

New Hire Benefit Event – Employee Self Service

Overview

New employees verify, update, and add their personal information and enroll in benefits on the Employee Self Service New Hire benefit event. You can choose benefit plans appropriate for your benefit group or you can elect to waive any or all benefits. At the end of the enrollment, you will have a confirmation statement with an **electronic signature** to confirm the elections that have been made.

Before starting the New Hire Benefit Event:

- Have your NIS User ID and Password available
 - Have your Social Security Number and your dependents' Social Security number(s), date(s) of birth, and address information available
 - Read the Benefit Guide, including information about your cost/Contribution for the different Benefit plans. Entry into the New Hire event is a “one time” benefit election. Please have your benefit decisions made prior to this point.
 - Please note that some plans require a Primary Care Physician (PCP). You may want to determine who your PCP will be before beginning the New Hire Event by visiting the insurance carrier's website or State Personnel - Benefits website and searching for providers.
-  If changes need to be made after receiving your final confirmation statement, contact your agency HR staff to make those changes within your 30 day time frame.

NIS Policies

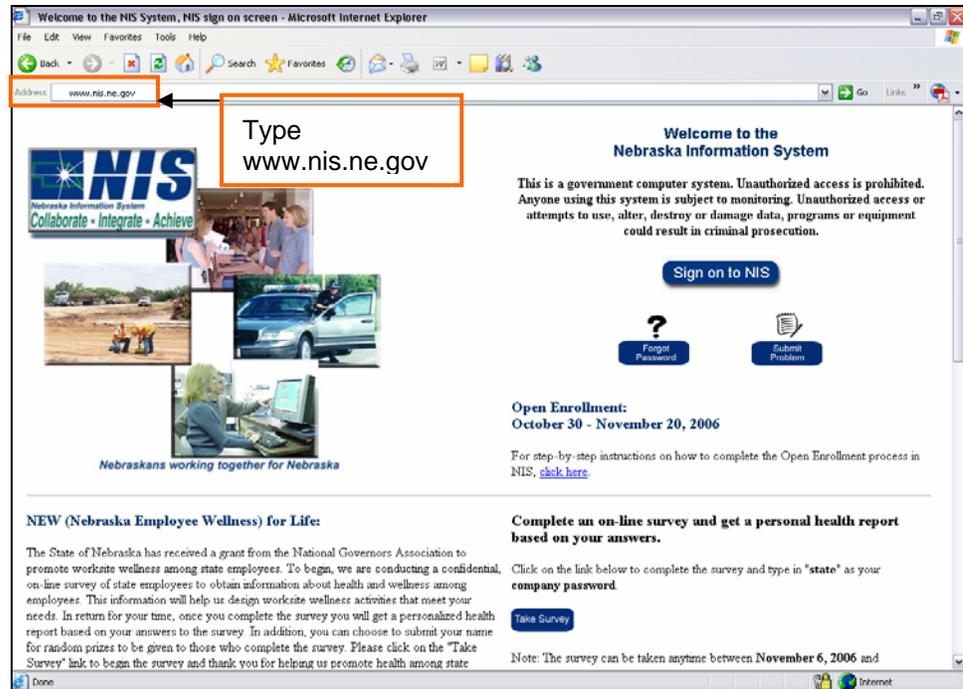
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Employee Self Service > Agency # - (Agency Name) > Self Service Choices > Employee Benefits > New Hire

Steps

1. Open your internet browser (if using Internet Explorer, double click on the blue “e” icon.) 
2. Navigate to the NIS sign on Screen by typing the following in the address: "www.nis.ne.gov".



3. Click the **Sign on to NIS** button.



4. Enter your unique **User ID** in the User ID field and press the tab key on the keyboard.

5. Enter your **password** in the Password field.

6. Click **Sign In**.



7. Click the **drop-down arrow**.



8. Click your **ESS** role.



9. Click the **double right arrows** to the right of the Role.

10. Click the **State of Nebraska** menu.



11. Click the **Employee Self Service** Menu.



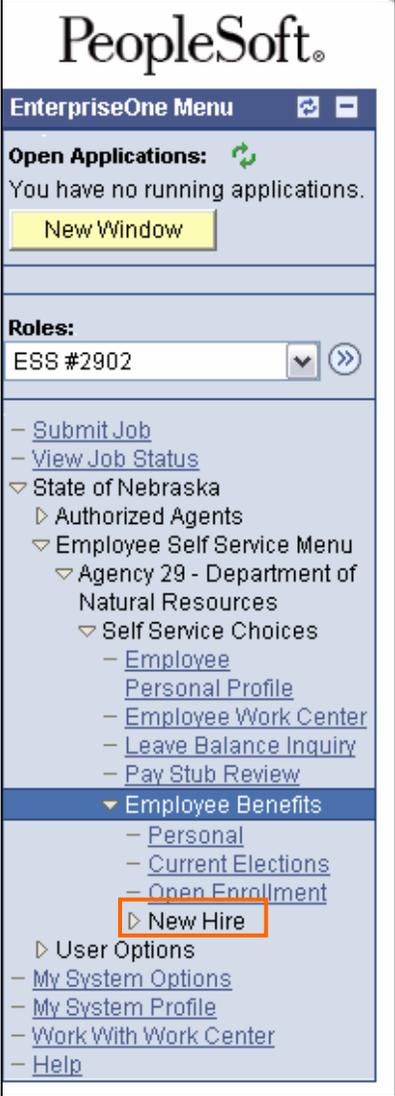
12. Click your **Agency** menu.



13. Click **Self Service Choices**.



14. Click **Employee Benefits**.



The screenshot displays the PeopleSoft EnterpriseOne user interface. At the top, the PeopleSoft logo is visible. Below it is the 'EnterpriseOne Menu' header. The 'Open Applications' section shows 'You have no running applications.' with a 'New Window' button. The 'Roles' section shows 'ESS #2902'. The main menu is expanded to show a tree structure: 'State of Nebraska' > 'Employee Self Service Menu' > 'Agency 29 - Department of Natural Resources' > 'Employee Benefits' > 'New Hire'. The 'New Hire' option is highlighted with a red box.

PeopleSoft®

EnterpriseOne Menu

Open Applications: 
You have no running applications.
[New Window](#)

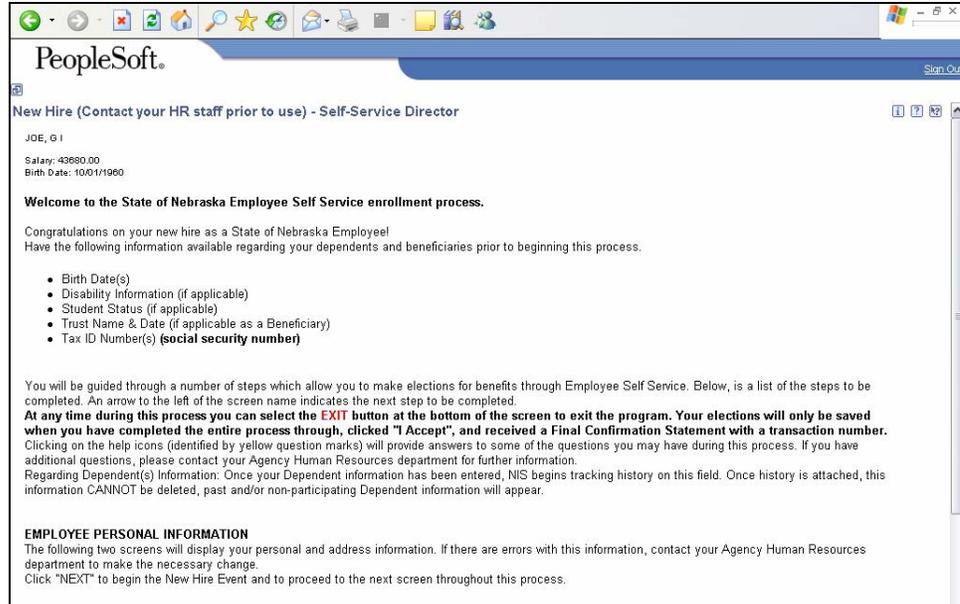
Roles:
ESS #2902

- [Submit Job](#)
- [View Job Status](#)
- ▼ State of Nebraska
 - ▷ Authorized Agents
 - ▼ Employee Self Service Menu
 - ▼ Agency 29 - Department of Natural Resources
 - ▼ Self Service Choices
 - [Employee Personal Profile](#)
 - [Employee Work Center](#)
 - [Leave Balance Inquiry](#)
 - [Pay Stub Review](#)
 - ▼ Employee Benefits
 - [Personal](#)
 - [Current Elections](#)
 - [Open Enrollment](#)
 - ▷ **New Hire**
 - ▷ User Options
 - [My System Options](#)
 - [My System Profile](#)
 - [Work With Work Center](#)
 - [Help](#)

15. Click **New Hire**.



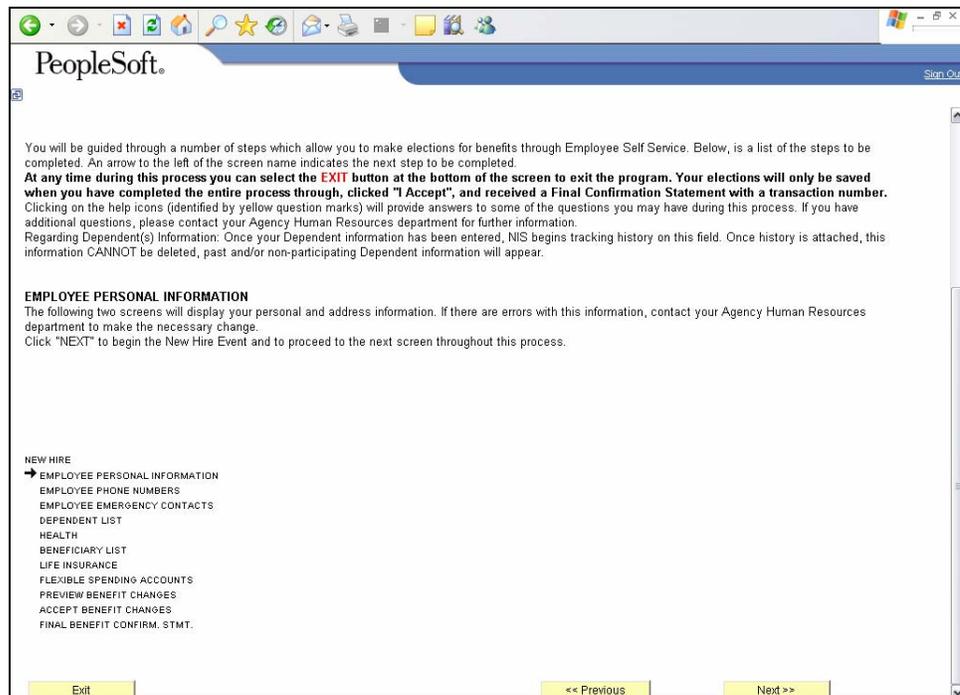
16. Click **New Hire** (Contact your HR staff prior to use).



