*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
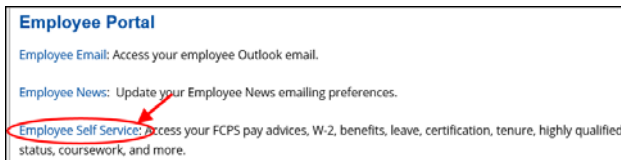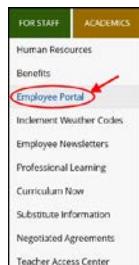
Log into PeopleSoft HR through Employee Self-Service

1. Go to www.fcps.org

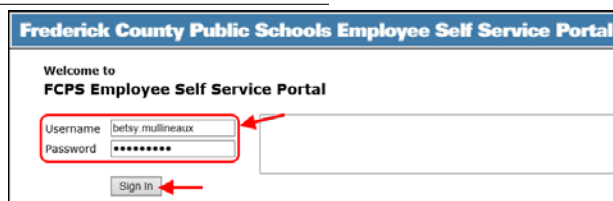2. Click **For Staff** menu tab.

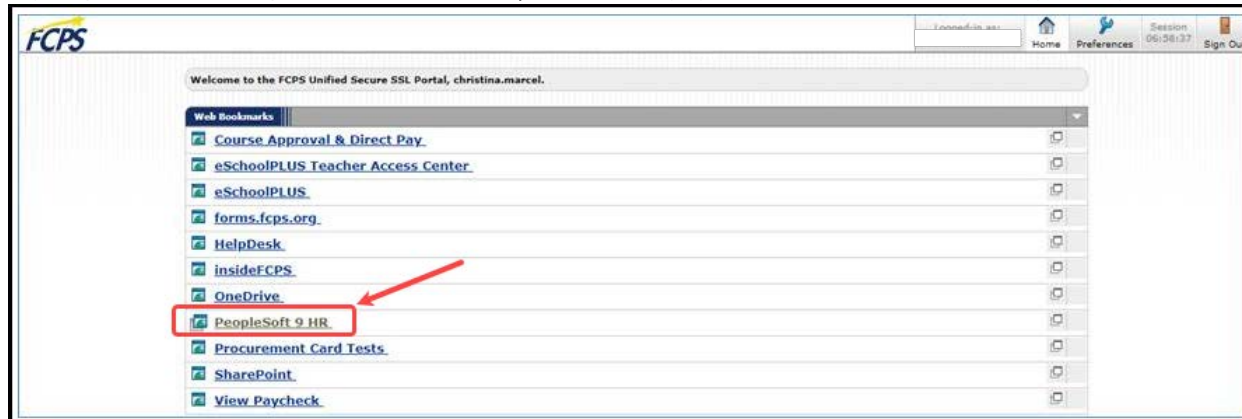3. Click on **Employee Portal**

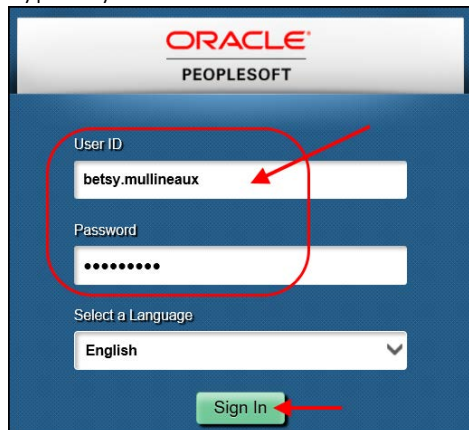4. Click on **Employee Self Service** link

