefits Summary** link under Self Service on the County menu. Here you will be able to review your benefits. Be sure to scroll down to view all the plans.

![Benefits Summary](image)

**Benefits Summary**

Amy Fowler

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

01/29/2014  [Go]

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Low Option Medical</td>
<td>Family</td>
</tr>
<tr>
<td>Dental</td>
<td>High Option Dental Plan</td>
<td>Family</td>
</tr>
<tr>
<td>Vision</td>
<td>12 Month Vision Plan</td>
<td>Family</td>
</tr>
<tr>
<td>Same Sex Spouse Medical</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Same Sex Spouse Dental</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Same Sex Spouse Vision</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Life</td>
<td>Term Life</td>
<td>Salary X 1 + 0</td>
</tr>
<tr>
<td>AD and D</td>
<td>Accidental Death/Dismemberment</td>
<td>Salary X 2 + 0</td>
</tr>
<tr>
<td>Dependent Life - Family</td>
<td>Dependent Life</td>
<td>See Dependent Cours</td>
</tr>
<tr>
<td>Dependent Life - Child(ren)</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Dependent Life - Spouse</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>Short-Term Disability</td>
<td>Short Term Disability</td>
<td>70% of Salary</td>
</tr>
<tr>
<td>Long-Term Disability</td>
<td>Long Term Disability-Core</td>
<td>40% of Salary</td>
</tr>
<tr>
<td>Supplemental LTD</td>
<td>Long Term Disability-Supp</td>
<td>20% of Salary</td>
</tr>
<tr>
<td>457</td>
<td>457 Deferred Compensation</td>
<td>$43 Before Tax</td>
</tr>
</tbody>
</table>

Go to: [Enroll in Benefits](link)

**Navigation:** Main Menu>Self Service>Benefits>Benefits Summary
View Dependent/Beneficiary Info

You can view your Dependent and Beneficiary Information by clicking on the **Benefits** link under Self Service on the County menu. Here you will be able to review not only your dependents and beneficiaries, but the Dependent/Beneficiary Coverage Summary for your family.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Date of Birth</th>
<th>Marital Status</th>
<th>Marital Status Date</th>
<th>Student</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheldon Fowler</td>
<td>Spouse</td>
<td>10/10/1964</td>
<td>Married</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Mandy Fowler</td>
<td>Child</td>
<td>06/11/1996</td>
<td>Single</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Derek Fowler</td>
<td>Other</td>
<td>05/01/1996</td>
<td>Single</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the persons listed above, the following can also be allocated to as beneficiaries.

**Navigation:** Main Menu>Self Service>Benefits>Dependent/Beneficiary Info

To view what benefit plans your family is currently enrolled in, click the “Dependent/Beneficiary Coverage Summary” link at the bottom of the screen.

**STUDENT NOTE:** The County does not track student status. In accordance with the Affordable Care Act and County policy, dependent children can remain on their parents insurance until the end of the month in which they turn 26 years or age.

**DISABLED DEPENDENT NOTE:** If you have a disable dependent child, the child may remain on the County’s policy after 26 years of age. However, the healthcare provider we are currently with makes this determination. You will need to complete documentation to the carrier for this approval.
### Dependent and Beneficiary Information

**Amy Fowler**

The people listed below may be eligible for Benefit Coverage. Select a name to view or modify their personal information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Date of Birth</th>
<th>Marital Status</th>
<th>Marital Status Date</th>
<th>Student</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheldon Fowler</td>
<td>Spouse</td>
<td>10/15/1964</td>
<td>Married</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Maritza Fowler</td>
<td>Child</td>
<td>09/11/1996</td>
<td>Single</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Derek Fowler</td>
<td>Other</td>
<td>05/01/1998</td>
<td>Single</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the persons listed above, the following can also be allocated as beneficiaries.

**No Beneficiaries on Record**

---

*This link will display the Dependent and Beneficiary Coverage Summary.*
You will need to scroll down to review your dependents.

To review previous enrollments, you can enter a date and then press “Go” and the system will display previous enrollments.
### Dependent and Beneficiary Coverage Summary

Amy Fowler

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

01/01/2010  Go

<table>
<thead>
<tr>
<th>Dep/Ben Details</th>
<th>Dependent/Beneficiary Name</th>
<th>Relationship</th>
<th>Type of Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheldon Fowler</td>
<td>Spouse</td>
<td>Medical</td>
<td>Choice Medical Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental</td>
<td>High Option Dental Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vision</td>
<td>12 Month Vision Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Life</td>
<td>Term Life</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dependent Life - Family</td>
<td></td>
<td>Dependent Life</td>
<td></td>
</tr>
<tr>
<td>Mandy Fowler</td>
<td>Child</td>
<td>Medical</td>
<td>Choice Medical Plan</td>
<td></td>
</tr>
</tbody>
</table>
View Insurance Summary

This feature allows you to review your current Life, AD & D, Dependent Life Family, Short-Term Disability, Long-Term Disability, and Supplemental LTD benefits, as well as review your Life Insurance Beneficiary.

