



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

## Review Dependent & Beneficiary Coverage Summary

1. Click the **Benefits** tile on the **Employee Self Service** home page.
2. Click the **Dependent/Beneficiary Info** link on the **Benefits Self Service** page.
3. Click the **Dependent/Beneficiary Coverage Summary** link
4. Review information in the **Dep/Ben Details** table on the **Dependent and Beneficiary Coverage Summary** page.

## Note

The **Dep/Ben Details** table lists a dependent/beneficiary only if he/she is covered in a medical, dental, or vision plan or if he/she has been allocated on a life insurance or a deferred compensation plan.

All dependents and beneficiaries are listed on the **Dependent and Beneficiary Information** grid on the **Dependent and Beneficiary Information** page.

The screenshot shows the Oracle Employee Self Service interface. The top navigation bar includes 'ORACLE', 'Employee Self Service', and various icons. The main content area is divided into three tiles: 'Benefits' (highlighted with a red box and number 1), 'Payroll', and 'Personal Details'. Below the tiles, the 'Benefits Self Service' page is displayed. The left sidebar contains links like 'Benefits Self Service', 'Benefits Employee Self Service', 'Benefits Summary', and 'Dependent/Beneficiary Info' (highlighted with a red box and number 2). The main content area shows 'Dependent and Beneficiary Information' for 'Don Smith'. A table lists dependents: Mary Smith (Spouse) and Michael Smith (Child). Below this, the 'Dependent/Beneficiary Coverage Summary' link is highlighted with a red box and number 3. The bottom section shows the 'Dependent and Beneficiary Coverage Summary' page, which includes a 'Dep/Ben Details' table (highlighted with a red box and number 4) listing various insurance plans for Mary and Michael Smith.

Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
Mary Smith	Spouse	NonPERS Medical	Kaiser HMO Plan A
		Dental PPO	Delta Dental PPO w/KSRH-N
		Voluntary Vision Plan	VSP Voluntary Vision Plan
		Basic Life	Basic Life 10000 ER
		Section 457	Deferred Comp
Michael Smith	Child	DC Special Benefit \$250150	DC150 Spec Ben
		NonPERS Medical	Kaiser HMO Plan A
		Dental PPO	Delta Dental PPO w/KSRH-N
		Basic Life	Basic Life 10000 ER