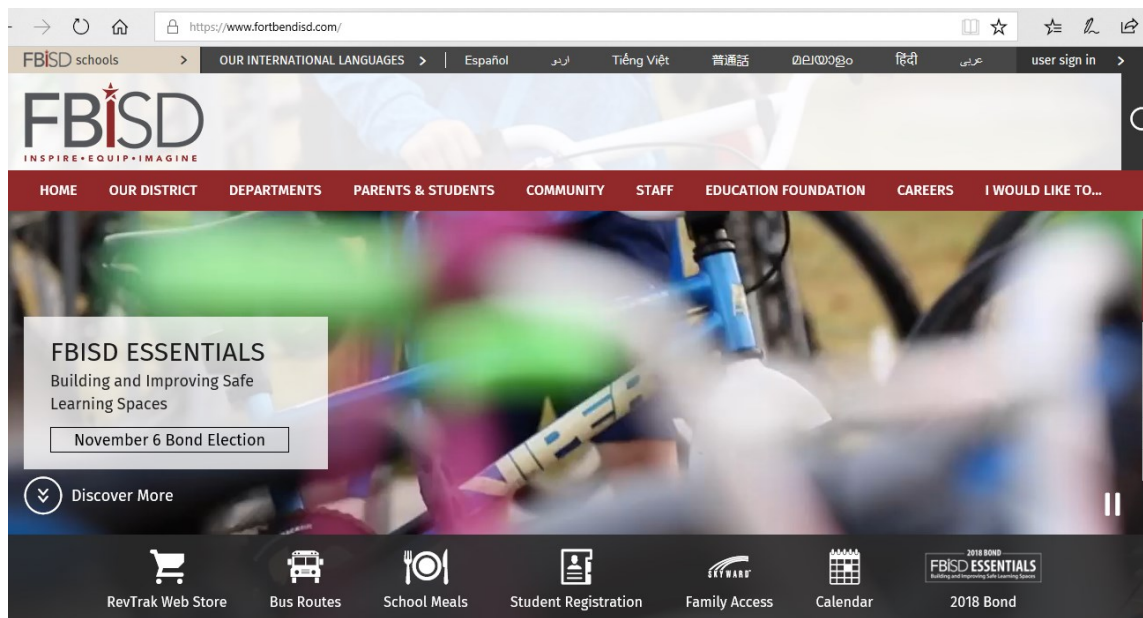


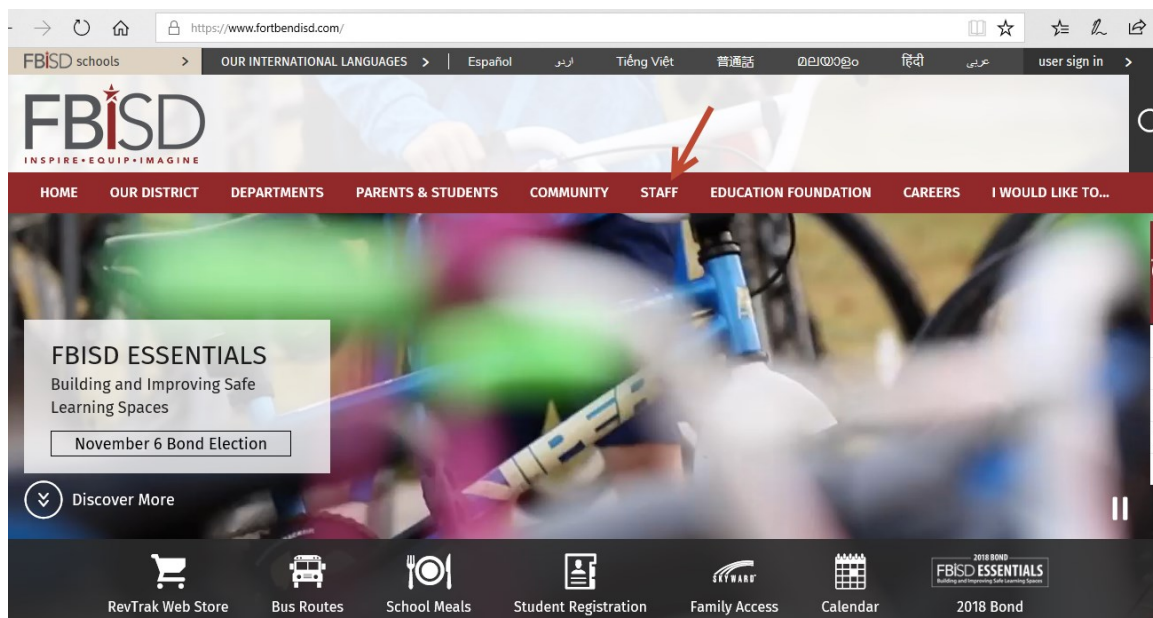
2020 My-Self Serve Job Aid

Employee Benefits

1. Go to www.fortbendisd.com