<table>
<thead>
<tr>
<th>Insurance Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Fowler</td>
</tr>
</tbody>
</table>

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

01/01/2010  Go

<table>
<thead>
<tr>
<th>Benefits Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Benefit</td>
<td>Plan Description</td>
</tr>
<tr>
<td>Life</td>
<td>Term Life</td>
</tr>
<tr>
<td>AD and D</td>
<td>Accidental Death/Dismemberment</td>
</tr>
<tr>
<td>Dependent Life - Family</td>
<td>Dependent Life</td>
</tr>
<tr>
<td>Short-Term Disability</td>
<td>Short Term Disability</td>
</tr>
<tr>
<td>Long-Term Disability</td>
<td>Long Term Disability-Core</td>
</tr>
<tr>
<td>Supplemental LTD</td>
<td>Long Term Disability-Supp</td>
</tr>
</tbody>
</table>

Go to:

Insurance Beneficiary Summary
Open Enrollment

PeopleSoft Self Service gives you the opportunity to enroll in your benefits online during Open Enrollment. The following procedure will assist you in accomplishing this task. Use the navigation below each screen shot for reference. You may make changes to your benefit selections until the final enrollment date. NO changes can be made after the final enrollment date (Please refer to the PeopleSoft system or the Open Enrollment materials for the specific date).

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
<th>Event Status</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Enrollment</td>
<td>12/21/2013</td>
<td>Open</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
</table>

Navigation: Main Menu > Self Service > Benefits > Benefits Enrollment

Click “Select”
Event Date – This date reflects the Open Enrollment period for which you are electing benefits, and reflects the effective pay period for the enrolling year.

BENEFIT CREDITS – Full-time employees opting-out of benefit options (Medical, Dental, and Vision) are eligible for benefit credits. These are based on the elections you choose. Please refer to the Benefit Credit form in your Open Enrollment packet.

NOTE: If you or any of your dependents are covered by another healthcare plan, we will need that information forwarded to Human Resources.

Click “Edit” to view your current coverage and make changes if necessary.
Note: To view your covered dependents, you will need to scroll down to the bottom of this screen.

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.

**NOTE:** We cover dependent children until the end of the month in which they turn age 26. However, if your dependent child is disabled they may be permitted to remain on the plan after the age of 26. You will be required to complete a “Disability Certificate” from our health care vendor to be considered for this option. Please contact HR for further information should this apply to you.

**NOTE:** When adding a dependent, we require a copy of the Birth Certificate or Marriage License as proof of eligibility.

Open Enrollment allows you the opportunity to add or remove dependents.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

<table>
<thead>
<tr>
<th>Enroll</th>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td></td>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td></td>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
</tbody>
</table>

If you need to add a dependent to your plan, click “Add a dependent or beneficiary.” Upon completion of this form, an email will be sent to you confirming you have requested to add a dependent. An email will also be sent to Human Resources to approve this addition.

**NOTE:** When adding a dependent to the plan, Birth Certificates and Marriage Certificates are required.
The County covers dependent children until the end of the month in which they reach 26 years of age. However, if your dependent child is disabled, they may be allowed to stay on the plan after 26 years of age. To qualify for this benefit you will need to complete a “Disability Certificate” provided by our healthcare vendor. Please contact Human Resources if this applies to you for further information.
You will then be redirected to the below screen. Be sure to check the dependent you just added.

NOTE: We cover dependent children until the end of the month in which they turn age 26.

NOTE: When adding a dependent, we require a copy of the Birth Certificate or Marriage License as proof of eligibility.

You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent’s name.

<table>
<thead>
<tr>
<th>Enroll</th>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td>☑</td>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td></td>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
</tbody>
</table>

Select the **Update Elections** button to store your choice until you are ready to submit your final
You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name:

<table>
<thead>
<tr>
<th>Enroll</th>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td></td>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td></td>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
</tbody>
</table>

NOTE: When adding a dependent, we require a copy of the Birth Certificate or Marriage License as proof of eligibility.

