



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Review Benefits Summary

1. Click the **Benefits** tile on the **Employee Self Service** home page.
2. Click the **Personal Summary** link on the **Benefits Self Service** page.
3. Click a link for a benefit type in the **Benefits Summary** table
4. Review information on the **Plan Details** page
5. Click the **Return to Employee Benefits Summary** link
6. Repeat steps 3-5 for each benefit type in which you are enrolled.

Note

You can also use the Benefits Summary pages to add beneficiaries, edit dependent/beneficiary information, and make adjustments to allocations. These are covered on other Quick Reference Guides.

The screenshot illustrates the Oracle Employee Self Service interface. It shows the main menu with tiles for Benefits, Payroll, and Personal Details. The Benefits tile is highlighted with a red box and a red number 1. The Benefits Self Service page is shown below, with the Personal Summary link highlighted with a red box and a red number 2. The Benefits Summary table is displayed, listing various benefit types such as NonPERS Medical, Dental PPO, Voluntary Vision Plan, Dental HMO, Basic Life, Spouse Life and AD & D, Child Life, Supplemental Life and AD & D, Section 457, DC Special Benefit \$25/\$150, Health Care Spending Account, Flex Spending Dependent Care, Health Savings Account, and CCC PEPR Retirement. The table is highlighted with a red box and a red number 3. The Plan Details page for NonPERS Medical is shown, displaying plan information and a table of covered dependents. The Plan Details page is highlighted with a red box and a red number 4. The Return to Employee Benefits Summary link is highlighted with a red box and a red number 5.

Type of Benefit	Plan Description	Coverage or Participation
NonPERS Medical	Kaiser HMO Plan A	Family
Dental PPO	Delta Dental PPO w/KSRHN	Family
Voluntary Vision Plan	VSP Voluntary Vision Plan	Family
Dental HMO		Waived
Basic Life	Basic Life 10000 ER	\$10,000
Spouse Life and AD & D		
Child Life		
Supplemental Life and AD & D		
Section 457		
DC Special Benefit \$25/\$150		
Health Care Spending Account		
Flex Spending Dependent Care		
Health Savings Account		
CCC PEPR Retirement		

Name	Relationship
Jary Smith	Spouse
Michael Smith	Child