

# Login to PeopleSoft

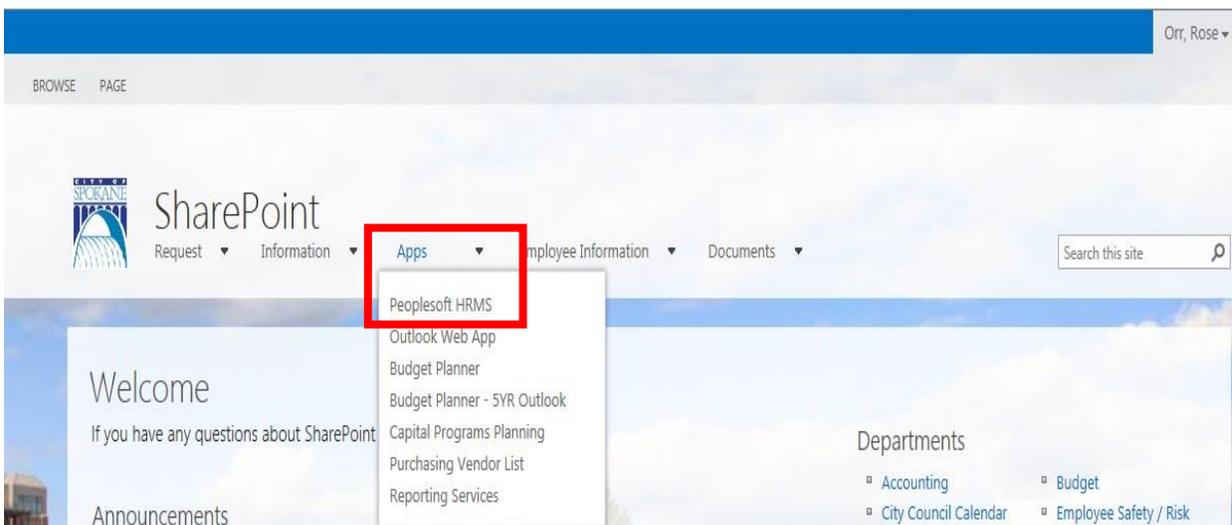
## Who DO I Contact for Help?

If you have a question regarding your data in the Employee Self Service pages, please contact the appropriate area within the Human Resources department.

If you have a question regarding your login or access to the Employee Self Service pages or browser functionality, please contact the ITSD Support at 625-6460, Monday through Friday from 8:00 am to 5:00 pm for assistance.

## Login Information

You can access PeopleSoft at work from any City computer via SharePoint (<http://sharepoint.spokanecity.org/>).



You can also access PeopleSoft from your home computer with internet access. Copy and paste this URL into your internet browser home page.

<https://cosdmzhcmweb.spokanecity.org/ps/signon.html>

## Benefits Self Service (eBenefits)

PeopleSoft eBenefits self-service transactions enable employees to review, add and update their benefit and dependent/beneficiary information. Select the 'Benefit Details' tile. This will open to another page with additional tiles to choose from. To update Life Insurance Beneficiaries you will go into the "Benefits Summary" tile.



# Benefits Summary



The Benefits Summary tile summarizes your Benefits Information and provides you with the ability to view all your benefits on-line in one location.

**Fred Flintstone** Refuse Collector III

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on

**Benefit Plans**

<b>Medical</b> Plan: Premera Plan 5 Coverage: Employee + Spouse + 2 Dependents  <a href="#">Review</a>	<b>Dental</b> Plan: WDS-PPO Plan \$1250 DP Coverage: Employee + Spouse + 2 Dependents  <a href="#">Review</a>	<b>Employee Basic Life</b> Plan: Basic Life (1.5xBase,Max150K) Coverage: Salary X 1.5 1 Beneficiaries  <a href="#">Review</a>
<b>Dependent Basic Life</b> Plan: Dep BLife-\$5K Sp/\$2K Children Coverage: \$5000 1 Dependents  <a href="#">Review</a>	<b>WA State PFML</b> Plan: WA State PFML - Standard Split Coverage: 0.439% After Tax 0 Beneficiaries  <a href="#">Review</a>	<b>Deferred Compensation</b> Plan: ICMA 457 - \$120 Monthly Coverage: \$60 Before Tax  <a href="#">Review</a>
<b>Pension Plan</b>	<b>Administration Fee</b>	

## View and/or Update Life Insurance Beneficiaries

Click on the Employee Basic Life or Employee Voluntary Life insurance tiles in the Benefits Summary to view and/or update your beneficiary information.

