



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

## Review Dependent & Beneficiary Information

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. Review information in the **Dependent and Beneficiary Information** section

## Note

The Dependent and Beneficiary Information lists all of your current dependents and beneficiaries, whether or not they are covered under a medical, dental, or vision plan or whether they have received an allocation on a deferred compensation or life insurance plan.

The screenshot shows the Oracle Employee Self Service interface. The top navigation bar includes 'Employee Self Service' and a search bar. The main content area is divided into three tiles: 'Benefits' (highlighted with a red box and number 1), 'Payroll', and 'Personal Details'. Below the 'Benefits' tile, the 'Benefits Self Service' page is shown, with the 'Dependent/Beneficiary Info' link highlighted (number 2). The 'Dependent and Beneficiary Information' page is displayed, showing a table of dependents and beneficiaries for 'Don Smith'. The table is highlighted with a red box and number 3.

| Name          | Relationship to Employee | Date of Birth | Marital Status | Dependent | Beneficiary |
|---------------|--------------------------|---------------|----------------|-----------|-------------|
| Mary Smith    | Spouse                   | 09/17/1984    | Married        | Yes       | Yes         |
| Michael Smith | Child                    | 04/27/2015    | Single         | Yes       | Yes         |