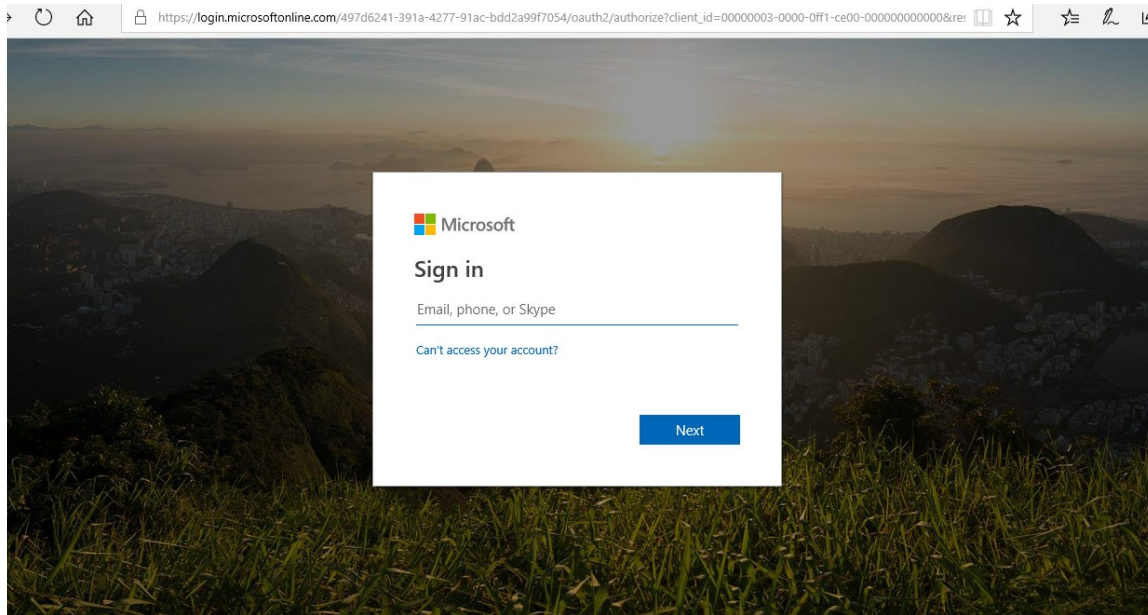
2. Click on the staff tab in the top right hand corner



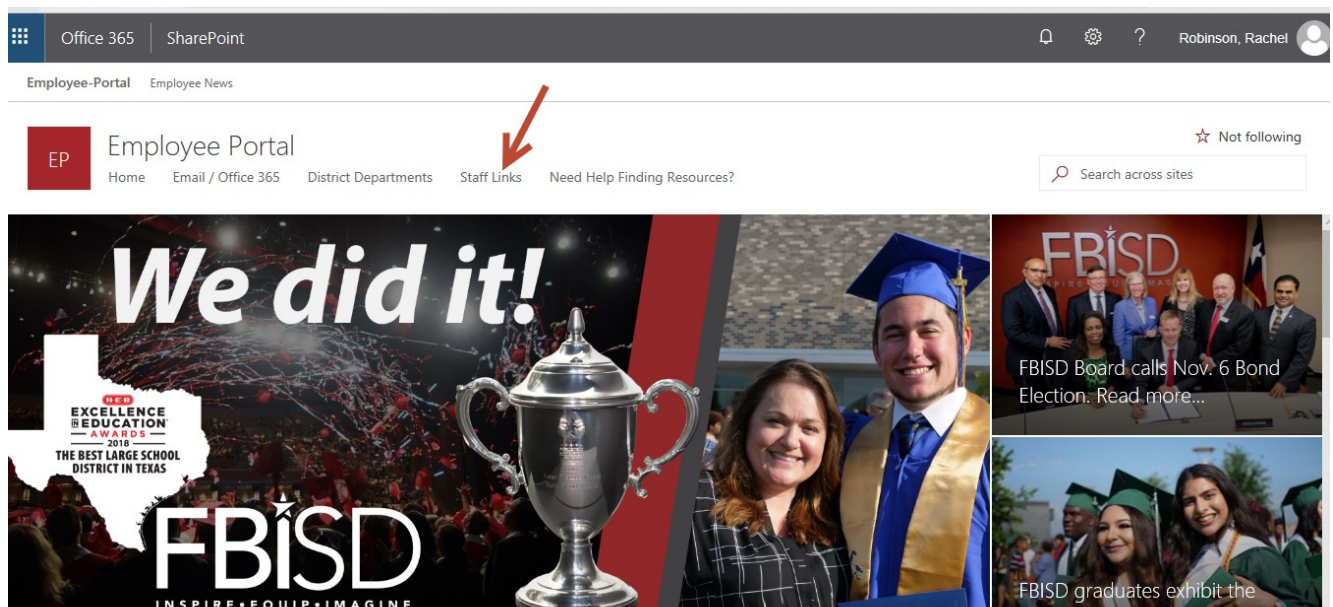
3. Log in using your Fort Bend ISD credentials

