



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Benefits Reference Materials and Forms

The Benefits Guides section provides links to information about: Computer Vision Voucher Care, Health Plan Comparison Guide, the Mass Mutual Plan Guide, and the Open Enrollment Guide. These links will give you access to the portion of the County website that addresses the CVC program, to a pdf file that provides comparisons of the various health plans available through the county, the coverage they offer, and information about deductibles and out of pocket costs, to pdf from Mass Mutual that describes their retirement (deferred compensation) plan and to a pdf that describes the County's Open Enrollment program

The Plan Highlight section provides access to pdf files containing detailed descriptions of the various plans available from the county—the services covered under the plan, co-pays, out of pocket requirements, etc. These links also provide access to a web pages that describes the CalPERS Long-term Care Offering and the County's Catastrophic Leave program.

The Provider Links section allows you to access provider websites.

The Benefit Forms section provides links to pdf versions of benefit forms that you may need to complete.

And finally, the Other Helpful Links section provides access to the Benefits web page, lists of Frequently Asked Questions (FAQ), and to a web page that describes Health Care Reform—enrollment, market place options, Exchange Plans, etc.

Benefit Guides

- [Computer Vision Care \(CVC\)](#)
- [Health Plan Comparison Guide](#)
- [Mass Mutual Plan Guide](#)
- [Open Enrollment Guide](#)

Benefits Forms

- [Benefit Election at Age 70-1/2](#)
- [Dependent Care Reimbursement](#)
- [Evidence of Insurability Form](#)
- [Fill Out Online CVC Voucher](#)
- [Life Insurance Beneficiary Des](#)
- [Mass Mutual Beneficiary Design](#)

Plan Highlights

- [CALPers Long Term Care](#)
- [Catastrophic Leave](#)
- [Contra Costa Health Plan A](#)
- [Contra Costa Health Plan B](#)
- [Health Net HMO Plan A](#)
- [Health Net HMO Plan B](#)
- [Health Net PPO Plan A](#)
- [Health Net PPO Plan B](#)
- [Kaiser HMO Plan A](#)
- [Kaiser HMO Plan B](#)
- [Kaiser High Deductible Plan](#)
- [Kaiser Teamsters 856 Trust](#)
- [Life Insurance Plan Booklet](#)

Provider Links

- [CALPERS Website](#)
- [Carrier Contact Information](#)
- [Delta Dental](#)
- [Health Net](#)
- [Health Services Providers](#)
- [Kaiser Permanente](#)
- [Mass Mutual DC 457](#)
- [Navia \(Transit and Commuter Be](#)
- [Vision Services Provider \(VSP\)](#)
- [Voya life Insurance](#)

Other Helpful Links

- [Contra Costa Employee Benefit](#)
- [FAQ's](#)
- [FAQ's for Supplemental Life](#)
- [Health care Reform](#)



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Dependent/ Beneficiary Info

1. Click the **Dependent/Beneficiary Info** link
2. Click on a name in the **Dependent and Beneficiary Information** grid
3. Click the **Edit** button
4. Edit information on the **Dependent/Beneficiary Personal Information** page
5. Click the **Save** button
6. Click **OK** on the Confirmation page

Life Event

1. Click on a name in the **Dependent and Beneficiary Information** grid on the **Add/Review Dependent/Beneficiary** page
2. Click the **Edit** button
3. Edit information on the **Dependent/Beneficiary Personal Information** page
4. Click the **Save** button
5. Click **OK** on the Confirmation page

Enrollment

1. Click on the **Add/Review Dependents** or the **Add/Review Beneficiaries** button
2. Click on a name in the **Dependent and Beneficiary Information** grid on the **Add/Review Dependent/Beneficiary** page
3. Click the **Edit** button
4. Edit information on the **Dependent/Beneficiary Personal Information** page
5. Click the **Save** button
6. Click **OK** on the **Confirmation** page