Select either 'Employee Basic Life' or 'Employee Voluntary Life'

**Employee Basic Life** ←

Plan Basic Life (1.5xBase,Max150K)  
Coverage Salary X 1.5

👤 2 Beneficiaries

**Review**

**Employee Voluntary Life** ←

Plan EE Voluntary Life \$50K  
Coverage \$50000

👤 2 Beneficiaries

**Review**

On this page you can:

1. View the plan you are enrolled in
2. View your current beneficiaries
3. Allocate the percentage of your benefit
4. Add or Edit your beneficiaries

**Employee Basic Life** x

My Benefits on 04/12/2022  
*This is Current Enrollment*

Life insurance plays an important role in ensuring that your family is financially secure if you were to pass away

Enrolled Plan Basic Life (1.5xBase,Max150K)

Plan Provider Spokane City Employee Benefits (Life) ← **1**

Coverage Salary X 1.5

Group Number 399122-E

**Your Beneficiary Designation**

Beneficiaries designated for the Employee Basic Life is plan are listed here. Select the beneficiary to view or modify. To change your beneficiary allocations, select the Update Beneficiary Designation button.

		Primary Allocation	Percent			Secondary Allocation	Percent
Beneficiary	Relationship	Current Primary Percentage		Current Secondary Percentage			
Wilma Flintstone	Spouse	100					>
Pebbles Flintstone	Child						>
Barney Rubble	Friend			100			>
<b>Total</b>		<b>100</b>		<b>100</b>			

Add Beneficiary
Update Beneficiary Designation ← **4**

**Contact Information**

**Phone**  
509/625-6565

**Email**  
[eracb@spokanecity.org](mailto:eracb@spokanecity.org)

**Address**  
Employee Benefits Department  
808 W Spokane Falls Blvd  
Spokane, WA 99201

**Resources**

[Basic EE & Dep Life Summary](#)

The **‘Your Beneficiary Designation’** section shows your current beneficiary information and the amount allocated to your Primary and Secondary beneficiaries. If you have not previously chosen a beneficiary, no names will show in this box.

- To edit the personal information for one of your beneficiaries click on the arrow ‘>’ to the right of the name.
- To edit your beneficiary designation, click on **‘Update Beneficiary Designation’** under the ‘Your Beneficiary Designation’ details box.
- To add a beneficiary, click on **‘Add Beneficiary’**

## Your Beneficiary Designation

Beneficiaries designated for the Employee Basic Life is plan are listed here. Select the beneficiary to view or modify. To change your beneficiary allocations, select the Update Beneficiary Designation button.

		Primary Allocation	Percent	
		Secondary Allocation	Percent	
Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	
Wilma Flintstone	Spouse	100		>
Pebbles Flintstone	Child			>
Barney Rubble	Friend		100	>
<b>Total</b>		<b>100</b>	<b>100</b>	



Names cannot be removed from this list however they can be 'hidden'. Contact the Employee Benefits Department at (509) 625-6565 or by email at [eracb@spokanecity.org](mailto:eracb@spokanecity.org) to request that a name be hidden.

Be sure before you have the individual 'hidden' that this is an individual you will not want to use as a beneficiary again as they will no longer be available for you to choose.

To change your allocations, input your changes into the allocation fields.

If you do not want to allocate a percentage to an individual leave the percentage as zero. Be sure to **'Save'** your updates.

Cancel
**Update Beneficiary Designation**
Save

You may designate the individuals as primary or secondary beneficiaries by allocating a percent or a specific dollar amount. Secondary beneficiaries receive benefits only if all primary beneficiaries are deceased.  
If you select flat dollar amount, then one beneficiary must be designated to receive remaining money from the policy. If you select 100. All percents for secondary beneficiaries must total 100.

Primary Allocation Method Percent

Secondary Allocation Method Percent

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	New Primary Percentage	New Secondary Percentage
Wilma Flintstone	Spouse	100		<input type="text" value="100"/>	<input type="text" value="0"/>
Barney Rubble	Friend		100	<input type="text" value="0"/>	<input type="text" value="0"/>
Pebbles Flintstone	Child			<input type="text" value="0"/>	<input type="text" value="100"/>
		Total		100	0

Primary Excess Amount Goes To  

Secondary Excess Amount Goes To

Enter new allocations in these fields. Each column must equal 100%.

To add a new beneficiary whose name is not on the list, click on the **'Add Beneficiary'** button. This will take you to the personal information page to enter their details. Then click on the **'Update Beneficiary Designation'** button to allocate percentage.

<b>Total</b>	<b>100</b>	<b>100</b>
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Add Beneficiary
Update Beneficiary Designation

Cancel

### Update Individual Dependent/Beneficiary Information

Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on 4/12/2022.

**Name**

Add Name

Add the personal details for your new Beneficiary on this page.

Enter all fields, then click on the 'Save' button.

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

**Dependent**

**Beneficiary**

\*Marital Status  Single

As of

\*Student  No

As of

\*Disabled  No

As of

\*Tobacco User  Non Smoker

As of

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**Address**

Address	Address Type	Same as mine

Employees are the beneficiary on all Dependent Basic Life, Spouse Voluntary Life or Child Voluntary Life plans so no beneficiary updates are necessary for those plans.

Amount of coverage available can be viewed in the applicable tile on the Benefits Summary page.