User name is `firstname.lastname@fortbendisd.com`

If you have issues logging in, please contact 281-634-1300 (x41300) between the hours of 6:30 AM and 6:00 PM Monday-Friday



4. Click Staff Links















5. Click My Self Serve

Employee Portal ☆ |

Search across sites

Public

CS

Support Portal (Early CRM)	 Absence Reporting	 Blackboard Connect	 District Phone Directory
Connect	 Edgenuity	 Eduphoria (Open in Chrome or Firefox)	 eLearning
Employee ID Lookup	 Employee Benefits	 Fundraiser Request Form	 Laptop User Agreement
Performance	 My Self-Serve	 Naviance	 Online Textbook

Note: A red arrow points to the 'My Self-Serve' tile in the grid.

6. Log into My Self Serve

Username: firstname.lastname



The login page features a dark blue background with a white header containing the Oracle and PeopleSoft logos. Below the header, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'Select a Language' dropdown is currently set to 'English'. Below the input fields, there is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. At the bottom, there is a link for 'Set Trace Flags'.

ORACLE
PEOPLESOFT

User ID

Password

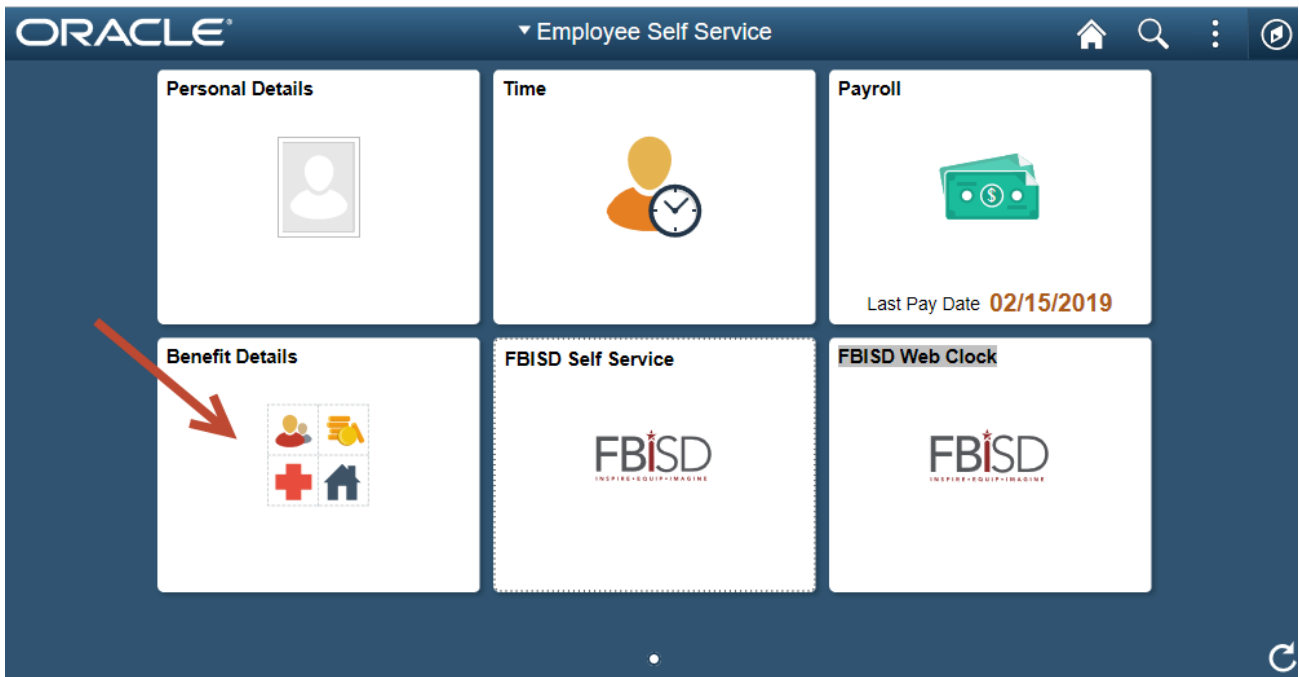
Select a Language
English

Enable Accessibility Mode

[Sign In](#)

