City of Lincoln and Lancaster County Oracle Training Guide

Employee Self Service

Updated 6/30/2022

CITY OF LINCOLN NEBRASKA

Human Resources
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LANCASTER NEBRASKA COUNTY

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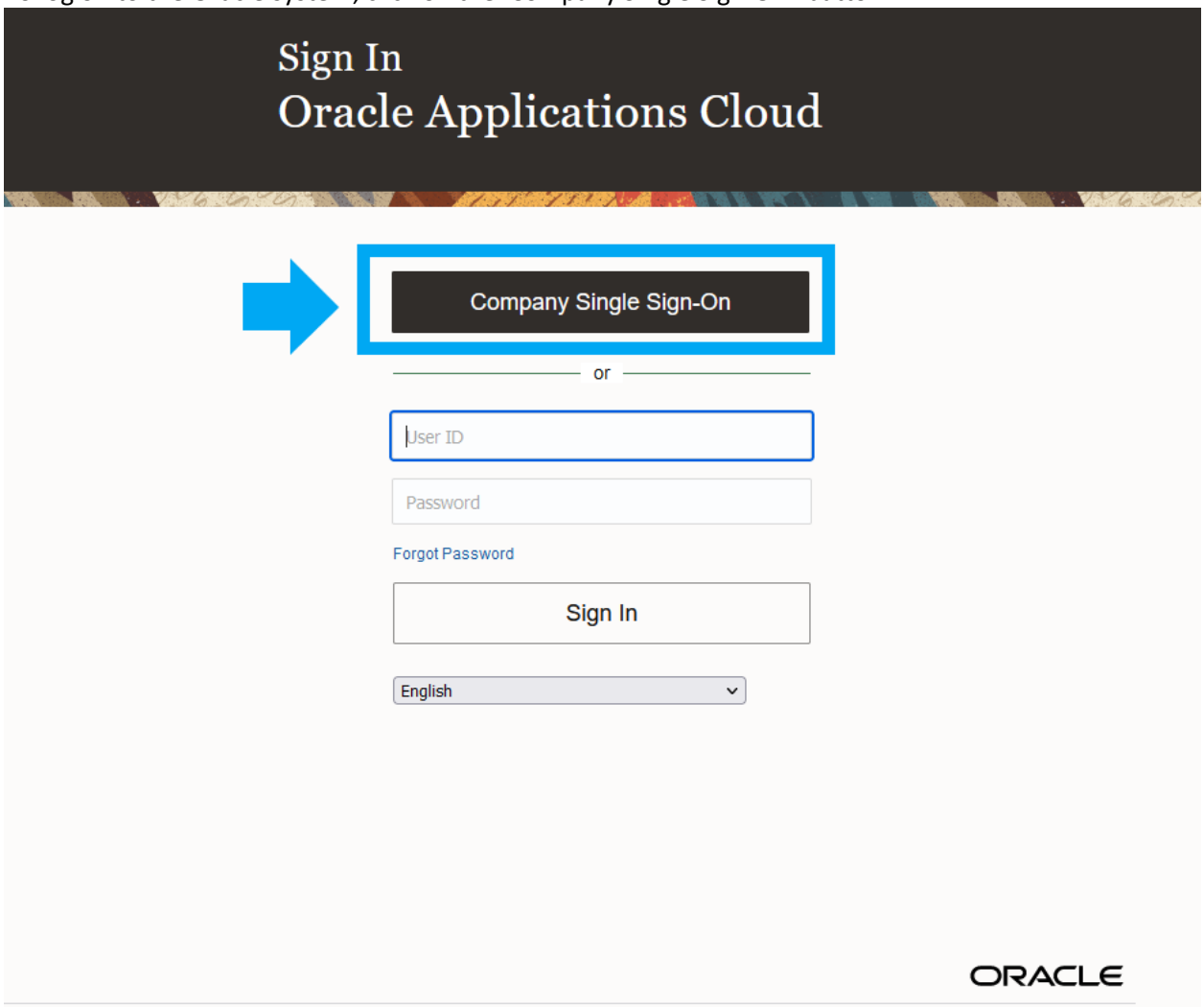
General Oracle HCM Cloud Information

Quick Tips and Tricks

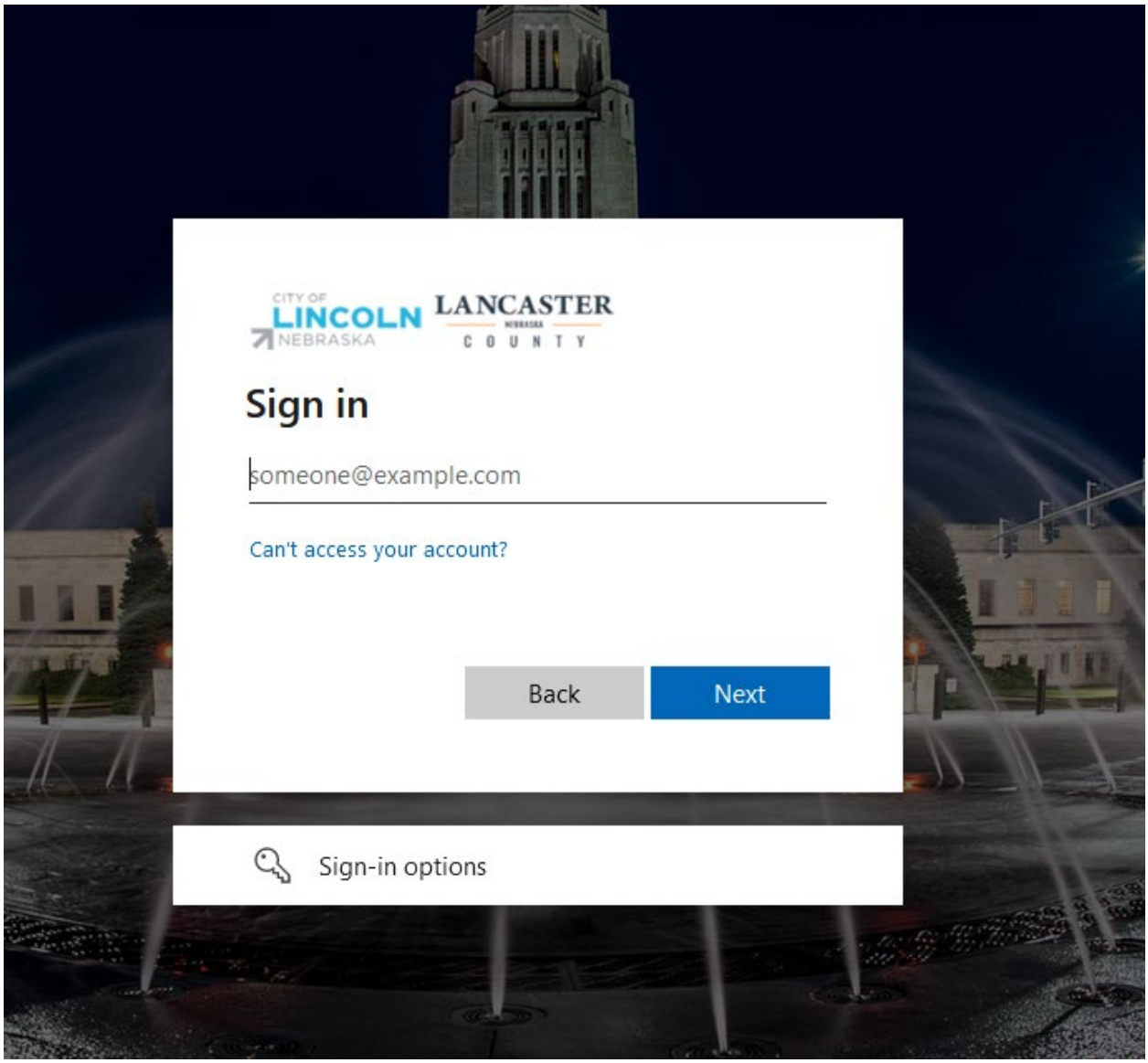
- Internet Explorer is not compatible with Oracle. If you are still using Internet Explorer, you need to upgrade your browser to Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.
- Do not use your browser's back button. Instead, use the back button that is within Oracle.
- Your browser's settings can make a difference in the way that Oracle will appear on your screen. You may need to adjust your browser's zoom setting for optimum viewing.
- If you have a popup blocker installed, you will need to add Oracle to your 'whitelist' or always allow popups from the site.

Logging in to Oracle

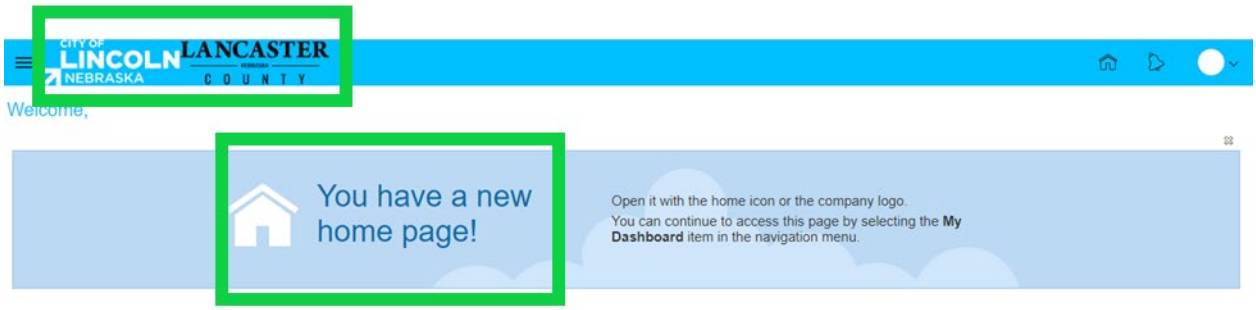
To log on to the Oracle system, click on the 'Company Single Sign-On" button



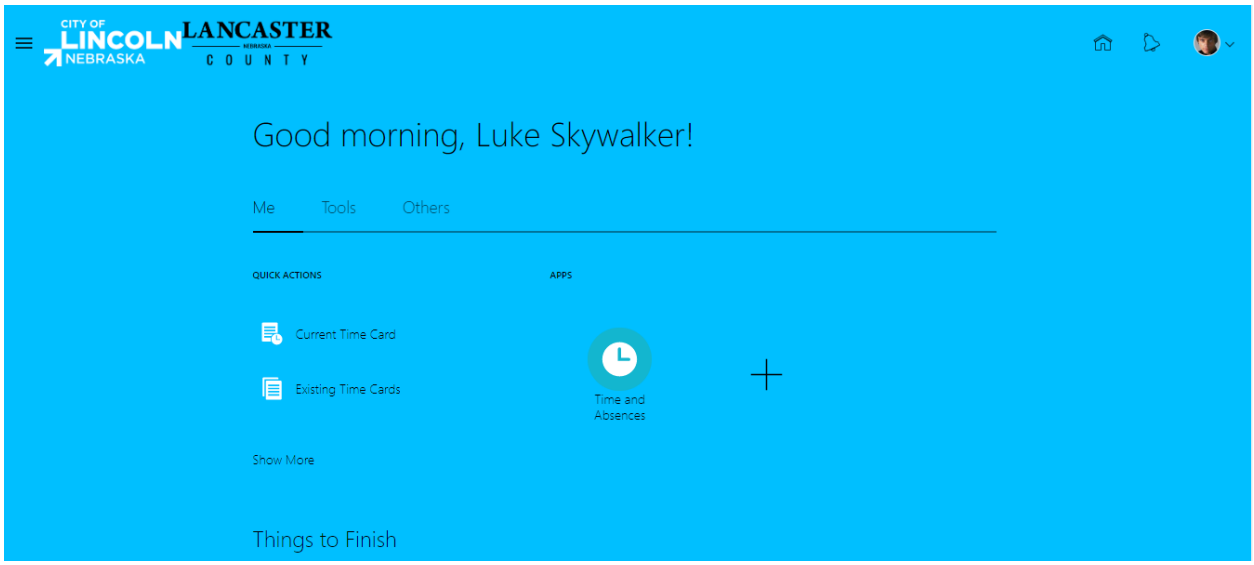
On the next page, you will see the City of Lincoln and Lancaster County Logos with a sign in box. Enter in your city or county email address ending in @lincoln.ne.gov or @lancaster.ne.gov and your windows password that you use to log in to your work computer.



You may see this welcome page, you can click on the "You have a new home page!" text or you can click on the City of Lincoln and Lancaster County logos in the top left hand corner.

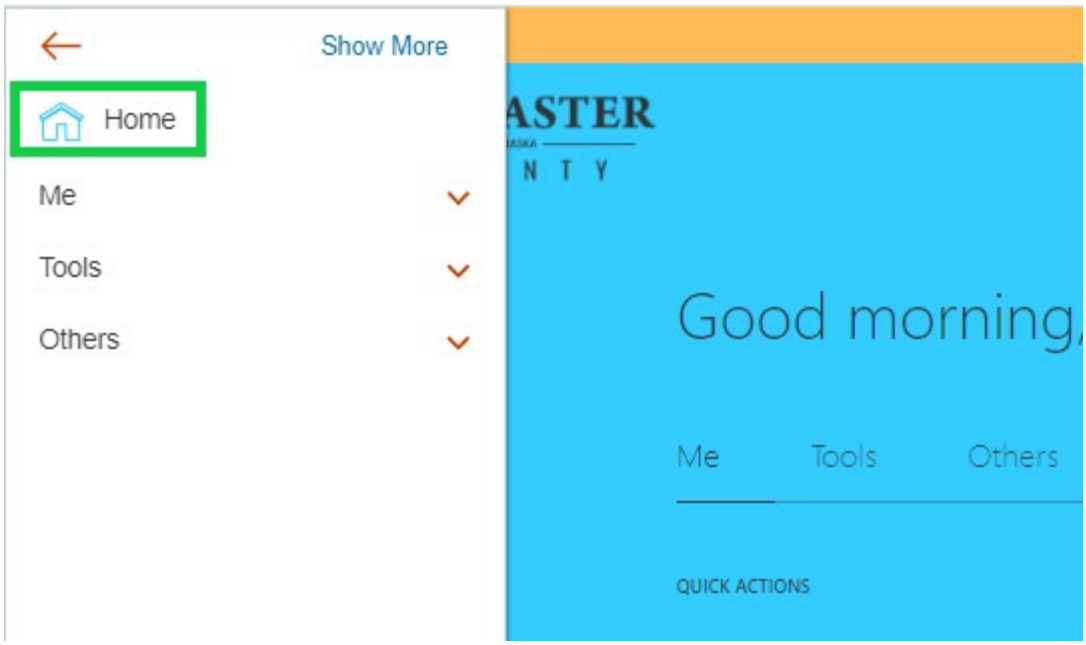


This is your home page in Oracle:



To return to the home page at any point, you can click on the City of Lincoln and Lancaster County Logo on the top left, or you can click on the "home" icon on the top right side.

You can also click on the navigator button on the top left (looks like 3 lines), it will open up the navigator menu, from there click on the home icon

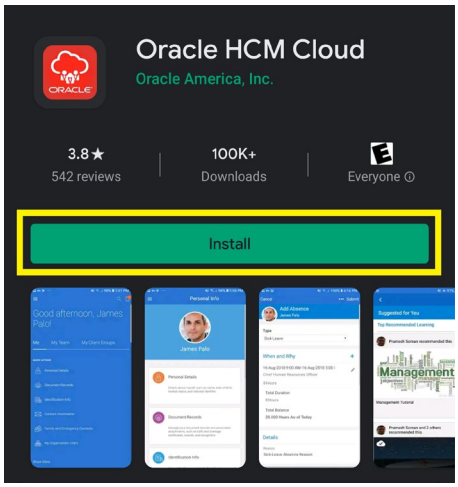

Show More
Home
Me
Tools
Others
Good morning,
Me
Tools
Others
QUICK ACTIONS

Downloading the Oracle HCM Cloud Mobile app

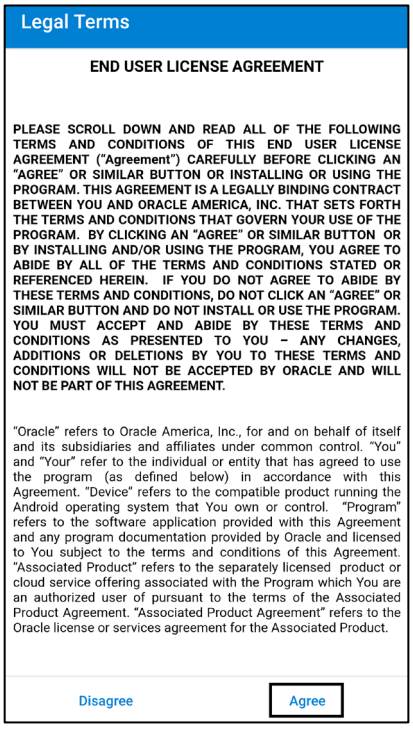
(Note: Your view may vary depending on the model of the device you are using) Download Oracle HCM Cloud Mobile app from the Apple app store or Google play store. On Android devices, you have to download and manually install the mobile app.

Google Play - Oracle HCM Cloud App

Apple - Oracle HCM Cloud App

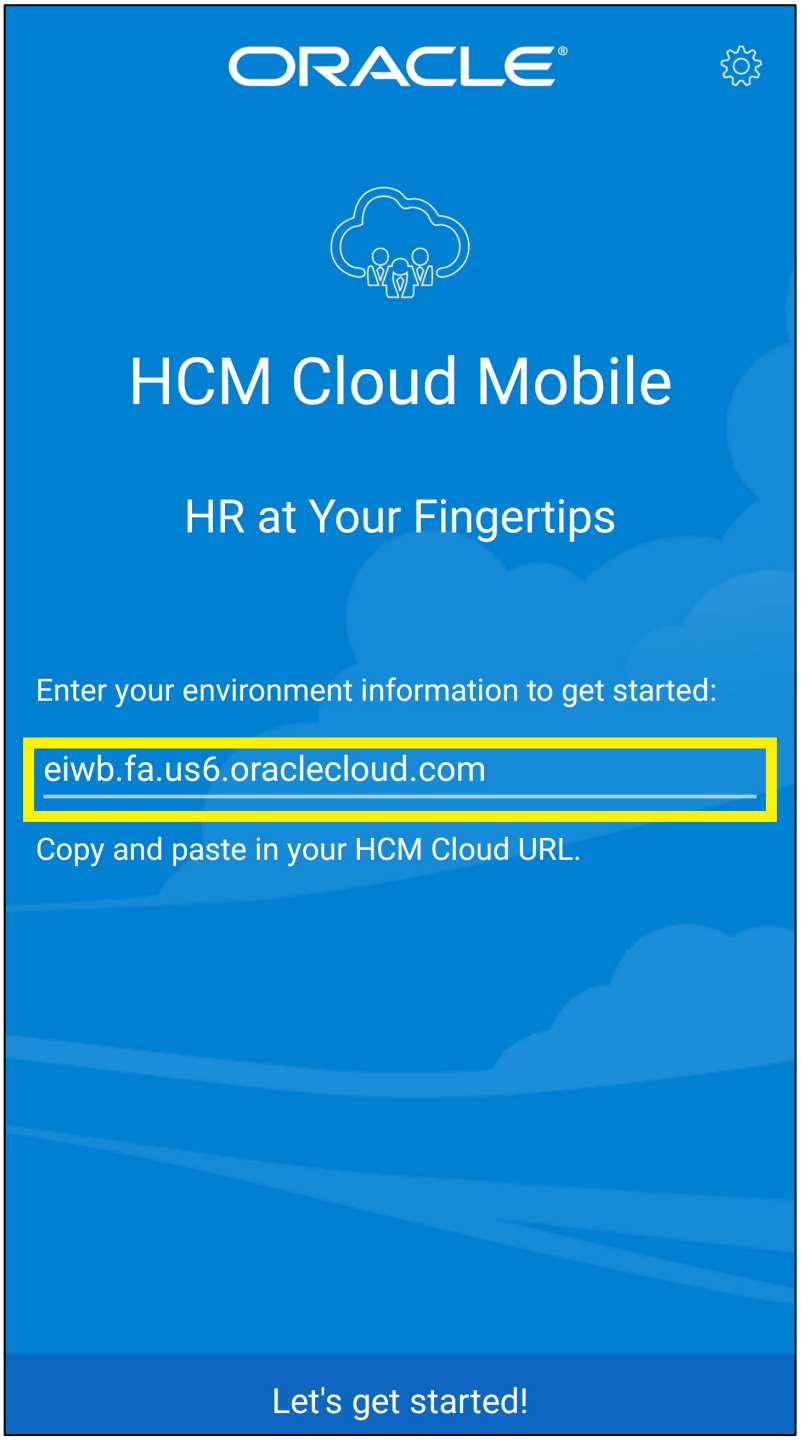


Accept the end user license agreement (EULA) to proceed to the sign in page. From there on, you will have the same user experience on the desktop and mobile.



On the getting started page, the HCM Cloud Application URL. The City/County URL is

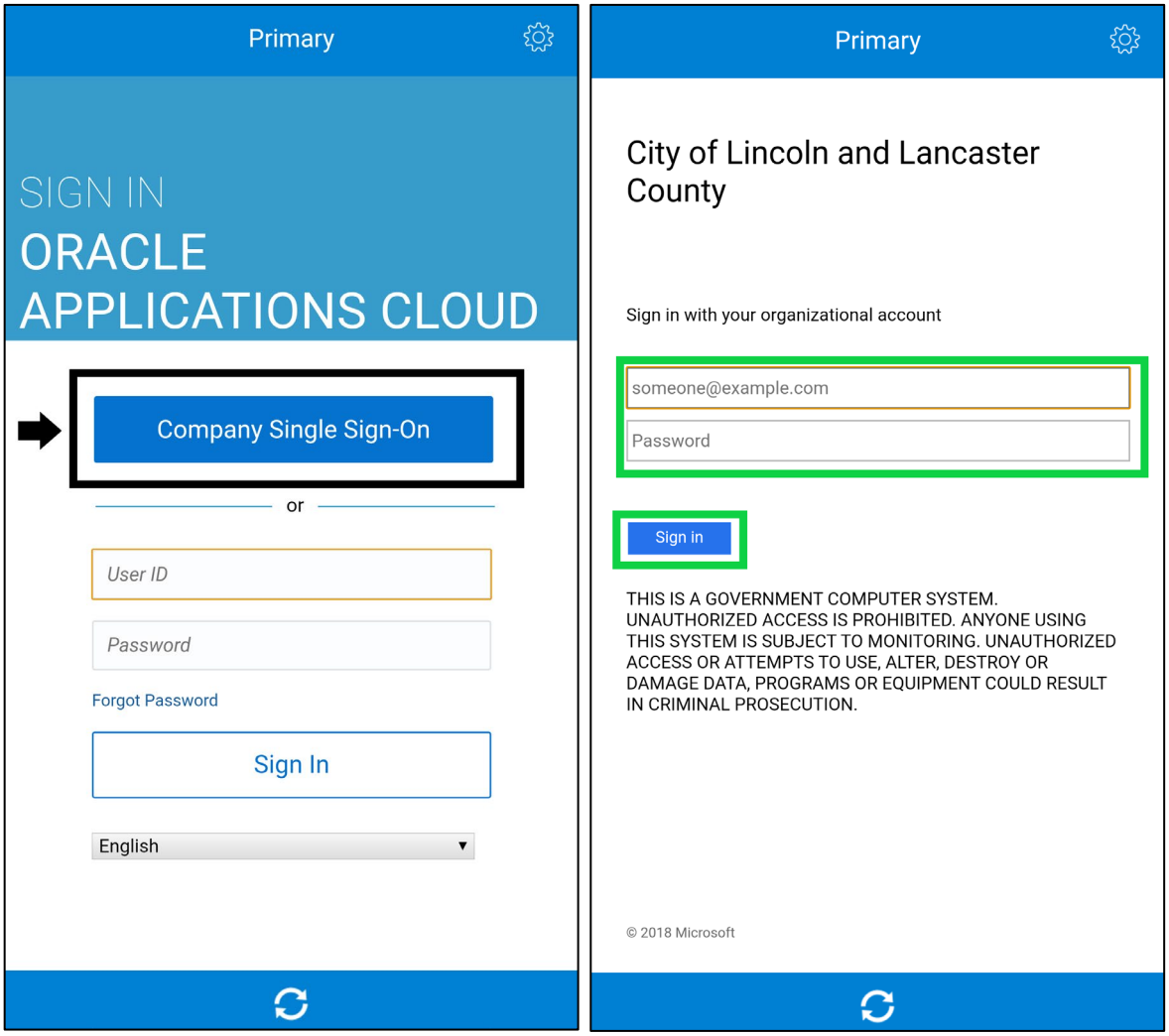
eiwb.fa.us6.oraclecloud.com



On the next screen you will use Company Single Sign to login.

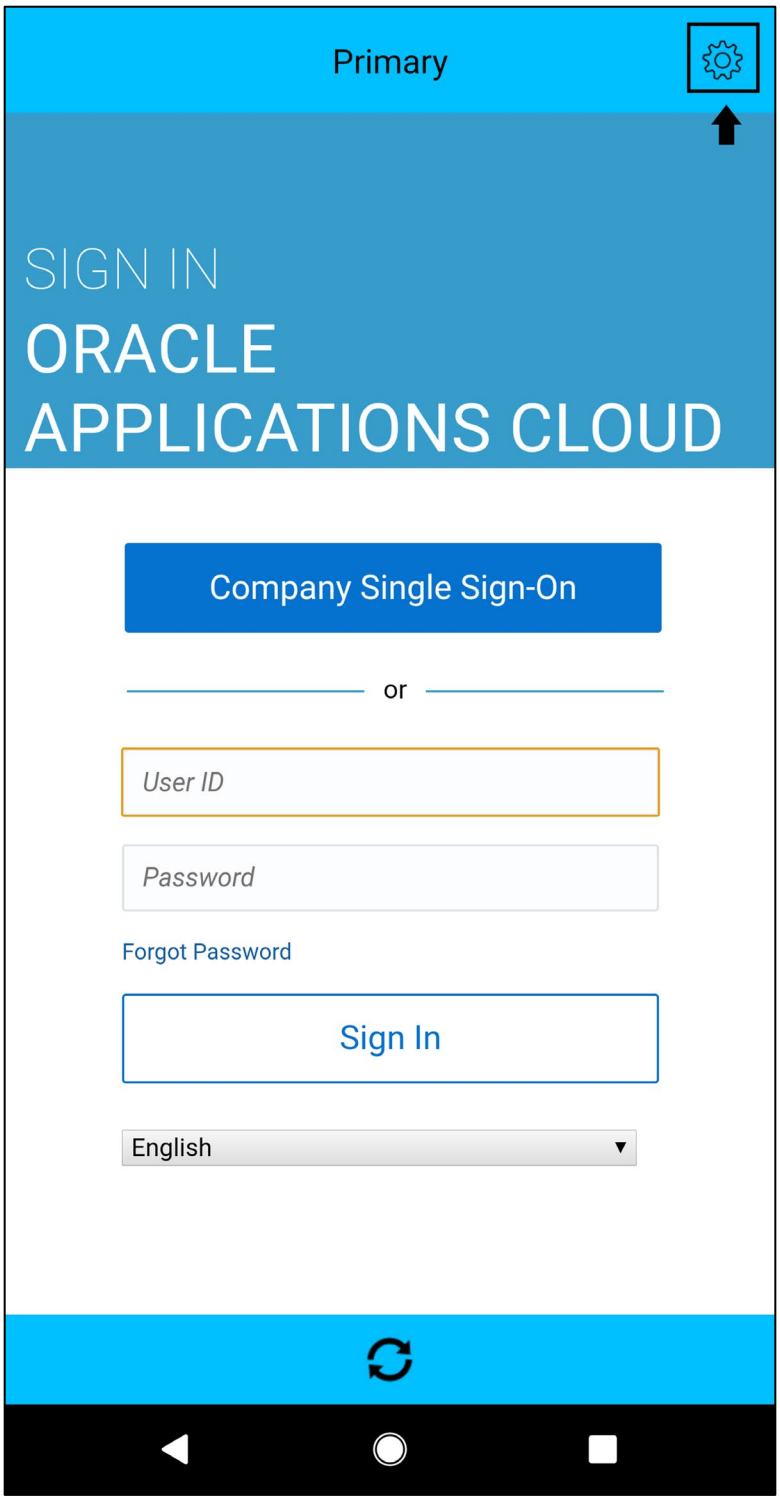
Logging in to the Mobile App

(Note: Your view may vary depending on the model of the device you are using) Click on the "Company Single Sign-On" button:

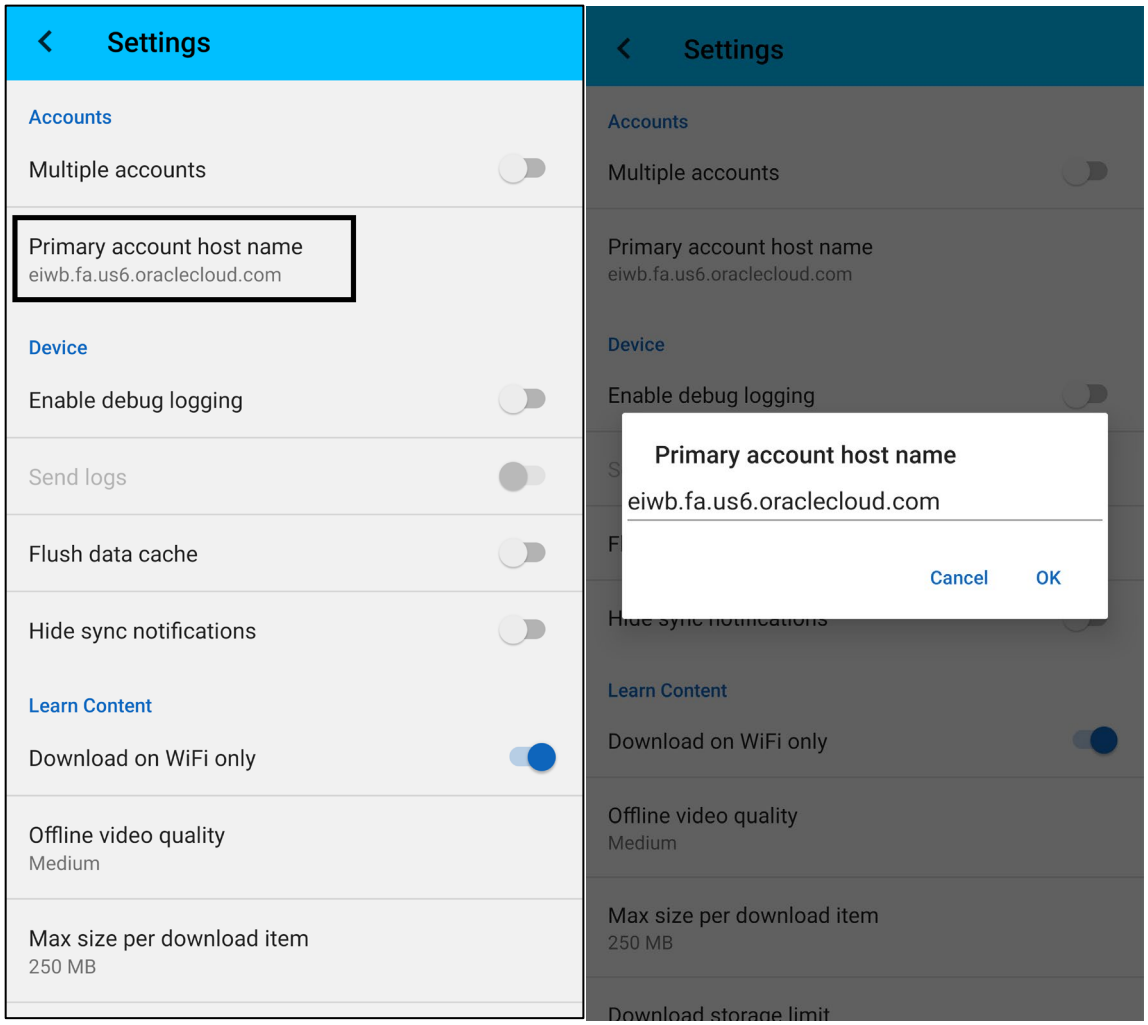


Changing the URL in Oracle HCM Cloud App

(Note: Your view may vary depending on the model of the device you are using) If you enter in the incorrect URL, you will need to edit the URL to be able to access the correct system. In the Oracle HCM Cloud App, click on the settings app in the top right-hand corner:



Click on Primary Account Host Name:

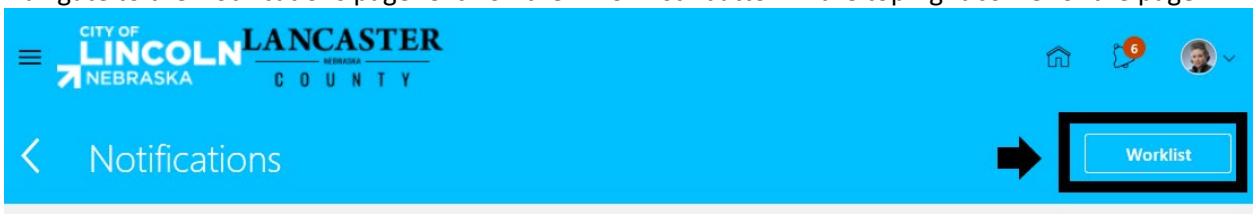


This will allow you to change the URL that you currently have in the app. Make sure the URL that you have in there is **eiwb.fa.us6.oraclecloud.com**

Once you have this entered in, hit 'Ok'.

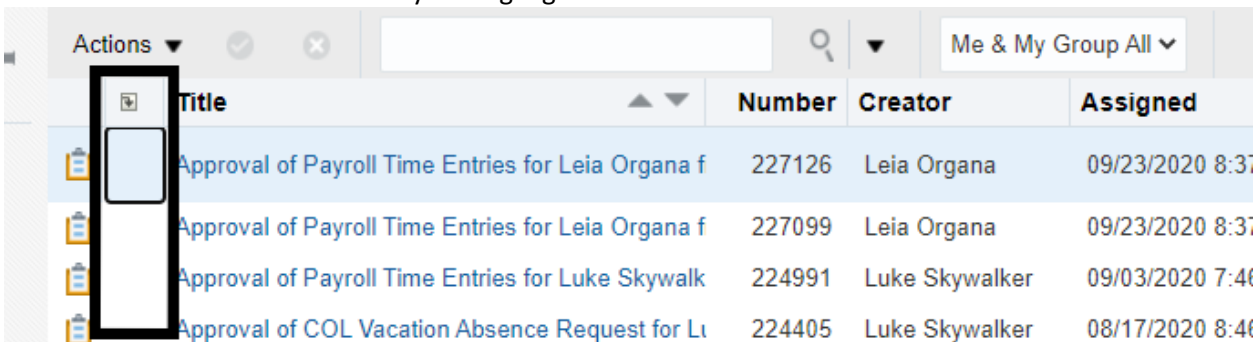
Dismissing Notifications

Navigate to the Notifications page. Click on the "Worklist" button in the top right corner of the page:

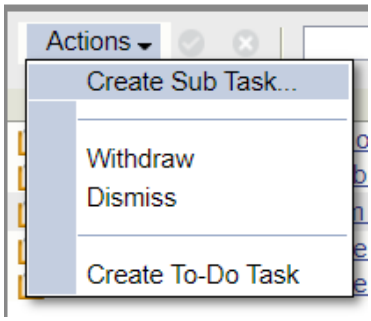


On the left side of the notification you will see the symbol, blank space, then the title of the notification:

Click in the blank space to select the line of the notification. You can select multiple notifications that are not next to each other by holding down the CTRL key while clicking on the notifications you would like to select. You can select multiple notifications that are next to each other by clicking the top one, then hold down the shift key and then click on the blank space of the last line in the group that you would like to select. Lines will be blue when they are highlighted.



When the desired lines are selected, click on the actions drop down. The dropdown menu will give options for the selected notifications. If dismiss is available, you will be able to click on it to dismiss the notifications.

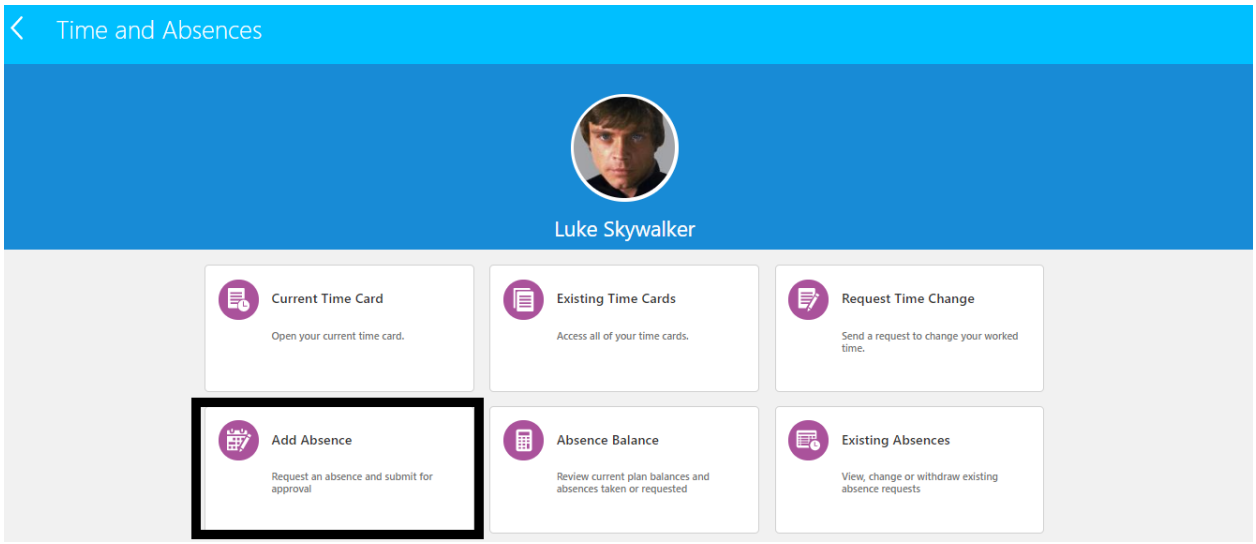


Absence Module

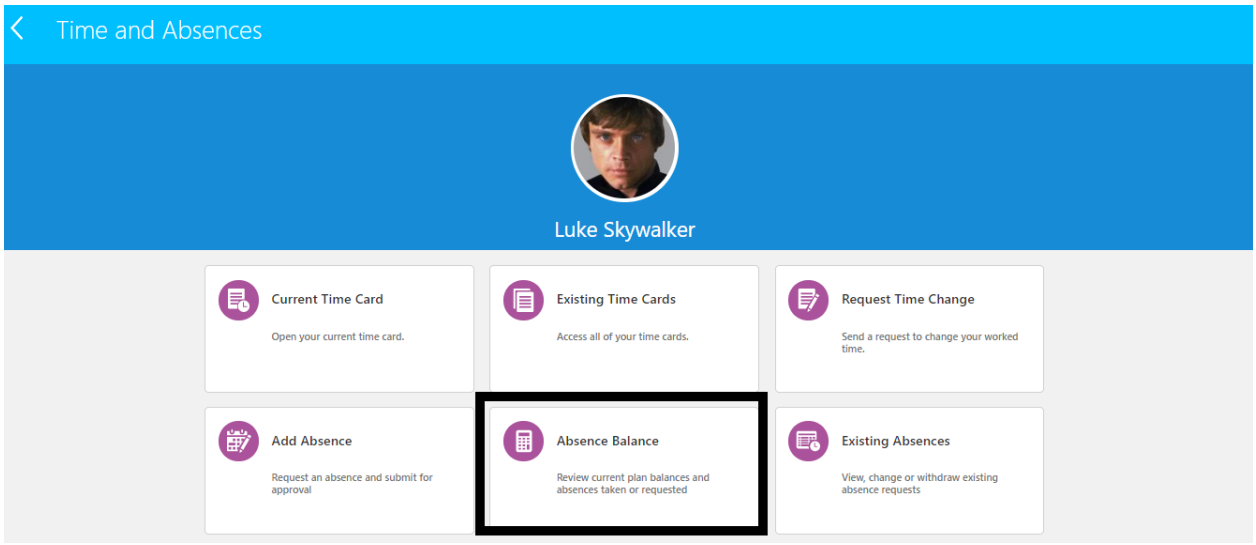
Navigate to Add Absence form:

There are a few different ways to get to the Add Absence form.

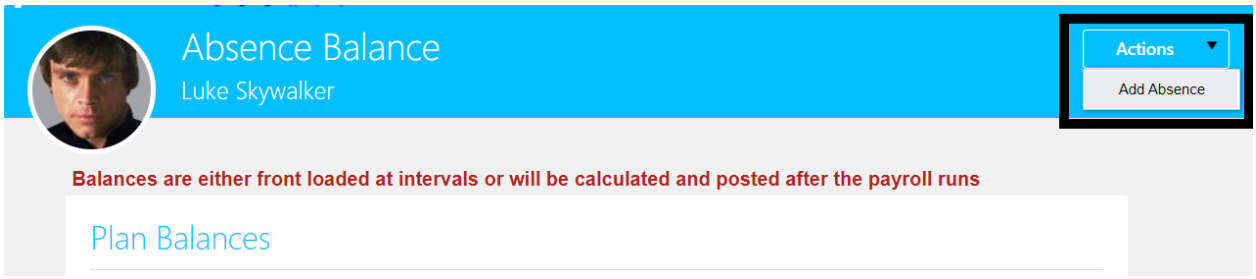
Option 1: From the Time and Absences main menu, click on the Add Absence tile. This will take you to the "Add Absence" form:



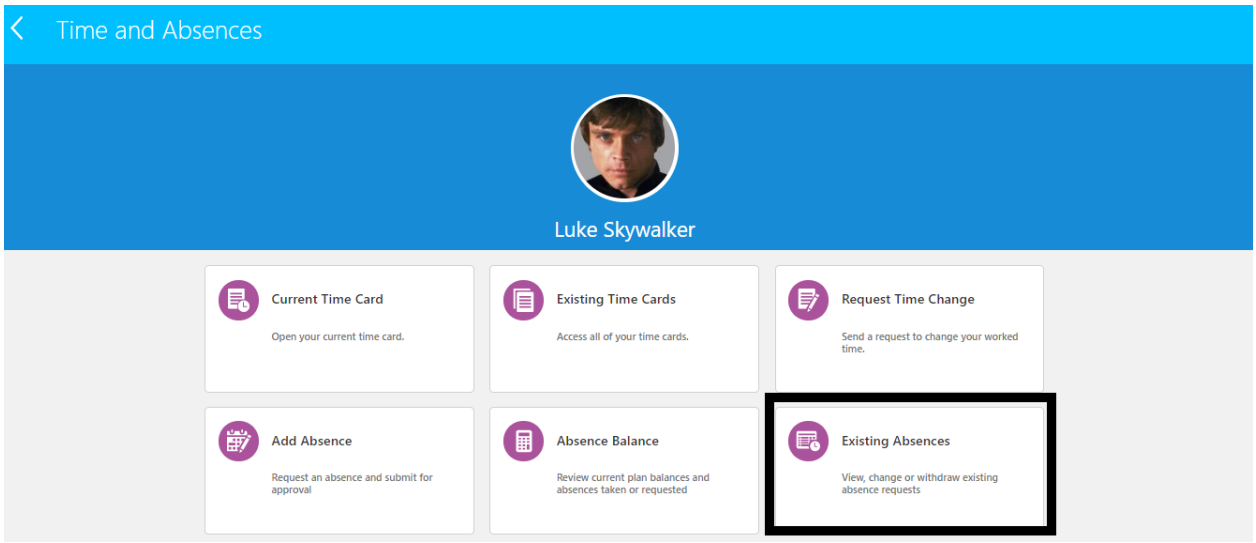
Option 2: From the Time and Absences main menu, click on the Absence Balance tile:



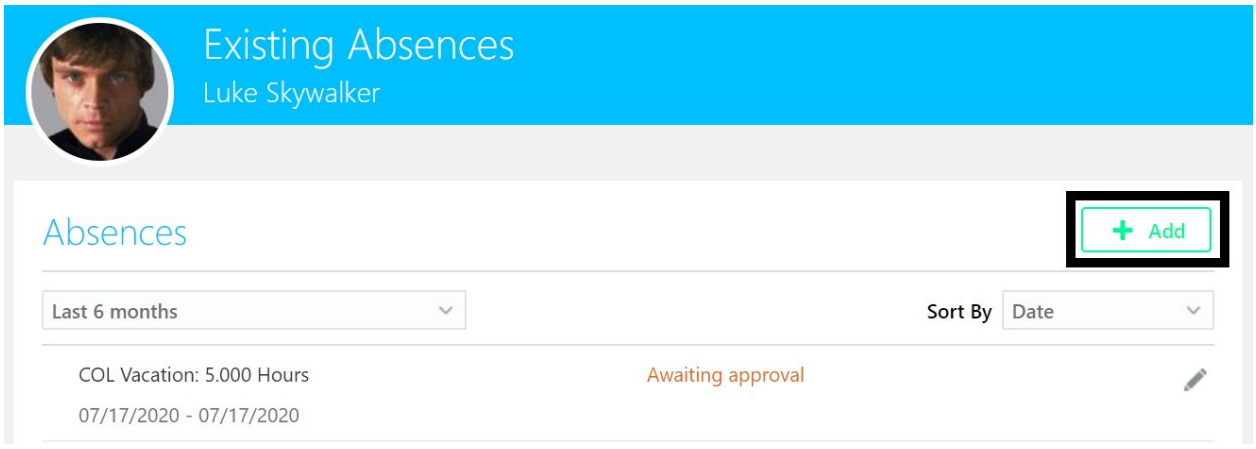
In the Absence Balance page, you will see an actions dropdown menu in the top right hand side of the screen. Click on this and you will see an "Add Absence" option. Click on this and it will take you to the add absence form.



Option 3: From the Time and Absences main menu, click on the Existing Absences tile:



In the Existing Absences page, click on the "+ Add" button in the top right corner. This will take you to the "Add Absence" form.

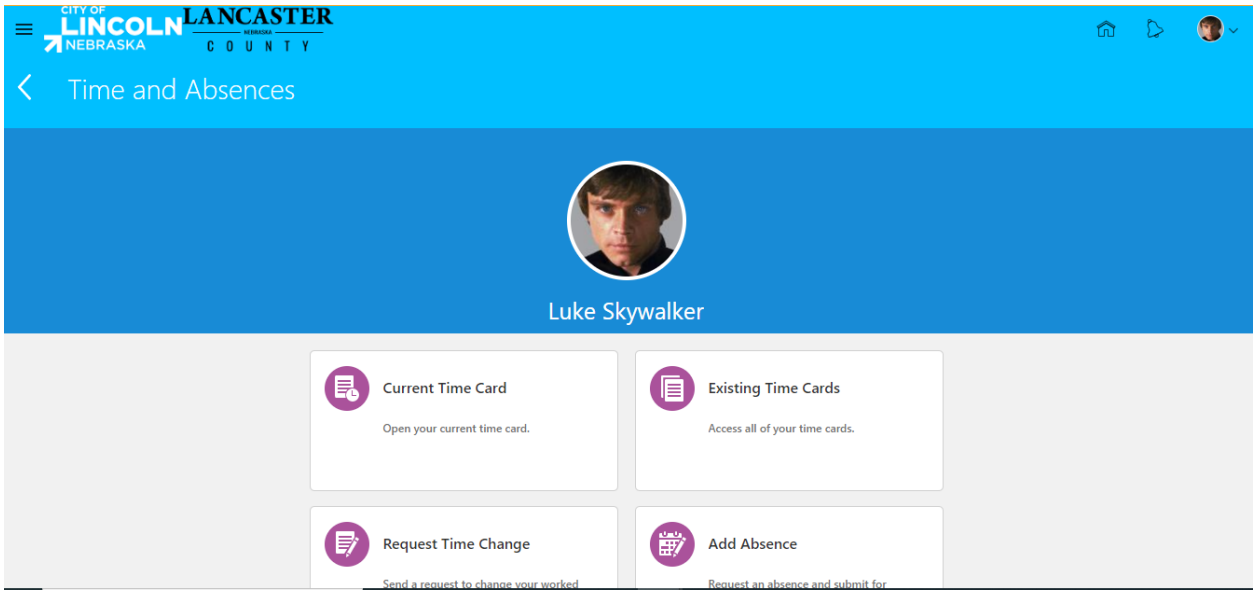


Checking your leave balances:

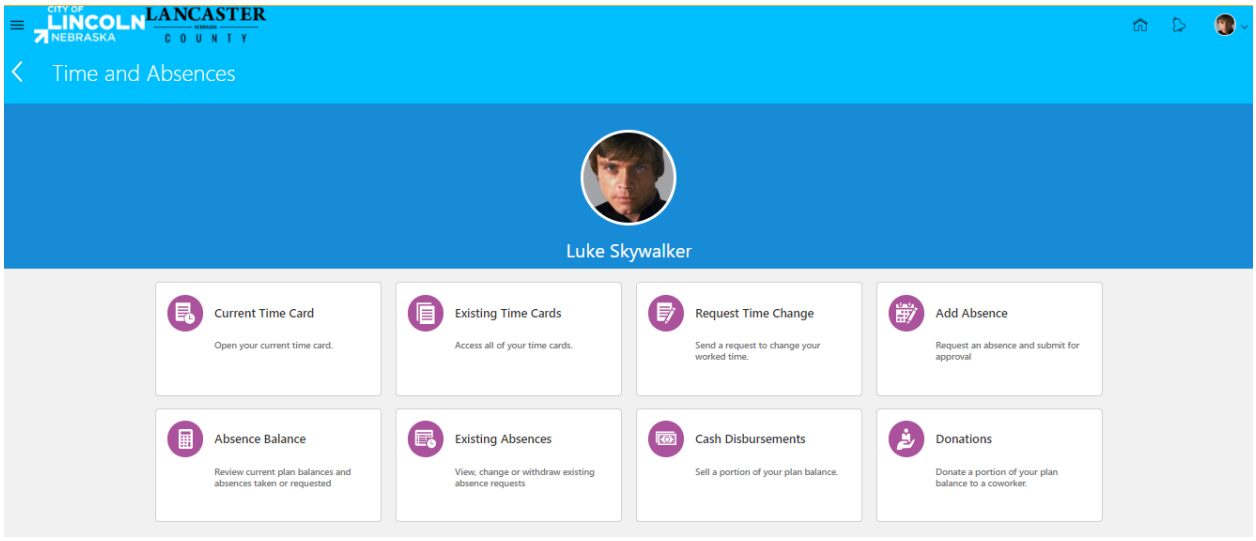
Under the “Me” tab, click on the “Time and Absence” tile:

This is the “Time and Absence” Menu. It may appear differently depending on your browser settings. You can try adjusting the zoom settings on your browser. The first image is a browser at 100% zoom. The second image is at 80% zoom.

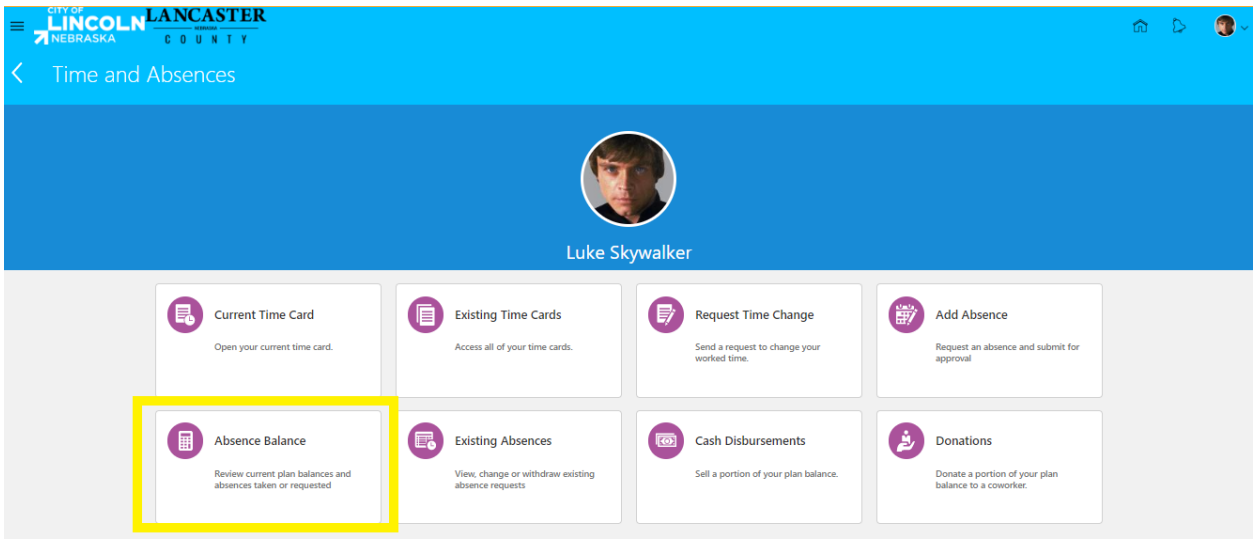
100% Zoomed in



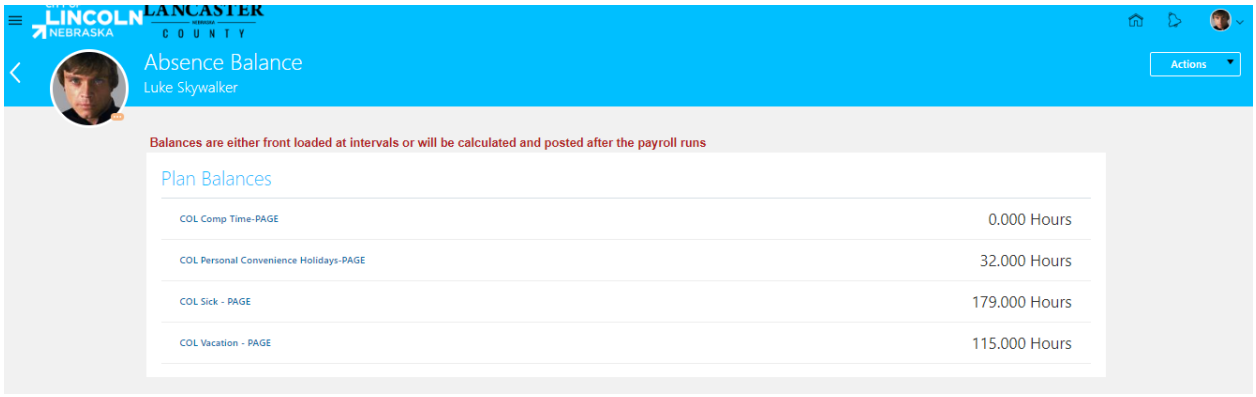
80% Zoomed In



Click on the "Absence Balance" tile



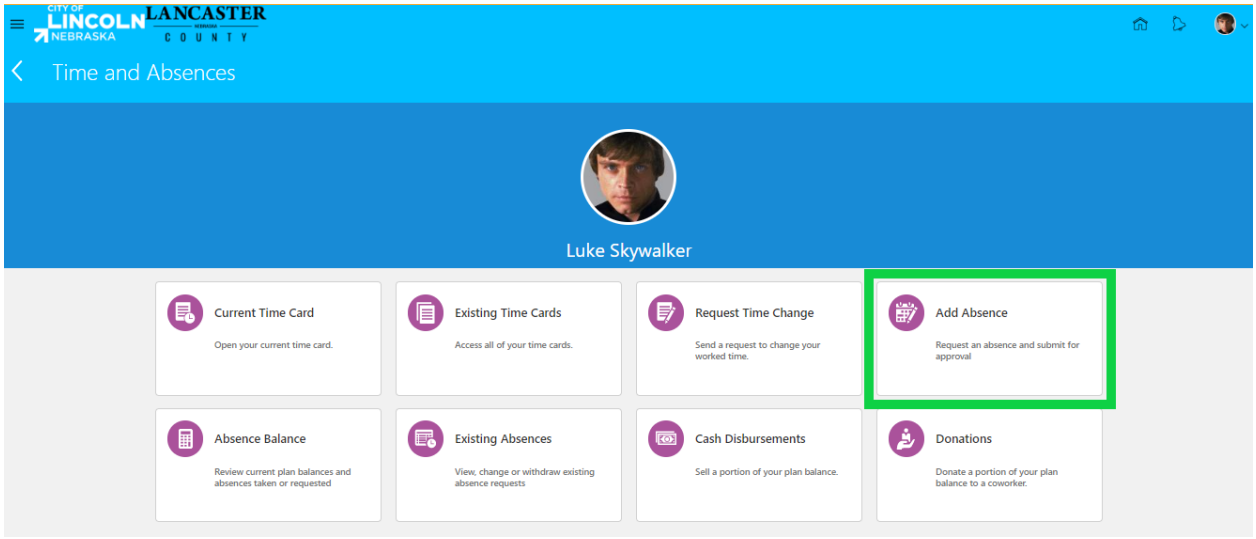
These are the current balances for absence plans that you are enrolled in. These balances are updated after each payroll cycle has been processed.



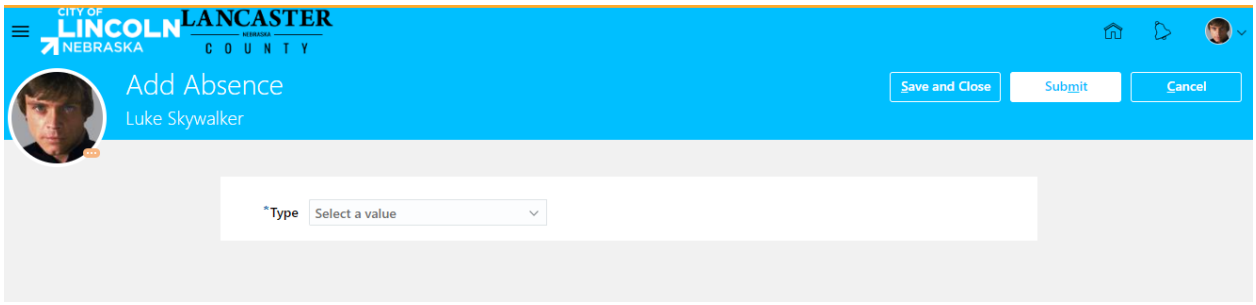
Click on the arrow at the top left corner next to your photo.

Submit an absence request (full day):

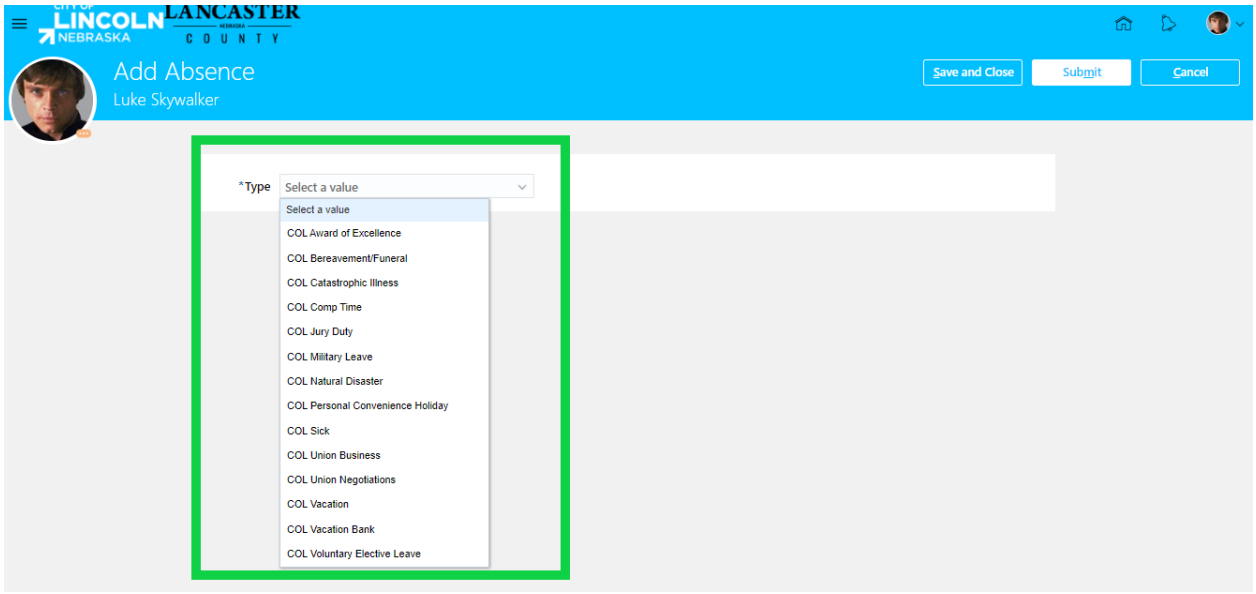
From the Time and Absences menu, click on the “Add Absence” tile:



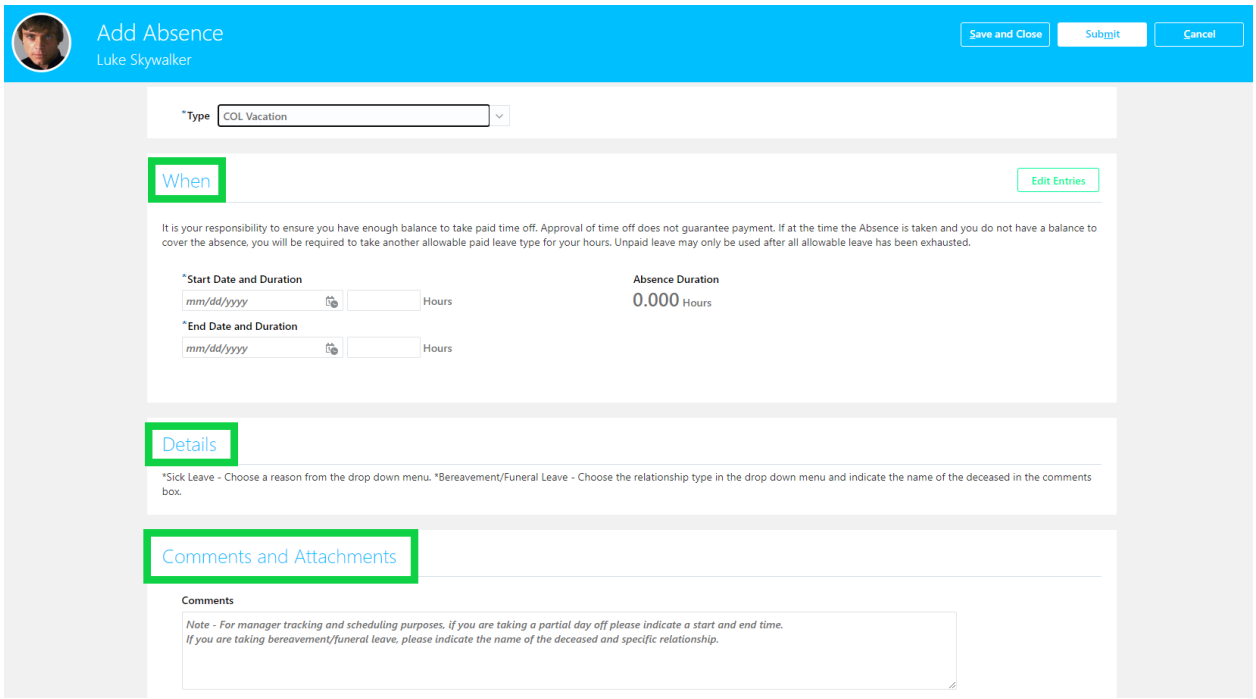
This page will open:



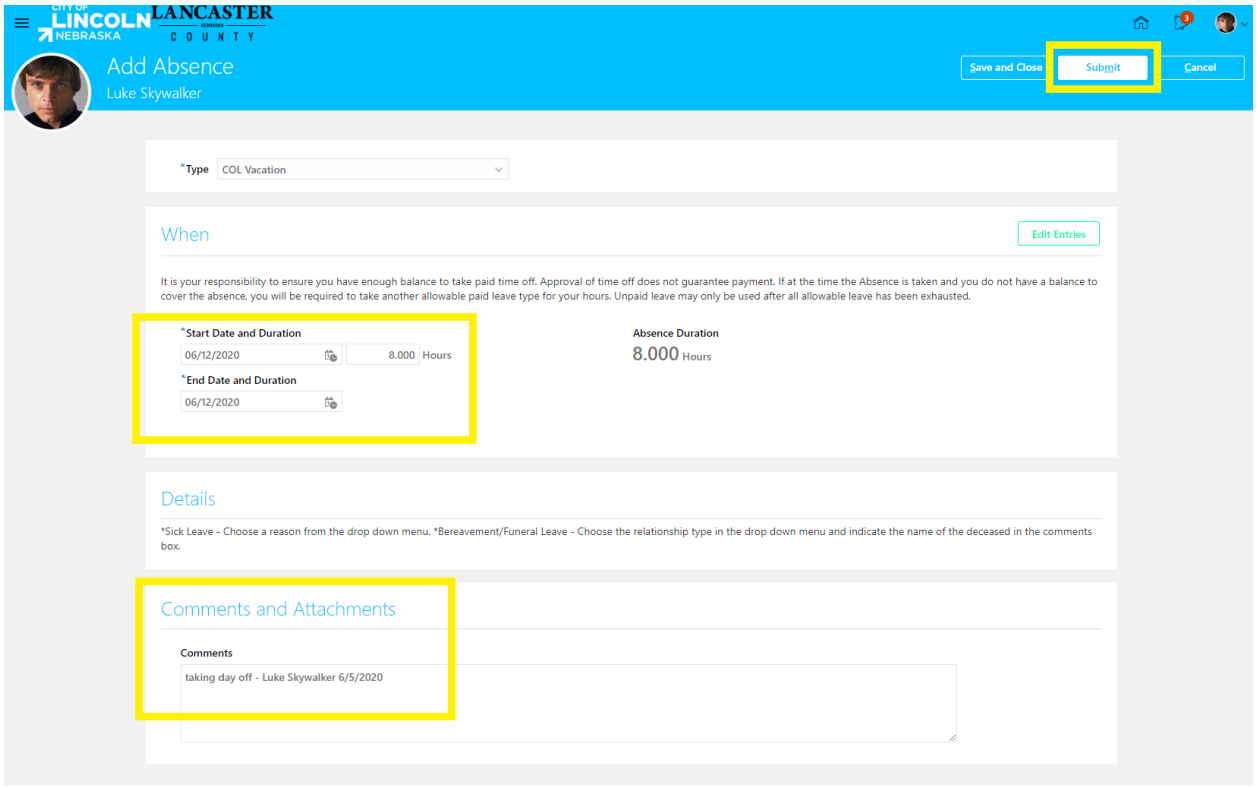
Click on the dropdown menu to select the type of absence you are submitting. The dropdown will show a list of options that you are currently able to submit. Choose the appropriate leave type.



After selecting the absence type, additional areas to fill out will appear including the "When," "Details," and "Comments and Attachments" sections.

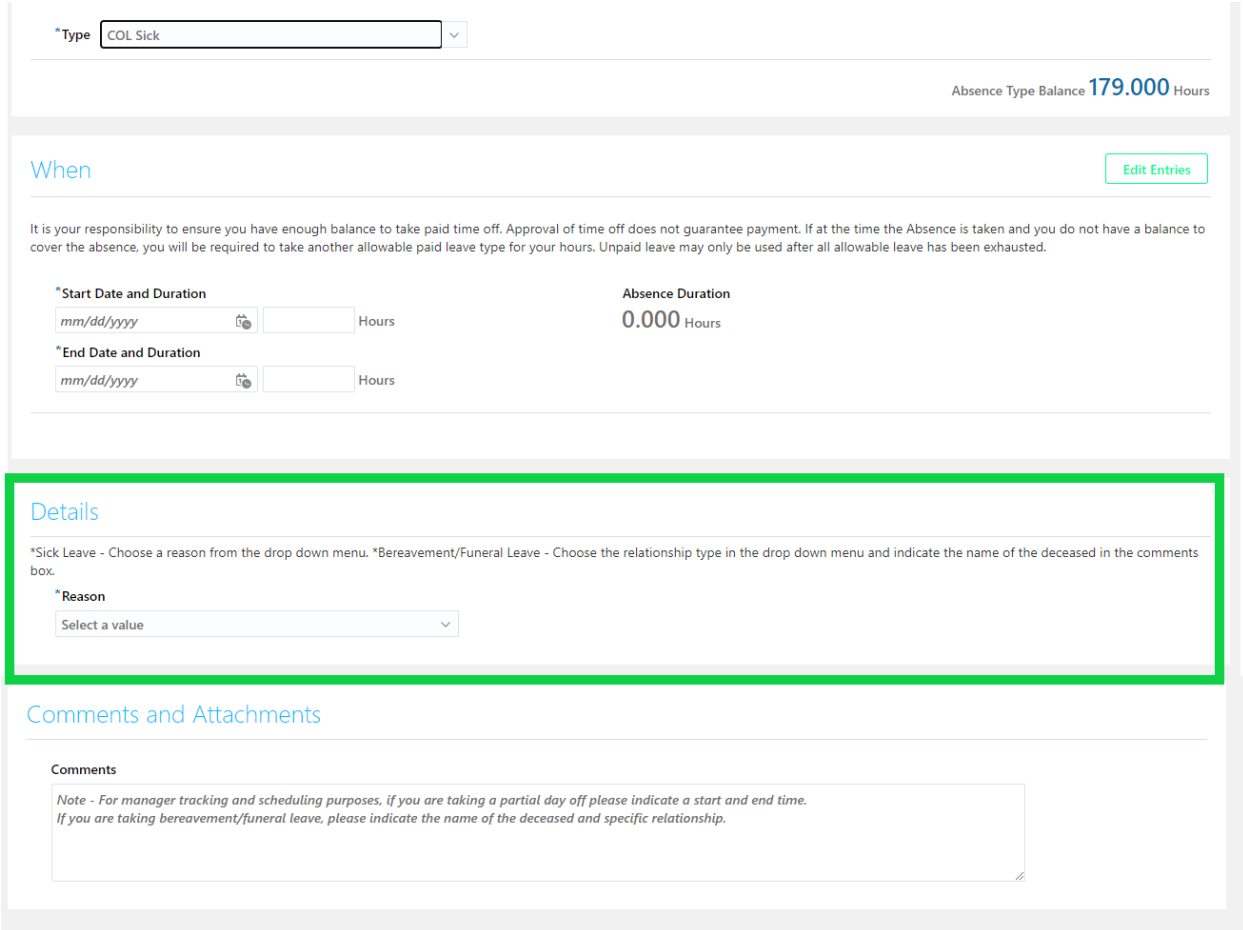


Fill in when you are requesting leave, include the date of the absence, number of hours requested, please also include a reason from the dropdown if required for the type of leave and comments and attachments if necessary. Once completed, click the submit button:

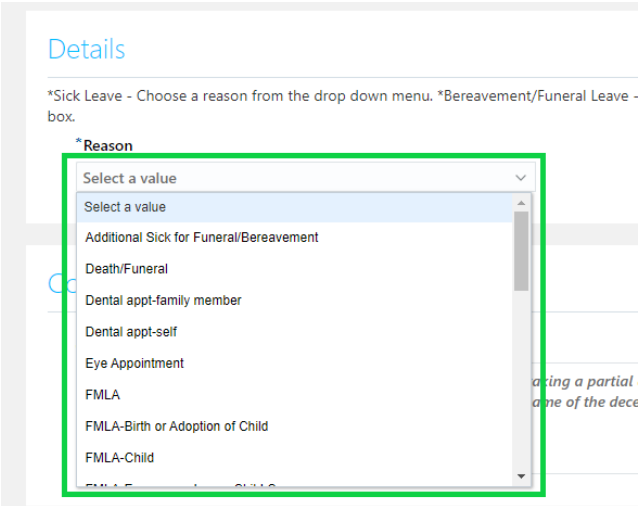

Add Absence
Luke Skywalker
Save and Close
Submit
Cancel
*Type
COL Vacation
When
Edit Entries
It is your responsibility to ensure you have enough balance to take paid time off. Approval of time off does not guarantee payment. If at the time the Absence is taken and you do not have a balance to cover the absence, you will be required to take another allowable paid leave type for your hours. Unpaid leave may only be used after all allowable leave has been exhausted.
*Start Date and Duration
06/12/2020
8.000
Hours
*End Date and Duration
06/12/2020
Absence Duration
8.000 Hours
Details
*Sick Leave - Choose a reason from the drop down menu. *Bereavement/Funeral Leave - Choose the relationship type in the drop down menu and indicate the name of the deceased in the comments box.
Comments and Attachments
Comments
taking day off - Luke Skywalker 6/5/2020

Sick Leave Request:

For a sick leave request, you will need to include the reason by clicking the dropdown menu for reason in the details section:

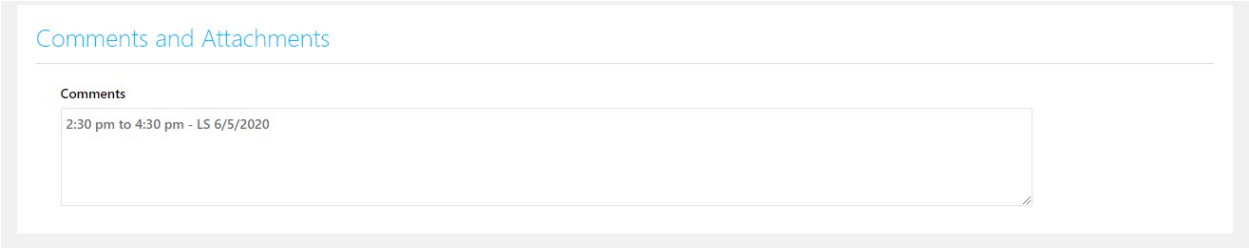


When you click on the dropdown menu, you will see several options. Choose the option that best describes your reason for the request:

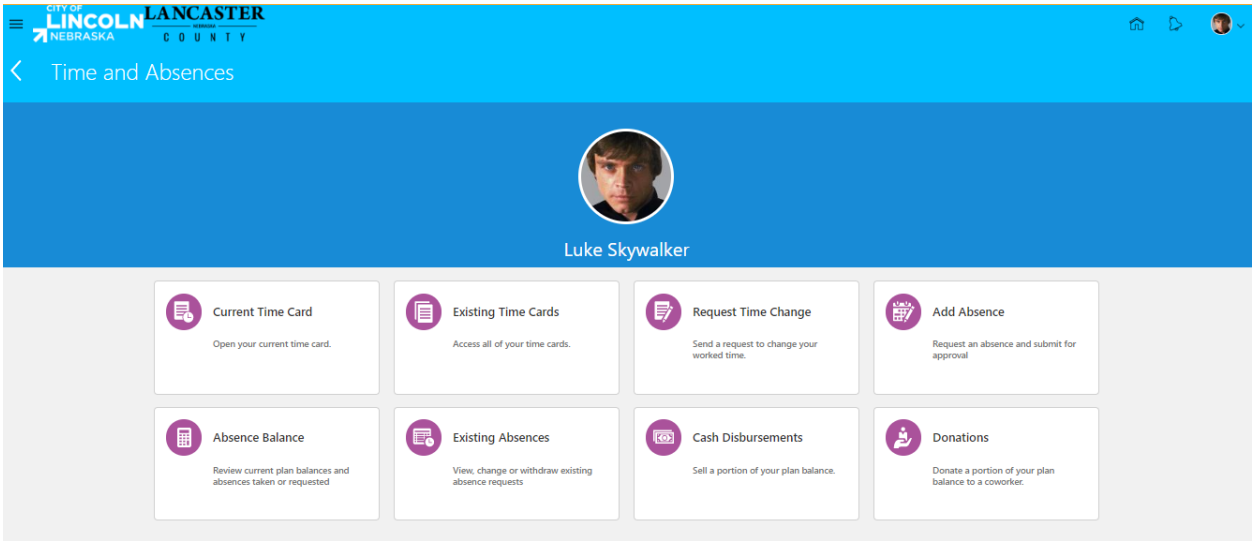


Partial Day Request:

Partial day leave requests must include the start and end time of the absence in the comments box. Please include name or initials after the comment to track who made the comment and the date the comment was made:

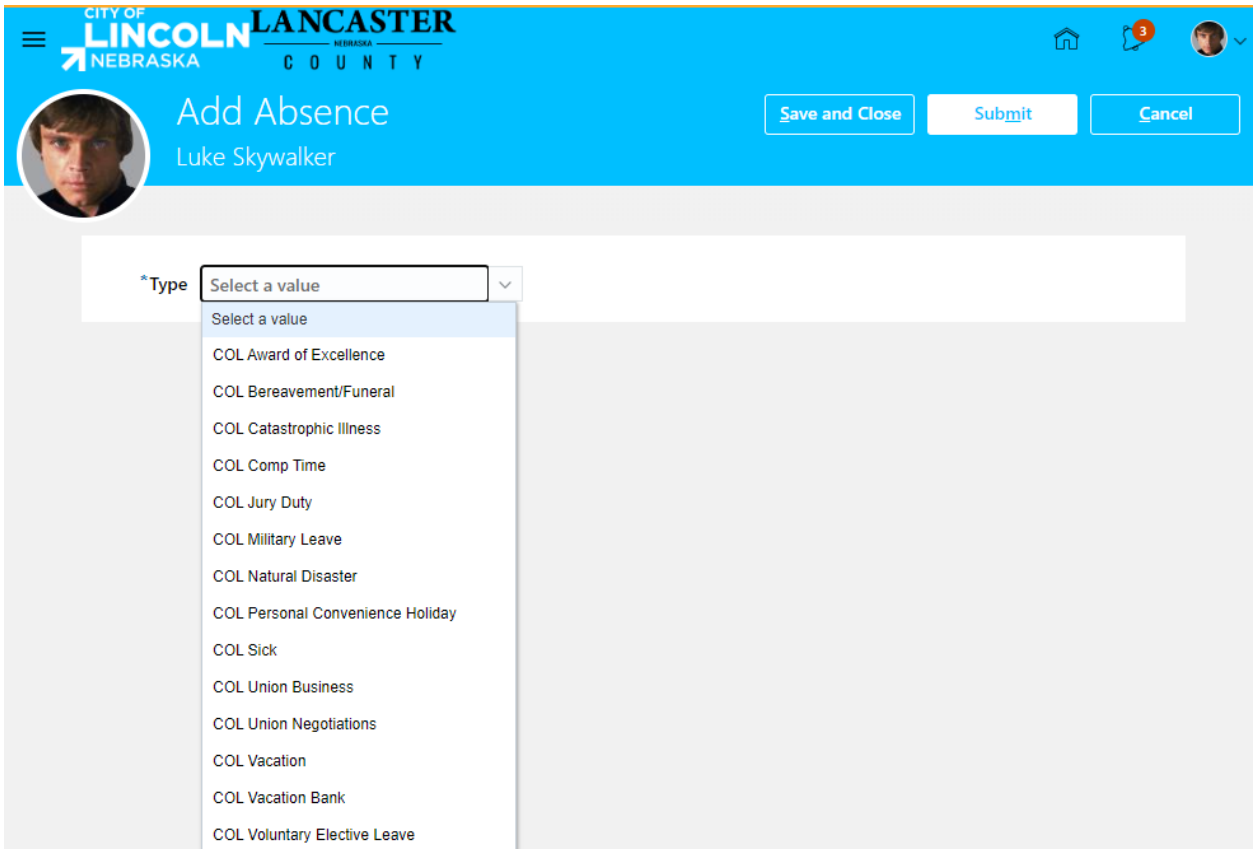


After you click the submit button it will bring you back to the 'Time and Absences' menu.