NOTE: We cover dependent children until the end of the month in which they turn age 26.
Click “Update Elections” Review the below screen for accuracy before clicking “Update Elections” again. If you made a mistake, and would like to start over, select “Discard Changes.”

**Benefits Enrollment**
**Medical**

Amy Fowler

![Important: Your enrollment will not be complete until you submit your choices to the Benefits Department.]

**Your Choice**
You have chosen Low Option Medical with Family coverage. You are also covering Family.

**Your Estimated per-pay-period Cost**
Your Cost: $32.34

**Your Covered Dependents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheldon Fowler</td>
<td>Spouse</td>
</tr>
<tr>
<td>Mandy Fowler</td>
<td>Child</td>
</tr>
<tr>
<td>Helen A Fowler</td>
<td>Child</td>
</tr>
</tbody>
</table>

**NOTE:** You will need to go through this process for each benefit offered (medical, dental, and vision).
**Flexible Spending Election**

*If you are electing to enroll in the County’s Flexible Spending Plan, click “Edit” on the Flex Spending Health – U.S.”*

<table>
<thead>
<tr>
<th>Benefit Description</th>
<th>Before Tax</th>
<th>After Tax</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same Sex Spouse Medical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Sex Spouse Dental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Sex Spouse Vision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flex Spending Health - U.S.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flex Spending Dependent Care</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

This table summarizes estimated costs for your new benefit choices. (The “Employer” column displays the amount the Company is contributing to subsidize the cost of your benefits.)
Click “Health Care FSA” radio button.
The County has 26 payrolls per year. If you know your “Annual Pledge” enter the amount in the available box and click “Update Elections.”

PeopleSoft provides a “Worksheet” feature to help you calculate your annual and bi-weekly contributions.
Select an Option

- No, I do not want to enroll
- Health Care FSA

This plan requires that you specify an annual pledge amount.

Annual Pledge:  

Worksheet: Open the Worksheet button to help calculate your annual pledge for this plan year.

Update Elections  Discard Changes

Select the Update Elections button to store your choice until you are ready to submit your final election.

---

Flex Spending Health - U.S.

Amy Fowler

Flexible Spending Accounts Worksheet

Use this worksheet to determine your desired Annual Pledge. Once you enter your New Annual Pledge, select the Calculate button to estimate your per-pay-period contributions.

Estimate from Per-Pay-Period Contributions

Your New Annual Pledge:  

Minus Your Year-ToDate Contributions:  

Divided by Pay Periods Remaining:  

Estimated Per-Pay-Period Contribution:  

Return to Benefits Enrollment - Health Flexible Spending

Calculate
Populate the amount you wish to contribute and hit “Calculate.” If it is not the correct amount, you can remove that amount and start over until you reach the amount you are comfortable contributing for the Fiscal Year. **REMEMBER: We have 26 payrolls per fiscal year.**

If you attempt to exceed the IRS maximum allowed annual contributions, you will receive a message.

The system will direct you to the below screen for your review prior to completing your Flex Spending Health – U.S. election.

![Benefits Enrollment](image)

This same process works for Flexible Spending Dependent Care as well.
Once you have reviewed your information, click “Submit,” you will be redirected to the following page. Please read the page carefully.
Benefits Enrollment
Submit Benefit Choices
Amy Fowler

You have almost completed your enrollment. If you have no further changes, select the "Submit" button at the bottom of this page to finalize your benefit choices.

BENEFIT CREDITS: Full-time employees opting-out of benefit options (Medical, Dental and Vision) are eligible for benefits credits. Please refer to the BENEFIT CREDIT FORM located in the Open Enrollment material. If you do not complete this form and submit by the designated deadline you will NOT receive Benefit Credits.

Select the "Cancel" button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you’d like up until your enrollment deadline. However, once you select the "Submit" button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

AFLAC If you are interested in enrolling or making changes to AFLAC, you must meet with the AFLAC Representative. The representatives Open Enrollment schedule is located in the Open Enrollment packet.

Authorize Elections

Authorize Elections

By submitting your benefit choices you are authorizing the company to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Select the "Submit" button to send your final choices to the Benefits Department.

Select the "Cancel" button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Click “Submit” again.

AFLAC – If you are interested in enrolling or making changes to AFLAC, you must meet with the AFLAC Representative. The representatives Open Enrollment schedule is located in the Open Enrollment packet.
OTHER INSURANCE - If you or a family member is enrolled in other health care insurance, please forward this information to Human Resources.

At this time, you will receive the following message.