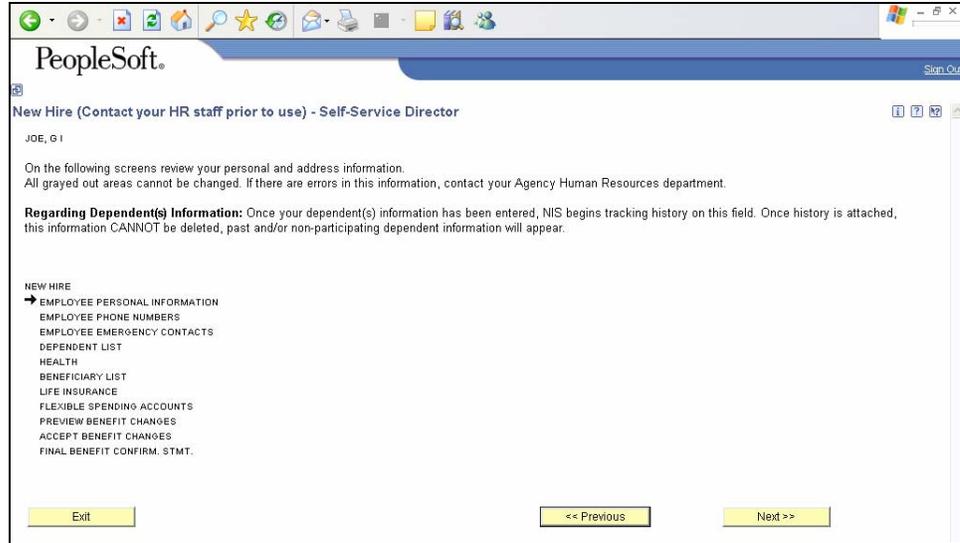
17. On New Hire – Self-Service Director, read the instructions to help you process your new hire open enrollment request.



You will need to scroll down to see the entire page.



18. Click the **Next >>** button.



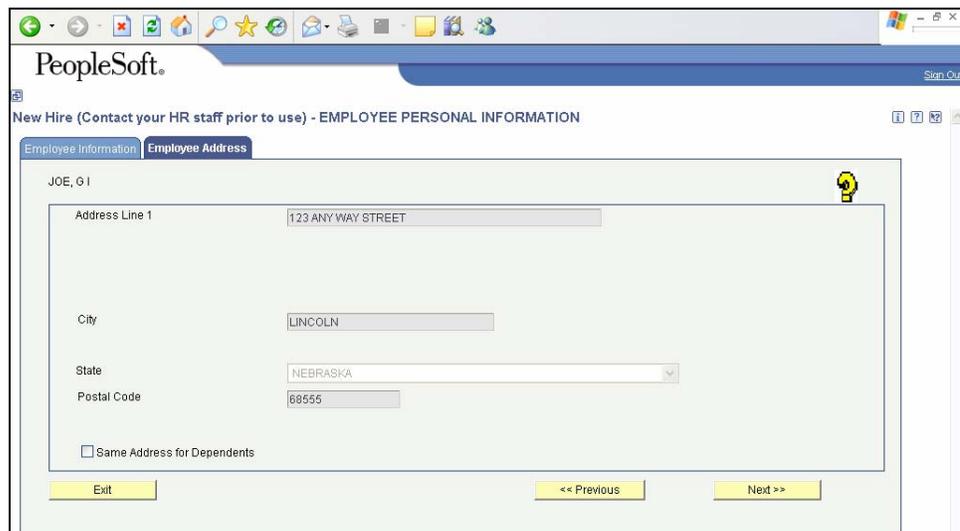
19. On the second New Hire – Self-Service Director window, read the additional instructions that guide you through the process and click the **Next >>** button to proceed to the next step. The New Hire - Employee Personnel Information window will appear.

20. Review the following fields:

- a. Mailing Name
- b. Employee Number
- c. Tax ID
- d. Supervisor
- e. Business Unit

 If there are errors in the grayed out fields, please contact your Human Resources Department within your agency.

21. Click the **Next >>** button.

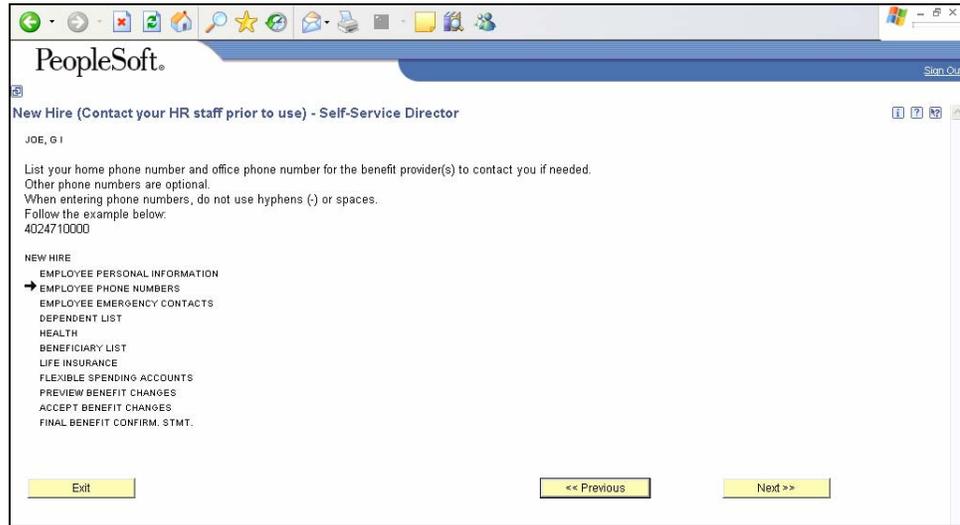


22. On the **Employee Address** tab, review your address information.

23. Update and complete (in capital letters) any of the following fields:

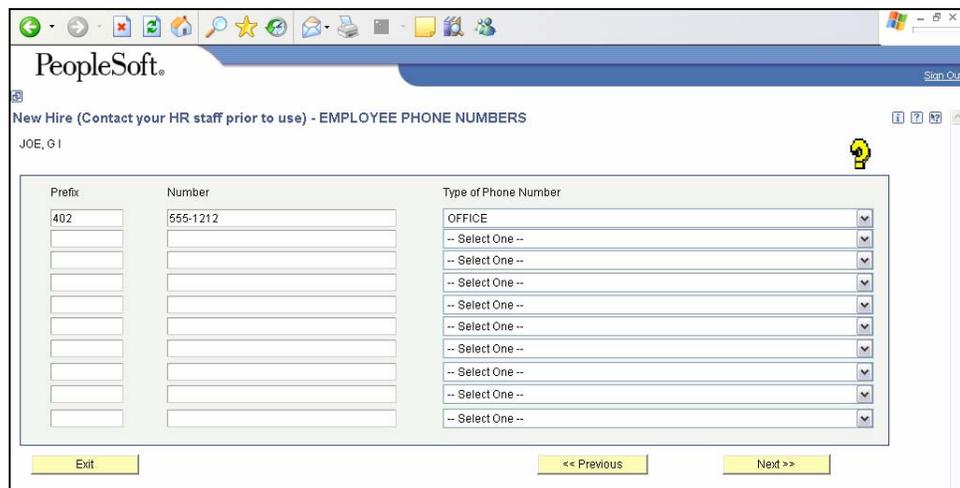
- a. Address Line 1
- b. City
- c. State
- d. Postal Code (Zip Code)

24. Click the **Next >>** button.



25. On New Hire – Self-Service Director, read the instructions for the next step, Employee Phone Numbers. They must be entered without any punctuation (i.e.: hyphen, parenthesis, etc.)