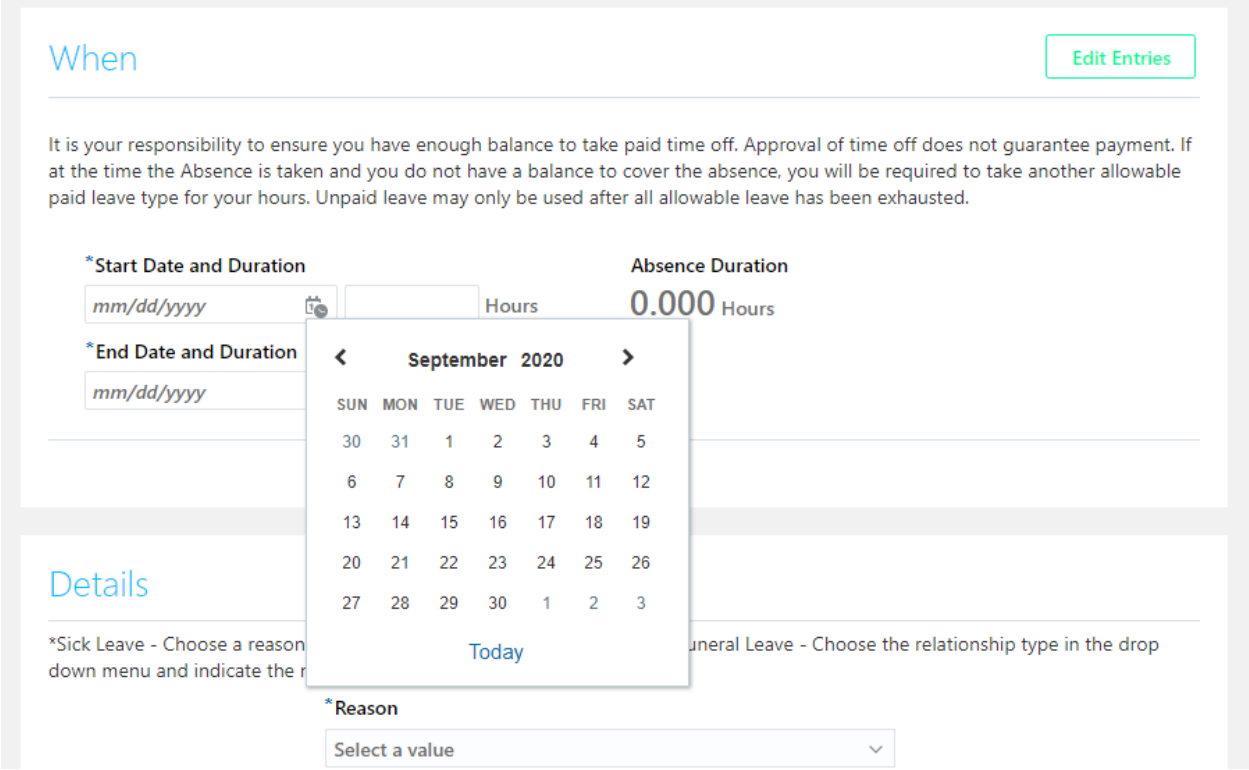


Adding an absence that spans multiple days:

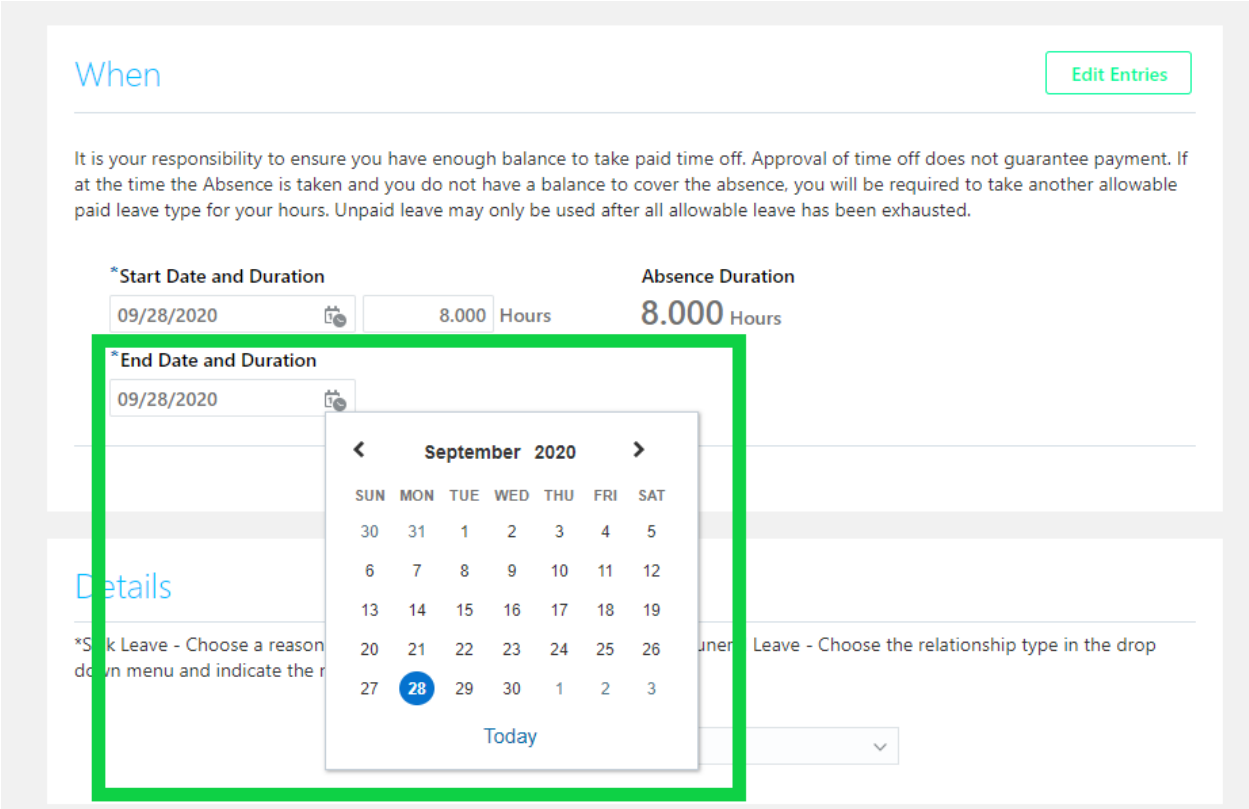
Navigate to the “Add Absence” page and select type of absence being requested from the dropdown menu:



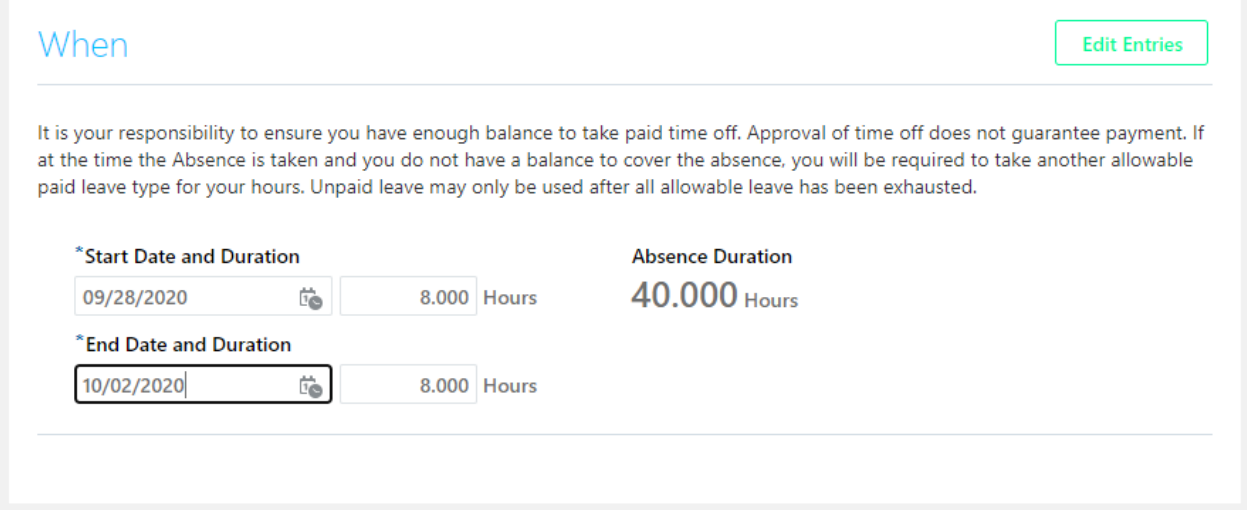
Select Start Date using the calendar or by typing in the start date:



Select end date using calendar or by typing in the end date:



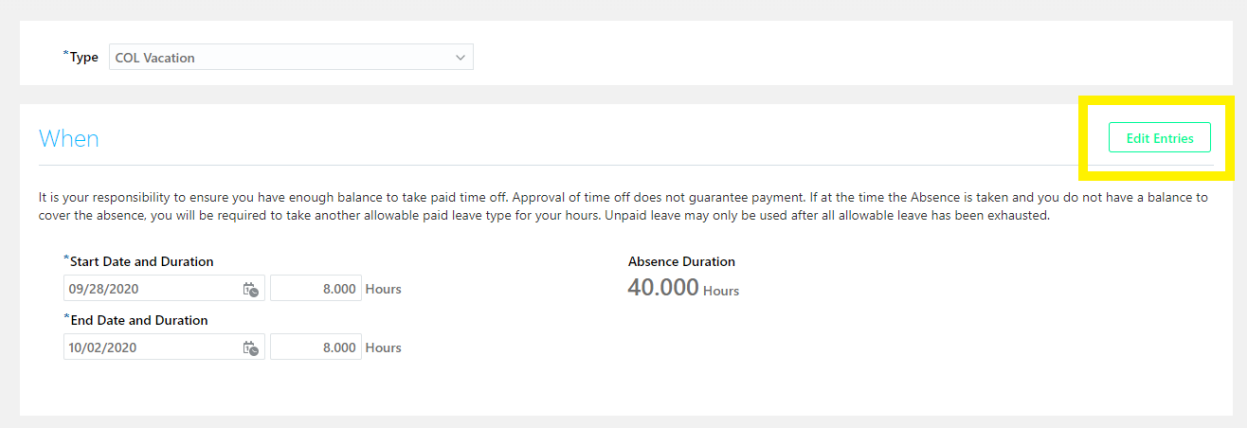
Verify that Start and end dates are correct and that the absence duration includes the correct number of hours:



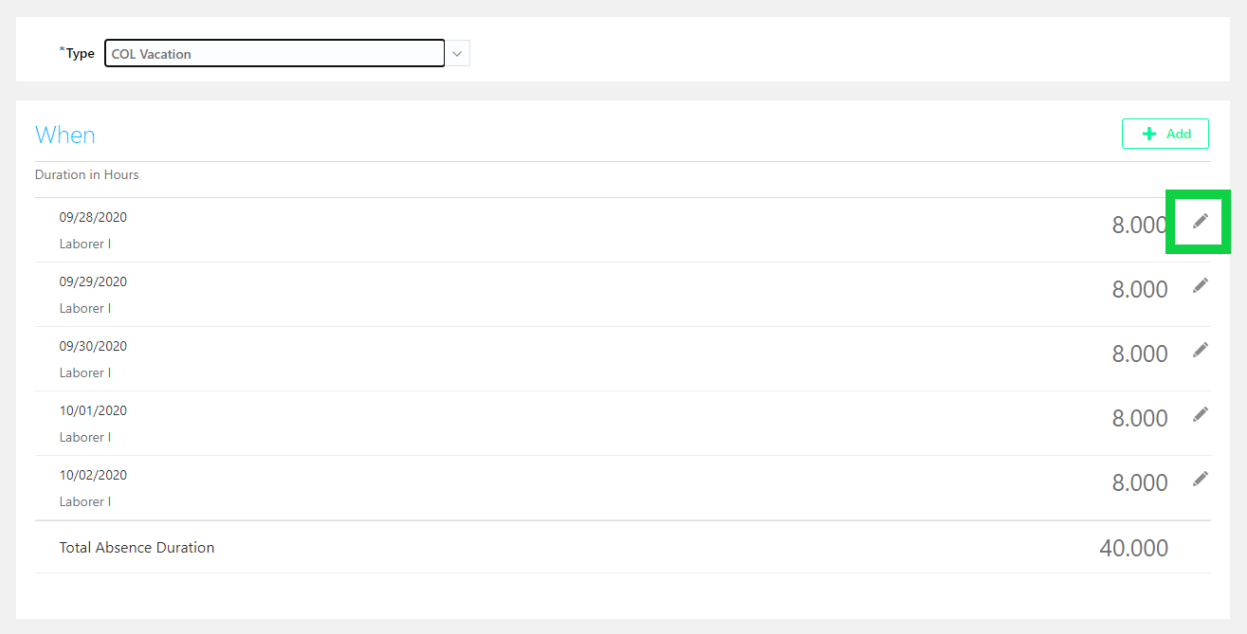
If this is a leave type that requires a reason and/or comments, ensure that you have included the required information below.

When all required fields are entered and correct, click submit at the top of the page.

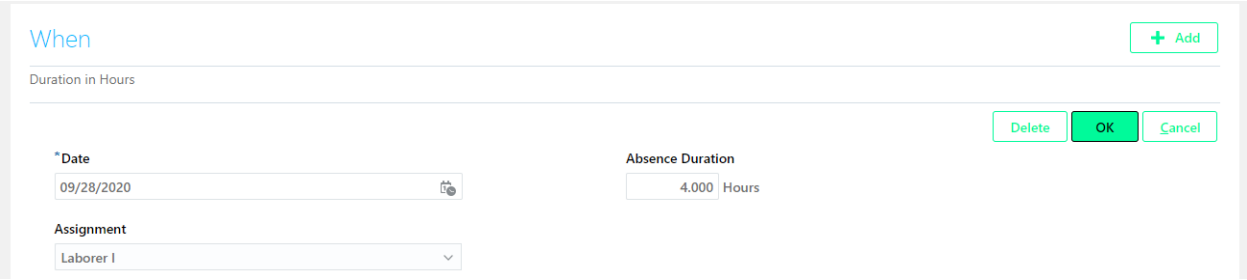
Once you have typed in your start and end times, you can use the edit entries function to make edits to individual days if needed.



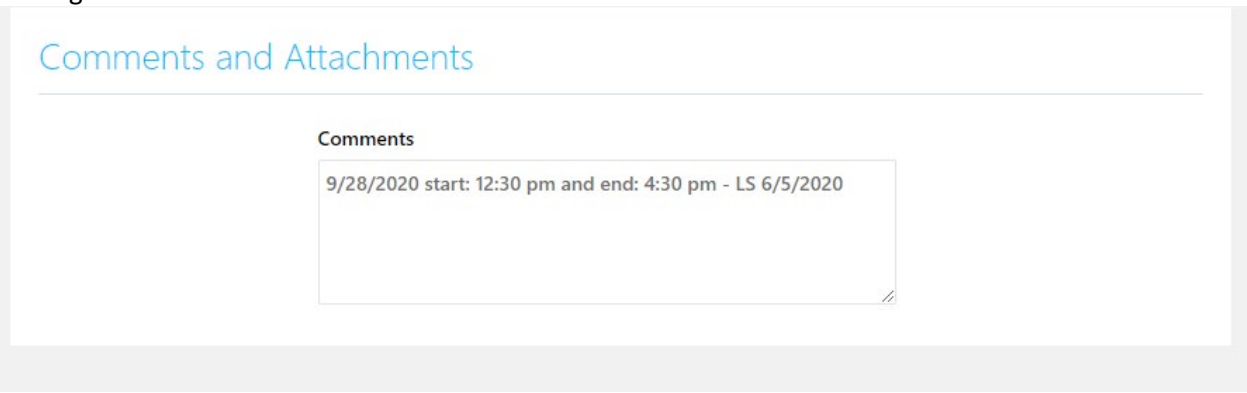
Clicking, “Edit Entries” will expand the view so that you see all days. To edit, click on the pencil icon on the right side of the specific day you want to edit:



After clicking the pencil, you will be able to edit details for that day. For this demo, I changed the duration hours of that day from 8 to 4 hours. *Note since this is now a partial day, you must note the absence start and end times below in the comments.



Adding start and end time in comments:



When request is filled out, scroll to the top of the page and click submit.

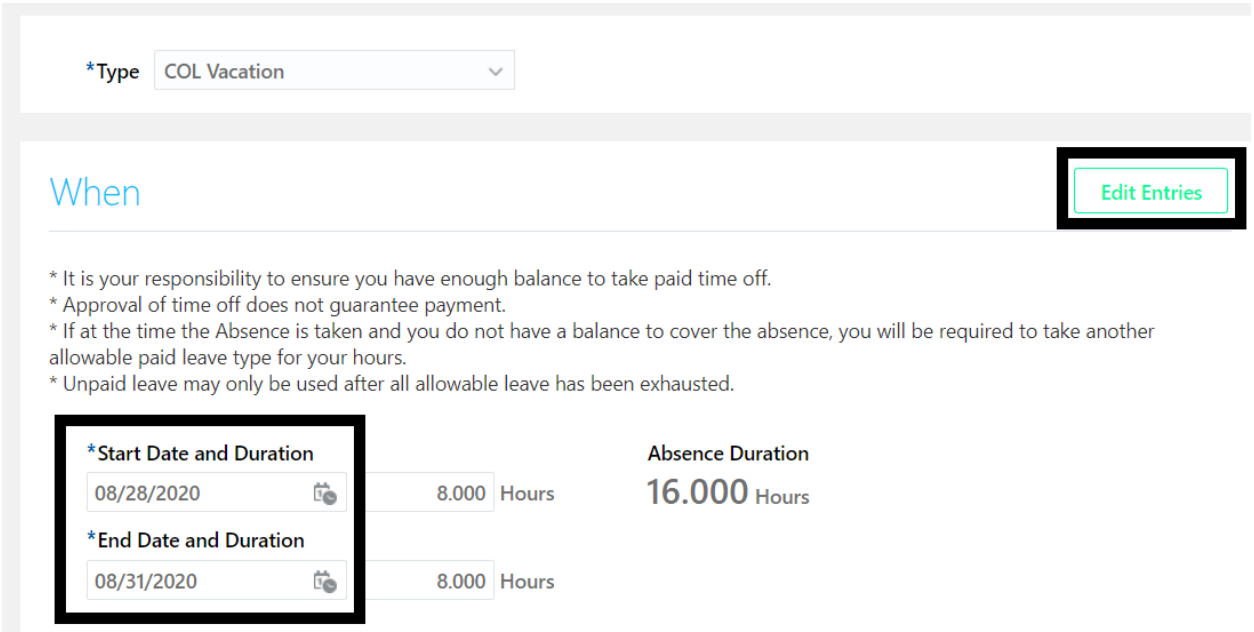
Using Edit Entries Mode – Adding an Absence

Anyone can use edit entries mode to enter their requested days off, however, there are some instances where it will be the only method that will work for you to request time off. This includes:

-Employees scheduled to work on the weekends
-Employees scheduled part-time
-Employees scheduled more than 8 hours per day
-Sheriff Department Employees
-Employees on temporary assignment
-Scheduling multiple partial days

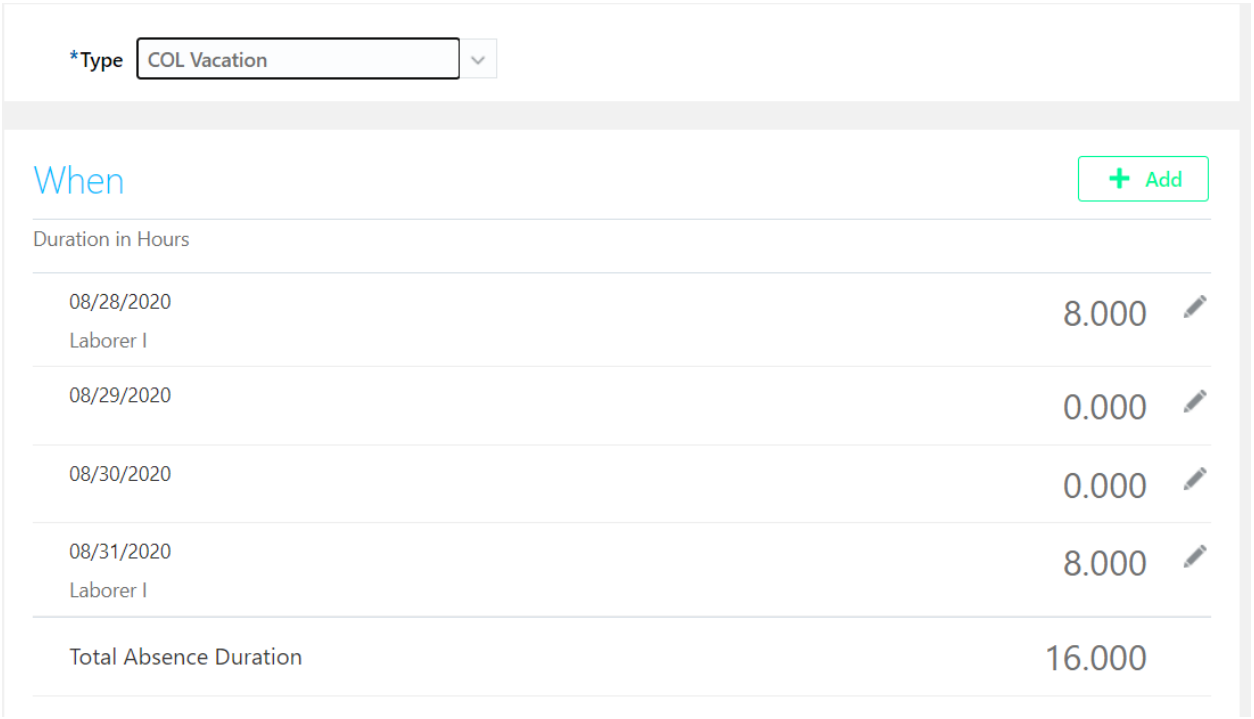
You will navigate to the Add Absence page. From here there are two ways to use this method. You can enter your start and end dates and then click edit entries. Or you can click on edit entries first and enter each day separately. Examples of each way are listed below.

Edit Entries First Option: Enter in the start and end dates for the timeframe that you are requesting, then click edit entries:

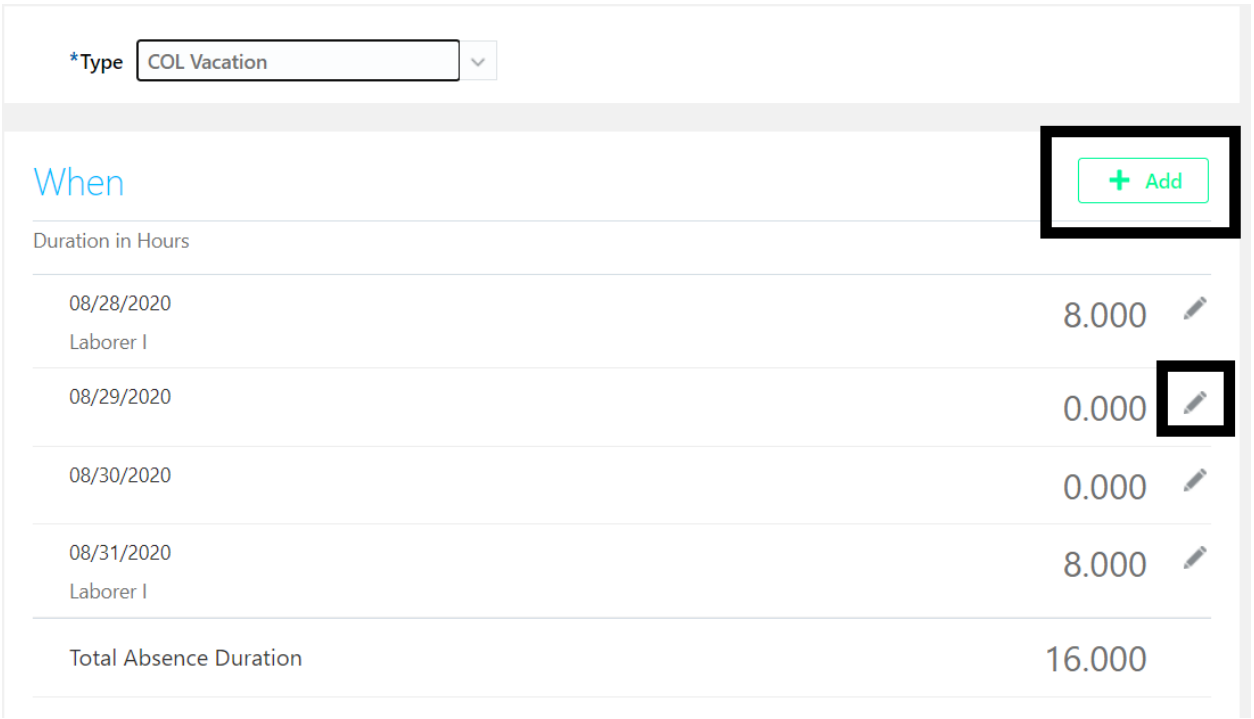


In this example, we are going to say that our example employee is scheduled to work on the weekends. The employee will not be able to enter in the weekend hours in on the regular add absence screen since the schedules are defaulted to Monday through Friday, 8 hours per day. But when you click on Edit Entries, you will be able to add time in on Saturday and Sunday.

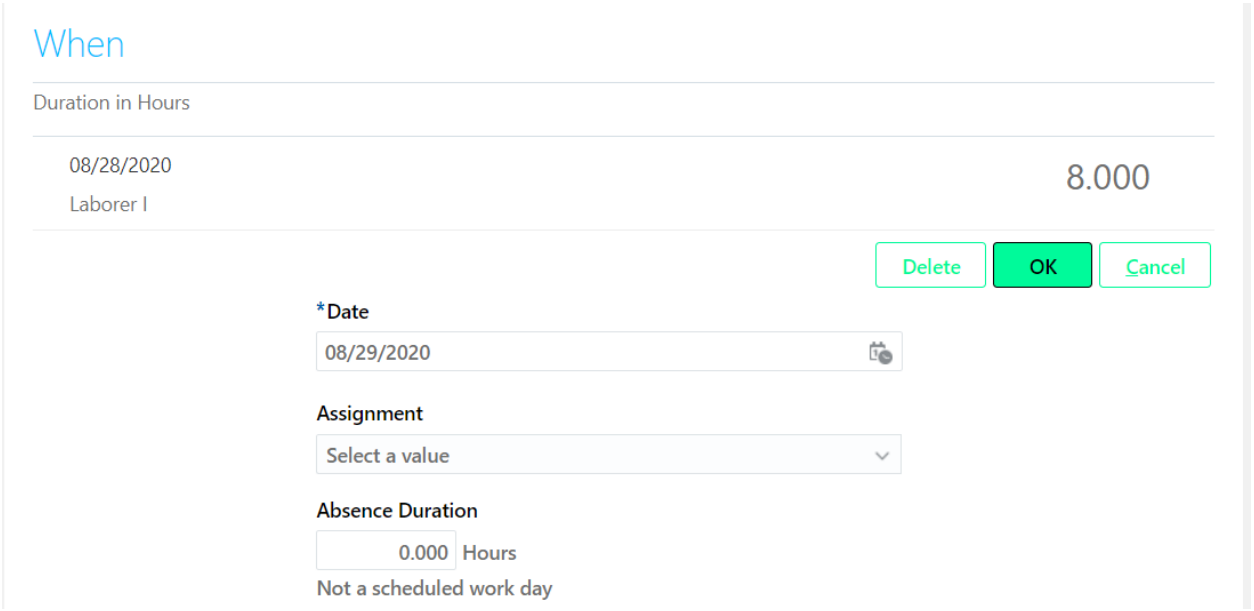
This is what the screen looks like when you click on Edit Entries:



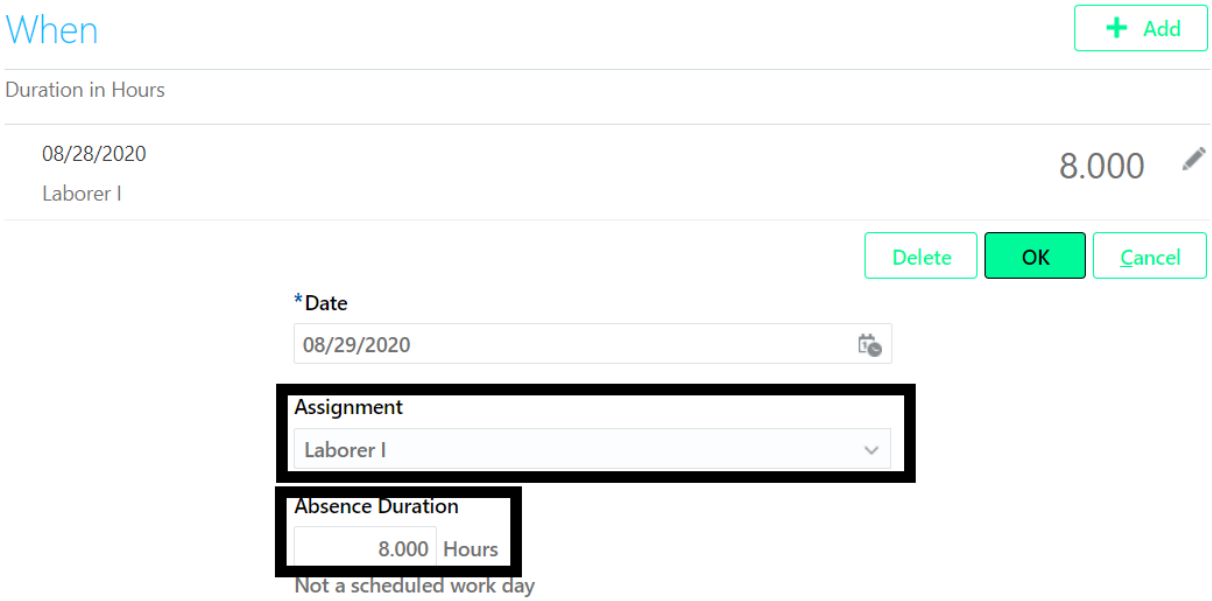
From here, you can click on the edit pencil to edit the time for each day. You can also click on the add button and add in another day if needed.



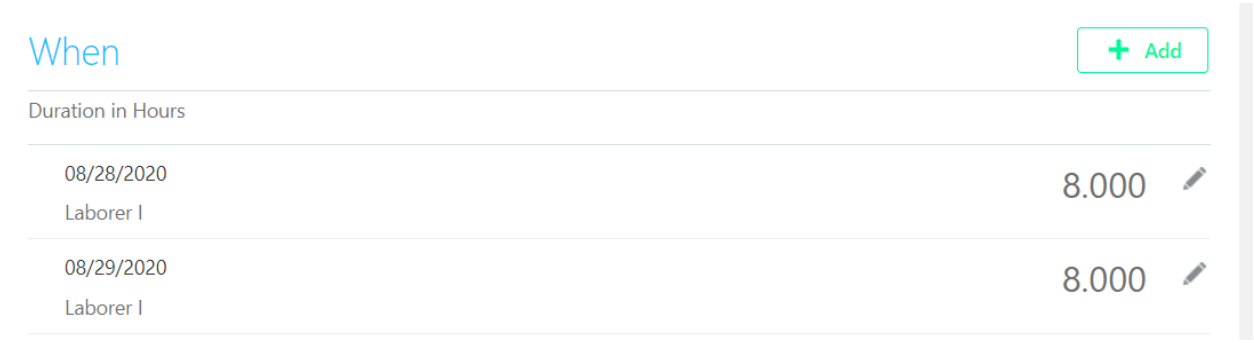
When you click on the pencil icon to edit the entry, this is what you will see:



Here you will fill in the assignment (in most cases there will only be one option), and fill in the amount of hours for the day:

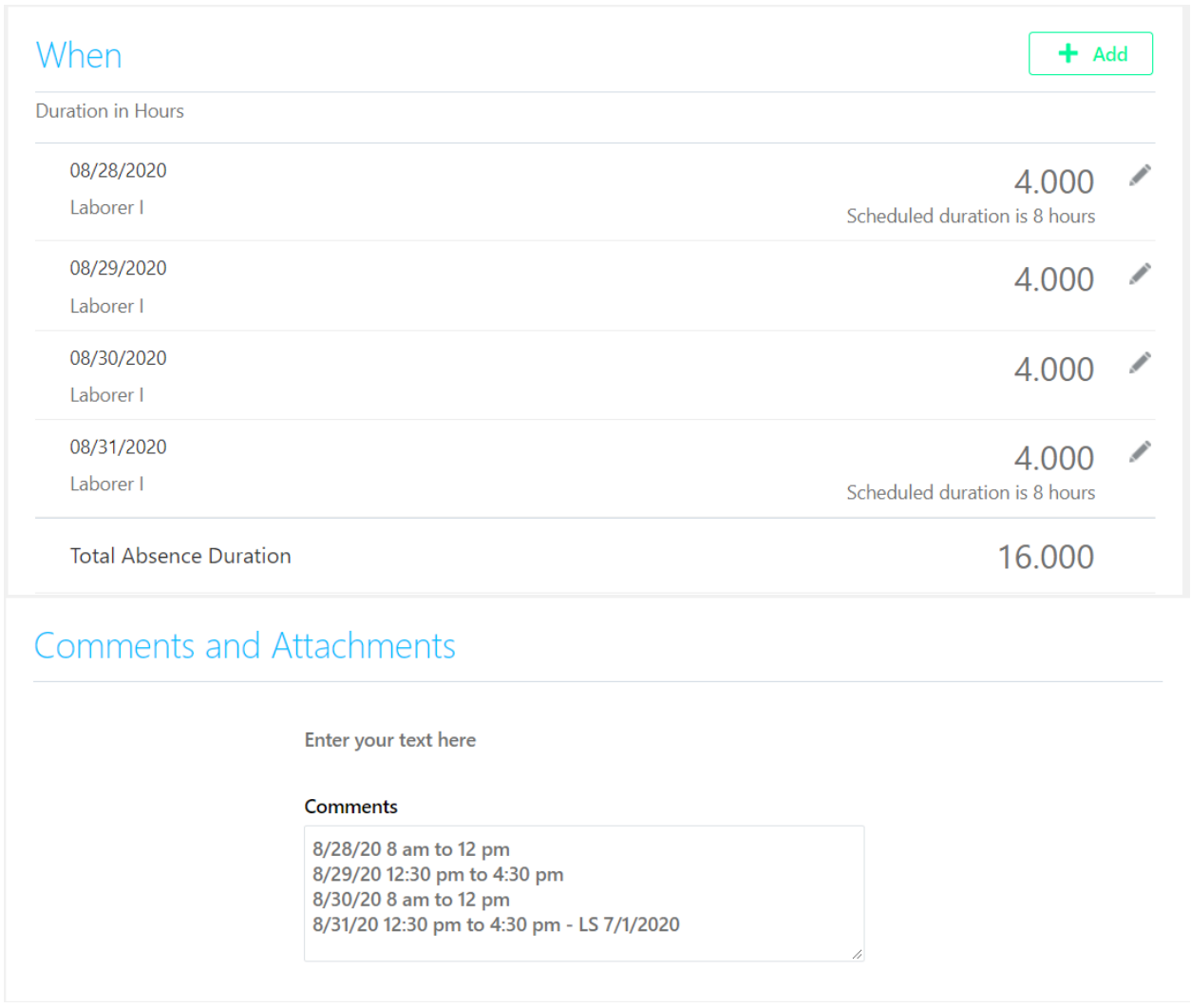


When you are done editing click 'Ok' and it will now show the edits in the list of dates:

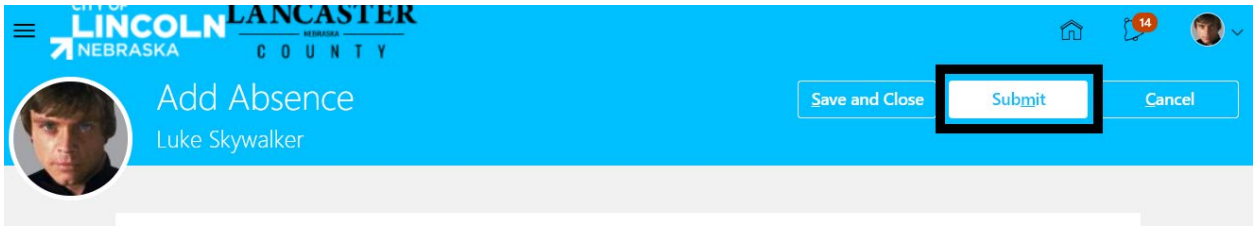


You can also use the delete button to delete a day from the list if needed.

You could also use this area to edit multiple days if you want to take partial days off on multiple days. You will need to list the start and end times in the comments for each day that you are taking a partial day off.

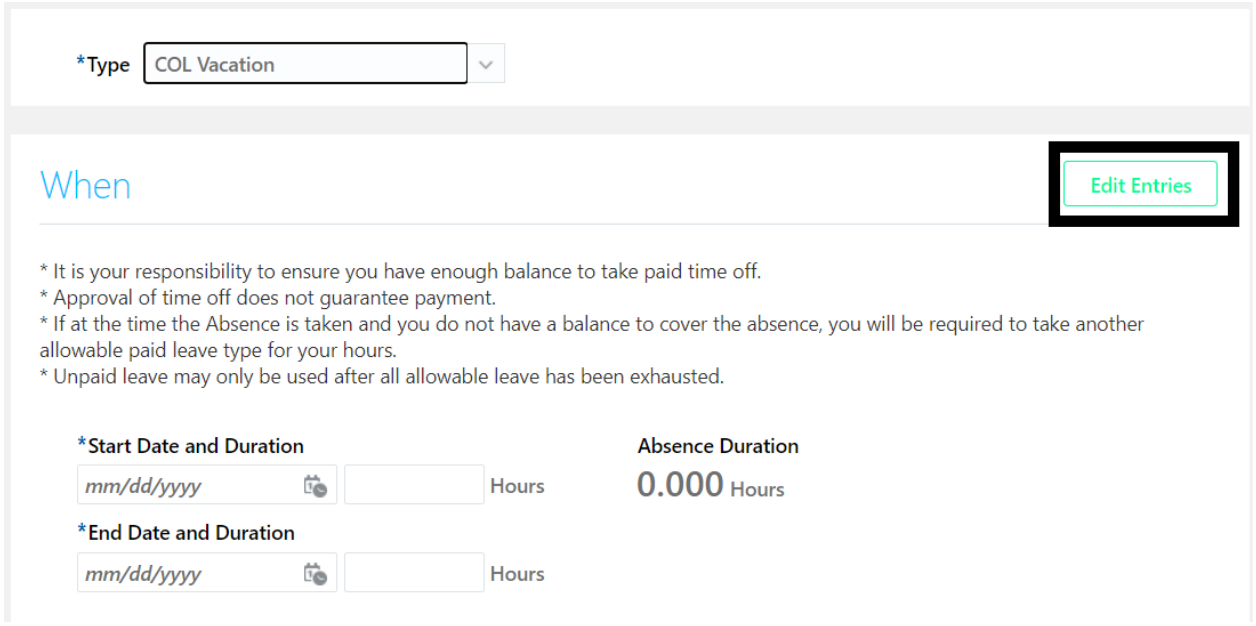


When you have the days and times accounted for, you will scroll to the top of the page and click on the Submit button to submit it to your supervisor for review:

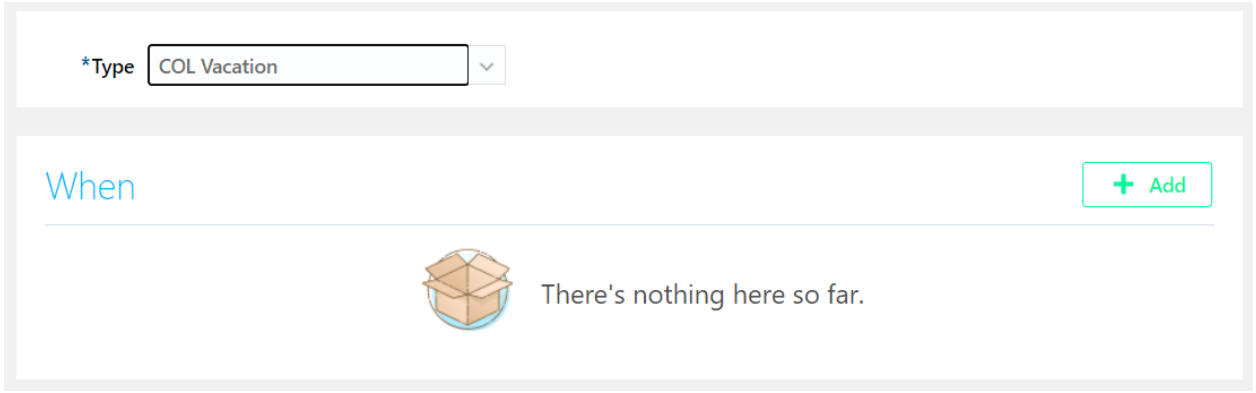


(Remember clicking save and close will save it in your existing absences list but will not submit it to your supervisor)

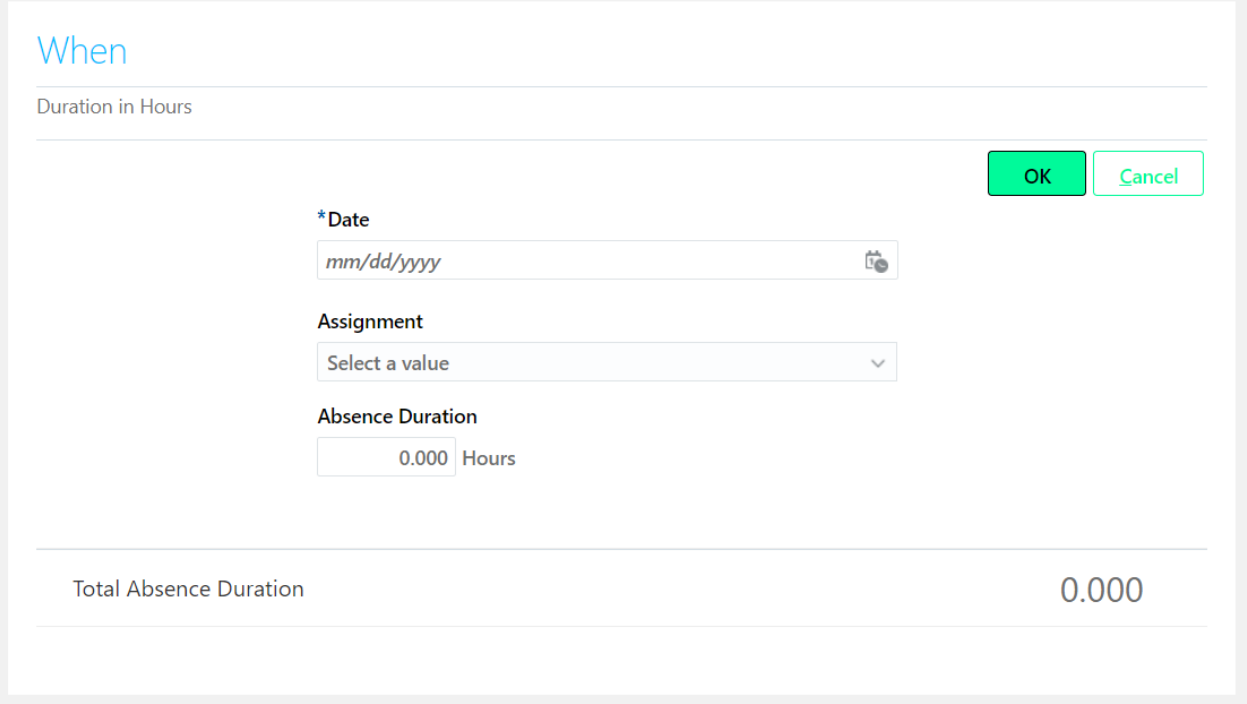
Edit Entries Second Option: You can click on the Edit Entries button without entering in the start and end date.



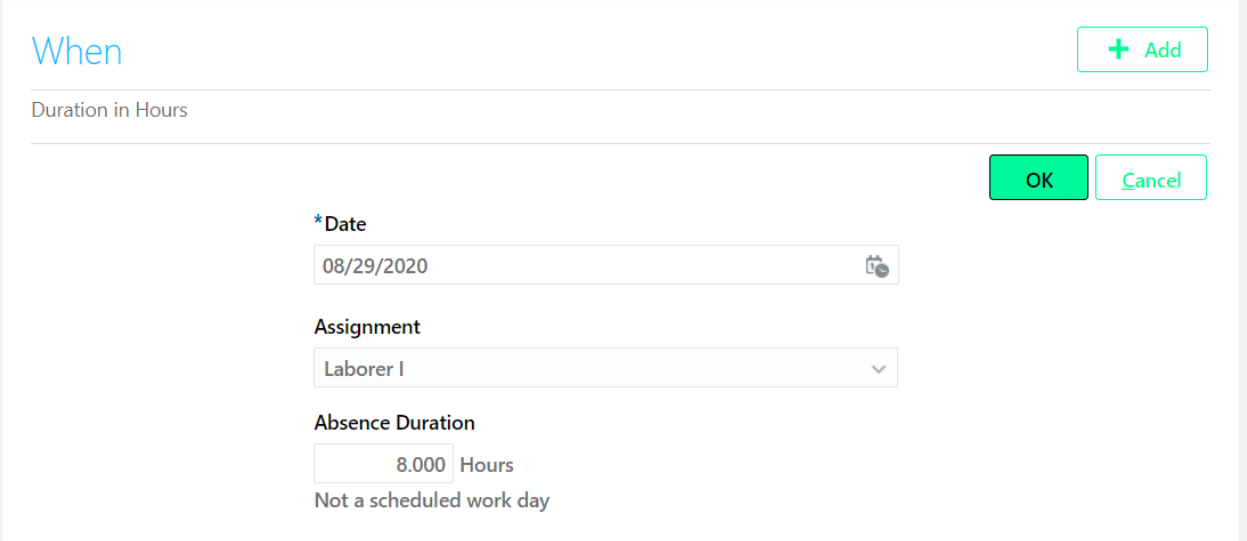
The Edit Entries screen will be blank and you will need to use the Add button to add in your dates manually:



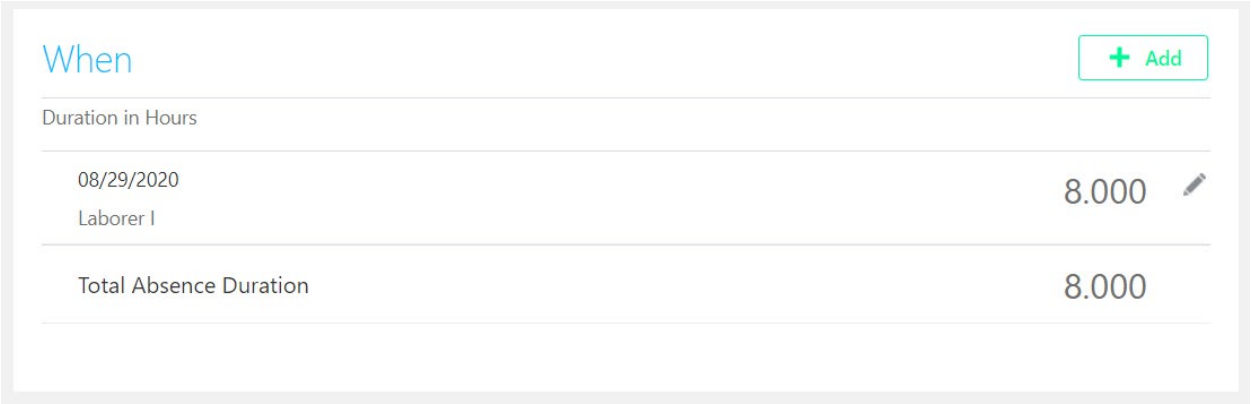
When you click on Add it will open up the form for you to be able to enter in the information for the day you want to take off. You will need to enter in the date, select your assignment from the dropdown (your job title), and enter in the hours for the day:



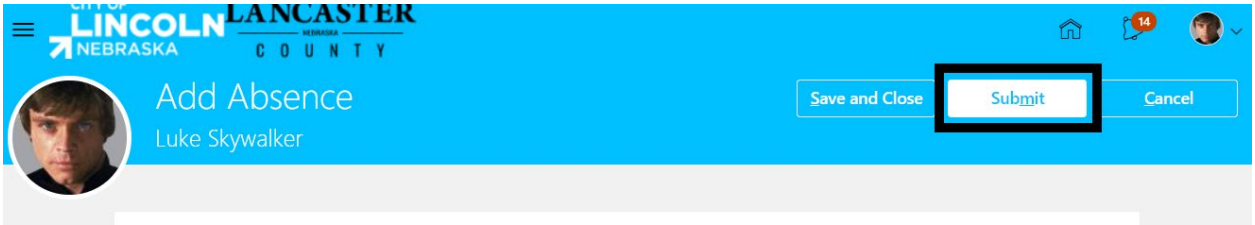
When you have the information filled in, you will click the OK button:



Once you click OK, it will add the day to the list:



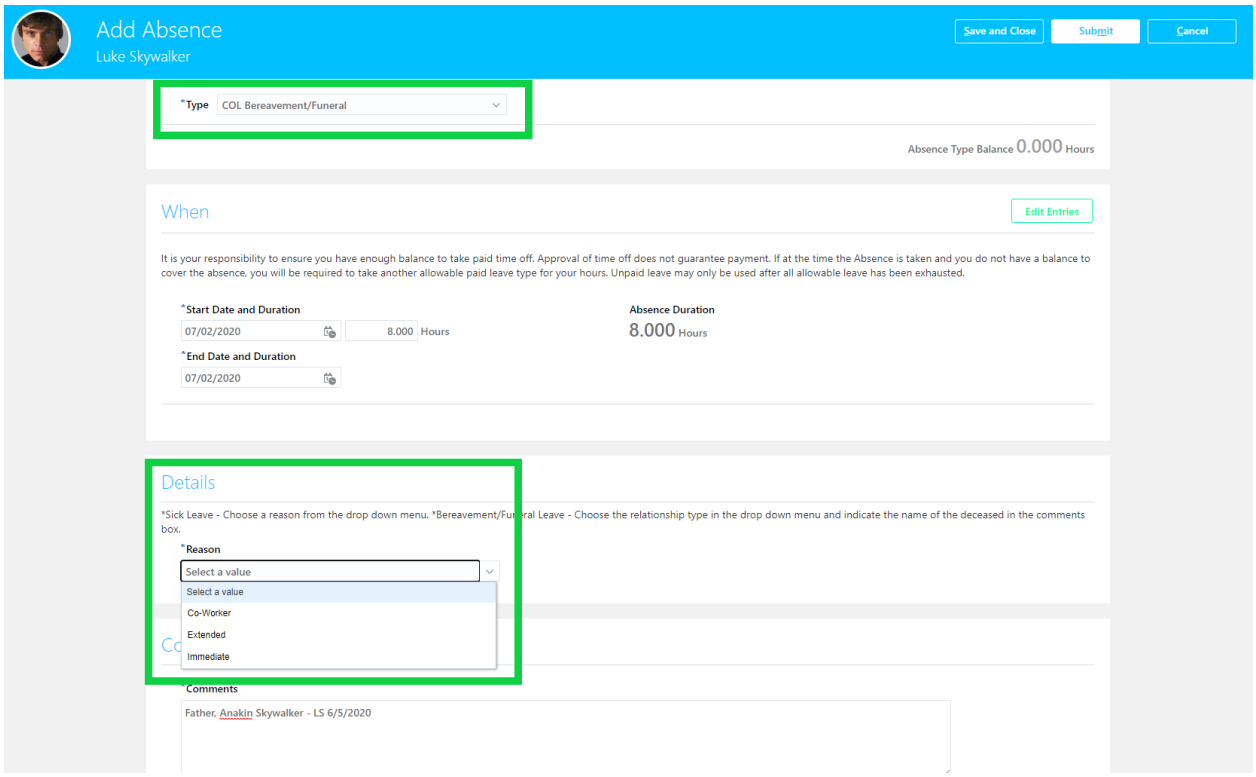
From here, you can click on the Add button to add another day if necessary, or you can click the pencil icon to edit or delete the day. When you have the days and times accounted for, you will scroll to the top of the page and click on the Submit button to submit it to your supervisor for review:



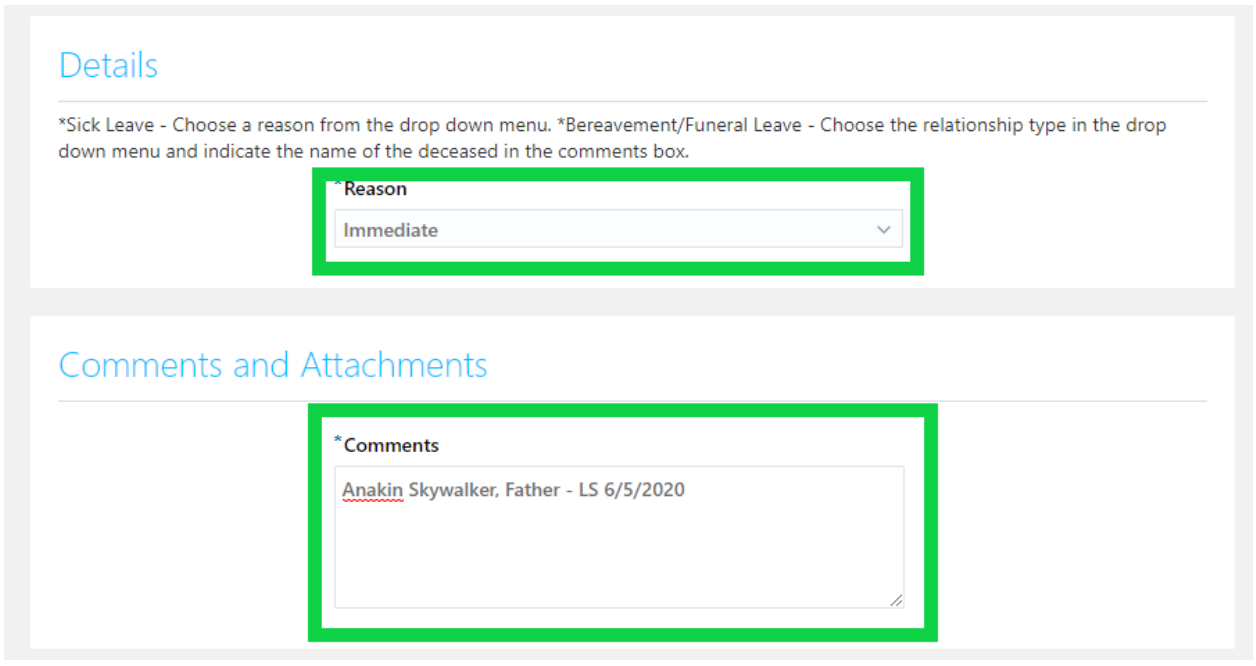
(Remember clicking save and close will save it in your existing absences list but will not submit it to your supervisor)

Bereavement/Funeral Leave Request:

For Bereavement/Funeral Leave requests, you must choose the relationship type from the reason dropdown in the details section:

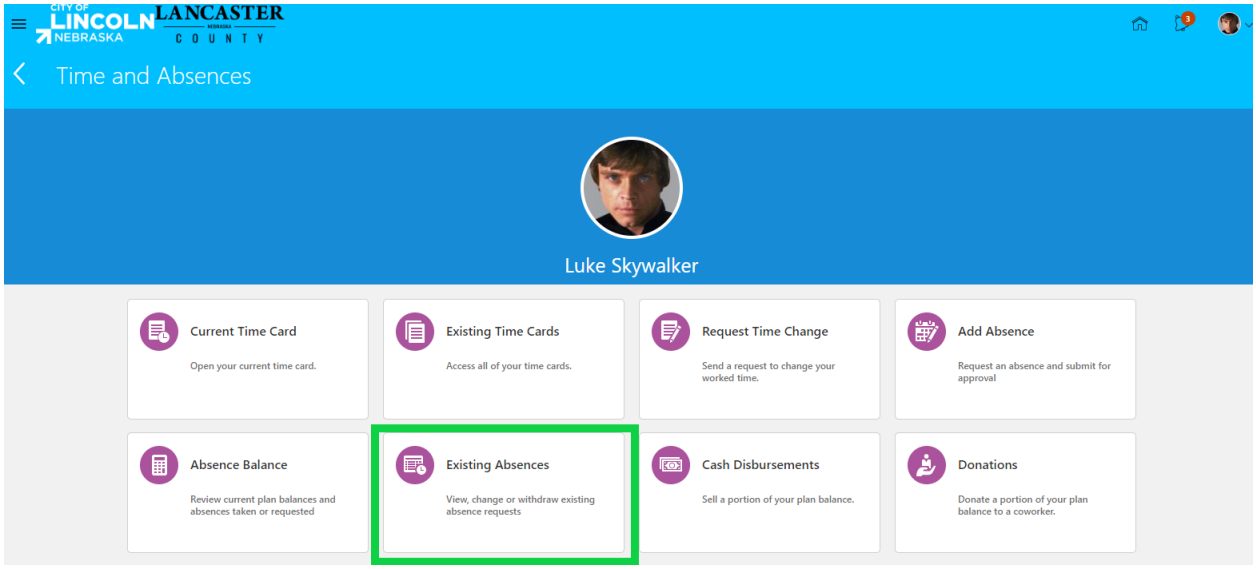


You must also list the name of the deceased and the specific relationship type in the comments box:

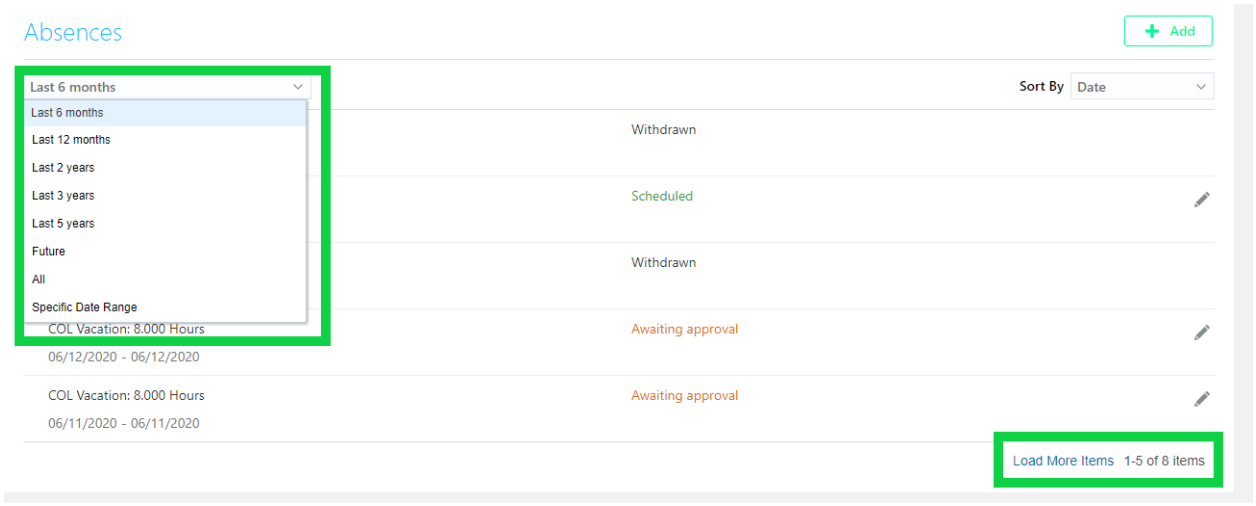


Reviewing Existing Absence Requests:

From the Time and Absences menu, click on the Existing Absences tile:

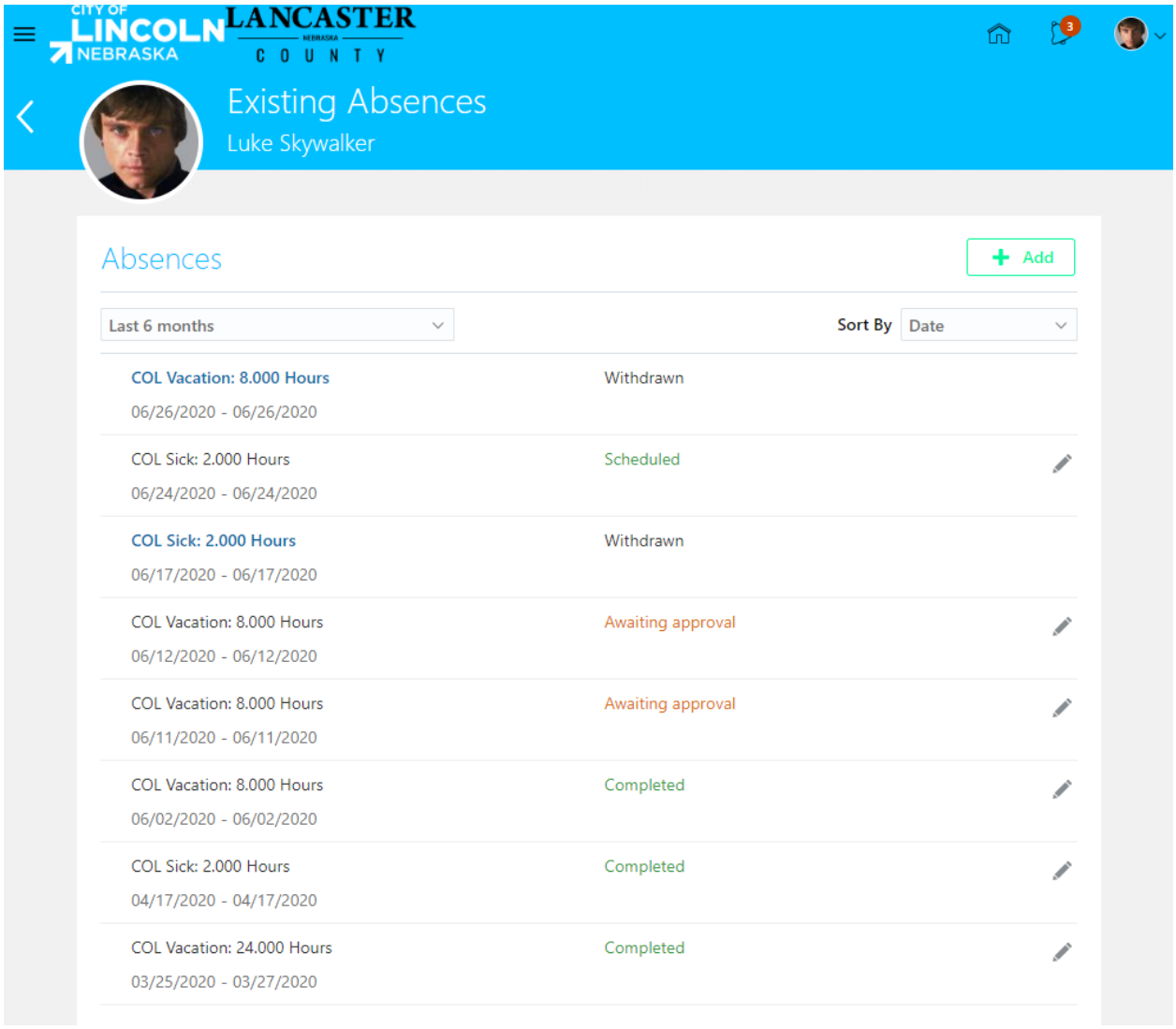


You will be able to see a record of your absences. You can change the timeframe of absences to be shown using the dropdown menu under 'Absences' and you can load more items using the load more items link at the bottom right.



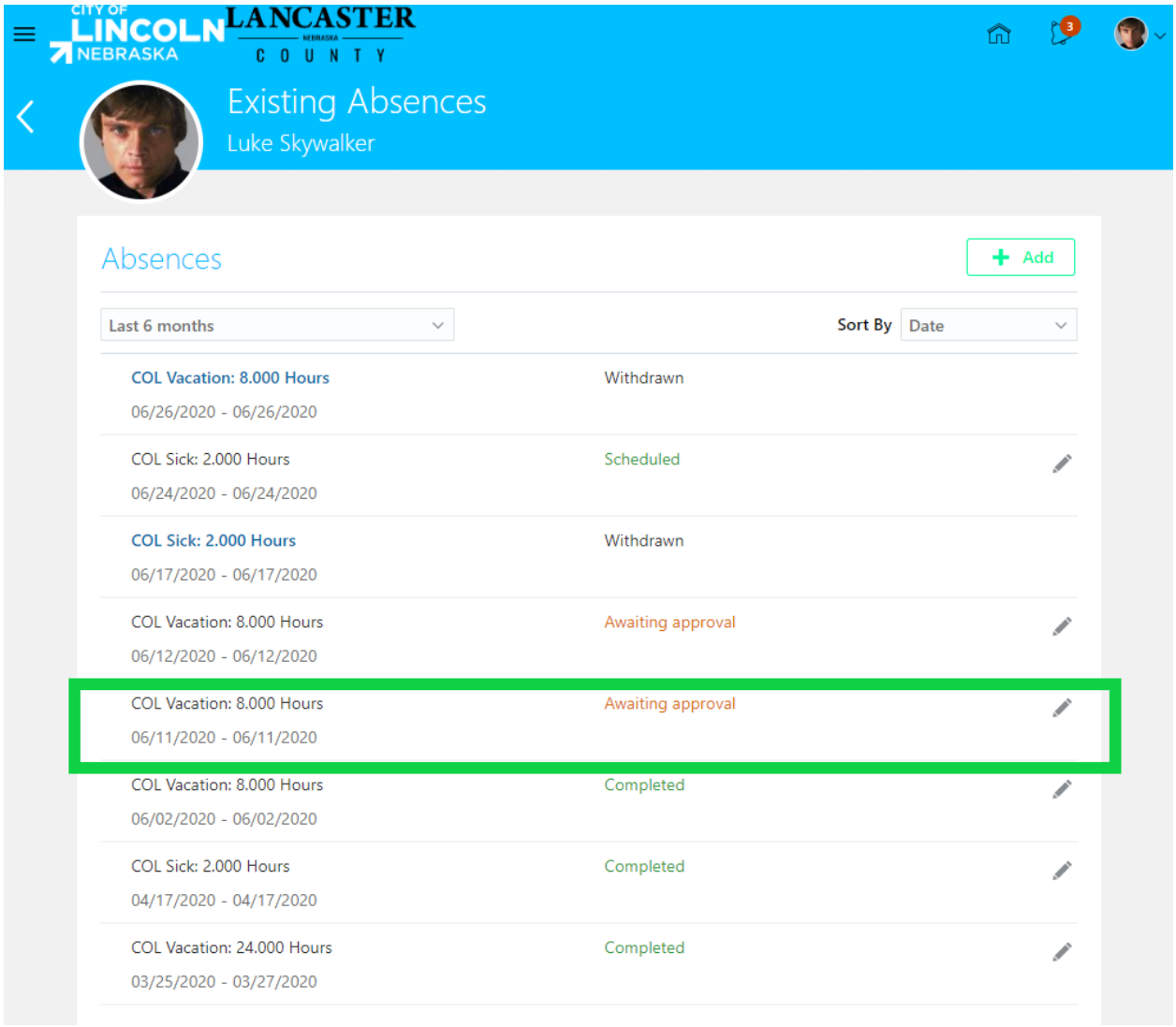
Here you will see a record of your absences. The statuses of absences are:

Awaiting Approval: Has been submitted, waiting for supervisor to review
Scheduled: Has been approved by supervisor, has not occurred yet
Completed: Has been approved, has already occurred
Withdrawn: Absence was withdrawn.

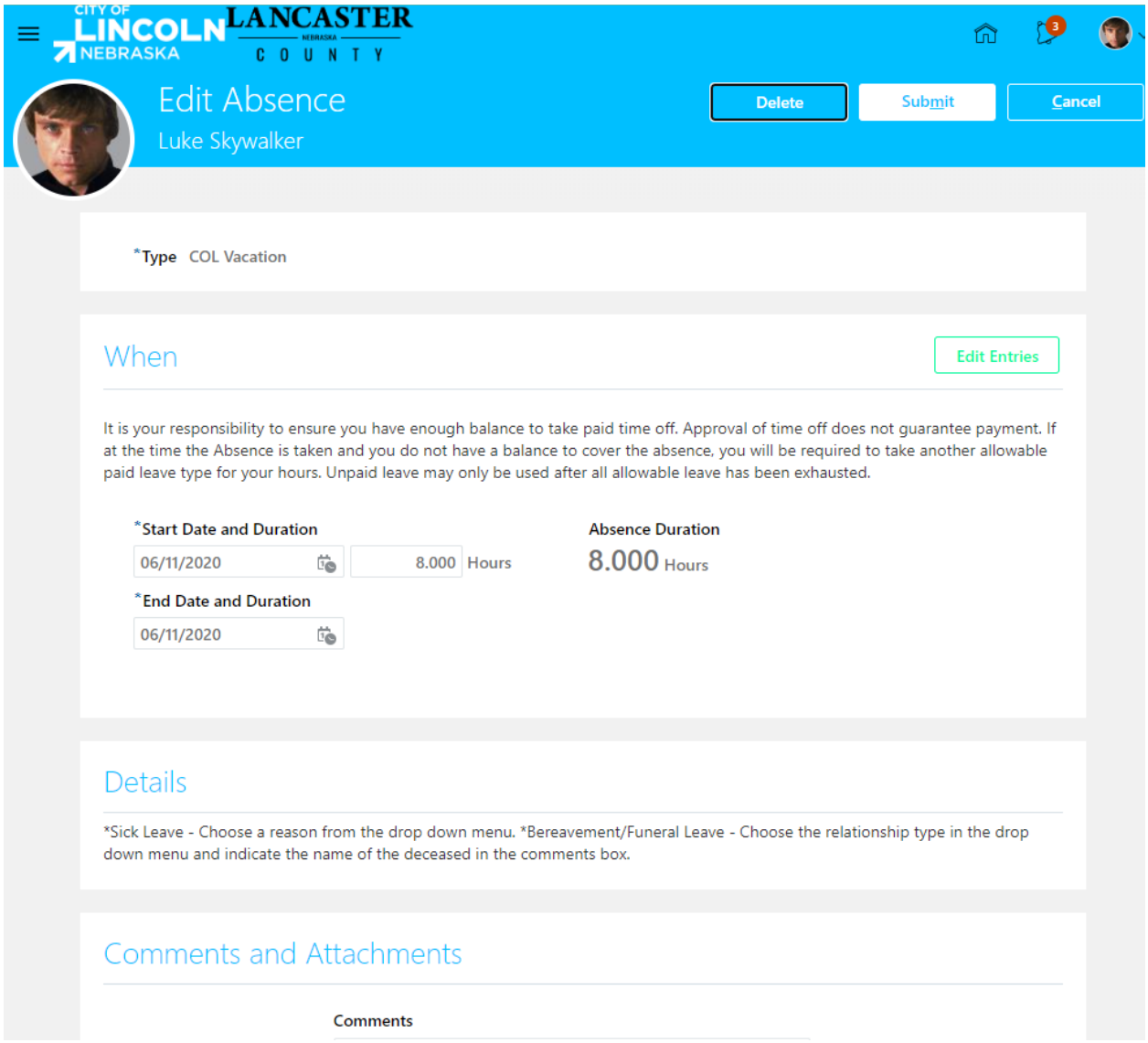

CITY OF LINCOLN NEBRASKA
LANCASTER NEBRASKA COUNTY
3
Existing Absences
Luke Skywalker
Absences
Add
Last 6 months
Sort By
Date
COL Vacation: 8.000 Hours
Withdrawn
06/26/2020 - 06/26/2020
COL Sick: 2.000 Hours
Scheduled
06/24/2020 - 06/24/2020
COL Sick: 2.000 Hours
Withdrawn
06/17/2020 - 06/17/2020
COL Vacation: 8.000 Hours
Awaiting approval
06/12/2020 - 06/12/2020
COL Vacation: 8.000 Hours
Awaiting approval
06/11/2020 - 06/11/2020
COL Vacation: 8.000 Hours
Completed
06/02/2020 - 06/02/2020
COL Sick: 2.000 Hours
Completed
04/17/2020 - 04/17/2020
COL Vacation: 24.000 Hours
Completed
03/25/2020 - 03/27/2020

Editing an Absence:

To edit an absence, navigate to the existing absences page. Then find the absence that you would like to edit. You can edit an absence that is Awaiting Approval, Completed, or Scheduled. When you find the absence to edit, click on the pencil on the right side of the absence:



This will open up the “Edit Absence” screen that is like the “Add Absence” screen. You will be able to edit the Start and end date, the duration of time, details, and comments or attachements.

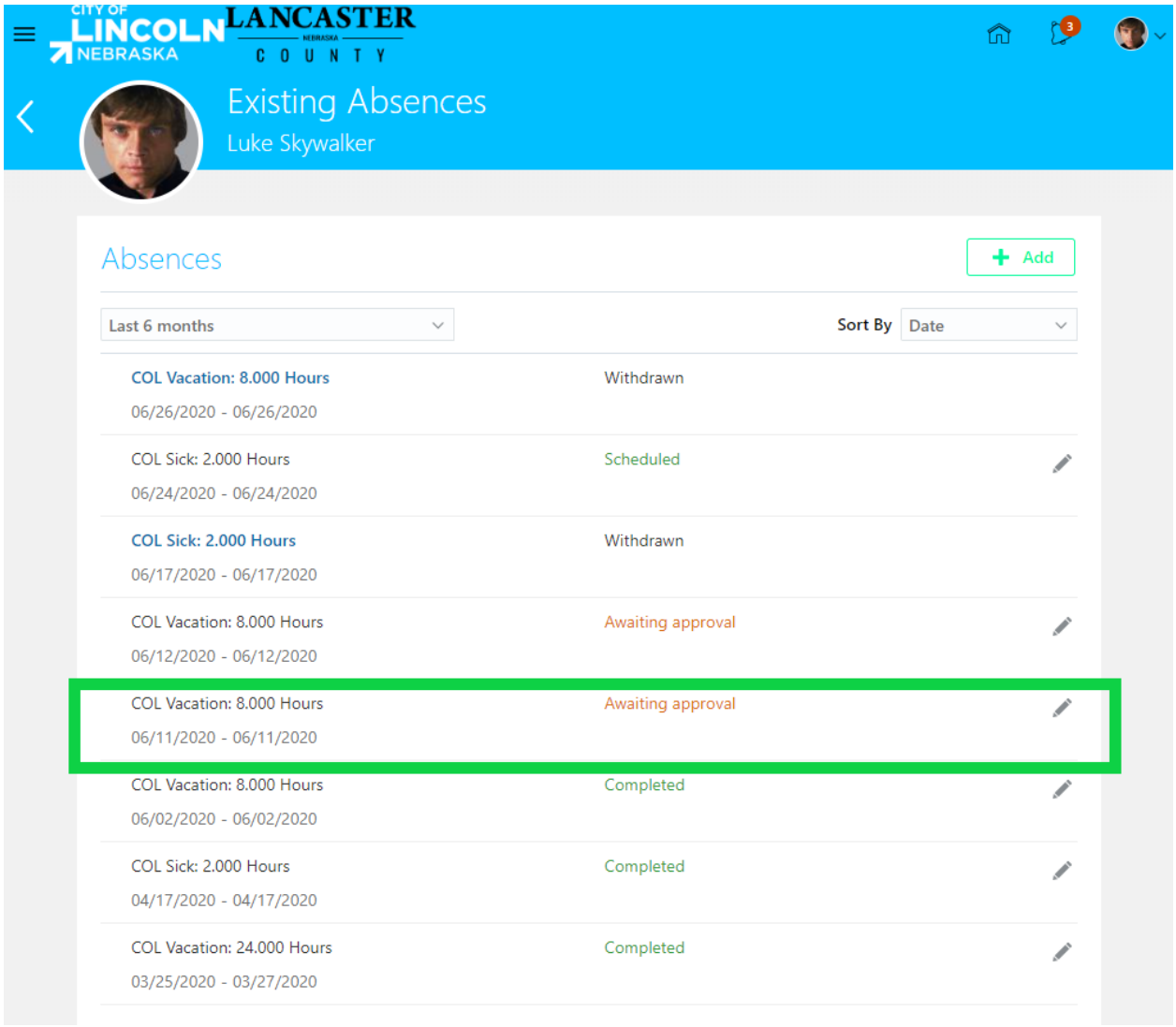


Once you have made the necessary changes, click on the submit button at the top of the page.

This will submit your changes to your supervisor for review. They will need to review and approve, send back, or deny the request based on the updated information.

Withdrawing an Absence request:

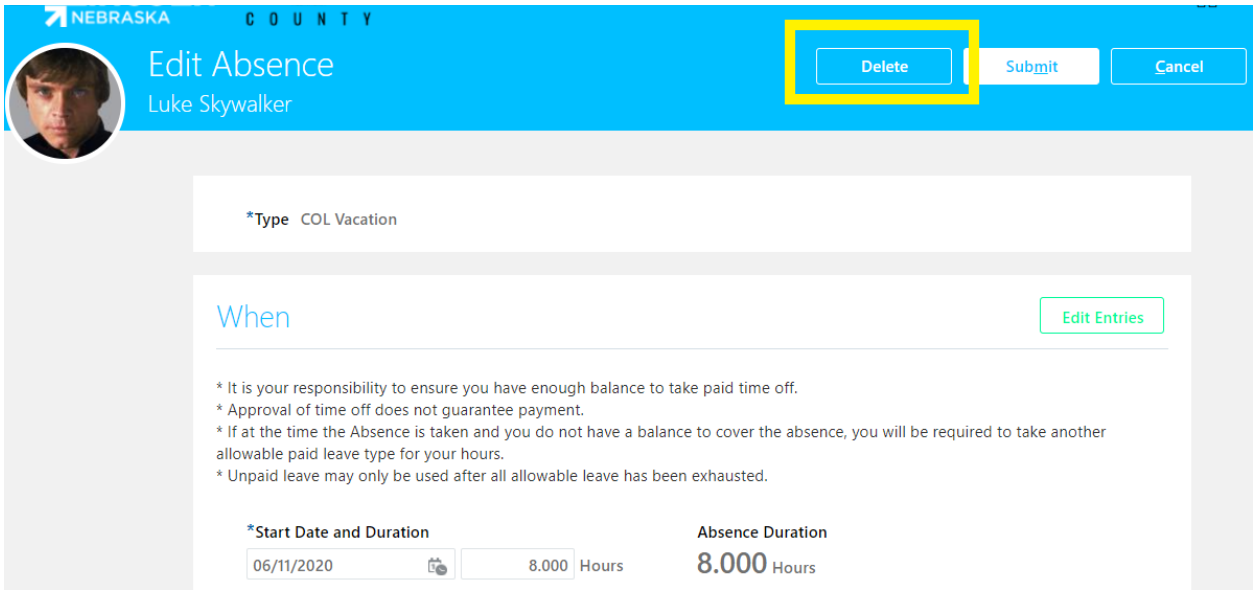
To withdraw an absence, navigate to the existing absences page. Then find the absence that you would like to withdraw. You can withdraw an absence that is Awaiting Approval, Completed, or Scheduled. When you find the absence to withdraw, click on the pencil on the right side of the absence:



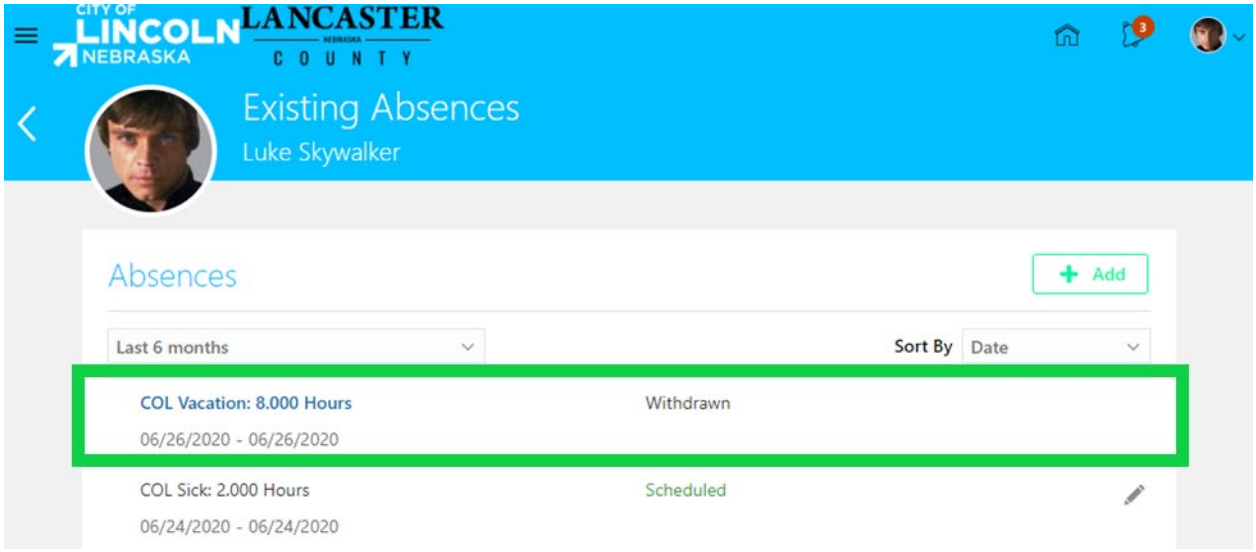
This will open up the “Edit Absence” screen that is like the “Add Absence” screen.

Once you withdraw an absence, you will no longer be able to edit the absence. If you decide you need to take the absence after withdrawing it, you must submit a new request. Please review the absence information to ensure that you would like to withdraw the absence before you submit the action.

When you are certain that you would like to proceed, click on the delete button at the top of the page:



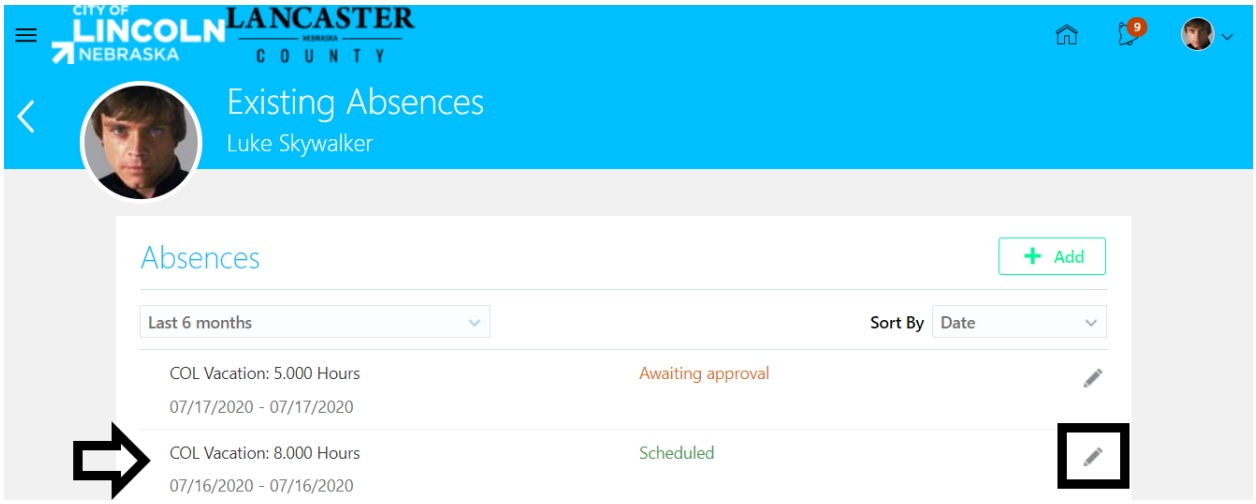
You will then be returned to the existing absences page. You will be able to locate the specific absence that you withdrew to verify that it was withdrawn. It will now be showing in a “withdrawn” status like this one.