Benefits Enrollment
Submit Confirmation
Amy Fowler

Your benefit choices have been successfully submitted to the Benefits Department. You will receive a confirmation statement within one week after Open Enrollment has ended. To return to the Benefits Enrollment page, use the OK button.

BENEFIT CREDITS: Full-time employees opting out of benefit options (Medical, Dental and Vision) are eligible for benefits credits. Please refer to the BENEFIT CREDIT FORM located in the Open Enrollment material. If you do not complete this form and submit by the designated deadline you will NOT receive Benefit Credits.

Click “OK”

Be sure to sign out of the system if you are sharing a computer.
Benefits Enrollment

Amy Fowler

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.

The Information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

<table>
<thead>
<tr>
<th>Open Benefit Events</th>
<th>Event Date</th>
<th>Event Status</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Enrollment</td>
<td>12/21/2013</td>
<td>Submitted</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
</table>

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

OTHER INSURANCE: If you are enrolled in other health insurance, please forward this information to Human Resources.

Congratulations!!! You have just completed your Open Enrollment Form using Self Services in PeopleSoft.
Payroll and Compensation

The Payroll and Compensation section can be used to view your paychecks, leave balances, voluntary deductions, and compensation history that are tracked in the PeopleSoft system. It can also be used to view your direct deposit and W-4 tax information.

If you would like to speak with a representative from Payroll regarding this information, please call 340-313-2302 or Email hr3@washco-md.net
**View Your Paycheck**

You can view your current earnings, taxes, deductions, net pay and leave balances by clicking on the **View Paycheck** link under Payroll and Compensation on the County’s system.

**Navigation:** Main Menu>Self Service>Payroll and Compensation>View Paycheck

Select the paycheck you wish to view by clicking the appropriate check date. Checks are in PDF format.
Note: Any paycheck information prior to January, 2000 is not available.
**View Your Voluntary Deductions**

*You can view your voluntary deductions by clicking on the **Voluntary Deductions** link under Payroll and Compensation on the County’s menu.*

![Voluntary Deductions](image)

**Voluntary Deductions**

Amy Fowler  
Washington County Commissioners

Review, add or update your voluntary deductions information.

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Navigation:** **Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions**
**View Your Direct Deposit**

*You can view your direct deposit distribution by clicking on the Direct Deposit link under Payroll and Compensation on the County’s menu.*

**Direct Deposit**

Amy Fowler

Review, add or update your direct deposit information.

<table>
<thead>
<tr>
<th>Direct Deposit Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Type</strong></td>
<td><strong>Routing Number</strong></td>
</tr>
<tr>
<td>Checking</td>
<td>052000113</td>
</tr>
</tbody>
</table>

*Pay Statement Print Option*

*Add Account*

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

**Navigation:** Main Menu>Self Service>Payroll and Compensation>Direct Deposit
**View Your Compensation History**

You can view your compensation history by clicking on the Compensation History link under Payroll and Compensation on the County menu. Click on the View Another Date Range button to choose another timeframe.

**Navigation:** Main Menu>Self Service>Payroll and Compensation>Compensation History

Enter a From Date and To Date and click on the “Continue” button.
Select Date Range

Amy Fowler
HR Administrator

Select From and To dates for your Compensation History inquiry. Leave blank to default to all history.

From Date: 01/01/1900 (example: 12/31/2000)
To Date: 11/25/2013 (example: 12/31/2000)

Continue

Return to Compensation History
**View Your W-4 Tax Information**

You can view your federal tax information by clicking on the **W-4 Tax Information** link under Payroll and Compensation on the County’s menu.
Navigation:  Main Menu>Self Service>Payroll and Compensation>W-4 Tax Information

If you have questions regarding the information presented, please contact Payroll at 240-313-2302.

W-2

This feature will be released at a later date.
**Where can I find a current copy of the Employee Self Service User Guide?**

*This guide is located in the Microsoft Outlook under Public Folder in the HR Folder. It can also be located on the County’s Intranet website at [http://intranet.washco-md.net/](http://intranet.washco-md.net/)*
Glossary of Definitions

*Benefit Credits* – Full-time employees opting-out of benefit options (Medical, Dental, and Vision) are eligible for benefit credits. The credits are based on the selections you chose. (See Benefit Credit form for details)

*Current* - refers to what plan you are currently enrolled in

*Event Date* – This date reflects the Open Enrollment period for which you are electing benefits, and reflects the effective pay period for the enrolling year.

*Initial Enrollment* – time of hire

*New* – refers to the current fiscal year’s plan in which you will be enrolled

*Qualified Family Status Change* – is referring to marriage, divorce, birth, adoption, foster care, and loss of coverage