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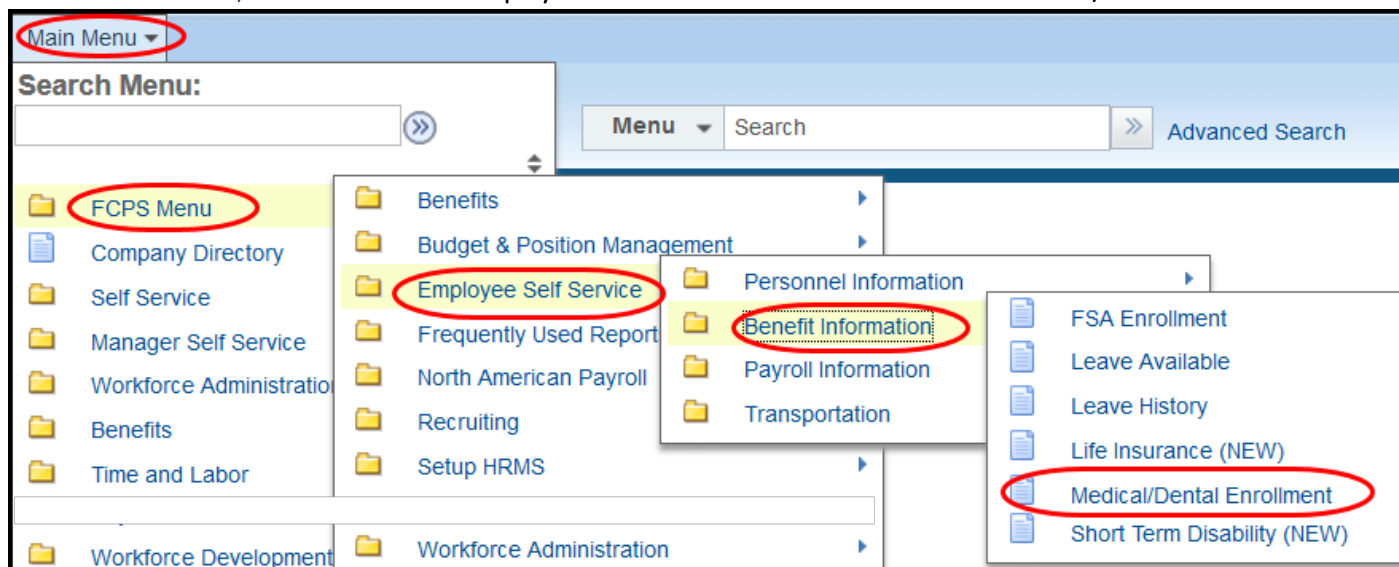
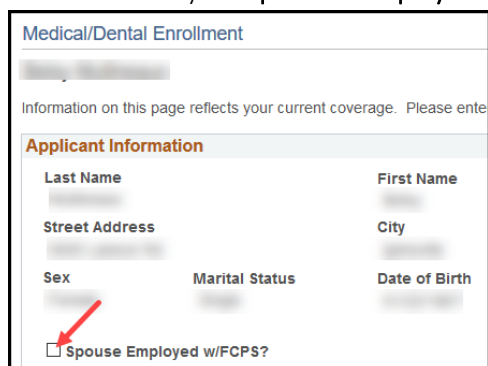7. Type in your email **Username** and **Password**. Click **Sign In**

8. From the **Menu Bar**, click **FCPS Menu > Employee Self Service > Benefit Information > Medical/Dental Enrollment**

9. Click the box if your **Spouse is Employed w/FCPS**

10. The radio button next to **New Applicant** will already be selected. Make your coverage selections under the **Medical Coverage** and **Dental Coverage** sections by clicking the radio buttons.

11. The **Beneficiaries** you entered for your **Life AD&D and Dependent Beneficiaries** are automatically listed under your **Medical** and **Dental** coverage. If you need to add a Dependent, click the **Add a Dependent**.