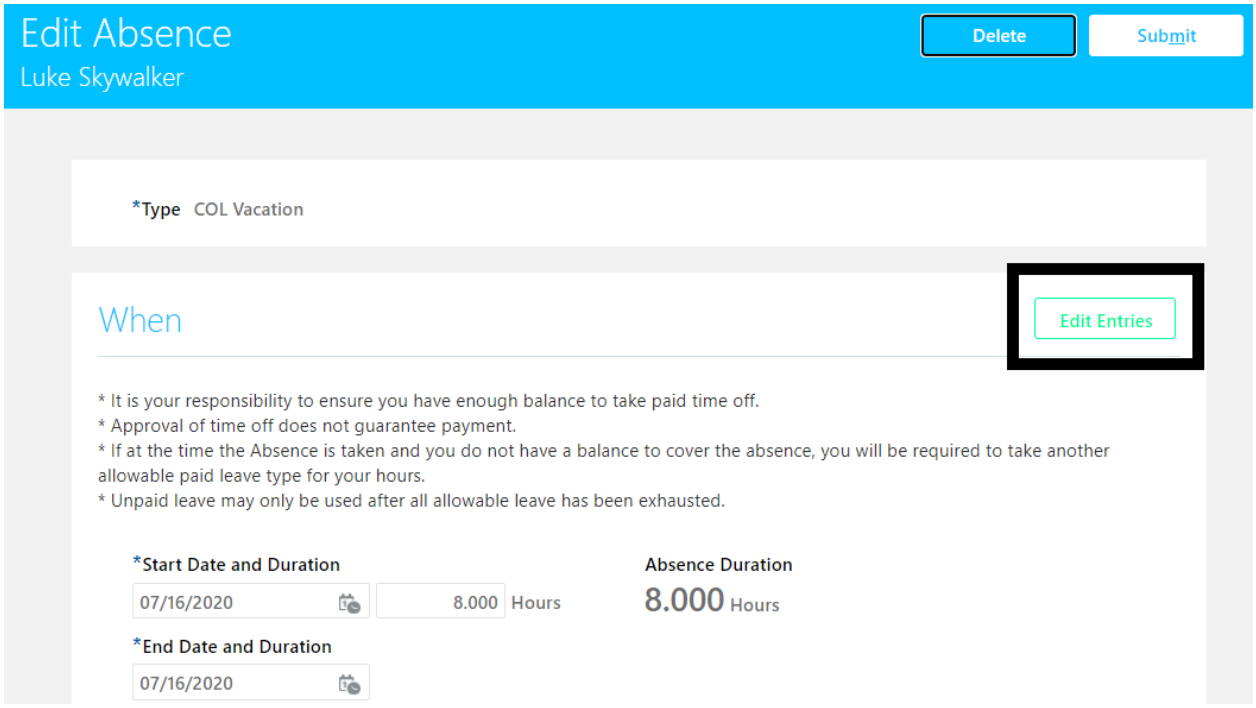
Editing an Absence using Edit Entries Mode

You can also use Edit Entries mode when editing an absence.

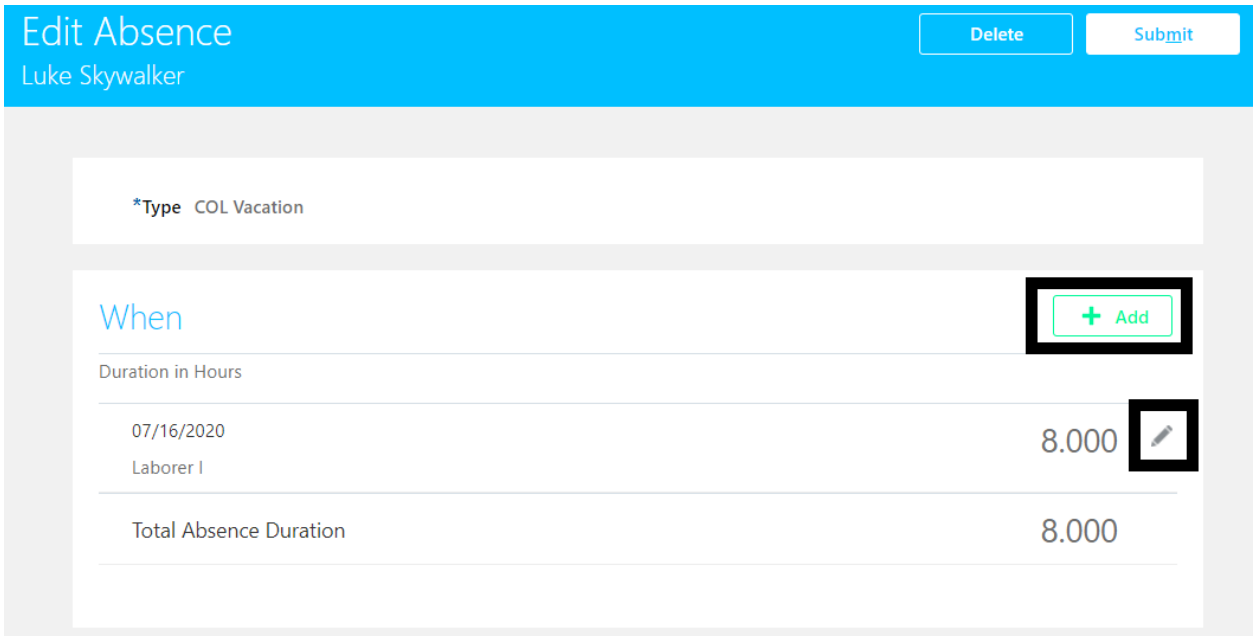
From the Time and Absences menu, Navigate to the Existing Absences page and find the absence that you want to edit. Click on the pencil icon on the right hand side of the absence:



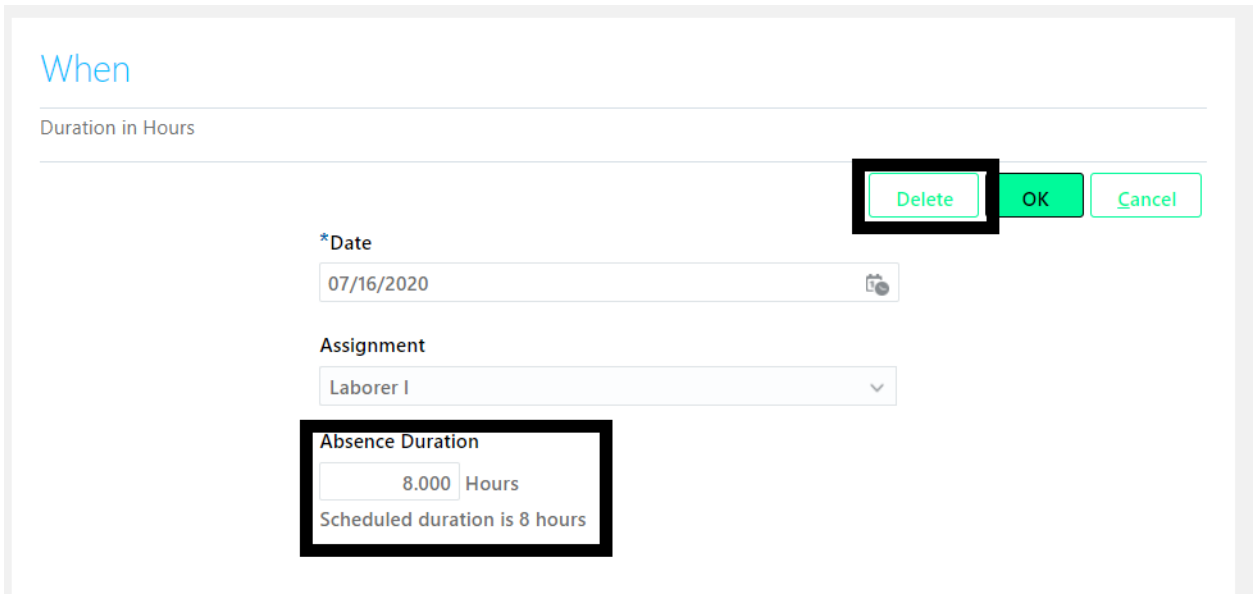
The pencil icon will take you to the edit entries screen for that absence. Click on 'Edit Entries'.



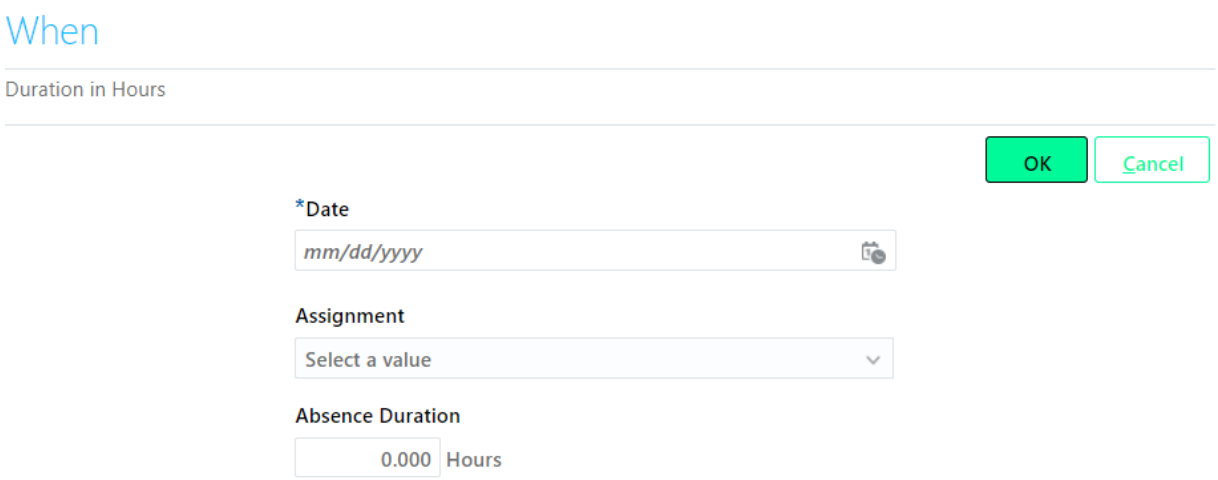
This will change the look of the 'When' box and will give you different functionality. In this mode, you will be able to add a day using the 'Add' button, edit a day using the pencil icon, or delete a day using the pencil icon.



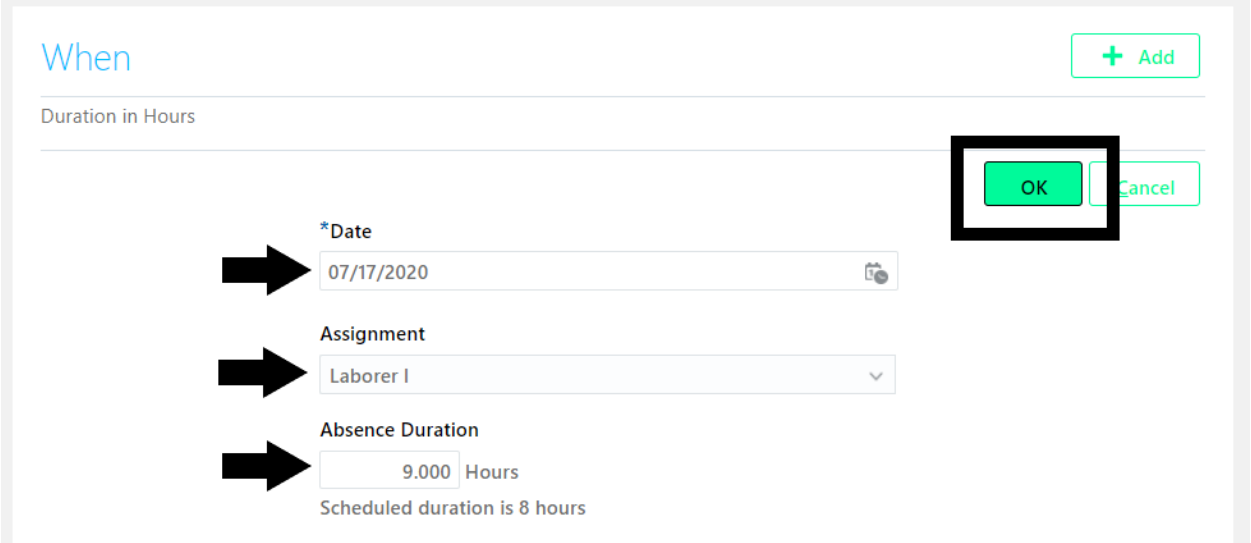
When you click on the pencil icon, you can edit the duration for the day using the absence duration box. You can delete the day using the delete button. You can also change the date using the date field. When you are done making your changes, hit the OK button.



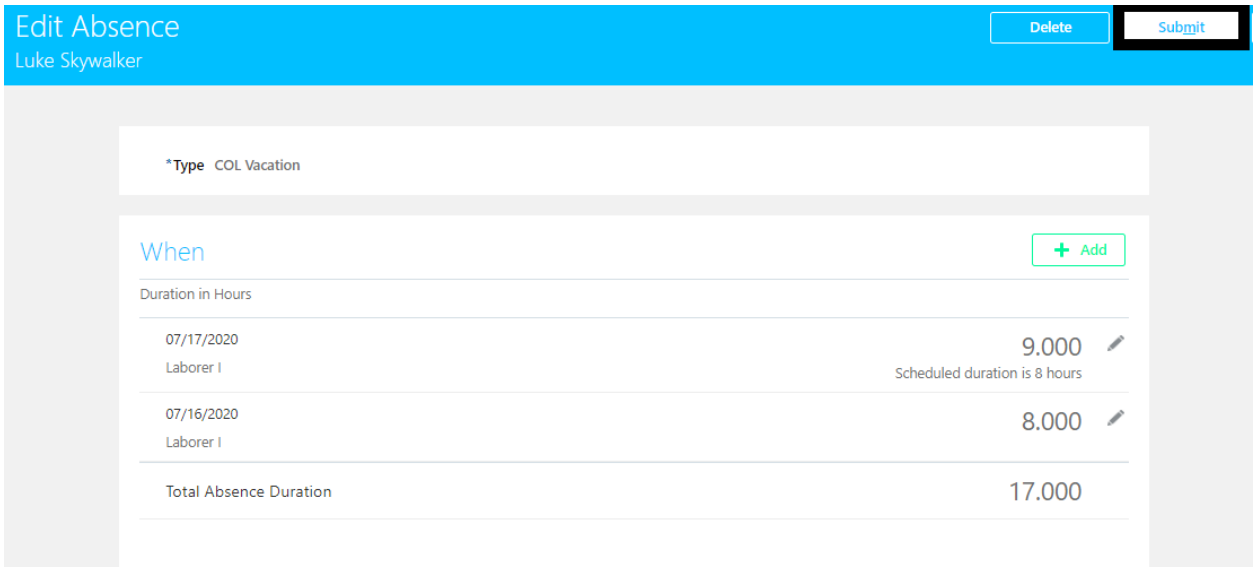
You can use the 'Add' button to add a day. When you click on the add button, you will need to fill out the day, assignment, and total hours. The assignment is a dropdown menu and should be your current job title.



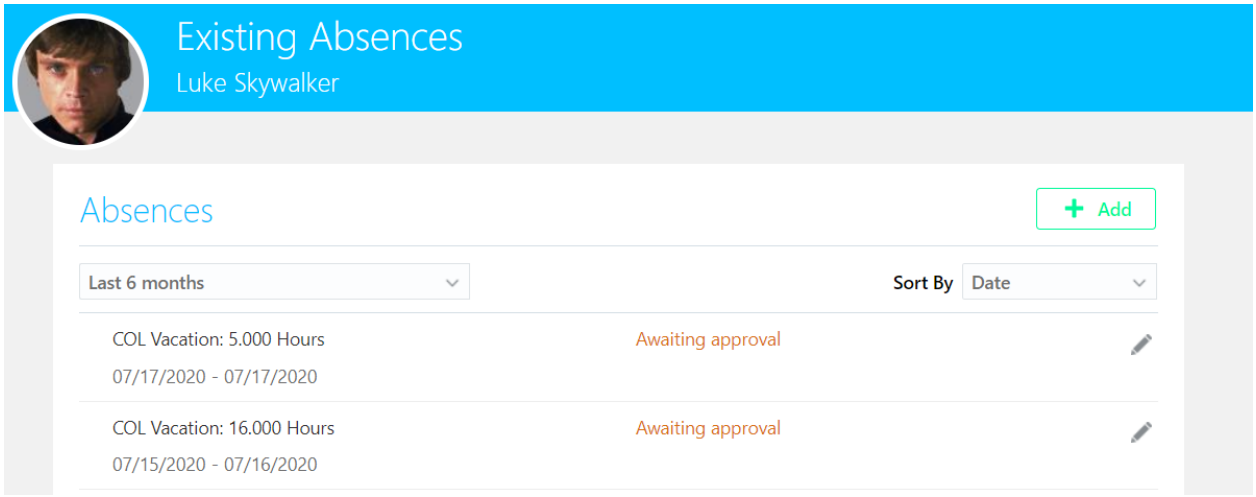
Once you have filled out the information, click OK.



Once your absence information is complete and you have filled in any necessary reasons or comments according to the absence being requested, scroll up to the top of the screen and click submit so that it will be sent to your supervisor for approval.



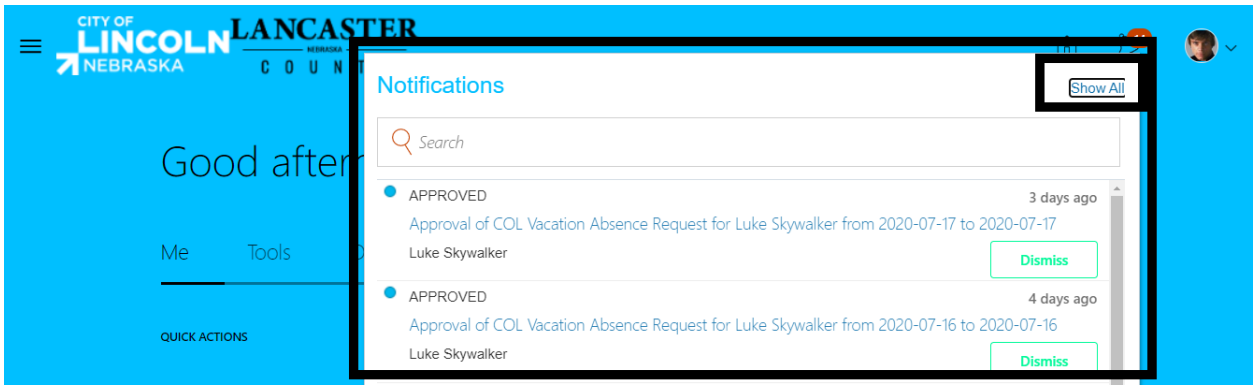
The edited absence will then be in an awaiting approval status until your supervisor reviews and takes action on the absence. You will be able to view the absence in your existing absence record.



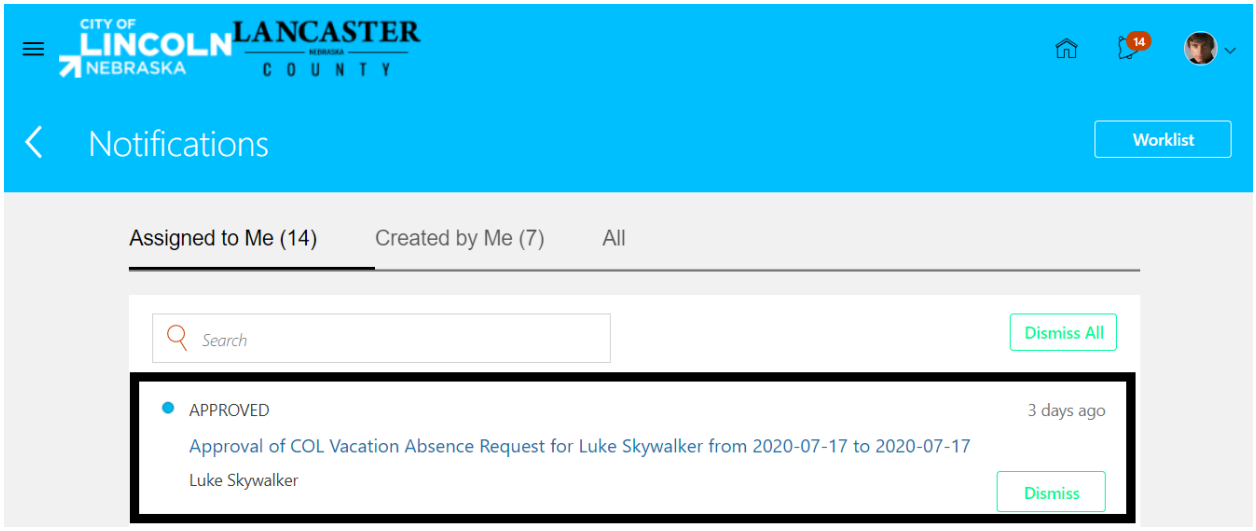
Checking notifications

When you have notifications, you will have a red circle over the bell notification (top right hand corner), there will be a number in the circle to indicate the number of notifications that you have.

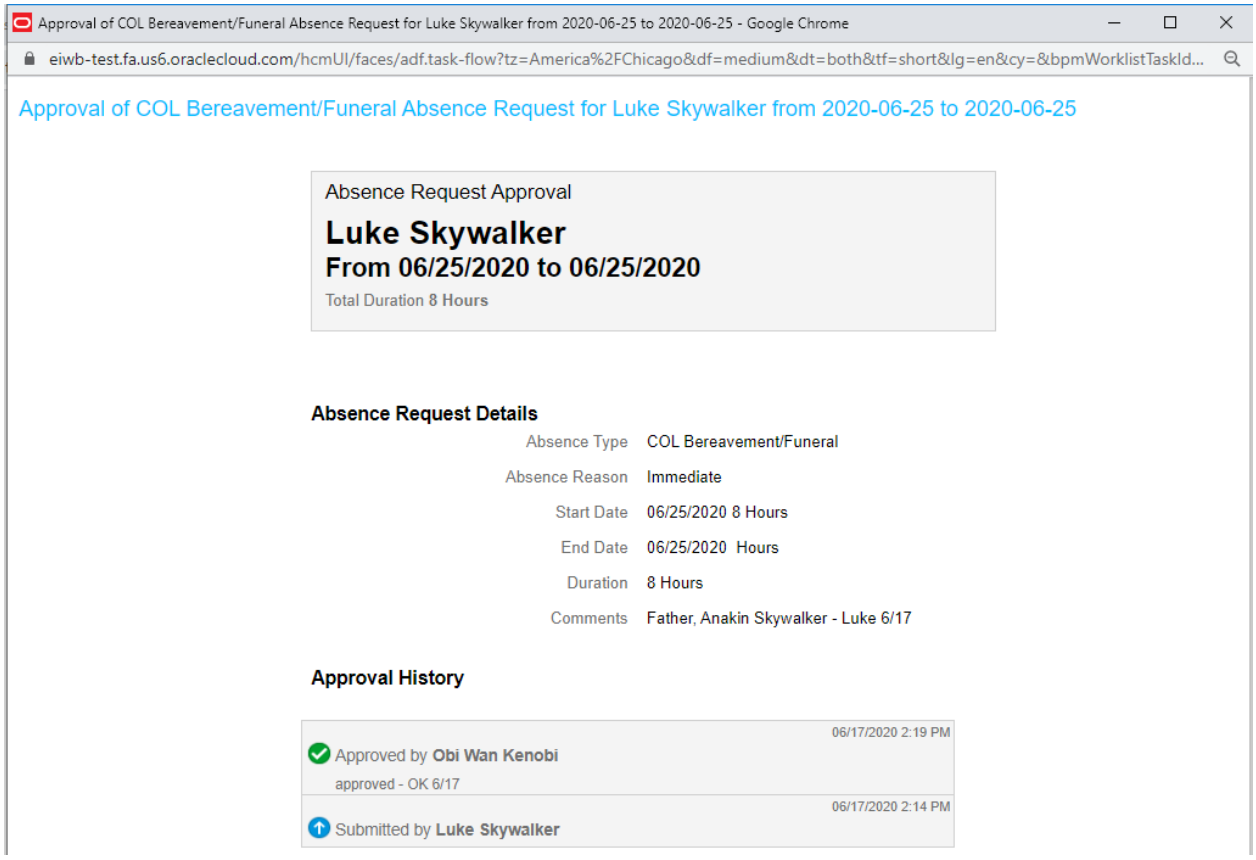
When you click on the bell icon, it will open up the notifications dropdown. Click “Show All”.



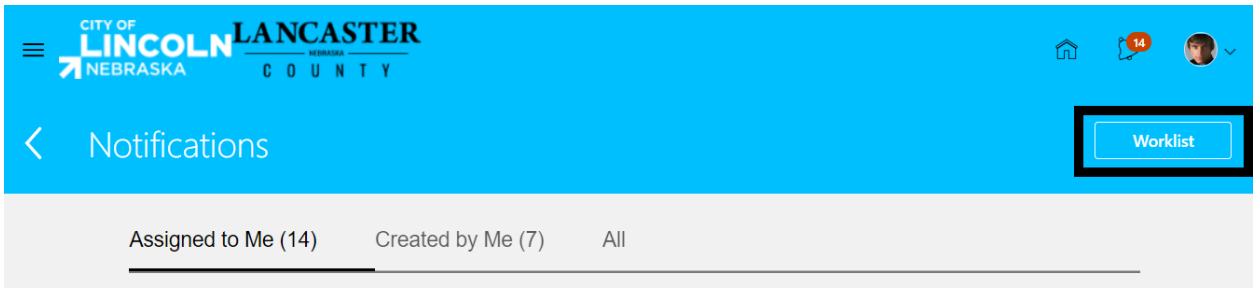
This will open up the notifications page. You can review all of your notifications. You will be able to dismiss them when you are done viewing. You can also click on the notification to review the details of the absence request.



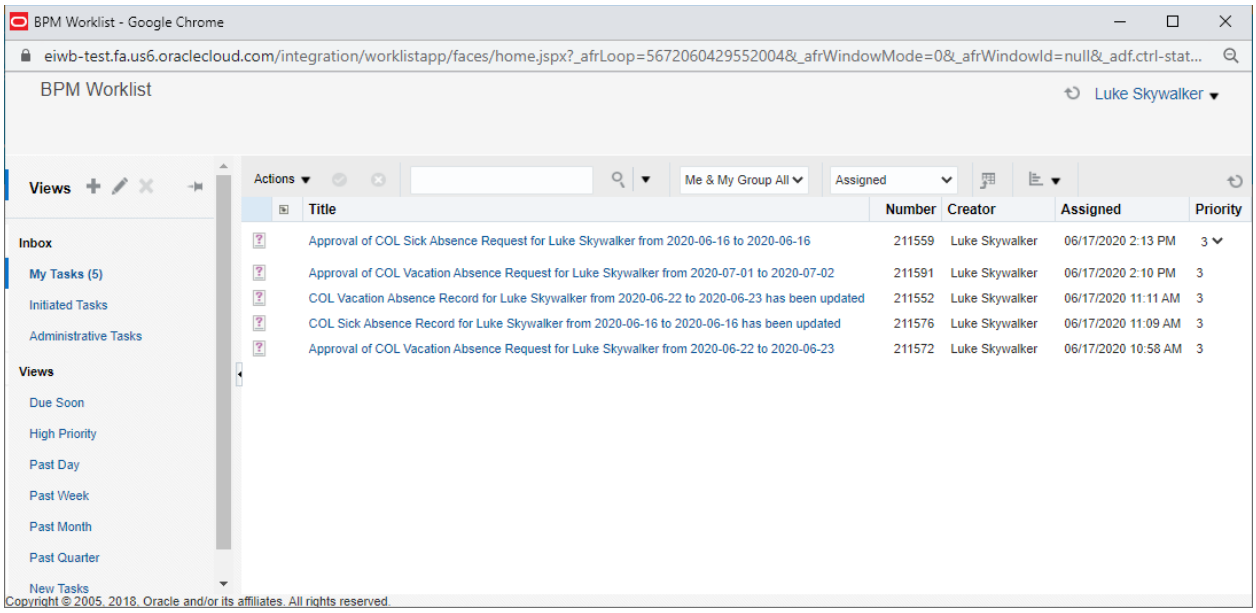
When you click on the hyperlink of the notification, it will open up a new window with the "Absence Request Approval" (this is what it will be called whether it is approved, denied, or withdrawn). Here you can review the absence request details and review the approval history, including any comments that have been entered.



On the Notifications page, click on "Worklist" in the top right hand corner:



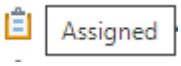
This will open up the Worklist in a new window:

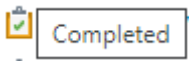


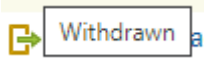
You can click the hyperlink of any of the notifications to view the "Absence Request Approval" form with the full details of the request. You want to be sure that you open and view any of the tasks that have requested more information so that you can respond in a timely fashion and have your request reviewed by your supervisor.

*Reminder: The task is called "Approval of COL Sick Absence…." However, this is the name given whether the request has been approved, denied, or more information has been requested, it does not mean that it has been approved yet. Please open the hyperlink and review the request.

The Question mark symbol means that Information is being requested for that request

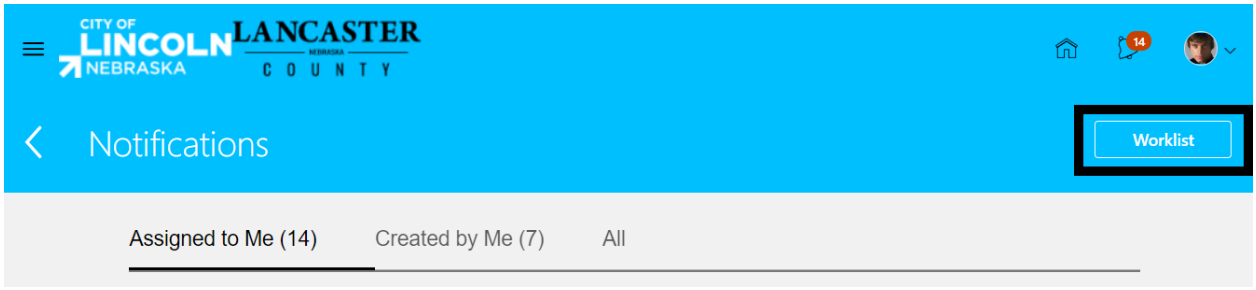
The Clipboard symbol means that the task is assigned to you:


The Clipboard symbol with a check mark in it means that the task has been completed:


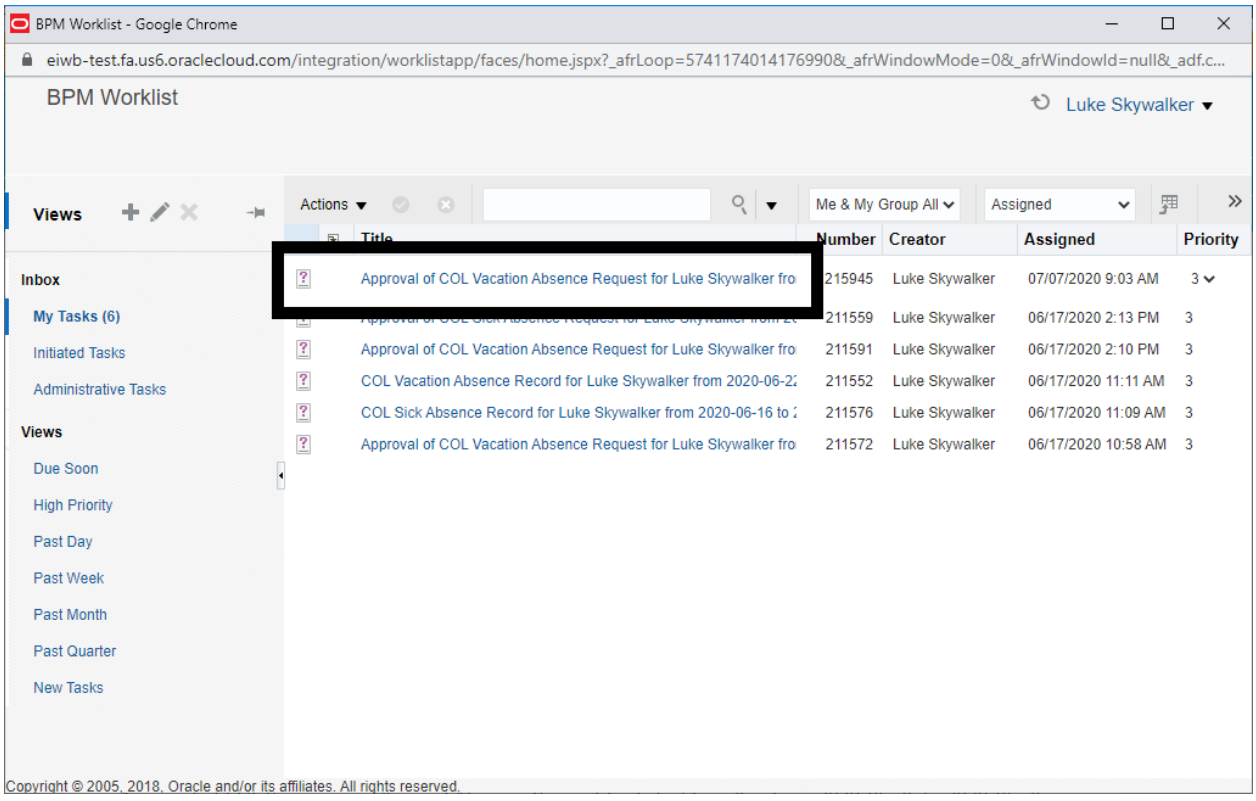
The Brown box with the green arrow pointing right means that the task has been withdrawn:


Responding to Info Requested for Absence Request

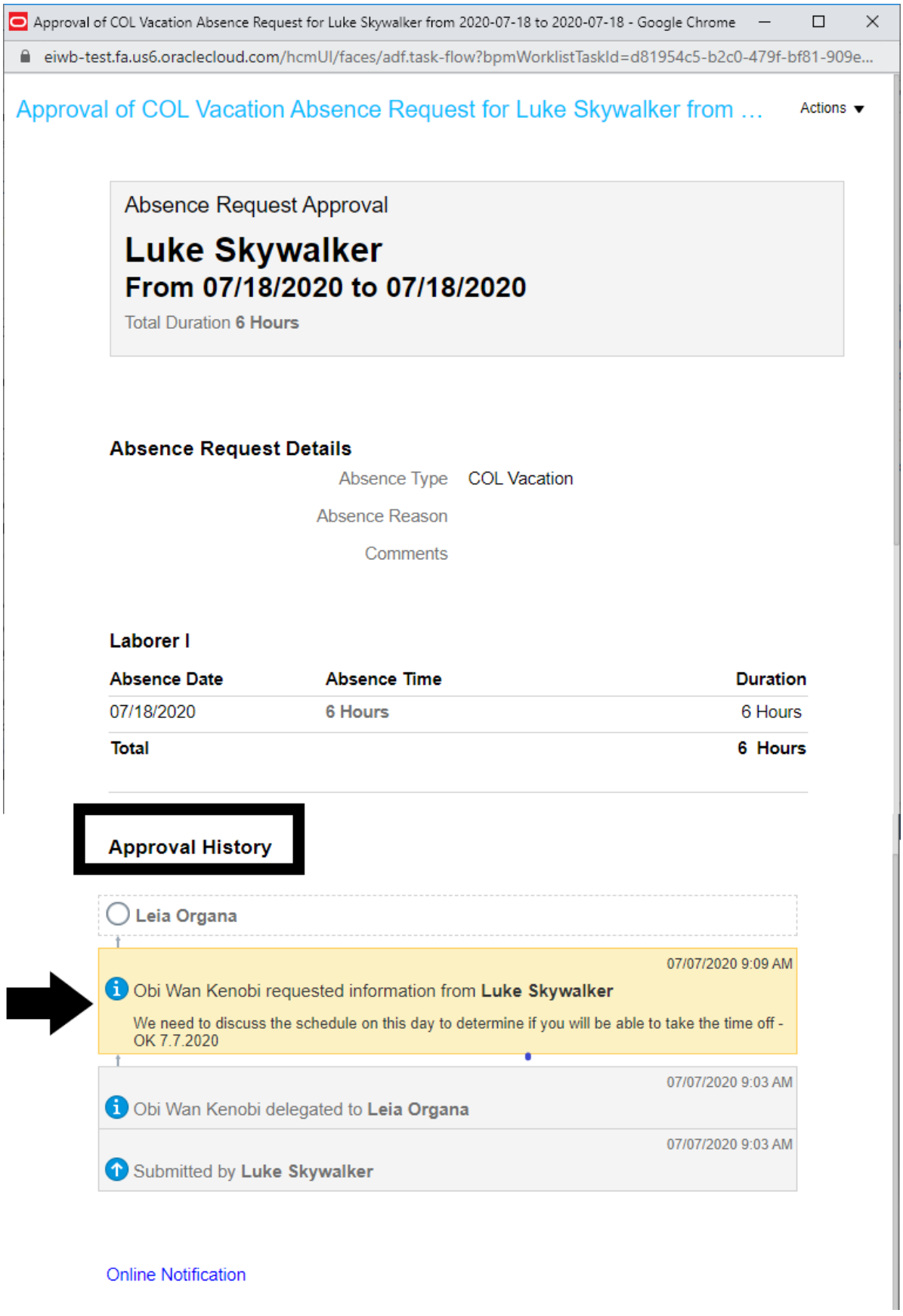
You want to be sure that you are checking your worklist on a regular basis to be sure you aren't missing any notifications that need attention. Click on your notification bell icon, click show all, then click on worklist from the notifications menu:



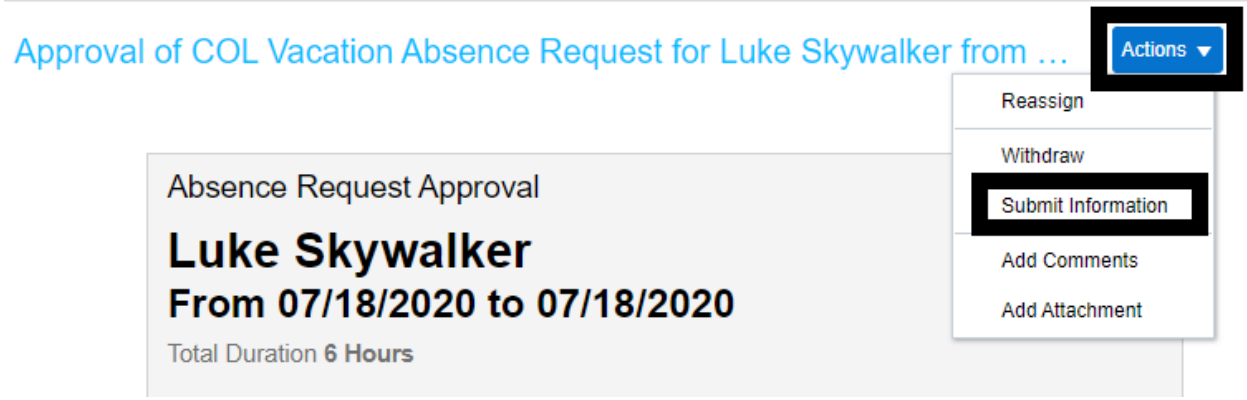
In the worklist, review any notifications that are requesting more information. Click on the hyperlink to the request that you want to review first:



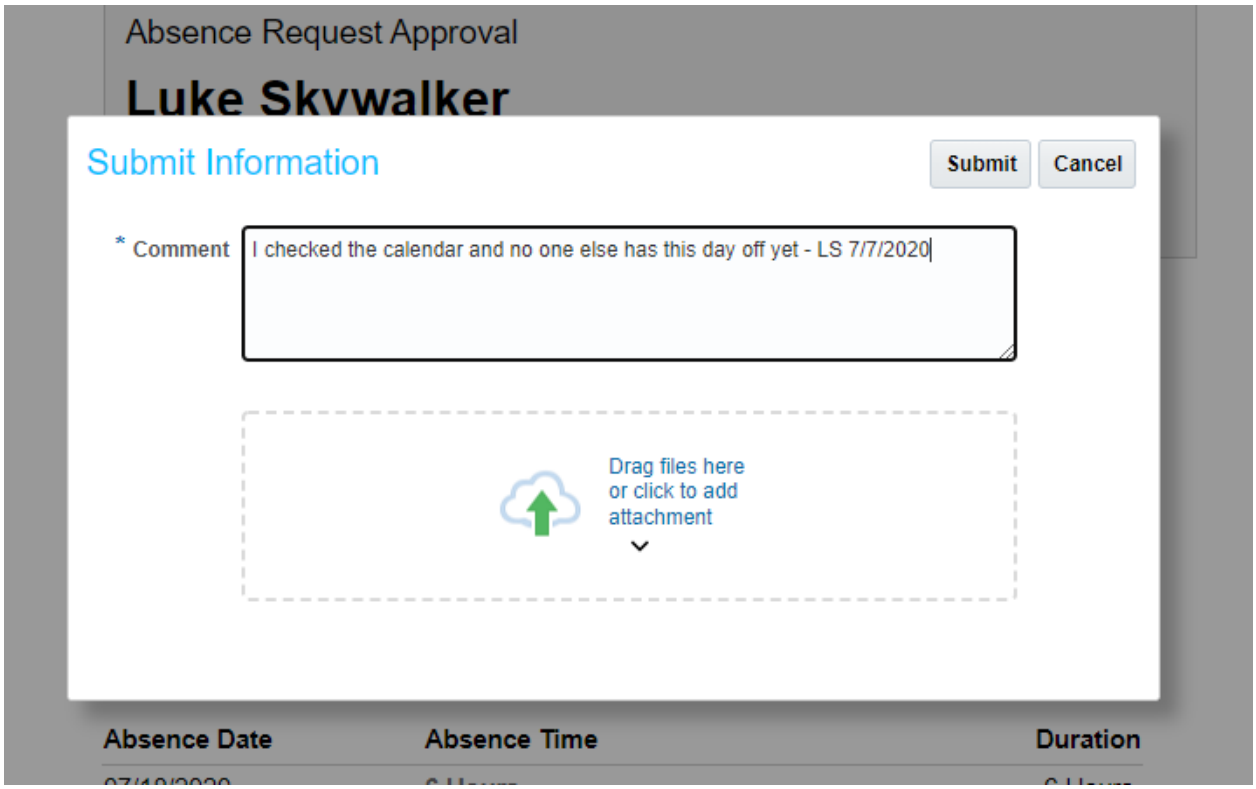
A new window will open with the 'Approval Request Form' and you will be able to scroll to the bottom and review what information is being requested. Under Approval History, you will be able to see who is requesting the information and what they are asking. In this example, Luke's supervisor Obi Wan is requesting a discussion about the schedule for the day Luke is requesting off:


Approval of COL Vacation Absence Request for Luke Skywalker from 2020-07-18 to 2020-07-18 - Google Chrome
eiwb-test.fa.us6.oraclecloud.com/hcmUI/faces/adf.task-flow?bpmWorklistTaskId=d81954c5-b2c0-479f-bf81-909e...
Approval of COL Vacation Absence Request for Luke Skywalker from …
Actions
Absence Request Approval
Luke Skywalker
From 07/18/2020 to 07/18/2020
Total Duration 6 Hours
Absence Request Details
Absence Type COL Vacation
Absence Reason
Comments
Laborer I
Absence Date
Absence Time
Duration
07/18/2020
6 Hours
6 Hours
Total
6 Hours
Approval History
Leia Organa
07/07/2020 9:09 AM
Obi Wan Kenobi requested information from Luke Skywalker
We need to discuss the schedule on this day to determine if you will be able to take the time off - OK 7.7.2020
07/07/2020 9:03 AM
Obi Wan Kenobi delegated to Leia Organa
07/07/2020 9:03 AM
Submitted by Luke Skywalker
Online Notification

To respond, you will click on the actions dropdown in the top right hand side and click Submit Information:



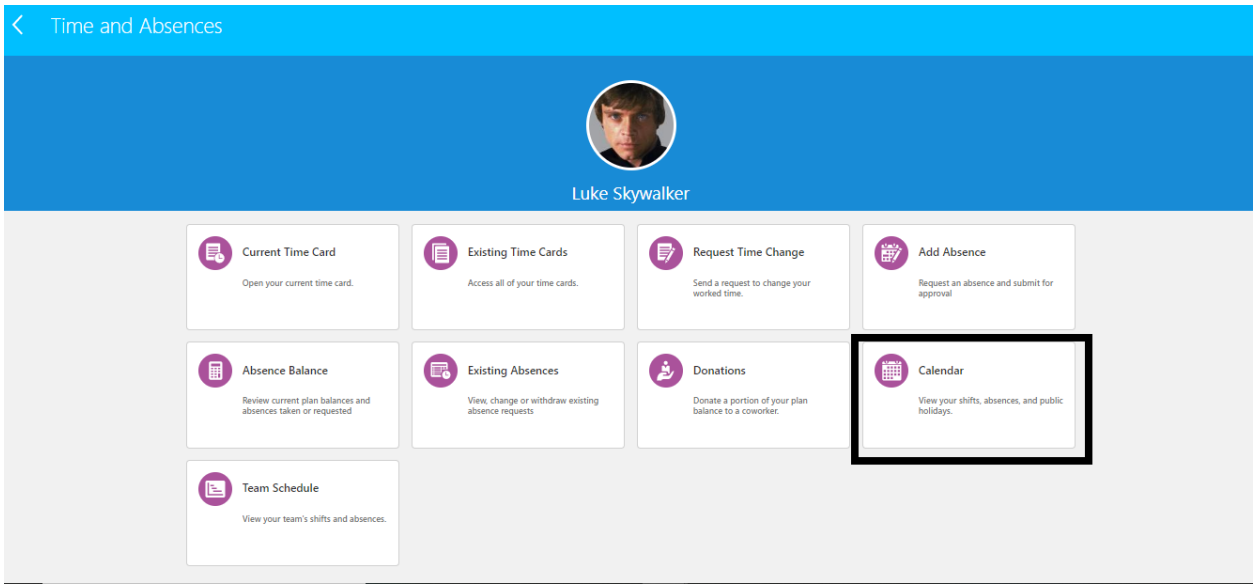
This will open up the 'Submit Information' box where you can type in a response to your supervisor's question. Once you have your comment in the box, have initialed, and dated it, click submit:



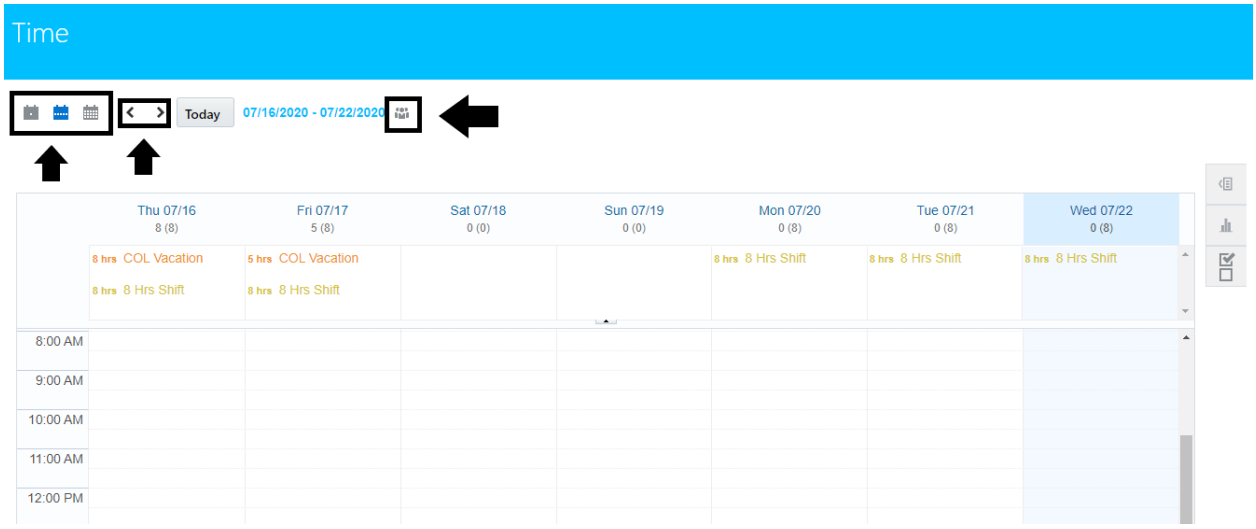
After you click submit, it will briefly show that the information was submitted before closing the approval form. You can now review your next task in the worklist or you can close out of the worklist when you are done reviewing your tasks.

Calendar – Viewing Your Team's Schedule

On the "Time and Absences" main menu, click on the "Calendar" tile:

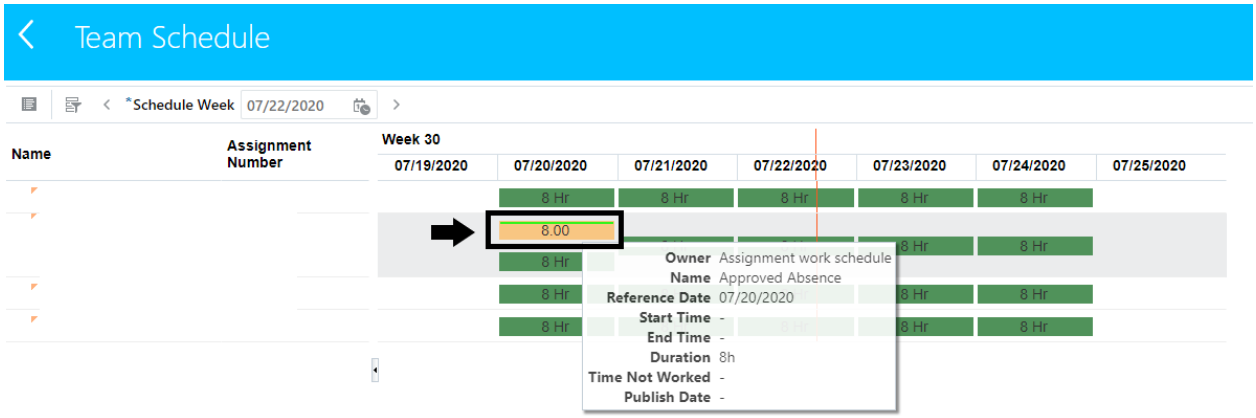


This will open up the Calendar where you will be able to see your schedule and any absences for the week. Weeks will be able to be viewed by payroll weeks, clicking the left and right arrows will change to the previous or next payroll week. You can change the calendar view by clicking on the icons on the left side of the arrows to view by day, week, or month. Clicking on the "Team" icon will bring up:



On this page, you will be able to view schedule information for other employees that are supervised by your supervisor. Since we do not have actual schedules in the system, the hours reflected in this calendar

may not be accurate to everyone's schedule, but you will be able to see absence information for others on your team. The absences will appear in in orange and you can hover over the absence to see details of the absence (not the leave type, but name, date, and duration).



Time and Labor Module

Time and Labor Notes:

Non-Exempt (Hourly) employees need to clock in and clock out to capture their actual time worked.

Time collection devices are separate from Oracle. We are using Timeclock Plus timeclocks stationed at various locations throughout the City and County, a web based time clock, and a mobile app. With the versatility of these three options, we are aiming to bring the time collection process to the majority of our employees.

Worked time collected from the time collection devices will be imported into Oracle two times per day at 6:00 am and 6:00 pm. The process takes about 15 minutes on average, so it should process through and show in Oracle around 15 minutes later.

To help make this a smooth transition, we are opening up access to time cards in Oracle until we get the Payroll module implemented. This means that for now, employees will be able to enter time directly in Oracle if needed and make edits themselves.

After this time card access is removed, employees will only be able to make changes to their time in Oracle by requesting a time change that their line manager will need to review and approve.

Most exempt (salaried) employees will not be tracking their time using the time collection devices and therefore will not be able to log in to Timeclock Plus. If they try logging in, it will give an error that says “Invalid Credentials.” Some exempt employees that are part-time will need to clock in and clock out, but they will be given that instruction.

Exempt employees will need to report exception time on their Oracle time card if they have any exception time to report.

Timeclock Plus Webclock

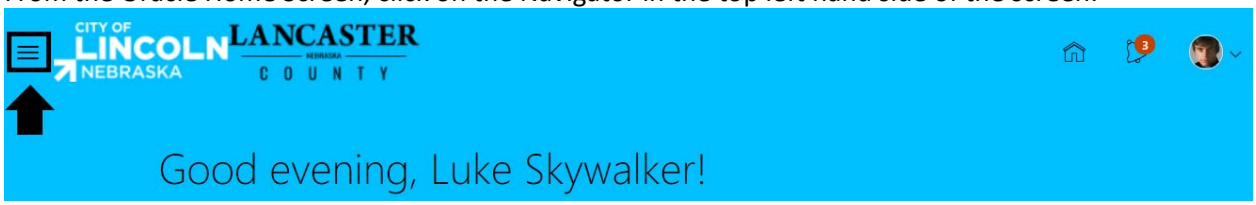
Timeclock Plus Webclock URL

This is the URL for the Timeclock Plus (TCP) web based time clock, please bookmark this in your browser so that you have it readily available when you need it:

https://278295.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278295/1

Finding your ID Number in Oracle:

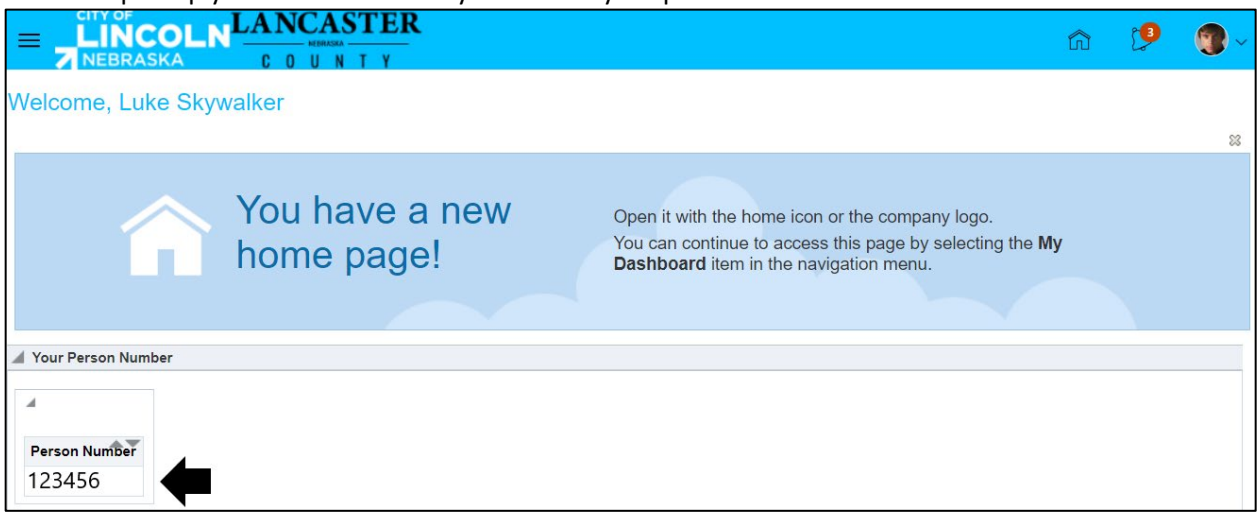
From the Oracle Home Screen, click on the Navigator in the top left hand side of the screen:



Click on the down arrow on the right side of "Others"

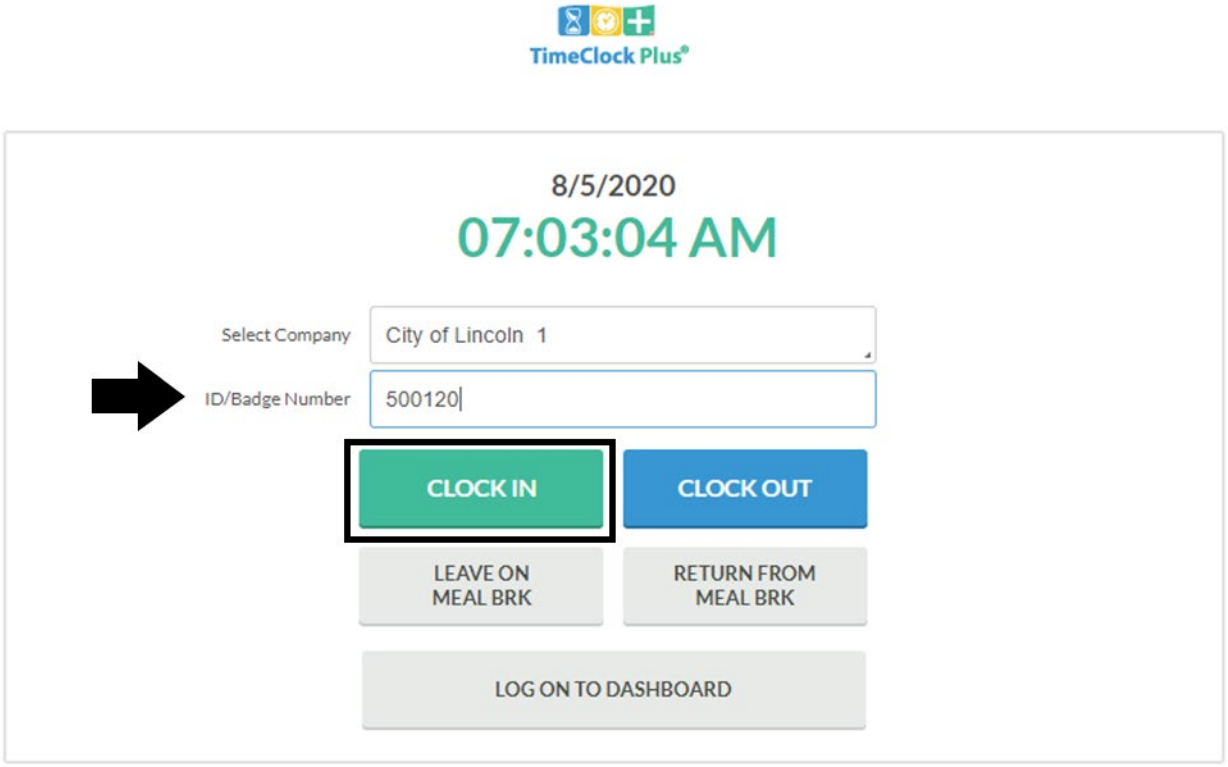
This will expand the others section. Click on "My Dashboard"

This will open up your dashboard and you will see your person number on the bottom of the screen:

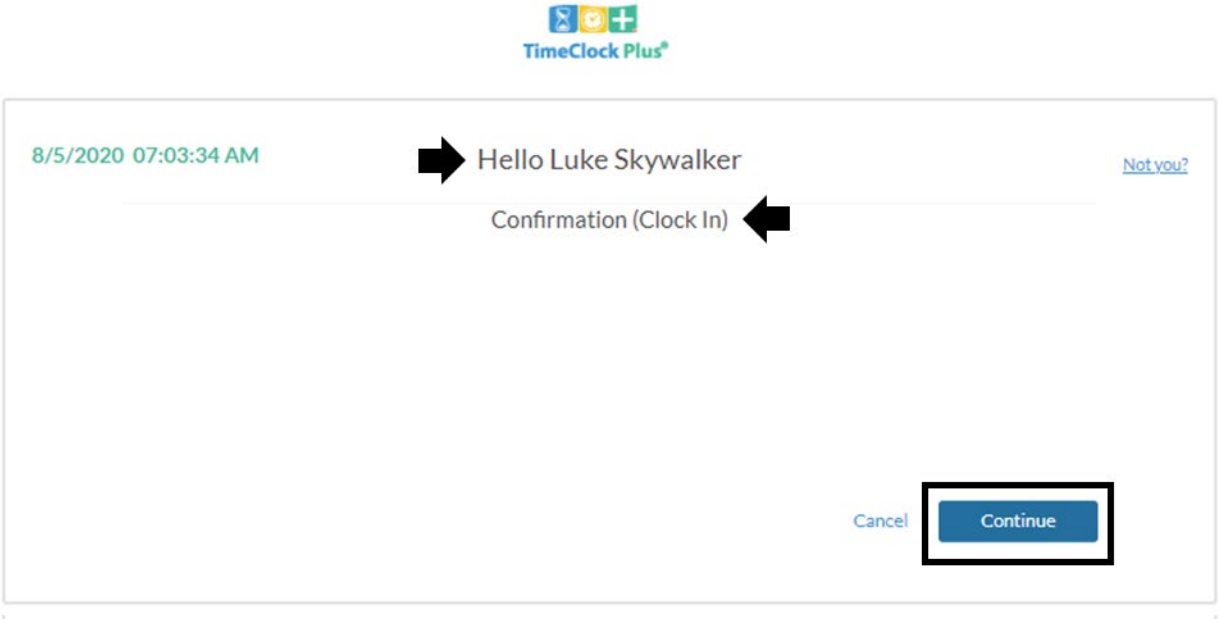


Clocking in with Timeclock Plus Webclock

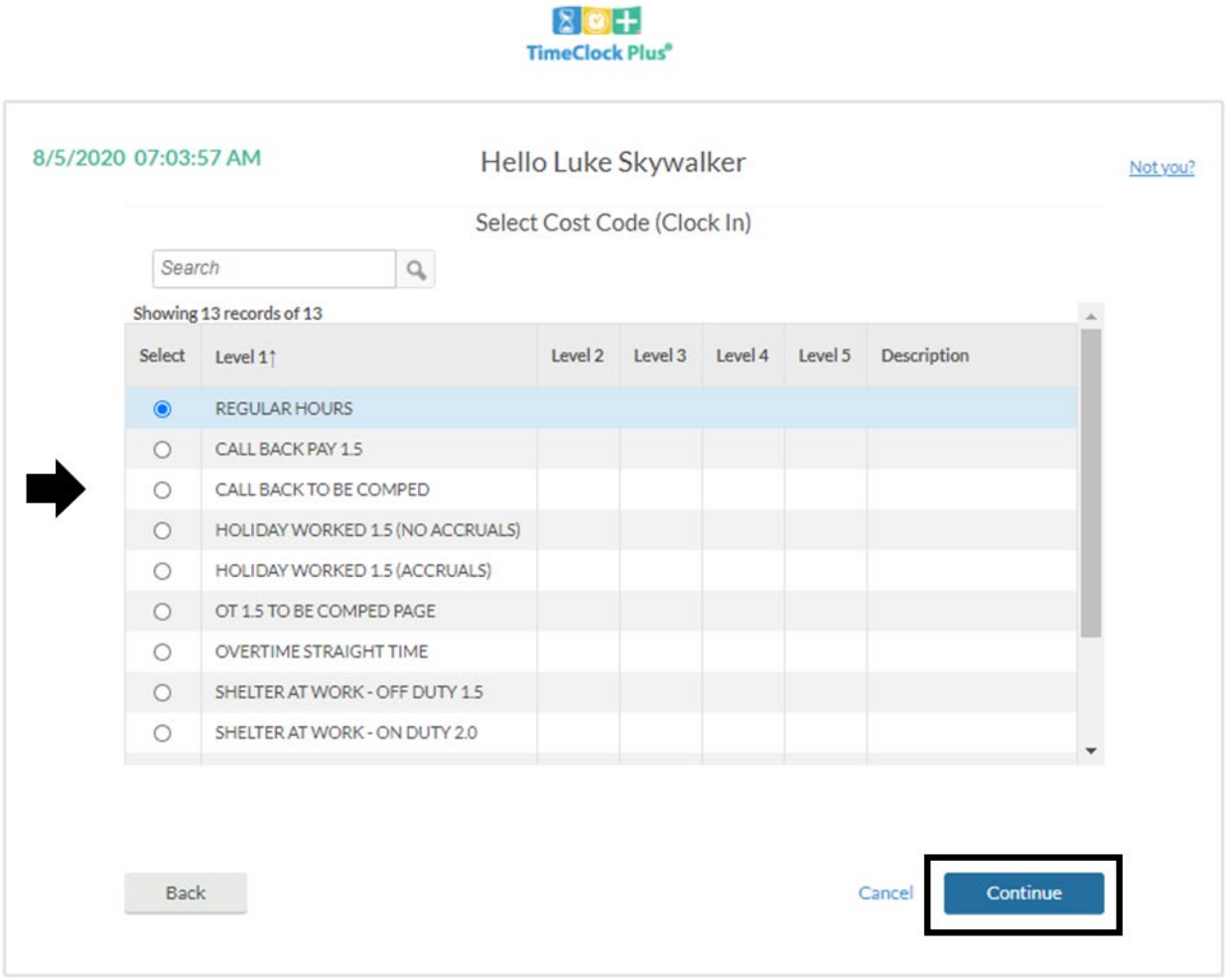
Enter in your ID/Badge number (from Oracle) then click “Clock In”



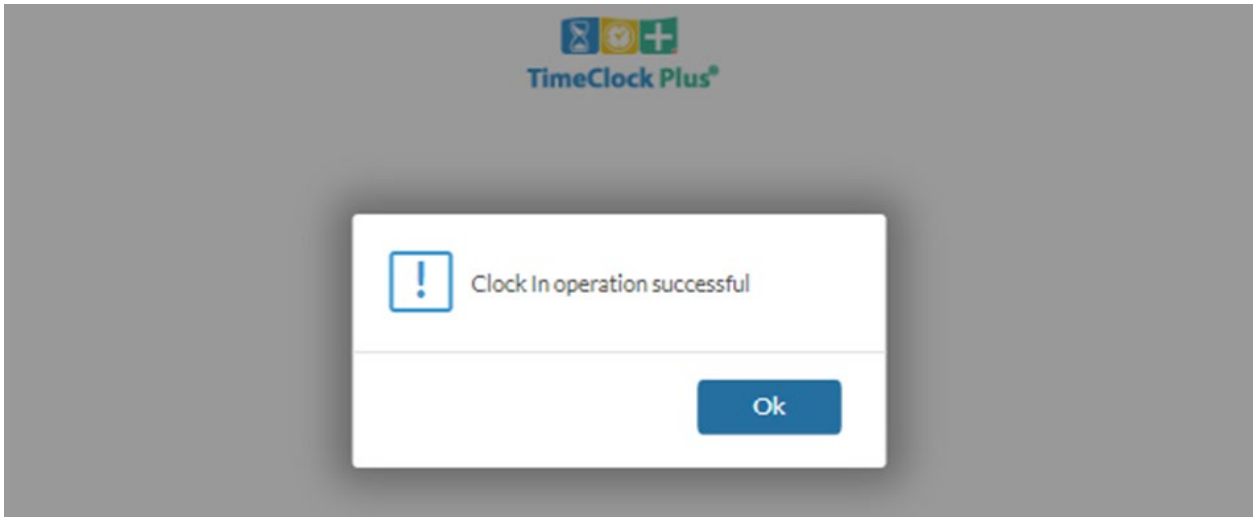
The next screen is the confirmation screen, you will see your name at the top (be sure it is your name) and it will say Confirmation (Clock In). Click Continue.



On the select cost code screen, find and select the appropriate cost code. Then click continue.

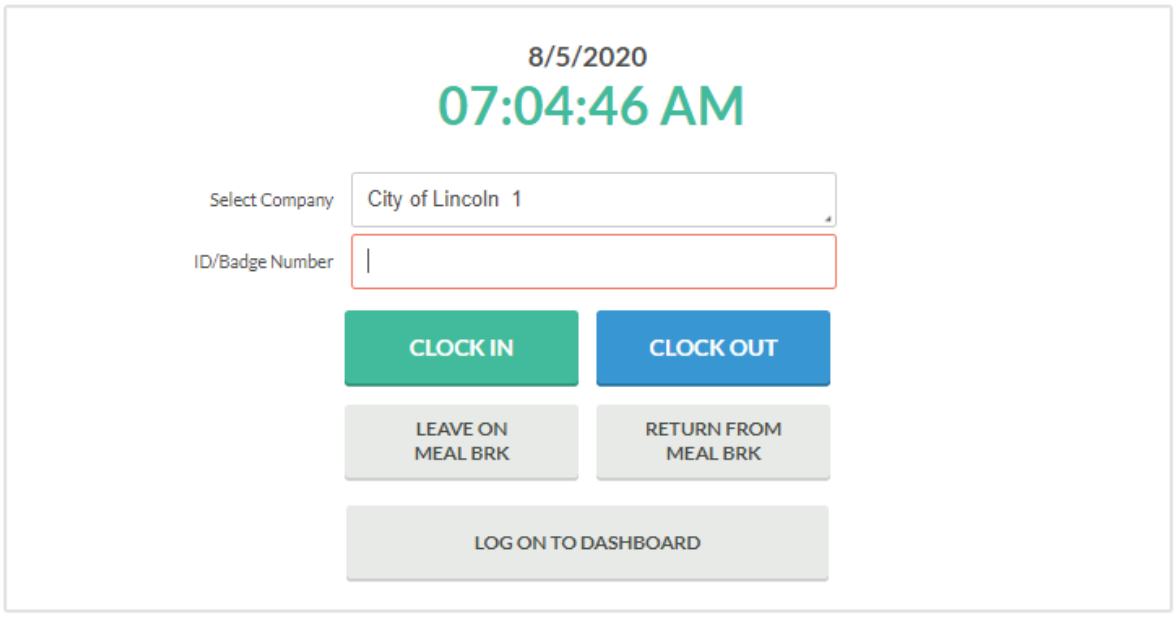


A dialog box will appear with “Clock in operation successful” when you have completed the process. Click ok.



You will then be taken back to the sign in screen. You can leave it for the next time you need it or you can close out of it.

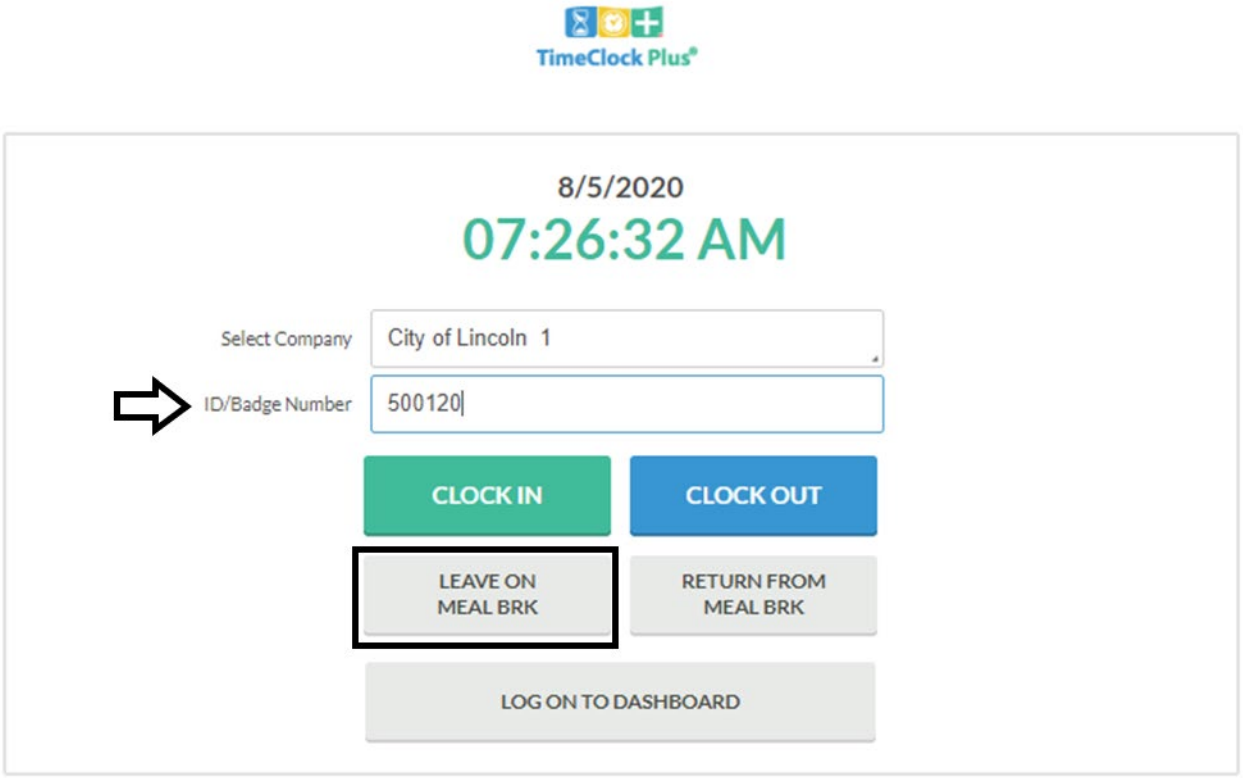
TimeClock Plus®



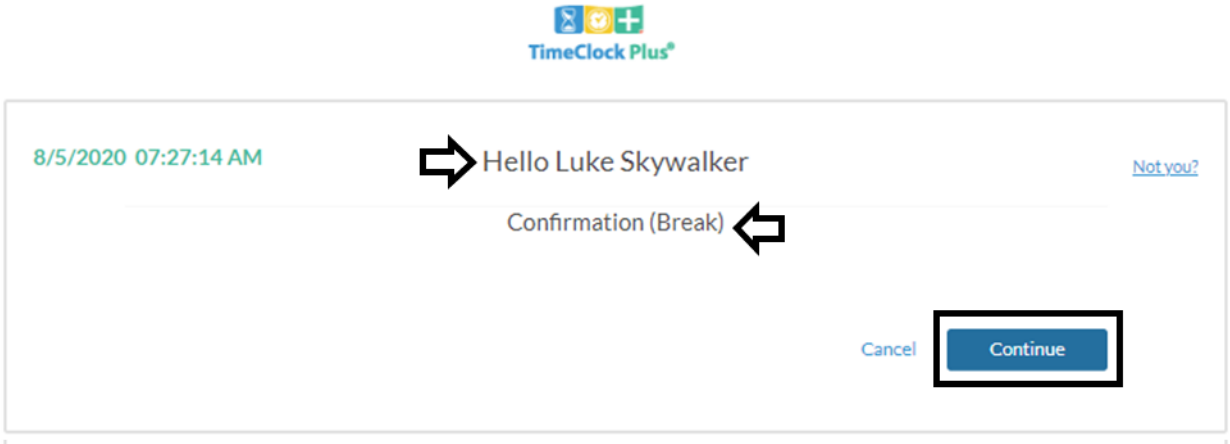
Leave for Meal Break with Webclock

You will stay clocked in for your paid 15 minute breaks. You will need to clock out for your unpaid meal break.

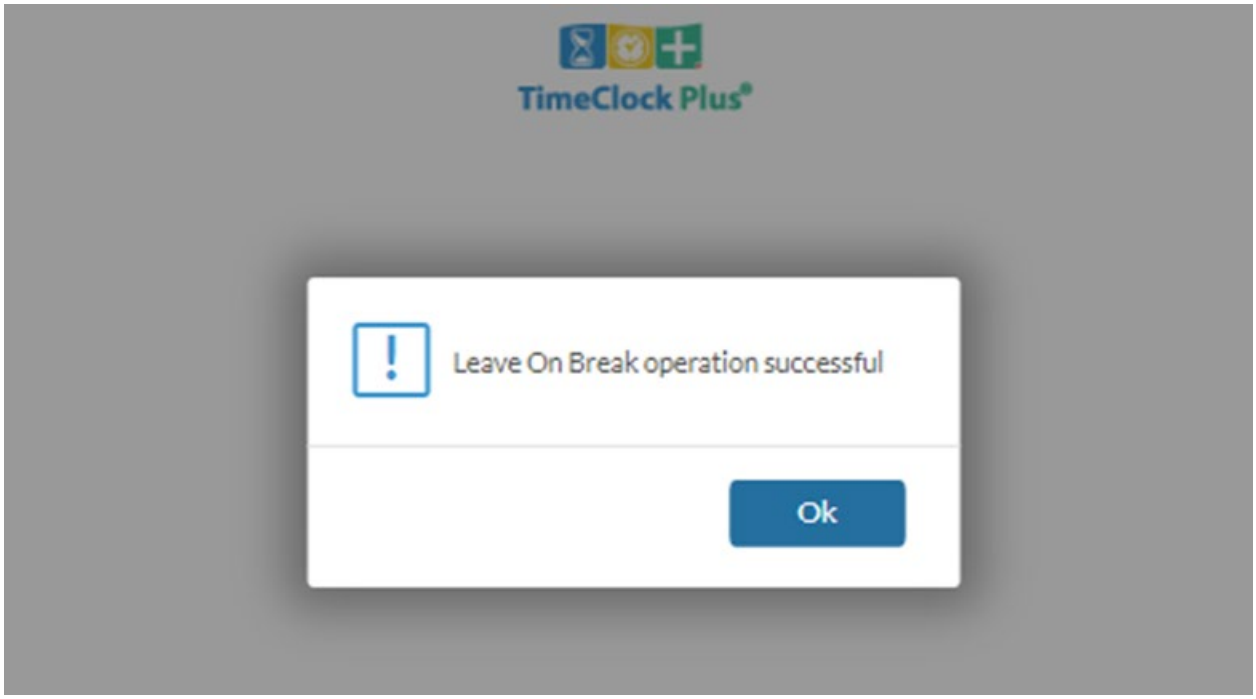
Enter in your ID Number then click “Leave on Meal Brk”



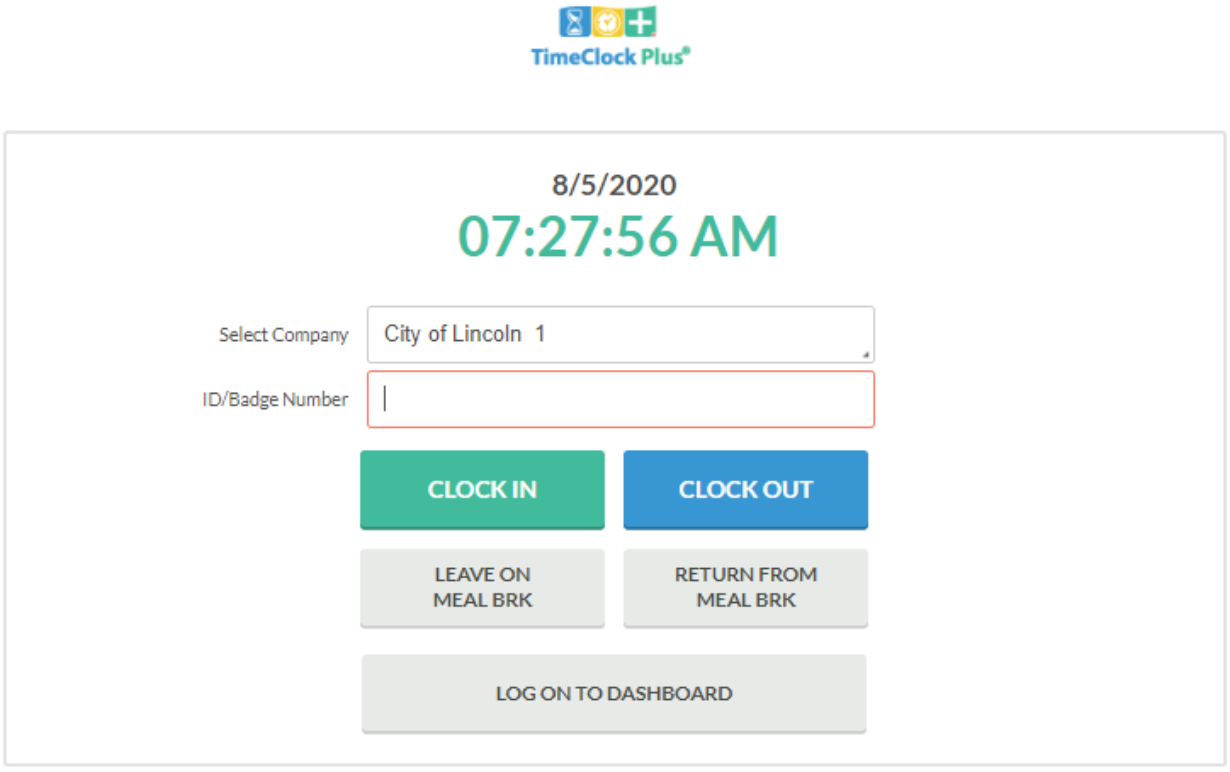
On the next screen you will see your name, Confirmation (break), and the current date and time. Verify that is is your name on this page. Then click continue.



