



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Adding a Beneficiary

1. Click the **Benefits** tile on the **Employee Self Service** home page.
2. Click the **Benefits Summary** link on the **Benefits Self Service** page.
3. Click a link for a life insurance or deferred compensation plan in the **Benefits Summary** table
4. Click the **Edit** button in the **Covered Beneficiaries** section on the **Plan Details** page.
5. Click the **Add Beneficiary** button link
6. Enter information about the beneficiary on the **Dependent/Beneficiary Personal Information** page
7. Click the **Save** button.

Note

The beneficiary you add may also be a dependent, depending on his/her relationship to you. You can adjust allocations to include the new beneficiary. You cannot enroll the dependent/beneficiary in a medical, dental, or vision plan outside of a life event or enrollment.

You can add a beneficiary only from life insurance and deferred compensation pages.

The screenshot displays the Oracle Employee Self Service interface. The top navigation bar includes 'Employee Self Service' and 'Benefits'. The main content area shows the 'Benefits Summary' page for Don Smith. The 'Benefits Summary' table lists various plans, including 'Basic Life 10000 ER'. The 'Covered Beneficiaries' section is visible, showing a list of beneficiaries with an 'Edit' button. The 'Add a New Beneficiary' button is highlighted. The 'Dependent/Beneficiary Personal Information' form is shown, with fields for 'First Name', 'Middle Name', 'Last Name', 'Name Prefix', 'Name Suffix', 'Date of Birth', 'Gender', 'First National ID', and 'Relationship to Employee'. The 'Address and Telephone' section is also visible, with a checkbox for 'Same Address as Employee'. The 'Save' button is highlighted at the bottom.