[Set Trace Flags](#)

7. Click Benefit Details



8. First Click on Benefits Enrollment Second click select

The screenshot displays the 'Benefit Details' page in the Oracle Employee Self Service interface. The left sidebar contains a navigation menu with 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (highlighted in green). A red arrow labeled '1.' points to the 'Benefits Enrollment' menu item. The main content area is titled 'Benefits Enrollment' and features a table of 'Open Benefit Events'. A red arrow labeled '2.' points to the 'Select' button in the table's final column.

Event Description	Event Date	Event Status	Job Title	
Family Status Change	02/13/2019	Open		Select

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

9. To make your elections click the Edit button. You must Edit EVERY option.

plan premiums.

Important: Your enrollment will not be complete until you click Submit to send your final choices to the Benefits Department.

Enrollment Summary			
Medical	Before Tax	After Tax	Edit
Current: No Coverage			
New:			
Dental	Before Tax	After Tax	Edit
Current: No Coverage			
New:	20.85		
Vision	Before Tax	After Tax	Edit
Current: No Coverage			
New:	4.99		
LegalShield	Before Tax	After Tax	Edit
Current: No Coverage			
New:	4.99		
Education Foundation Donation	Before Tax	After Tax	Edit
Current: No Coverage			
New:	100		
Life	Before Tax	After Tax	Edit
Current: No Coverage			
New:	Basic Life: \$25,000		
Supplemental Life & AD&D - EE	Before Tax	After Tax	Edit
Current: No Coverage			

10. Select the plan by clicking on the appropriate radio button

Select one of the following plans:

Nexus Plan

Coverage Level	Your Costs	Tax Class
Employee Only	\$88.87	Before-Tax
Employee + Spouse	\$287.61	Before-Tax
Employee + Child(ren)	\$245.00	Before-Tax
Family	\$380.47	Before-Tax

Choice Plan HRA

Coverage Level	Your Costs	Tax Class
Employee Only	\$52.92	Before-Tax
Employee + Spouse	\$194.18	Before-Tax
Employee + Child(ren)	\$138.08	Before-Tax
Family	\$247.78	Before-Tax

Choice Premium Tier

Coverage Level	Your Costs	Tax Class
Employee Only	\$88.87	Before-Tax
Employee + Spouse	\$287.61	Before-Tax

11. Kelsey Plan Enrollees: You must enter the following Provider ID Number: 00006773183010 in the appropriate box and select the check box “Check here to use the same provider for all your dependents.” This allows you to see any Kelsey Seybold Provider

Employee Self Service **Benefit Details**

Benefits Summary
Dependent/Beneficiary Info
Benefits Enrollment

Dependent Beneficiary		
Enroll	Name	Relationship
<input type="checkbox"/>		

[Add/Review Dependents](#)

Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients.

Specify a Primary Care Provider ID [Select a Provider](#)