You will then see “Leave on break operation successful.” Click Ok.

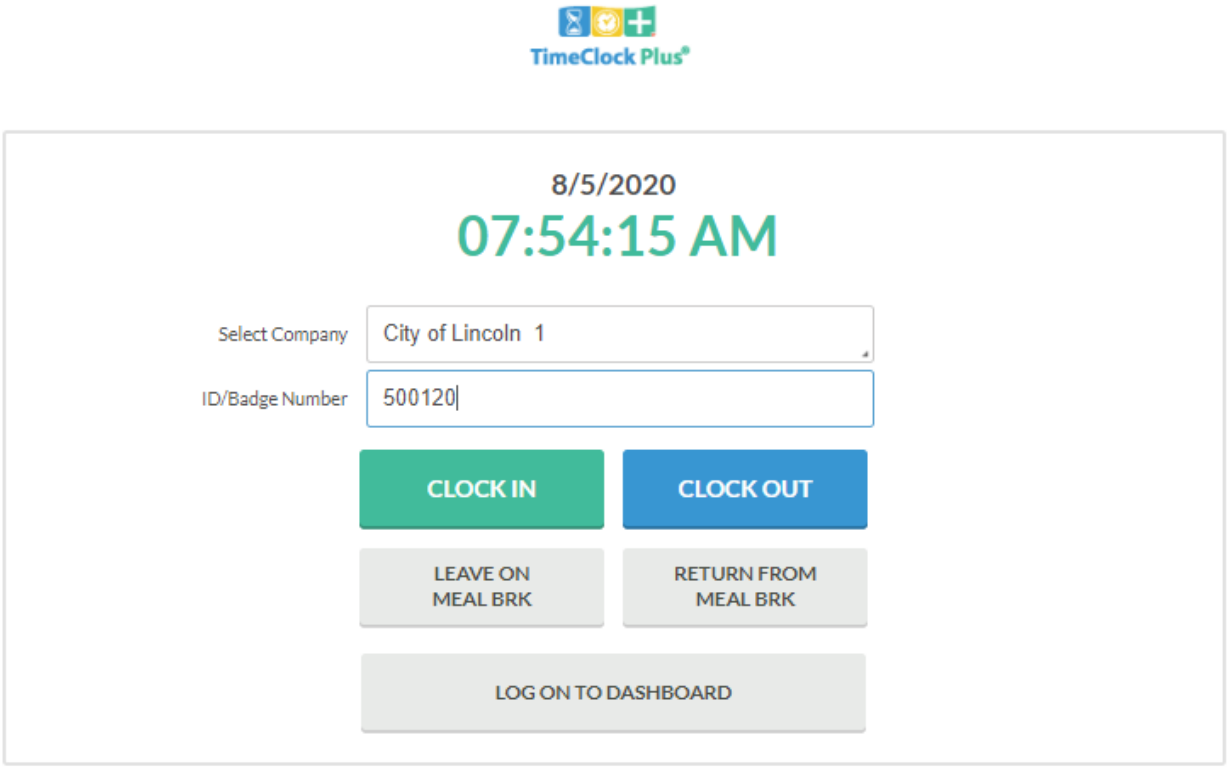


You will then be sent back to the main page.

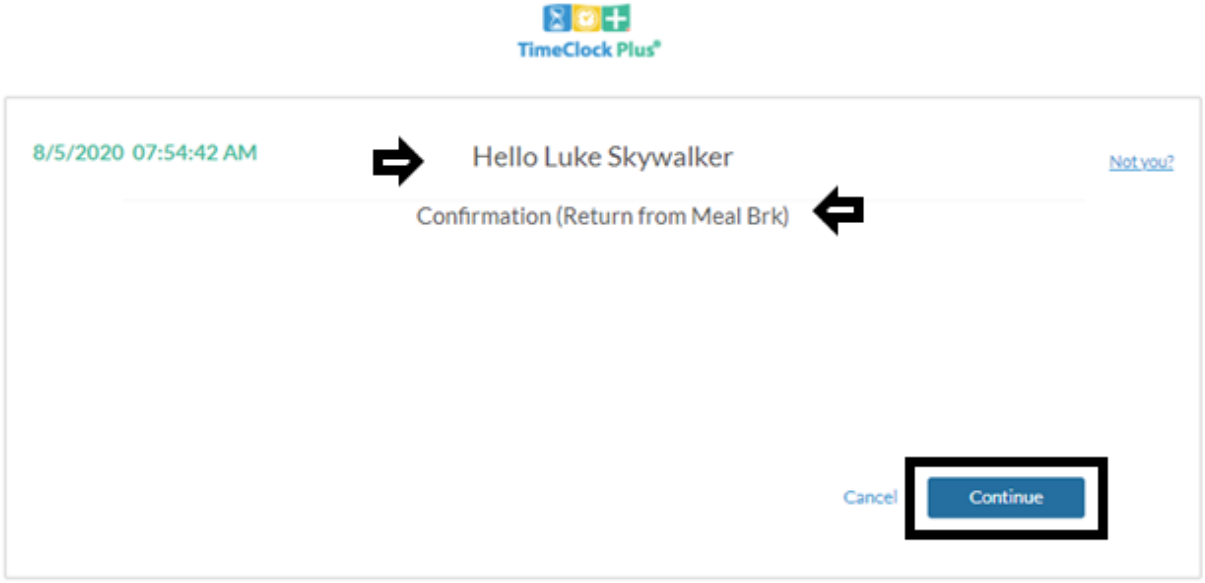


Return from Meal Break

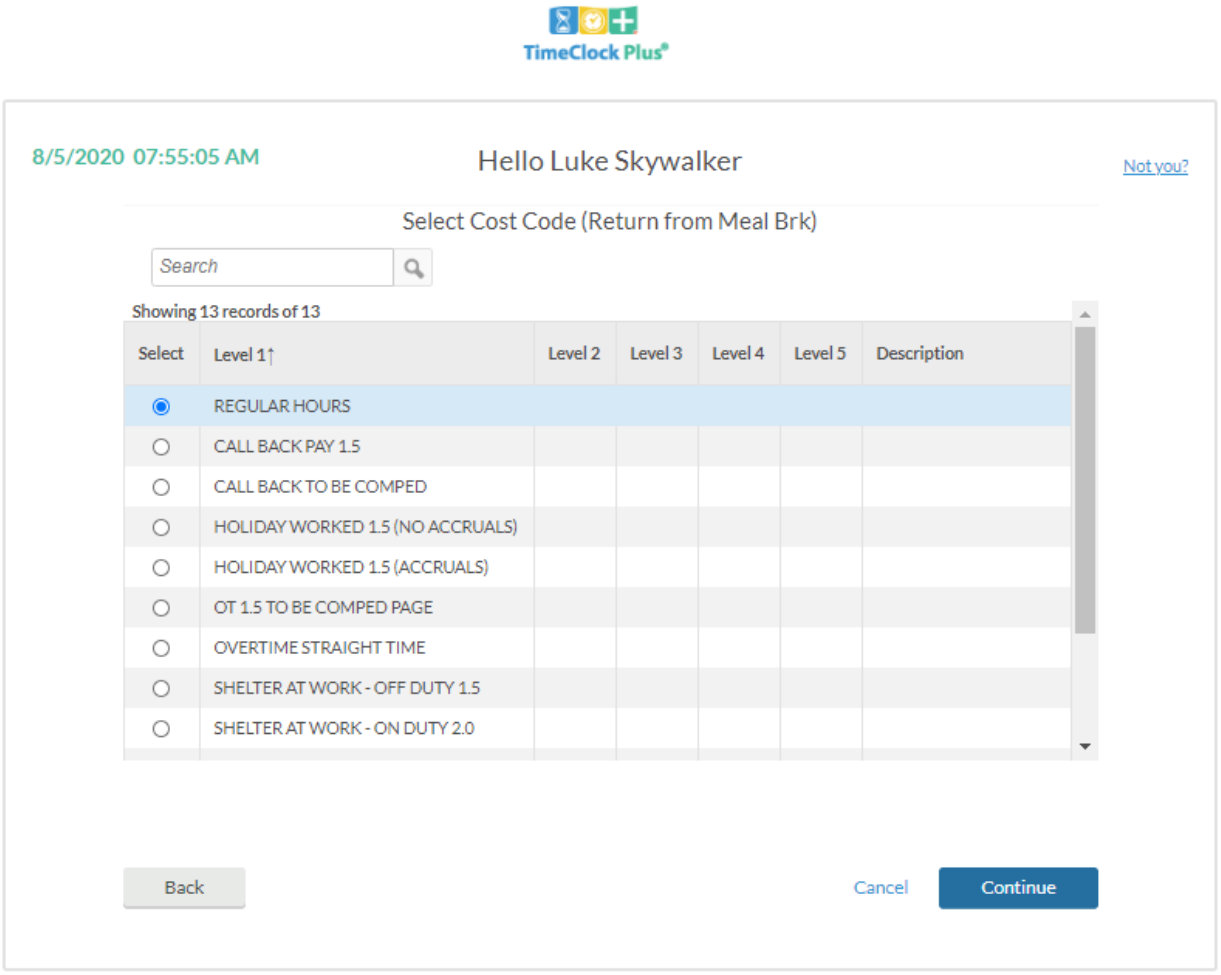
To return from Meal Break, enter in your ID number, then click on “Return From Meal Brk”



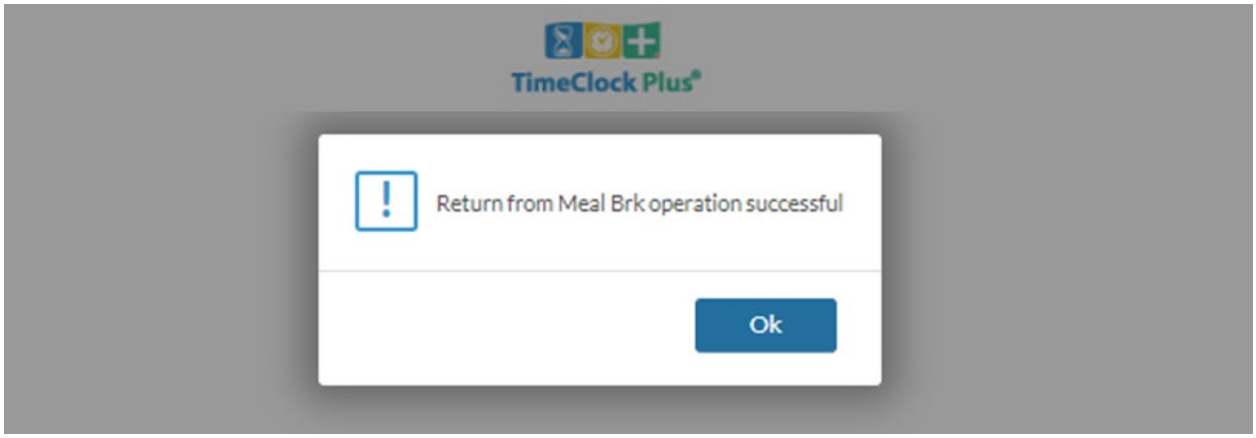
On confirmation page, check to be sure your name is showing, it will show confirmation (Return from Meal Brk), it will also show how long you have been on break with “returning from X minute break. click continue



On the next screen, select cost code, then click continue:

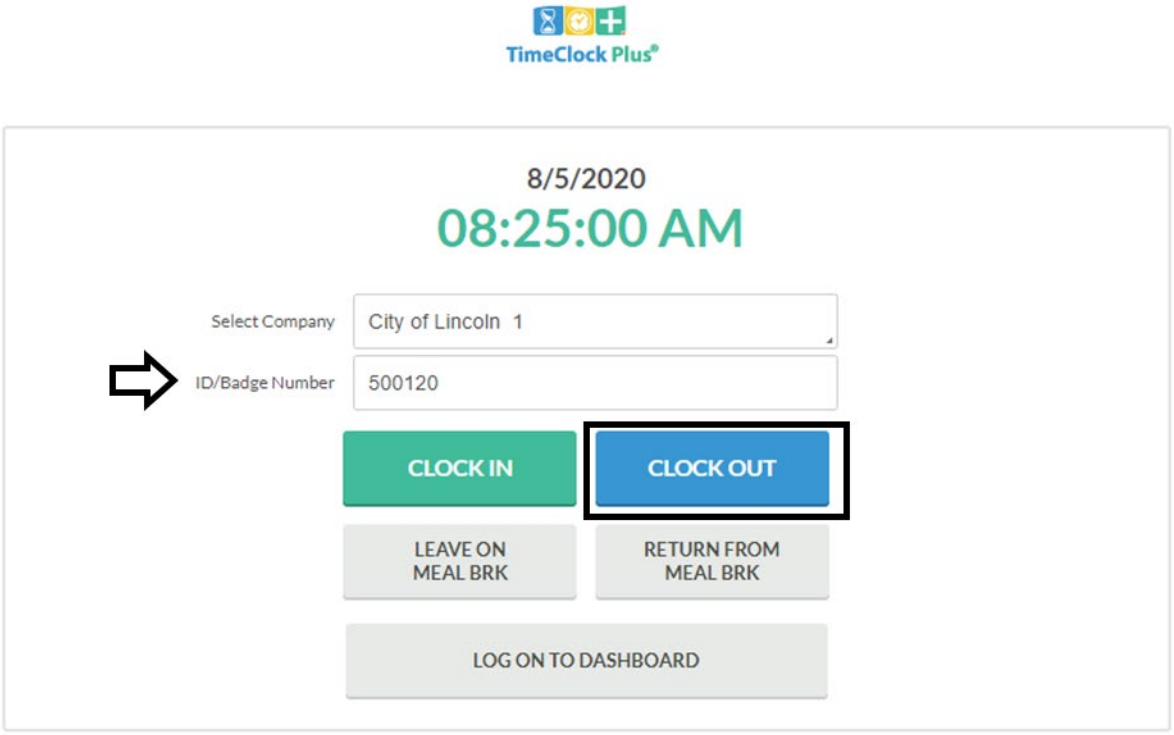


You will see a dialog box with “Return from Meal Brk operation successful.” Click Ok.

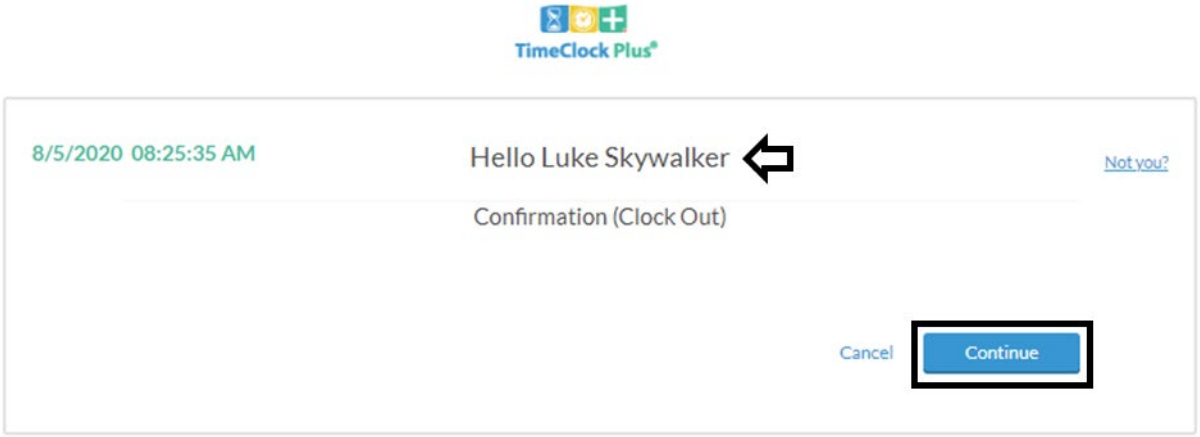


Clocking out with Timeclock Plus Webclock

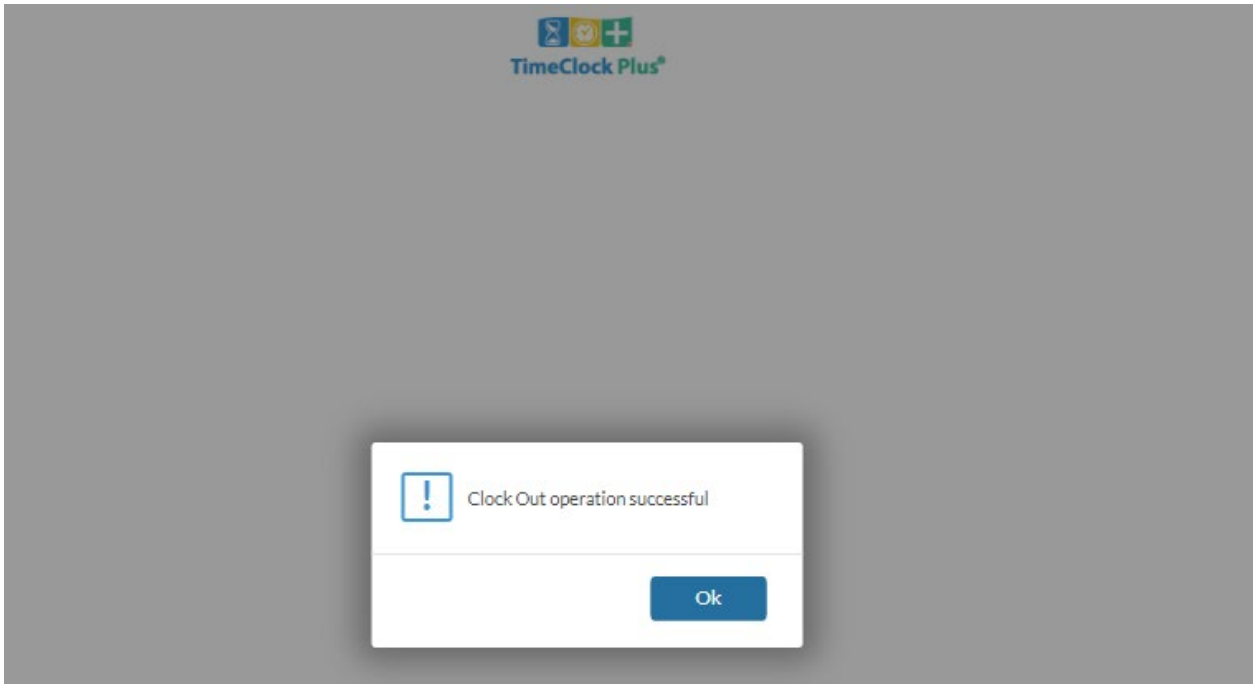
Enter in your ID Number, then click on Clock Out



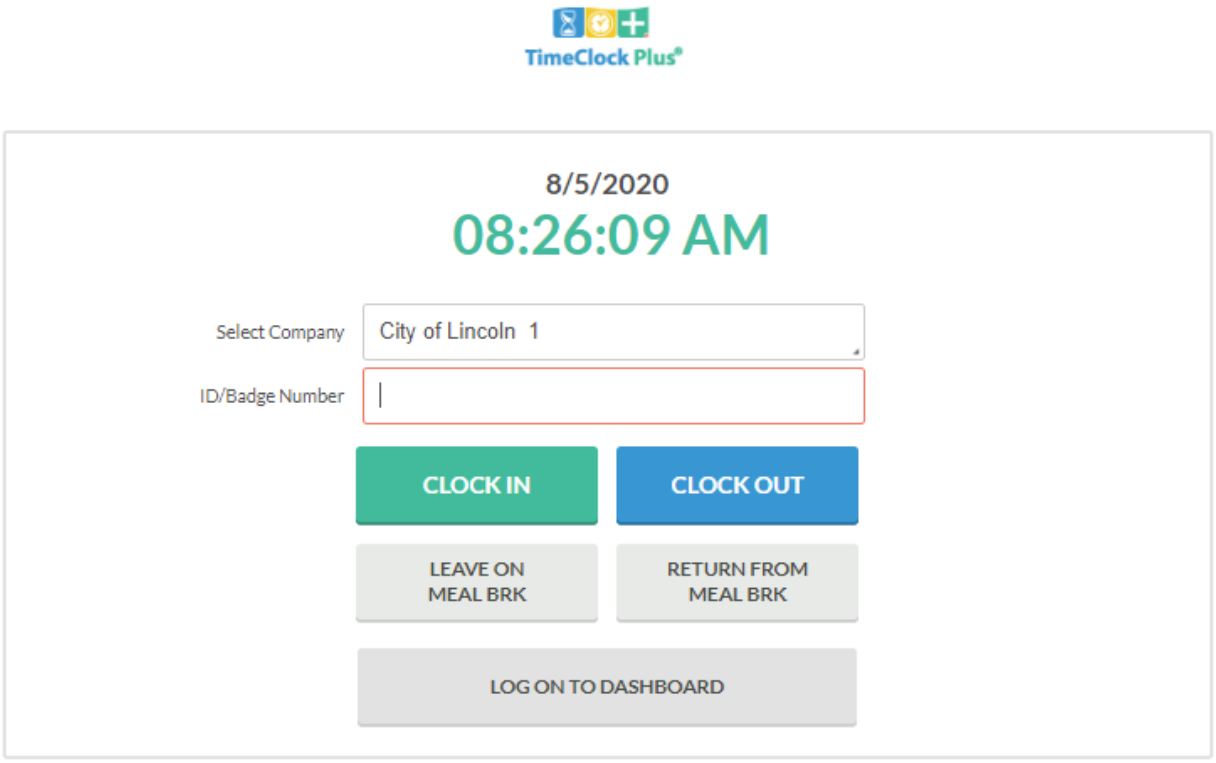
Confirmation screen will show the current date and time and your name, ensure that your name is showing. It will show Confirmation (Clock Out). Click Continue.



A box will pop up with “Clock Out Operation Successful.” Click Ok.

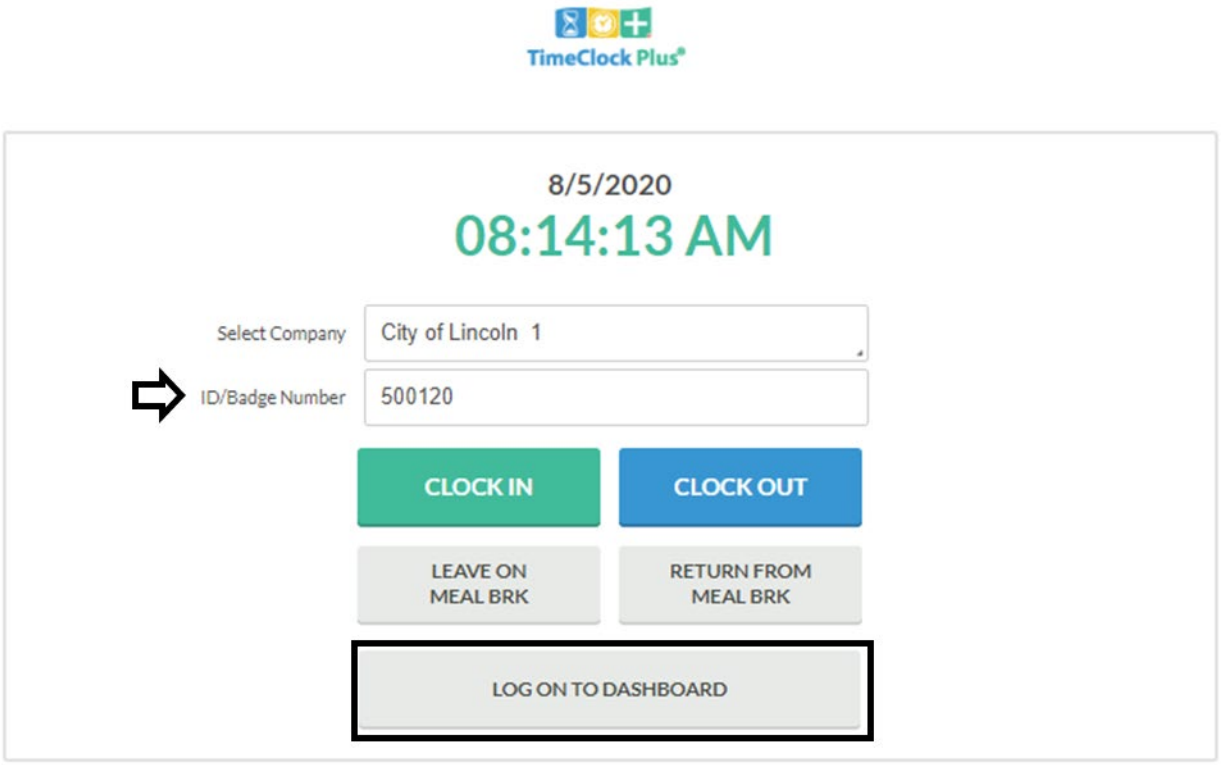


You will then return to the main menu.



Timeclock Plus Webclock Dashboard (TCP)

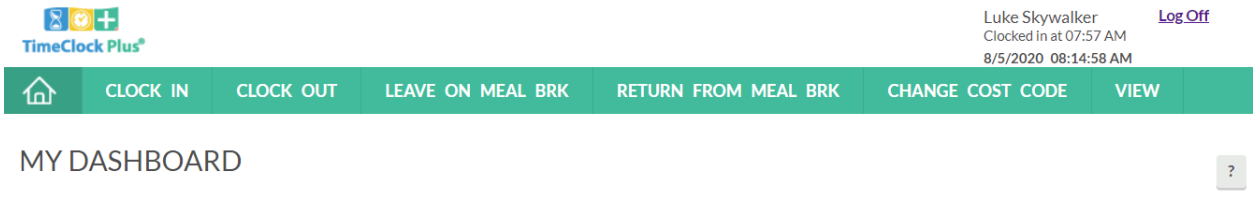
You can log in to the Timeclock Plus Webclock dashboard by entering in your ID number and clicking on Log on to Dashboard:



Your name and current status will show at the top right hand side of the page.

You will have options across the top of the page. You can clock in or out, leave or return from meal break, and change cost code. You can also choose view to look at your hours in Timeclock Plus. Remember that this is just what is in TCP, not what is in Oracle. If changes need to be made, you will need to make them in Oracle. You can also view your last punch.

At the top right hand side of the page you will see a log off button.

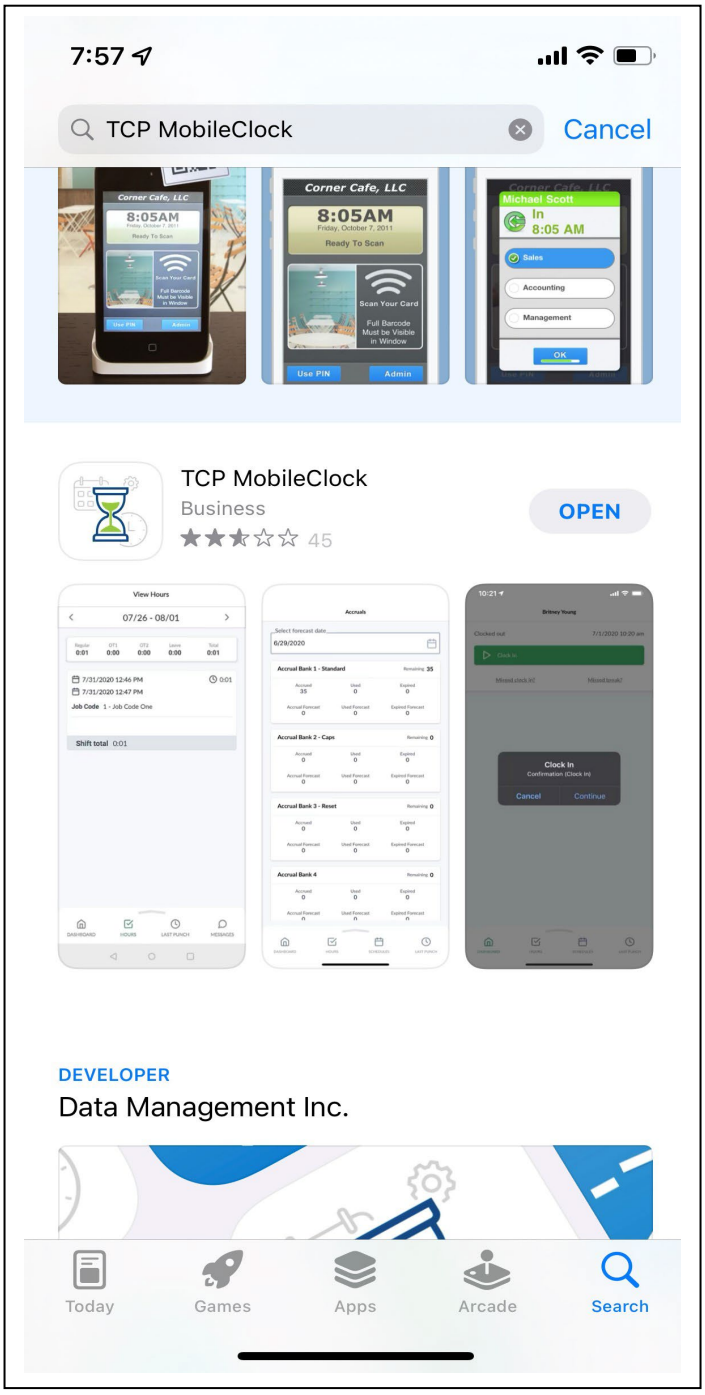


TCP MobileClock App

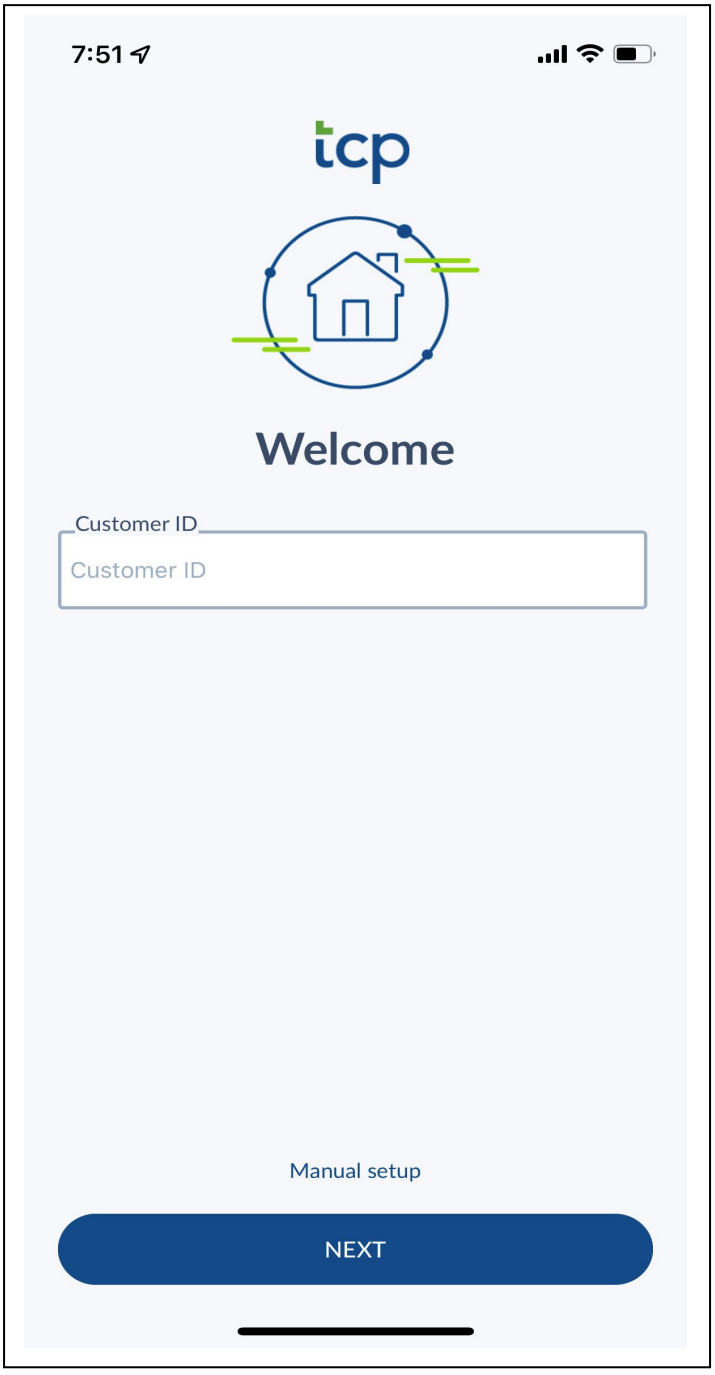
Downloading and Installing the TCP MobileClock Mobile App

Download "**TCP MobileClock**" Mobile App from the Apple app store or Google play store. (Your view may vary depending on the model of the device you are using).

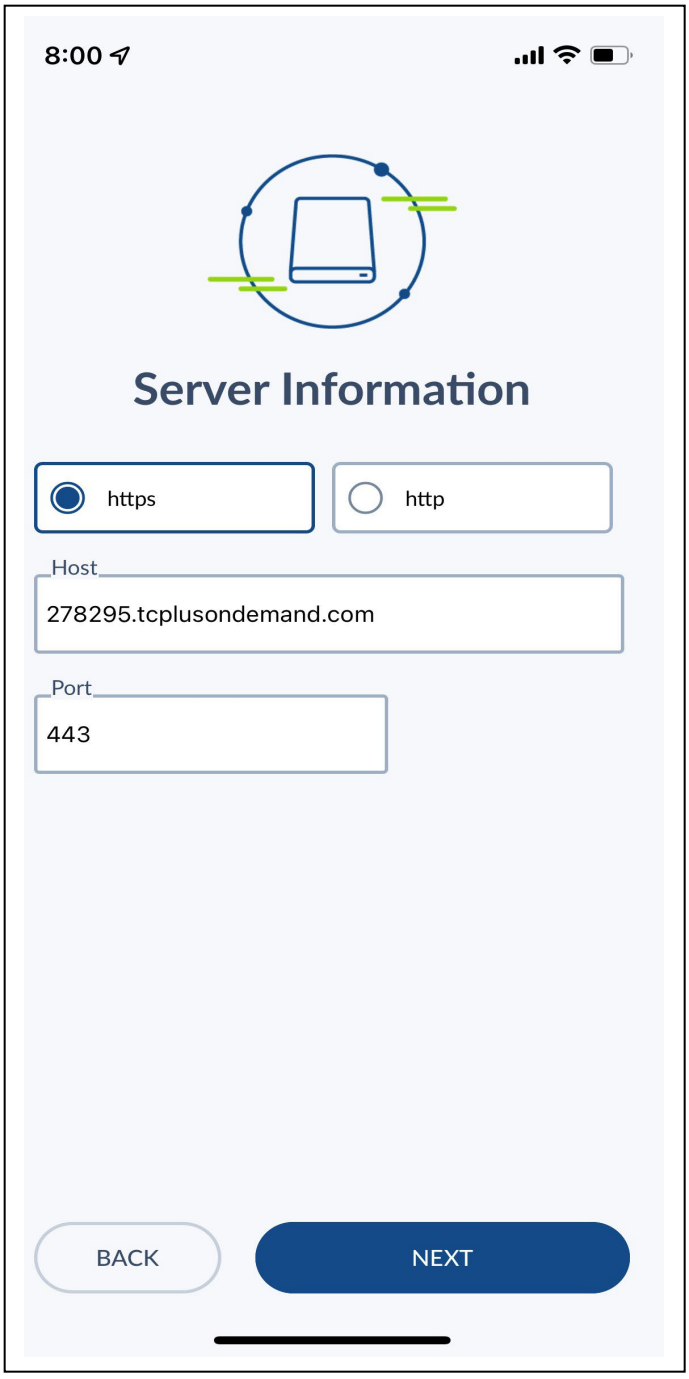
My app says "Open" because I already downloaded it. Yours will say "**Download**" or "**Install**" and then a password may be required before it begins downloading/installing. Then locate and click the app on your device to open.



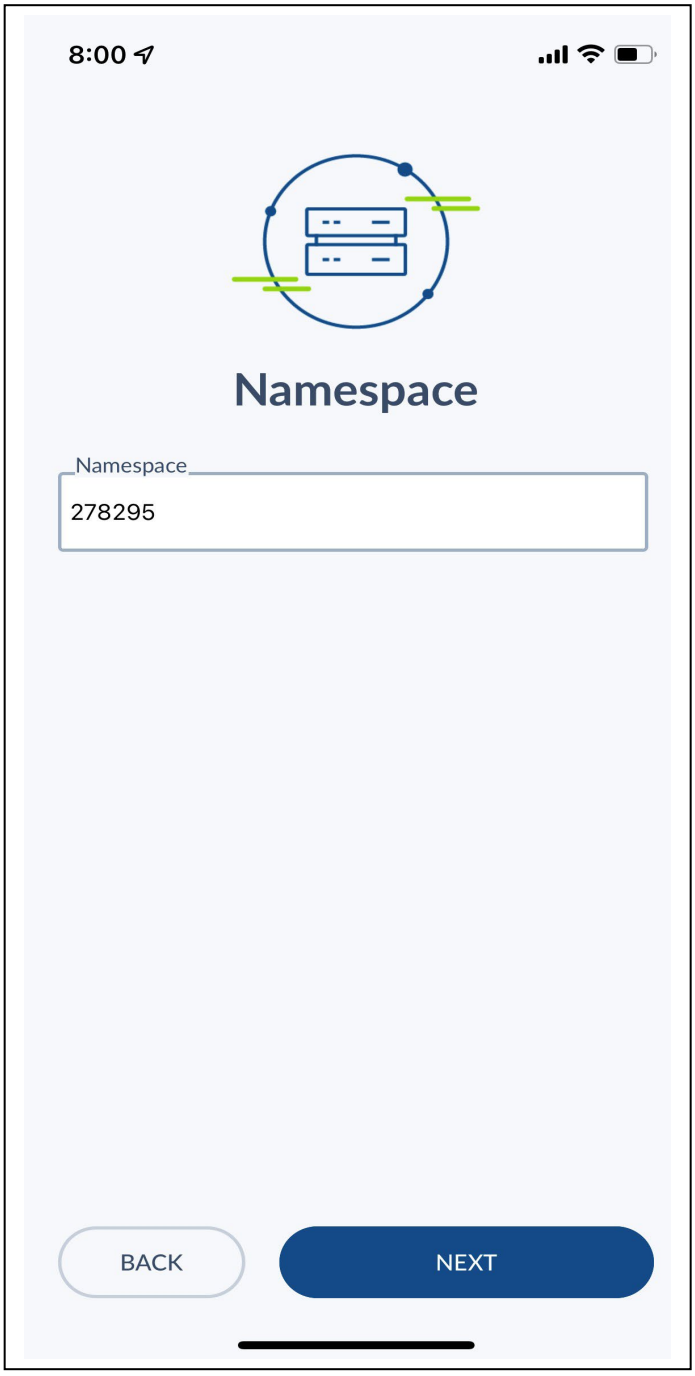
This is the Welcome screen you will see when you open the app for the first time. **Click Manual Setup** at the bottom (above the next button, in small font).



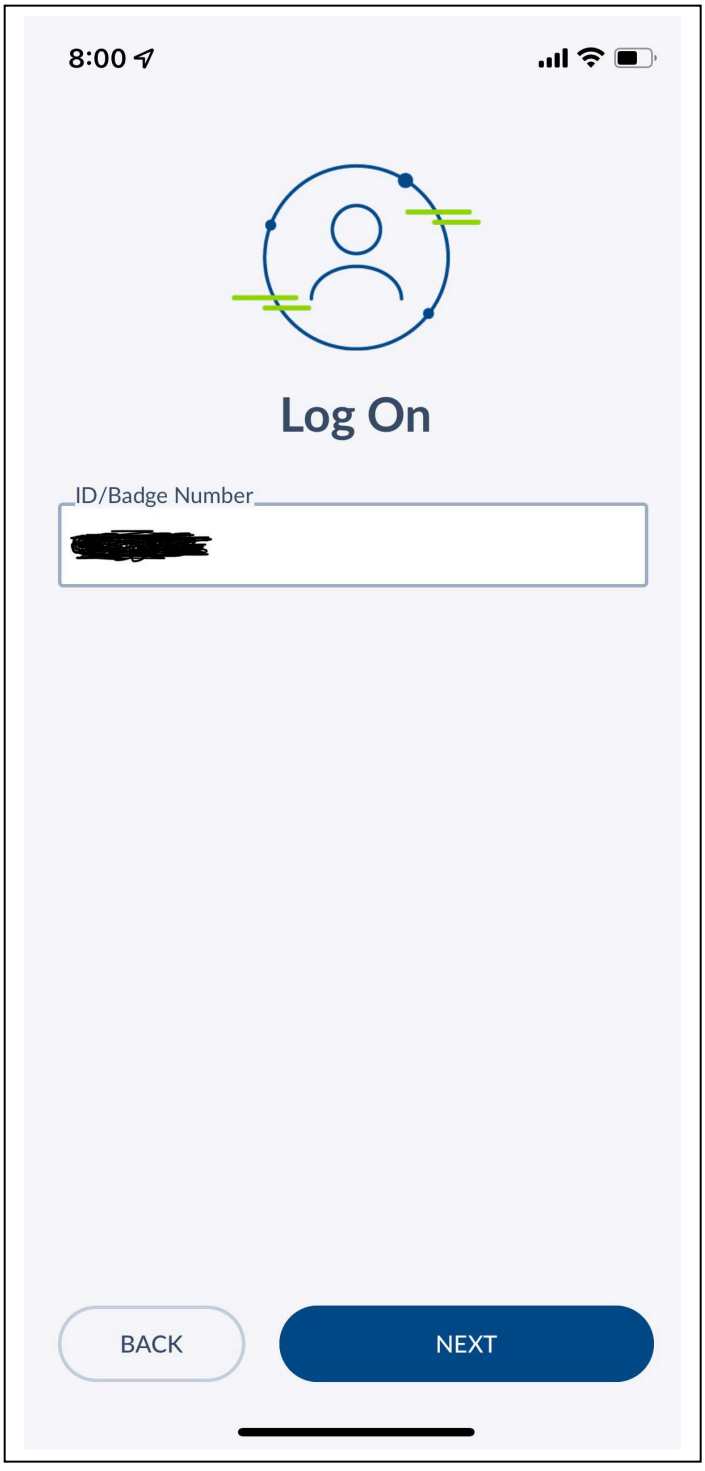
Once you click Manual setup from the above image, you will then see the Server Information screen. **Select the https** box (filled in circle), then in the **host box enter** "**278295.tcplusondemand.com**" then in the **Port box enter the number** "**443**". (some of this may populate automatically for you). Then click **NEXT.**



On the Namespace screen, in the Namespace box, enter in "**278295**" then Click "**NEXT**".



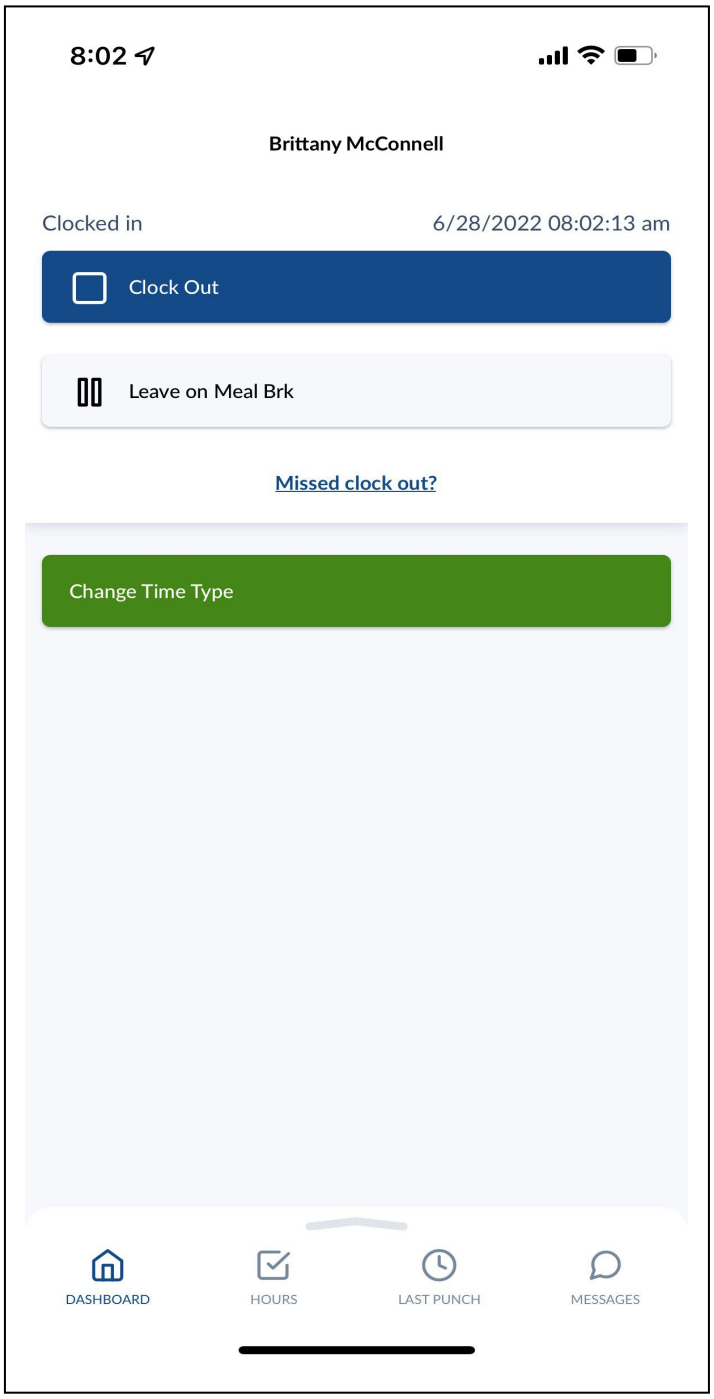
On the Log On screen, in the ID/Badge Number box **enter your 6-digit employee ID number from Oracle** (also known as the 6-digit Oracle Person Number) and click "**NEXT**".



Clock in with TCP MobileClock App

You're now clocked in, way to go! Your Name will Display at the top of the screen along with the date and time that you clocked in.

Scroll down to the next page in this document to view Leave on Meal Break and Clocking out.

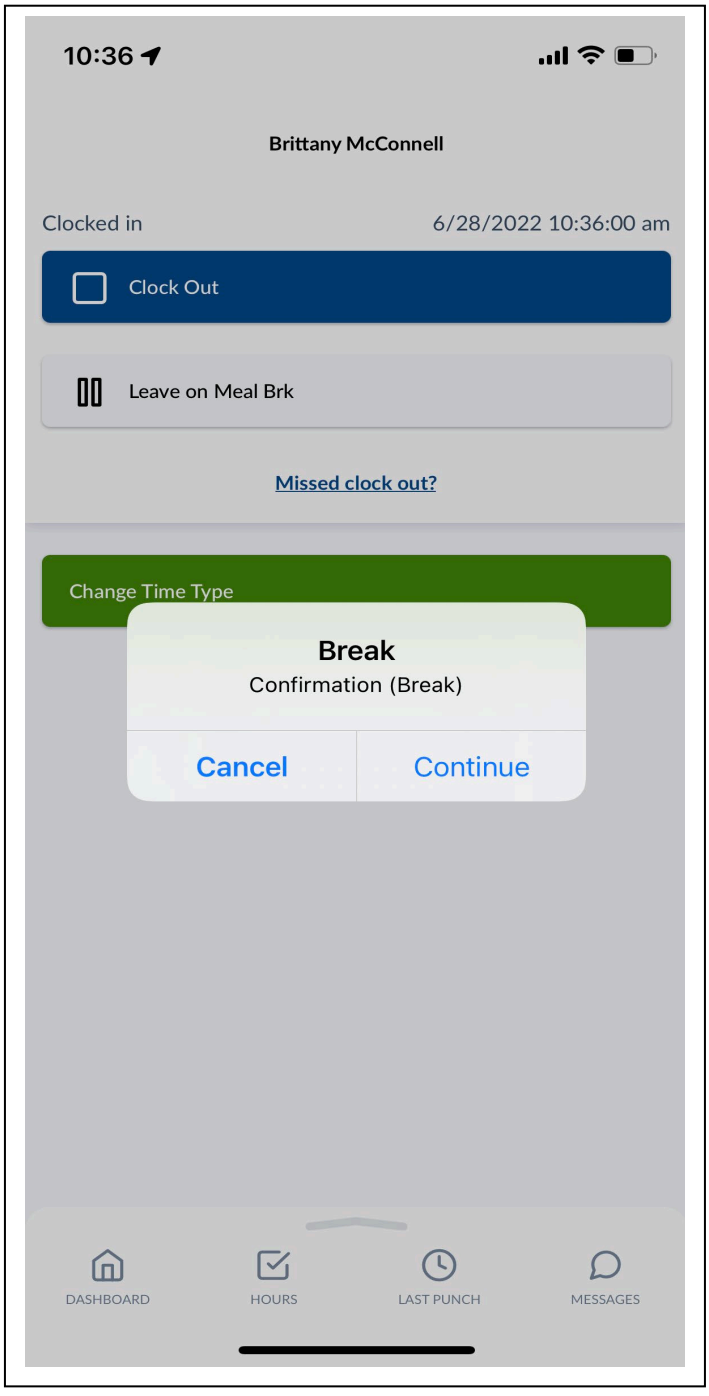


Leave for Meal Break

When you're ready to take a Meal Break (may also be known as lunch break) **click the "Leave on Meal Brk" button**. And a notification will pop up and display "Break", click "**Continue**" to begin the meal break.

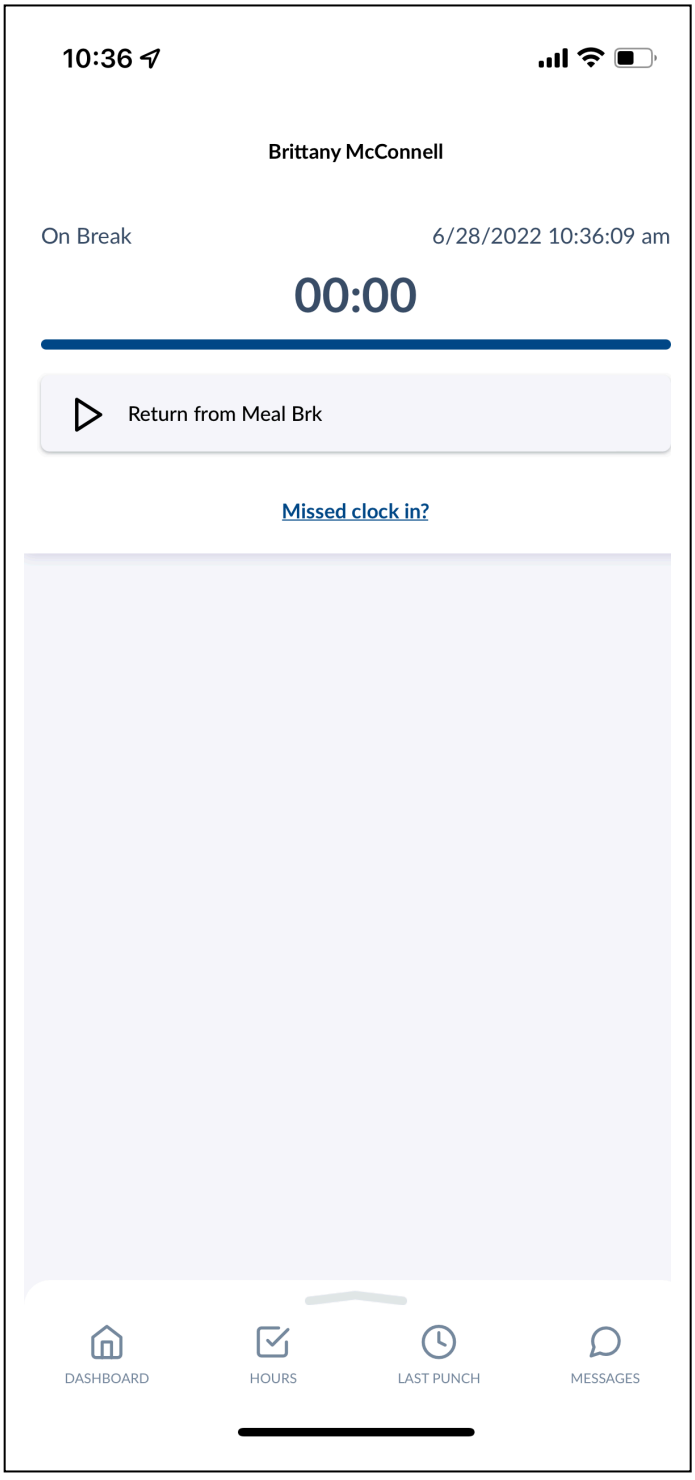
Step 1

Step 2

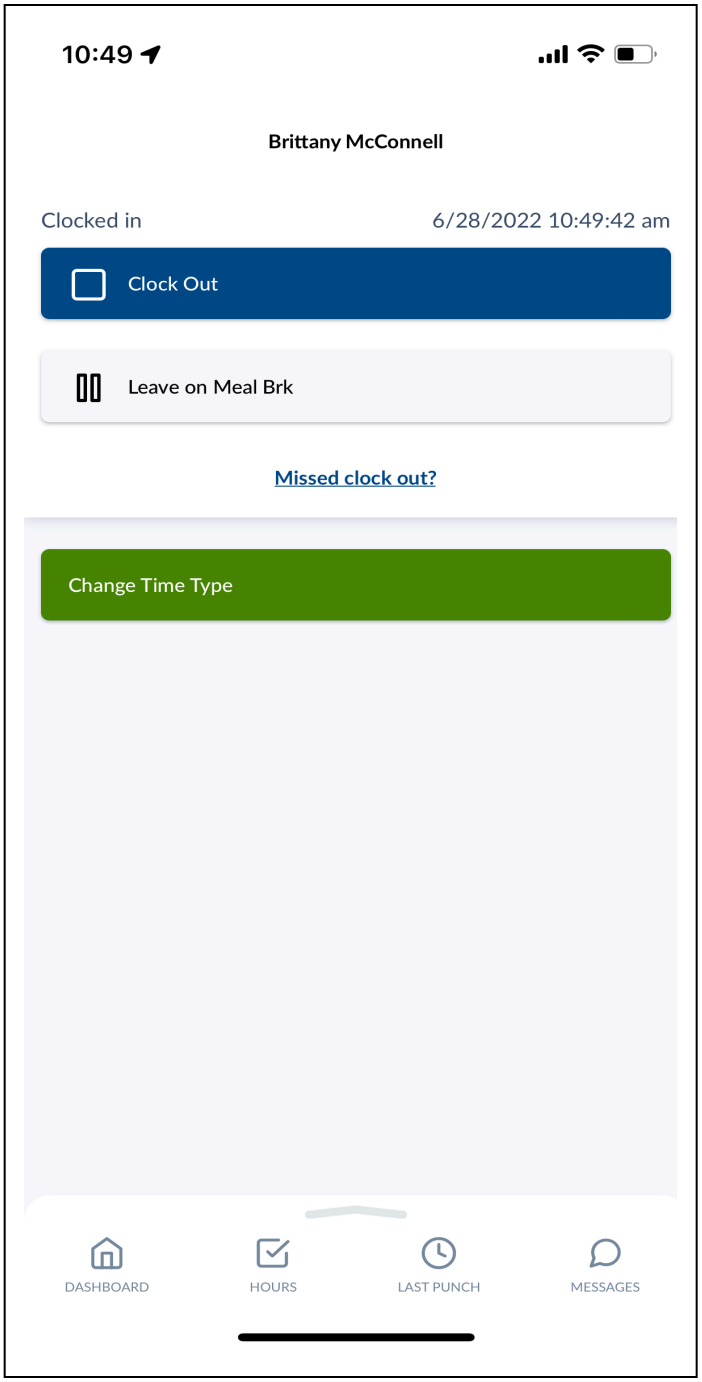


Return from Meal Break

To clock back in from your Meal Break, click the "**Return from Meal Brk**" button.



Now you're back on the screen that displays Your name and the date and time that you returned From your meal break. The top right will display "**Clocked In**" to verify that you're clocked in.

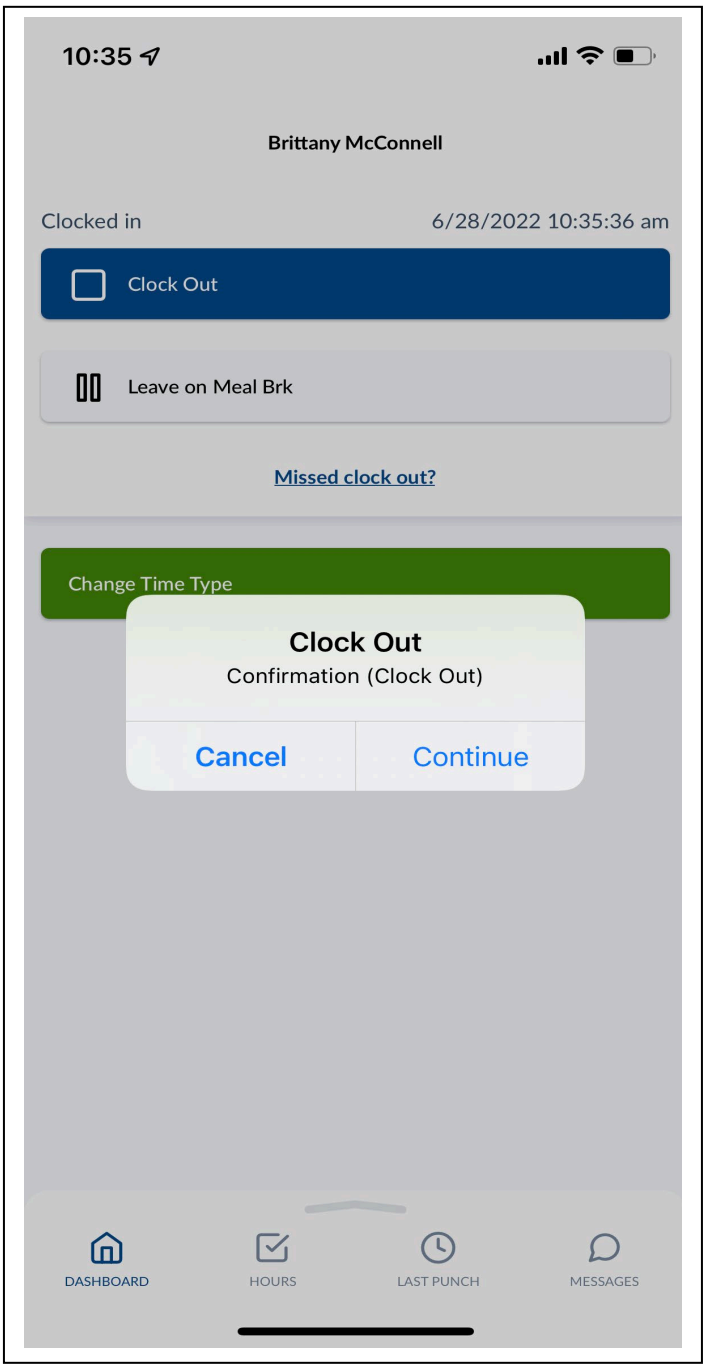


Clocking Out with TCP MobileClock App

When you're ready to clock out. **Click the "Clock Out" button**. And a notification will pop up and display "Clock Out", **click "Continue"** to clock out.

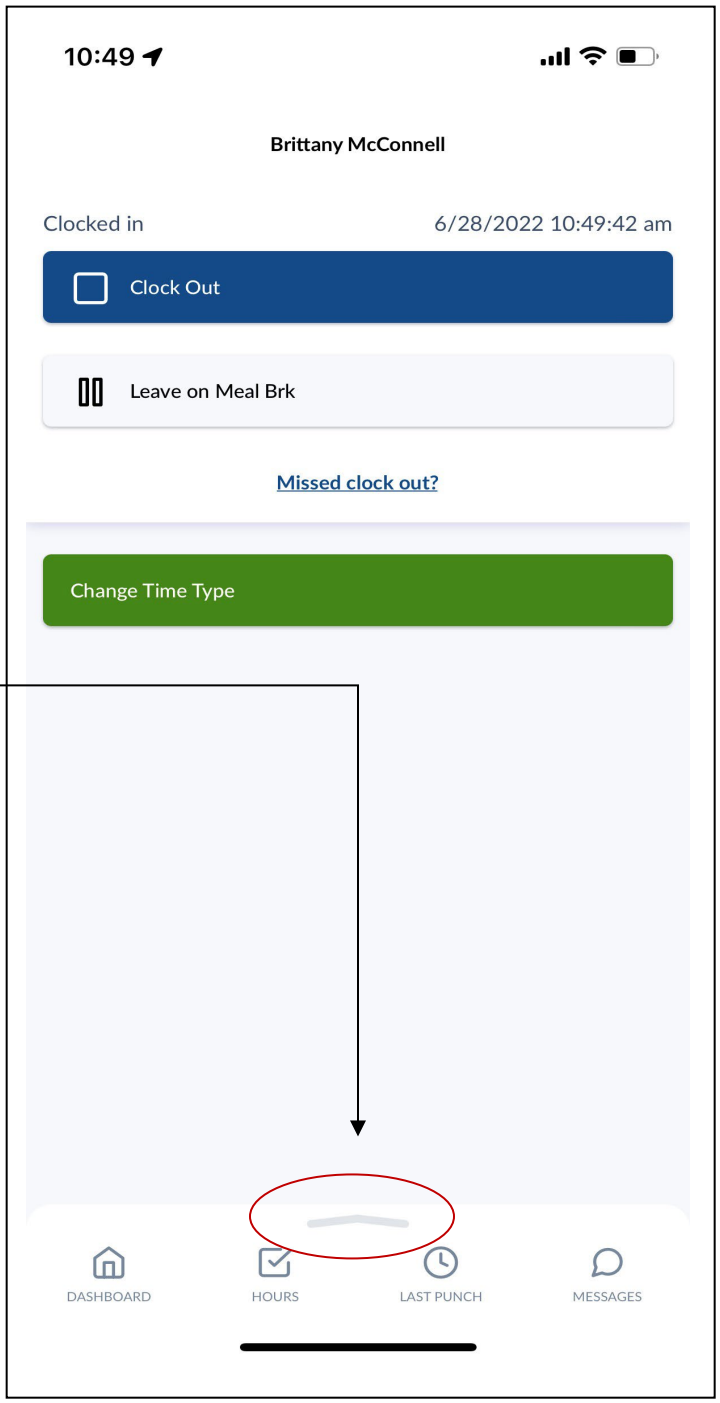
Step 1

Step 2

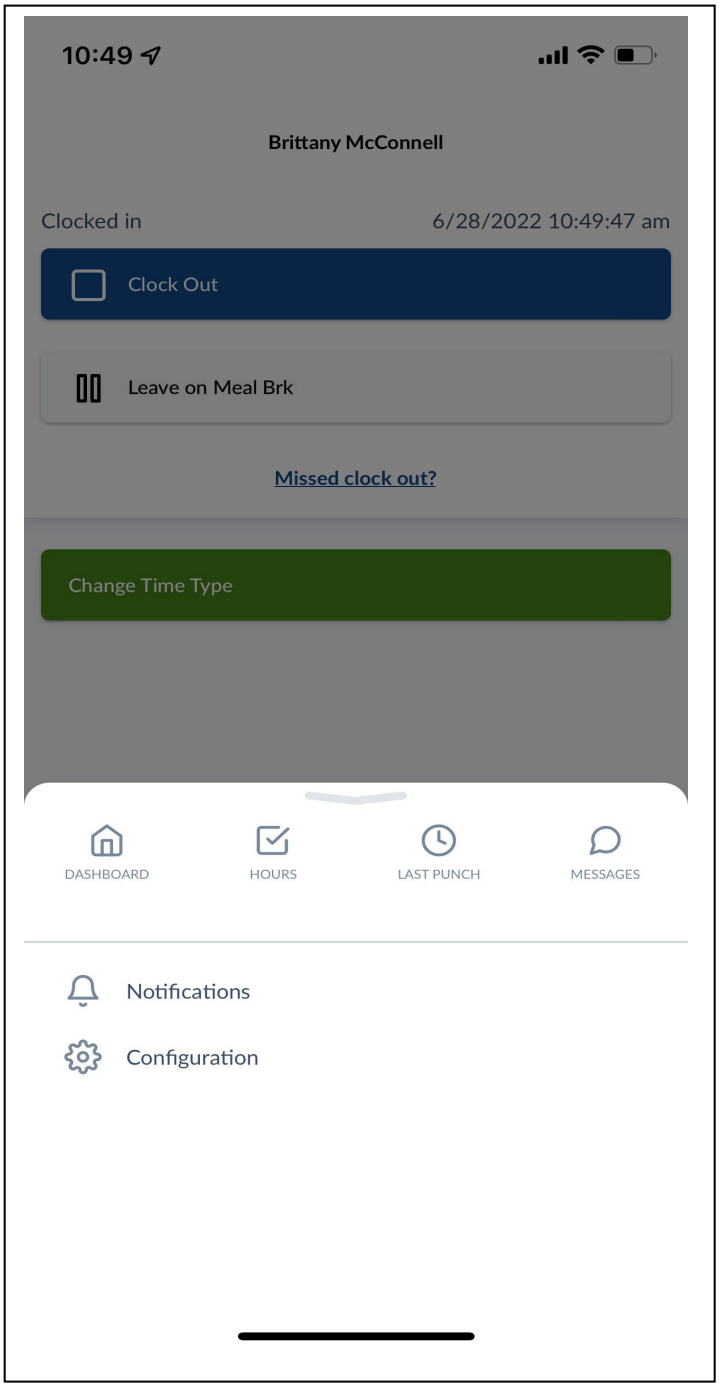


Switching Users and Fixing Errors on the TCP MobileClock App

To switch users or Fix Errors on the TCP Mobile app, **hold the grey arrow** at the bottom of the task bar and **drag up** to display more options.

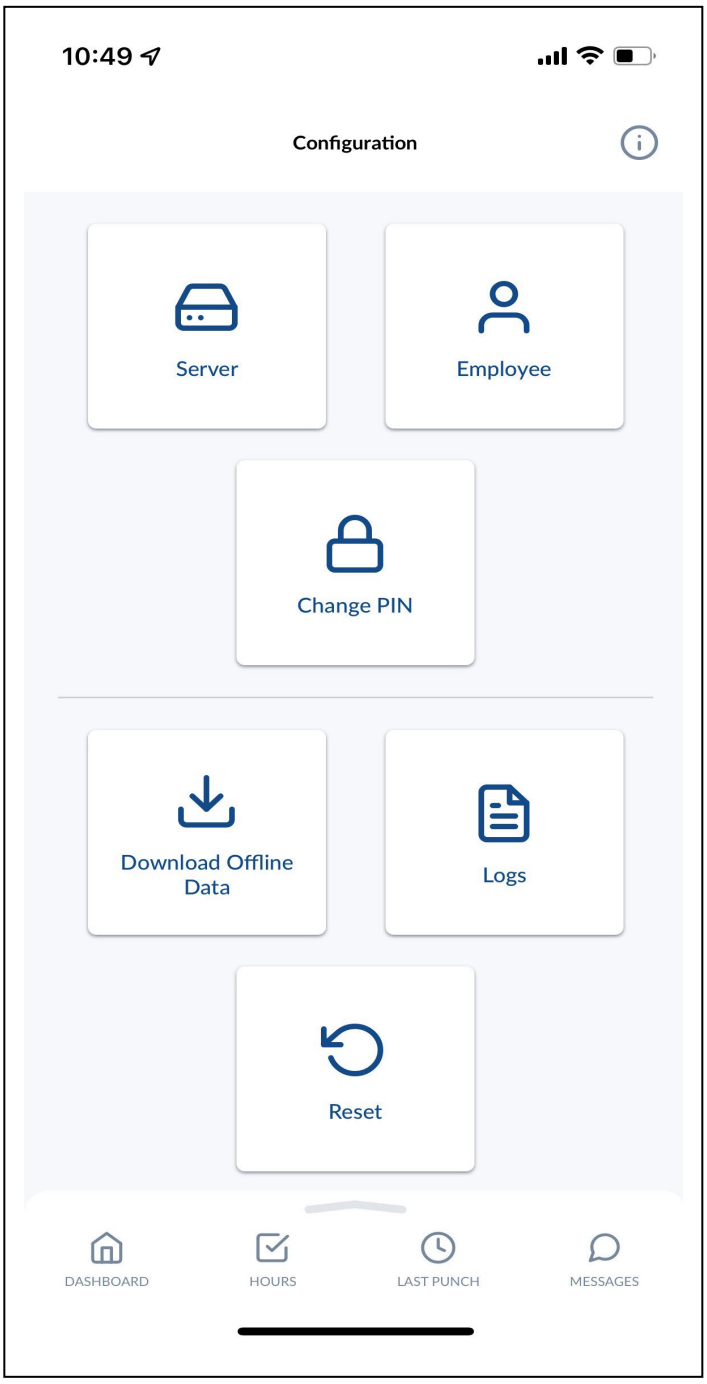


Click "**Configuration**" (next to the settings icon).

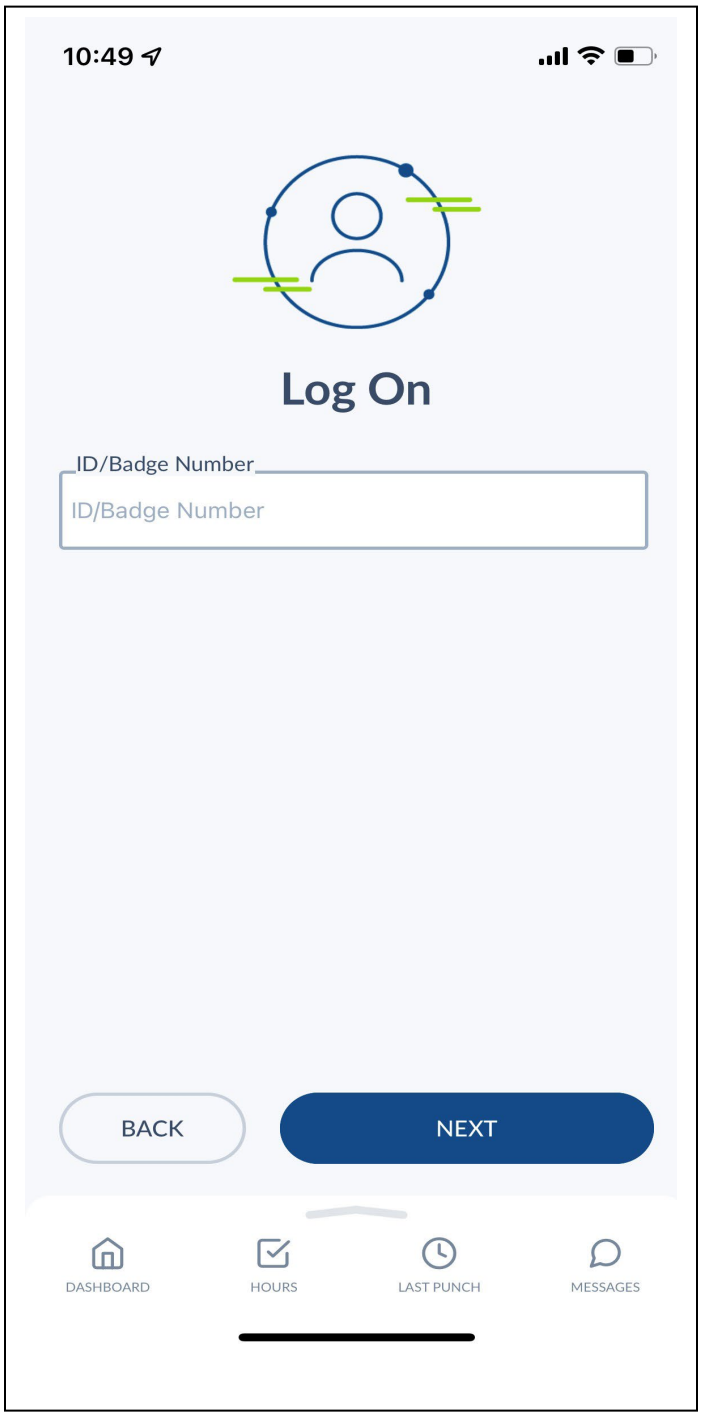


On the Configuration screen, click "**Employee**" on the top right (person icon).

For Fixing Errors click the "**Reset**" (bottom middle).



On the Log On screen, in the ID/Badge Number box **enter your 6-digit Employee ID number from Oracle** (also known as the 6-digit Oracle Person Number) and click "**NEXT**".

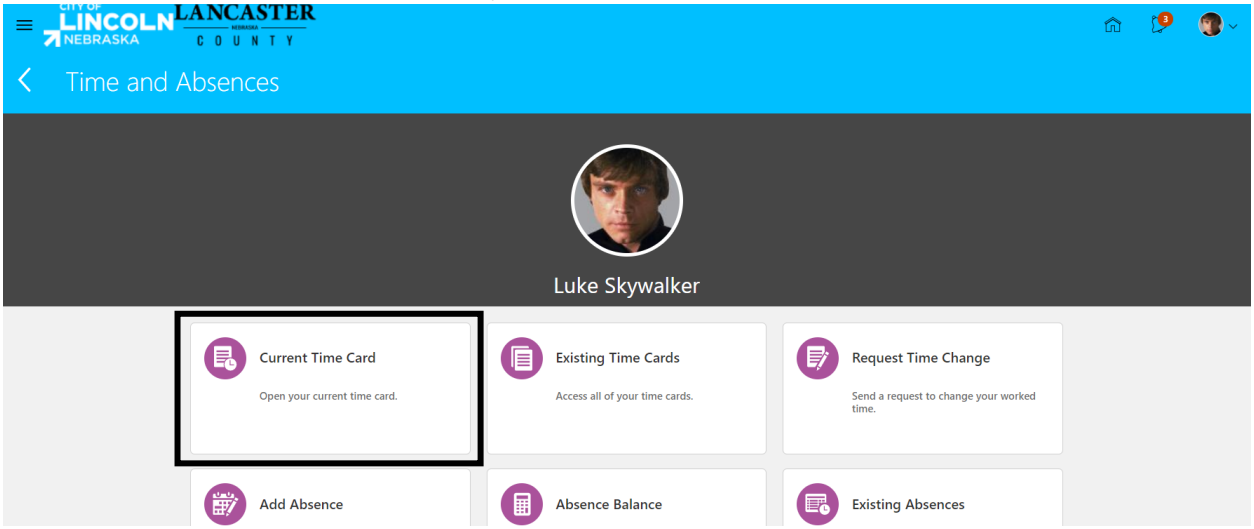


Oracle Time and Labor Screens

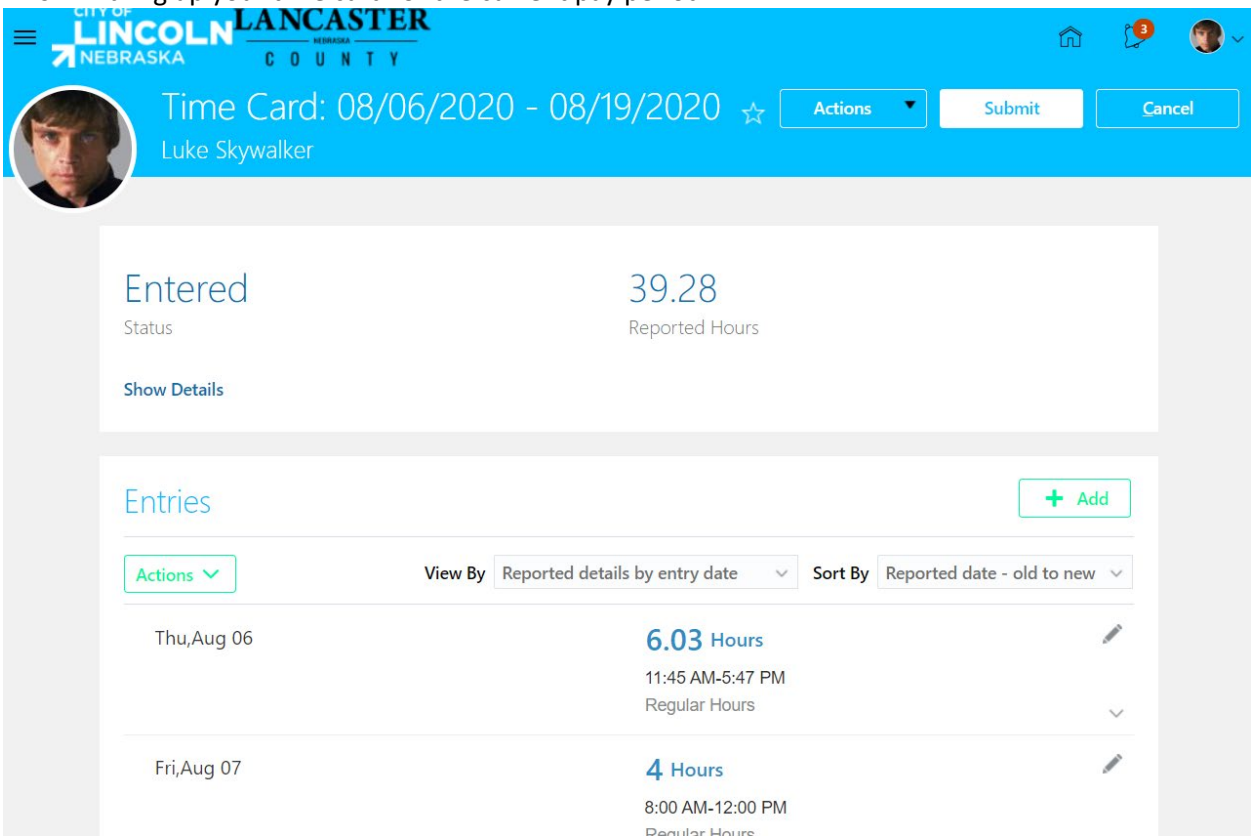
Current Time Card

The current time card tile will show you the time card for the pay period that you are currently in.

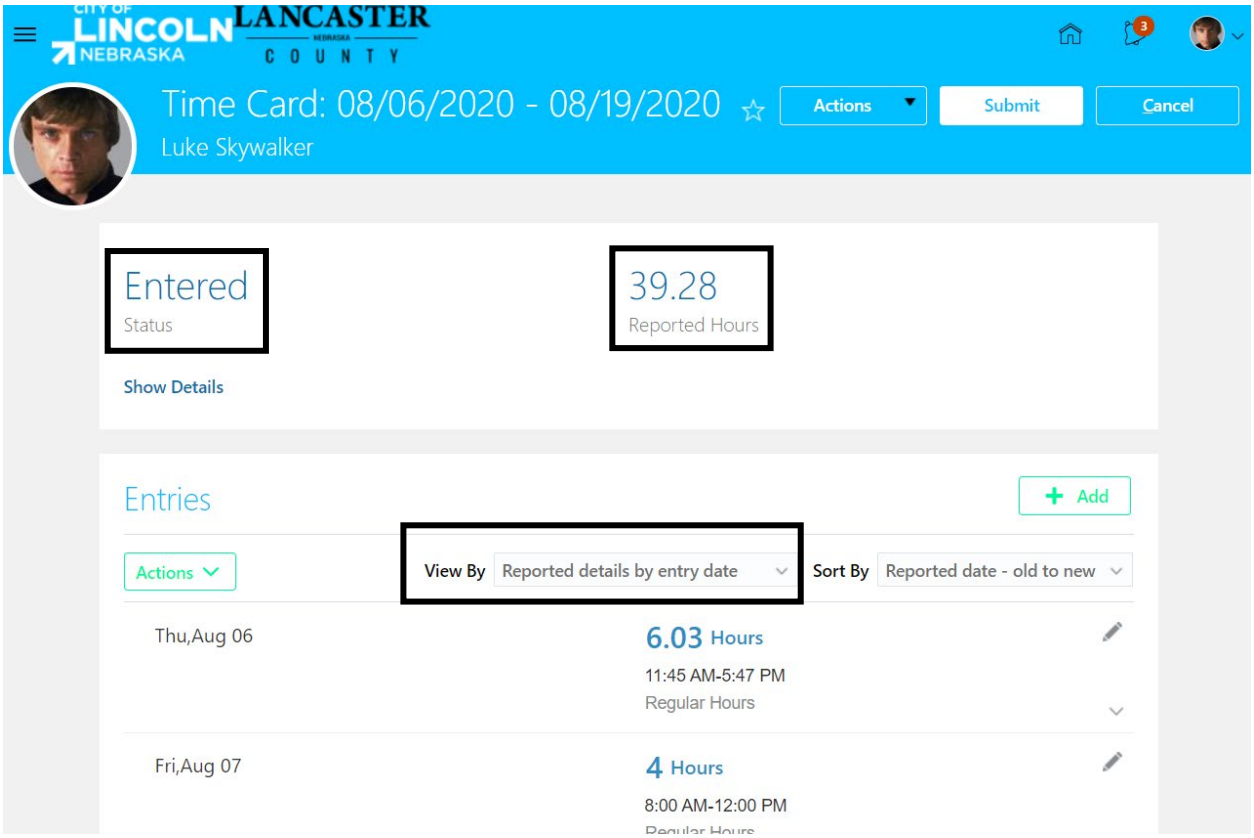
From the Time and Absences Main menu, click on the Current Time Card Tile:



This will bring up your time card for the current pay period.



