

The purpose of this job aide is to guide with accessing your Confirmation Statements through PeopleSoft.

 Enter Passw Select Sign I 	J. (Your empl ord. n.	oyee ID with an "E	" in front of it)	User ID 1 Password 2 Select a Langu English	rage 3 Sign In	~
• Once logged	in, select the	box "Benefit Deta	ils".	Leave & Comp Balance Deer End Bal Sick 70.8 Vacation 85.08 Telent Profile Certification Performance	Employee Saft Service Company Directory E Payroll Payroll Last Pay Date: 07/09/2021 Open En No Enro	Personal Details
 Select "Bene Select the St Enrollment". C Employee Self Service Benefits Summary 	fits Statemen tatement Type	ts". e down arrow and s	Select either "Con Benefit Details	firmation Stat	ement" or "Su	omitted බ : 0
🎒 Life Events	Benefit Statements		-			
Dependent/Beneficiary Info		Statement Type	2			
Benefits Enrollment	Ţ		Confirmation Statement			∠ rows
· · · · · ·	Event Date ◇	Issue Date ≎	Submitted Enrollment Enrollment Event ♦		Statement Type 🛇	
Benefit Statements						
Eenefit Statements	07/01/2021	07/14/2021 2:58:18PM	Open Enrollment 202	1	Confirmation Statement	>



Navigation of PeopleSoft.

<u>Step 4.</u>

- Select "Expand All" to assure all of the provided information is correct.
- Select "Print View" to print a copy of your statement.

Benefits Statement				
Statement Type Confirmation Statement	Description Open Enrollment 2021	2 Print View		
Enrollment Effective Date 07/01/2021	Statement Issue Date 07/14/2021 3:58PM			
This statement confirms your Open Enrollment 2021 benefit selections and pay period costs, ext Benefits Open Enrollment or you experience a change in family status or employment situ	dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits ad uation. Please keep the statement for your records.	ministrator. These coverages will remain in effect until the		
statement Sections				
Expand All				
Personal Information				
Cost Summary				
Election Summary				
Dependents and Beneficiaries				
Beneficiary Designations				
Investment Allocations				