

Employee Self-Service Flexible Spending Accounts

- *Benefit questions - Contact the Benefits Office at 301-644-5080 or email benefits.office@fcps.org
- *Pay Advice questions - Contact Payroll Office at 301-644-5048 or email karen.linton@fcps.org
- *PeopleSoft HR program not working properly - Contact PeopleSoft Help Desk at BSG.Helpdesk@fcps.org

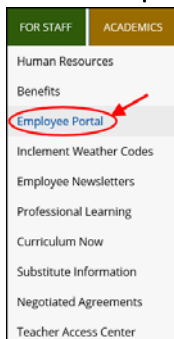
Log into PeopleSoft HR through Employee Self-Service

1. Go to www.fcps.org

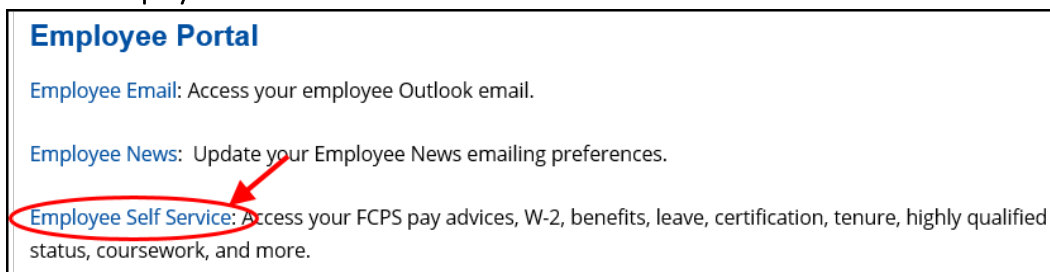
2. Click **For Staff** menu tab.



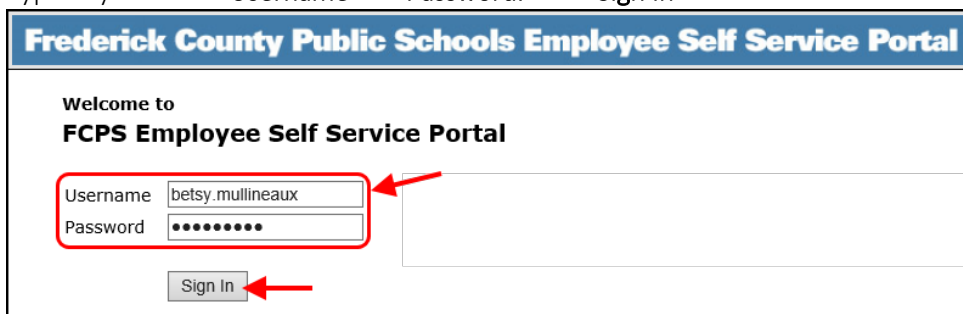
3. Click on **Employee Portal**



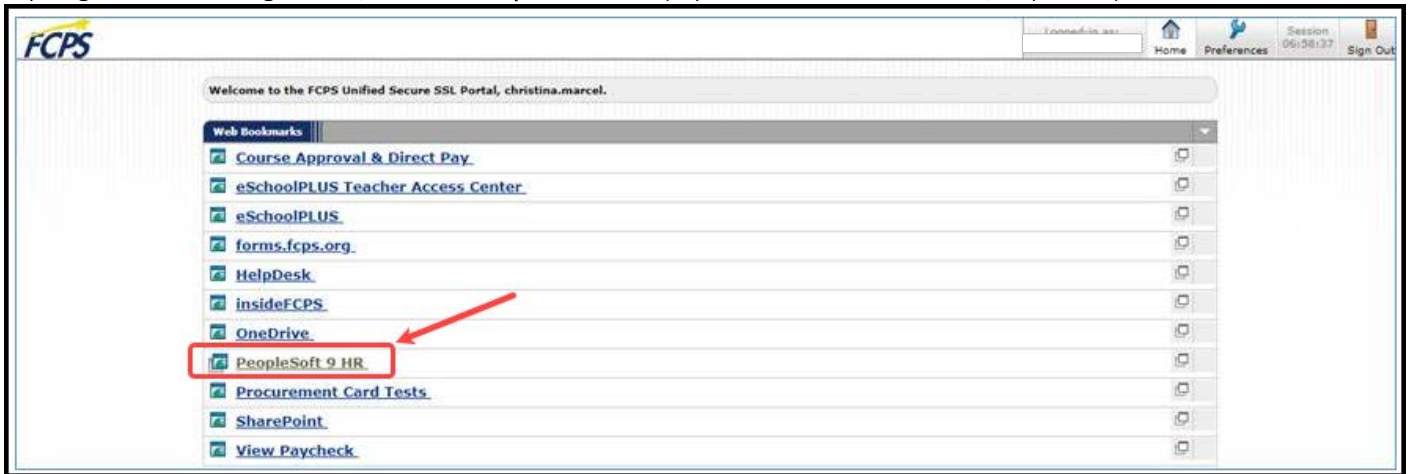
4. Click on **Employee Self Service** link



