



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

#### CVC Voucher Requests

1. Click the **Benefits** tile on the **Employee Self Service** home page.
2. Click the **CVC Voucher Request** link
3. Enter information on the **CVC Voucher Request** page: Subject, your Empl ID, your name, your doctor's information (optional)
4. Click the **Submit** button
5. Click the **OK** button on the **CVC Voucher Request** approval page.

The screenshots illustrate the process of submitting a CVC Voucher Request through the Oracle Employee Self Service portal. The first screenshot shows the home page with the 'Benefits' tile highlighted (1). The second screenshot shows the 'Benefits Self Service' page with the 'CVC Voucher Request' link highlighted (2). The third screenshot shows the 'CVC Voucher Request' form with fields for Subject, Priority, Status, Employee ID, Name, Doctor's Name, Office Number, and Fax Number. The 'Submit' button is highlighted (4). The fourth screenshot shows the 'CVC Voucher Request' approval page with the 'OK' button highlighted (5).

#### Note

You must be enrolled in the CVC Vision Voucher plan in order to submit a request.