26. Click the **Next >>** button. The New Hire - Employee Phone Numbers window appears.



27. On New Hire – Employee Phone Numbers, complete the following fields:

- e. Prefix (Area Code)
- f. Number
- g. Type of Phone Number

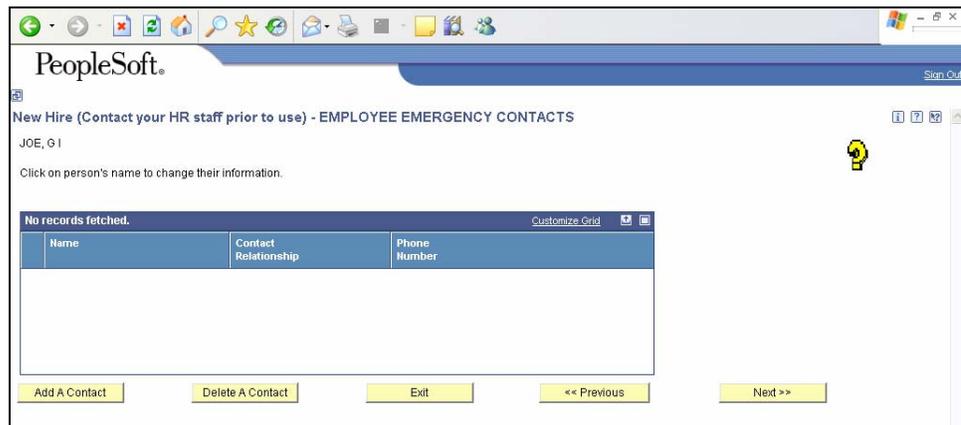
 You are able to add up to 10 phone numbers.

28. Click the **Next >>** button.



29. On New Hire – Self-Director, the Director form tells you that your next step is Employee Emergency Contacts.

30. Click the **Next >>** button. The New Hire - Employee Emergency Contacts window appears.



31. On New Hire – Employee Emergency Contacts, click the **Add a Contact** button. The New Hire - Emergency Contact Information window appears.

PeopleSoft. Sign Out

New Hire (Contact your HR staff prior to use) - Emergency Contact Information

JOE, G I

Name - First, MI, Last

Mailing Name

Contact Relationship

Remark 1

Prefix, Phone Number, Type -- Select One --

Prefix, Phone Number, Type -- Select One --

Address Line

City

State -- Select One --

Postal Code

Exit << Previous Next >>

32. On New Hire – Emergency Contact Information, complete the following fields (in capital letters):

 Do not use punctuation (i.e. hyphen, parenthesis, etc.)

- h. Name – First, MI (Middle Initial), Last
- i. Mailing Name
- j. Contact Relationship
- k. Remark 1 – use for notes or description (i.e.: “Contact only in medical emergency.”)
- l. Prefix (Area Code)
- m. Phone Number
- n. Phone Type
- o. Address Line
- p. City
- q. State
- r. Postal Code (Zip Code)

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New Hire (Contact your HR staff prior to use) - Emergency Contact Information
JOE, G I

Name - First, MI, Last: MARY J JOE
Mailing Name: MARY JOE
Contact Relationship: Wife
Remark 1:
Prefix, Phone Number, Type: 402 555-1112 HOME
Address Line: 123 ANYWAY STREET
City: LINCOLN
State: NEBRASKA
Postal Code: 68522

Exit << Previous Next >>

33. Click the **Next >>** button.

PeopleSoft.
New Hire (Contact your HR staff prior to use) - EMPLOYEE EMERGENCY CONTACTS
JOE, G I
Click on person's name to change their information.

Name	Contact Relationship	Phone Number
MARY JOE	Wife	402 555-1112 HOME

Add A Contact Delete A Contact Exit << Previous Next >>

34. You can add another contact by repeating steps 17-19 and/or click the **Next >>** button to proceed to the next step.

PeopleSoft.
New Hire (Contact your HR staff prior to use) - Self-Service Director
JOE, G I
On the following screen **LIST ONLY THE DEPENDENTS YOU WOULD LIKE TO ADD TO YOUR COVERAGE (Medical, Dental and Vision).**
When updating any of your dependent information, please remember the following:
Dependent Information Tab -
1. Name - First, Middle, Last field - use all CAPITAL LETTERS
2. Mailing Name field - System will automatically fill in name
3. If your dependent is a newborn and you have not received a social security number for this dependent, type "NEWBORN" for the tax identification number.
Dependent Address Tab -
4. If your dependent has the same address, click on the gray box "Same as Employee"

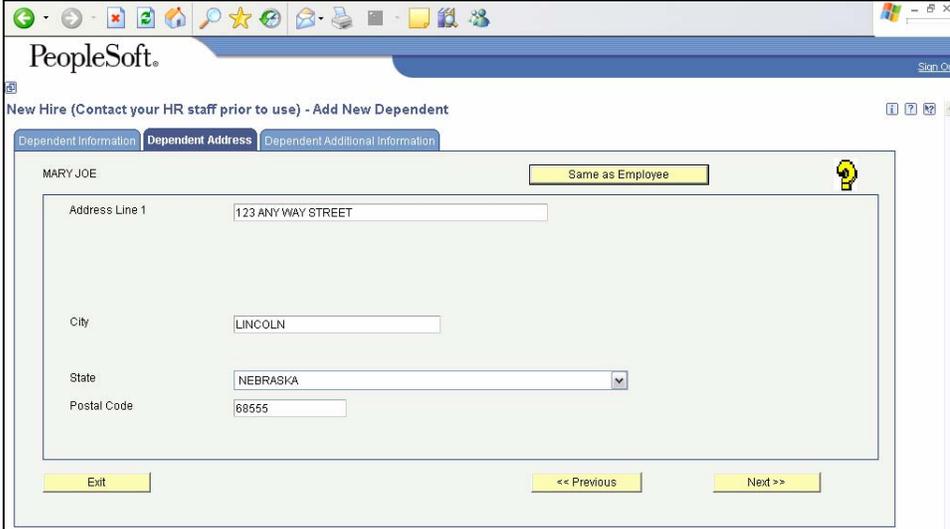
NEW HIRE
EMPLOYEE PERSONAL INFORMATION
EMPLOYEE PHONE NUMBERS
EMPLOYEE EMERGENCY CONTACTS
→ DEPENDENT LIST
HEALTH
BENEFICIARY LIST
LIFE INSURANCE
FLEXIBLE SPENDING ACCOUNTS
PREVIEW BENEFIT CHANGES
ACCEPT BENEFIT CHANGES
FINAL BENEFIT CONFIRM. STMT.

Exit << Previous Next >>

35. On New Hire – Self-Service Director, the Director form gives you instructions for your next step, adding Dependent Information.
36. Click the **Next >>** button.
37. On New Hire – Dependent List, click the **Add New Dependent** button to add a dependent that you would like to cover and receive benefits.
38. On the New Hire – Add New Dependent, complete the following information on the **Dependent Information** tab:
 - s. Name – First, Middle, Last

39. The **Mailing Name** field will automatically populate.
40. Enter the dependent's social security number into the **Tax ID** field.
 -  When entering a newborn dependent/beneficiary for whom a social security number has not yet been assigned enter "NEWBORN"
 -  When entering a trust or estate that has not yet been issued a number, enter "TRUST"
 -  When the employee does not know the dependent/beneficiary social security number, enter "PENDING"
 -  When the dependent/beneficiary does not allow use of their social security number, or they are unable to provide it, use "UNAVAILABLE"
41. You can complete the following optional fields: (You can add up to two phone numbers.)
 - t. Prefix (Area Code)
 - u. Phone Number (do not use dashes; ex. 4025551234)
 - v. Phone Type
 - w. Email Address
42. Click the **Next >>** button.
43. On the **Dependent Address** tab, if the dependent's address is the same as the employee click the **Same as Employee** button.

-  This will automatically populate the address fields with the employee's address information.



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New Hire (Contact your HR staff prior to use) - Add New Dependent

Dependent Information | **Dependent Address** | Dependent Additional Information

MARY JOE Same as Employee

Address Line 1: 123 ANY WAY STREET

City: LINCOLN

State: NEBRASKA

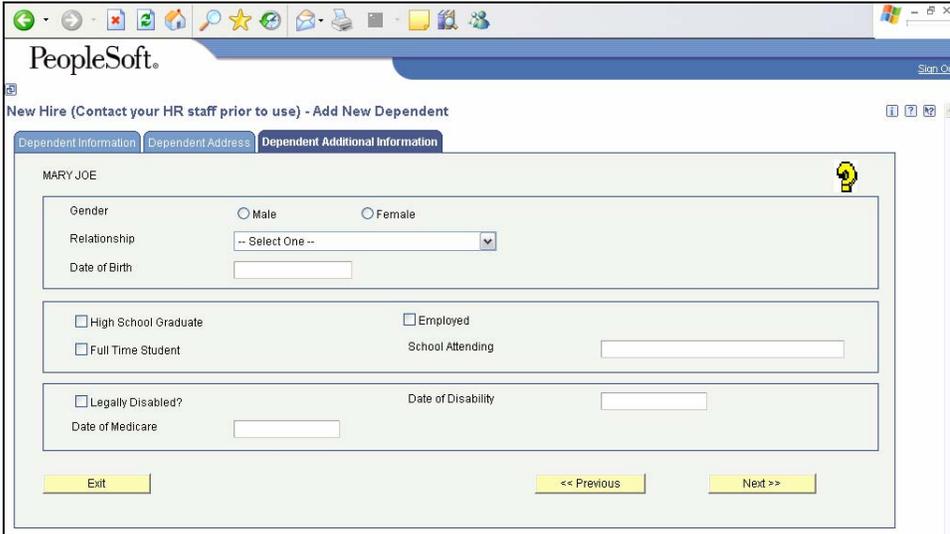
Postal Code: 68555

Exit << Previous Next >>

44. If the address is different from the employee, complete the following fields:

- x. Address Line 1 – street address
- y. City
- z. State
- aa. Postal Code (Zip Code)

45. Click the **Next >>** button. The New Hire - Update Dependent Information window appears.



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New Hire (Contact your HR staff prior to use) - Add New Dependent

