



Contra Costa County PeopleSoft Training

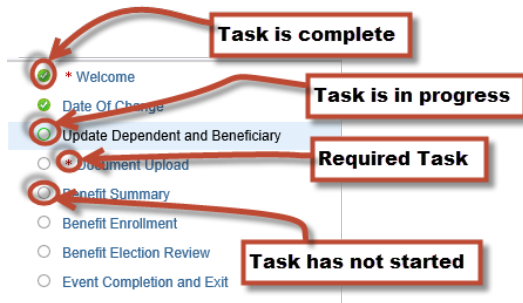
Employee Self Service

Quick Reference Guide

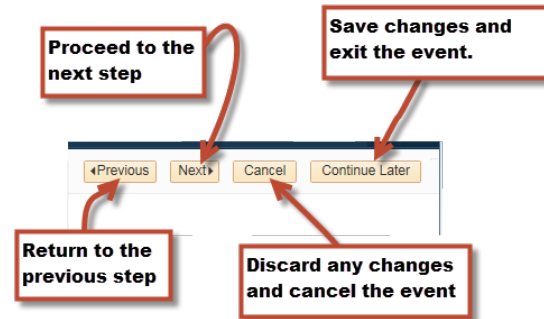
Life Event Page Controls

Life event pages contain an activity guide that helps you move through the life process as well as a set of buttons that allow you to move forward to the next step in the process or backwards to previous steps. These buttons also allow you to save the information you entered and to continue the process later or to cancel the process and discard the information you entered. If you select Continue Later, a Continue my Life Event button will display on the Life Events page.

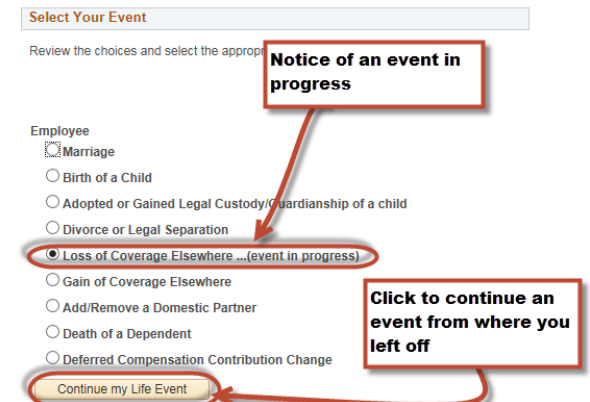
Activity Guide Key



Life Event Navigation Buttons



Life Events



Note

Note some buttons in the activity guide do not turn green, even after the step is complete.



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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