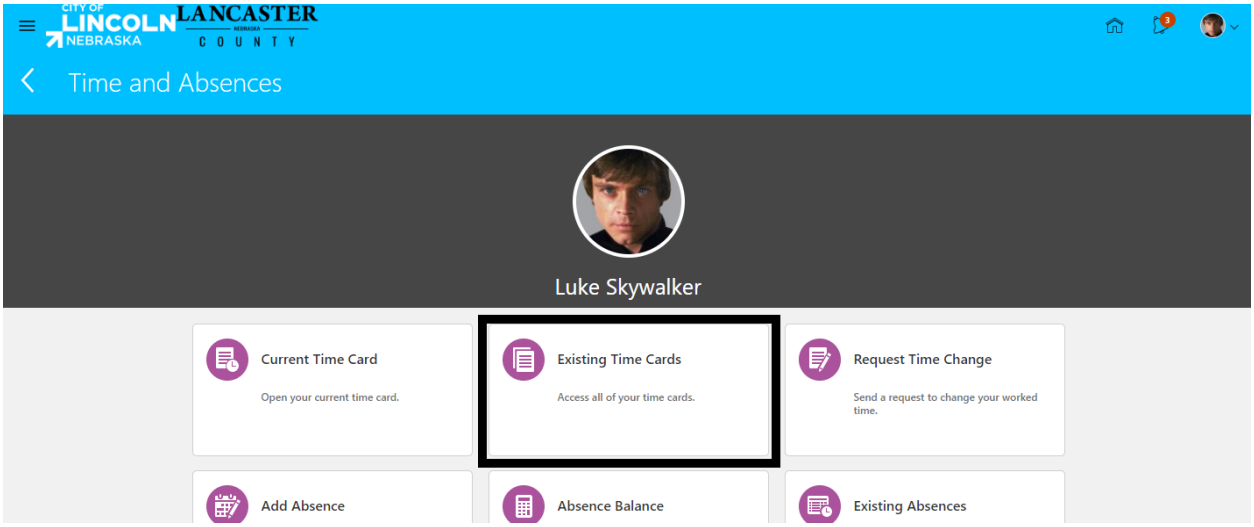
You will see the status of your time card in the top left part of the screen, below your name. It will show the total number of reported hours by default. The reported hours are what has been collected by Timeclock Plus or entered by the employee or Manager or Admin. Calculated time will show details after the system has used the calculation rules to calculate your time. You can change the view between reported and calculated by using the View By dropdown menu:



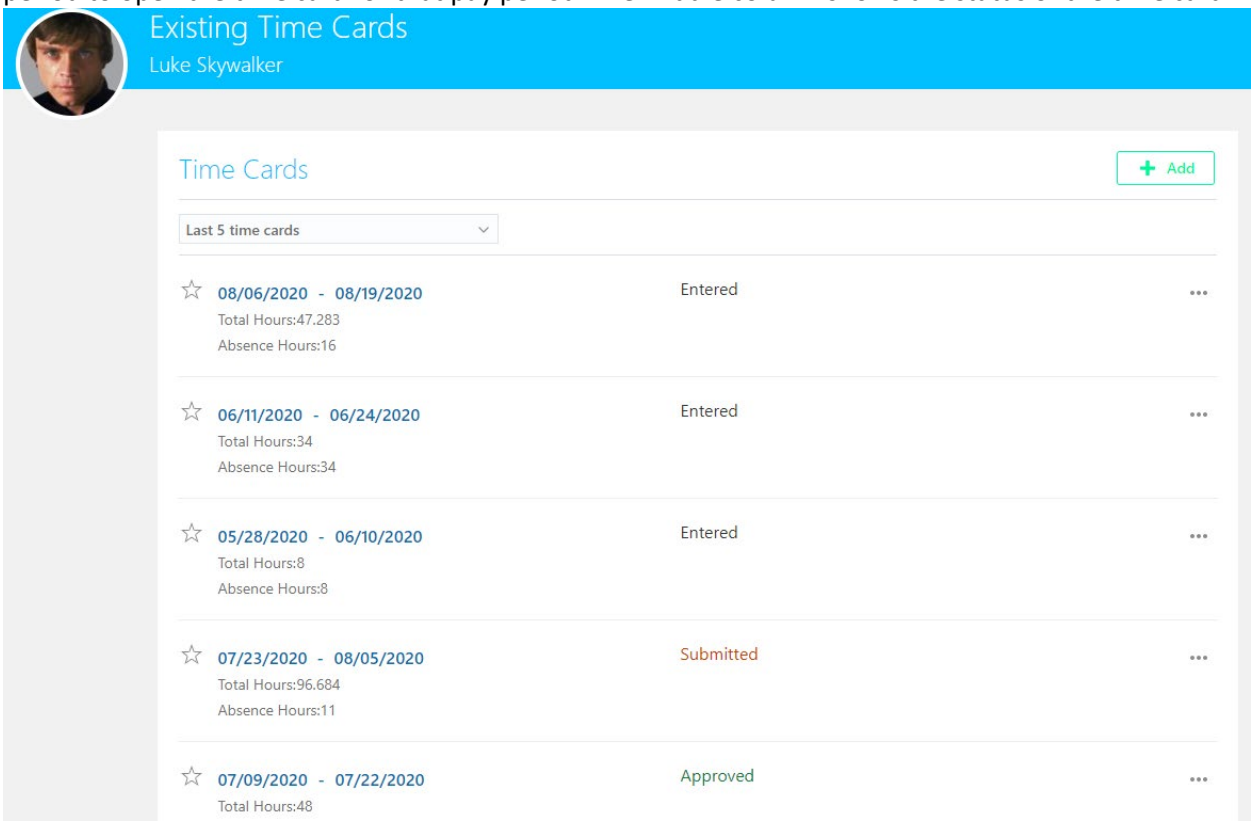
Existing Time Cards

Existing Time Cards

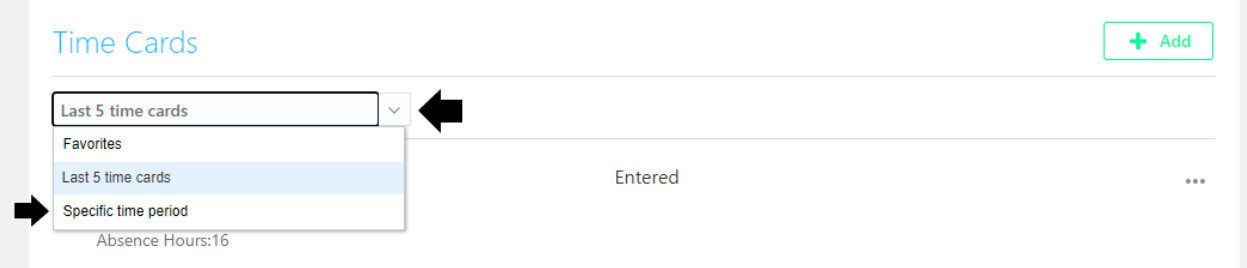
The Existing Time Cards tile will show you your historical time cards in the Oracle system since implementation of the Time and Labor module. Historical time sheet data is not stored in Oracle.



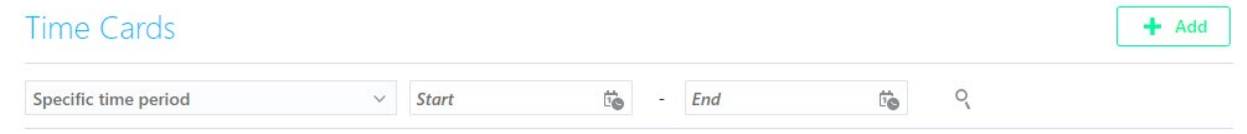
Time Cards are Listed by pay period start and end dates. You can click on the blue hyperlink of the pay period to open the time card for that pay period. The middle column shows the status of the time card.



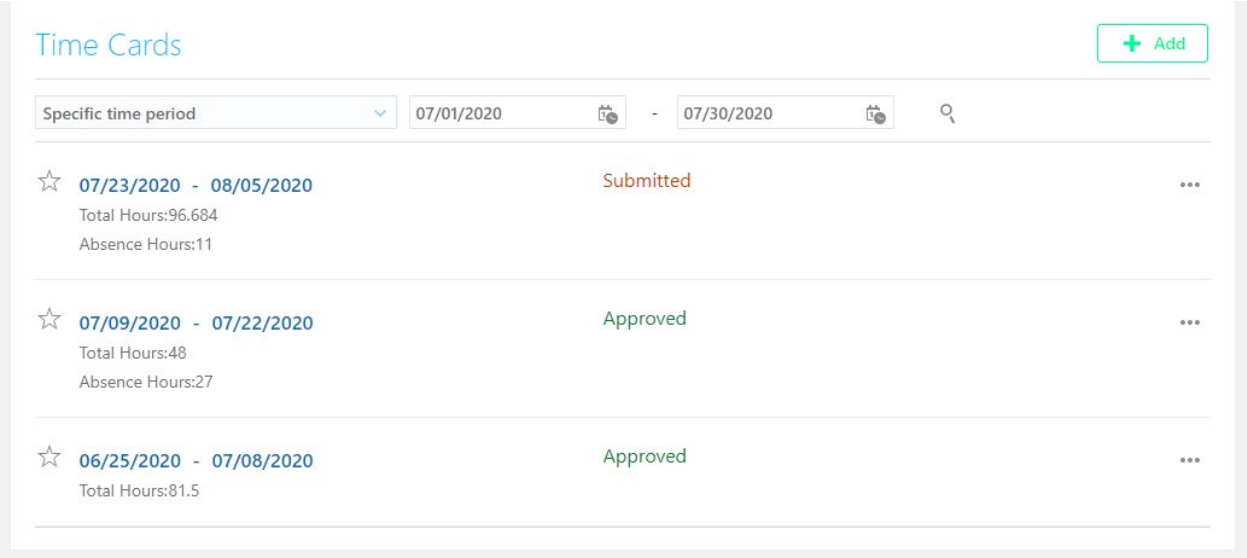
The default view for the existing time cards is to show the Last 5 Time Cards. You can view time cards from a specific time period by clicking on the dropdown menu and selecting Specific time period.



This will open up fields for you to enter in the start and end date for the date range you want to view:



Enter in the specific start and end date and click on the magnifying glass to find the results for the date range:



Request Time Change

This tile is used to submit changes to your time card through your line manager. This functionality is disabled for the implementation process but will be used later. Please check back later for more information.

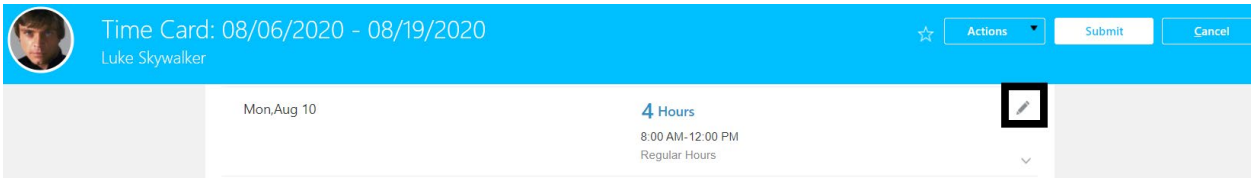
Oracle Time and Labor Actions

Adding in Hours in Oracle

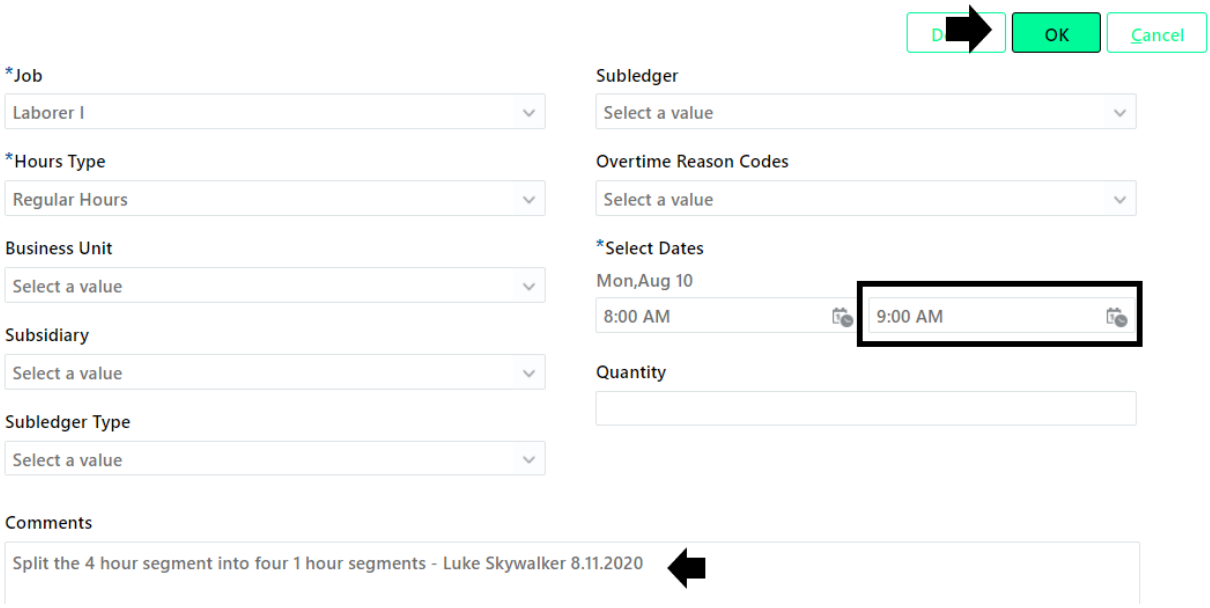
Separating Entries in Oracle

Sometimes you may need to separate your entries of worked hours, examples of when you need to do this would before adding in different costing information for a certain segment of time, or to designate comp time.

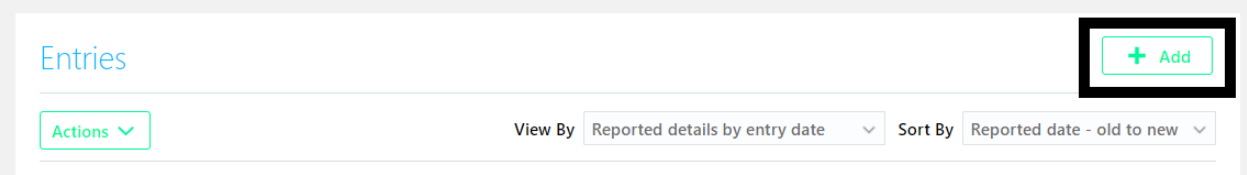
In Oracle, navigate to the time card that you need to modify through the Current Time Card tile or the Existing Time Card tile. Once in the time card, find the entry that you need to separate. Find the entry that you need to modify and click on the pencil icon on the right side of the line:



This will open the form to edit the entry. For this example, I am going to split this 4-hour entry into four 1 hour segments. I need to edit this entry down to 1 hour and then add in 3 additional segments for the other 3 hours. In this entry, I have changed the end time to 9:00 am and added in a comment indicating why I am making the change. When done entering in the changes, click the OK button.

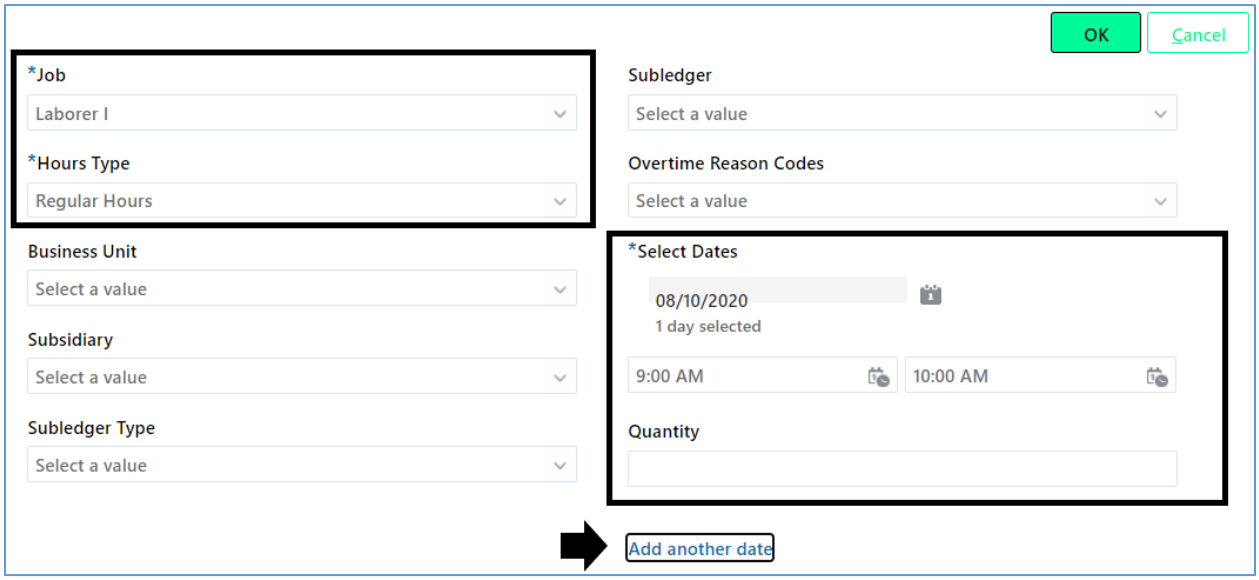


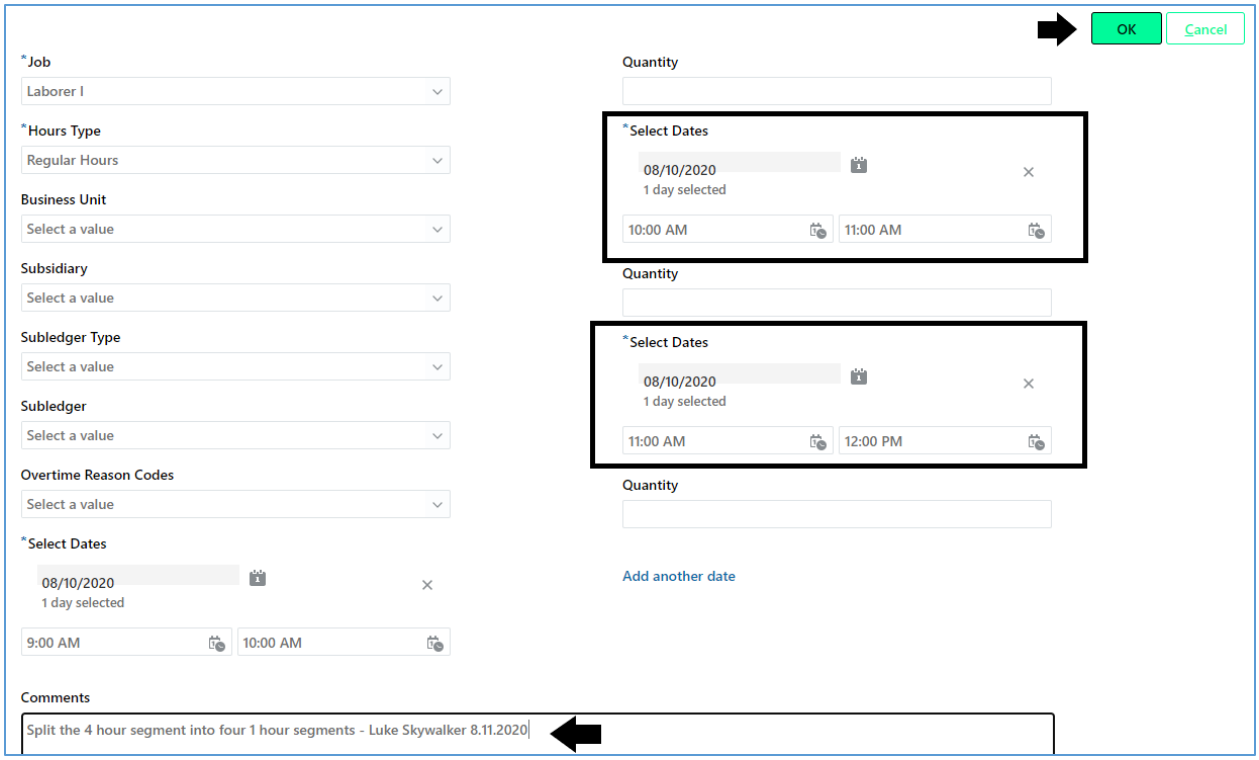
Next, click on the "+ Add" button to add in the additional 1 hour segments that are needed:



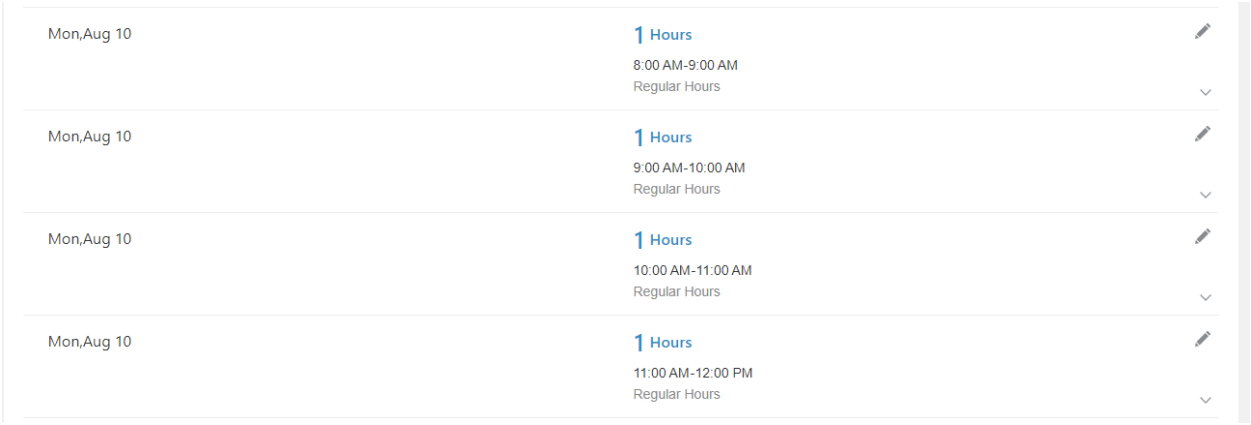
This opens a blank entry form. Fill in the necessary information, you are required to enter in the Job, Hours Type, Date and the Start and End Time OR the Quantity. In most cases you should indicate the start and end time, however, some hours types require the quantity instead. Do not enter both start and end time and quantity.

You can enter all 3 of the remaining segments here before clicking the OK button. To do this you will click on “Add another date” and you will put in the date and then the start and end time (or quantity if this applies to your situation). Repeat until all segments are included. Enter a comment in for the entries, this comment will appear on all entries you enter in this instance. Click OK.

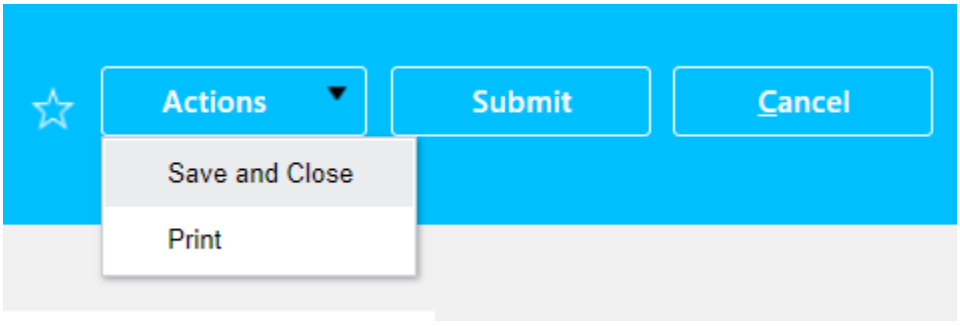




All four 1 hour segments are now showing on the time card.



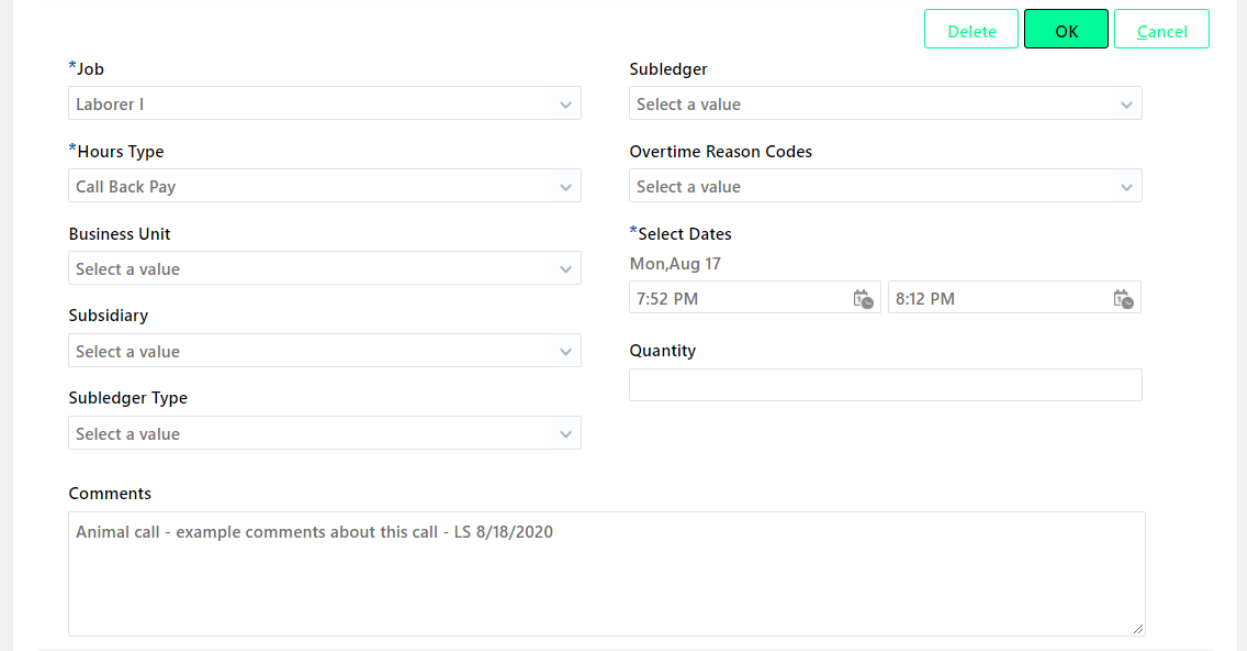
When done making modifications, scroll to the top of the page, click the Actions button, and click on Save and close.



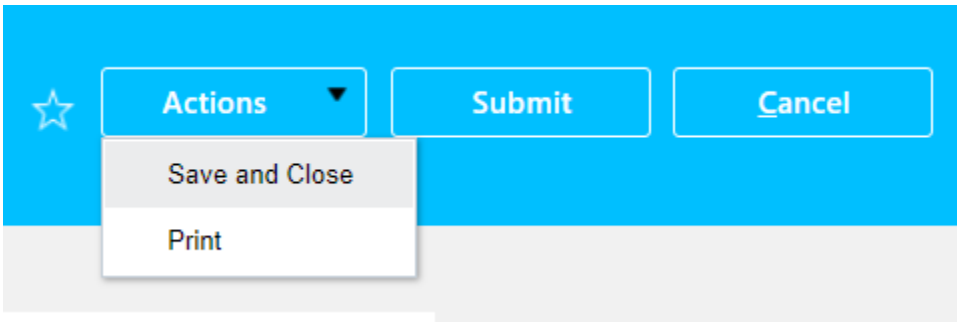
Call Back Pay – multiple calls in one two-hour block.

You have two options for entering in call back pay incidents – you can clock in and clock out using TCP, or enter directly into Oracle.

If you enter in Oracle it will look like this. You want to enter in the exact start and end times for the call back instance, click OK



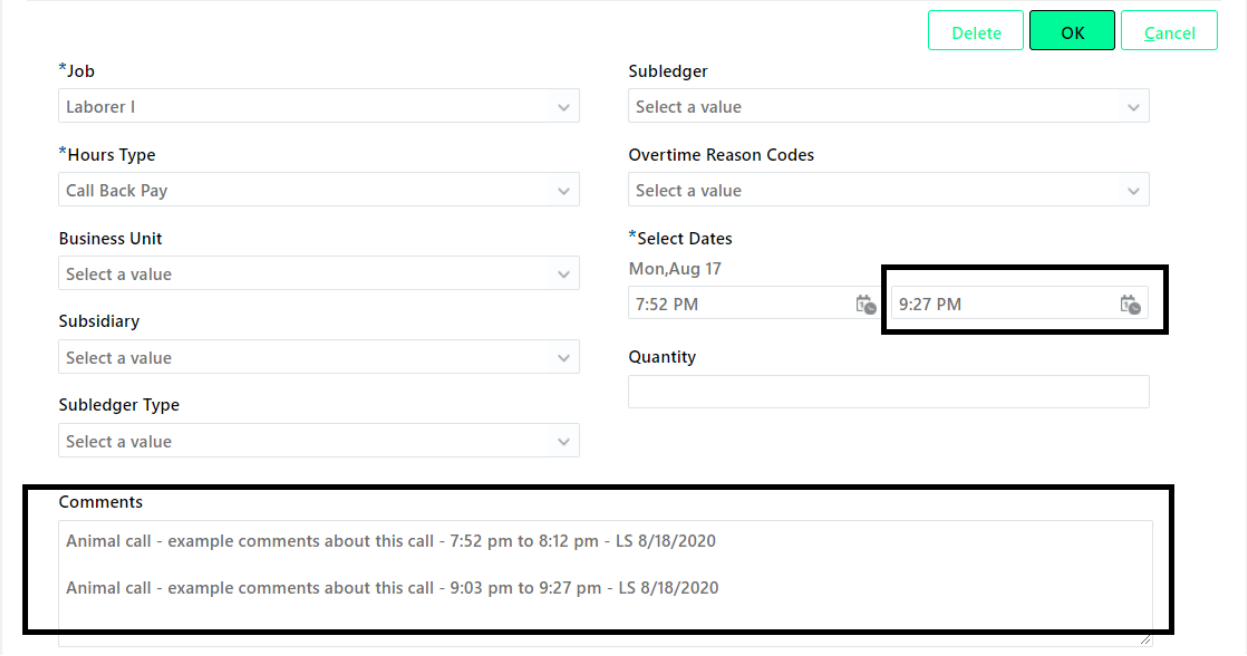
You will then click on the actions button and select Save and Close from the dropdown menu. Do not select submit until the end of the pay period when you are submitting for manager review.



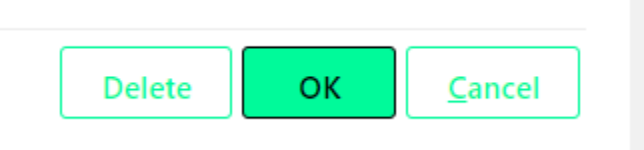
(If you clock in and out using TCP, the entry will look the same in Oracle once the time has been imported into Oracle.)

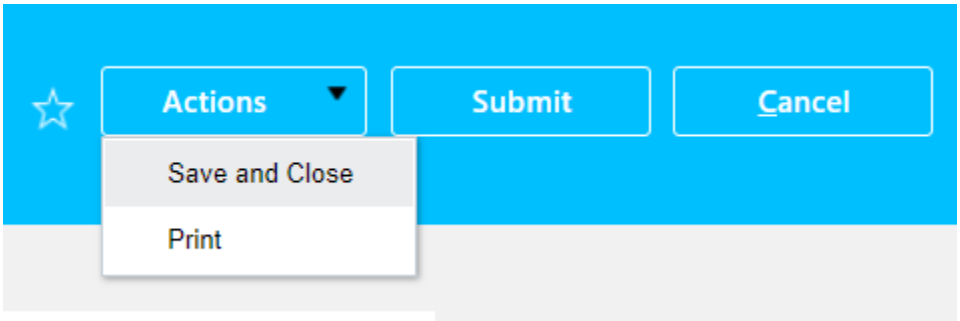
In this example, the call back instance started at 7:52 and ended at 8:12, if you receive anoter another call-back instance within the two hour period, for example at 9:03 it would be a continuation of that 2 hour block of call back time.

In this case, will need to go in to Oracle and in the comments you want to put information for each of the specific calls, including the start and end times for the specific calls/instances, then you need to edit the end time for the entry to be the end of the 2nd call back instance.



Once you have the modification made, you will need to click OK and then you will need to use the Save and Close button to save the time card.





Choosing Compensatory time in lieu of Overtime payment

If you want to take compensatory time off in lieu of overtime payment, you will need to code the hours accordingly on your Oracle time card.

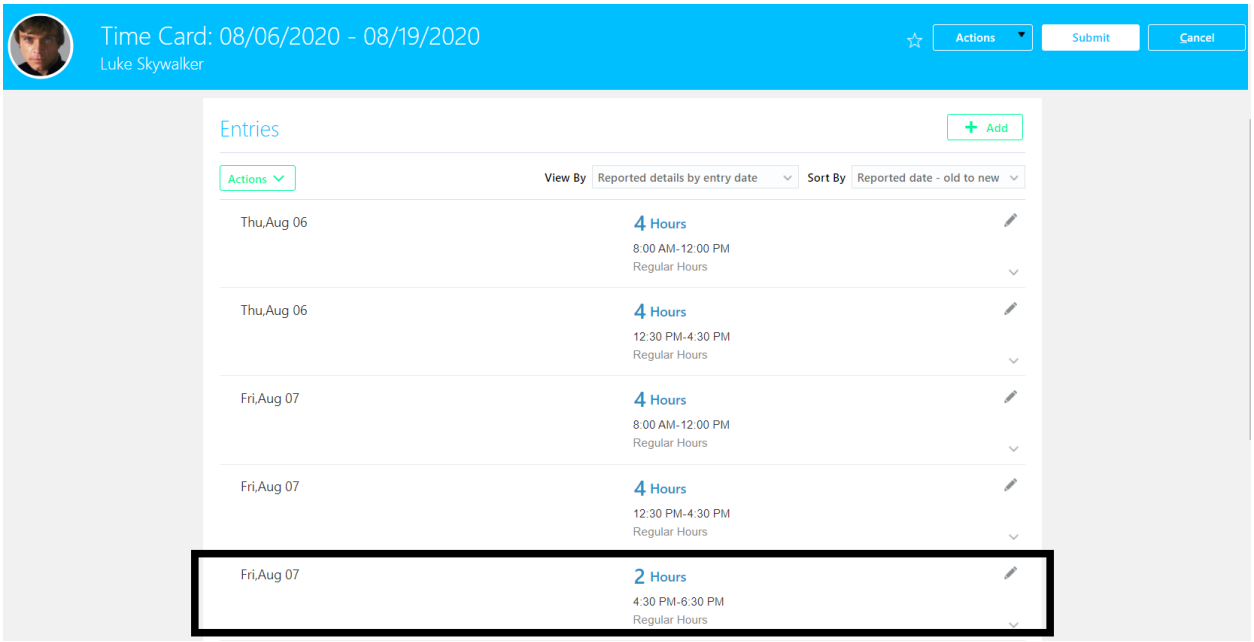
You will not be able to use the comp time hours type until you have met the requirements for comp time (40 hours in the pay week). The requirements are based on the union rules.

The hours will need to be coded as regular hours until you reach 40 hours in the week. You will then be able to go into Oracle and change the entry to indicate that you would like to take comp time by using the hours code “OT 1.5 to be comped”

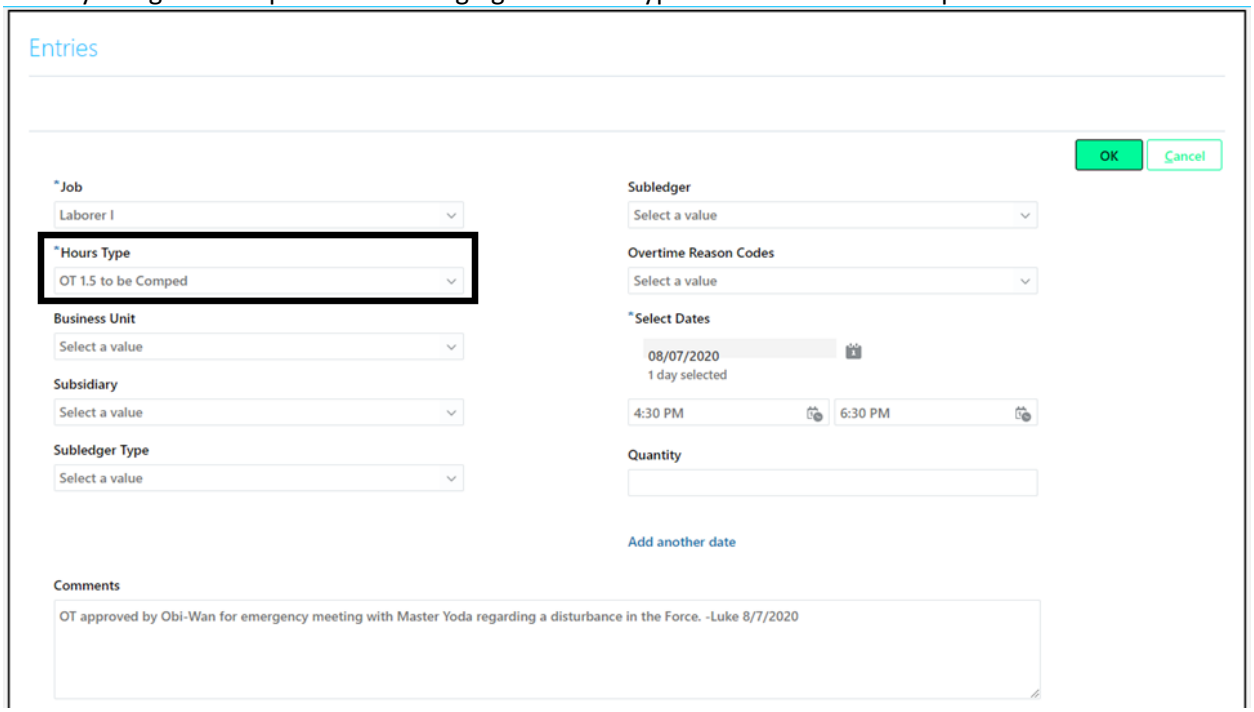
If you are using Time Clock Plus to capture your hours, you will use regular hours as the cost code in TCP and then you will change the code manually in Oracle.

You can clock in and out using Time Clock Plus in order to create the separate time entries or you will need to manually separate the entries in Oracle.

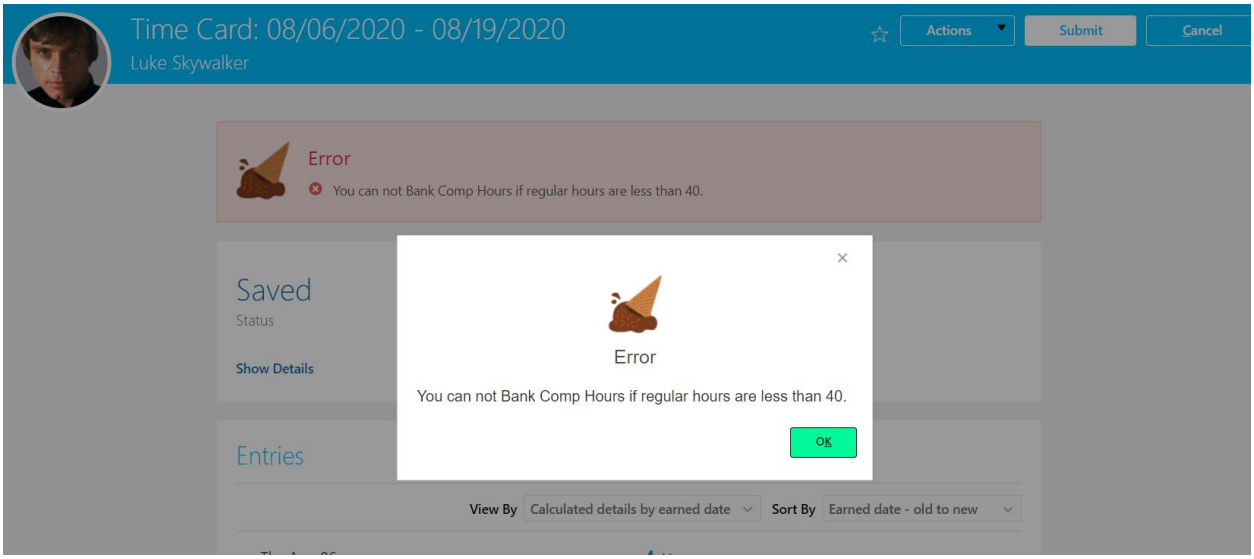
For example, Luke Skywalker worked 2 hours late on a Friday.



On Monday, he went in to Oracle and tried to edit the entry to indicate that he wanted to take comp time by using the edit pencil and changing the hours type to "OT 1.5 to be comped"



After clicking OK, the system will give an error that says, "You can not Bank Comp Hours if regular hours are less than 40."



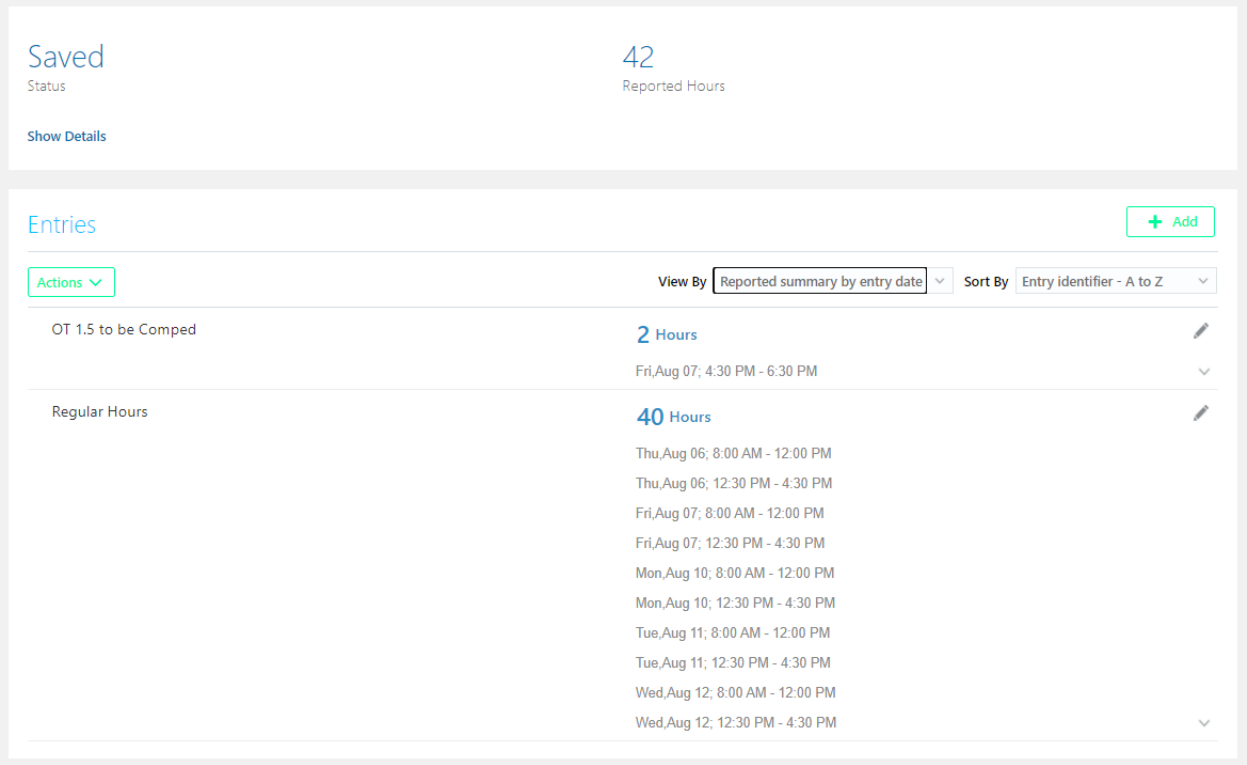
You will need to wait until you reach 40 hours in the week and then go in to make the change.

In this example, Luke reached 40 hours on the following Wednesday. Because he clocks in and out using Timeclock Plus, he had to wait for the TCP data to be imported in to Oracle. The next day (Thursday) he went in to his Oracle time card and made the change to his time card.

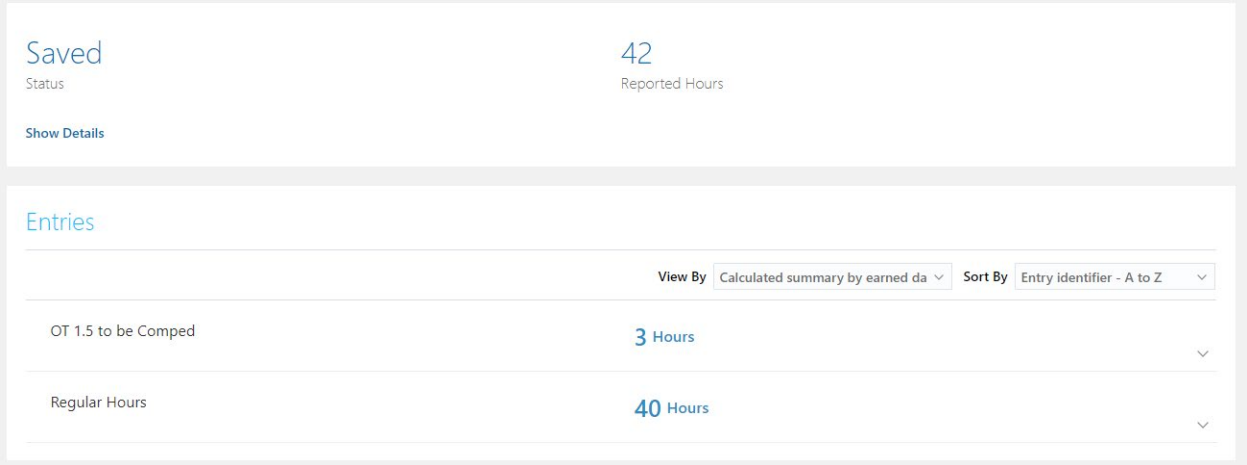
If you used TCP to clock in and out and separate the time segment, you will need to find that entry and edit the hours type “OT 1.5 to be comped”.

If the segment is not separated, you will need to separate it in Oracle in order to designate the correct portion as comped time.

After making the necessary modifications, his Reported hours now show the 2 hours of time at the code “OT 1.5 to be Comped” and 40 hours at regular hours.



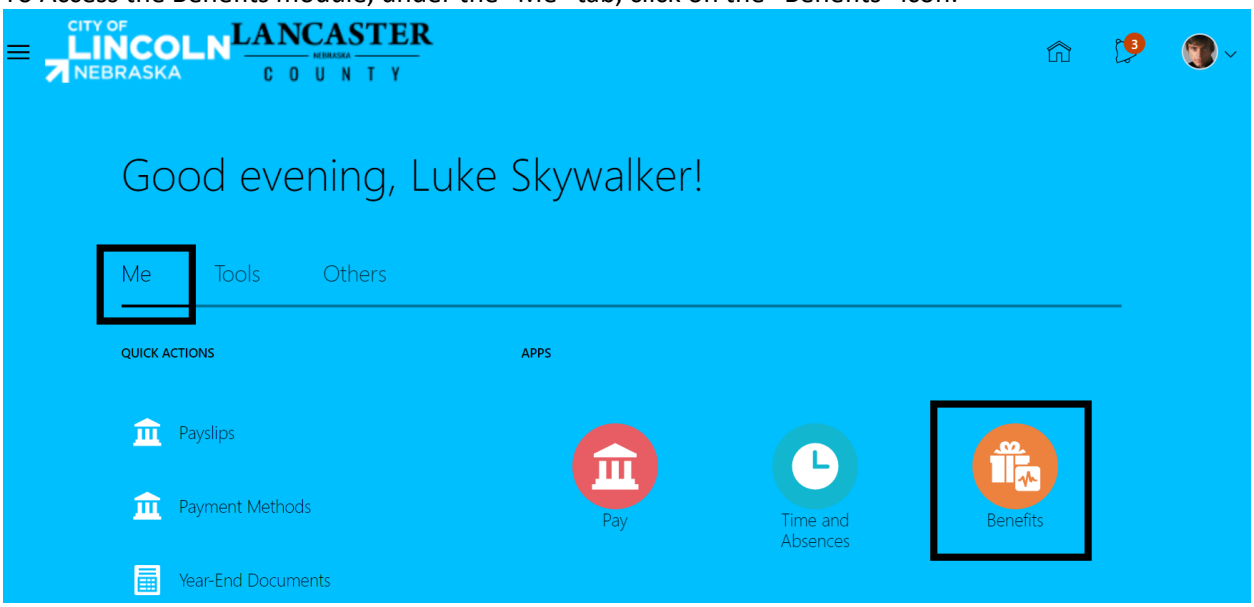
When you change the view to view by calculated, it will then show the calculated number of hours to be comped, in this case 3 hours (2 hours X 1.5) and the total of 40 regular hours.



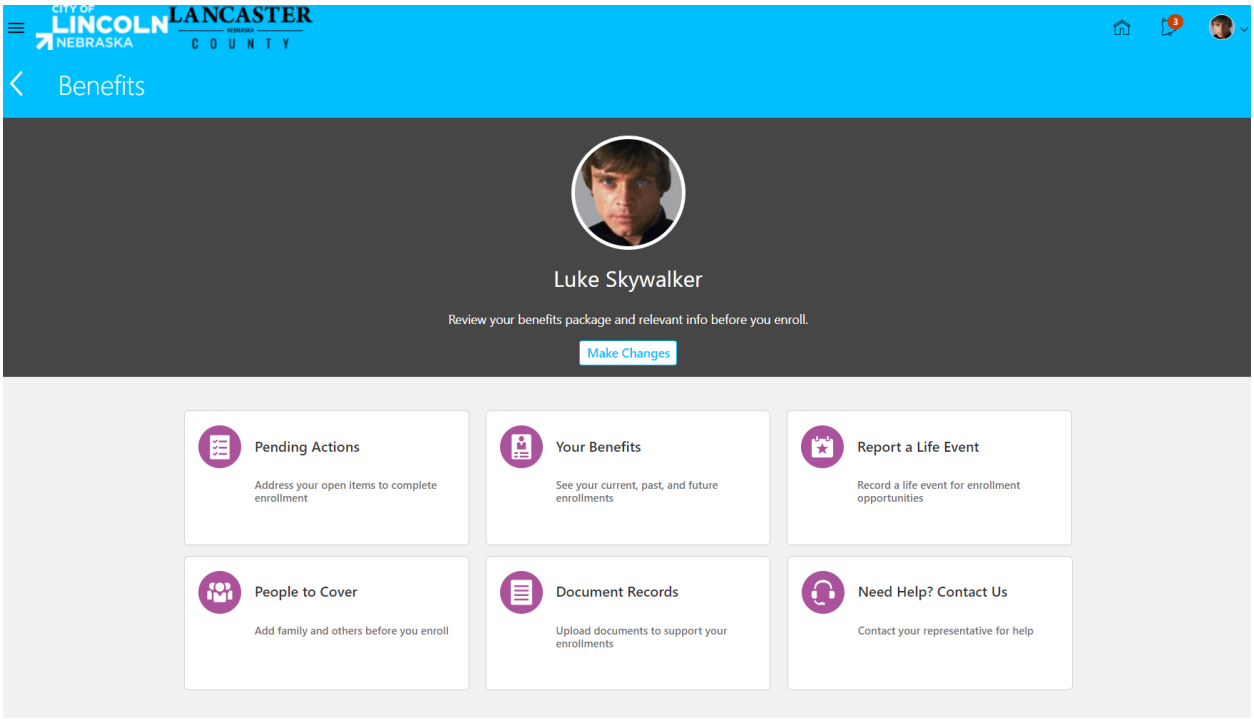
Benefits Module

Navigate to Benefits Menu

To Access the Benefits module, under the "Me" tab, click on the "Benefits" icon:



This is the Benefits Menu:



When you access the Benefits menu as an employee, you will see six tiles:

"Your Benefits:
View your current, past, and future benefit enrollments
View and print a confirmation statement of your benefit enrollments

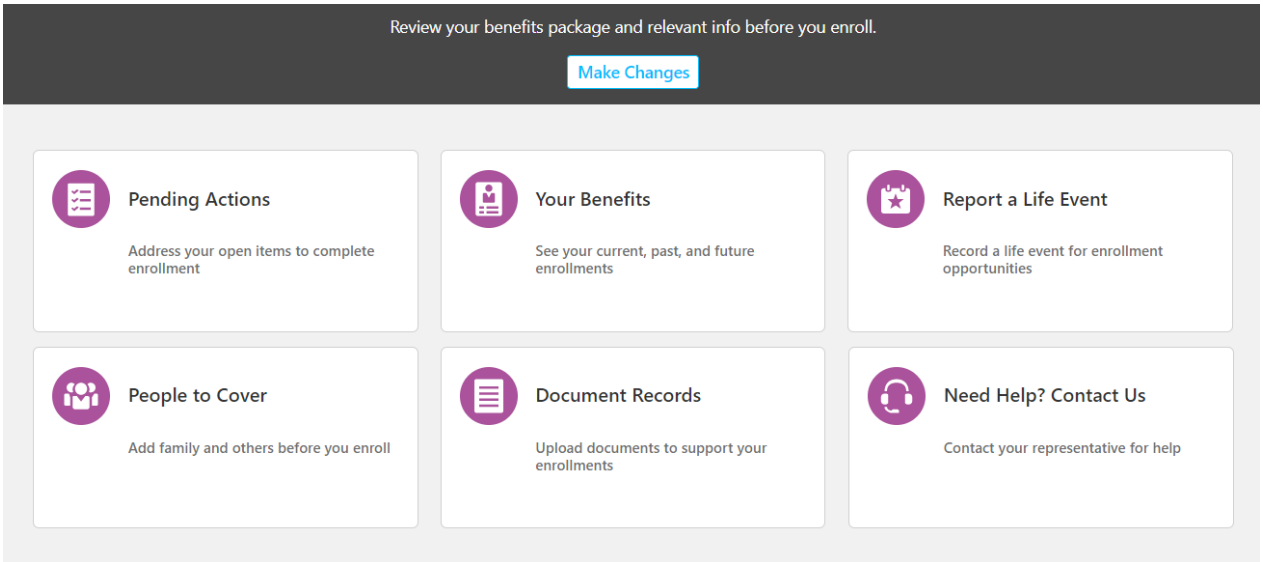
"Before You Enroll"
Add people who will be covered dependents or beneficiaries
Add Trust and Organizations that will be designated beneficiaries for benefits

"Report a life event"
Report when you have a qualifying life changing event such as birth, marriage, adoption, loss of coverage, etc.

"Make Changes"
Elect new enrollments for yourself and your dependents as part of electing new hire coverage, during open enrollment, and when you have a qualifying life event

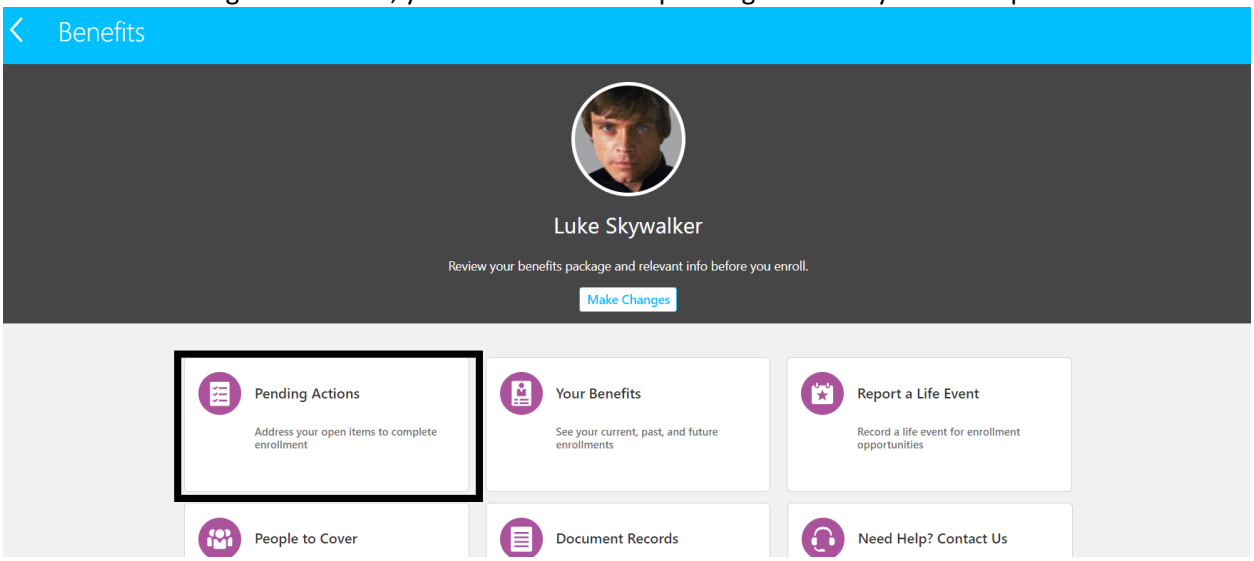
"Pending Actions":
Lists actions that you need to complete for benefits
Upload required supporting documentation (when adding dependents)

There is also a "Make Changes" button that you can use if you already have a benefit event in progress.



Pending Actions Tile

Under the “Pending Actions" tile, you can view a list of pending items for you to complete.



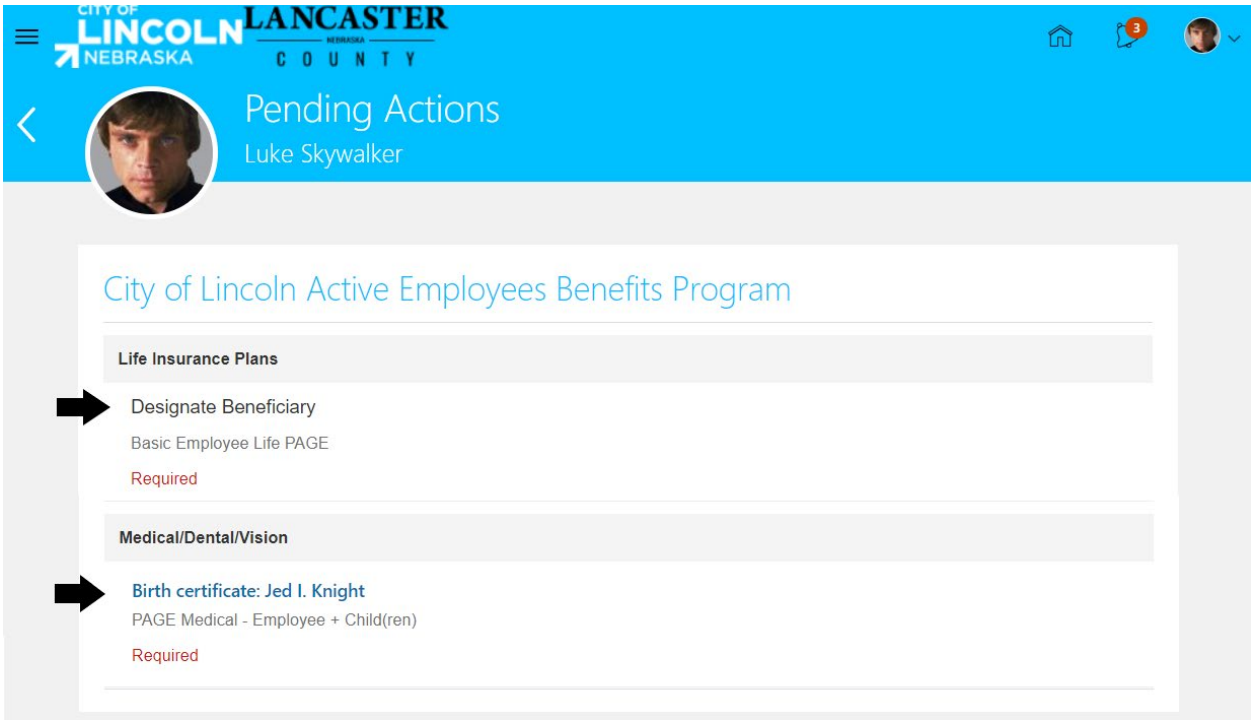
Examples of reasons why pending actions that may be listed:

1. You added a dependent to medical and must provide appropriate documentation such as birth certificate, marriage license, adoption certificate, legal guardianship documents
2. You added Supplemental Employee Life and/or Supplemental Spouse Life after initial eligibility period or added coverage above the guarantee issue amount and proof of good health is required. The benefits department will provide the form you need to complete.
3. You selected coverage that included dependents, but no dependents were designated.
4. You selected coverage that requires beneficiaries, but no beneficiaries were designated.

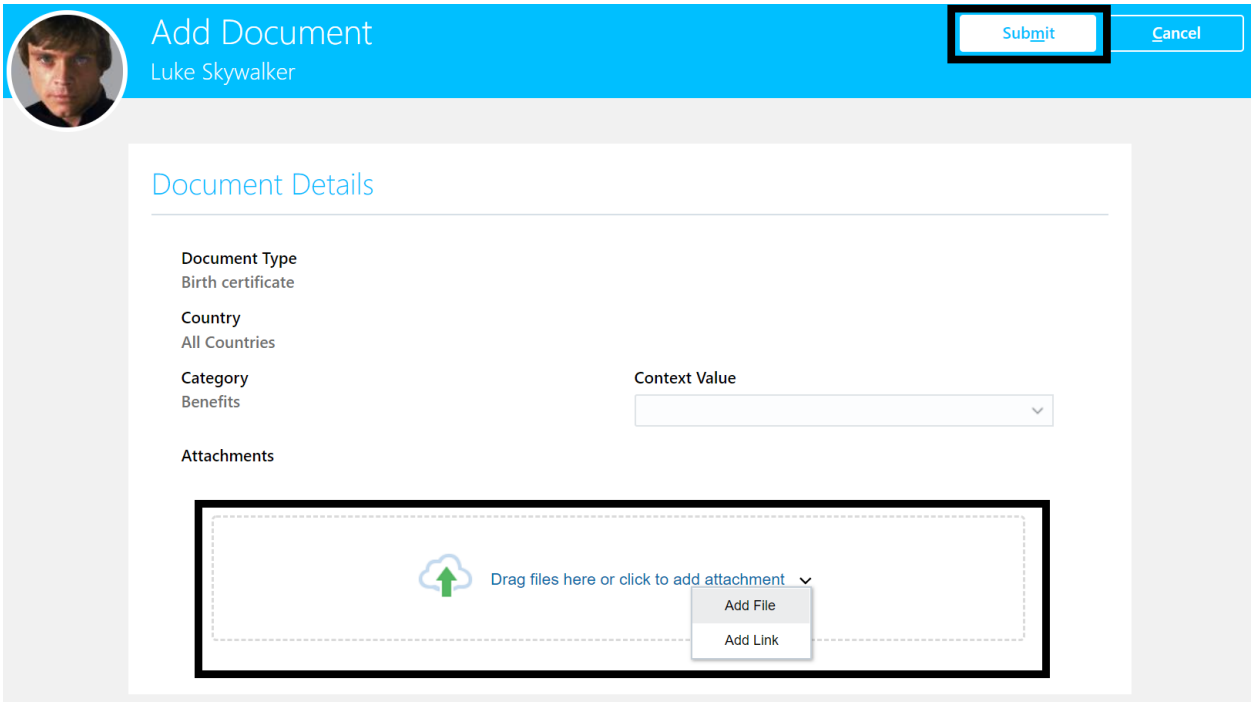
As part of the implementation process, employees that are enrolled in coverage that require a beneficiary will have a task of “Designate Beneficiary” listed (for basic employee life and/or retirement, etc).

In order to complete this task, you will need to use the “Report a Life Event” tile and select “Change Life Insurance/Deferred Comp/Roth/Retirement Enrollment/Update Beneficiaries” or if you are a City employee, you can designate your beneficiaries as part of your open enrollment process.

If you have a pending action item that requires you to upload a document, the task will be listed as a hyperlink and you will be able to click on the task to take you to the “Add Document” screen to upload the specific document requested.



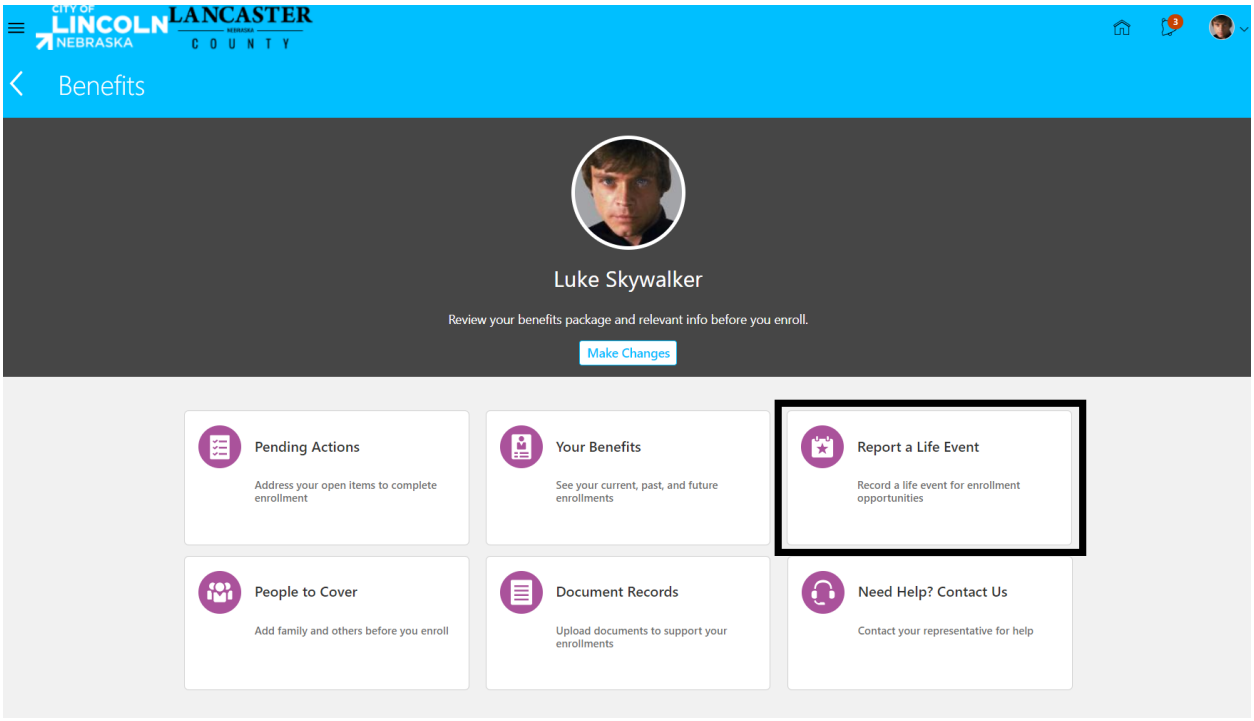
You can drag and drop the file on to the page or click the “Drag files her or click to add attachment” and choose add file from the dropdown menu. Browse your computer for the attachment and select the file. When you have your document attached, click the submit button.



Report a Life Event Tile

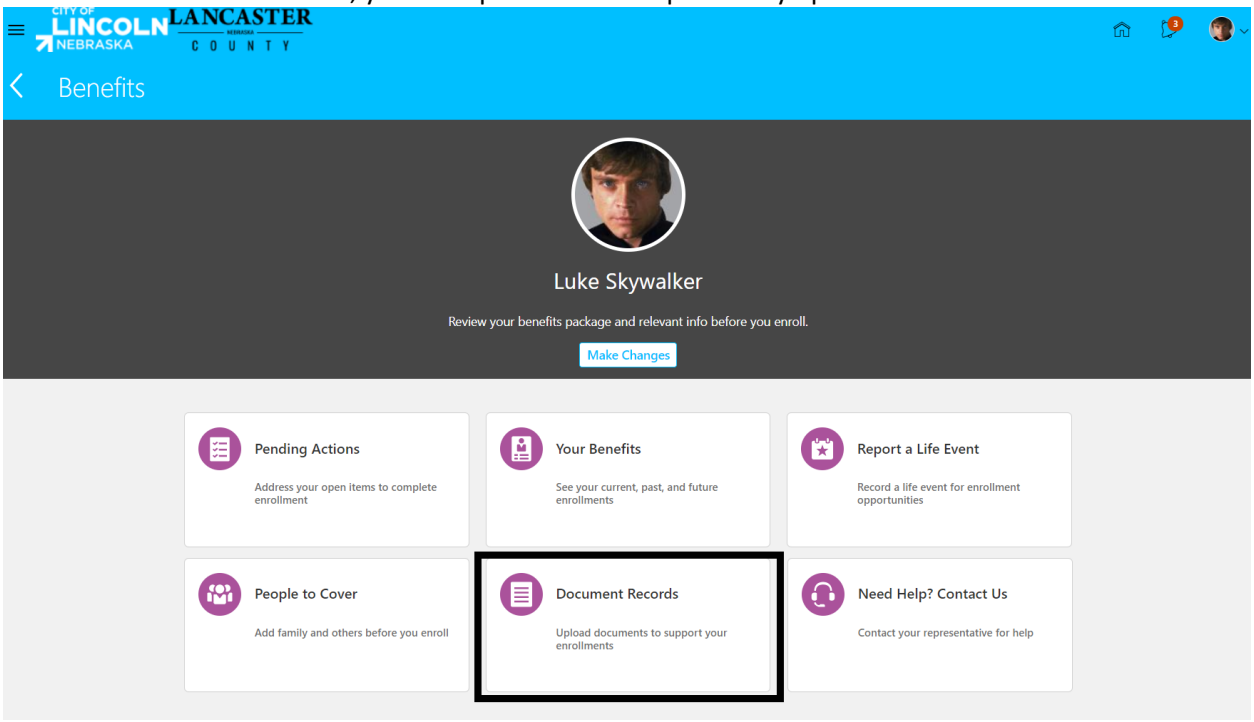
Use the “Report a Life Event” tile when you have a qualifying life changing event such as birth, marriage, adoption, loss of coverage, etc.

At certain times, the functionality to self-report a life event may be unavailable. If unavailable, please contact a benefits representative or submit a benefits help ticket to get your life event reported.



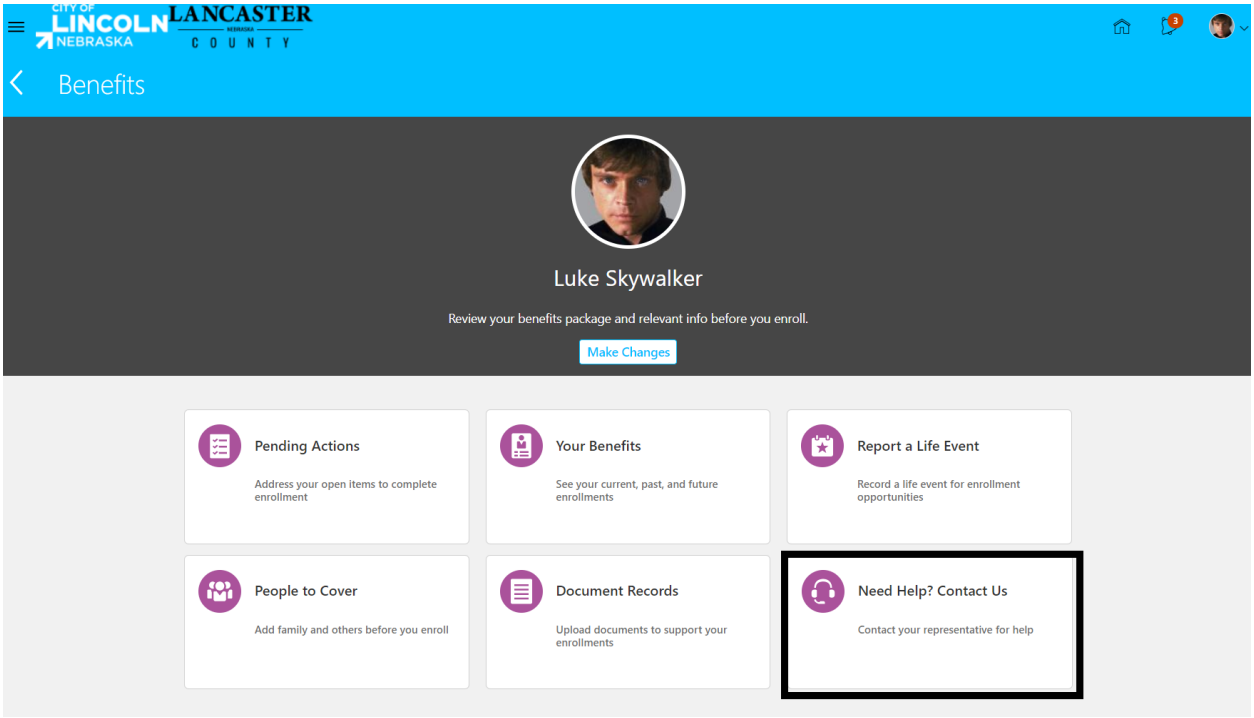
Document Records

In the Document Records tile, you can upload and view previously uploaded documents for benefits.

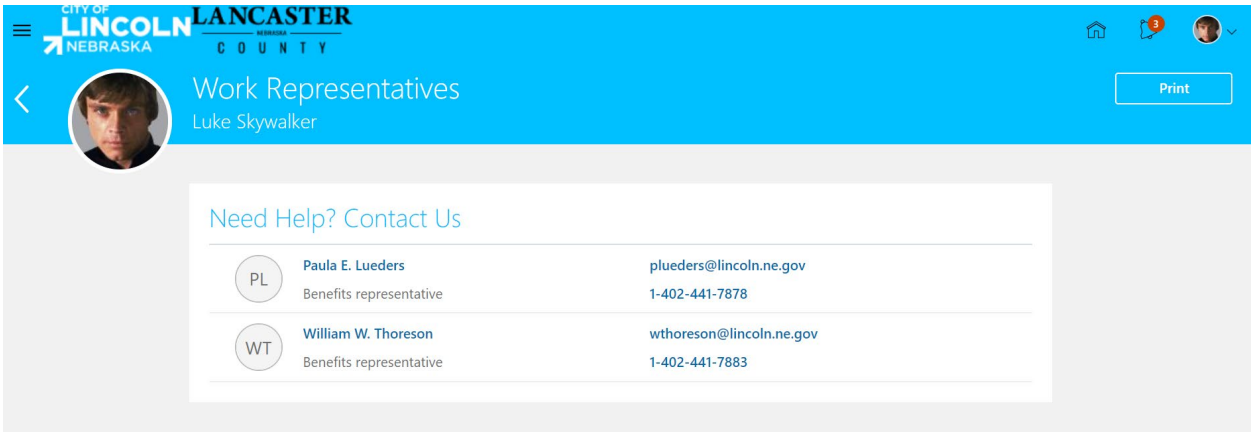


Need Help? Contact Us Tile

Click on the “Need Help? Contact Us” tile to view contact information for your benefits representatives:

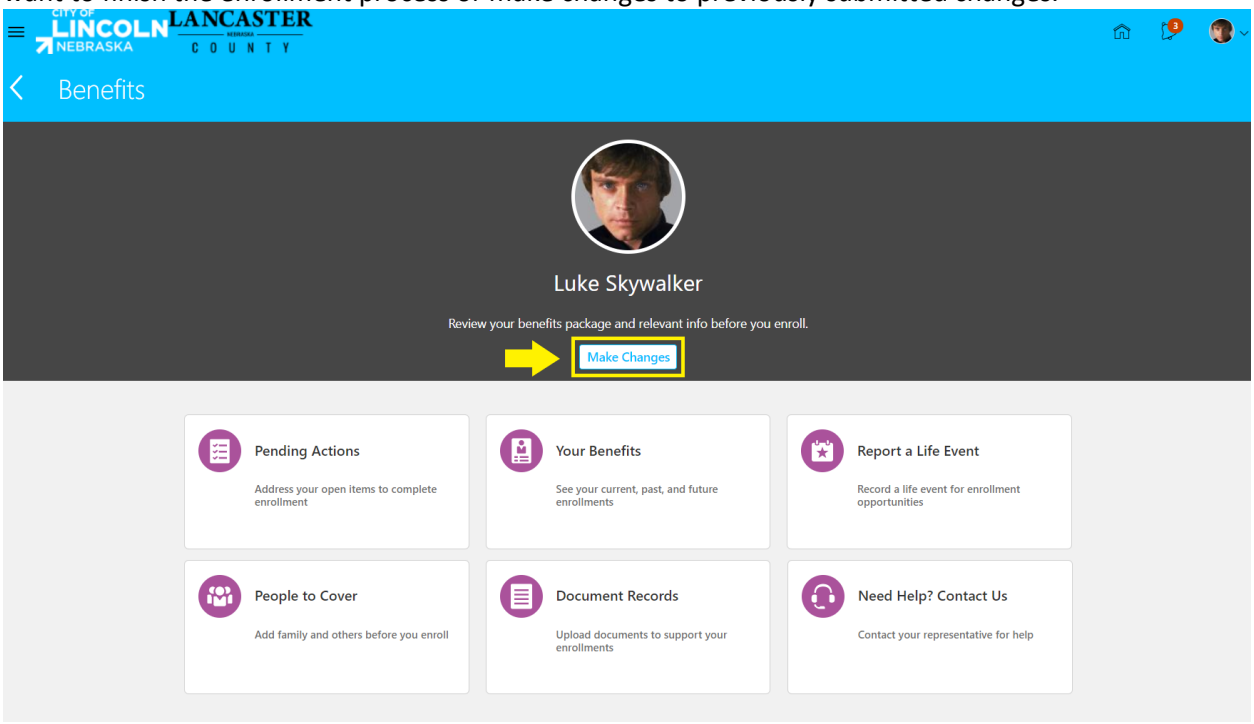


Contact information opens in the “Work Representatives” page:



Make Changes Button

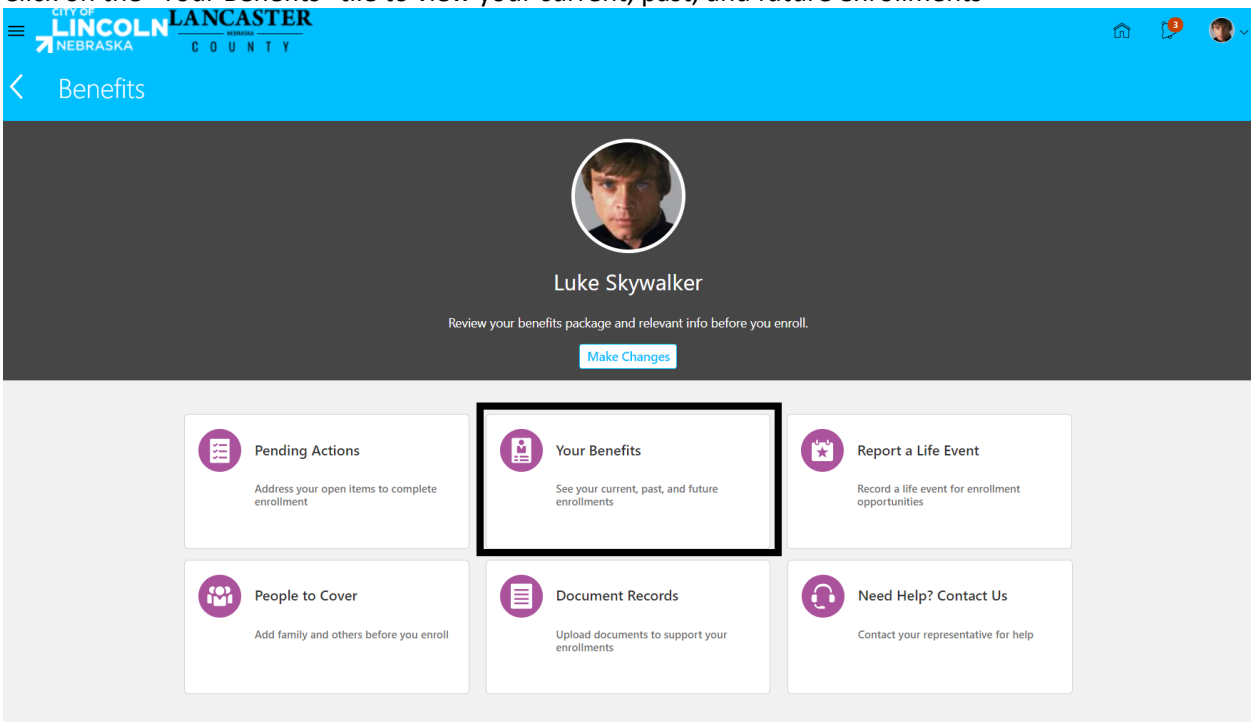
Use the “Make Changes” button when you have a current benefit event already in progress that you want to finish the enrollment process or make changes to previously submitted changes.