Dependent Information | Dependent Address | **Dependent Additional Information**

MARY JOE

Gender: Male Female

Relationship: -- Select One --

Date of Birth: _____

High School Graduate Employed

Full Time Student School Attending _____

Legally Disabled? Date of Disability: _____

Date of Medicare: _____

Exit << Previous Next >>

46. On the **Dependent Additional Information** tab, complete the following fields and choose the options:

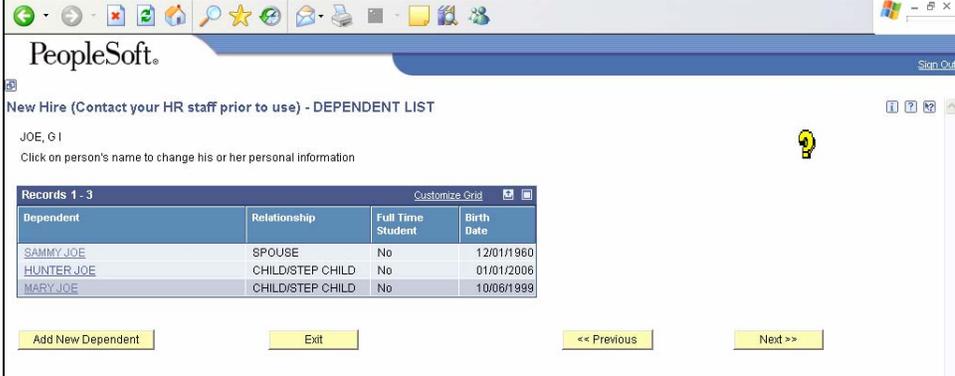
- bb. Gender (Required) – Select Male or Female
- cc. Relationship (Required) – Select Child/Step Child or Spouse
- dd. Date of Birth (Required) – (MMDDYY)

- ee. High School Graduate
- ff. Employed
- gg. Full Time Student
- hh. School Attending - free form text (do not include Elementary school)
- ii. Legally Disabled
- jj. Date of Disability (MMDDYY)
- kk. Date of Medicare

47. Click the **Next >>** button.

48. Repeat steps 23-33 for each additional Dependent.

 If you need to edit a Dependent, click directly on the Dependent name.



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New Hire (Contact your HR staff prior to use) - DEPENDENT LIST

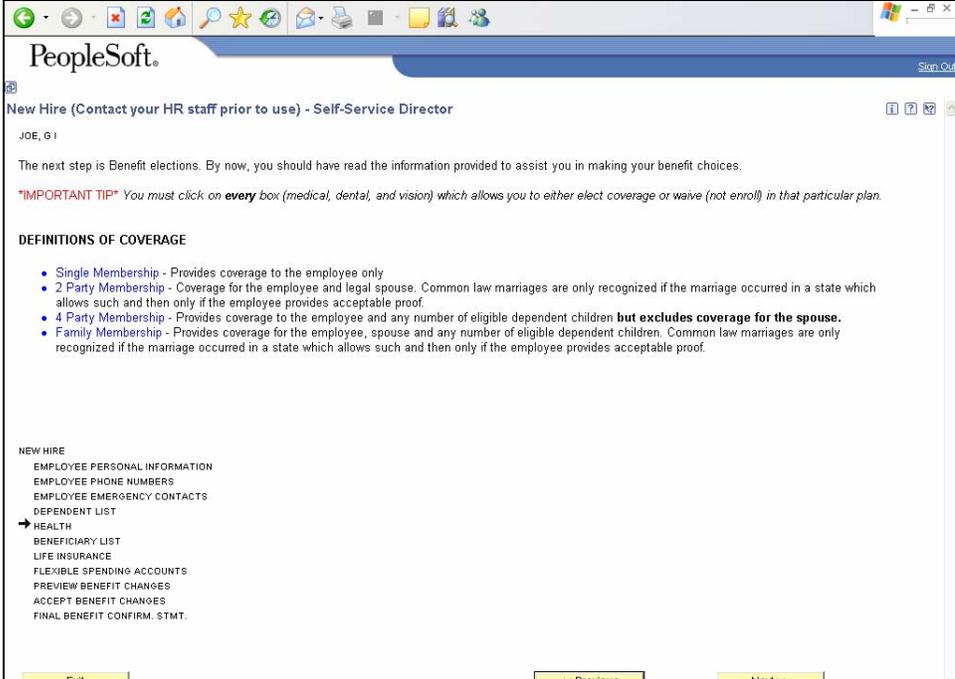
JOE, G I
Click on person's name to change his or her personal information

Dependent	Relationship	Full Time Student	Birth Date
SAMMY JOE	SPOUSE	No	12/01/1960
HUNTER JOE	CHILD/STEP CHILD	No	01/01/2006
MARY JOE	CHILD/STEP CHILD	No	10/06/1999

Add New Dependent Exit << Previous Next >>

49. Click the **Next >>** button.

50. On the New Hire – Self-Service Director, the Director form tells you that you that you will now elect benefits for you and your dependents.



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New Hire (Contact your HR staff prior to use) - Self-Service Director

JOE, G I

The next step is Benefit elections. By now, you should have read the information provided to assist you in making your benefit choices.

IMPORTANT TIP* You must click on **every** box (medical, dental, and vision) which allows you to either elect coverage or waive (not enroll) in that particular plan.

DEFINITIONS OF COVERAGE

- Single Membership - Provides coverage to the employee only
- 2 Party Membership - Coverage for the employee and legal spouse. Common law marriages are only recognized if the marriage occurred in a state which allows such and then only if the employee provides acceptable proof.
- 4 Party Membership - Provides coverage to the employee and any number of eligible dependent children **but excludes coverage for the spouse.**
- Family Membership - Provides coverage for the employee, spouse and any number of eligible dependent children. Common law marriages are only recognized if the marriage occurred in a state which allows such and then only if the employee provides acceptable proof.

NEW HIRE

- EMPLOYEE PERSONAL INFORMATION
- EMPLOYEE PHONE NUMBERS
- EMPLOYEE EMERGENCY CONTACTS
- DEPENDENT LIST
- HEALTH
- BENEFICIARY LIST
- LIFE INSURANCE
- FLEXIBLE SPENDING ACCOUNTS
- PREVIEW BENEFIT CHANGES
- ACCEPT BENEFIT CHANGES
- FINAL BENEFIT CONFIRM. STMT.

Exit << Previous Next >>

51. Click the **Next >>** button. The New Hire - Health window appears.
52. On New Hire – Health, choose who will be covered under the following benefits by clicking the check box options for you and your dependents:

ll. MEDICAL

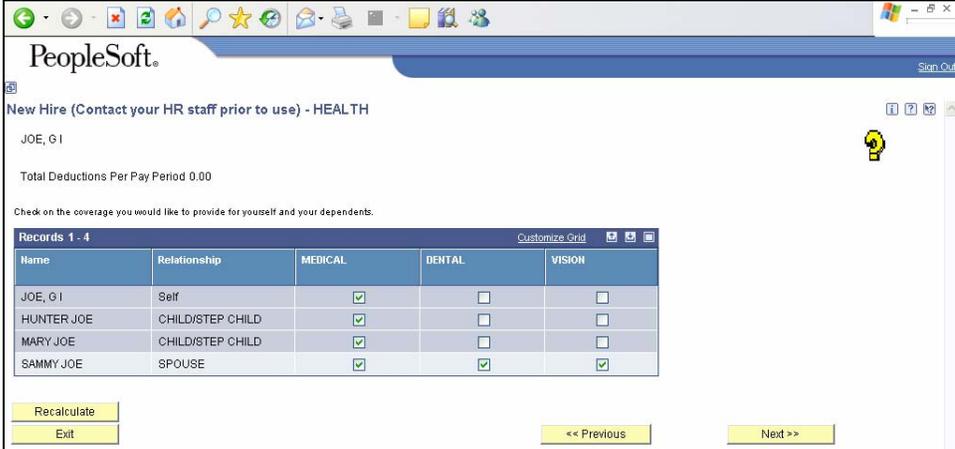
mm. DENTAL

nn. VISION

oo. FLEXMED (This is an option for the **employee only**)

pp. FLEXDEP (This is an option for the **employee only**)

-  If the Employee does not want to enroll in any benefits, they will check each box for themselves only and select the waiver plans.



Name	Relationship	MEDICAL	DENTAL	VISION
JOE, G I	Self	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUNTER JOE	CHILD/STEP CHILD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARY JOE	CHILD/STEP CHILD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAMMY JOE	SPOUSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

53. Click the **Next >>** button. The New Hire - Elect Coverage window appears.
54. On New Hire – Elect Coverage, select from the appropriate medical plans available by clicking the check box to the left of the plan.

-  For all health benefits, the employee will see only the benefit plans that are available, based on their number of dependents being covered and their personal information. For Dental and Vision, when and if the employee chooses themselves and/or their dependents to be covered, the system will automatically enroll them into the appropriate benefit plan.

-  To find a Primary Care Physician (PCP), if required for the benefit plan selected, click into the PCP field and click the visual assist (magnifying glass icon). Choose the appropriate PCP and click Select. For more detailed instructions, please see the [Find a Primary Care Physician instructions](#).

55. Click the **Next >>** button.
56. Repeat steps 40 and 41 until all Health Plans are complete.
-  On Flex Plans, elect the plans and then enter an amount for the Medical Care Reimbursement Account and/or the Dependent Care Reimbursement Account. (Use the amount per pay period.)
57. Click the **Next >>** button.
58. On the New Hire – Self-Service Director, follow the instructions to complete the following step, adding/revising beneficiaries.

PeopleSoft. Sign Out

New Hire (Contact your HR staff prior to use) - Self-Service Director

JOE, G I

The following screen will provide a beneficiary list of those dependents you may have previously entered. This list is provided as a convenience but does **NOT** have to be used if you elect other individuals and/or a Trust as a Beneficiary

This beneficiary election through Employee Self Service is only used for life insurance beneficiaries (Basic, Accidental Death and Dismemberment, and Optional Life). This will **NOT** change your retirement beneficiary (if applicable)

- Primary and secondary beneficiaries must each equal 100%.
- A beneficiary cannot be both primary and secondary.
- You may have more than one primary or secondary beneficiary.