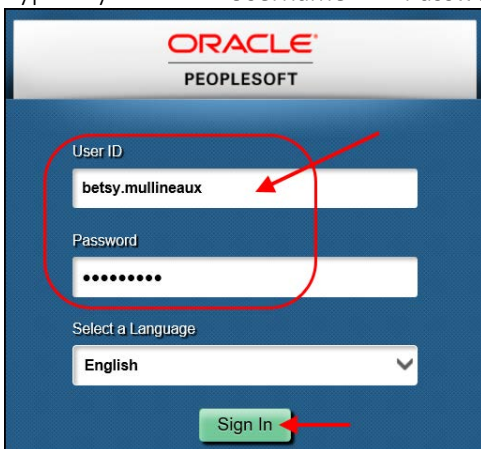
5. Type in your email **Username** and **Password**. Click **Sign In**



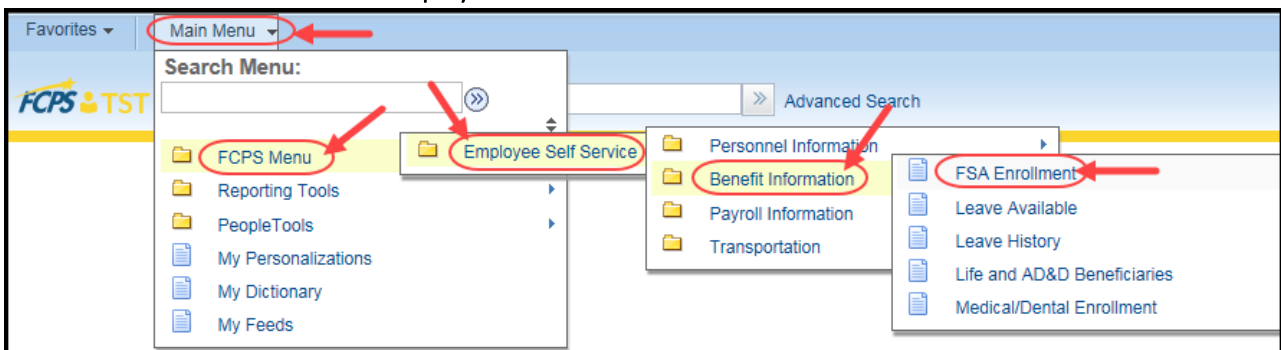
6. If you get the following screen, click on **PeopleSoft 9 HR** (if you don't see this screen, skip to #7)



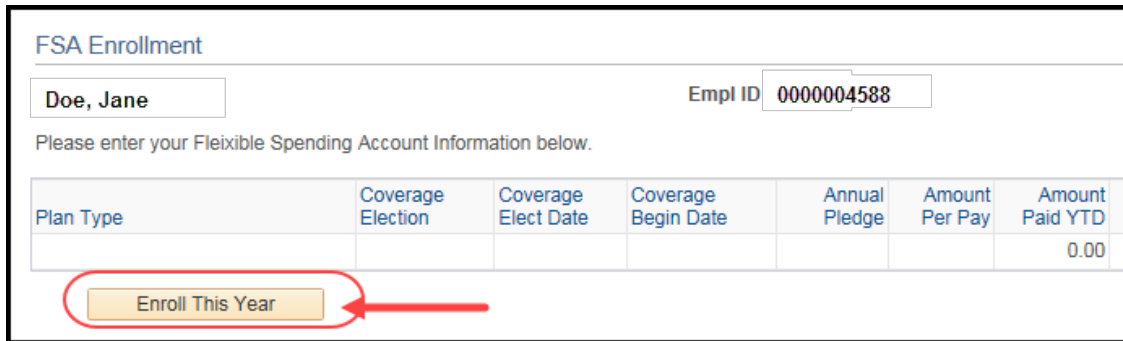
7. Type in your email **Username** and **Password**. Click **Sign In**