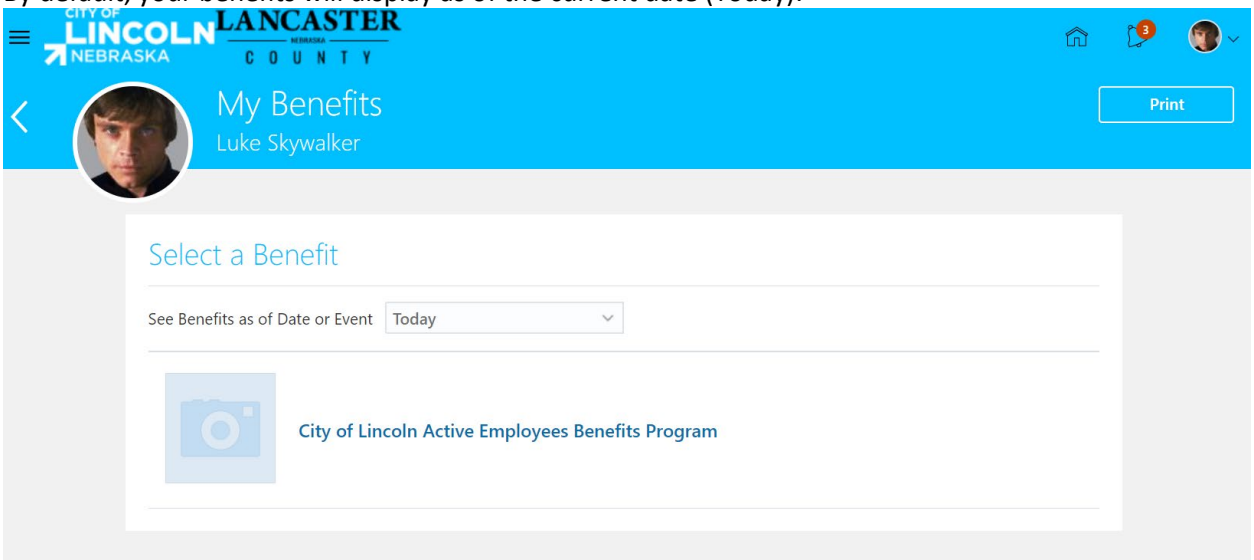
Your Benefits Tile

View your current, past, and future benefit enrollments

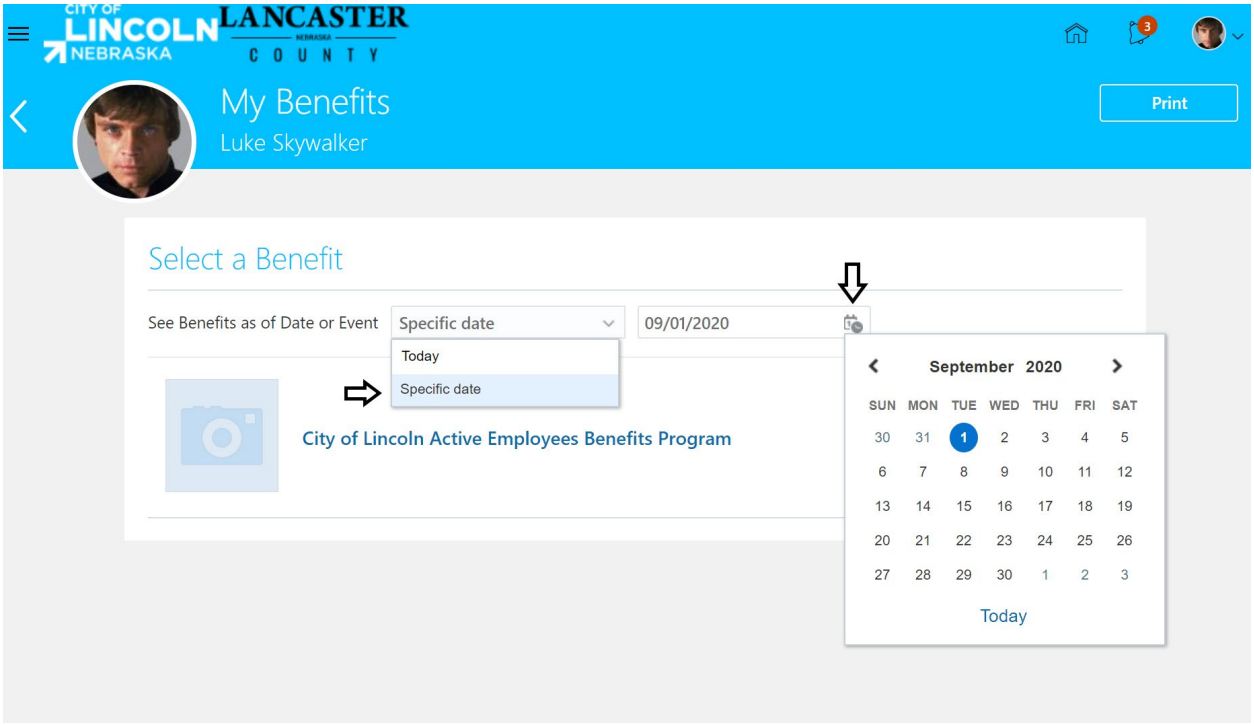
Click on the "Your Benefits" tile to view your current, past, and future enrollments



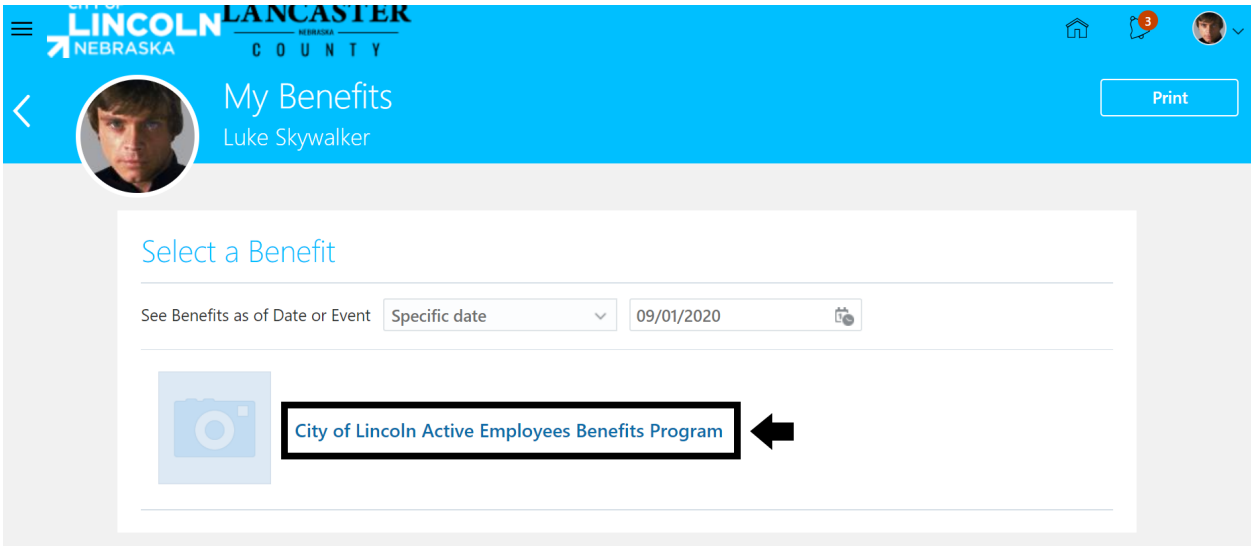
By default, your benefits will display as of the current date (Today):



You can change this to a Specific Date by choosing Specific Date from the dropdown menu and entering in a date or select a Date from the Calendar:



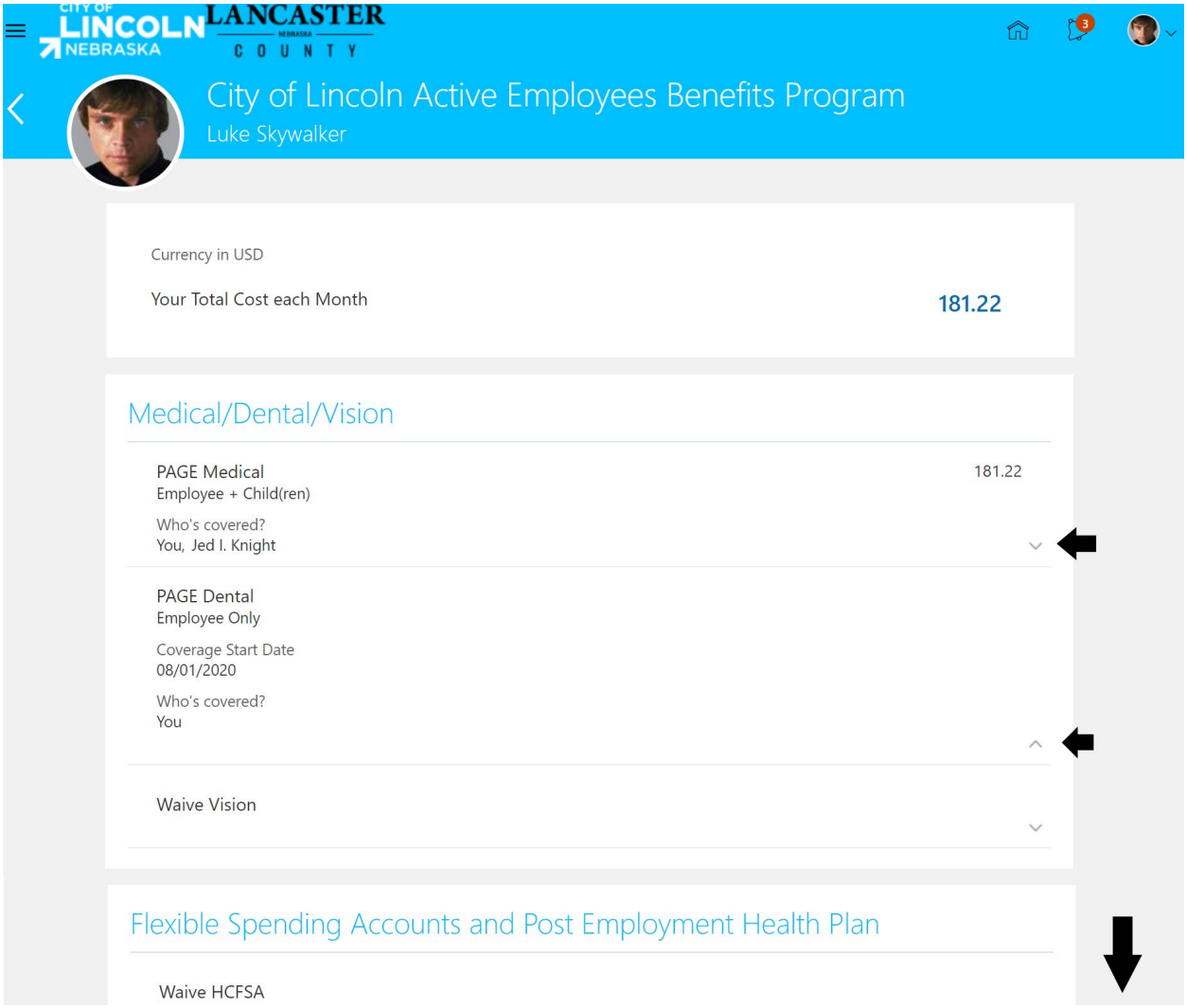
When you have your date selected, click on the hyperlink of your benefits program (City of Lincoln Active Employees Benefits Program or Lancaster County Active Employees Benefits Program):



*Please note that benefits were loaded into Oracle HCM as of 8/1/2020. If you select a date prior to 8/1/2020, you will get an error message that says: “There’s nothing here so far.”

To view your correct monthly coverage cost, select a date of 9/1/2020 or after. *

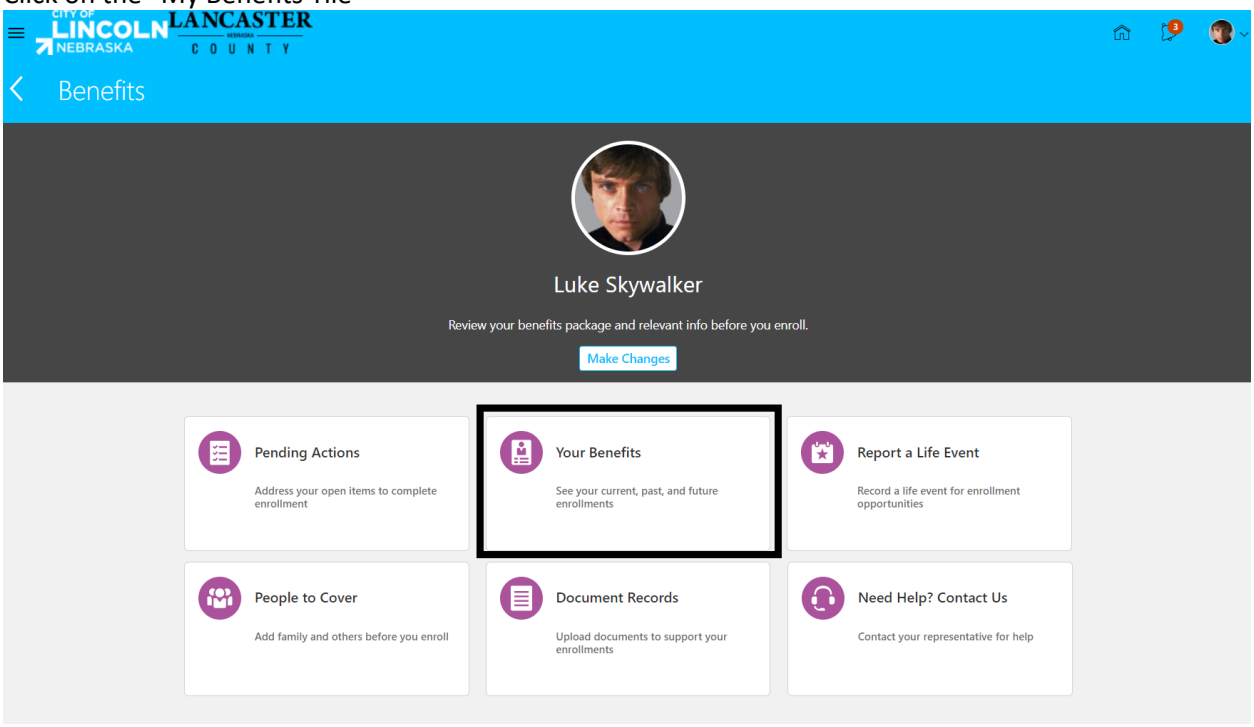
This page will show you your benefit elections as of the date you have selected (Today's date or specific date you chose). To expand or collapse details about each line, click on the triangle symbol on the right side of the line. Scroll down the page to view all information on the page:



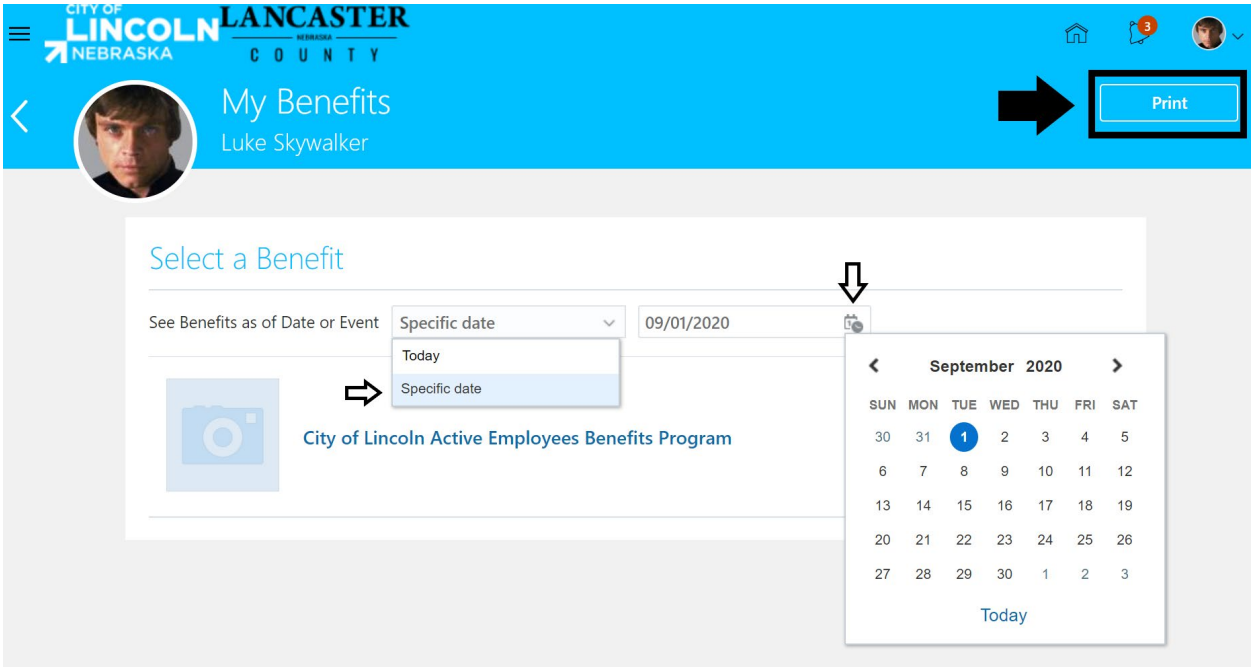
After you make a change or when the Open Enrollment period ends, you may want to view your benefits that you have selected for the change or the upcoming plan year. Several benefit changes are for coverage starting at the 1st of the following month, select the first of next month to view changes to your benefits that take effect the 1st of next month.

View or Print your Benefits summary statement

Click on the “My Benefits Tile”



Your benefits will default to be viewed as of Today. You can change this to a Specific Date by choosing Specific Date from the dropdown menu and entering in a date or select a Date from the Calendar. Once date is selected, click on the “Print” button in the top right-hand side of the screen to generate your confirmation statement:



This will open a new browser tab or a new window (depending on your browser's settings) with a PDF confirmation statement as of the date selected:

Benefits Confirmation and Summary

Luke Skywalker
8648 Most Eisley Road,
Lincoln, NE68516,
Lancaster,
US

Employee Number
500120

Dear Luke Skywalker,

Thank you for enrolling for benefits via Oracle Benefits Self Service. If the enrollments are correct, no further action is needed by you. If there is an error or you have questions regarding your enrollments, please contact your Human Resources Department. Contact information is located at https://lincoln.ne.gov/city/person/risk/enroll.htm.

Human Resources must receive official documentation within 31 days of the qualifying event for eligible dependents you wish to cover on your medical plan (i.e. spouse, child, step-child). Coverage may be suspended or denied if the required documentation is not received timely (i.e. copy of certified marriage certificate, copy of certified birth certificate, adoption paperwork).

You acknowledge that by electing benefits, you are authorizing the deductions for those benefits that will remain in effect until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each plan year, as long as the such benefits continue to be offered, unless you elect otherwise in a following enrollment period. The exception is the Health Care and Dependent Care Flexible Spending Accounts which you MUST enroll each year.

As a result of your Birth of a Child event on date 08/03/2020, you have elected the following benefits. You have also authorized deductions from your compensation for any and all elected or required contributions or costs.

City of Lincoln Active Employees Benefits Program

Currency=USD

Benefits Selections

You made the following explicit selections.

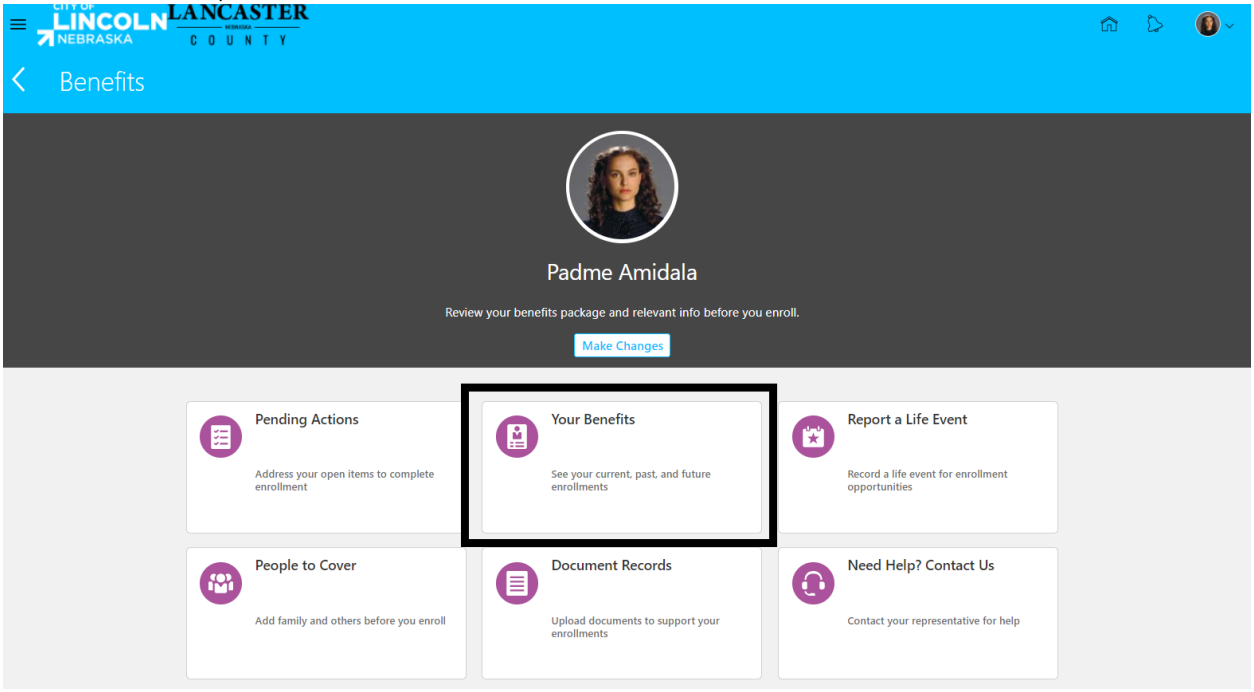
Plan	Option	Coverage	Original Coverage Start Date	Coverage Start Date	Coverage End Date	Employee	Employer
PAGE Medical	Employee + Child(ren)		08/03/2020	08/03/2020		181.22	1,631.12
PAGE Dental	Employee + Child(ren)		09/01/2020	09/01/2020		38.13	38.13
City of Lincoln Vision Plan	Employee + Child(ren)		09/01/2020	09/01/2020		18.32	0
Waive HCFSA			08/01/2020	09/01/2020		0	0
Waive DCFSA			08/01/2020	09/01/2020		0	0
Waive Parking FSA			08/01/2020	09/01/2020		0	0
Basic Employee Life PAGE		71,000	08/01/2020	09/01/2020		0.49	11.72
Waive			08/01/2020	09/01/2020		0	0

The "Benefits Confirmation and Summary" will show your benefits as of the current date or the specific date you chose on the previous screen. Any covered dependents and beneficiaries will be listed on your summary.

When done, you can close the tab or window with the PDF confirmation statement. The browser will still be open on the "Your Benefits" page.

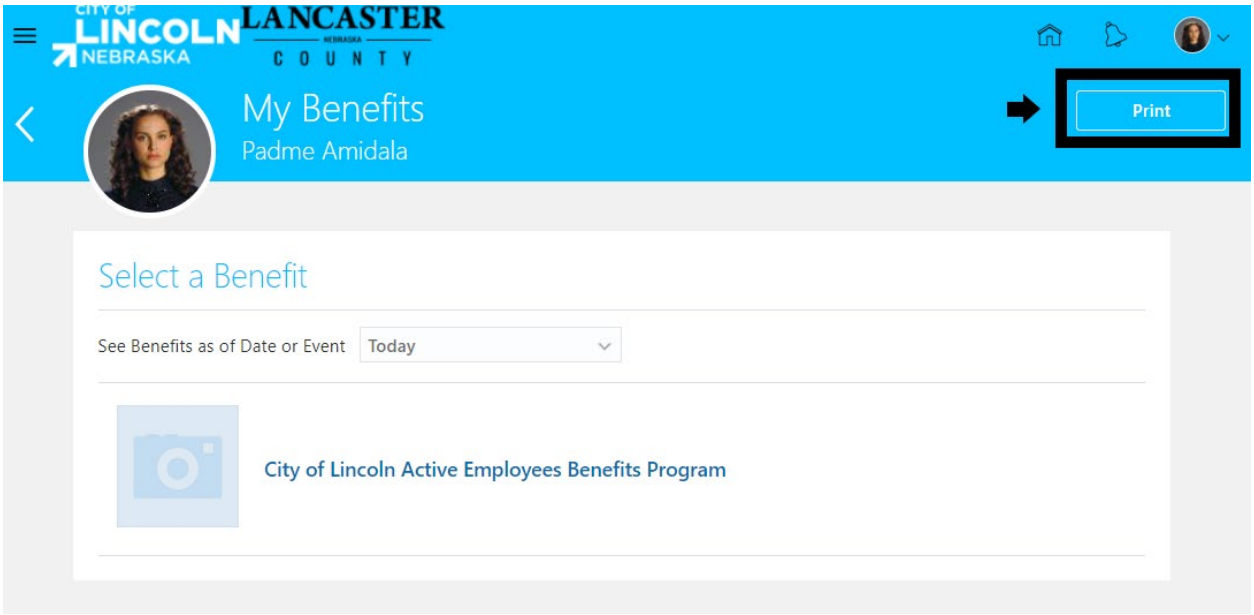
Review Summary Statement - City

On Benefits Menu, Click on the “Your Benefits Tile”



Your benefits will default to be viewed as of Today. Leave it on this view. This will allow your statement to show both the Open Enrollment Elections as of 11/01/2020 and the current coverage that was brought in to Oracle on the conversion event as of 8/01/2020.

Click on the “Print” button in the top right-hand side of the screen to generate your confirmation statement:



This will open a new browser tab or a new window (depending on your browser's settings) with a PDF confirmation statement as of the date selected.

The information listed after "As a result of your Open event on date 11/01/2020…" lists all changes and coverage that were made during your open enrollment event. Please review closely to ensure that all your coverage is accurate.

Flexible Spending Account deductions will be taken from all 26 paychecks, please take your annual amount divided by 26 to find the amount per paycheck.

The monthly amount listed is the annual amount divided by 12.

Benefits Confirmation and Summary

Padme Amidala
6525 Naboo Drive,
Lincoln, NE68516,
Lancaster,
US

Employee Number
500225

Dear Padme Amidala,

Thank you for enrolling for benefits via Oracle Benefits Self Service. If the enrollments are correct, no further action is needed by you. If there is an error or you have questions regarding your enrollments, please contact your Human Resources Department. Contact information is located at https://lincoln.ne.gov/city/person/risk/enroll.htm.

Human Resources must receive official documentation within 31 days of the qualifying event for eligible dependents you wish to cover on your medical plan (i.e. spouse, child, step-child). Coverage may be suspended or denied if the required documentation is not received timely (i.e. copy of certified marriage certificate, copy of certified birth certificate, adoption paperwork).

You acknowledge that by electing benefits, you are authorizing the deductions for those benefits that will remain in effect until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each plan year, as long as the such benefits continue to be offered, unless you elect otherwise in a following enrollment period. The exception is the Health Care and Dependent Care Flexible Spending Accounts which you MUST enroll each year.

As a result of your Open event on date 11/01/2020, you have elected the following benefits. You have also authorized deductions from your compensation for any and all elected or required contributions or costs.

City of Lincoln Active Employees Benefits Program

Currency=USD

Benefits Selections

You made the following explicit selections.

Plan	Option	Coverage	Original Coverage Start Date	Coverage Start Date	Coverage End Date	Employee	Employer
PAGE Medical	Family		08/01/2020	11/01/2020		240	2,160.02
PAGE Dental	Family		08/01/2020	11/01/2020		62.01	62.01
City of Lincoln Vision Plan	Employee Only		08/01/2020	11/01/2020		9.16	0
Health Care Flexible Spending Account		1,000	08/01/2020	11/01/2020		83.33	0
Waive DCFSA			11/01/2020	11/01/2020		0	0
Waive Parking FSA			11/01/2020	11/01/2020		0	0
Basic Employee Life PAGE		71,000	08/01/2020	11/01/2020		0.49	11.72
Waive Supplemental Employee Life Insurance			08/01/2020	11/01/2020		0	0
Waive Supplemental Spouse Life			08/01/2020	11/01/2020		0	0
Waive			08/01/2020	11/01/2020		0	0

The information listed after "As a result of your Conversion event on date 08/01/2020…" all coverage that was brought into the system in the Benefits module data migration process. Please review to be sure that all information is accurate.

For Health Care Flexible Spending Account information, please review the ANNUAL amount for accuracy. (The monthly amount is not correct, and this is expected due to the mid-year conversion.)

As a result of your Conversion event on date 08/01/2020, you have elected the following benefits. You have also authorized deductions from your compensation for any and all elected or required contributions or costs.

City of Lincoln Active Employees Benefits Program

Currency=USD

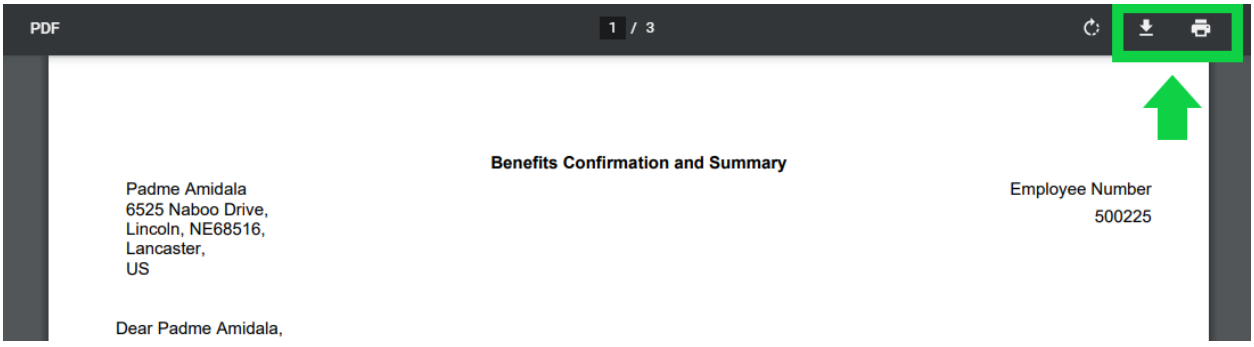
Benefits Selections

You made the following explicit selections.

Plan	Option	Coverage	Original Coverage Start Date	Coverage Start Date	Coverage End Date	Employee	Employer
PAGE Medical	Family		08/01/2020	08/01/2020	10/31/2020	240	2,160.02
PAGE Dental	Family		08/01/2020	08/01/2020	10/31/2020	62.01	62.01
City of Lincoln	Employee		08/01/2020	08/01/2020	10/31/2020	9.16	0

Any covered dependents and beneficiaries will be listed on your summary. Be sure to review and make sure all dependents are listed on the plans you expect them to be listed on.

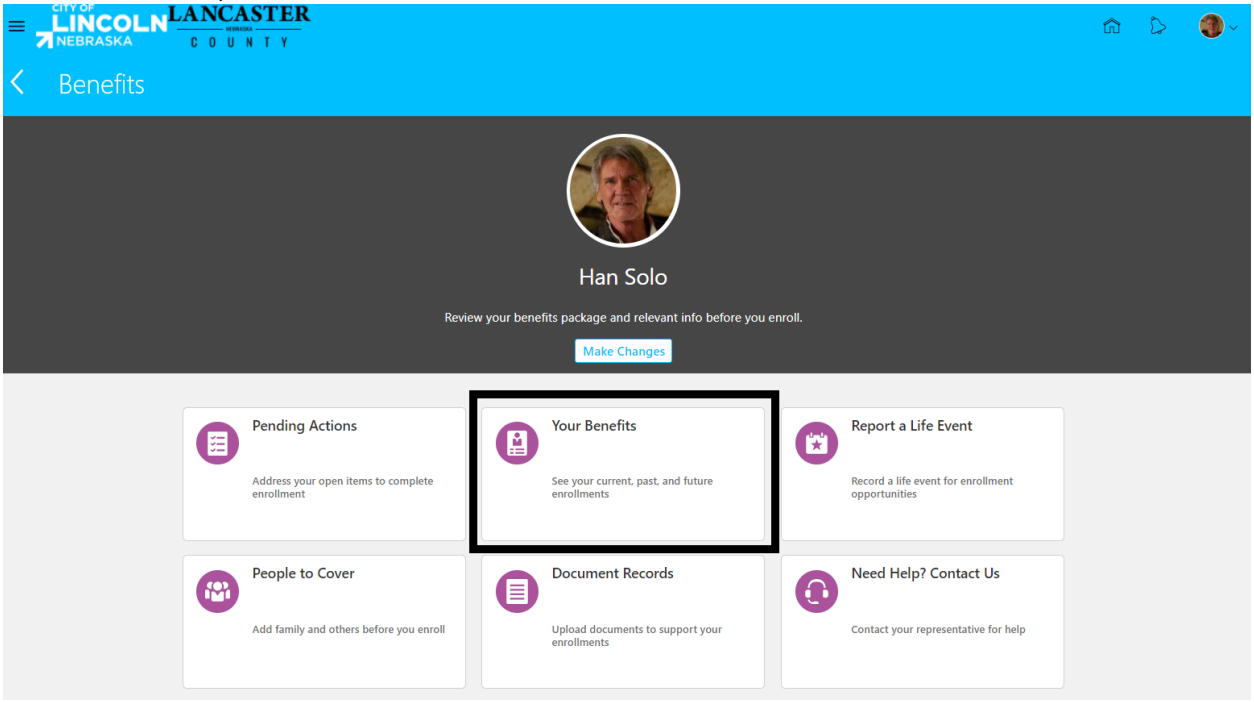
You can save an electronic version of the summary or print a paper copy. When you hover over the summary in the browser, a bar will appear at the top of the screen. On the right side of this bar, there are symbols. The arrow pointing down with a line under it can be used to download an electronic version. The printer icon can be used to print a paper copy.



When done, you can close the tab or window with the PDF confirmation statement. The browser will still be open on the "Your Benefits" page.

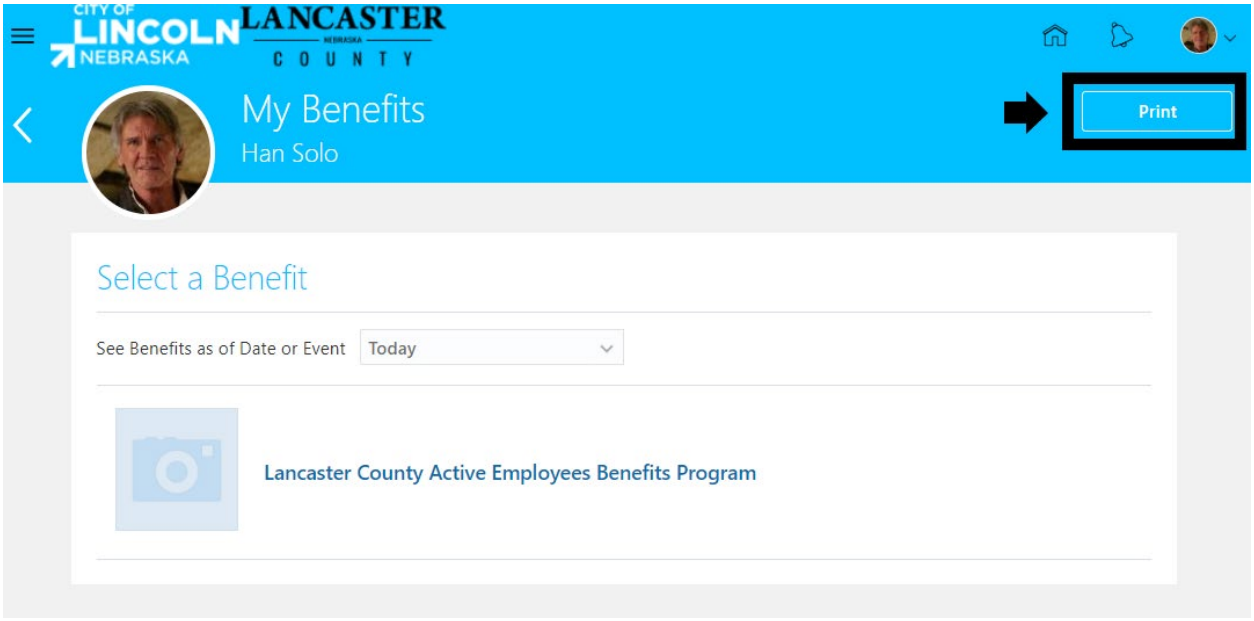
Review Summary Statement - County

On Benefits Menu, Click on the "Your Benefits Tile"



Your benefits will default to be viewed as of Today. Leave it on this view. This will allow your statement to show both the Open Enrollment Elections as of 01/01/2021 and the current coverage that was brought in to Oracle on the conversion event as of 8/01/2020. (If you have had other events in between your view may vary slightly).

Click on the "Print" button in the top right-hand side of the screen to generate your confirmation statement:



This will open a new browser tab or a new window (depending on your browser's settings) with a PDF confirmation statement as of the date selected.

The information listed after "As a result of your Open event on date 01/01/2021…" lists any changes that were made during your open enrollment event. Please review closely to ensure that all your coverage is accurate.

Flexible Spending Account deductions will be taken from all 26 paychecks, please take your annual amount divided by 26 to calculate the amount per paycheck.

The monthly amount listed is the annual amount divided by 12.

Benefits Confirmation and Summary

Han Solo
7897 Corellia Drive,
Lincoln, NE68526,
Lancaster,
US

Employee Number
500121

Dear Han Solo,

Thank you for enrolling for benefits via Oracle Benefits Self Service. If the enrollments are correct, no further action is needed by you. If there is an error or you have questions regarding your enrollments, please contact your Human Resources Department. Contact information is located at https://lincoln.ne.gov/city/person/risk/enroll.htm.

Human Resources must receive official documentation within 31 days of the qualifying event for eligible dependents you wish to cover on your medical plan (i.e. spouse, child, step-child). Coverage may be suspended or denied if the required documentation is not received timely (i.e. copy of certified marriage certificate, copy of certified birth certificate, adoption paperwork).

You acknowledge that by electing benefits, you are authorizing the deductions for those benefits that will remain in effect until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each plan year, as long as the such benefits continue to be offered, unless you elect otherwise in a following enrollment period. The exception is the Health Care and Dependent Care Flexible Spending Accounts which you MUST enroll each year.

As a result of your Open event on date 01/01/2021, you have elected the following benefits. You have also authorized deductions from your compensation for any and all elected or required contributions or costs.

Lancaster County Active Employees Benefits Program

Currency=USD

Benefits Selections

You made the following explicit selections.

Plan	Option	Coverage	Original Coverage Start Date	Coverage Start Date	Coverage End Date	Employee	Employer
County Unrepresented C Medical	Employee Only		08/01/2020	01/01/2021		36.96	702.2
Unclassified/Unrepresented Dental	Employee Only		08/01/2020	01/01/2021		8.46	25.37
Waive - Vision			08/01/2020	01/01/2021		0	0
Waive - HCFSA			01/01/2021	01/01/2021		0	0
Waive - DCFSA			08/01/2020	01/01/2021		0	0
Basic Employee Life Unrepresented C Employees		30,000	08/01/2020	01/01/2021		0	5.16
Waive - Supplemental Employee Life			08/01/2020	01/01/2021		0	0
Waive - Supplemental Spouse Life			08/01/2020	01/01/2021		0	0

The information listed after "As a result of your Conversion event on date 08/01/2020…" all coverage that was brought into the system in the Benefits module data migration process.

For Health Care Flexible Spending Account information on the conversion event, the monthly amount will not be correct, and this is expected due to the mid-year conversion.

As a result of your Conversion event on date 08/01/2020, you have elected the following benefits. You have also authorized deductions from your compensation for any and all elected or required contributions or costs.

Lancaster County Active Employees Benefits Program

Currency=USD

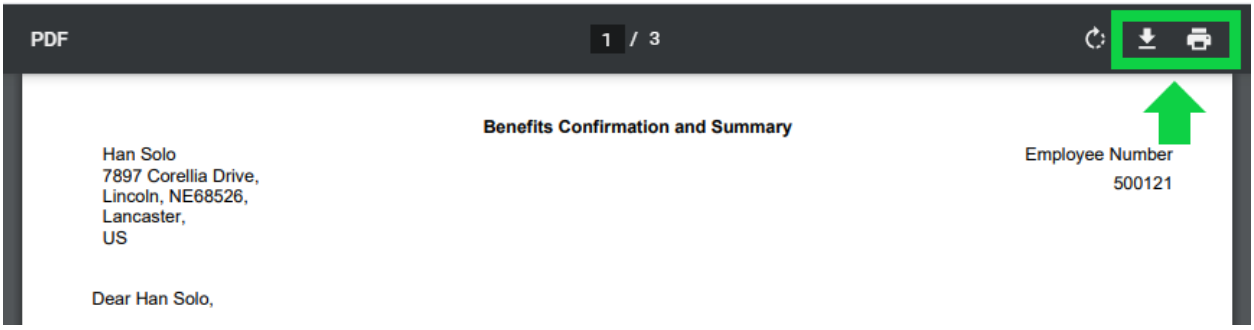
Benefits Selections

You made the following explicit selections.

Plan	Option	Coverage	Original Coverage Start Date	Coverage Start Date	Coverage End Date	Employee	Employer
County Unrepresented C Medical	Employee Only		08/01/2020	08/01/2020	12/31/2020	36.96	702.2
Unclassified/Unrepresented Dental	Employee Only		08/01/2020	08/01/2020	12/31/2020	8.46	25.37
Waive - Vision			08/01/2020	08/01/2020	12/31/2020	0	0
Health Care Flexible Spending Account Plan		2,700	08/01/2020	08/01/2020	12/31/2020	540	0
Waive - DCFSA			08/01/2020	08/01/2020	12/31/2020	0	0

Any covered dependents and beneficiaries will be listed on your summary. Be sure to review and make sure all dependents are listed on the plans you expect them to be listed on.

You can save an electronic version of the summary or print a paper copy. When you hover over the summary in the browser, a bar will appear at the top of the screen. On the right side of this bar, there are symbols. The arrow pointing down with a line under it can be used to download an electronic version. The printer icon can be used to print a paper copy.

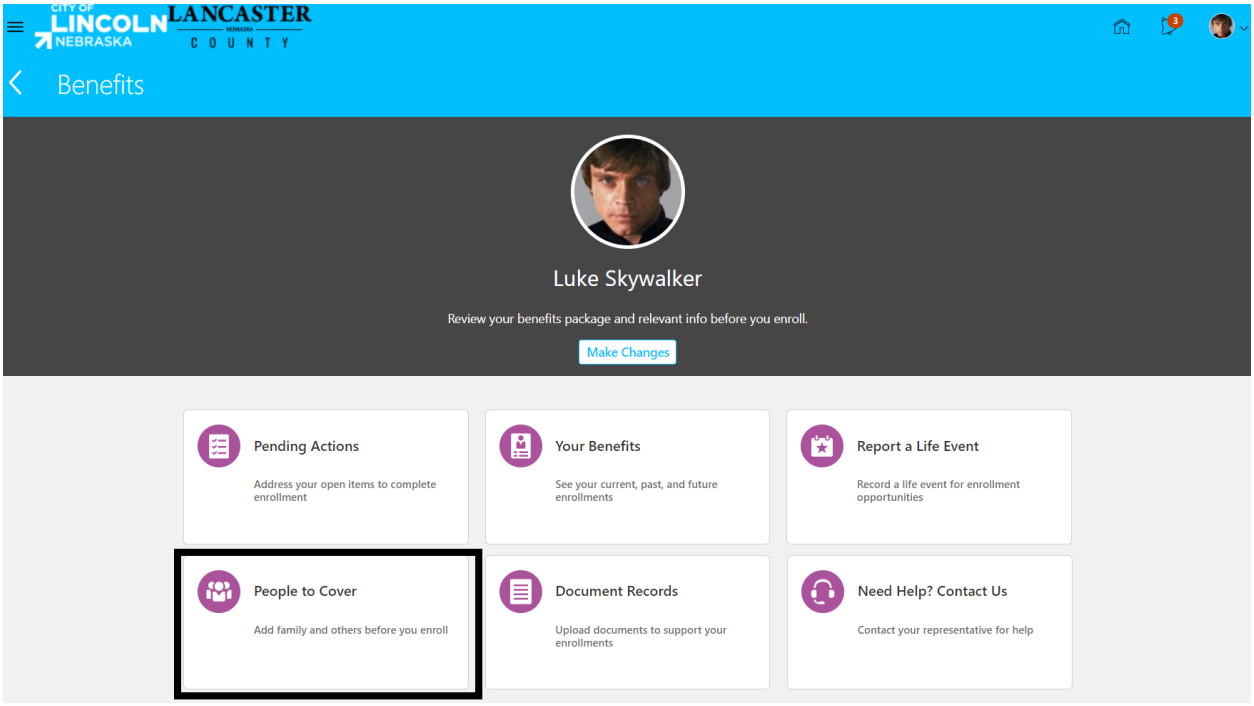


When done, you can close the tab or window with the PDF confirmation statement. The browser will still be open on the "Your Benefits" page.

Before You Enroll Tile

Review Dependents, Beneficiaries, and Beneficiary Organizations that were loaded in Oracle

Click on the "Before You Enroll" Tile to review information for your dependents, beneficiaries, and beneficiary organizations:



On the "People to Cover" page, you will see a section labeled "People". This section lists your contacts that can be designated as dependents and beneficiaries.

Please review the list to ensure that all your dependents and beneficiaries are listed. Most employees did not have beneficiary information loaded in the system, so you may need to add in information for your beneficiaries if they are not one of your current dependents.

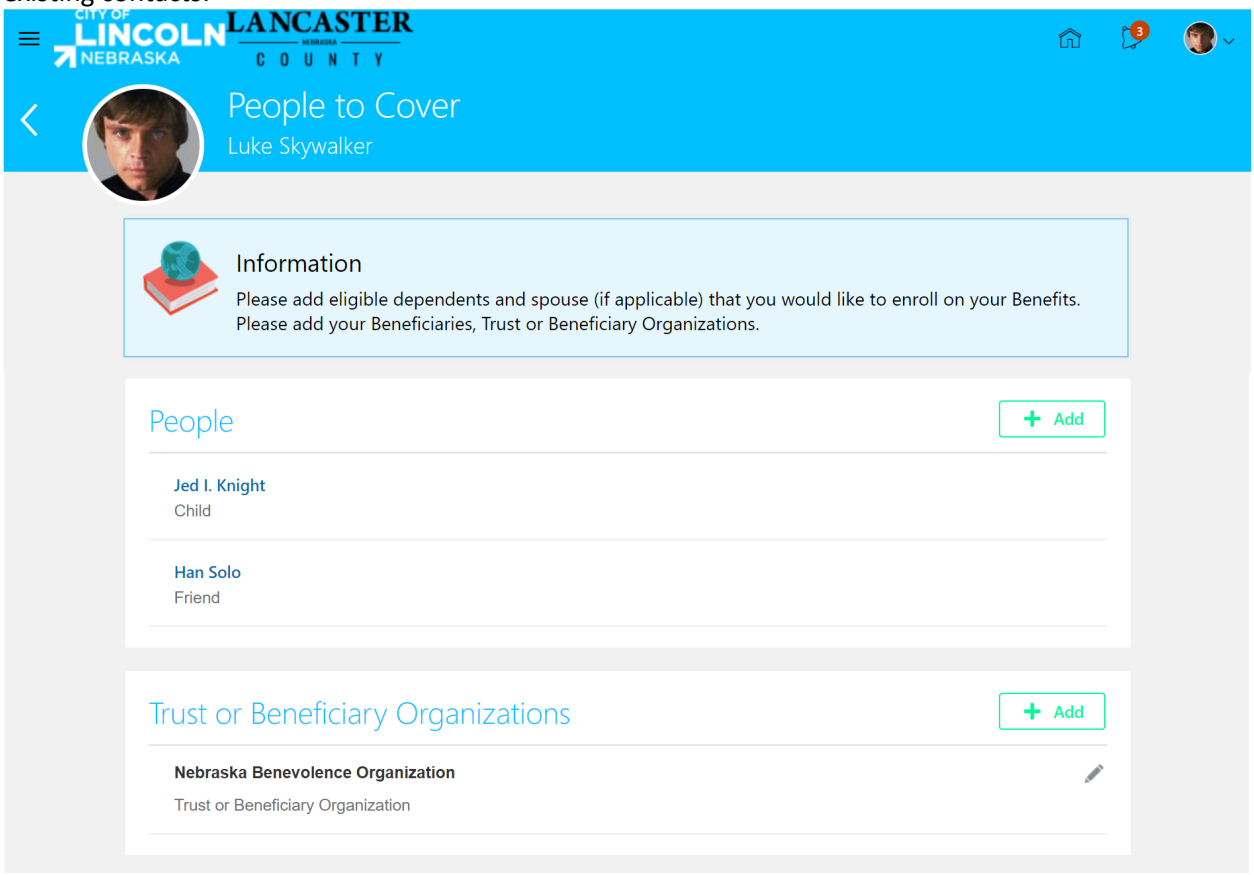
For any dependents or beneficiaries on your list, please verify that the following information is accurate:

Full Name: Must be full legal name (as it appears on their social security card)
Date of Birth
Gender
Social Security Number (if this is incorrect contact the benefits department)
Relationship to you
Address (only listed if different from your address)

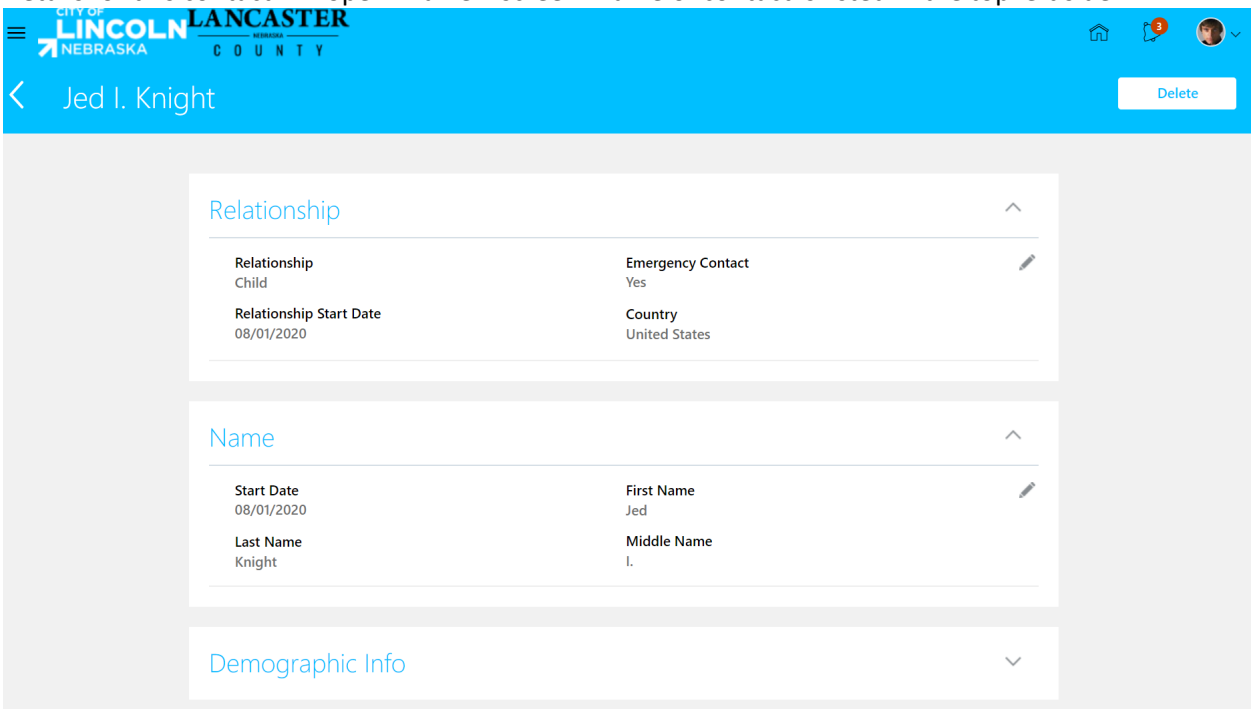
For Trust or Beneficiary Organizations, please provide the organization name and address.

Note: a person who is eligible to be a covered dependent is also eligible to be a beneficiary

Under the "People" section, click on each person's name to view and/or edit information for your existing contacts:



Details for this contact will open in a new screen. Name of contact is listed in the top left side:



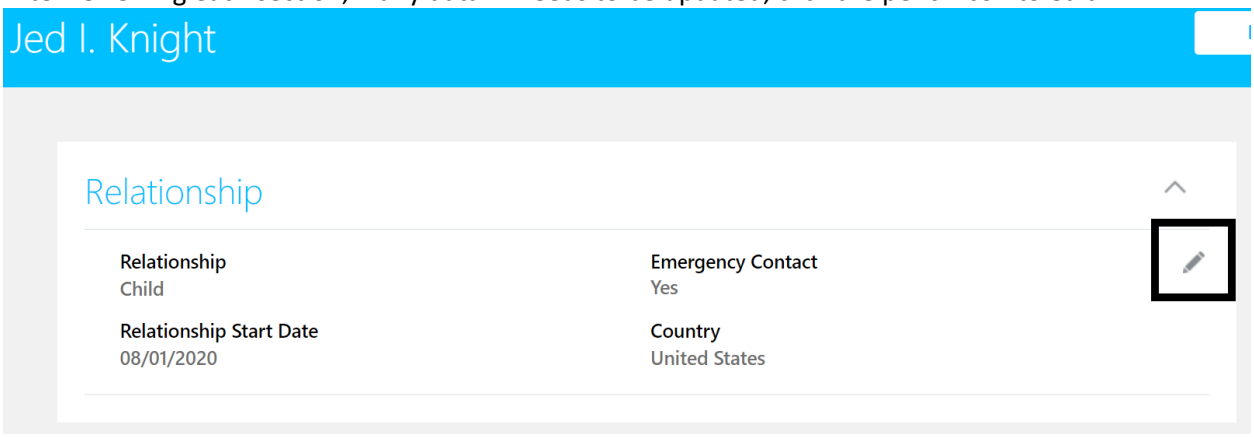
The information is organized in different sections. Click on the triangle icon on the top, right side of the section to expand or collapse the section. If any of the information in this section is incorrect, click on the pencil icon to edit the fields.

Relationship

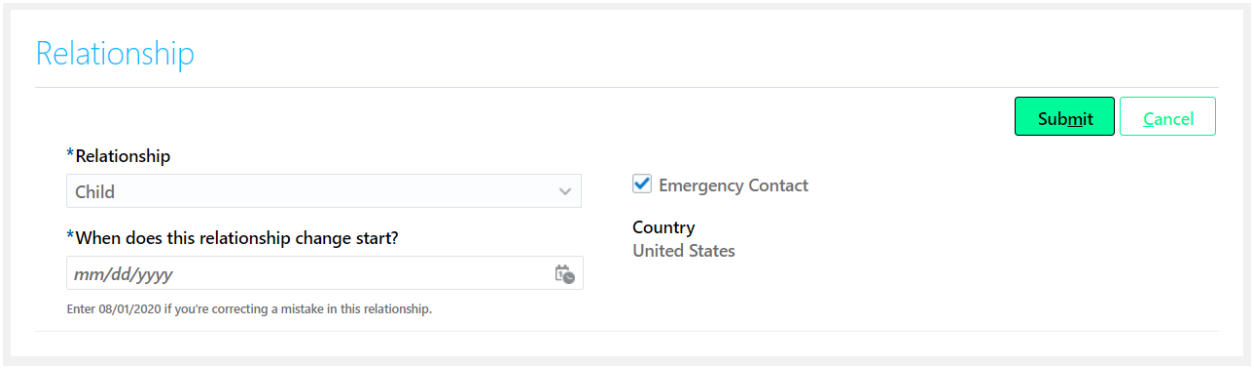
- Relationship field is the relationship of the contact to you.
- The following relationships are eligible to be covered dependents: Spouse, Child, Adopted Child, Stepchild, Child for which you are the legal guardian, Court-Ordered Dependent
- Other relationships in the list are eligible to be beneficiaries for you
- Relationship Start Date for most dependents will be 8/1/2020 (system start date for benefits module)
- Emergency Contact: The box is checked if this person was previously designated as an emergency contact

Name: The name listed must be the persons full legal first and last name.
Demographical Info: Must populate gender field in this section.
Biographical Info: Date of birth is found in this section.
Address: You do not need to enter in address info if it is same as your address.
National Identifiers: Social security number is in this section.

After reviewing each section, if any data in needs to be updated, click the pencil icon to edit:



The section will open to allow you to edit. When done making change to the section, click the submit button:



Relationship:

Click on the dropdown list under Relationship to select another relationship.

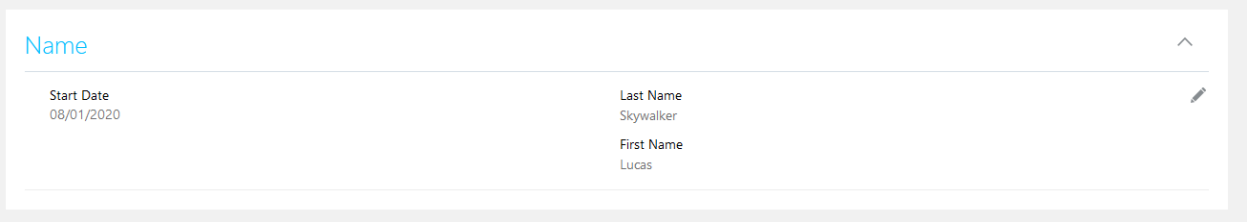
If you are correcting data on this page, just enter 8/1/2020 in the "When does this relationship change start?" Field

If this person is also your emergency contact, check the box.

Make any required changes and then click the green Submit button. If no change if needed, click on Cancel.

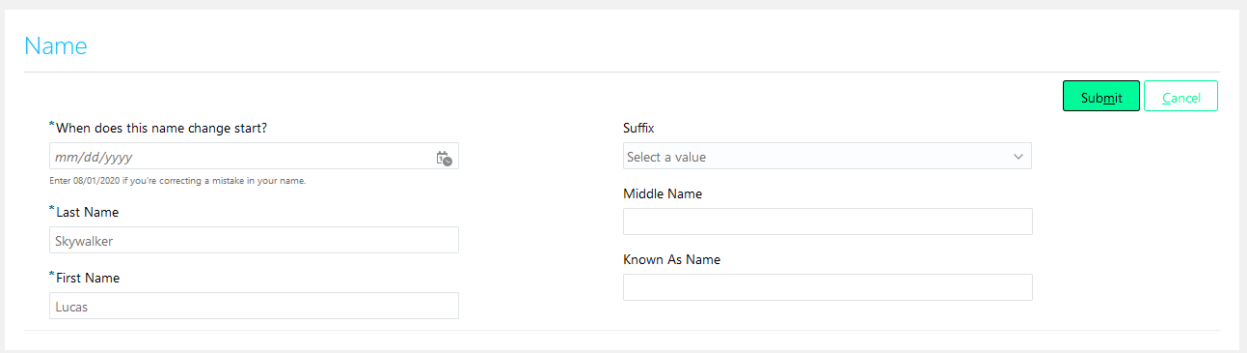
Name

The Name listed should be the person's legal first and last name. If the name is not correct, select the pencil icon to edit:



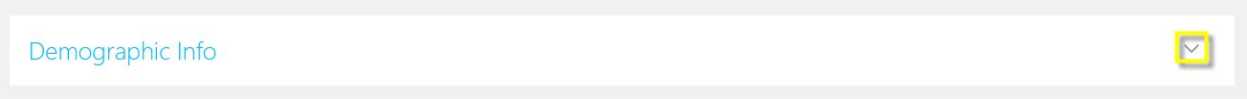
In the When does this name change start? Field, you can enter 8/1/2020 or the date the name change takes effect if more recently.

Last Name: Please enter the dependent and/or beneficiary's legal last name
First Name: Please enter the dependent and/or beneficiary's legal last name
Suffix: select the person's suffix, if applicable
Middle Name: Enter the dependent and/or beneficiary's legal middle name or middle initial
Known as Name: optional

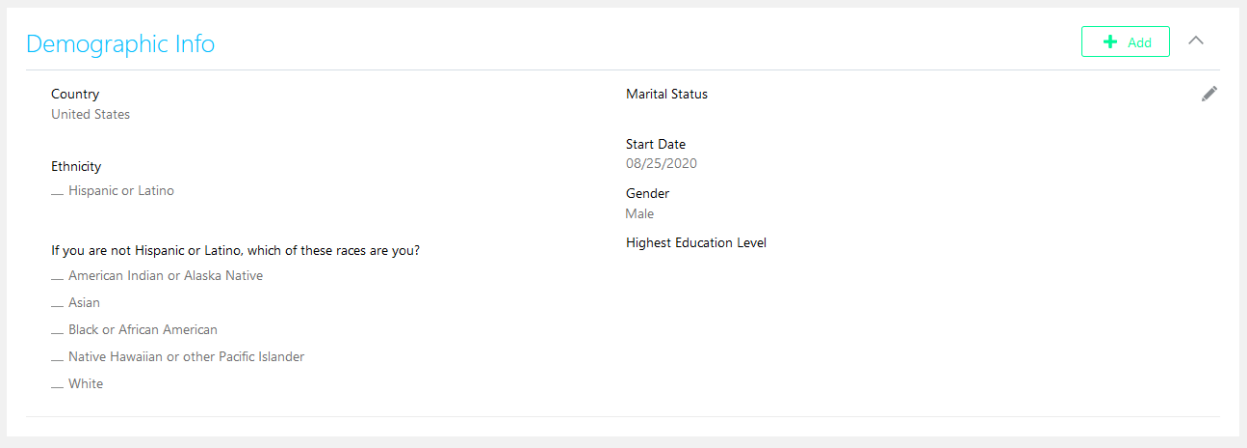


Make any required changes and then click the green Submit button. If no change if needed, click on Cancel.

Demographic Info

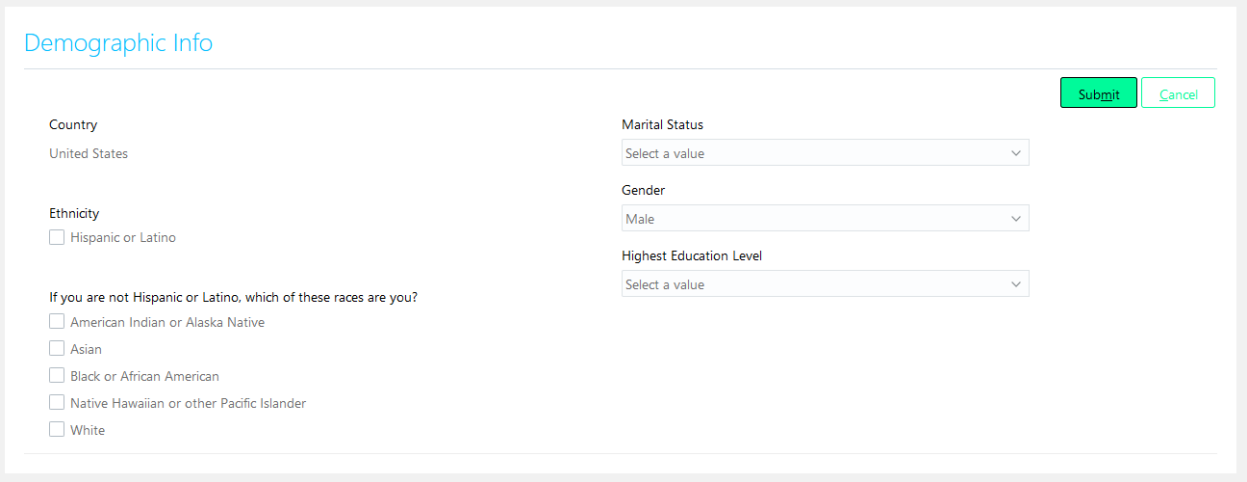


Click the down arrow as shown in the screenshot above to expand the section.



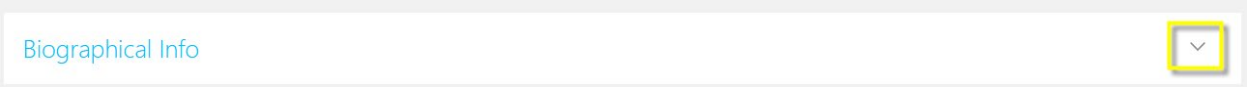
Under Demographic Info, the only field that needs to be populated is Gender.

If the Gender is missing or incorrect, please select the pencil icon to edit. **Gender field**: select a value from the dropdown list:

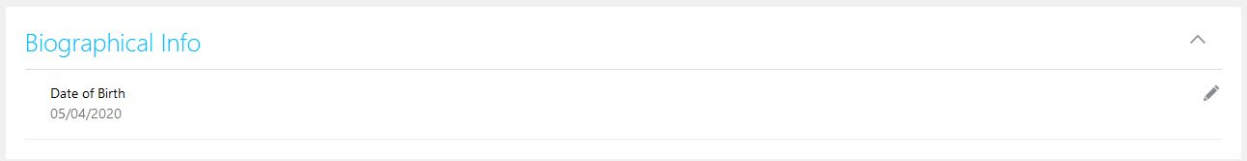


Make any required changes and then click the green Submit button. If no change if needed, click on Cancel.

Biographical Info



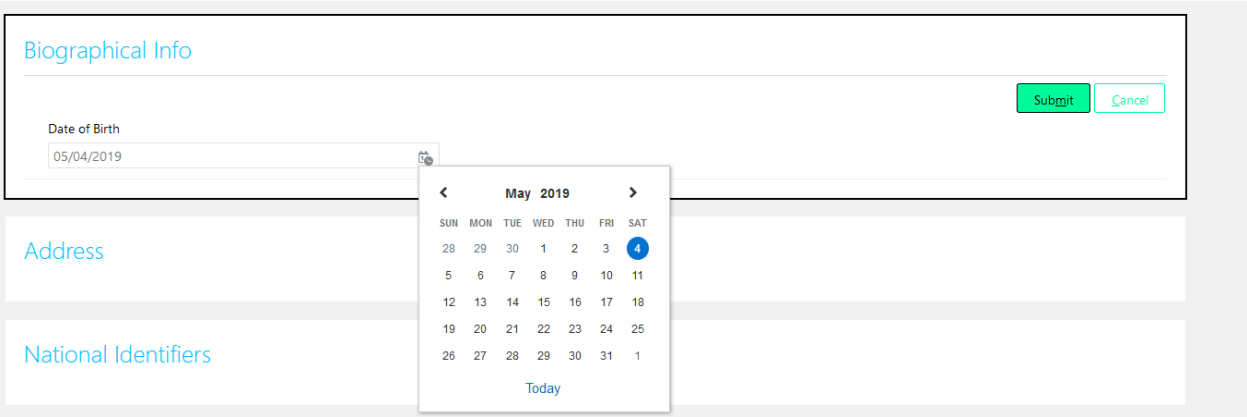
Click the down arrow as shown in the screenshot above to expand the section.



If the Date of Birth is incorrect, click on the pencil icon to edit.

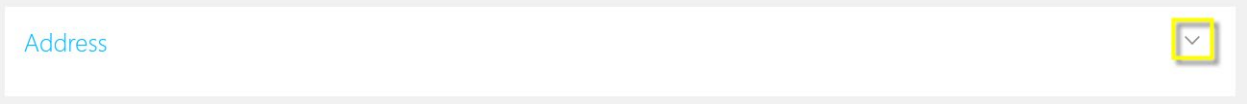
Date of Birth: Enter or select date of birth from the calendar.

Make any required changes and then click the green Submit button. If no change if needed, click on Cancel.

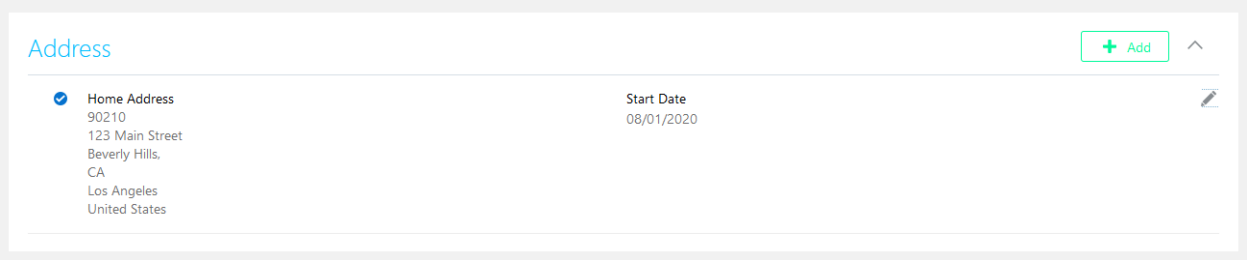


Address

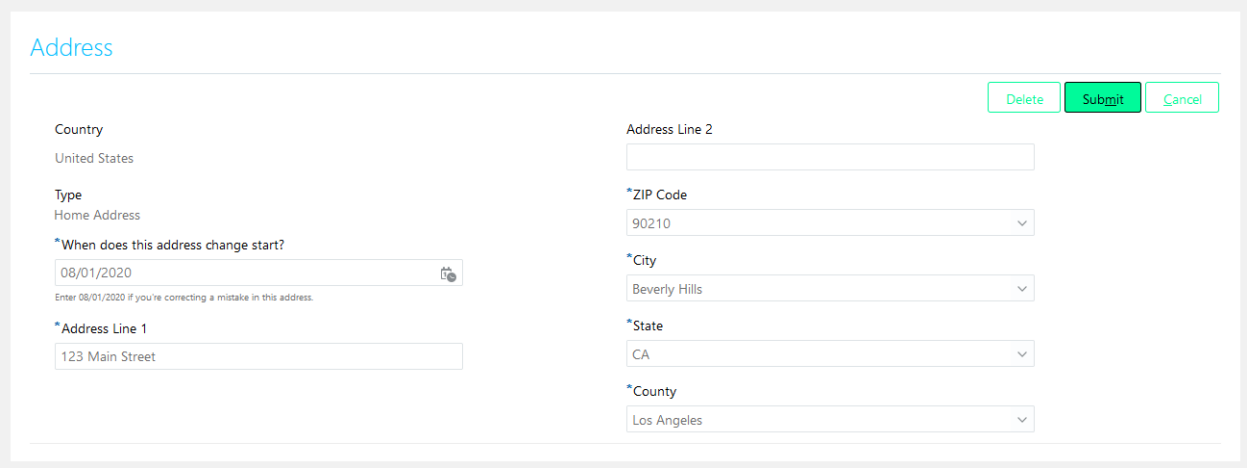
Click the down arrow to expand the section.



Review details of the address. If the person lives at the same address as you, it can be left blank.



If the Address is incorrect, click on the pencil icon to edit. For the When does this address change start, you can enter 8/1/2020 or a more recent date:

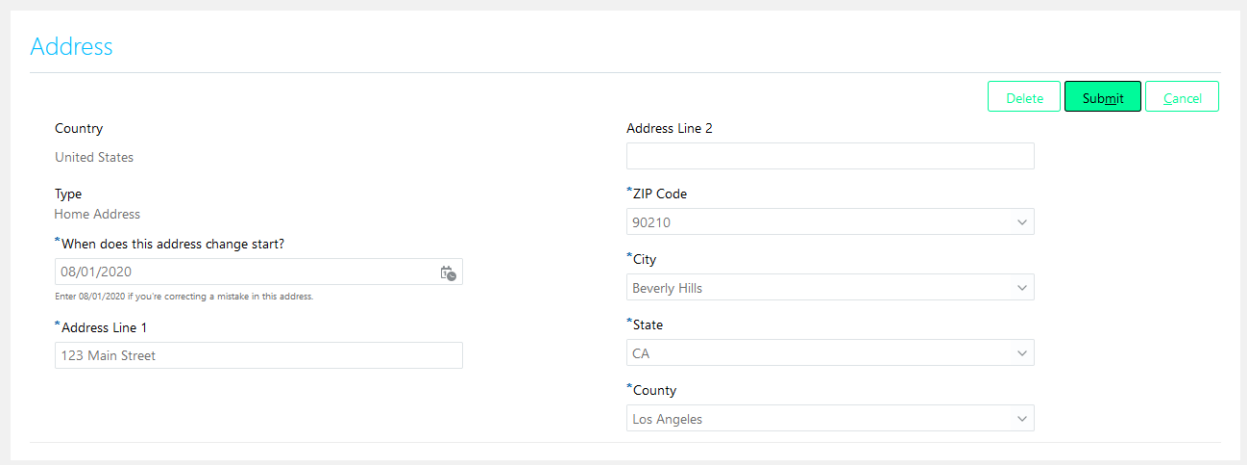


If there is no Address and the person does not live with you, then click on + Add button. Enter:

Country: Select Country (such as United States)
Type: Select a Type of Address (such as Home Address)

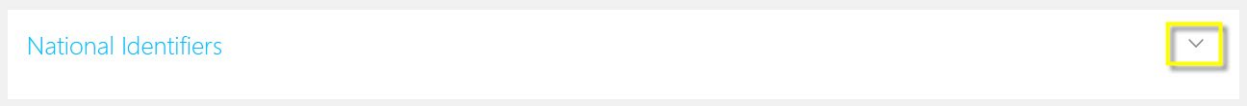
Enter the Address. Required fields are Address Line 1, Zip Code, City, State and County. When you enter a Zip Code, the City, State and County will automatically populate.

Make any changes and then click the green Submit button. If no change is needed, click on Cancel.

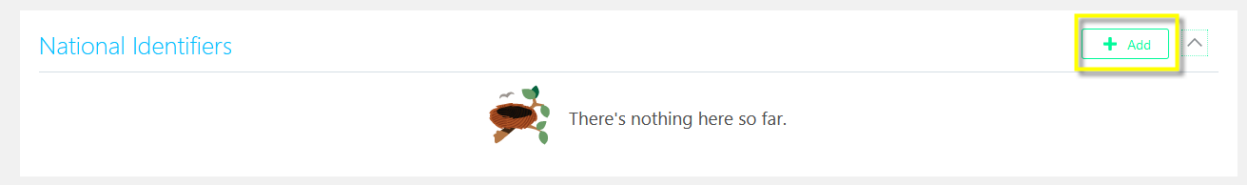


National Identifiers (Required for Dependents)

Click the down arrow to expand the section.

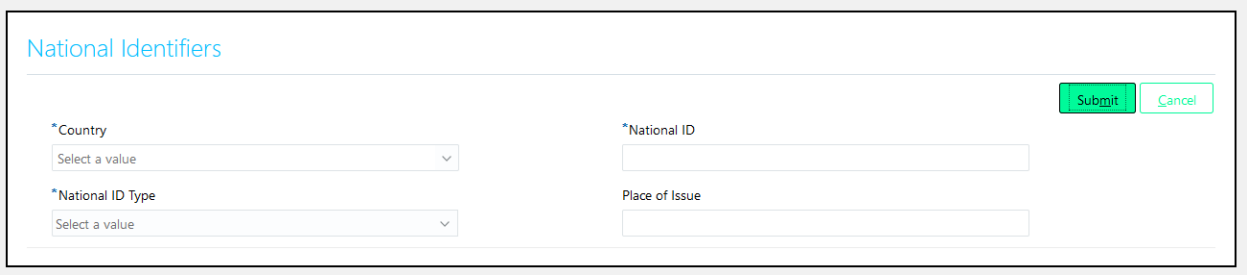


If there is nothing here, then click on + Add to add a Social Security Number:

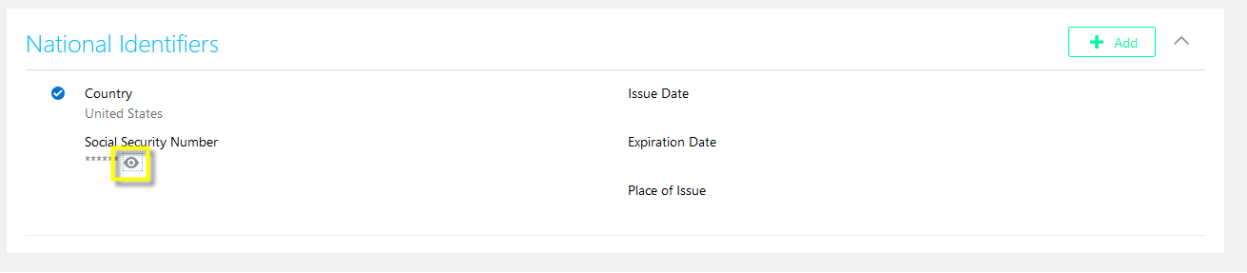


Enter in these fields:
Country: Select United States from the Dropdown list
National ID Type: select Social Security Number from the Dropdown list
National ID: enter Social Security Number
No other fields in this section are required.

Click the green **Submit** button



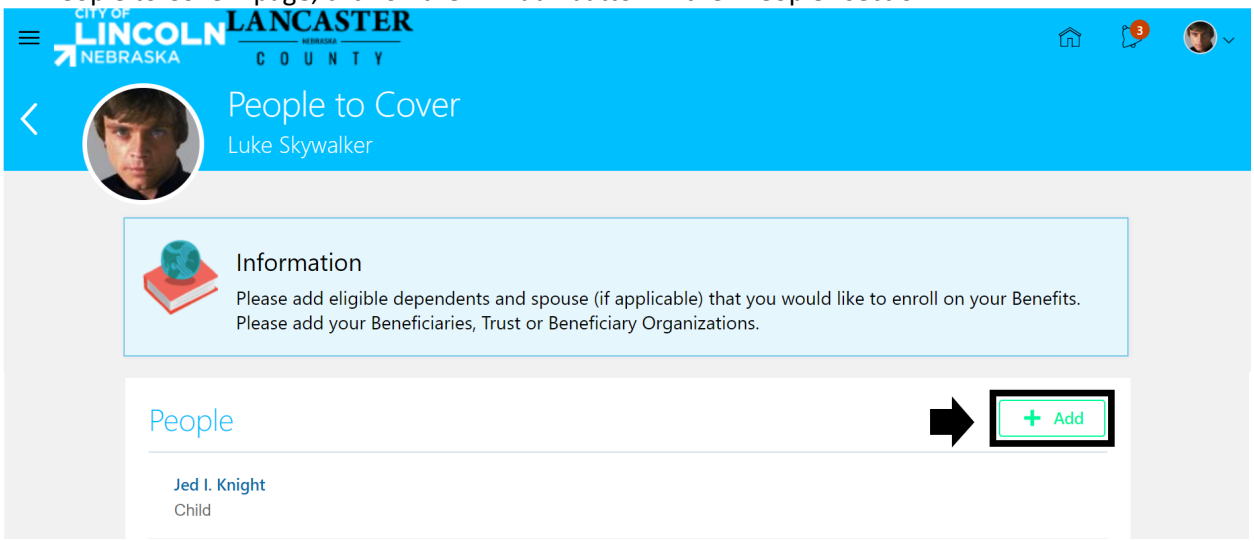
If there is a Social Security Number, view the Social Security Number by clicking on the show icon 👁
If the Social Security Number is not correct, then please contact the Benefits Department to have it corrected.



Add Contact for designation as Dependent or Beneficiary

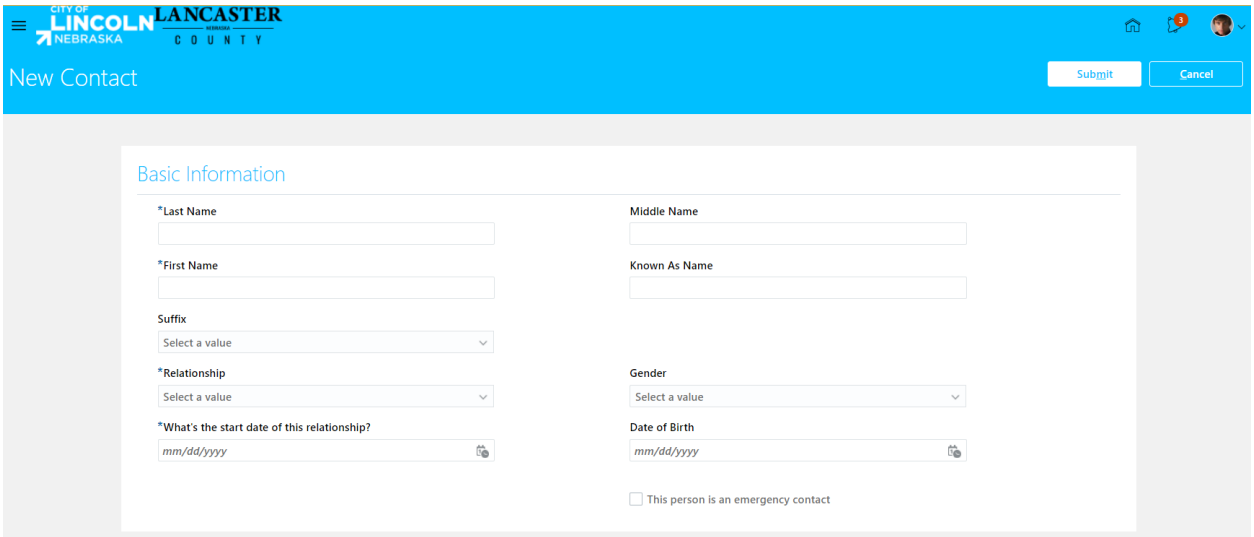
Dependents, beneficiaries, and beneficiary organizations must be added in your "People to Cover" tile before they can be added to your benefits. Add their information before you start the process of electing your coverage.