12. Click **I Agree** and **OK**.

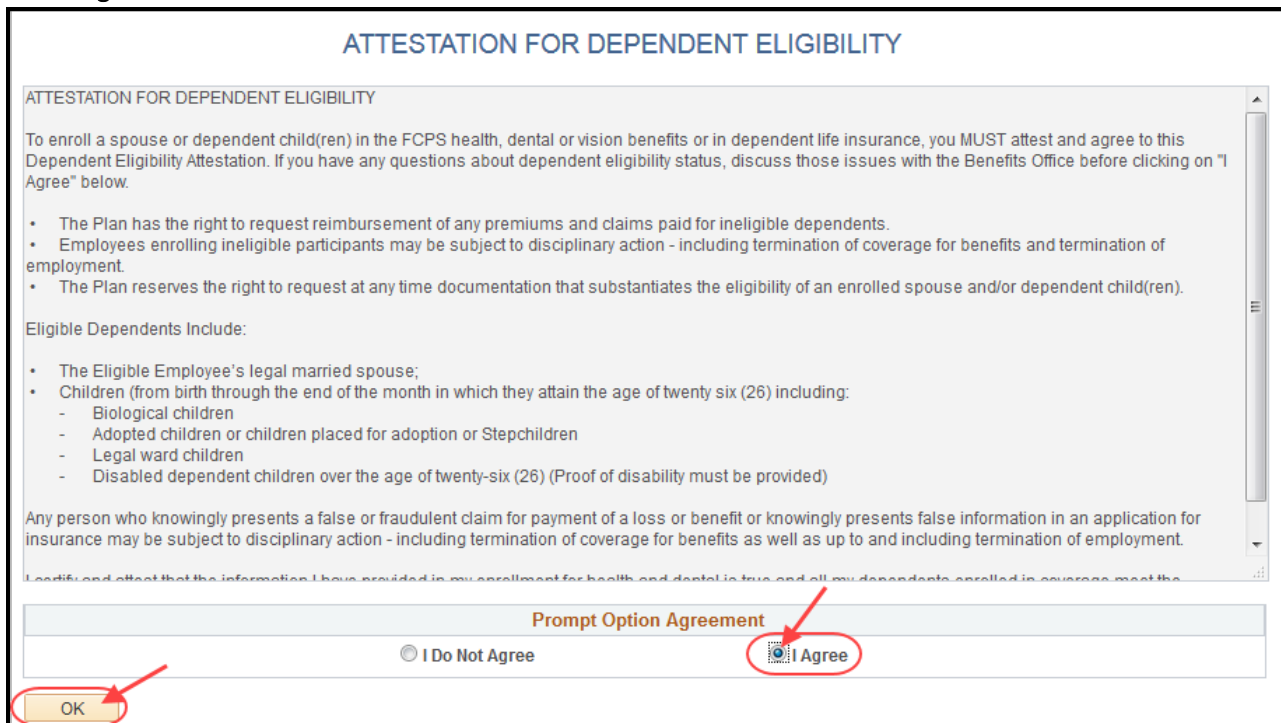13. Fill in the **Dependent Personal Information.** Click **Save** when completed. Click **OK** when you get the **Save Confirmation**.

14. Click **Return** at the bottom of the page.

15. If you chose **Employee + One Dependent** or **Family**, you will need to change your **Dependent(s) Coverage Election** to **Elect**.
*Note: Do not forget to check the box if you want **Dental Buy Up** (see* https://goo.gl/w6iGp2 *for more **Dental Buy Up** information)*

16. Scroll down to the bottom of the page, click the box next to **Date Signed** and click **Save.**

> To add a dependent due to a marriage, birth/adoption or to drop a dependent due to other coverage or other qualifying reasons is a 'Change of Status'. A Change of Status is considered to be a "Qualify Event". These must be made within 31 days of the event. For a change of status you will be required to provide appropriate documentation such as copy of official marriage license, birth certificate for child, or other document. Complete a Change/Enrollment form, and forward your form with appropriate documentation to the HR/Benefits Office or fax to (301) 644-5122.
>
> **Date Signed**
> **Signed by Employee** Mullineaux,Betsy Maria   ☑   04/11/2017
>
> Please Note: Changes do not take effect until you press the 'SAVE' button.
>
> Save

17. You will see a **Save Confirmation** message. Click **OK.**

> Medical/Dental Enrollment
>
> **Save Confirmation**
>
> ✔   Your changes have been saved.
>
>   Please Note: This request requires HR approval. Upon review, you will be notified regarding the status of your request.
>
> 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.

> Benefits.System@fcps.org
> **Medical/Dental Changes Requested**
> You have requested a change to your Medical/Dental

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

> Home | Add to Favorites | Sign out

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

> FCPS   Session
>   06:57:20   🚪
> FCPS 👤   Welcome to PS HR!