NEW HIRE

- EMPLOYEE PERSONAL INFORMATION
- EMPLOYEE PHONE NUMBERS
- EMPLOYEE EMERGENCY CONTACTS
- DEPENDENT LIST
- HEALTH
- BENEFICIARY LIST
- LIFE INSURANCE
- FLEXIBLE SPENDING ACCOUNTS
- PREVIEW BENEFIT CHANGES
- ACCEPT BENEFIT CHANGES
- FINAL BENEFIT CONFIRM. STMT.

Exit << Previous Next >>

59. Click the **Next >>** button.

60. On New Hire – Beneficiary List, click the **Add New Beneficiary** button to add a beneficiary.

61. To modify a beneficiary, click directly on the beneficiary name.

PeopleSoft. Sign Out

New Hire (Contact your HR staff prior to use) - BENEFICIARY LIST

JOE, G I

Click on person's name to change his or her personal information

Beneficiary	Relationship	Full Time Student	Birth Date
SAMMY JOE	SPOUSE	No	12/01/1960
HUNTER JOE	CHILD/STEP CHILD	No	01/01/2006
MARY JOE	CHILD/STEP CHILD	No	10/06/1999

Add New Beneficiary Exit << Previous Next >>

62. On New Hire – Add New Beneficiary, complete or modify the following information for on the **Beneficiary Information** tab:

qq. Name – First, Middle, Last

63. The **Mailing Name** field will automatically populate.

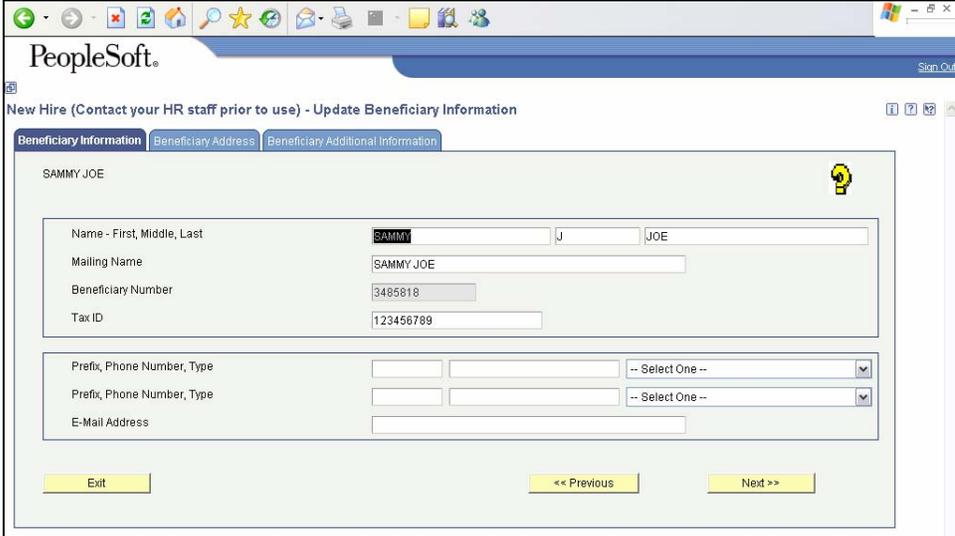
64. Enter or modify the beneficiary's social security number into the **Tax ID** field. (**Note:** If you do not know the **Tax ID**, enter **11111111** into the field.)

When entering a newborn dependent/beneficiary for whom a social security number has not yet been assigned enter "NEWBORN"

When entering a trust or estate that has not yet been issued a number, enter "TRUST"

When the employee does not know the dependent/beneficiary social security number, enter "PENDING"

-  When the dependent/beneficiary does not allow use of their social security number, or they are unable to provide it, use “UNAVAILABLE”



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New Hire (Contact your HR staff prior to use) - Update Beneficiary Information

Beneficiary Information | Beneficiary Address | Beneficiary Additional Information

SAMMY JOE

Name - First, Middle, Last SAMMY J JOE

Mailing Name SAMMY JOE

Beneficiary Number 3485818

Tax ID 123456789

Prefix, Phone Number, Type -- Select One --

Prefix, Phone Number, Type -- Select One --

E-Mail Address

Exit << Previous Next >>

65. Complete the following optional fields: (You can add up to two phone numbers.)

- rr. Prefix (Area Code)
- ss. Phone Number
- tt. Phone Type
- uu. Email Address

66. Click the **Next >>** button.

67. On the **Beneficiary Address** tab, if the beneficiary's address is the same as the employee, click the **Same as Employee** button.

-  This will automatically populate the address fields with the employee's address information.

68. If the address is different from the employee, complete the following fields:

- vv. Address Line 1 – street address
- ww. City
- xx. State
- yy. Postal Code (Zip Code)

PeopleSoft
New Hire (Contact your HR staff prior to use) - Update Beneficiary Information

Beneficiary Information | **Beneficiary Address** | Beneficiary Additional Information

SAMMY JOE Same as Employee

Address Line 1: 123 ANY WAY STREET

City: LINCOLN

State: NEBRASKA

Postal Code: 68555

Exit << Previous Next >>

69. Click the **Next >>** button.

PeopleSoft
New Hire (Contact your HR staff prior to use) - Update Beneficiary Information

Beneficiary Information | Beneficiary Address | **Beneficiary Additional Information**

SAMMY JOE

Gender: Male Female

Relationship: SPOUSE

Date of Birth: 12/01/1960

High School Graduate Full Time Student

Employed School Attending

Legally Disabled? Date of Disability

Date of Medicare

Exit << Previous Next >>

70. On the **Beneficiary Additional Information** tab, complete the following fields and choose the following options:

- zz. Gender (Required) – Select Male or Female
- aaa. Relationship (Required) – Select Child/Child Step, Other, Parent (Step-Parent), Spouse, Trust
- bbb. Date of Birth (Required) – (MMDDYY)
- ccc. High School Graduate
- ddd. Employed
- eee. Full Time Student
- fff. School Attending - free form text (do not enter elementary school)
- ggg. Legally Disabled
- hhh. Date of Disability (MMDDYY)

iii. Date of Medicare

71. Click the **Next >>** button.

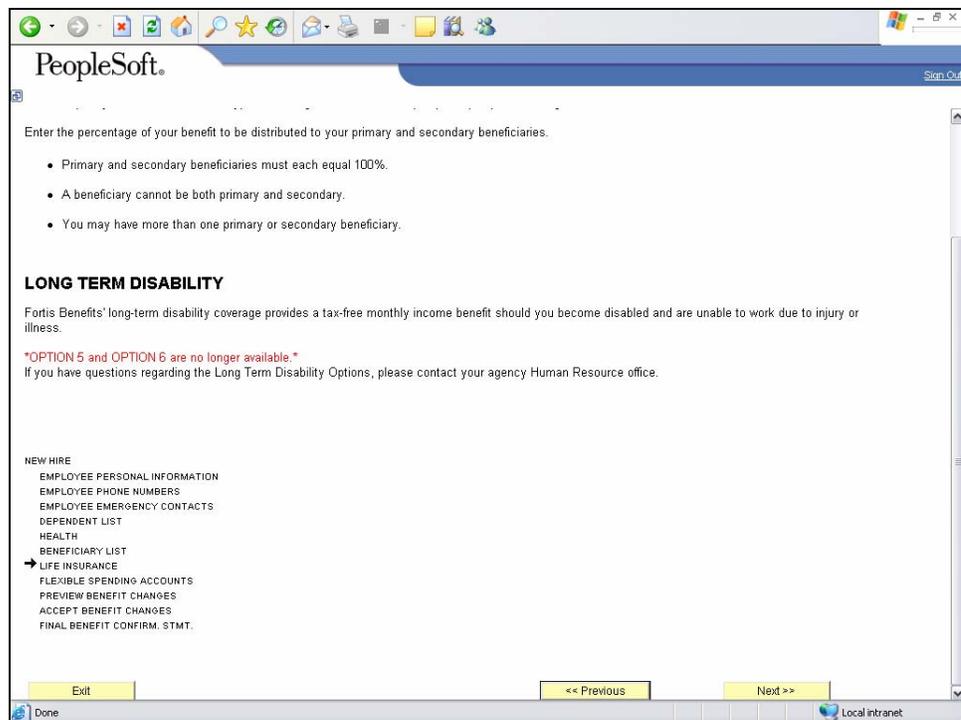
72. Repeat steps 46-57 to add or modify another beneficiary.

 If you need to edit a beneficiary, click directly on the beneficiary name.