In "People to Cover" page, click on the "+ Add" button in the "People" section:



This opens the "New Contact" form. Enter information for the contact. Please provide information required to determine eligibility for all people and organizations. Required fields are denoted with an asterisk symbol* in the system and listed in bold below in the definitions list.

For people, please provide full legal name, date of birth, gender, relationship to you, social security number, and address. When done entering in the information, click on the submit button at the top right side of the page. Fields are defined below separated by the section:



Basic Information section:

Last Name: Must be the contact's full legal last name
First Name: Must be the contact's full legal first name.
Suffix: select the person's suffix, if applicable.
Relationship: Please click the field to select a relationship from the dropdown menu. This is the relationship the person has with you.

- The following relationships are eligible to be covered dependents: Spouse, Child, Adopted Child, Stepchild, Child for which you are the legal guardian, Court-Ordered Dependent
- Other relationships listed are eligible to be beneficiaries

What's the start date of this relationship?: Enter your hire date or the relationship start date, whichever is later.
Middle Name: Must be the contact's legal middle name or middle initial
Gender: Select from the dropdown menu.
Date of Birth: Enter date of birth in field or select date of birth from the calendar.

This person is an emergency contact: If this person is also your emergency contact, check the box.

Communication Section:

Phones:
Type: Select the phone type from the type dropdown list.
Area Code: Enter area code of phone number
Number: Enter the last seven digits of the phone number.

Email:
Type: Select the phone type from the type dropdown list.
Email: Enter in the email address

Address Section: The address will default to the Use my address option. If the dependent or beneficiary does not live with you, select enter a new address.

Country: Select Country (select US from dropdown or start typing in US to find in dropdown menu)
Type: Select type of address (such as home address)

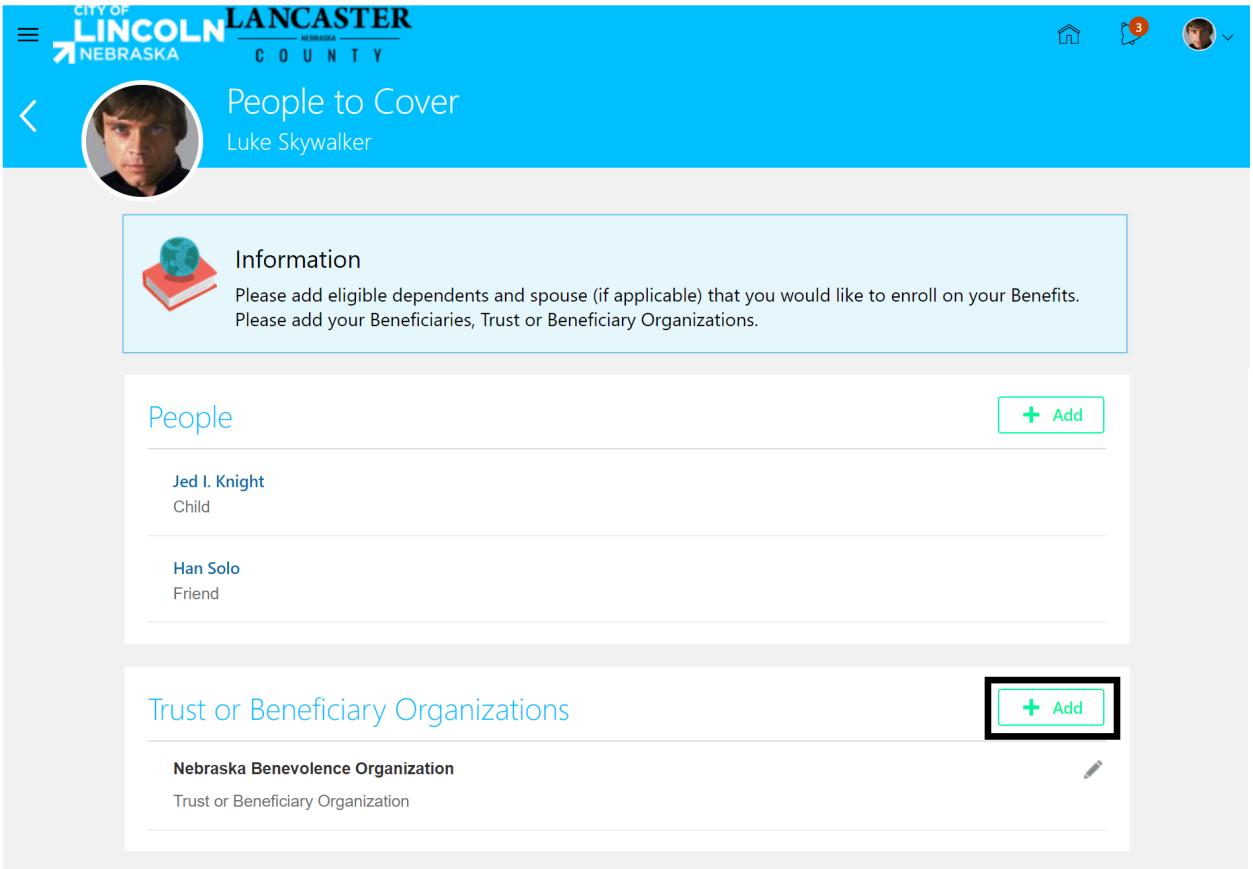
Enter the address: Required fields are Address Line 1, Zip Code, City, State and County. When you enter a Zip Code, the City, State and County will automatically populate.

National Identifiers Section (Social Security number is listed here):

Country: Start typing in US or find United States from the dropdown list
National ID Type: Select social security number from the dropdown list
National ID: Enter the social security Number

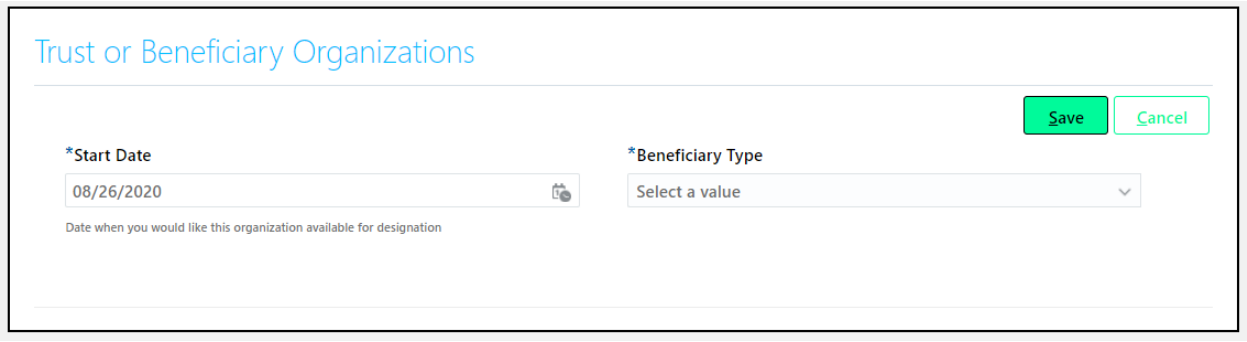
Add Organization for beneficiary designation

Click on the "+ Add" button in the Trust of Beneficiary Organizations section



Enter in the Start Date: The date will default to the current date. Enter in or select a date from the calendar for the start date of the benefits you plan to elect. If you are not sure which date to use, you can use your hire date.

Beneficiary Type: Select trust of beneficiary Organization:



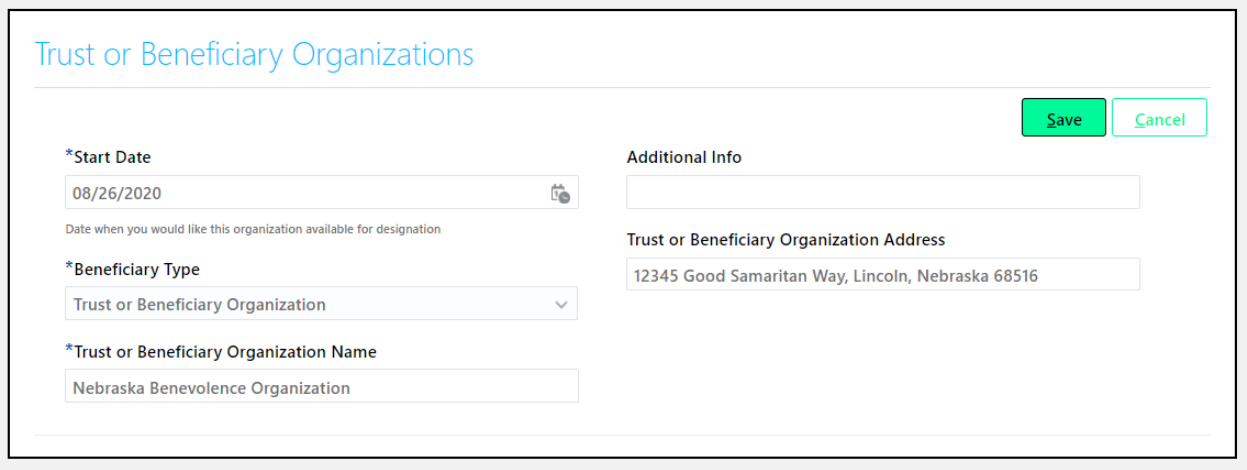
Once you select the beneficiary type, other fields will appear on the page.

Trust or Beneficiary Organization Name: enter the name of the Trust or the name of the beneficiary organization

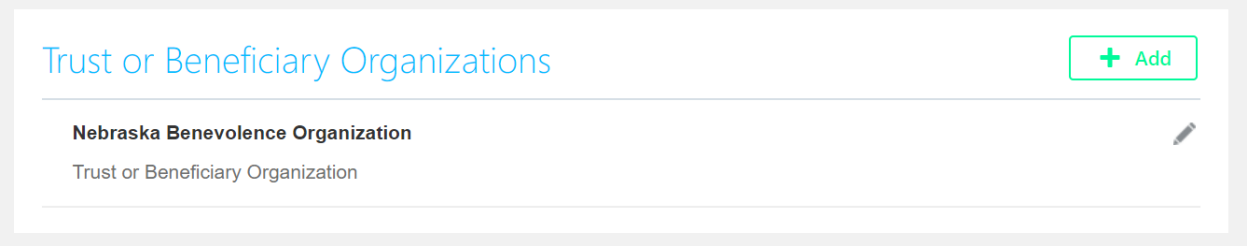
Additional Info: enter any additional information about the trust or beneficiary organization that might be needed for identification or for contact

Trust or Beneficiary Organization Address: enter the street address, city, state and zip code for the trust or beneficiary organization

Click the Save button:



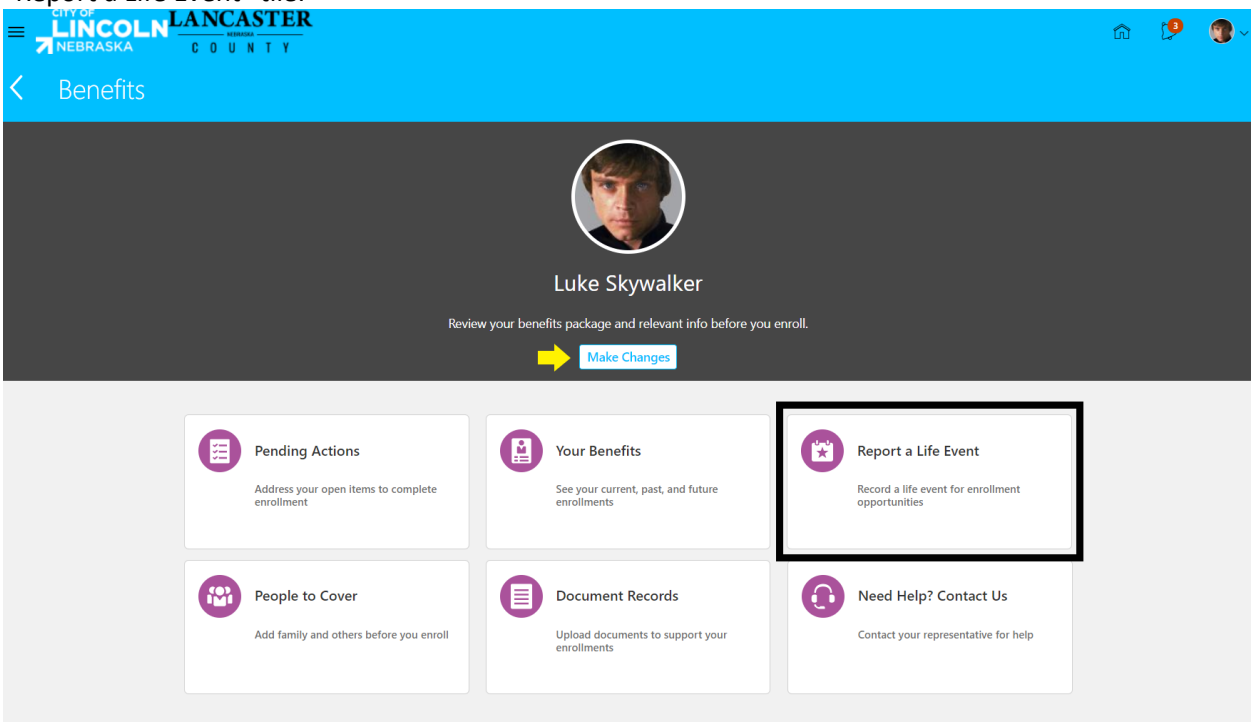
The organization will now be showing in your Trust of Beneficiary Organizations section:



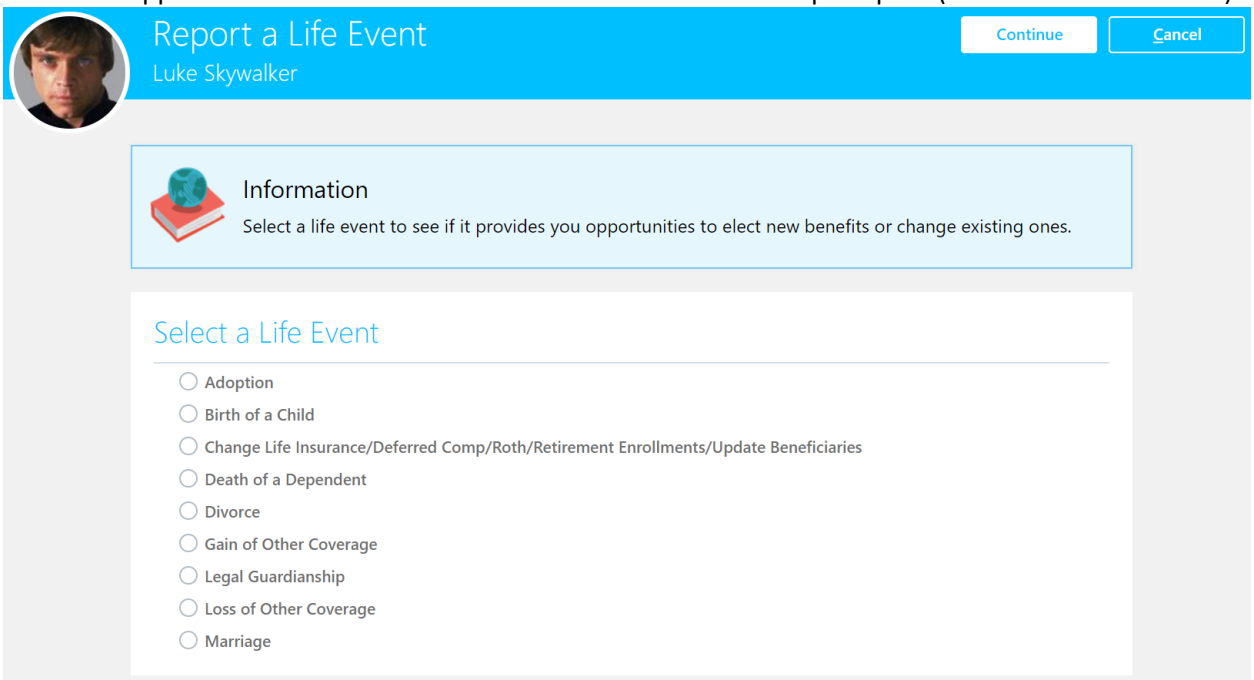
How to Enroll in Benefits

New Hire, 6-month post hire and Open Enrollment events will automatically be opened for you and can be accessed by clicking on Make Changes under your name. You will also click on Make Changes to access an event that you previously used Report a Life Event to open.

In order to enroll in benefits for other life events, you will need to report a life event by clicking on the "Report a Life Event" tile.



Select the applicable life event and enter in the date of event when prompted (definitions listed below):



Adoption: After selecting Adoption, you will be prompted with When did this event occur? Please enter or select from calendar the date the adoption was finalized. Note: You have 31 days to report an adoption event to add the child to benefits. You will need to provide a copy of the adoption paperwork.

Birth of a Child: After selecting Birth of a Child, you will be prompted with When did this event occur? Please enter or select from calendar the date the child was born. Note: You have 31 days to report a birth of a child to add the child to benefits. You will need to provide a birth certificate.

Change Life Insurance/Deferred Comp/Roth/Retirement Enrollment/Update Beneficiaries: After selecting this event, you will be prompted with When did this event occur? Please enter or select from the calendar, the current date.

Note: you will make your changes as of the current date and the change will be effective based on processing rules.

You can use this event to enroll or change Supplemental Employee Life Insurance, Supplemental Spouse Life Insurance, Supplemental Child Life, 457 Deferred Comp, 457 Roth and Retirement once you become eligible for these plans. You can also use this event for any updates or changes to your beneficiaries.

Death of a Dependent: After selecting this event, you will be prompted with When did this event occur? Please enter or select from the calendar, the date the death occurred. Contact the Benefits Department for further processing.

Divorce: After selecting this event, you will be prompted with When did this event occur? Please enter or select from the calendar, the date of the Divorce. You will need to provide a copy of the divorce decree. Contact the Benefits Department for further processing.

Gain of Other Coverage: After selecting this event, you will be prompted with When did this event occur? Please enter or select from the calendar, the effective date for your coverage to end due to you or your dependent(s) gaining other coverage.

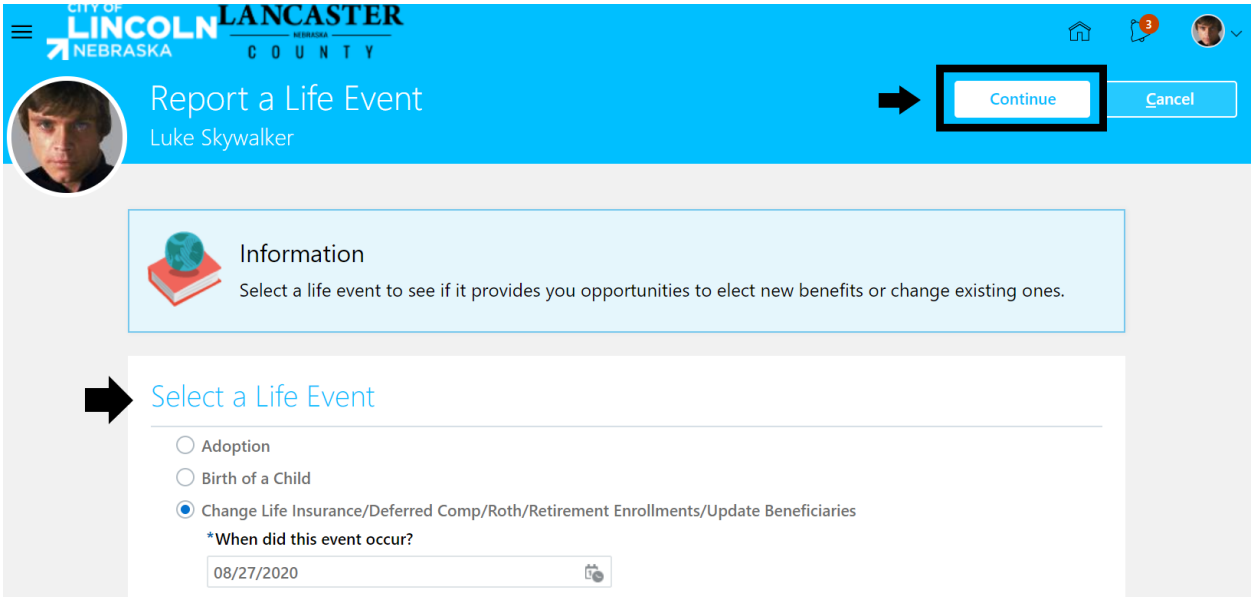
Legal Guardianship: After selecting Legal Guardianship, you will be prompted with When did this event occur? Please enter or select from calendar the date on the court documentation. You have 31 days to report a legal guardianship event to add child to benefits. You will need to provide a copy of the court documentation designating you or your spouse as a legal guardian.

Loss of Other Coverage: After selecting this event, you will be prompted with When did this event occur? Please enter or select from the calendar, the effective date that you or your dependent(s) lose other coverage. You will need to provide documentation of the Loss of Other Coverage.

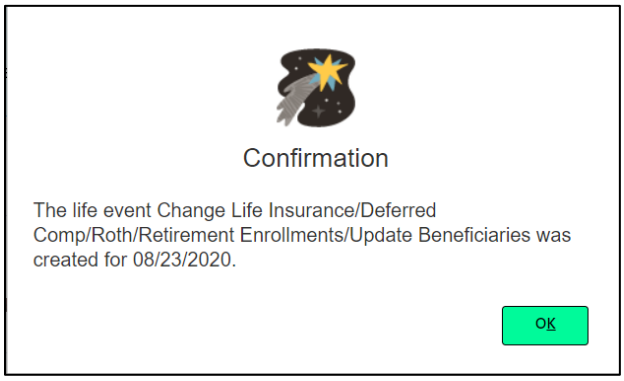
Marriage: After selecting Marriage, you will be prompted with When did this event occur? Please enter or select from calendar the date you were married. You have 31 days to report a Marriage event to add your spouse and any dependent children to benefits. You will need to provide a marriage license and documentation on any children you are adding.

If you do not see a Life Event that describes the scenario for which you need to change/update your benefits, please contact the Benefits Department. Click on the **Need Help? Contact Us** tile to get the name, email address, phone number and other contact information for your benefits representatives.

After selecting the Life Event and entering the date, you will click Continue.

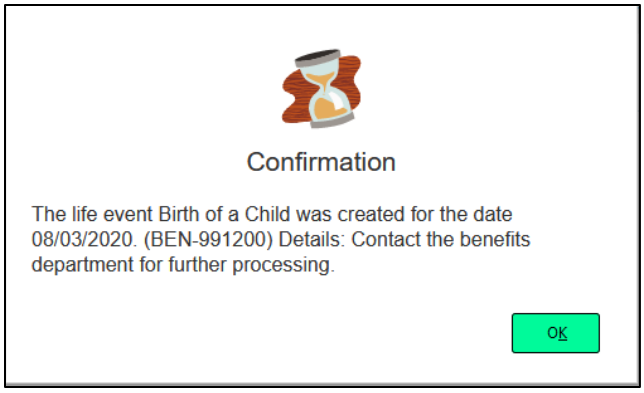


You will receive a Confirmation message, that the life event was created on the date you specified. If you receive this message, you will click Ok and continue with the enrollment.



If the message displayed is for a different life event or different date than needed for this change, please contact the benefits department.

For certain life events and certain situations, you may need to contact the benefits department for further processing. If you receive the message below, please click the OK button and then contact the benefits department for further instructions. Click on the "Need Help? Contact Us" tile to get the name, email address, phone number, and other contact information for your benefits representatives.



If you did not receive a message to contact the benefits department, then you will proceed with your enrollment.

The People to Cover page will display. Make sure all the people you plan to add as dependents and/or beneficiaries, as well as, any trusts or beneficiary organizations have been added and the information has been verified by you as accurate and up to date.

For instructions on entering/updating People to Cover, please see the "People to Cover" section in this document.

After you have verified that the People to Cover pages are correct, select Continue in the upper right-hand corner of the page and you will be taken to the Enrollment page. See Elect Benefits below for more instructions.

If the Continue button is not available, or you receive an error message, please contact the benefits department. Click on the Need Help? Contact Us tile to get the name, email address, phone number and other contact information for your benefits representatives.

Add Dependents, Beneficiaries and Beneficiary Organizations and Trusts

Before you start selecting benefits for enrollment, you will add or update all persons or organizations that you plan to designate as dependents or beneficiaries.

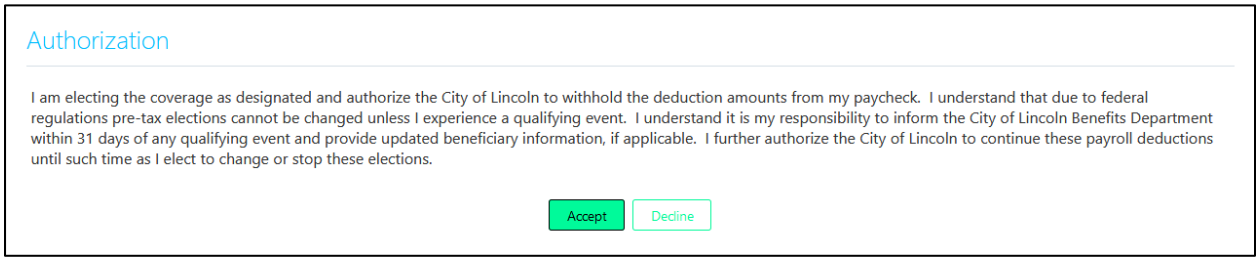
It is recommended that you review all details for those currently listed under People to Cover. Some of the most important details in the People section are Name, Relationship, Date of Birth and Social Security Number. In the Trust and Beneficiary Organizations, the Name of the Trust or Organization and the Address are some of the most important details.

For specific instructions on adding/updating Dependents, Beneficiaries and Beneficiary Organizations and Trusts, see **People to Cover** section in this document.

After reviewing/updating People to Cover, click on Continue to elect benefits. If Continue is not available, please contact the benefits department.

Elect Benefits

Before being presented with your benefit options for election, you will be asked to Accept an Authorization. The authorization might vary slightly depending on if you are a City or County employee:

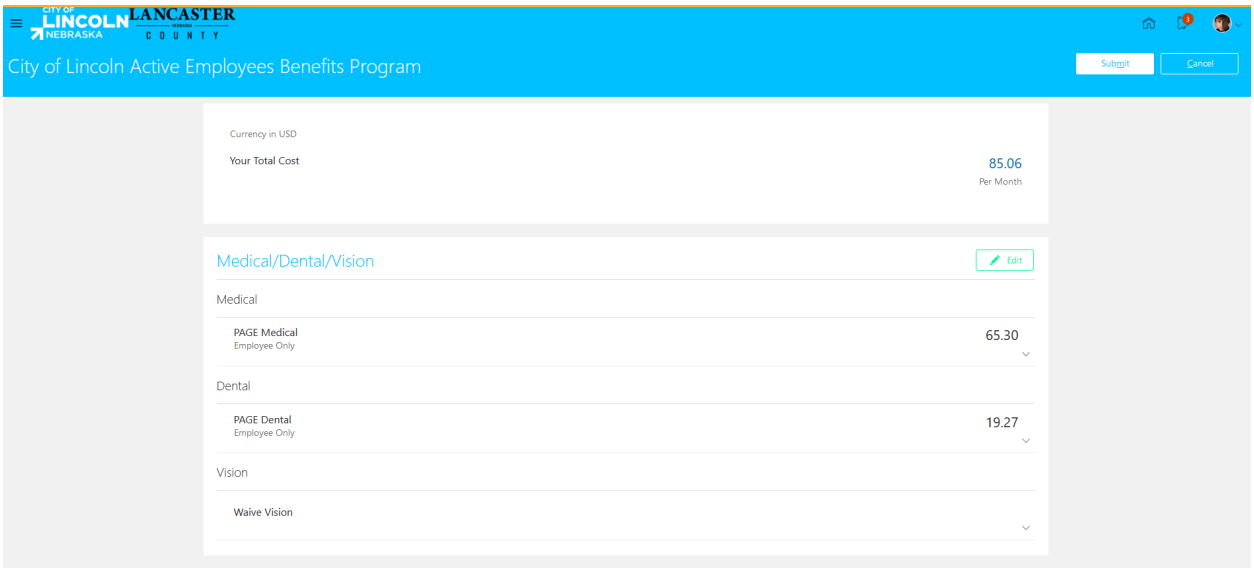


After you read the authorization, click the "Accept" button and you will be taken to the next page with enrollment opportunities.

The enrollments available to you at this time will depend on your organization, bargaining unit, length of employment, and the life event for which you are enrolling. Each life event has different rules regarding which enrollments are available. If the life event does not allow plan enrollment or change, you will see the plan displayed and can select it to view but will not be able to make any changes to the election.

Benefits are arranged in groups:

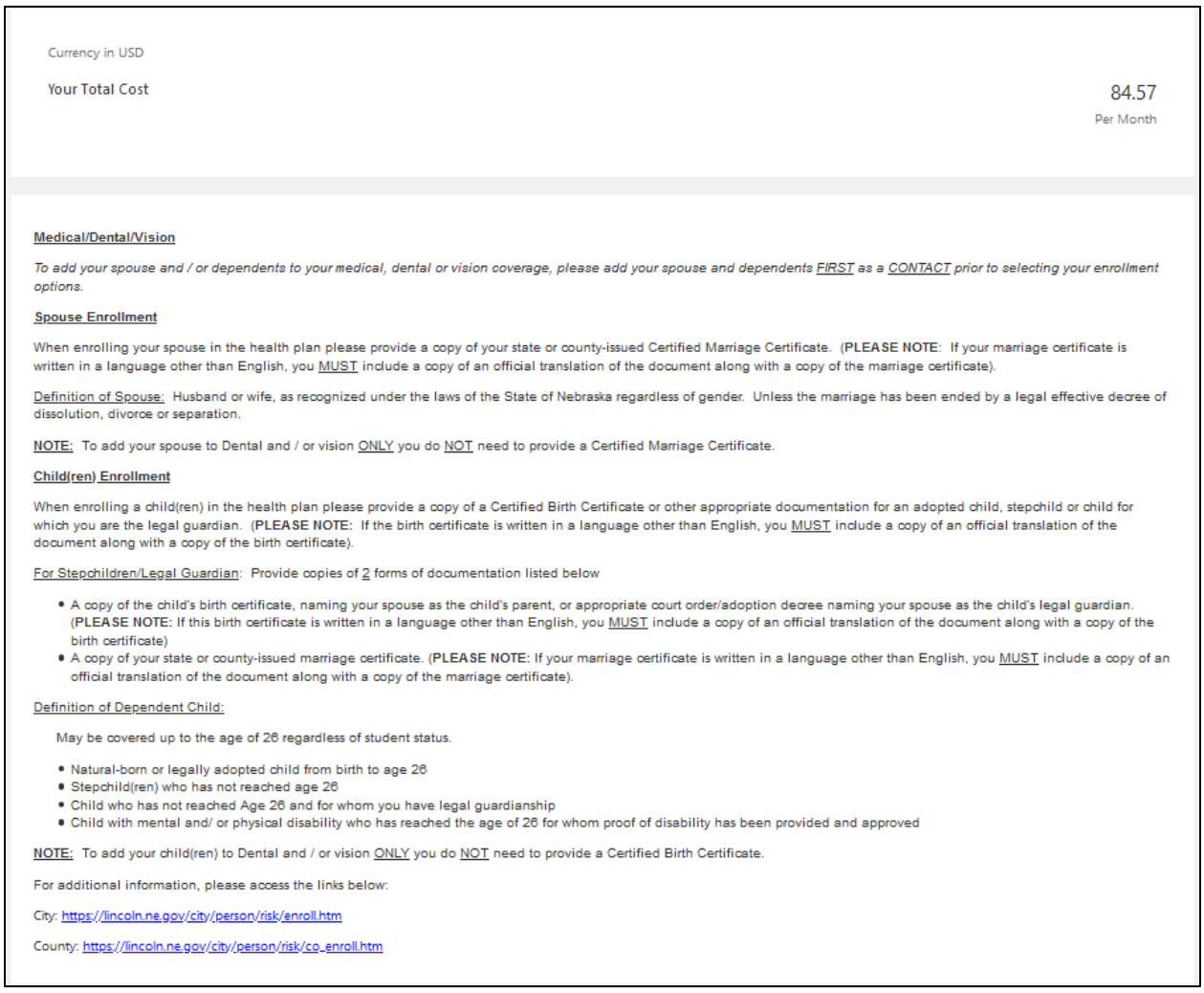
Medical/Dental/Vision
Flexible Spending Accounts and Post-Employment Health Plan
Life Insurance Plans
457 Deferred Comp (DCP) and 457 Roth Plans
Retirement Plans



To elect Medical, Dental or Vision or to view current enrollments, click the

button beside the Medical/Dental/Vision heading.

The monthly cost of these benefits and a description of the plans and information for enrolling will be displayed at the top of the page.



Currency in USD

Your Total Cost 84.57 Per Month

Medical/Dental/Vision

To add your spouse and / or dependents to your medical, dental or vision coverage, please add your spouse and dependents FIRST as a CONTACT prior to selecting your enrollment options.

Spouse Enrollment

When enrolling your spouse in the health plan please provide a copy of your state or county-issued Certified Marriage Certificate. (**PLEASE NOTE:** If your marriage certificate is written in a language other than English, you MUST include a copy of an official translation of the document along with a copy of the marriage certificate).

Definition of Spouse: Husband or wife, as recognized under the laws of the State of Nebraska regardless of gender. Unless the marriage has been ended by a legal effective decree of dissolution, divorce or separation.

NOTE: To add your spouse to Dental and / or vision ONLY you do NOT need to provide a Certified Marriage Certificate.

Child(ren) Enrollment

When enrolling a child(ren) in the health plan please provide a copy of a Certified Birth Certificate or other appropriate documentation for an adopted child, stepchild or child for which you are the legal guardian. (**PLEASE NOTE:** If the birth certificate is written in a language other than English, you MUST include a copy of an official translation of the document along with a copy of the birth certificate).

For Stepchildren/Legal Guardian: Provide copies of 2 forms of documentation listed below

- A copy of the child's birth certificate, naming your spouse as the child's parent, or appropriate court order/adoption decree naming your spouse as the child's legal guardian. (**PLEASE NOTE:** If this birth certificate is written in a language other than English, you MUST include a copy of an official translation of the document along with a copy of the birth certificate)
- A copy of your state or county-issued marriage certificate. (**PLEASE NOTE:** If your marriage certificate is written in a language other than English, you MUST include a copy of an official translation of the document along with a copy of the marriage certificate).

Definition of Dependent Child:

May be covered up to the age of 26 regardless of student status.

- Natural-born or legally adopted child from birth to age 26
- Stepchild(ren) who has not reached age 26
- Child who has not reached Age 26 and for whom you have legal guardianship
- Child with mental and/ or physical disability who has reached the age of 26 for whom proof of disability has been provided and approved

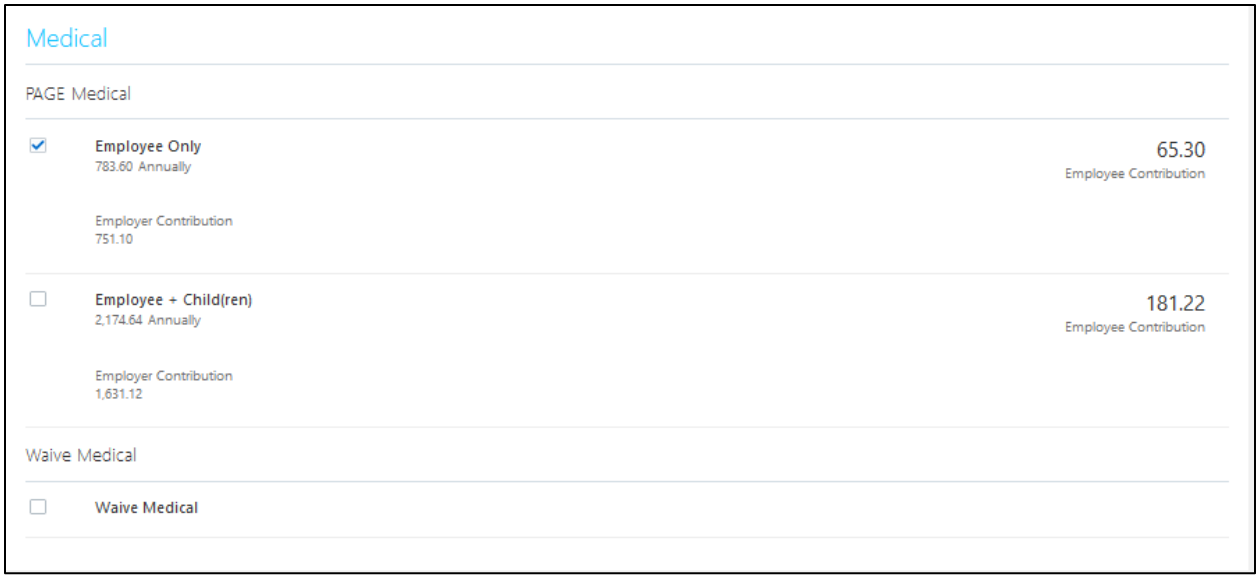
NOTE: To add your child(ren) to Dental and / or vision ONLY you do NOT need to provide a Certified Birth Certificate.

For additional information, please access the links below:

City: https://lincoln.ne.gov/city/person/risk/enroll.htm

County: https://lincoln.ne.gov/city/person/risk/co_enroll.htm

Scroll down on the page to view enrollment opportunities.



Your current enrollment level will be selected. If you are not currently enrolled, Waive will be selected.

Options such as Employee+Spouse, Employee+Child(ren) and Family will only be available if you have dependents under the People to Cover who are eligible to be enrolled in those options. For example, if you do not have as Spouse listed under People to Cover, then you will not see an option for Employee+Spouse or Family.

Employee+Spouse is available if you have a person listed under People to Cover with a relationship of Spouse.

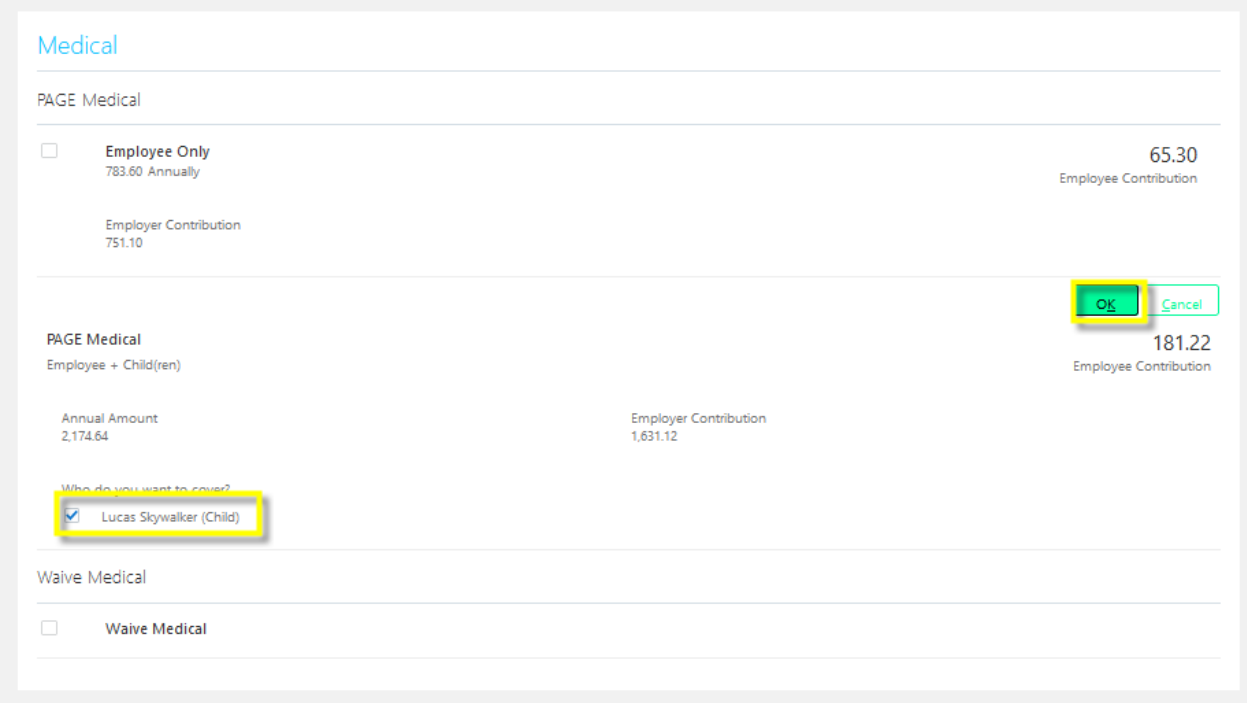
Employee+Child(ren) is available if you have one or more people listed under People to Cover who is under age 26 based on the date of birth and has a relationship of:

Child
Adopted Child
Stepchild
Child for which you are the legal guardian
Court-Ordered Dependent

Family is available if you have a Spouse and at least one dependent under age 26 with one of the relationships listed above.

Medical/Dental/Vision Section

To enroll in Medical, Dental and/or Vision coverage with dependents, you should select the Coverage level in which you want to enroll, check the box beside the dependent's name to enroll and then click the Green Ok button.



If you do not see the dependents you want to enroll, cancel and return to the People to Cover page and make sure that the relationship and the date of birth is correct. If you are not able to correct the issue, please contact the benefits department. Click on the Need Help? Contact Us tile to get the name, email address, phone number and other contact information for your benefits representatives.

The Employee Contribution listed on the page is a monthly amount.
If you were previously enrolled and no longer want to continue coverage, please select the Waive option.

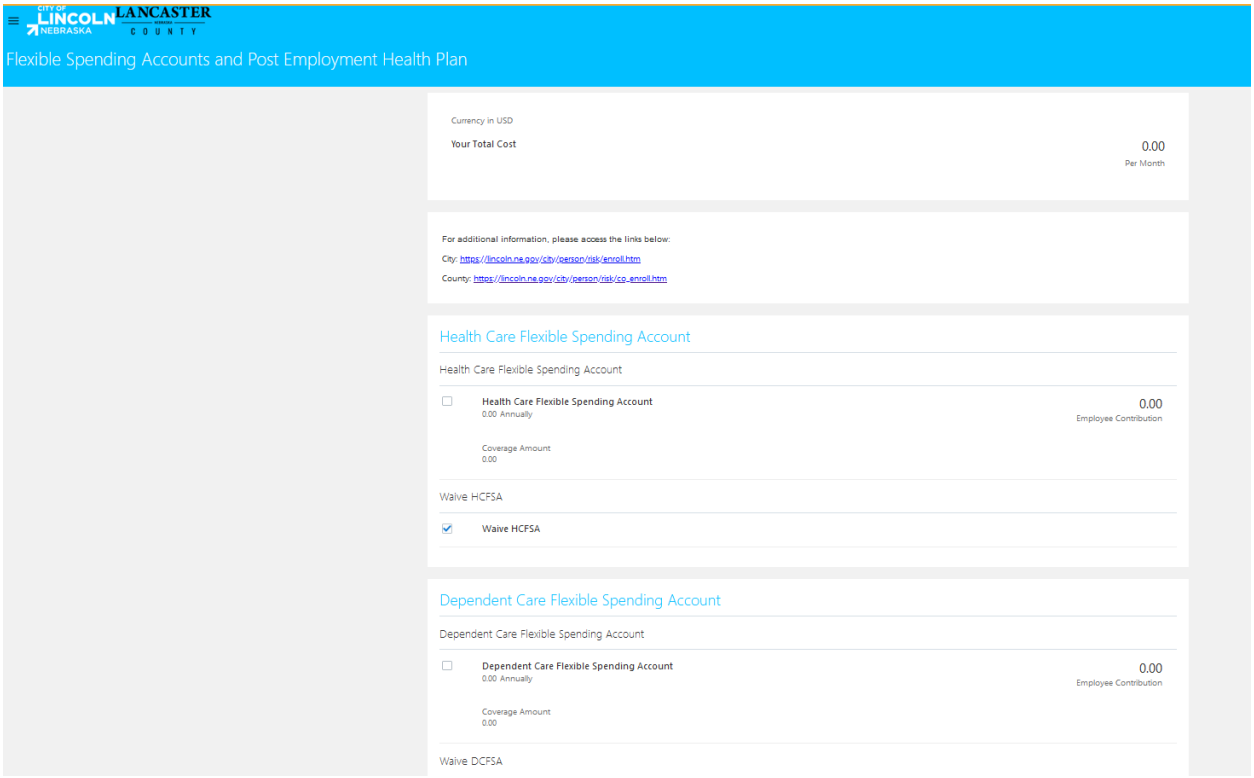
You will enroll in Medical, Dental and Vision separately. After completing and reviewing the Medical, Dental and Vision enrollments, scroll up to the top of the age and select the Continue button in the upper right-hand corner of the page.

Flexible Spending Accounts and Post-Employment Health Plan Section

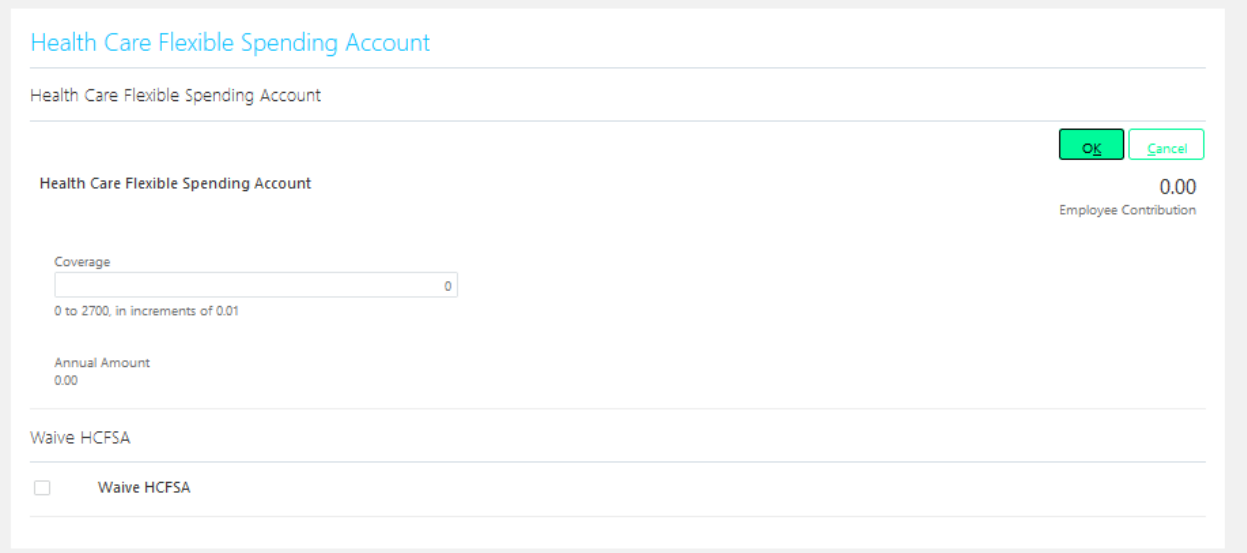
To elect enrollment in Flexible Spending Accounts or to view current enrollments in Flexible Spending Accounts or Post Employment Health Plan, click the

button beside the Flexible Spending Accounts and Post Employment Health Plan heading.

For Flexible Spending Accounts, the plan types that are available to you are based on the organization for which you work.



Check the box beside the Flexible Spending Account in which you want to enroll, then you will be prompted to enter a Coverage Amount. Please enter an Annual Election amount. FSA deductions are taken on all 26 pay periods per year. A monthly amount will be calculated in the Employee Contribution field.

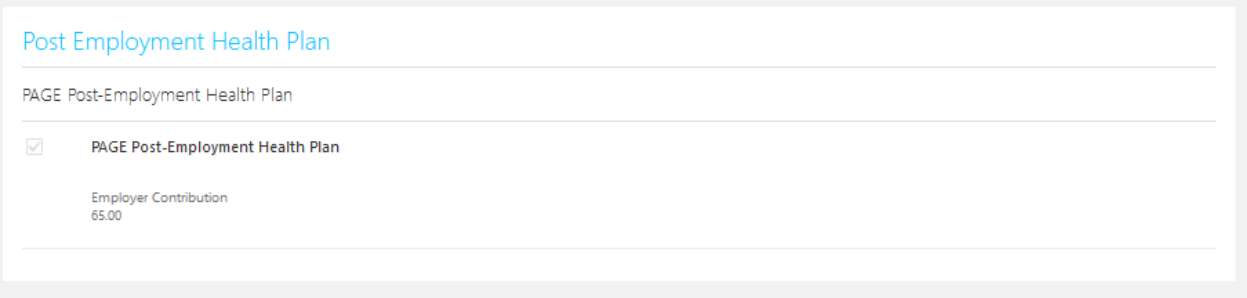


After entering an Annual Coverage Amount, click on the green OK button to Continue with the enrollment.

Each year during Open Enrollment you must re-enroll in Flexible Spending Accounts as enrollments in these plans do not carryover from one plan year to the next.

Parking Flexible Spending Accounts are available only to City of Lincoln employees parking downtown in a non-building commissioned lot.

Post-Employment Health Plan

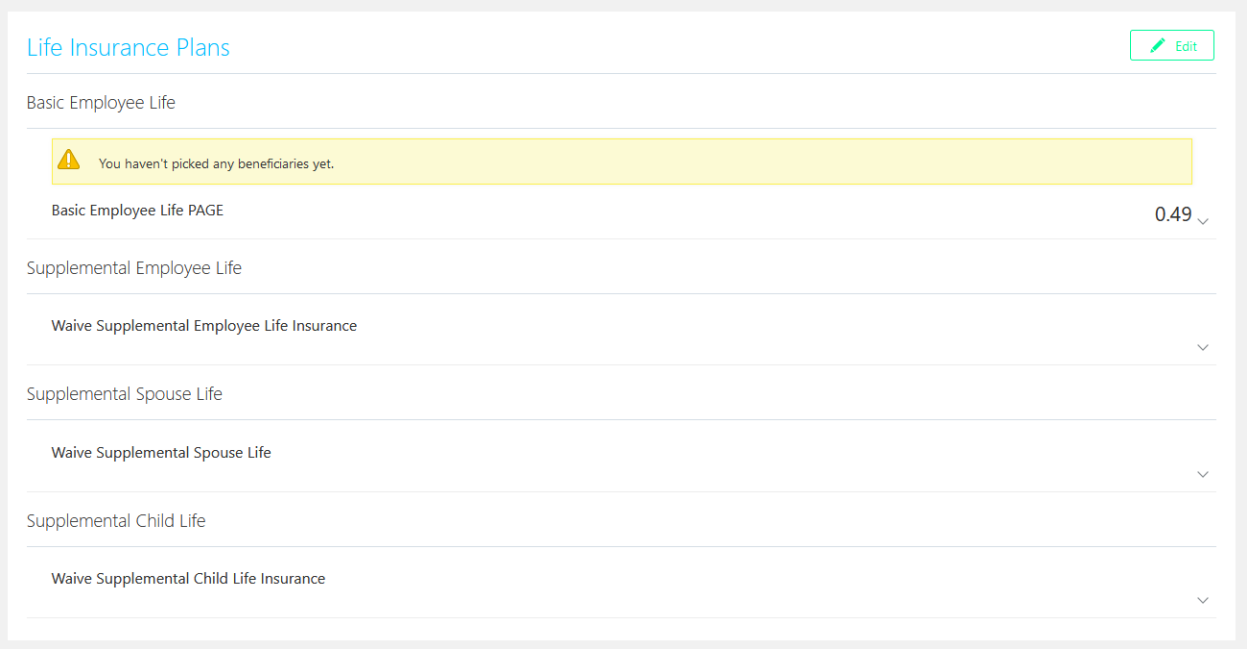


For Post-Employment Health Plan, you will only be able to view enrollment as enrollment in this plan is automatic.

Life Insurance Plans

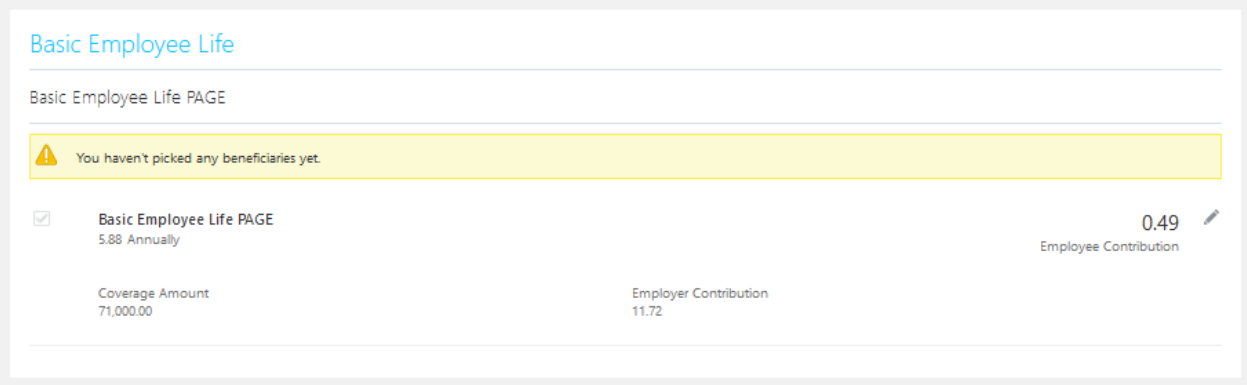
To elect enrollment, view current enrollment or designate beneficiaries in Life Insurance, click the

button beside the Life Insurance Plans heading.

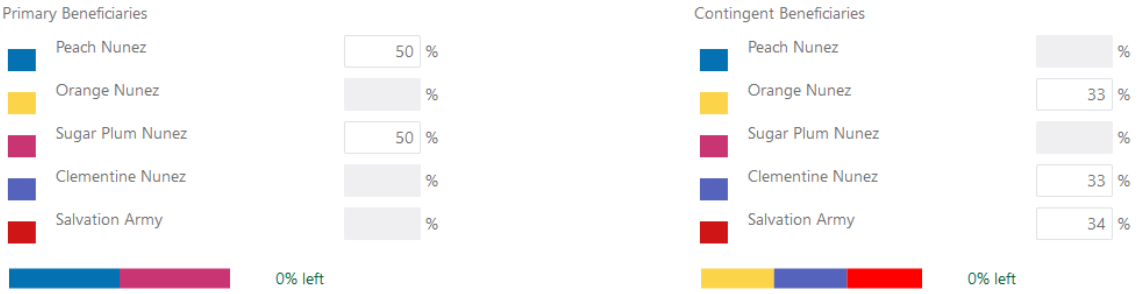


Basic Life Insurance

For Basic Life Insurance, you will only be able to view enrollment as enrollment in this plan is automatic. If you have not designated beneficiaries, then you will see a message "You haven't picked any beneficiaries yet."

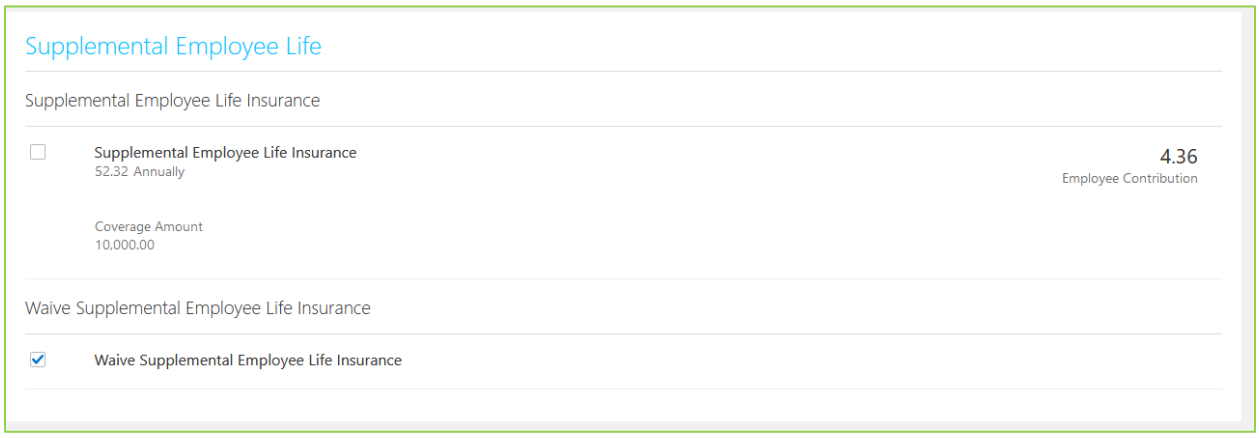


Click the pencil icon to add a beneficiary.



If you designate more than one primary beneficiary for an enrollment, enter the percentage to assign to each one. Total percentage for primary beneficiaries must equal 100. If you designate more than one contingent beneficiary, enter a percentage to assign to each one. Contingent beneficiaries are optional. If you choose to designate contingent beneficiaries, the total percentage for contingent beneficiaries must equal 100. You cannot specify the same beneficiary as both primary and contingent.

Supplemental Employee Life



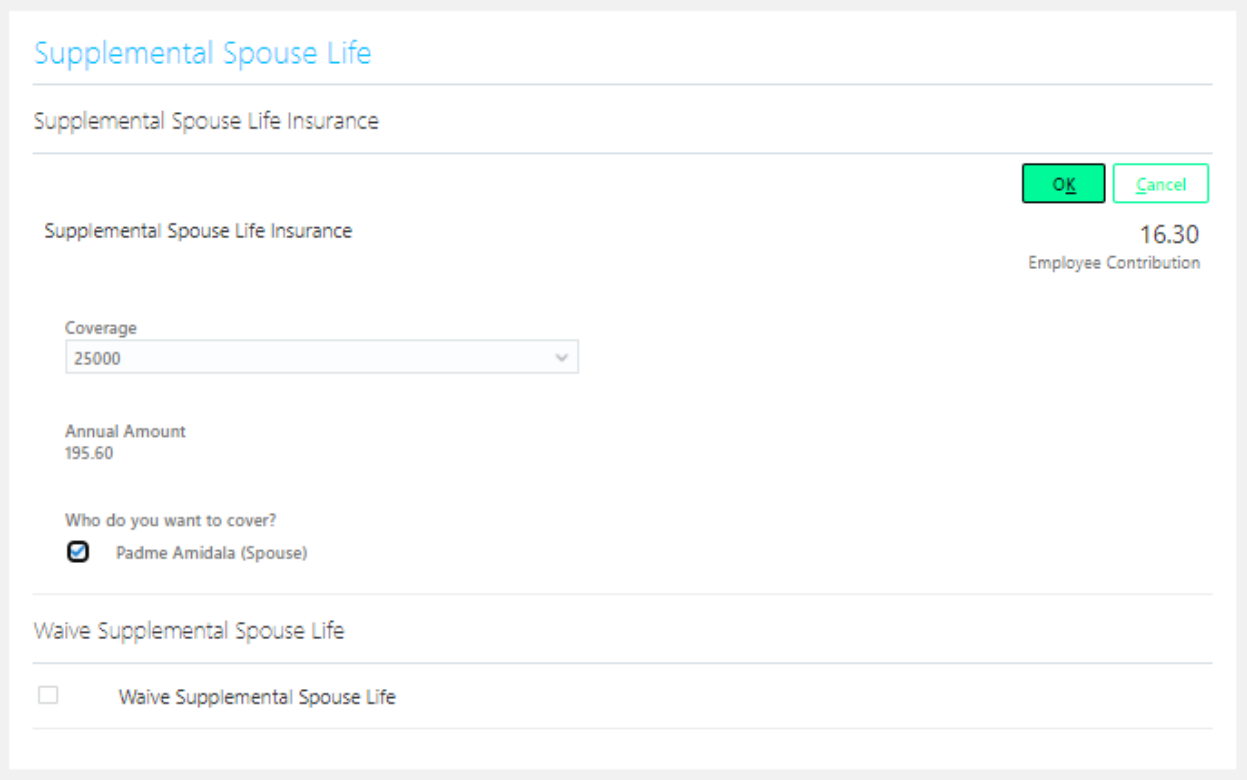
Check the box beside Supplemental Employee Life Insurance to enroll or change your current Supplemental Employee Life Insurance enrollment.

Click the dropdown list to select the Level of Coverage in $10,000 increments.

Then designate beneficiaries. If you designate more than one primary beneficiary for an enrollment, enter the percentage to assign to each one. Total percentage for primary beneficiaries must equal 100.

If you designate more than one contingent beneficiary, enter a percentage to assign to each one. Contingent beneficiaries are optional. If you choose to designate contingent beneficiaries, the total percentage for contingent beneficiaries must equal 100. You cannot specify the same beneficiary as both primary and contingent.

Supplemental Spouse Life Insurance

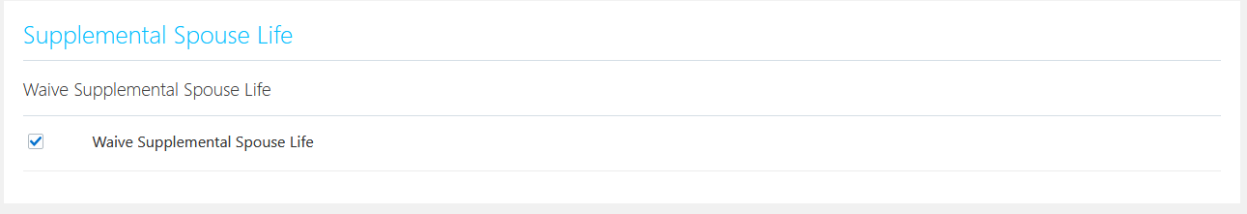


Click on the dropdown list to select the Coverage Amount. Supplemental Spouse Life is available in $5000 increments. After selecting the coverage amount, check the box beside your spouse's name confirming that you want to cover your spouse. Then click the green Ok button.

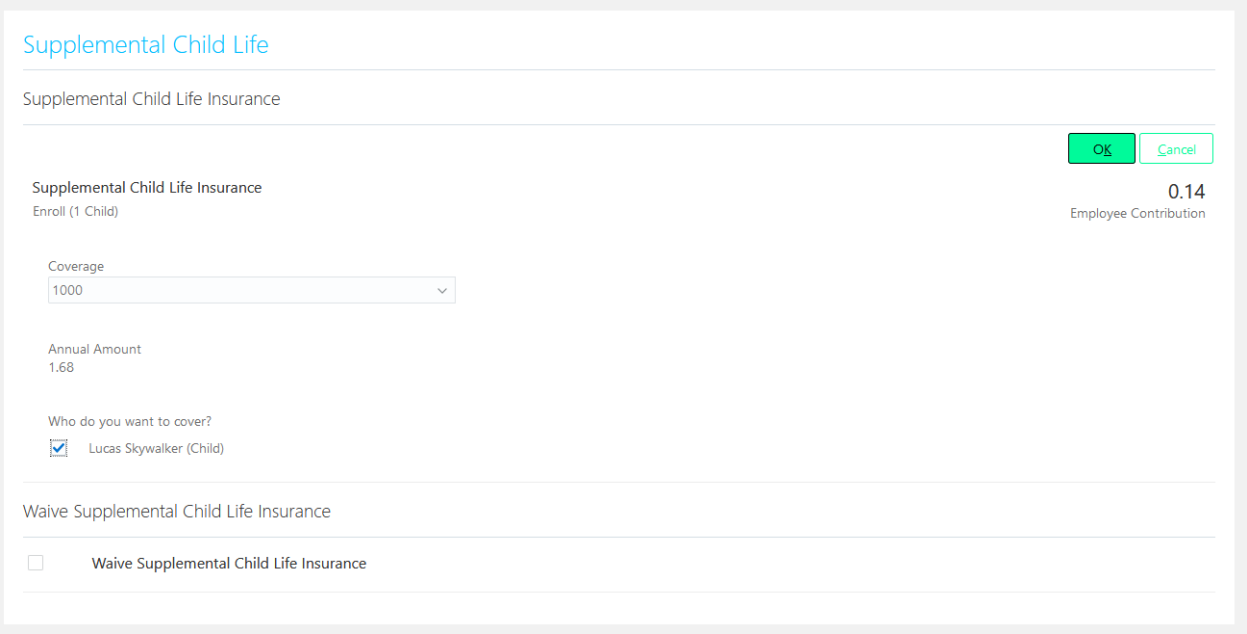
Note: Supplemental Spouse Life cannot be more than 50% of your Supplemental Employee Life Coverage.

You will only be able to enroll in Supplemental Spouse Life if you have a Spouse listed under People to Cover.

If you do not have a Spouse listed under People to Cover, the only option will be Waive as shown below.

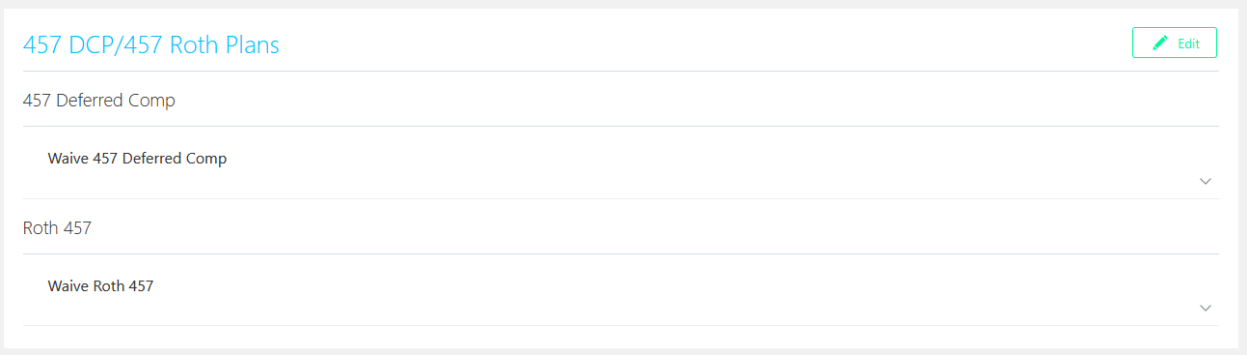


Supplemental Child Life Insurance



You will only be able to enroll in Supplemental Child Life if you have an under age-26 dependent listed under People to Cover. You will select the option with the number of children you want to enroll. For example: Enroll (1 Child), Enroll (2 Children), Enroll (3 Children), etc. After selecting the option with the number of children you want to enroll, then check the box beside each child's name.

457 DCP/457 Roth Plans

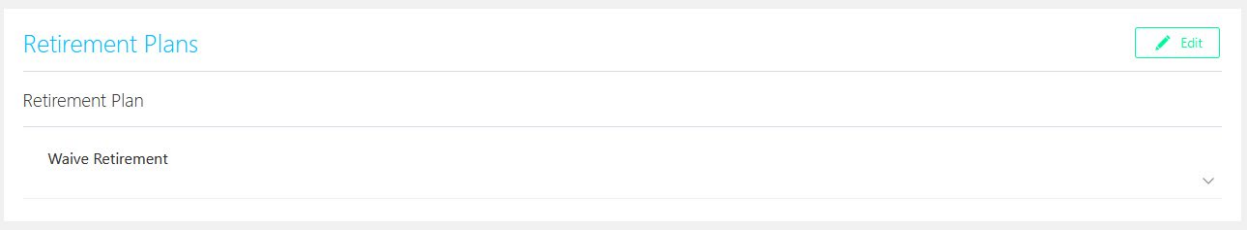


Enrollment and contribution amounts in 457 Deferred Comp and Roth 457 can be changed by you at any time and changes will take effect the 1st of the following month.

For 457 Deferred Comp and Roth 457 plans, you may be prompted to designate beneficiaries.

If you designate more than one primary beneficiary for an enrollment, enter the percentage to assign to each one. Total percentage for primary beneficiary must equal 100. If you designate more than one contingent beneficiary, enter a percentage to assign to each one. Contingent beneficiaries are optional. Total percentage for contingent beneficiaries must equal 100. You cannot specify the same beneficiary as both primary and contingent.

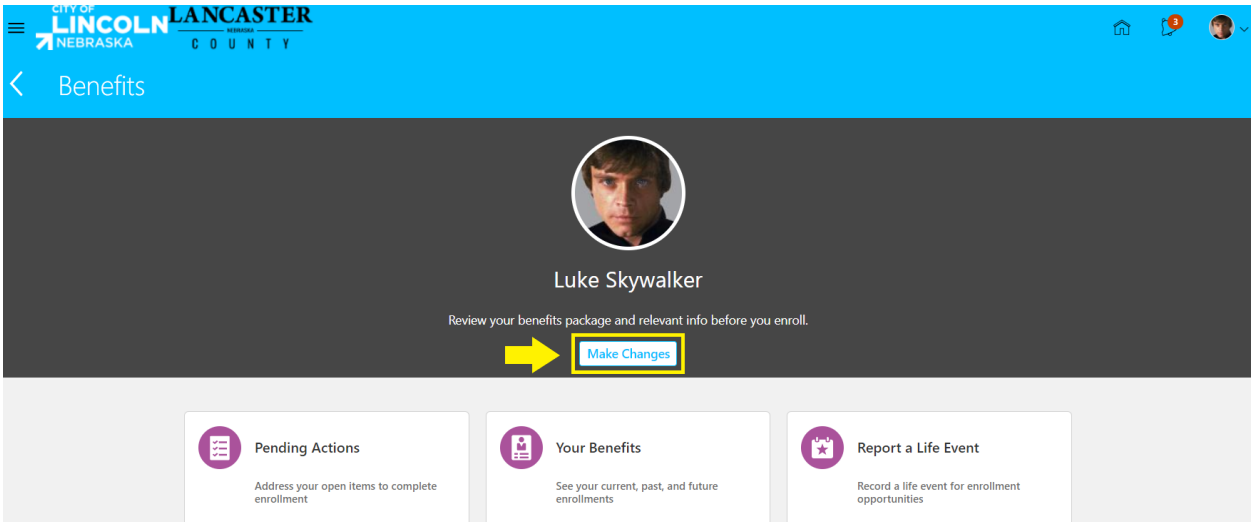
Retirement Plans



Once you enroll in a Retirement Plan, you cannot unenroll from Retirement.
For Retirement plan enrollment, you may be prompted to enter a beneficiary.

New Hire, 6-month post hire, and Open Enrollment Events

For New Hire, 6-month post hire and Open Enrollment and if you Report a Life event and then return to complete your enrollment, click on Make Changes in the middle of the page under your name to enroll in benefits.



Designate Beneficiaries as part of Open Enrollment Event

Please be sure to use one of the following browsers to ensure that you will not encounter errors with this process: Google Chrome, Mozilla Firefox, or Safari.

The following charts will help you determine where your beneficiaries are designated:

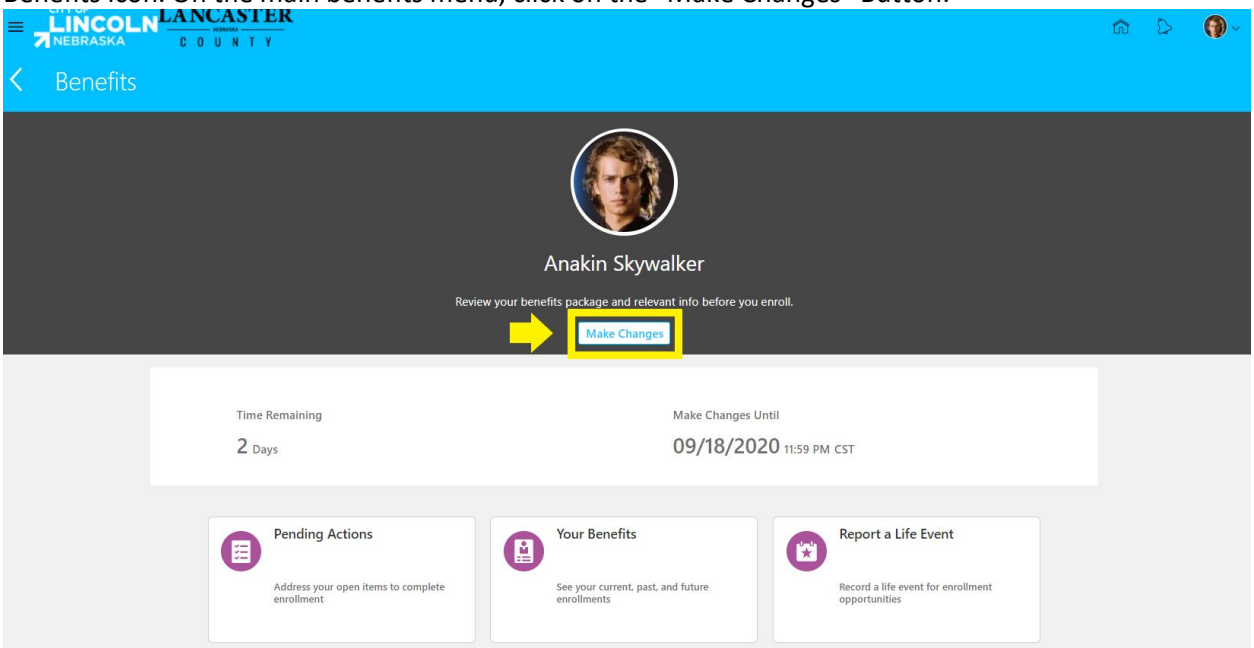
City of Lincoln		
Plan Name	**Company**	**Where to Designate**
Basic Employee Life Plans	The Hartford	Oracle HCM
Supplemental Life Plans	The Hartford	Oracle HCM
Ameritas Retirement	Ameritas	Oracle HCM
457 Plans (ICMA)	ICMA	Oracle HCM
457 Plans (Ameritas)	Ameritas	Oracle HCM
457 Plans (Nationwide)	Nationwide	nrsforu.com

(Employees that have separated employment or retired will need to contact the vendor)

Lancaster County		
Plan Name	**Company**	**Where to Designate**
Basic Employee Life Plans	The Hartford	Oracle HCM
Supplemental Life Plans	The Hartford	Oracle HCM
457 Plans (Prudential)	Prudential	retirement.prudential.com
Retirement Plans (Prudential)	Prudential	retirement.prudential.com

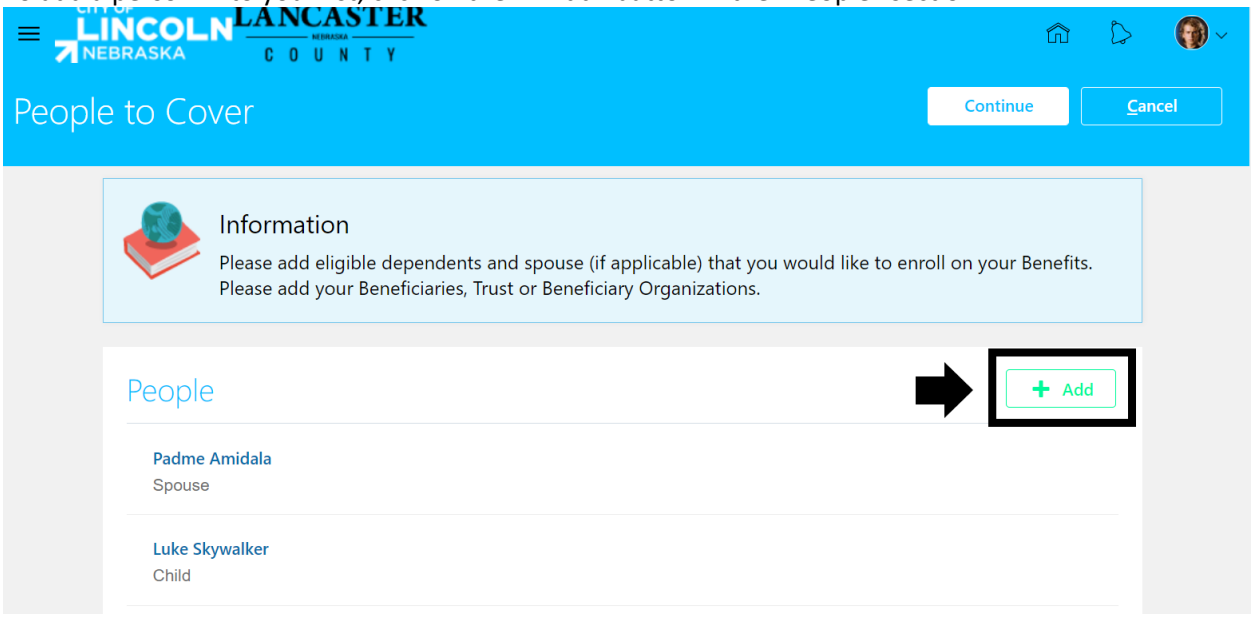
(Employees that have separated employment or retired will need to contact the vendor)

For plans with beneficiaries designated in Oracle, log in and navigate to the “Me” tab. Click on the Benefits Icon. On the main benefits menu, click on the “Make Changes” Button:

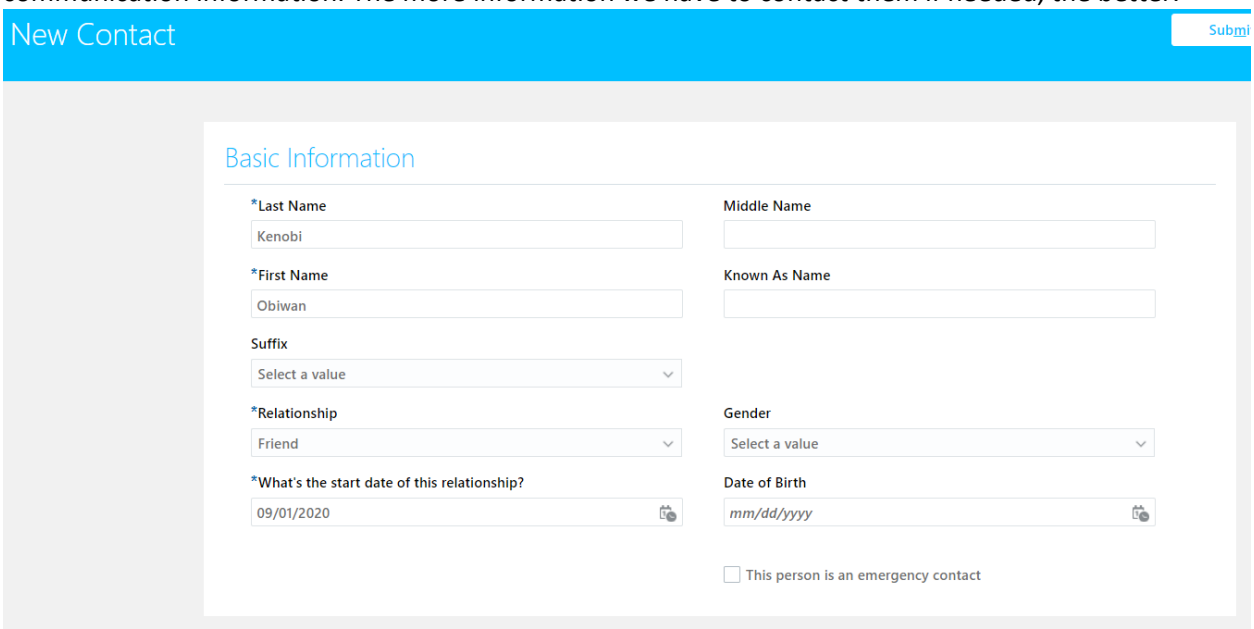


This will begin the enrollment process. The enrollment process for every benefits event begins on the "People to Cover" page because you have to make sure that anyone that you want to choose as a dependent or beneficiary is on your list before you can proceed. Review your list and ensure that anyone you want to designate as a beneficiary is listed. The "Trust of Beneficiary Organizations" section is for Organizations or Trusts only.