8. Click **Main Menu > FCPS Menu > Employee Self Service > Benefit Information > FSA Enrollment**



9. To enroll for the upcoming year, click **Enroll This Year**



FSA Enrollment

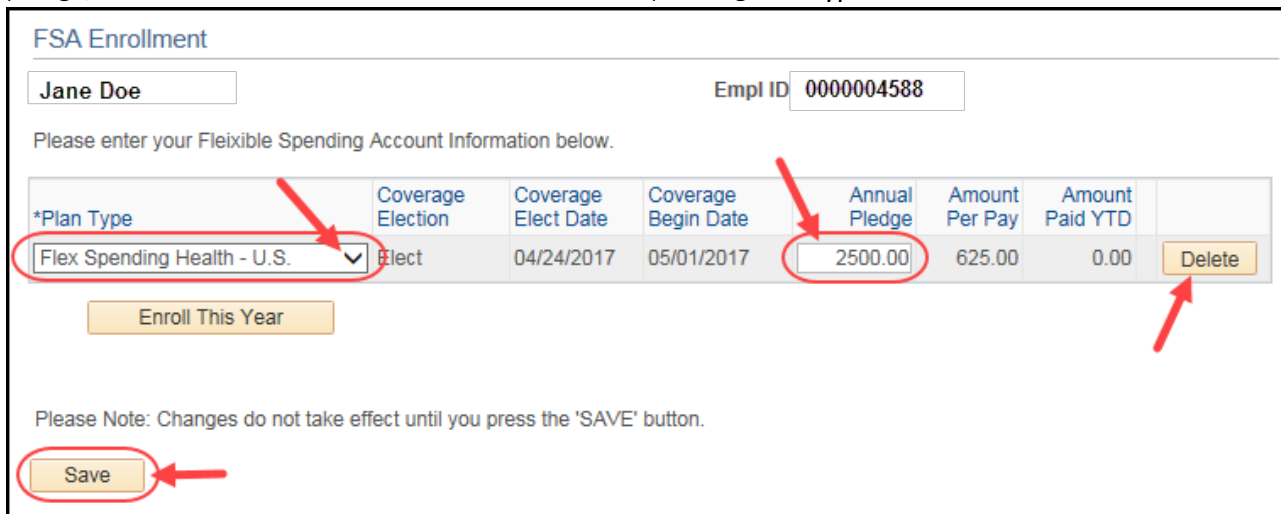
Doe, Jane **Empl ID 0000004588**

Please enter your Flexible Spending Account Information below.

Plan Type	Coverage Election	Coverage Elect Date	Coverage Begin Date	Annual Pledge	Amount Per Pay	Amount Paid YTD
						0.00

Enroll This Year

10. Select your **Plan Type** from the drop-down menu. Enter the dollar amount of your **Annual Pledge**. To Delete a pledge, click the **Delete** button at the end of the corresponding **Plan Type**.



FSA Enrollment

Jane Doe **Empl ID 0000004588**

Please enter your Flexible Spending Account Information below.

*Plan Type	Coverage Election	Coverage Elect Date	Coverage Begin Date	Annual Pledge	Amount Per Pay	Amount Paid YTD	
Flex Spending Health - U.S.	Elect	04/24/2017	05/01/2017	2500.00	625.00	0.00	Delete

Enroll This Year

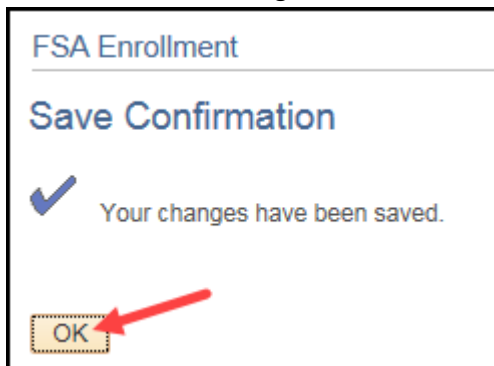
Please Note: Changes do not take effect until you press the 'SAVE' button.

Save

11. To add another **Plan Type**, click **Enroll This Year** and fill in the information listed under #10.

12. Click **Save**

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



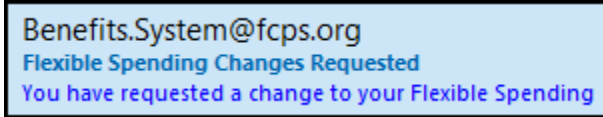
FSA Enrollment

Save Confirmation

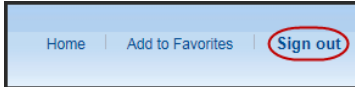
✓ Your changes have been saved.

OK

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



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



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