Check here if you have previously seen this provider

Check here to use the same provider for all your dependents

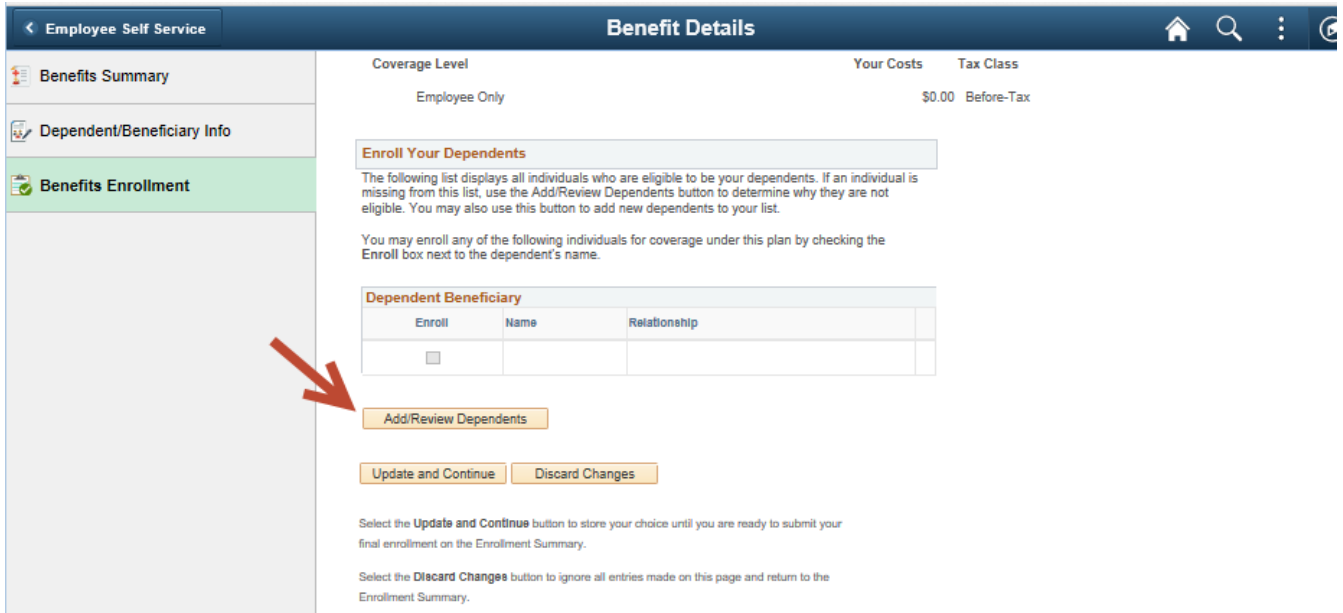
Dependent Provider List

[Update and Continue](#) [Discard Changes](#)

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

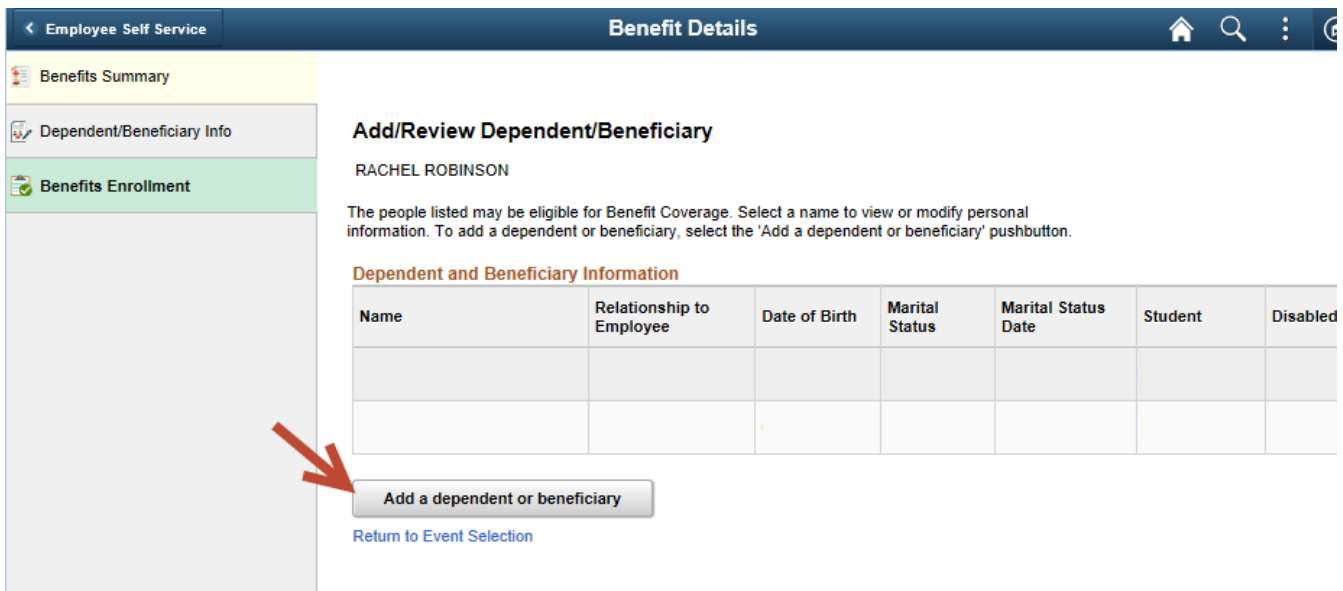
Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

12. To enroll or add a dependent select the Add/ Review Dependents button toward the bottom of the screen



13. Then click Add a dependent or beneficiary.

- Please remember to submit dependent documentation with 14 days to your Benefits Specialist
- Enter Social Security numbers for ALL Dependents



