

*For benefit questions, contact the Benefits Office at 301-644-5080 or email benefits.office@fcps.org

*For pay advice questions, contact Payroll Office at 301-644-5048 or email karen.linton@fcps.org

*If your PeopleSoft HR module is not working properly, contact PeopleSoft Help Desk at 301-644-5322 or email BSG.Helpdesk@fcps.org.

Log into PeopleSoft HR through Employee Self-Service

1. Go to www.fcps.org

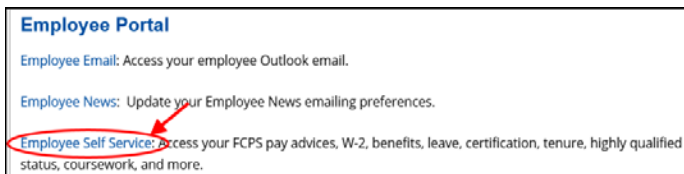
2. Click **For Staff** menu tab.



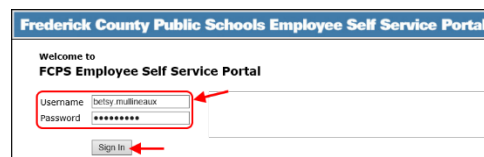
3. Click on **Employee Portal**



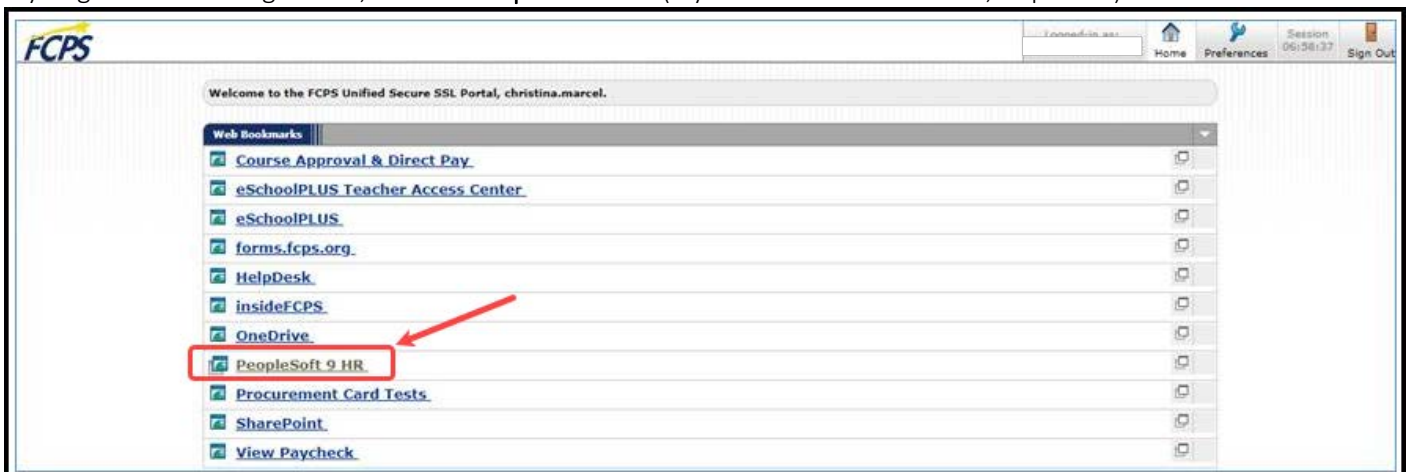
4. Click on **Employee Self Service** link