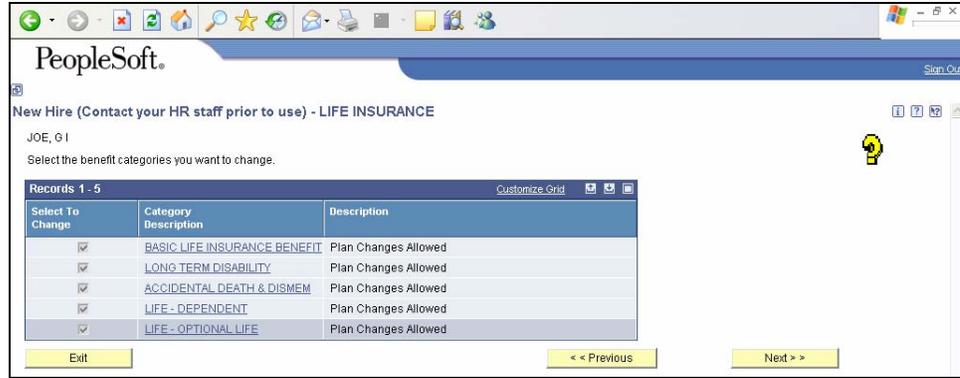


73. Click the **Next >>** button.

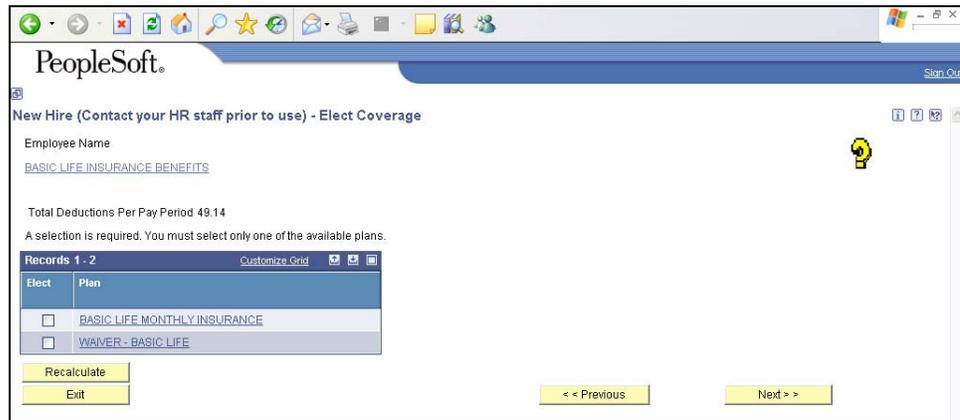
74. On New Hire – Self-Service Director, read the instructions for the next step, Life Insurance.



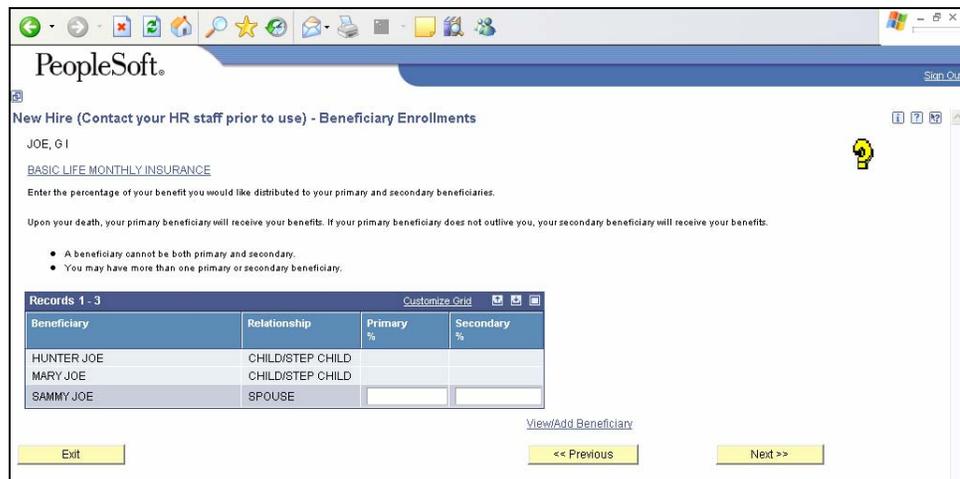
75. Click the **Next >>** button. The New Hire - Life Insurance window appears.



76. On New Hire – Elect Coverage, either elect one of the benefit plan(s) or waive the benefit by clicking the check box to the left.



77. Click the **Next >>** button. The New Hire - Beneficiary Enrollments window appears.



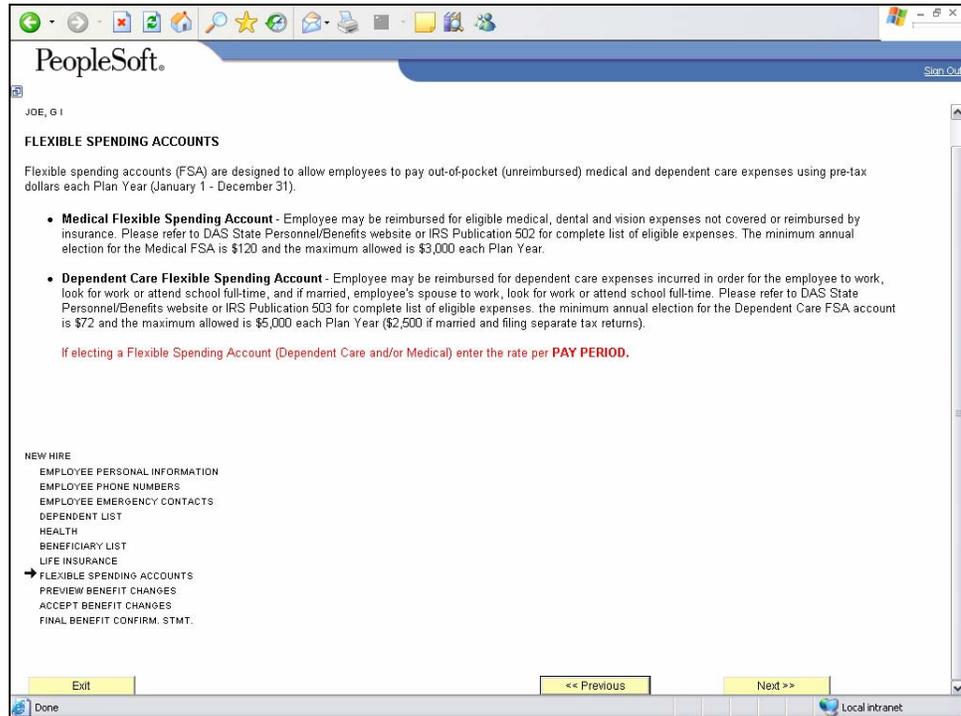
78. If you chose to elect a benefit plan, On New Hire – Beneficiary Enrollments, you will apply percentages to each of your beneficiaries to total 100% for the Primary Beneficiary and (if applicable) 100% for the Secondary Beneficiary.)

79. Click the **Next >>** button. You will return to the New Hire - Elect Coverage window.

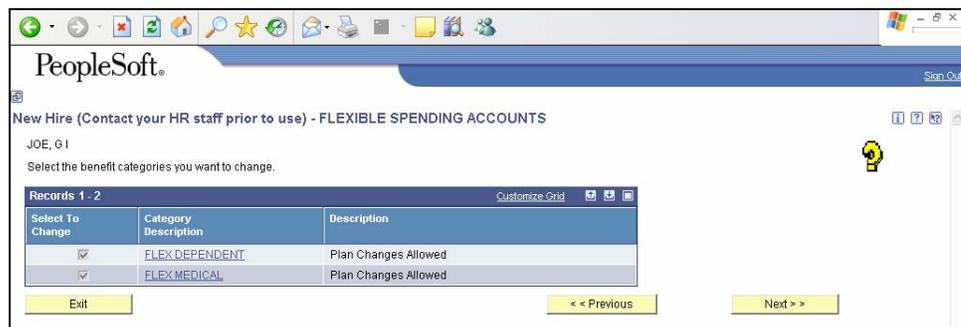
80. Repeat steps 62-65 for the following benefit options.

 If you choose to waive any of the benefits, you will proceed to the next benefit until you are finished choosing Life Insurance and Disability. Also, Long Term Disability and Dependent Life will not have you assign beneficiaries.

81. Click the **Next >>** button. On the Self Service Director, read the instructions for the next step, Flexible Spending Accounts.



82. Click the **Next >>** button. The Flexible Spending Accounts window appears.



83. Click the **Next >>** button.

PeopleSoft
New Hire (Contact your HR staff prior to use) - Elect Coverage
Employee Name
FLEX DEPENDENT
Total Deductions Per Pay Period 99.00
A selection is required. You must select only one of the available plans.

Elect	Plan	Enter Amount or Rate
<input type="checkbox"/>	DEPEND CARE REIMB ACCT-ST PLN*	
<input type="checkbox"/>	WAIVE FLEX DEPENDENT CARE	

Recalculate
Exit
<< Previous
Next >>

84. Either elect the plan(s) or waive the benefit by clicking the check box to the left.

85. Click the **Next >>** button.

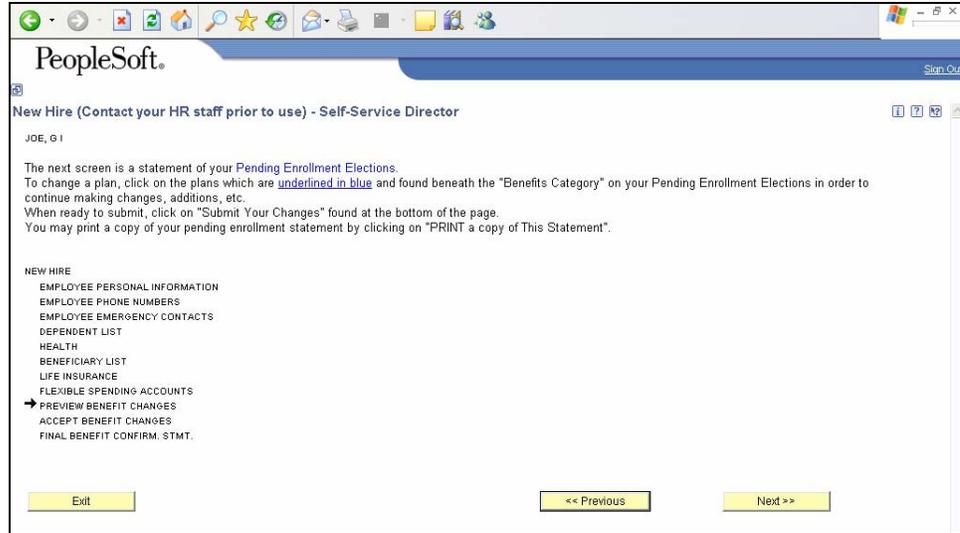
PeopleSoft
New Hire (Contact your HR staff prior to use) - Elect Coverage
Employee Name
FLEX MEDICAL
Total Deductions Per Pay Period 99.00
A selection is required. You must select only one of the available plans.