14. To enroll your dependent select the box next to their name

The screenshot shows the 'Benefit Details' page in an Employee Self Service portal. The left sidebar has three tabs: 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (which is highlighted in green). The main content area shows 'Coverage Level' as 'Employee Only', 'Your Costs' as '\$0.00', and 'Tax Class' as 'Before-Tax'. Below this is the 'Enroll Your Dependents' section, which includes instructions and a table of dependents. A red arrow points to the 'Enroll' checkbox for 'John Doe', which is currently checked. Below the table are buttons for 'Add/Review Dependents', 'Update and Continue', and 'Discard Changes'. At the bottom, there are two paragraphs of text explaining the 'Update and Continue' and 'Discard Changes' buttons.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	John Doe	Child

15. Once you have made your elections and added your dependent(s). Click Update and Continue

This screenshot is identical to the one above, showing the 'Benefit Details' page. However, a red arrow now points to the 'Update and Continue' button, which is highlighted in yellow. The 'Enroll' checkbox for John Doe remains checked.

16. Add the dependent with all information then save

Employee Self Service **Benefit Details**

Benefits Summary
Dependent/Beneficiary Info
Benefits Enrollment

Dependent/Beneficiary Personal Information

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Mar 1, 2019.

Personal Information

*First Name
Middle Name
*Last Name
Name Prefix
Name Suffix
Date of Birth
*Gender
Social Security Number
*Relationship to Employee

Status Information

*Marital Status: Single As of
*Student: No As of
*Disabled: No As of
*Smoker: Non Smoker As of

Address and Telephone

Same Address as Employee
Country
Address

Same Phone as Employee
Phone

Save

[Return to Dependent/Beneficiary Summary](#)

17. Click Return to Event Selection

Employee Self Service **Benefit Details**

Benefits Summary
Dependent/Beneficiary Info
Benefits Enrollment

Add/Review Dependent/Beneficiary

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' pushbutton.

Dependent and Beneficiary Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent
------	--------------------------	---------------	----------------	---------------------	---------	----------	-----------

Add a dependent or beneficiary

Return to Event Selection

18. Read your conformation page. It will review what plan you chose and who is enrolled. Then click Update Elections.

Employee Self Service **Benefit Details**

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Your Choice
You have chosen Nexus Plan with Employee + Child(ren) coverage.

Your Estimated per pay period Cost

Your Cost

Your Covered Dependents

Primary Care Provider Details

Name	Relationship
John Doe	Child

Notes
Once submitted, this choice will take effect on 04/01/2019. Deductions for this choice will start with the pay period beginning 04/01/2019.

[Update Elections](#) [Discard Changes](#)

Select the **Update Elections** button to store your choices.
Select the **Discard Changes** button to go back and change your choices.

19. Continue through these steps to make your elections for Medical, Dental, Vision, Legal Shield, Education Foundation, Life, Disability, Flexible Spending Healthcare, and Flexible Spending Dependent Day-care.

20. Update Beneficiary information.

Primary allocation is who receives the benefit upon your death and Secondary Allocation is who receives the benefit if you and the Primary allocation are both deceased.

The screenshot shows the 'Benefit Details' page in the Employee Self Service system. The page has a left sidebar with 'Benefits Enrollment' selected. The main content area displays instructions for allocation percentages and a table for 'Allocation Details'. Below the table are two buttons: 'Update and Continue' and 'Discard Changes'. Red arrows point to the 'Update and Continue' button and the 'New Primary Allocation' and 'New Secondary Allocation' input fields in the table.

If you select percents, all percents for Primary beneficiaries must total 100. All percents for Secondary beneficiaries (if any) must also total 100.

If you select flat dollar amounts, then one beneficiary must be designated to receive any left over money from the policy.

*Enter Primary Allocations as

*Enter Secondary Allocations as

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
		100		<input type="text" value="100"/>	<input type="text"/>
			100	<input type="text"/>	<input type="text" value="100"/>
				<input type="text"/>	<input type="text"/>
		Total	100	100	

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

21. If you would like to enroll in Flexible Spending Medical or Dependent Daycare (only for child care) click the Radio button then enter your annual

The screenshot shows the 'Benefit Details' page in the Employee Self Service system. The page has a left sidebar with 'Benefits Enrollment' selected. The main content area displays instructions for the annual pledge amount and a 'Select an Option' section with two radio buttons. Below the radio buttons is an 'Annual Pledge' input field and a 'Worksheet' button. At the bottom are two buttons: 'Update and Continue' and 'Discard Changes'. Red arrows point to the 'FSA-HEALTHCARE' radio button, the 'Annual Pledge' input field, and the 'Update and Continue' button.