5. Type in your email **Username** and **Password**. Click **Sign In**



6. If you get the following screen, click on **PeopleSoft 9 HR** (if you don't see this screen, skip to #7)



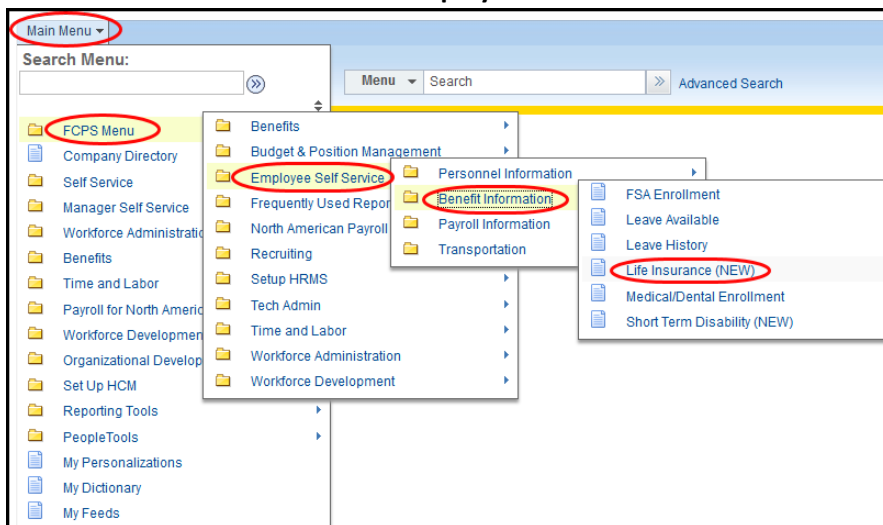
Life Insurance Employee Life and AD&D

7. Type in your email **Username** and **Password**. Click **Sign In**



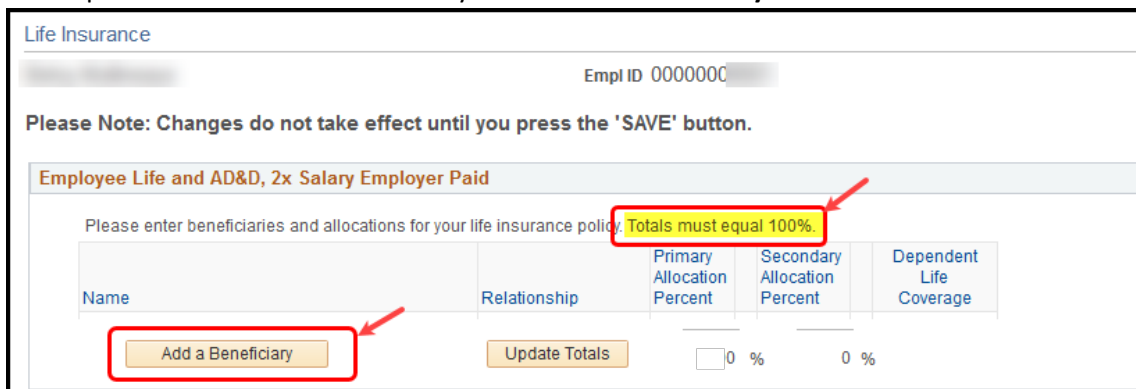
The screenshot shows the Oracle PeopleSoft sign-in interface. The 'User ID' field contains 'betsy.mullineaux' and the 'Password' field is masked with dots. A red circle highlights both fields, with an arrow pointing to the 'Sign In' button at the bottom. The language is set to 'English'.

8. Click **Main Menu > FCPS Menu > Employee Self Service > Benefit Information > Life Insurance (NEW)**



The screenshot shows the navigation path from the Main Menu to Life Insurance (NEW). The path is: Main Menu > FCPS Menu > Employee Self Service > Benefit Information > Life Insurance (NEW). Red circles and arrows highlight each step in the navigation tree.

9. All benefitted FCPS employees receive **FREE Life Insurance** that equals twice their base annual earnings. You **MUST** provide at least **ONE** beneficiary. Click **Add a Beneficiary**.



The screenshot shows the 'Life Insurance' page for Employee Life and AD&D. It displays the employee ID '0000000' and a note: 'Please Note: Changes do not take effect until you press the 'SAVE' button.' Below this, there is a table for entering beneficiaries. A red circle highlights the 'Add a Beneficiary' button. A yellow box highlights the text 'Totals must equal 100%'.

Name	Relationship	Primary Allocation Percent	Secondary Allocation Percent	Dependent Life Coverage

Update Totals 0 % 0 %

Life Insurance Employee Life and AD&D

10. Fill out the items highlighted below. NOTICE – Check the box next to **Dependent** if this person will be added to your **Medical/Dental** insurance. Click **Save**.

Dependent/Beneficiary Personal Information

Empl ID 0000000

Please enter your beneficiary's personal information below.

Personal Information

*First Name: Pearl

Middle Name:

*Last Name: Smith

Name Prefix:

Name Suffix:

*Date of Birth: 12/07/2015

*Gender: Female

*Social Security Number: 222-151-2221

*Relationship to Employee: Child

☒ Dependent? (Spouse and/or children under 26)

Status

*Marital Status: Single

Disabled: ☐

Address & Phone

☒ Same Address as Employee

Country USA United States
Address 3600 Lawson Rd
ljamsville, MD 21754

☒ Same Phone as Employee

Telephone: 301/831-3706

Please Note: Changes do not take effect until you press the 'SAVE' button.

Save

Return

Check the box next to Dependent if you are adding them to your Medical/Dental

11. Click **OK**.

Save Confirmation

✓ Your changes have been saved.