Elect	Plan	Enter Amount or Rate	Plan Cost
<input type="checkbox"/>	MEDICAL REIMB ACCT-STATE PLAN*		200.00
<input type="checkbox"/>	WAIVER - FLEXIBLE SPENDING ACCOUNTS		0.00

Recalculate
Exit
<< Previous
Next >>

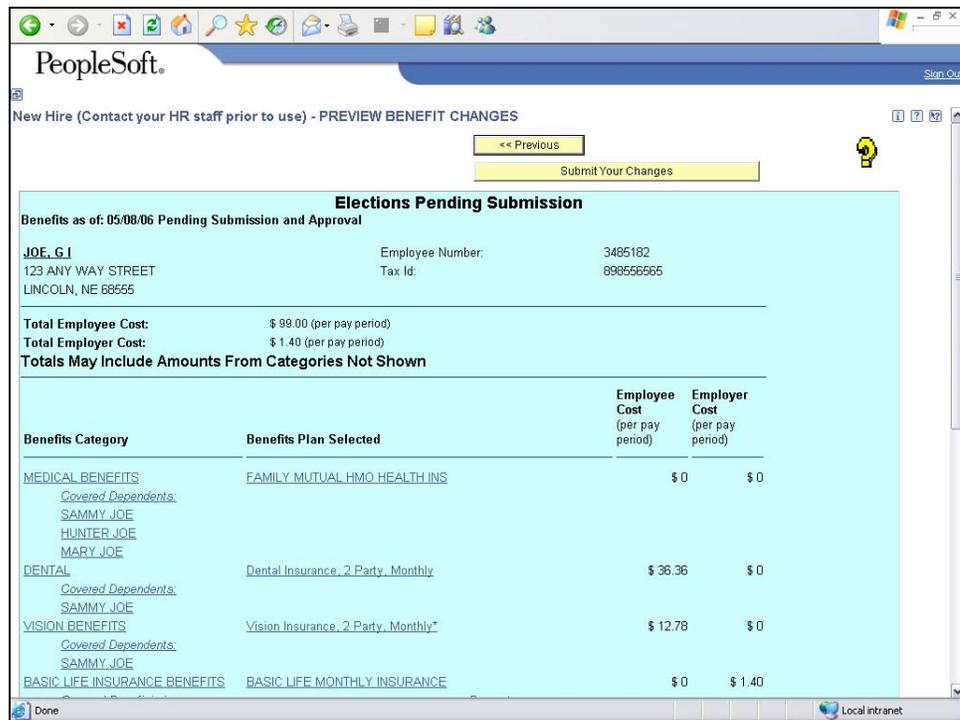
86. Either elect the plan(s) or waive the benefit by clicking the check box to the left.

87. Click the **Next >>** button. On New Hire – Self-Service Director, the Director form tells you that you will review your benefit elections on the Pending Confirmation Statement.



88. Click the **Next >>** button to review your benefit elections.

89. On New Hire – Preview Benefit Changes, make sure that the benefit elections are correct. These are the new elections that you have made. If they are not correct, you can click directly on the benefit in question, and go back to the benefit window to change your elections.



90. After reviewing your benefits, click the **Submit Your Changes** button. You will return to the Self Service Director window.

PeopleSoft. Sign Out

SAMMY JOE

VISION BENEFITS	Vision Insurance_2 Party_Monthly*	\$ 12.78	\$ 0
<i>Covered Dependents:</i>			
SAMMY JOE			
BASIC LIFE INSURANCE BENEFITS	BASIC LIFE MONTHLY INSURANCE	\$ 0	\$ 1.40
<i>Covered Beneficiaries:</i>			
		<i>Percent:</i>	
SAMMY JOE	Primary:	100.00	
HUNTER JOE	Secondary:	50.00	
MARY JOE	Secondary:	50.00	
LONG TERM DISABILITY	OPTION 1 LTD_3 Month_60%_Monthly	\$ 38.95	\$ 0
ACCIDENTAL DEATH & DISMEM	WAIVE ACC DEATH & DIS	\$ 0	\$ 0
LIFE - DEPENDENT	LOW OPTIONAL DEPT LIFE FAMILY	\$ 2.11	\$ 0
LIFE - OPTIONAL LIFE	1 X SALARY	\$ 8.80	\$ 0
<i>Covered Beneficiaries:</i>			
		<i>Percent:</i>	
SAMMY JOE	Primary:	100.00	
HUNTER JOE	Secondary:	50.00	
MARY JOE	Secondary:	50.00	
FLEX DEPENDENT	WAIVE FLEX DEPENDENT CARE	\$ 0	\$ 0
FLEX MEDICAL	WAIVER - FLEXIBLE SPENDING ACCOUNTS	\$ 0	\$ 0
Cost Per Pay Period:		\$ 99.00	\$ 1.40
Total Employee Cost:		\$ 99.00 (per pay period)	
Total Employer Cost:		\$ 1.40 (per pay period)	
Totals May Include Amounts From Categories Not Shown			

1

Exit << Previous Submit Your Changes ? Local Intranet

91. On New Hire – Self-Service Director, read the instructions for accepting your benefit elections.

PeopleSoft. Sign Out

increase or decrease.

- c) If I elect Medical, Dental, Vision or Flexible Spending Accounts, coverage will automatically be part of the Section 125 plan.
- d) For any State Temporary employee, Section 125 does not apply.

AUTHORIZATION TO OBTAIN OR RELEASE MEDICAL INFORMATION: On behalf of myself and anyone enrolled on or added to this application, I authorize any health care professional or entity to give the health carrier or any of their designees, any and all records or information pertaining to medical history or services rendered to me or my dependents for any administrative purpose, including evaluation of an application or a claim, and for any analytical or research purposes. I also authorize on behalf of myself or my dependents the use of a Social Security Number for purpose of identification. The information provided on this application is accurate and complete. I understand and agree that any omissions or incorrect statements knowingly made by me or my dependents on this application may invalidate my and/or my dependent's coverage. I HEREBY REQUEST THE ABOVE ELECTED COVERAGE AND AUTHORIZE THE REQUIRED PAYROLL REDUCTIONS from my salary, continuing until this agreement is amended or terminated.

Please record the Transaction Number listed which is found directly underneath the Final confirmation Statement heading. This number can be used by your Agency Human Resources department to verify your New Hire event changes.

NEW HIRE

- EMPLOYEE PERSONAL INFORMATION
- EMPLOYEE PHONE NUMBERS
- EMPLOYEE EMERGENCY CONTACTS
- DEPENDENT LIST
- HEALTH
- BENEFICIARY LIST
- LIFE INSURANCE
- FLEXIBLE SPENDING ACCOUNTS
- PREVIEW BENEFIT CHANGES
- ACCEPT BENEFIT CHANGES
- FINAL BENEFIT CONFIRM. STMT.

Exit << Previous Next >> Done Local Intranet

92. Click the **Next >>** button. The New Hire - Acceptance Form appears.

93. On New Hire – Acceptance Form, click the **I accept** button to accept your benefits.

 If for any reason you would like to go back and change any of your elections, click the **<< Previous** button.

94. On New Hire – Self-Service Director, read the instructions.

95. Click the **Next >>** button.

96. On New Hire – Final Benefit Confirm. Stmt., review and record your **Transaction Number** that is at the top of your Final Confirmation Statement.

 You can print a copy of this form for record keeping purposes if desired.

PeopleSoft. Sign Out

New Hire (Contact your HR staff prior to use) - FINAL BENEFIT CONFIRM. STMT. Next >>

Final Confirmation Statement
Transaction Number: JG05080614552187

Benefits as of: 05/08/06

JOE, G I
123 ANY WAY STREET
LINCOLN, NE 68555

Employee Number: 3485182
Tax Id: 898556565

Total Employee Cost: \$ 99.00 (per pay period)
Total Employer Cost: \$ 1.40 (per pay period)
Totals May Include Amounts From Categories Not Shown

Benefits Category	Benefits Plan Selected	Employee Cost (per pay period)	Employer Cost (per pay period)
MEDICAL BENEFITS <i>Covered Dependents:</i> SAMMY JOE HUNTER JOE MARY JOE	FAMILY MUTUAL HMO HEALTH INS	\$ 0	\$ 0
DENTAL <i>Covered Dependents:</i> SAMMY JOE	Dental Insurance, 2 Party, Monthly	\$ 36.36	\$ 0
VISION BENEFITS <i>Covered Dependents:</i> SAMMY JOE	Vision Insurance, 2 Party, Monthly*	\$ 12.78	\$ 0
BASIC LIFE INSURANCE BENEFITS	BASIC LIFE MONTHLY INSURANCE	\$ 0	\$ 1.40

Done Local Intranet

PeopleSoft. Sign Out

Covered Dependents:
SAMMY JOE

VISION BENEFITS	Vision Insurance, 2 Party, Monthly*	\$ 12.78	\$ 0
<i>Covered Dependents:</i> SAMMY JOE			
BASIC LIFE INSURANCE BENEFITS	BASIC LIFE MONTHLY INSURANCE	\$ 0	\$ 1.40
<i>Covered Beneficiaries:</i>			
SAMMY JOE	Primary:	100.00	
HUNTER JOE	Secondary:	50.00	
MARY JOE	Secondary:	50.00	
LONG TERM DISABILITY	OPTION 1 LTD, 3 Month, 60%, Monthly	\$ 38.95	\$ 0
ACCIDENTAL DEATH & DISMEM	WAIVE ACC DEATH & DIS	\$ 0	\$ 0
LIFE - DEPENDENT	LOW OPTIONAL DEPT LIFE FAMILY	\$ 2.11	\$ 0
LIFE - OPTIONAL LIFE	1 X SALARY	\$ 8.80	\$ 0
<i>Covered Beneficiaries:</i>			
SAMMY JOE	Primary:	100.00	
HUNTER JOE	Secondary:	50.00	
MARY JOE	Secondary:	50.00	
FLEX DEPENDENT	WAIVE FLEX DEPENDENT CARE	\$ 0	\$ 0
FLEX MEDICAL	WAIVER - FLEXIBLE SPENDING ACCOUNTS	\$ 0	\$ 0
Cost Per Pay Period:		\$ 99.00	\$ 1.40
Total Employee Cost:	\$ 99.00 (per pay period)		
Total Employer Cost:	\$ 1.40 (per pay period)		
Totals May Include Amounts From Categories Not Shown			

1

Exit Next >>

Done Local Intranet

97. Scroll to the bottom of the page and click the **Next >>** button.

98. You will return to the menu.

99. Click **Sign Out**.

Find a Primary Care Physician

Some medical benefit plans require that a Primary Care Physician (PCP) be designated. If one is not designated by the employee, the insurance provider will choose one for the employee.