Your annual pledge must be between \$120.00 and \$2,700.00, which are the limits established for this plan. You must not exceed \$7,700.00 when you add up your annual pledge amounts for all Flexible Spending Accounts.

Select an Option

No, I do not want to enroll

FSA-HEALTHCARE

This plan requires that you specify an annual pledge amount.

Annual Pledge Select the **Worksheet** button to help calculate your annual pledge for this plan year.

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

22. Once you have made all your elections. Your per pay period cost will appear at the bottom.

Employee Self Service | Benefit Details

Benefits Summary | Dependent/Beneficiary Info | **Benefits Enrollment**

Current: No Coverage
New: Disability 14/14: 66.67% of Salary 21.64
Flex Spending Healthcare Before Tax After Tax Edit

Current: No Coverage
New: Waive 0.00
Flex Spending Dependent Daycare Before Tax After Tax Edit

Current: No Coverage
New: Waive 0.00

This table summarizes the estimated per paycheck costs for your new benefit choices.

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs	\$0.00	\$0.00	\$0.00
Your Costs			

Save and Continue

Click Save and Continue to send your final choices. You must click Submit on the next page to send your elections to the Benefits Department.

i Important: Your enrollment will not be complete until you click the Submit button on the next page to finalize your choices for Benefits Open Enrollment.

23. Click Save and Continue to go to the submission page for elections.

Employee Self Service | Benefit Details

Benefits Summary | Dependent/Beneficiary Info | **Benefits Enrollment**

Current: No Coverage
New: Disability 14/14: 66.67% of Salary 21.64
Flex Spending Healthcare Before Tax After Tax Edit

Current: No Coverage
New: Waive 0.00
Flex Spending Dependent Daycare Before Tax After Tax Edit

Current: No Coverage
New: Waive 0.00

This table summarizes the estimated per paycheck costs for your new benefit choices.

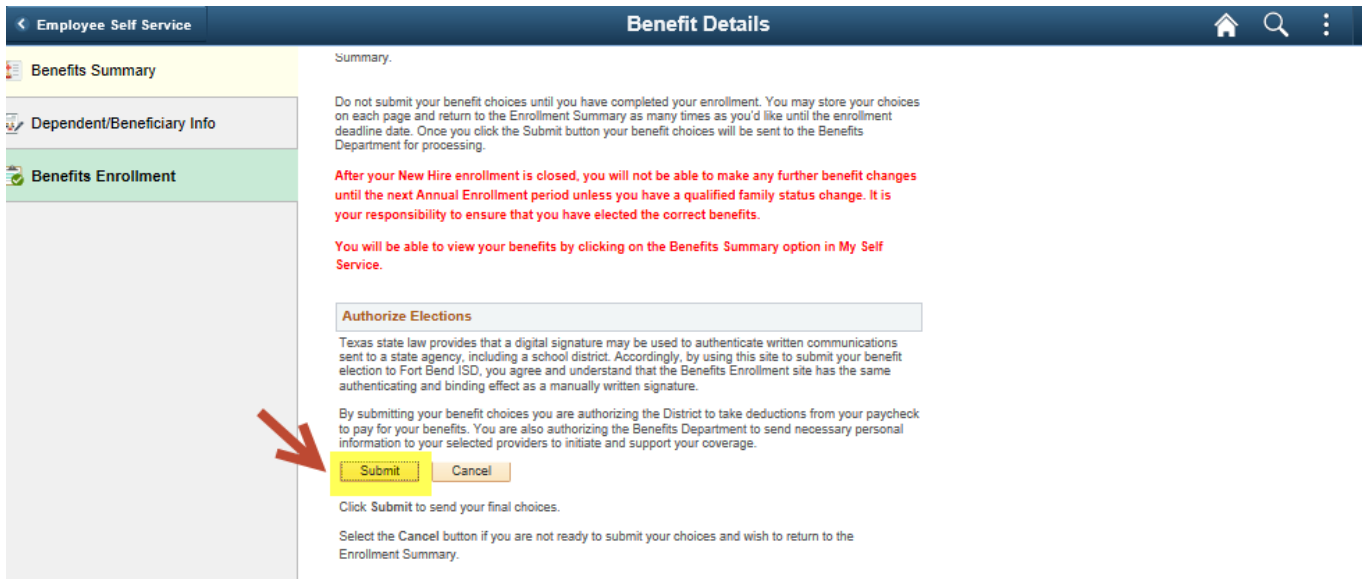
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs	\$0.00	\$0.00	\$0.00
Your Costs			

Save and Continue

Click Save and Continue to send your final choices. You must click Submit on the next page to send your elections to the Benefits Department.

i Important: Your enrollment will not be complete until you click the Submit button on the next page to finalize your choices for Benefits Open Enrollment.

