

PeopleSoft 8.8 Quick Reference Guide: Benefits Information

Viewing Benefits Information

1. From the left-hand navigation menu, select **Employee Self Service**.
2. Select **Benefits**.
3. Select **Benefits Home**.
4. Select **Benefits Summary**.

The Benefits Summary page appears. On this screen, you are able view your health care benefits, savings summary, and flexible savings accounts.

Benefits Summary


Susan Alexander

To view your benefits as of another date, enter the date and click Go:

12/06/2004 

Type of Benefit	Plan Description	Coverage or Participation
Medical	QualChoice POS	Employee + Spouse
Dental	DentleMax DPO	Employee + Spouse
Life	Basic Life	\$10,000
Life and AD and D	Supplemental Life 3 X Salary	3 X Salary - \$10,000
Dependent Life		Waived
Short-Term Disability	Short Term Disability	50% of Salary
Long-Term Disability	Long Term Disability	60% of Salary
Legal		Waived
403(b)	Vanguard Plan C 403(b)	7% Before Tax
Sick	Staff Income Protection 8 Hr	-----
Vacation	Category 2 <5 Yrs	-----
Flex Spending Health - U.S.	Flex Health Care Spending Acct	\$1,000 Pledge
Flex Spending Dependent Care		Waived
Pension Plan 1 - U.S.	Plan B Staff Retirement	



You may view your benefits for a different date by clicking on the calendar icon  or typing the date in the field. You must click to refresh the screen with the new information.

12/06/2004 



To view detailed information about a specific benefit, click on the blue underlined hyperlink in the “Type of Benefit” column.

Medical

Susan Alexander

To view your benefits as of another date, enter the date and click Go:

12/06/2004 

Medical	
Plan Name:	QualChoice POS
Plan Provider:	QualChoice Health Plans
Coverage:	Employee + Spouse
Group Number:	003045
Customer Service:	440/460-0670 Ext:
Covered Dependents	
Name	Relationship
Sean Connery	Spouse



To view or edit information about a covered dependent, click on the name of the person.

Dependent/Beneficiary Personal Information

Susan Alexander

Click Edit at the bottom of this page to update your Dependent/Beneficiary's personal information.

Personal Information	
First Name:	Sean
Middle Name:	
Last Name:	Connery
Name Prefix:	
Name Suffix:	
Gender:	Male
Birthdate:	07/06/1947
SSN:	234-23-2345 (Social Security Number)
Relationship to Employee:	Spouse
Status Information	
Marital Status:	Married Marital Status Date: 06/26/1992
Student:	No
Disabled:	No
Smoker:	No
Address and Telephone	
<input checked="" type="checkbox"/> Same Address as Employee	
Country:	United States
Address:	234 Sunshine Ln Cleveland Heights, OH 44116
<input checked="" type="checkbox"/> Same Phone as Employee	
Phone:	216/368-3688
* Required Field	
<input type="button" value="Edit"/>	

To edit the dependent's personal information, status information, phone number or address click at the bottom of the screen.