Start this instruction from the Open Enrollment - Elect Coverage window.

PeopleSoft. Sign Out

Open Enrollment - Elect Coverage

Employee Name

MEDICAL BENEFITS

Total Deductions Per Pay Period 120.94

A selection is required. You must select only one of the available plans.

Select	Plan	Plan Cost
<input type="checkbox"/>	SINGLE TRICARE SUP HLTH INS	8.30
<input type="checkbox"/>	SINGLE BCBS PPO BIWEEKLY	42.62
<input type="checkbox"/>	SINGLE BCBS BLUECHOICE HEALTH	45.90
<input type="checkbox"/>	SINGLE BCBS BLUESELECT HEALTH	44.92
<input type="checkbox"/>	SIN BCBS HIGH DEQ PPO RWY	34.10
<input type="checkbox"/>	SINGLE MUTUAL HMO HEALTH INS	40.95
<input checked="" type="checkbox"/>	SINGLE MUTUAL POS HEALTH INS	41.95
<input type="checkbox"/>	WAVER - MEDICAL	0.00

1. Choose the appropriate medical plan and click **Next**. If a PCP is required for this plan, the Primary Care Physician window will appear.

PeopleSoft. Sign Out

Open Enrollment - Primary Care Physician

DORENNE K MCKAY

SINGLE MUTUAL POS HEALTH INS

Below is a list of dependents that require a Primary Care Physician Number.

Name	Benefit Plan	PCP Number
DORENNE K MCKAY	SINGLE MUTUAL POS HEALTH INS	<input type="text"/>

2. Click into the PCP number field in the grid. The Visual Assist (or magnifying glass icon ) appears in the PCP Number field in the grid, indicating that a searchable list of codes to entered into this field is available. The PCP Number is a **3-DIGIT NUMBER** internally assigned by NIS. Click the **Visual Assist Icon**.

Product Code: 58 CUSTOM - PR AND HR SYSTEMS

User Defined Codes: P# PCP Number

Code	Description	Description 2
100	ABBOTT, CARTER O, MD	HOWELLS
1000	DAVIS, GRACE B, MD	OMAHA
1001	FEDOR, ELENA, MD	LINCOLN
1002	BERNHARDSON, PAUL D, D	LINCOLN
1003	ANDERSEN, COLINE I, MD	PLATTSMOUTH
1005	JOHNSON, ERIC M	LINCOLN
1006	ALOUNK, WASEEM	OMAHA
1007	DUENSING, DAVID	LINCOLN
1008	HURD, SARAH	BELLEVUE
1009	RUCHI, KAUSHIK	OMAHA

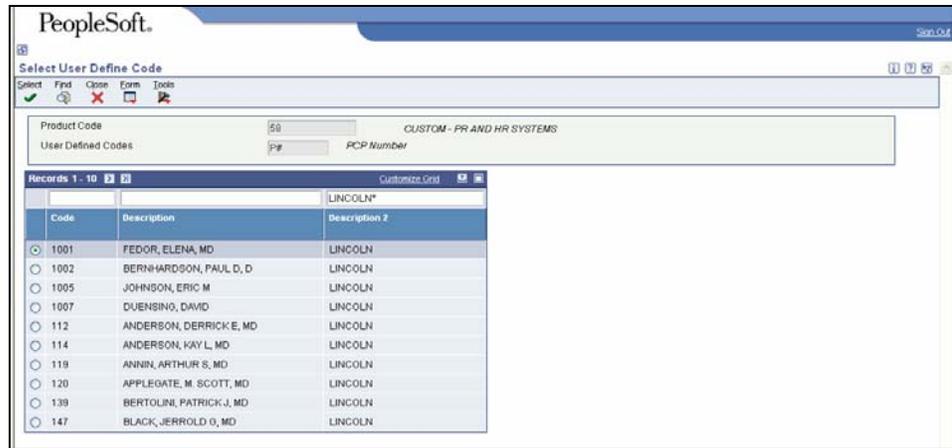
- This grid provides a list of PCPs in the insurance carrier network.
- The right arrow next to Records 1-10 (→) indicates that there are more options available. It does not indicate how many of these options are in this grid. To view all PCPs, click the arrow with a line behind it (⇨) to view the entire list in the grid.
- The Query By Example (QBE) line of fields above the column titles allows employees to search for a specific entry in that column.
- Type **LINCOLN*** (in ALL CAPS, and followed by an asterisk) in the QBE line to narrow the list to PCPs in Lincoln only. You could also search by the physician's name by entering "Smith*" (in Title Case, and followed by an asterisk).

Product Code: 58 CUSTOM - PR AND HR SYSTEMS

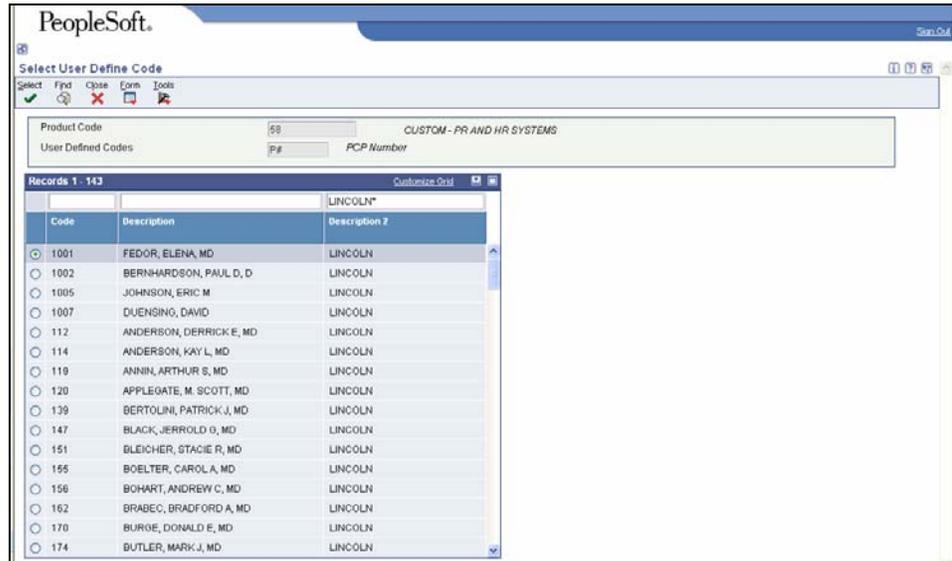
User Defined Codes: P# PCP Number

Code	Description	Description 2
100	ABBOTT, CARTER O, MD	HOWELLS
1000	DAVIS, GRACE B, MD	OMAHA
1001	FEDOR, ELENA, MD	LINCOLN
1002	BERNHARDSON, PAUL D, D	LINCOLN
1003	ANDERSEN, COLINE I, MD	PLATTSMOUTH
1005	JOHNSON, ERIC M	LINCOLN
1006	ALOUNK, WASEEM	OMAHA
1007	DUENSING, DAVID	LINCOLN
1008	HURD, SARAH	BELLEVUE
1009	RUCHI, KAUSHIK	OMAHA

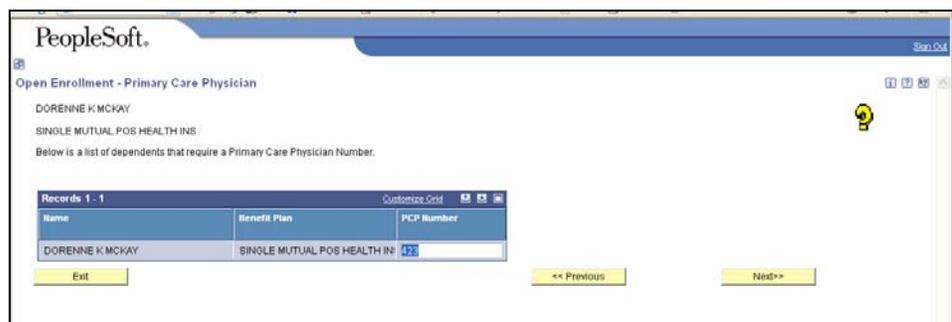
- Click **Find**.



- The right arrow next to Records 1-10 indicates that there are more options available. It does not indicate how many of these options are in this grid. To view all PCPs, click the right arrow with the line behind it to populate all records in the grid.



- Click the radio button next to the appropriate PCP and click **Select**. The PCP number will appear in the PCP Number field on the Primary Care Physician window.



- PCPs can be entered into this grid either by clicking on the Visual Assist Icon to see the available options OR by entering the PCP Number in the field if it is already known.

11. Click **Next** to continue with Dental, Vision, Life Insurance and Flexible Spending Elections. Return to Step 55.