## **Employee Self Service (ESS) Life Event Instructions**

To add or drop dependents to your PacificSource health insurance plan, log into Munis <u>Employee Self</u> <u>Service (ESS)</u>. You will need to download a copy of the required documentation within 31 days from the date of the life event. Also, once this is done, please call Trygve at 541-317-3154 with your dependent's Social Security number (email is not guaranteed to be secure).

Once in ESS, click on Life Events on the left side. On the right side, scroll down to find the correct life event and click Start:

	Death of dependent Start
Employee Self Service	Dissolution of start partnership
Benefits	Divorce Start
Life Events	Same gender dom Start
Employee Notifications Pay/Tax Information Personal Information Training Opportunities	Dependent child reaches Start
	Return from extended Start
	Loss of other coverage Start
	Marriage Start
	Spouse coverage change Start
	Ee status change ben Start

Once in the Life Events screen, enter the date of the life event in Effective Date, click on Choose File to download a copy of your required documentation (birth certificate, marriage license, adoption record, divorce decree, etc.), and click Submit. We will then receive this notification in HR and process the change. We'll call you if we have any questions.

	Life Events Pending Life Events			
Employee Self Service				
Benefits	You have no pending life events.			
Life Events	Effective date	7/6/2020		
Employee Notifications	Marriage License	Choose File No file chosen		
Pay/Tax Information	_			
Personal Information	Submit	Cancel		
Training Opportunities	L			

Contact Robin Edwards or Trygve Bolken if you have any questions regarding these changes or need guidance with ESS.

## Legal Name Change

If you'll have a legal name change (also in ESS, must first obtain new Social Security Card).

Once in ESS click on Personal Information on the left side, then click Add/View Changes under that. Click Benefit Change then click NAME CHANGE. Enter your new name. Under Attachments, attach a copy of your new Social Security card and click submit.

tyler,		Benefits	<u> </u>	
	Profile Changes	Life Events	Back	
Home	Recent actions in process	Employee Notifications		
Employee Self Service		Pay/Tax Information	~	<b></b>
Benefits		Personal Information	OTHER	BENEFIT CHANGE
Life Events		Add/View Changes		
Employee Notifications	+ Add an action	loh Information		
Pay/Tax Information	A 1 A 1 A	Benefits	Back	
Personal Information		Life Events		
		Employee Notifications		I I
Add/View Changes		Pay/Tax Information	DEFERRED	NAME CHANGE
Job Information		Personal Information	COMPENSATION CHANGES	
Training Opportunities		Add/View Changes		
		Job Information		