24. To submit your Benefit Choices click Submit



Employee Self Service **Benefit Details** Home Search

Benefits Summary
Dependent/Beneficiary Info
Benefits Enrollment

Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like until the enrollment deadline date. Once you click the Submit button your benefit choices will be sent to the Benefits Department for processing.

After your New Hire enrollment is closed, you will not be able to make any further benefit changes until the next Annual Enrollment period unless you have a qualified family status change. It is your responsibility to ensure that you have elected the correct benefits.

You will be able to view your benefits by clicking on the Benefits Summary option in My Self Service.

Authorize Elections

Texas state law provides that a digital signature may be used to authenticate written communications sent to a state agency, including a school district. Accordingly, by using this site to submit your benefit election to Fort Bend ISD, you agree and understand that the Benefits Enrollment site has the same authenticating and binding effect as a manually written signature.

By submitting your benefit choices you are authorizing the District to take deductions from your paycheck to pay for your benefits. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Submit Cancel

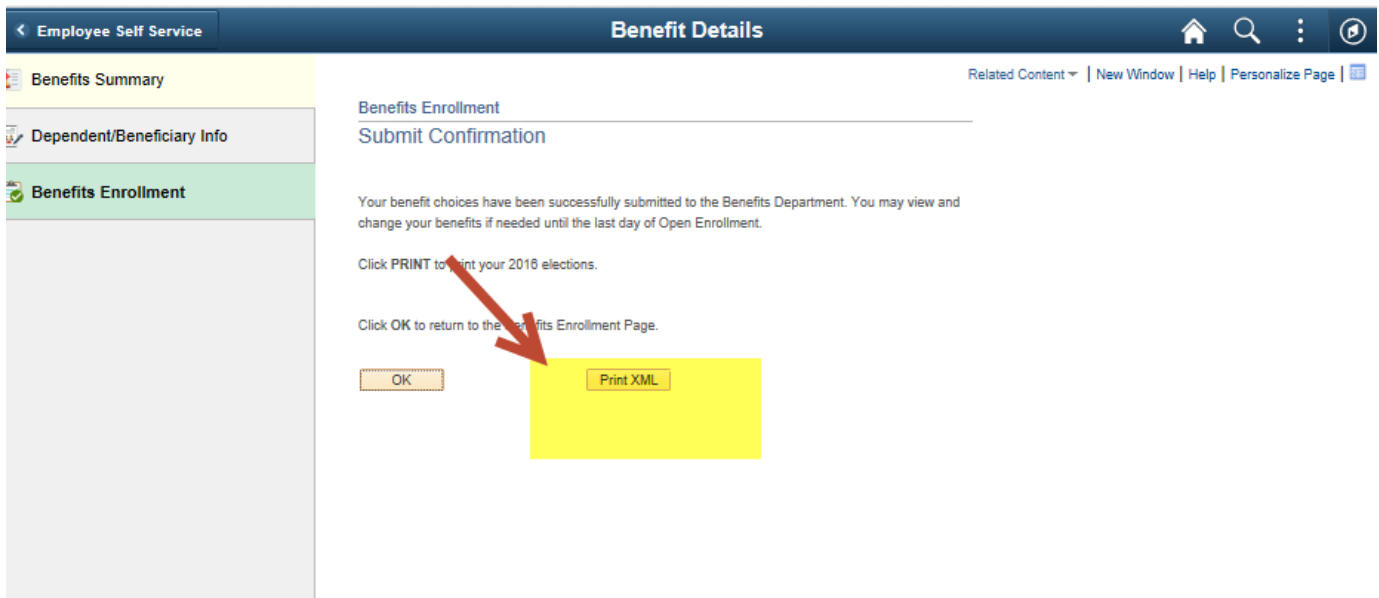
Click **Submit** to send your final choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

35. Once submitted Print or save your confirmation page as PDF as proof of Enrollment.

(You may have to disable your popup blockers.)

Elections will not be updated unless the submit button is clicked!!!!!!



Employee Self Service **Benefit Details** Home Search

Benefits Summary
Dependent/Beneficiary Info
Benefits Enrollment

Related Content | New Window | Help | Personalize Page |

Benefits Enrollment
Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department. You may view and change your benefits if needed until the last day of Open Enrollment.

Click **PRINT** to print your 2018 elections.

Click **OK** to return to the Benefits Enrollment Page.

OK **Print XML**