Please Note: You must return to the Life and AD&D Beneficiaries page to complete your enrollment.

OK

Life Insurance

Employee Life and AD&D

12. Click **Return**

Please Note: Changes do not take effect until you press the 'SAVE' button.

Save **Return**

13. Please enter beneficiaries and allocations for your life insurance policy. **Totals must equal 100%.** (You may choose to assign a **Beneficiary** who is not a **Dependent**).

Life Insurance

Jane Smith Empl ID 0000000

Please Note: Changes do not take effect until you press the 'SAVE' button.

Employee Life and AD&D, 2x Salary Employer Paid

Please enter beneficiaries and allocations for your life insurance policy. Totals must equal 100%.

Name	Relationship	Primary Allocation Percent	Secondary Allocation Percent	Dependent Life Coverage
Smith, James	Spouse	50 %	0 %	<input type="checkbox"/>
Smith, Cory	Child	25 %	0 %	<input type="checkbox"/>
Smith, Pearl	Child	25 %	0 %	<input type="checkbox"/>
		100 %	0 %	

Add a Beneficiary Update Totals

14. **Dependent Life** is a Grandfathered Plan for employees before 4/30/19. If an employee decides to add **Additional Life**, they must uncheck the box next to **Dependent Life** and scroll down to **Save**. Once you unenroll from **Dependent Life**, you cannot reenroll.

Dependent Life (Grandfathered Plan)

☐ Enroll in Dependent Life

Cost: \$10.80/Year. Coverage: Spouse \$4,000, Child(ren) under 19, or full time students under 23, \$2,000.

Life Insurance

Employee Life and AD&D

15. **Additional Life** is a NEW Optional Benefit for employees. To see what it will cost, scroll to the bottom of the screen and **Click Here For Rates**.

Additional Life (Optional New Benefit)

☒ **Enroll in Employee Additional Life**
 (Must be selected before coverage can be chosen for Spouse or Dependents)

Employee Coverage

☐ \$25,000 ☒ \$50,000 ☐ \$75,000 ☐ \$100,000

Name	Relationship	Primary Allocation Percent	Secondary Allocation Percent
Smith, James	Spouse	50 %	0 %
Smith, Cory	Child	50 %	0 %
Smith, Pearl	Child	0 %	0 %

100 % 0 %

NOTE: To Enroll in Spouse or Dependent Additional Life, you must Un-Enroll in Dependent Life and Enroll in Employee Additional Life

☒ **Enroll in Spouse Additional Life**
 (Rate is based on employee age category)

Spouse Coverage

☐ \$25,000 ☒ \$50,000

Name	Relationship	Primary Allocation Percent	Secondary Allocation Percent
Smith, James	Spouse	0 %	0 %
Smith, Cory	Child	0 %	0 %
Smith, Jane	Self	100 %	0 %
Smith, Pearl	Child	0 %	0 %

100 % 0 %

☐ **Enroll in Dependent Additional Life**
 (Age 25 & younger, or disabled) Rate is \$24 per Year

Dependent Coverage

☐ \$10,000

Name	Relationship	Primary Allocation Percent	Secondary Allocation Percent
Smith, James	Spouse	0 %	0 %
Smith, Cory	Self	0 %	0 %
Smith, Pearl	Child	0 %	0 %

0 % 0 %

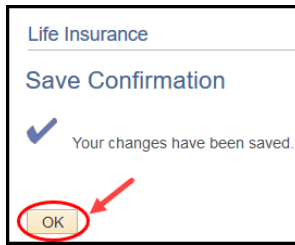
If you were previously enrolled in the \$4,000 or \$2,000 coverage for spouse and dependents, Additional Life will supersede that.

To calculate your rates, refer to the open enrollment package.

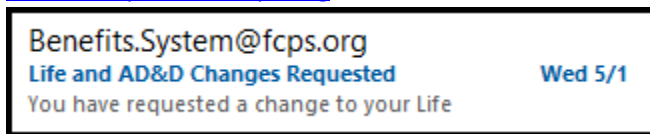
[Click Here For Rates](#)

16. Make sure you click **Save** before you leave this screen.

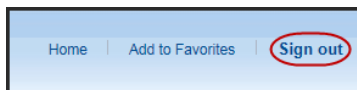
17. You will see this message. Click **OK**.



18. When your change request has been received, a confirmation email will be sent to your FCPS email account from Benefits.Systems@fcps.org



19. **When** finished, remember to **Sign Out** of PeopleSoft in the upper right-hand corner.



20. Do not forget to also log off of **Employee Self Service** by clicking the door icon.

