



Contra Costa County PeopleSoft Training

Life Events

Quick Reference Guide

Life events are personal events that can affect your benefit coverages. Contra Costa County recognizes several types of life events: Marriage, Adding a Domestic Partner, Adoption of a Child, Birth of a Child, Death of a Dependent, Divorce/Legal Separation, Gain of Coverage Elsewhere, Loss of Coverage Elsewhere, Deferred Compensation Contribution Change, and Request of a CVC voucher.

PeopleSoft 9.2 provides a guided process that takes you through each step required to complete entering life event information in the system. You can access the Life Events using the following navigation after signing into PeopleSoft:

From the Classic Home Page--Main Menu > Self Service > Benefits > Life Events

From Fluid Employee Self Service Home Page: NavBar > Navigator > Self Service > Benefits > Life Events

Some life events may also affect some of your personal information stored in the system, e.g. your name, address, and contact information as well as some Payroll information, e.g., tax withholding information (W-4 and DE-4) and direct deposits. You can update this information using the eProfile and ePay portions of PeopleSoft Self Service.

Marriage

- ✓ Enter date of marriage
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload your marriage certificate
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Divorce/Legal Separation

- ✓ Enter date of divorce/separation
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload your divorce/separation documents
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Birth of a Child

- ✓ Enter date of the birth
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload the birth certificate
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits



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Adoption of a Child

- ✓ Enter date of adoption
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload the Supporting Document
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Death of Dependent

- ✓ Enter date of death
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload the Supporting Document
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Add Domestic Partner

- ✓ Enter date of Domestic Partner Addition
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload the Supporting Document
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Loss of Coverage Elsewhere

- ✓ Enter date of loss
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload the Supporting Document
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Gain of Coverage Elsewhere

- ✓ Enter date of gain
- ✓ Review/update Dependent/Beneficiary information
- ✓ Upload the Supporting Document
- ✓ Review your benefits summary
- ✓ Update Benefits enrollments
- ✓ Review Benefits Elections
- ✓ Submit/complete Life Event
- ✓ Use eProfile to make updates to your personal information--name, address, contact information, etc.
- ✓ Use ePay to review/update your tax withholding information and/or your direct deposits

Deferred Compensation Contribution Change

- ✓ Enter date of change
- ✓ Enter Deferred Contribution change
- ✓ Submit/complete event