Contra Costa County PeopleSoft Training
Employee Self Service
Quick Reference Guide

Editing Allocations

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 life insurance or deferred compensation plan in the **Benefits Summary** table

4. Click the **Edit** button on the plan details page.

5. Edit primary and secondary allocations in the **Allocations Details** section.

6. Click the **Save** Button.

Note

You must designate primary allocations. Secondary allocations are optional. Each must total to 100%.

A beneficiary cannot be both a primary and a secondary allocation.

You do not have to allocate to all beneficiaries.

Allocations are made separately/independently for each life insurance and deferred compensation plan in which you are enrolled.