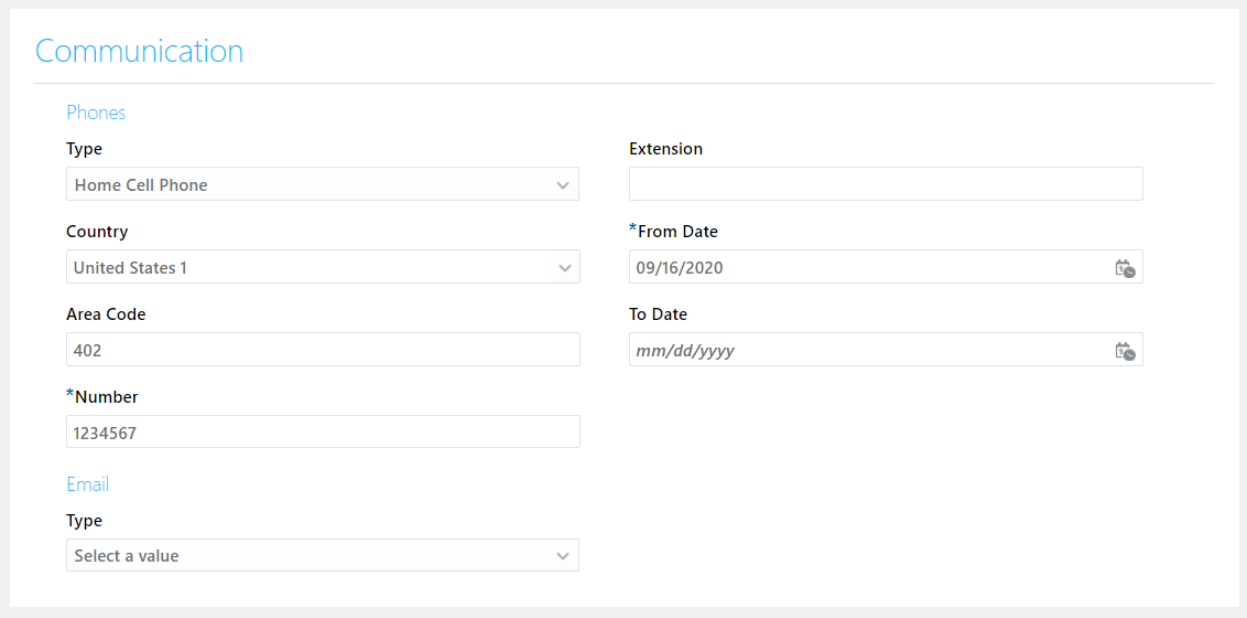
To add a person in to your list, click on the "+ Add" button in the "People" section:



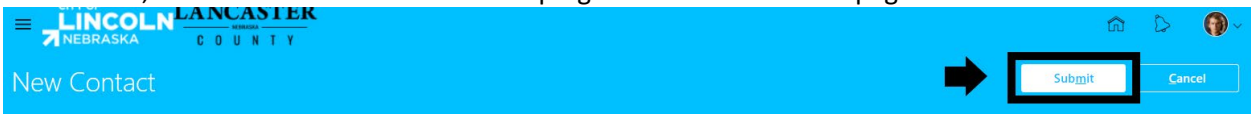
This will open the "New Contact" form. Enter in the information for the contact. For beneficiaries, you want to include Last name, First Name, Relationship, Start Date of the Relationship (today's date), and communication information. The more information we have to contact them if needed, the better.



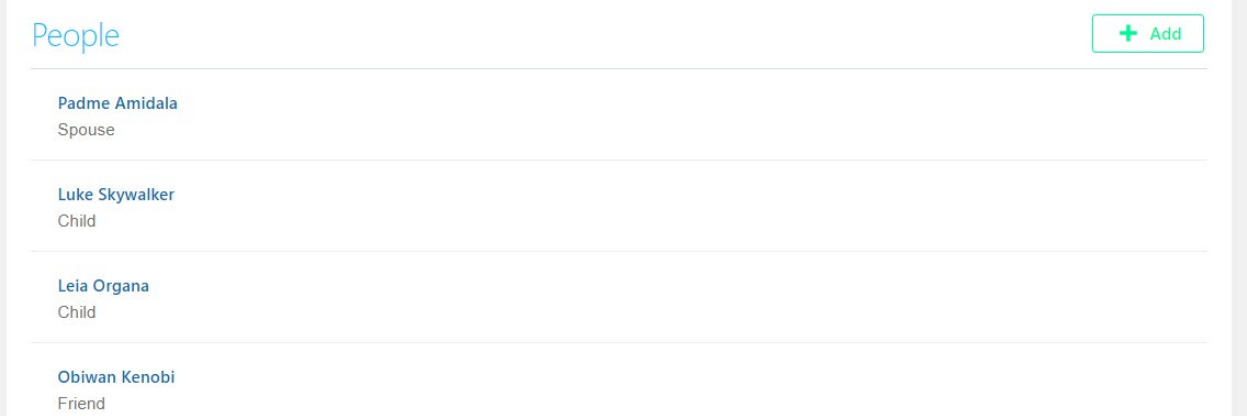
Scroll down the page to fill in the rest of the information. *Please note* the number field can only contain the 7 digits of the phone number. Area code needs to be listed separately in the area code field. Leave “to date” blank unless the person no longer has this number.



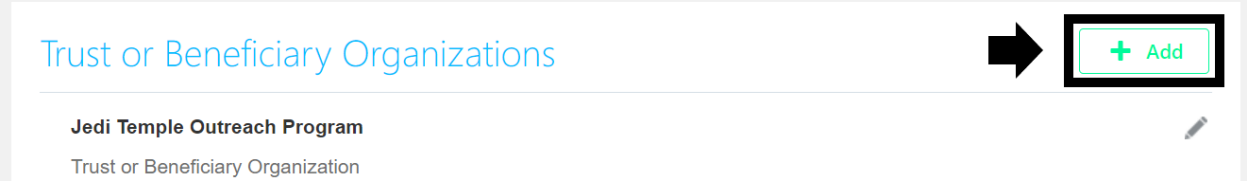
When done, click the submit button in the top right-hand corner of the page:



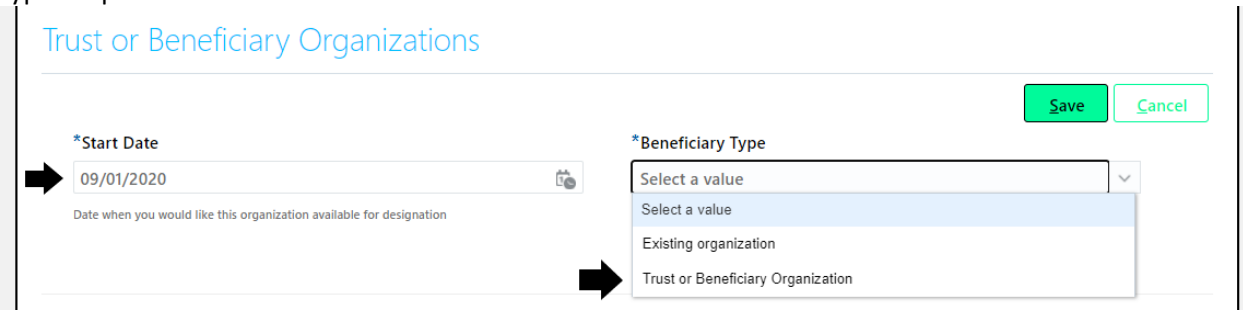
The person will now be listed in your “People” section:



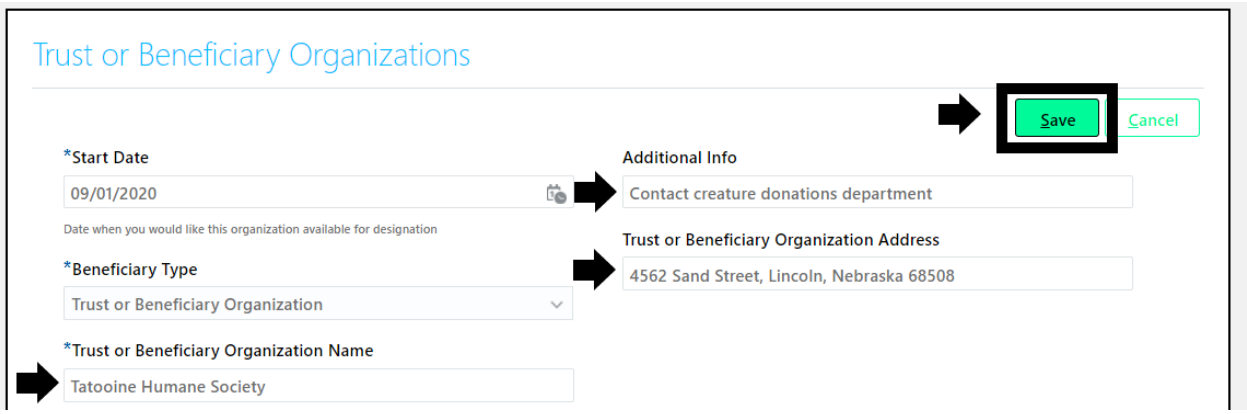
To add in a Trust or Organization, click the “+ Add” button on the right side of the “Trust or Beneficiary Organizations” section.



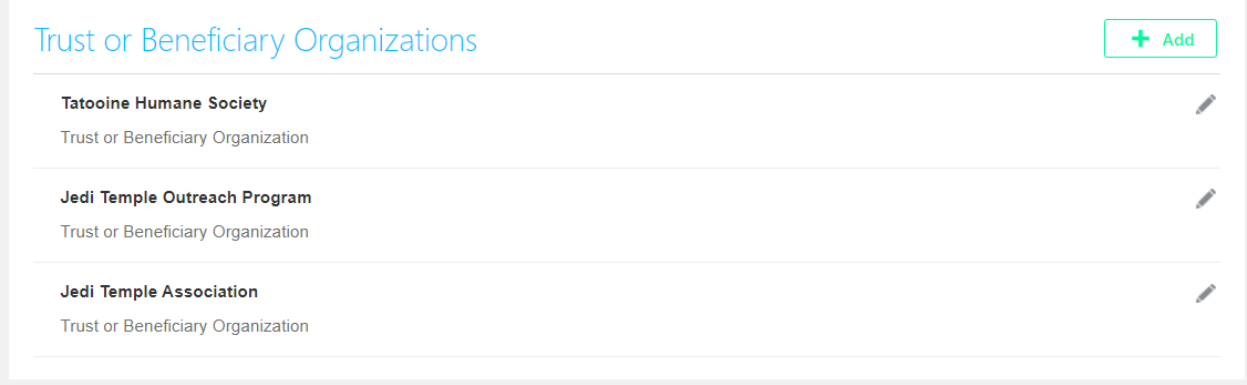
Enter in the start date (today's date) and select "Trust or Beneficiary Organization" from the beneficiary type dropdown menu:



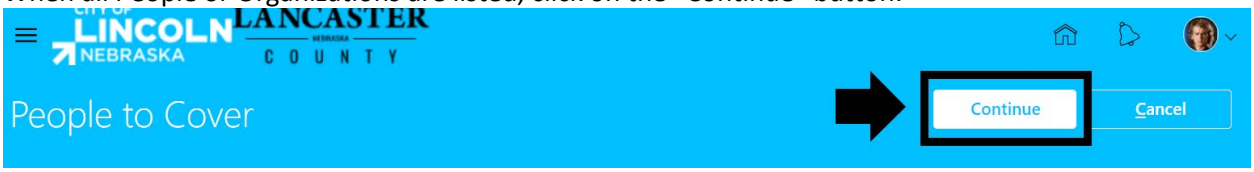
Enter in the "Trust or Beneficiary Organization Name" in the field. "Additional Info" field can be any extra info to help contact, fill in the full address in the "Trust or Beneficiary Organization Address" field Click the save button when done:



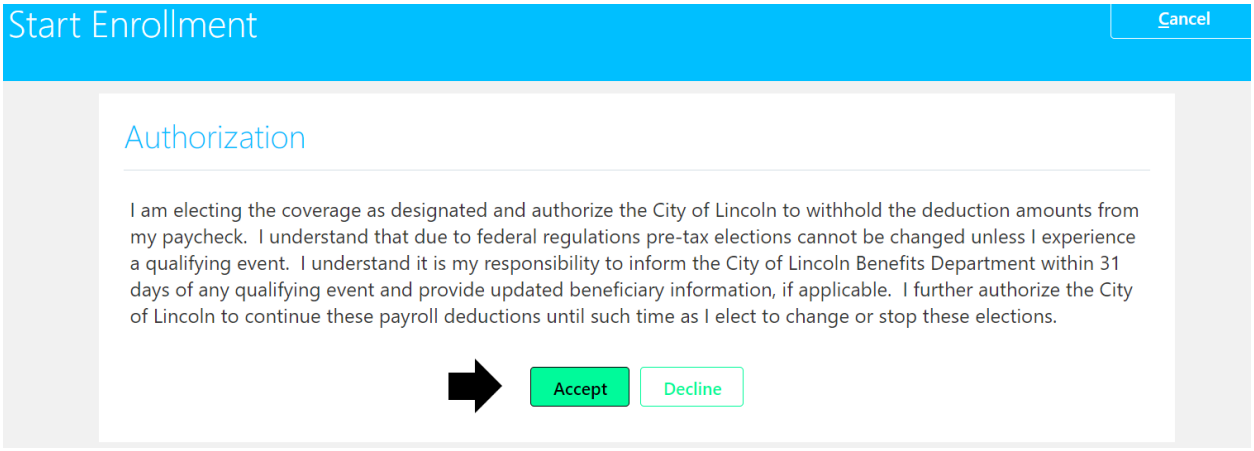
The Organization or Trust will now appear on your list:



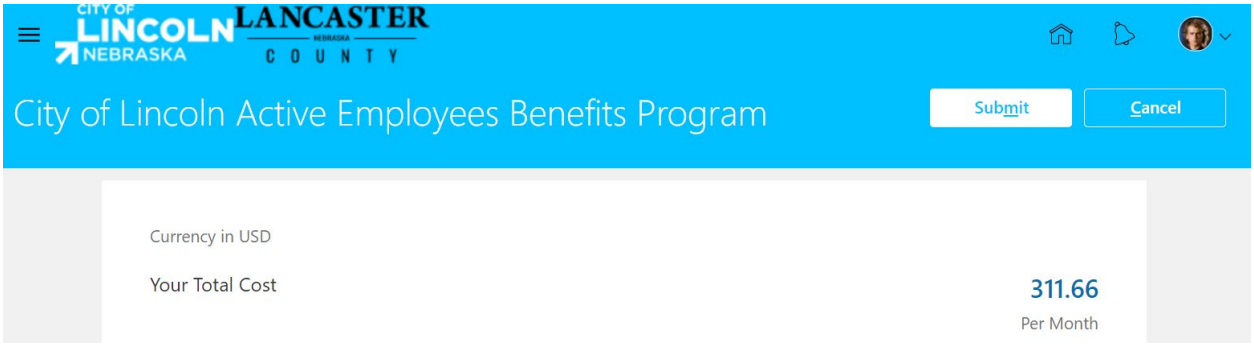
When all People or Organizations are listed, click on the "Continue" button:



You will then be taken to the "Start Enrollment" page with the Authorization. Please read and then accept or decline. If you decline you will not be able to move forward with the enrollment process. If you have already accepted the authorization you will not see the authorization.



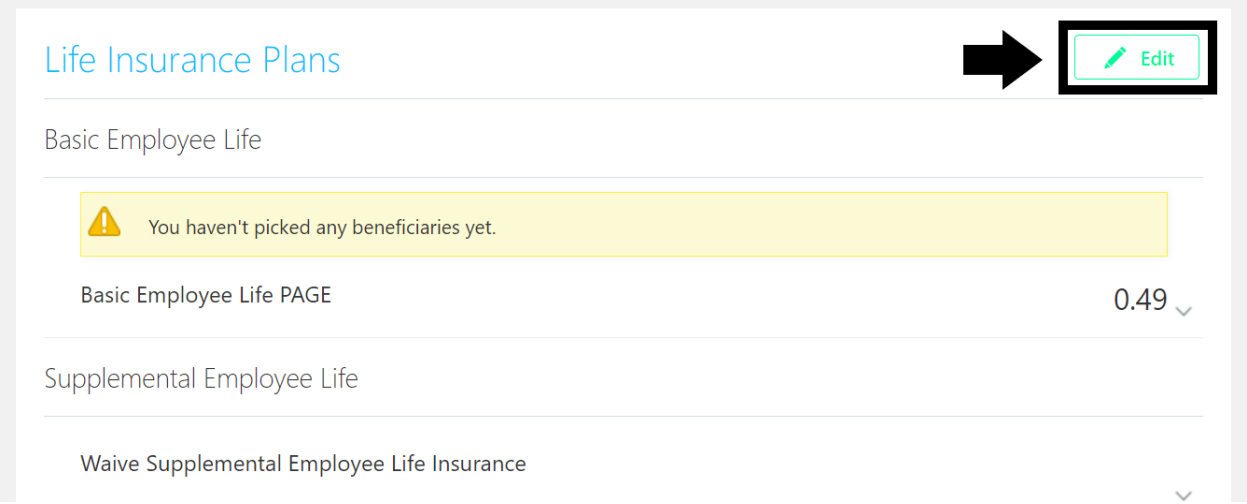
After you accept, you will be taken to the "Active Employees Benefits Program"



Benefits are arranged in five groups:

Medical/Dental/Vision
Flexible Spending Accounts and Post-Employment Health Plan
Life Insurance Plans
457 Deferred Comp (DCP) and 457 Roth Plans
Retirement Plans

Scroll down until you see the "Life Insurance Plans" section. Click on the "Edit" button in the top right corner of the section to open this section:

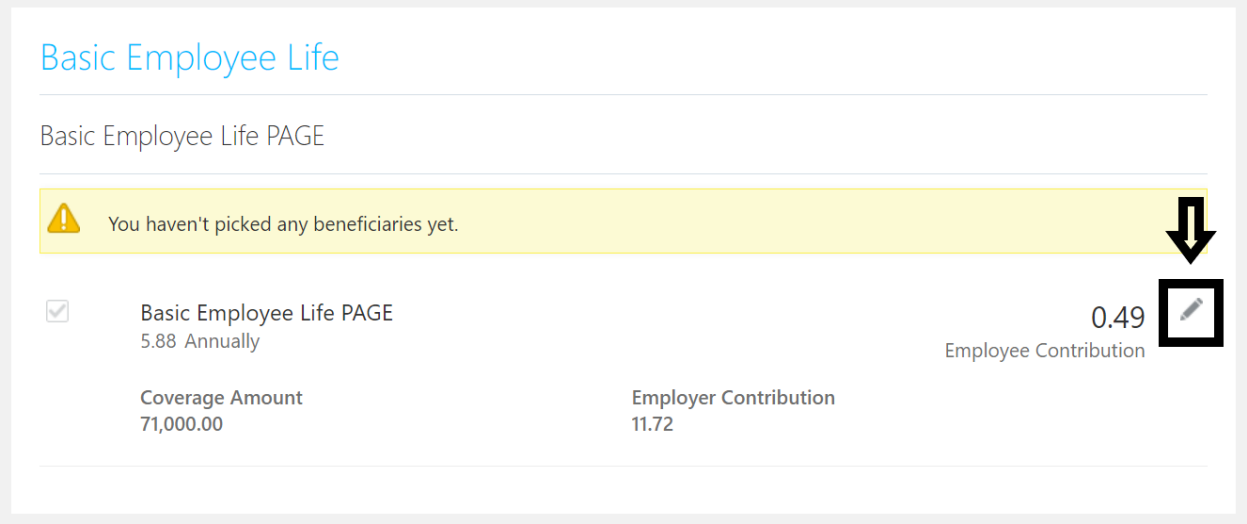


This will open the "Life Insurance Plans" and you will be able to scroll down the page and view each plan in the group.

There is text at the top of the page with information about the supplemental life insurance plans. Scroll down until you see the "Basic Employee Life" section.

Click on the pencil icon on the right side of the section to open the plan.

(If you do not see a pencil icon first make sure that you are using the correct internet browser (Chrome, Firefox, or Safari) and second, make sure that you have people or organizations listed on your people to cover page. You will not see the pencil if your people to cover page is empty.)



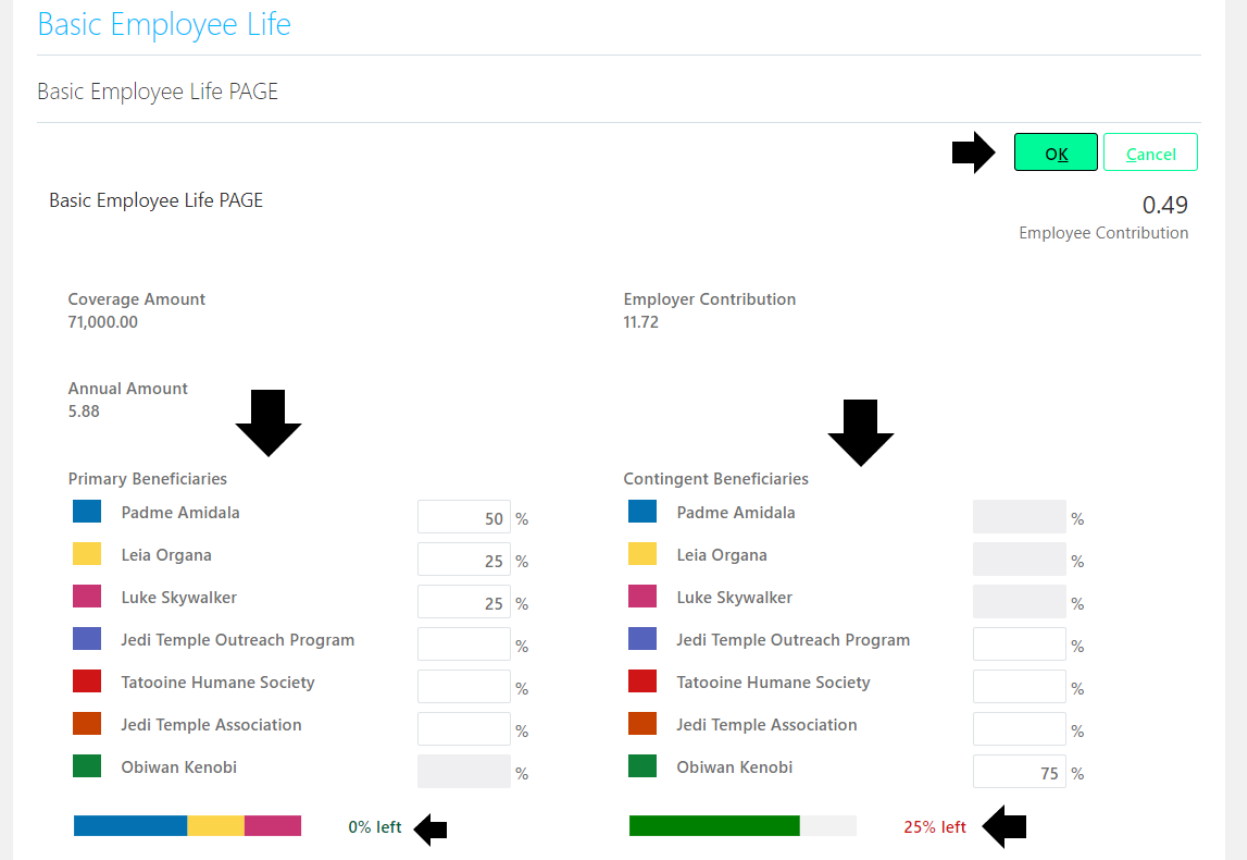
The plan will be expanded so that you will be able to designate your beneficiaries.

On the left side, designate your primary beneficiaries. Enter in a percentage for each person until you reach 100% and see "0% left" at the bottom of the column.

Repeat on the right side for the contingent beneficiaries

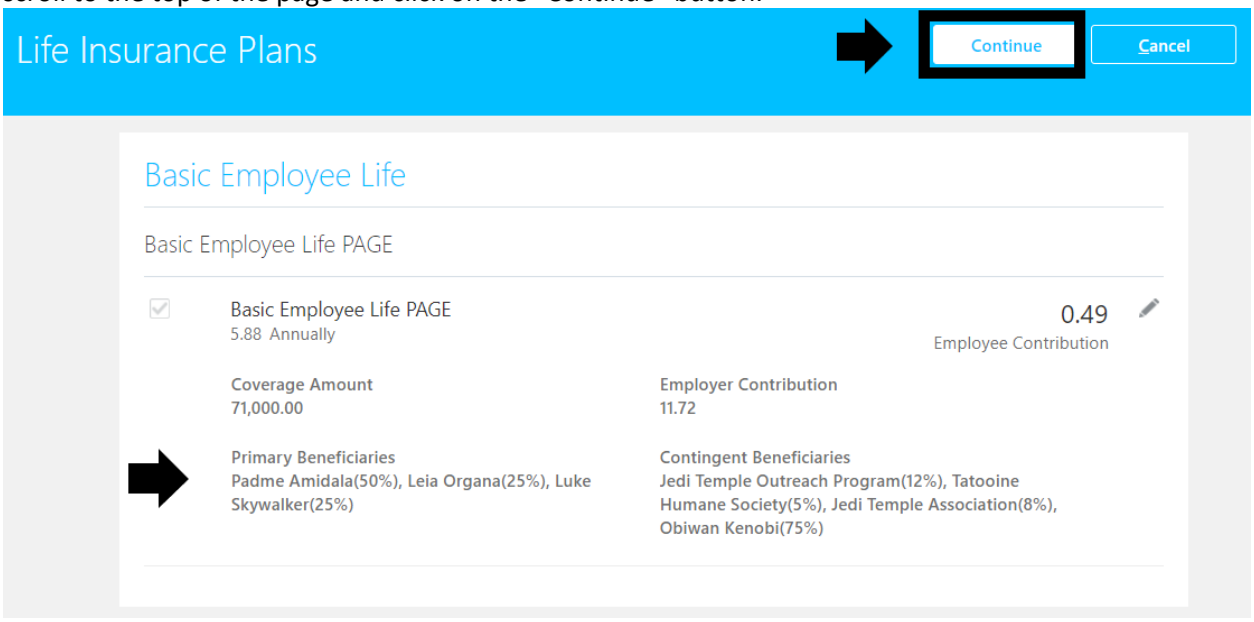
(Contingent beneficiaries receive proceeds if primary beneficiaries are unable to receive them, and are also known as a secondary beneficiary). A beneficiary cannot be listed as both a primary and a contingent beneficiary.

When you have all information completed, click on the “OK” button.



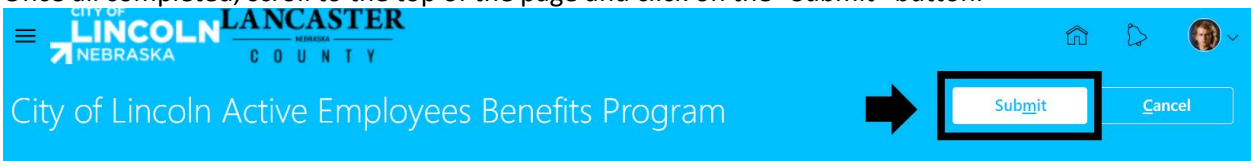
You will see your beneficiaries listed in the plan now. Repeat the same process for Supplemental Employee Life if applicable. Supplemental Spouse Life and Supplemental Child Life do not have beneficiaries to designate because you are automatically the beneficiary of those plans. When done,

scroll to the top of the page and click on the “Continue” button:

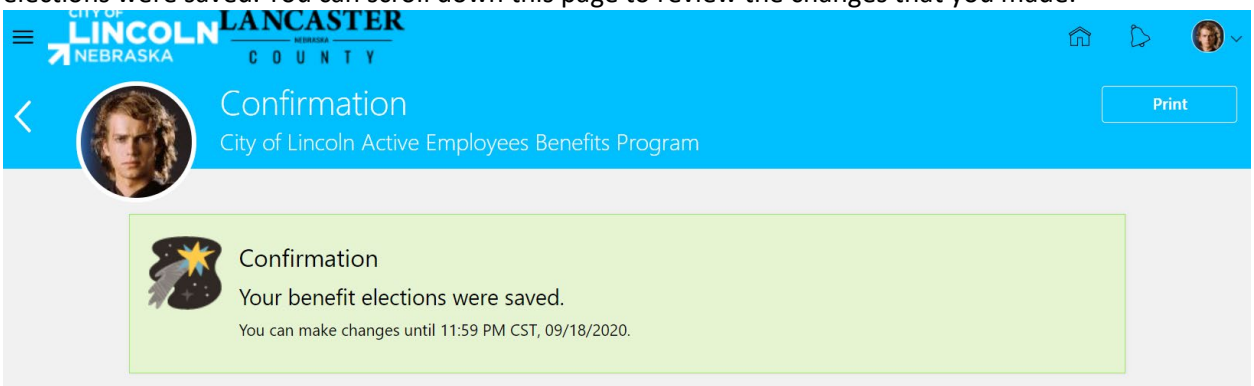


This will take you back to the “Active Employees Benefits Program” page. Continue down the page to the next section that needs to have beneficiaries designated and repeat the processes above until all applicable plans have beneficiaries designated.

Once all completed, scroll to the top of the page and click on the “Submit” button:



This will take you to the confirmation page, be sure that you see this message to indicate that your elections were saved. You can scroll down this page to review the changes that you made:



Designate Beneficiaries

Please be sure to use one of the following browsers to ensure that you will not encounter errors with this process: Google Chrome, Mozilla Firefox, or Safari.

The following charts will help you determine where your beneficiaries are designated:

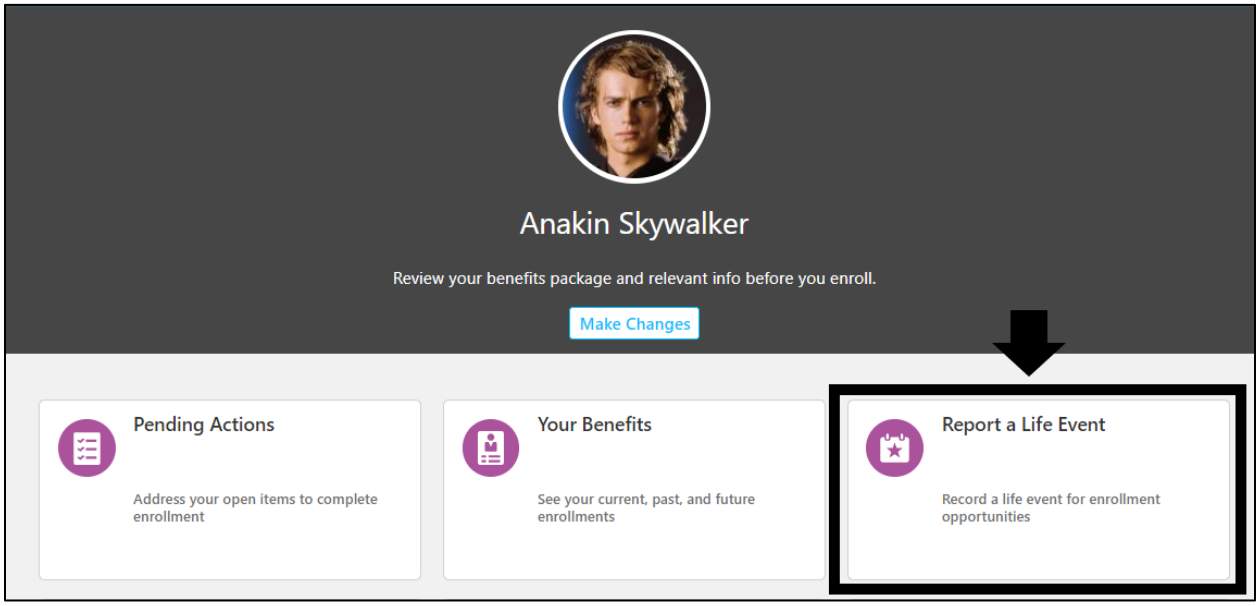
City of Lincoln		
Plan Name	**Company**	**Where to Designate**
Basic Employee Life Plans	The Hartford	Oracle HCM
Supplemental Life Plans	The Hartford	Oracle HCM
Ameritas Retirement	Ameritas	Oracle HCM
457 Plans (ICMA)	ICMA	Oracle HCM
457 Plans (Ameritas)	Ameritas	Oracle HCM
457 Plans (Nationwide)	Nationwide	nrsforu.com

(Employees that have separated employment or retired will need to contact the vendor)

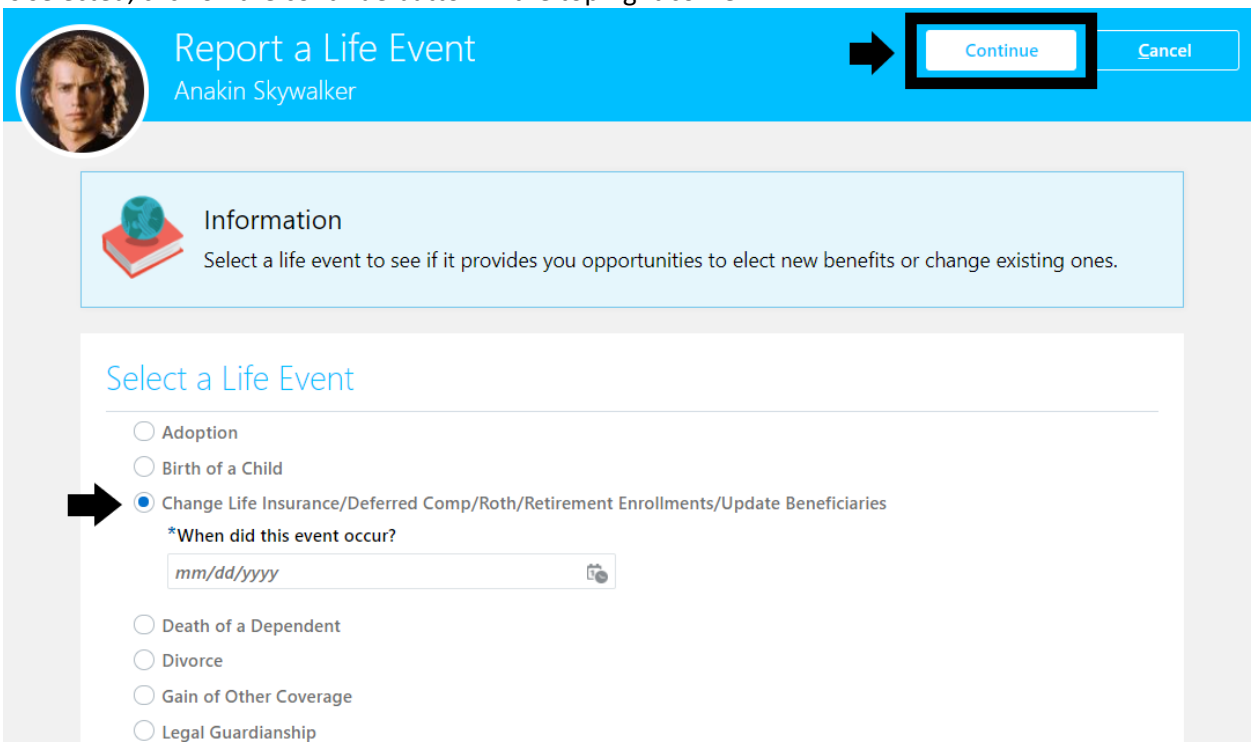
Lancaster County		
Plan Name	**Company**	**Where to Designate**
Basic Employee Life Plans	The Hartford	Oracle HCM
Supplemental Life Plans	The Hartford	Oracle HCM
457 Plans (Prudential)	Prudential	retirement.prudential.com
Retirement Plans (Prudential)	Prudential	retirement.prudential.com

(Employees that have separated employment or retired will need to contact the vendor)

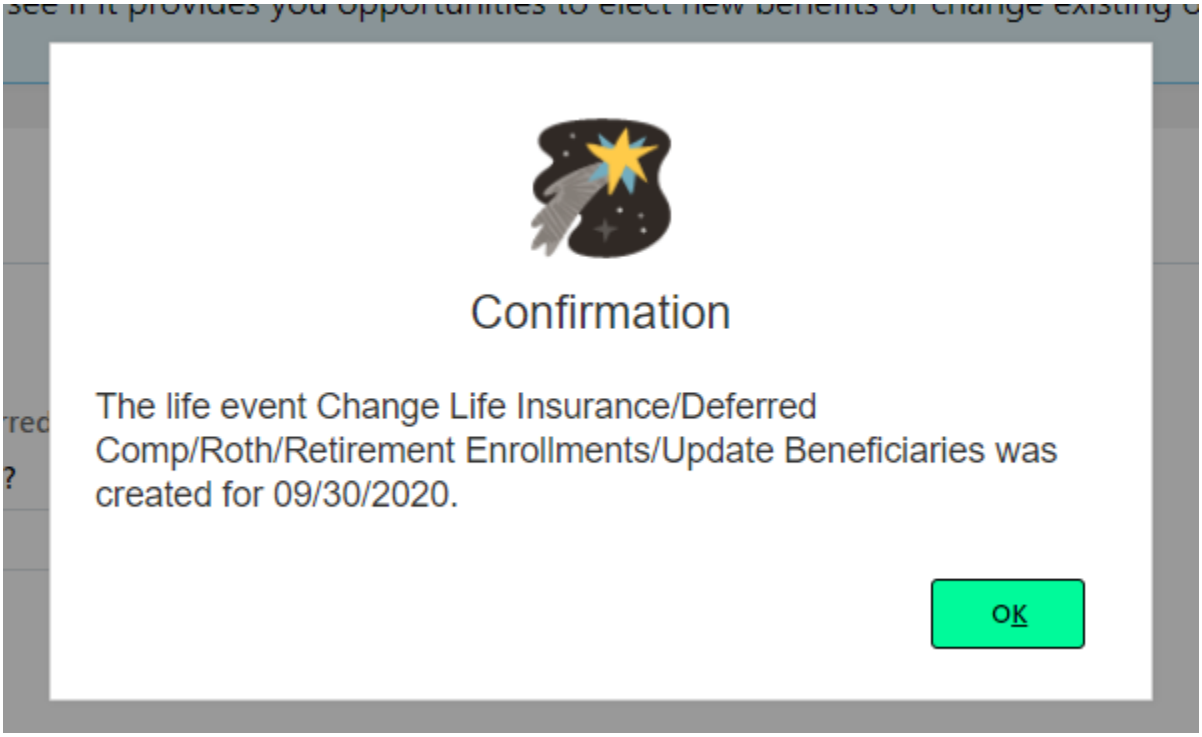
In the “Me” tab, click on the Benefits icon. In the Benefits menu, click on the “Report a Life Event” tile:



In the Report a Life Event screen, select “Change Life Insurance/Deferred Comp/Roth/Retirement Enrollments/Update Beneficiaries” event. This will open the “When did this event occur?” field. Enter in or select today’s date from the calendar. You will only be able to select the current date. When the date is selected, click on the continue button in the top right corner.



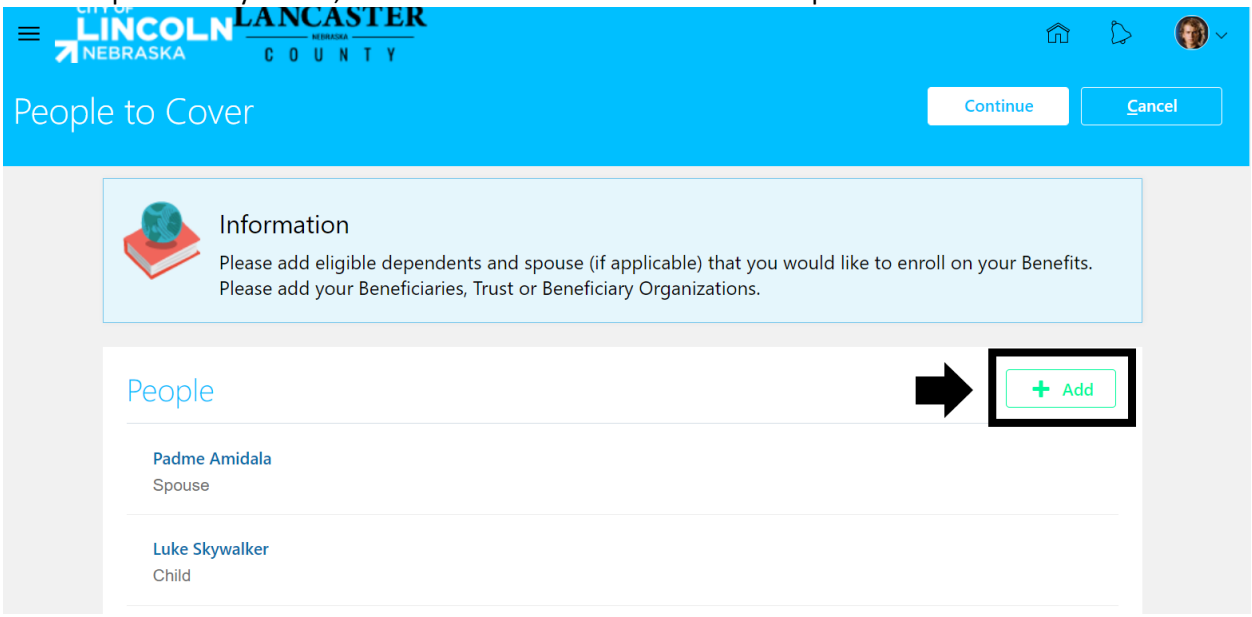
You will receive a confirmation that the life event was created. Click the OK button:



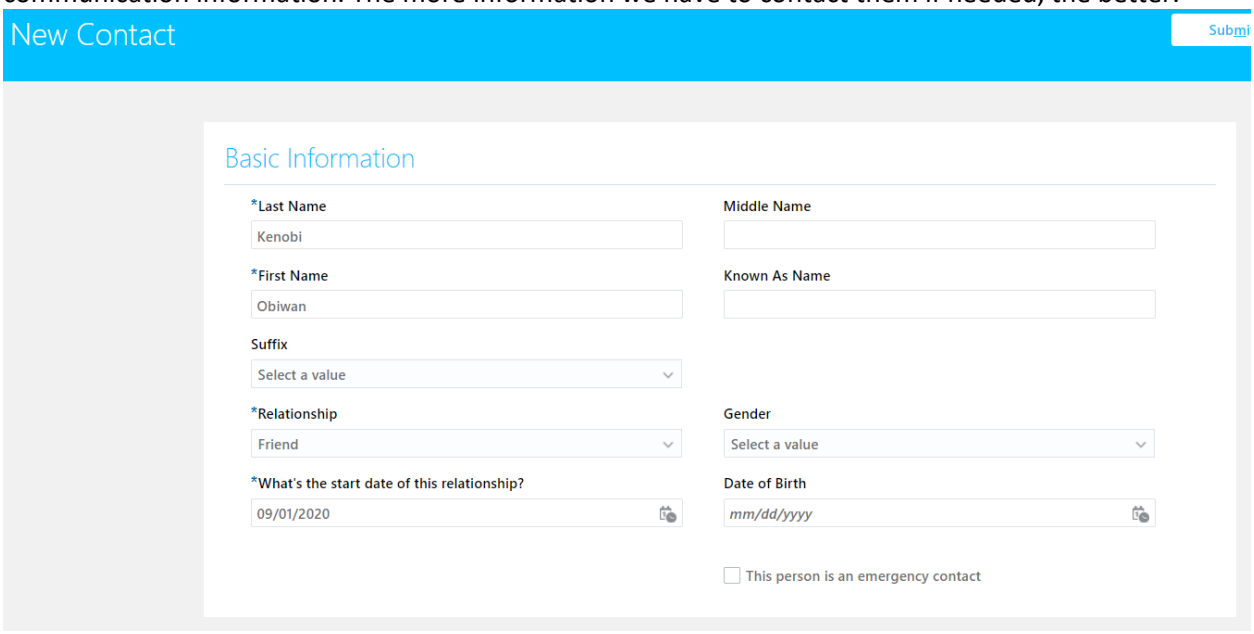
This will begin the enrollment process. The enrollment process for every benefits event begins on the "People to Cover" page because you must make sure that anyone that you want to choose as a beneficiary is on your list before you can proceed.

Review your list and ensure that anyone you want to designate as a beneficiary is listed in the "People" section. The "Trust of Beneficiary Organizations" section is for Organizations or Trusts only.

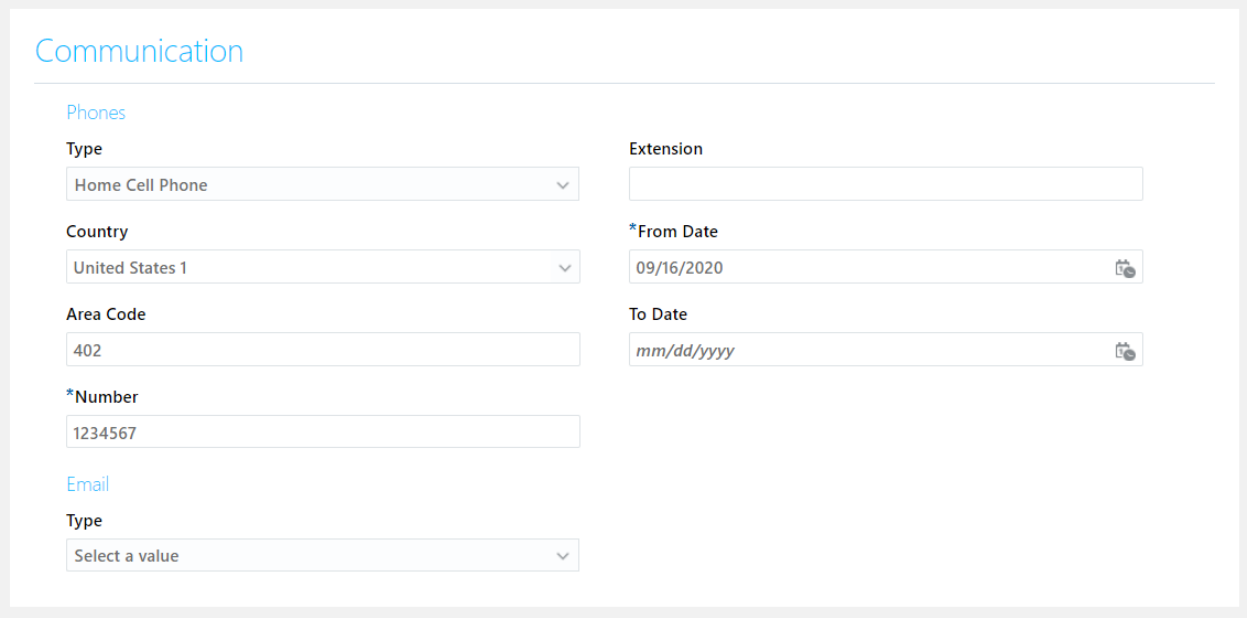
To add a person on your list, click on the "+ Add" button in the "People" section:



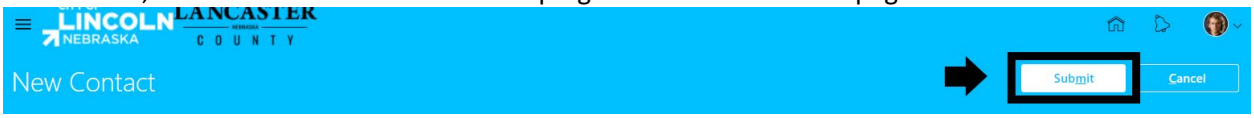
This will open the "New Contact" form. Enter in the information for the contact. For beneficiaries, you want to include Last name, First Name, Relationship, Start Date of the Relationship (today's date), and communication information. The more information we have to contact them if needed, the better.



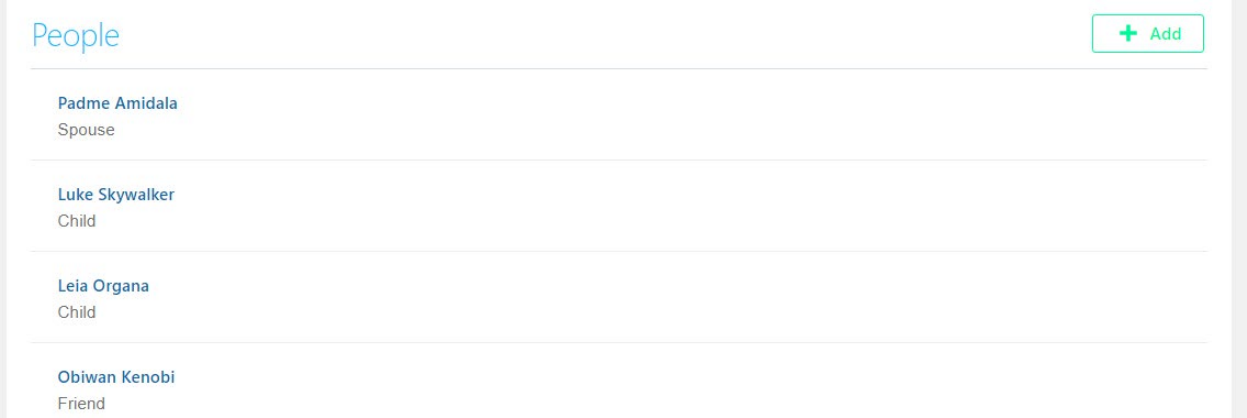
Scroll down the page to fill in the rest of the information. *Please note* the number field can only contain the 7 digits of the phone number. Area code needs to be listed separately in the area code field. Leave “to date” blank unless the person no longer has this number.



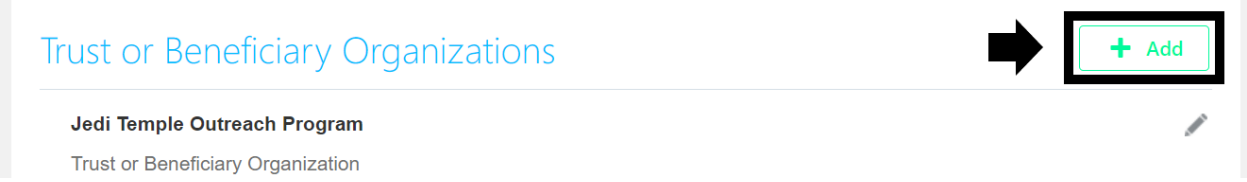
When done, click the submit button in the top right-hand corner of the page:



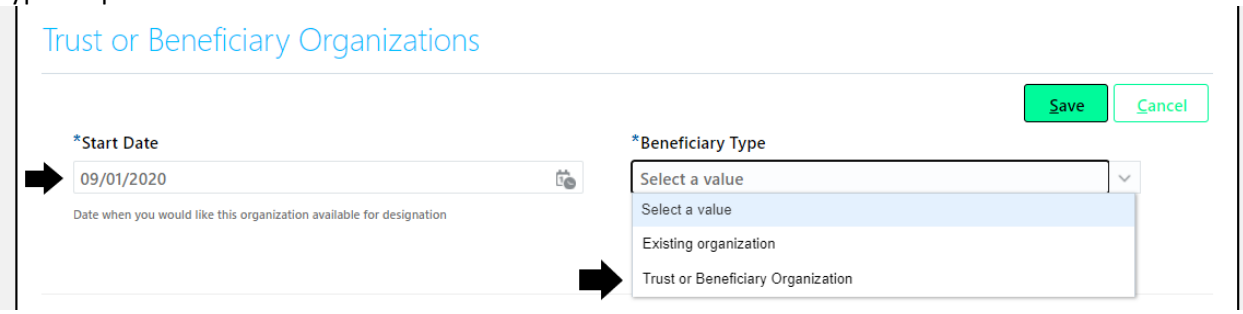
The person will now be listed in your “People” section:



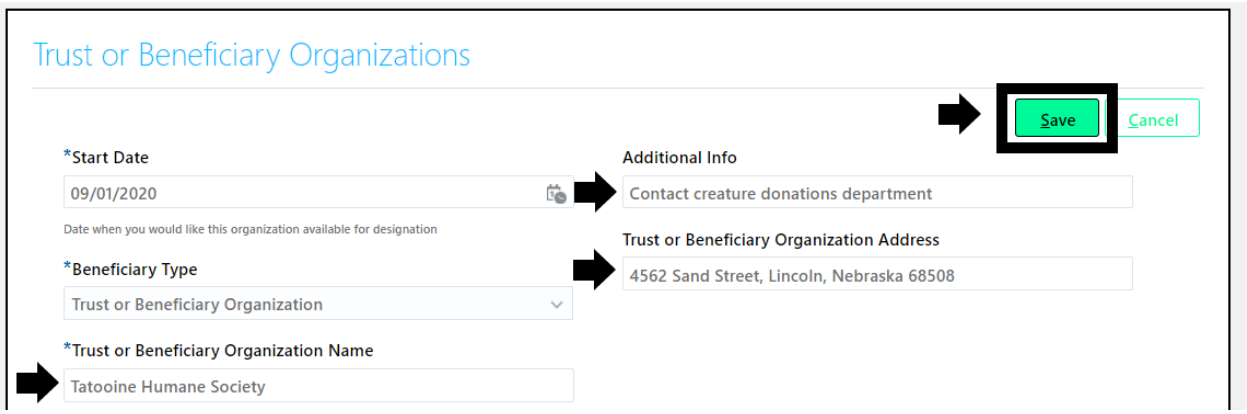
To add in a Trust or Organization, click the “+ Add” button on the right side of the “Trust or Beneficiary Organizations” section.



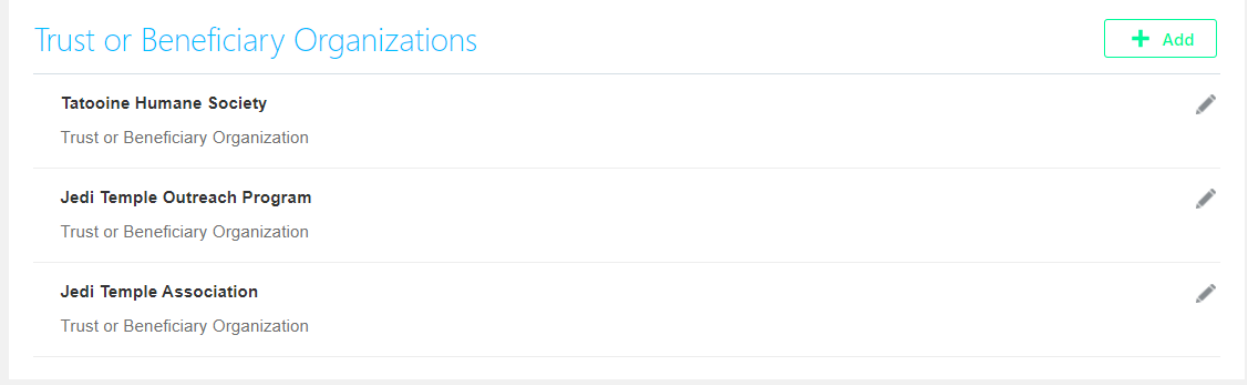
Enter in the start date (today's date) and select "Trust or Beneficiary Organization" from the beneficiary type dropdown menu:



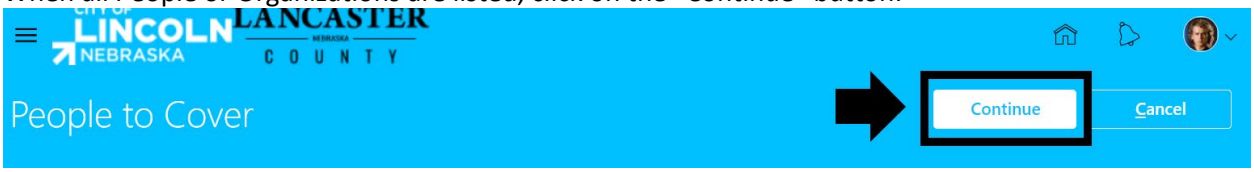
Enter in the "Trust or Beneficiary Organization Name" in the field. "Additional Info" field can be any extra info to help contact, fill in the full address in the "Trust or Beneficiary Organization Address" field Click the save button when done:



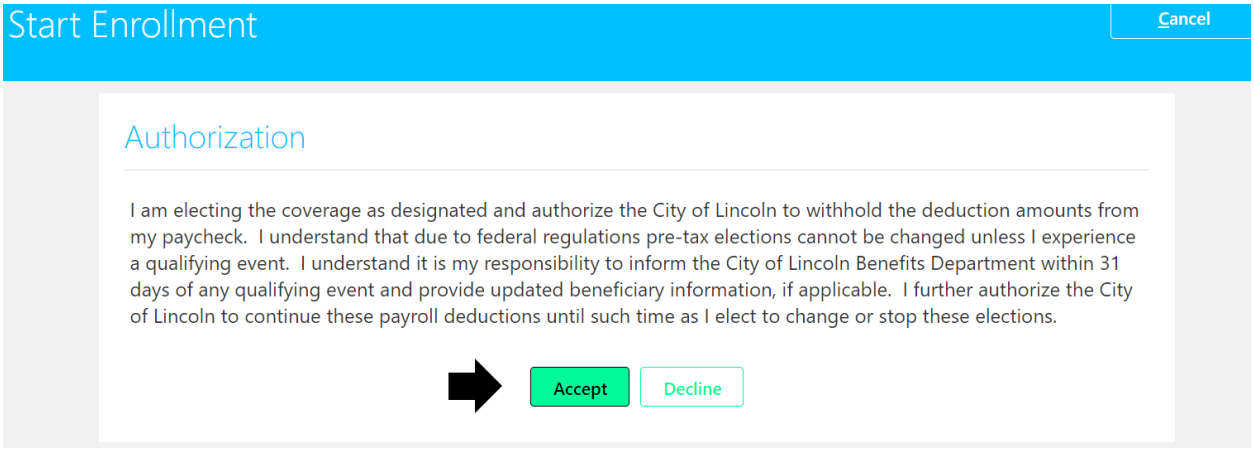
The Organization or Trust will now appear on your list:



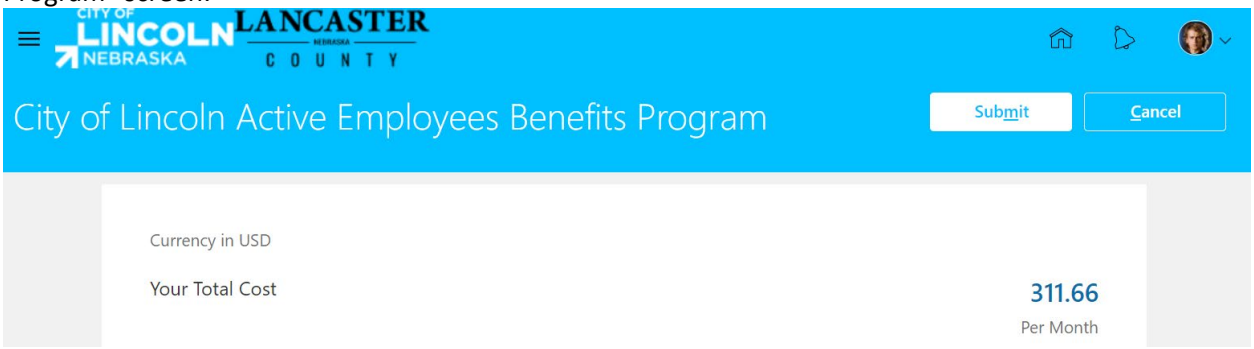
When all People or Organizations are listed, click on the "Continue" button:



You will then be taken to the "Start Enrollment" page with the Authorization. Please read and then accept or decline. This authorizes the premiums for benefits to be deducted from your paycheck. If you decline you will not be able to move forward with the enrollment process. If you have already accepted the authorization you will not see the authorization and will instead be taken to the next page.



After you accept or if you have already accepted, you will be taken to the "Active Employees Benefits Program" screen:



Benefits are arranged in five groups:

- Medical/Dental/Vision
- Flexible Spending Accounts and Post-Employment Health Plan
- Life Insurance Plans
- 457 Deferred Comp (DCP) and 457 Roth Plans
- Retirement Plans

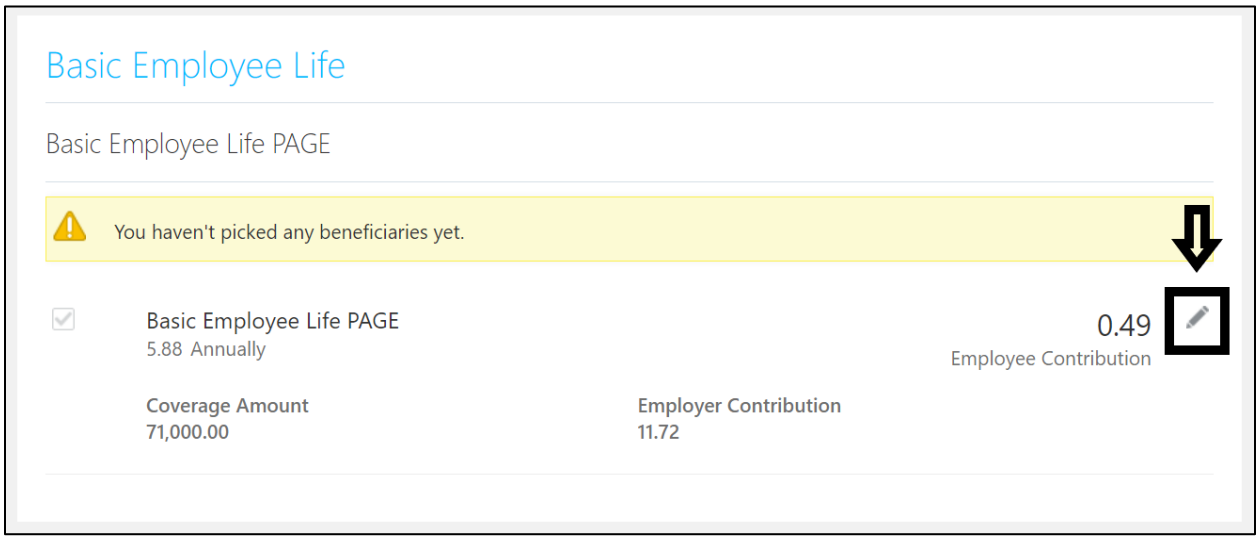
Scroll down until you see the "Life Insurance Plans" section. Click on the "Edit" button in the top right corner of the section to open this section:

This will open the “Life Insurance Plans” section. Scroll up to the top of the page if your browser did not open at the top of the page.

At the top of the page there is text information about the plans listed on this page. Each plan in this group is listed in its own section.

Scroll down until you see the “Basic Employee Life” section. Click on the pencil icon on the right side of the section to open the plan for editing.

(If you do not see a pencil icon first make sure that you are using the correct internet browser (Chrome, Firefox, or Safari) and second, make sure that you have people or organizations listed on your people to cover page. You will not see the pencil if your people to cover page is empty.)

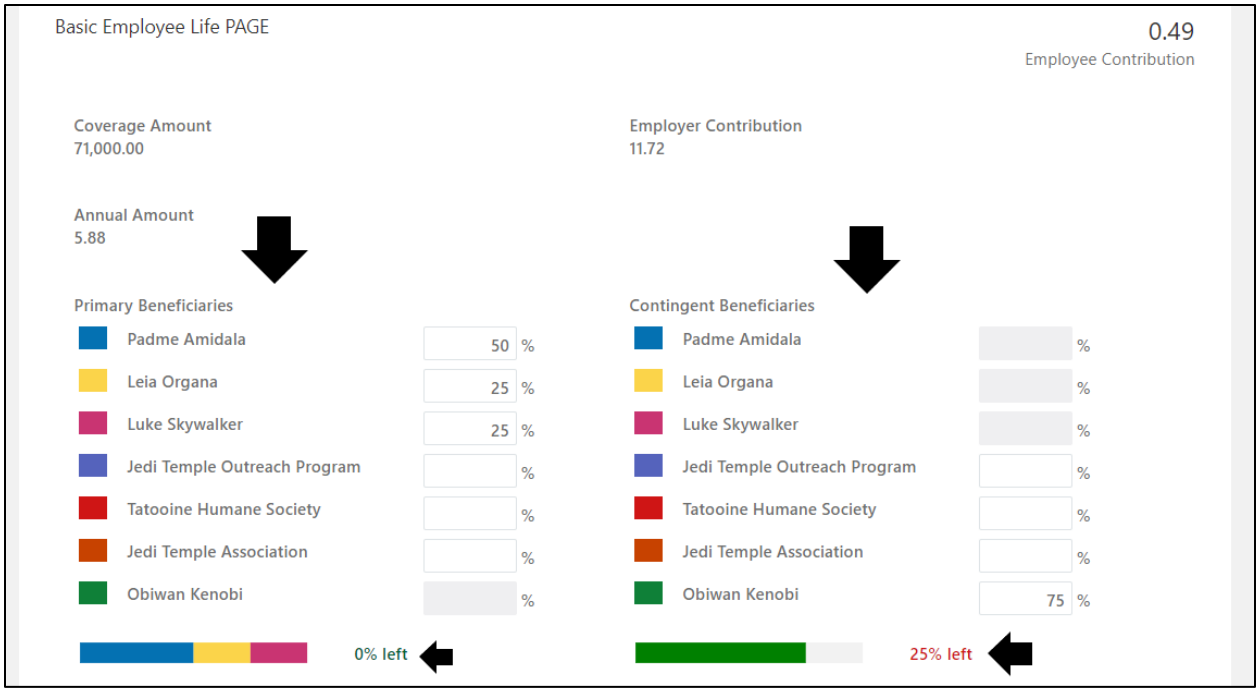


The plan will be expanded so that you will be able to designate your beneficiaries.

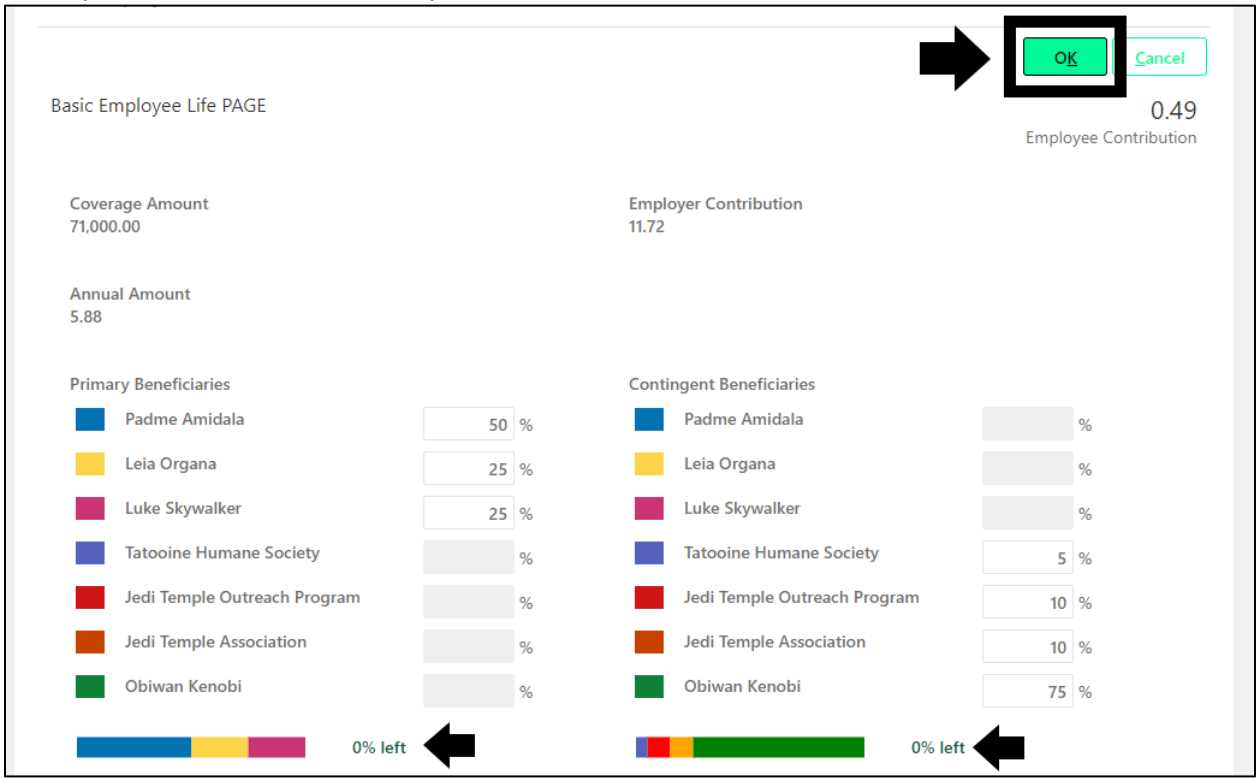
On the left side, designate your primary beneficiaries. Enter in a percentage for each person until you reach 100% and see “0% left” at the bottom of the column.

Repeat on the right side for the contingent beneficiaries if designating contingent beneficiaries.

(Contingent beneficiaries receive proceeds if primary beneficiaries are unable to receive them and are also known as a secondary beneficiary). A beneficiary cannot be listed as both a primary and a contingent beneficiary:

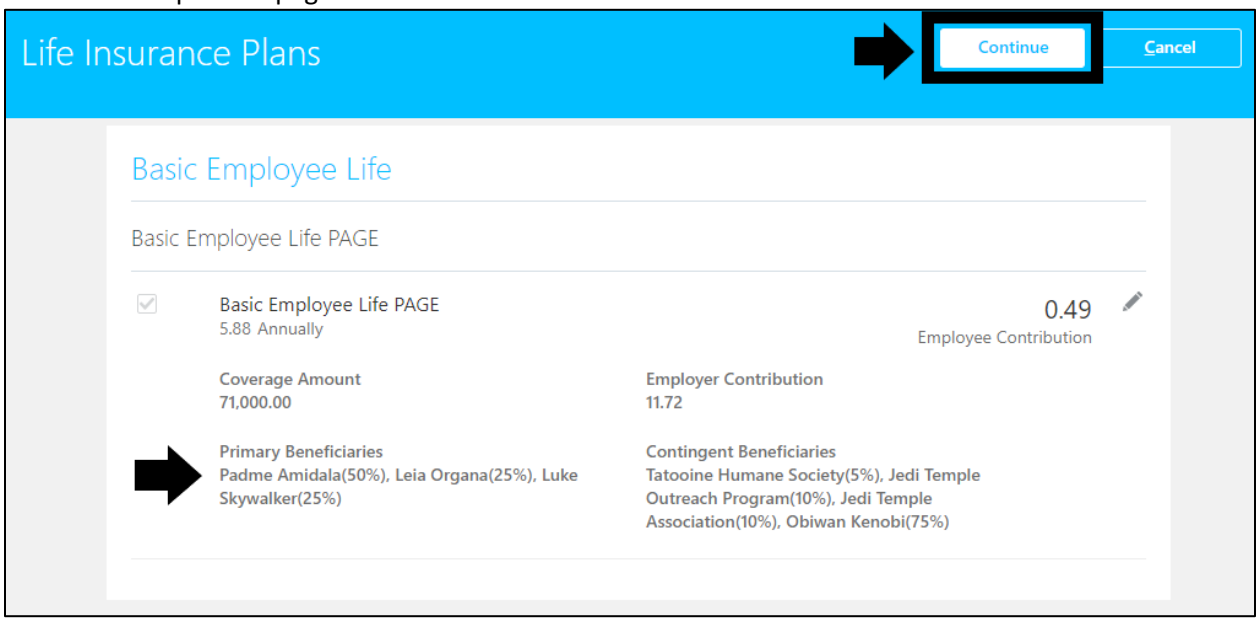


When you have all information completed, click on the "OK" button:



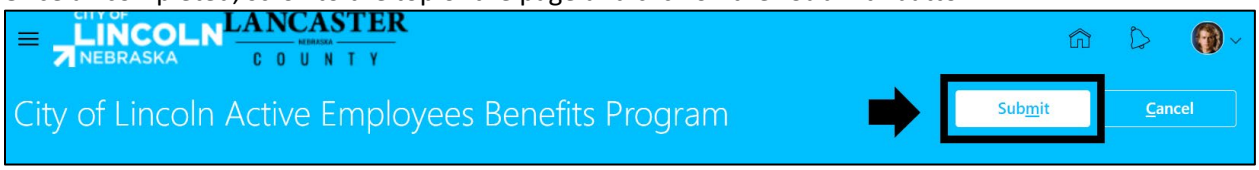
You will see your beneficiaries listed in the plan now. Repeat the same process for Supplemental Employee Life if applicable. Supplemental Spouse Life and Supplemental Child Life do not have beneficiaries to designate because you are automatically the beneficiary of those plans. When done,

scroll to the top of the page and click on the “Continue” button:

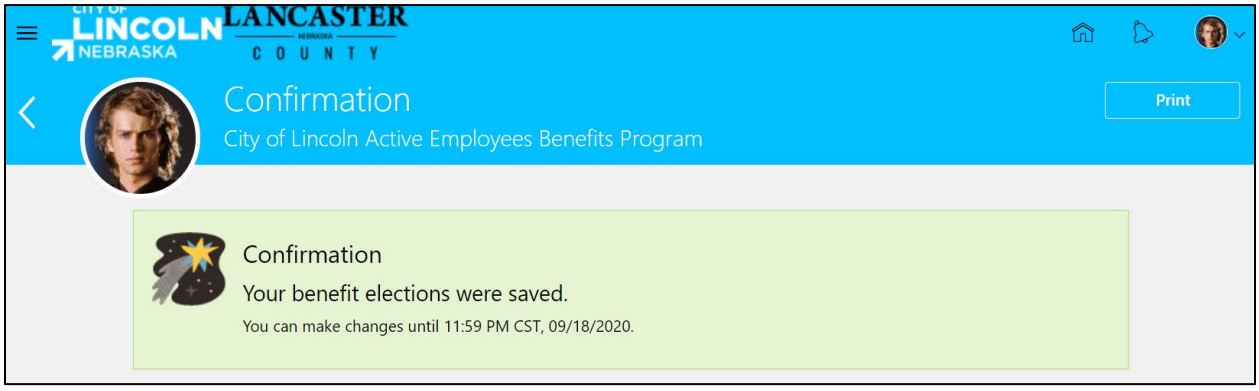


This will take you back to the “Active Employees Benefits Program” page. Continue down the page to the next section that needs to have beneficiaries designated and repeat the processes above until all applicable plans have beneficiaries designated.

Once all completed, scroll to the top of the page and click on the “Submit” button:



This will take you to the confirmation page, be sure that you see this message to indicate that your elections were saved. You can scroll down this page to review the changes that you made:

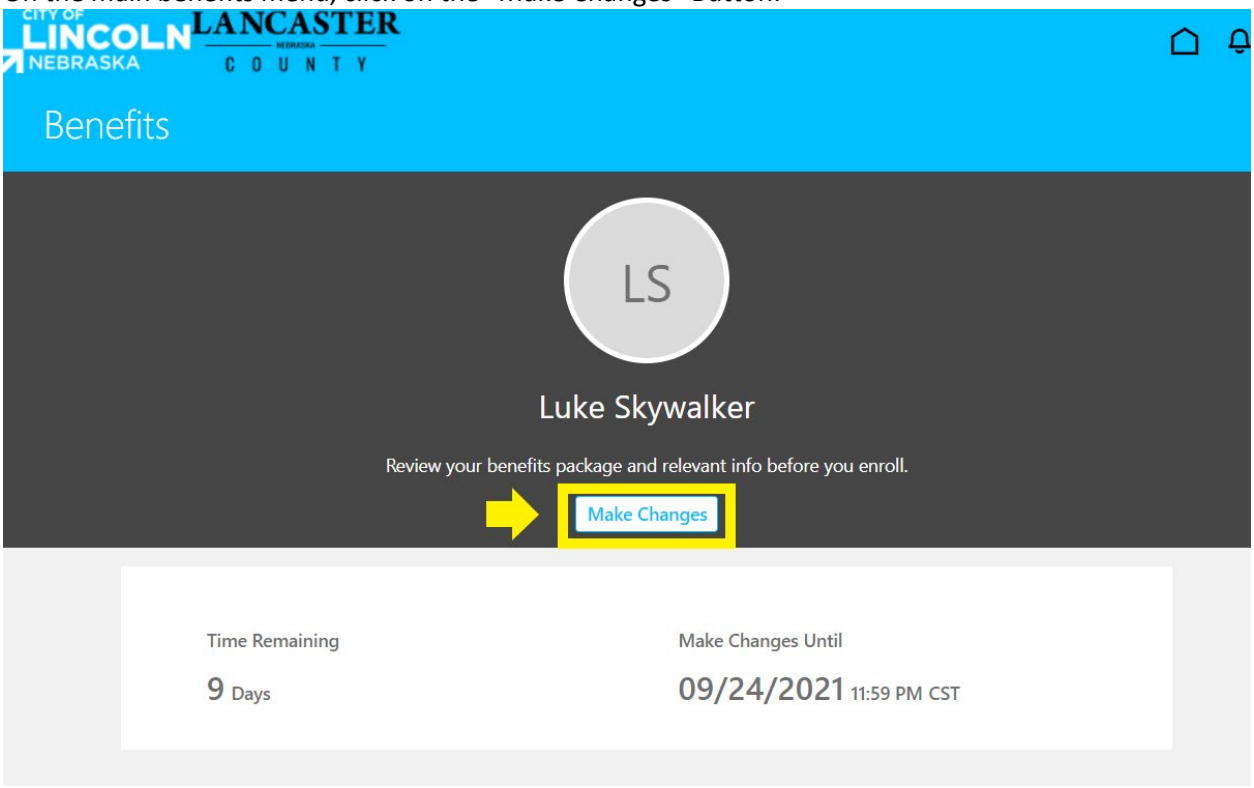


Open Enrollment Event – Flexible Spending Account Enrollment

Please be sure to use one of the following browsers to ensure that you will not encounter errors with this process: Google Chrome, Mozilla Firefox, or Safari.

Navigate to “Me” tab, then “Benefits”

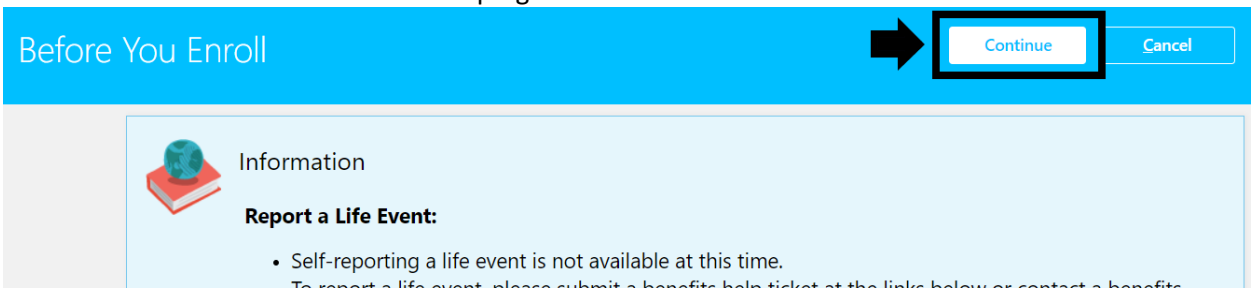
On the main benefits menu, click on the “Make Changes” Button:



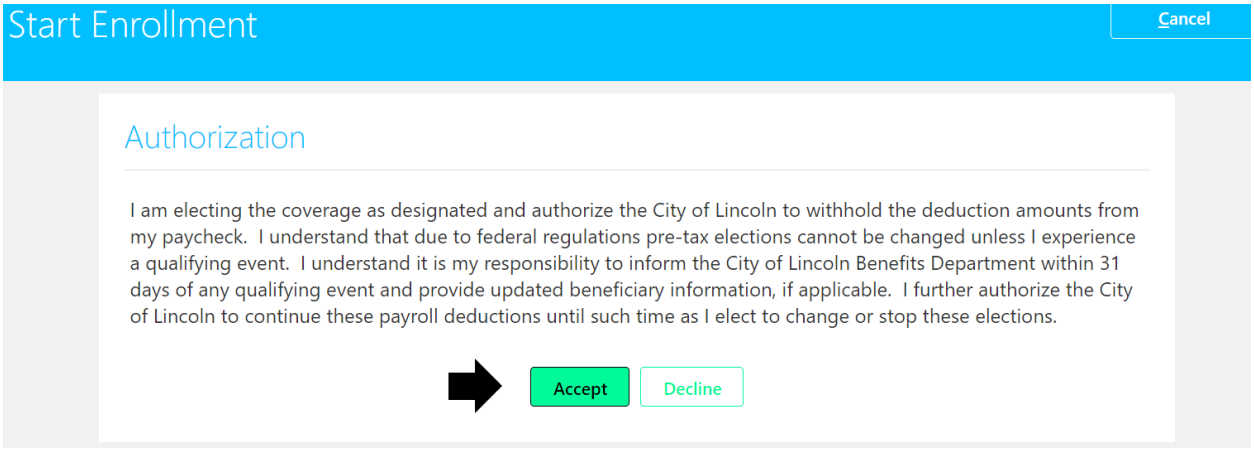
This will begin the enrollment process.

Enrollment process for all benefits life events begin by taking you to the “Before you Enroll” page because you must ensure that anyone that you want to choose as a dependent or beneficiary is on your list before you can proceed. If any changes are made, make them now.

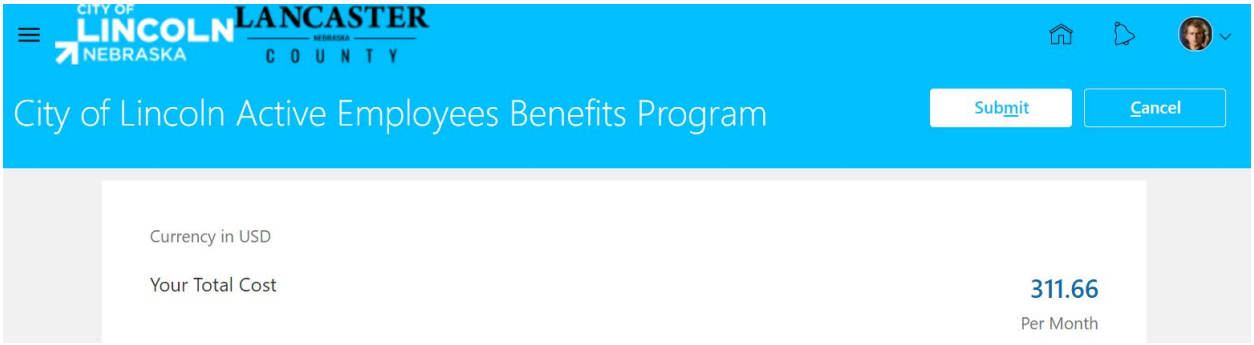
Click on the “Continue” button in the top right corner:



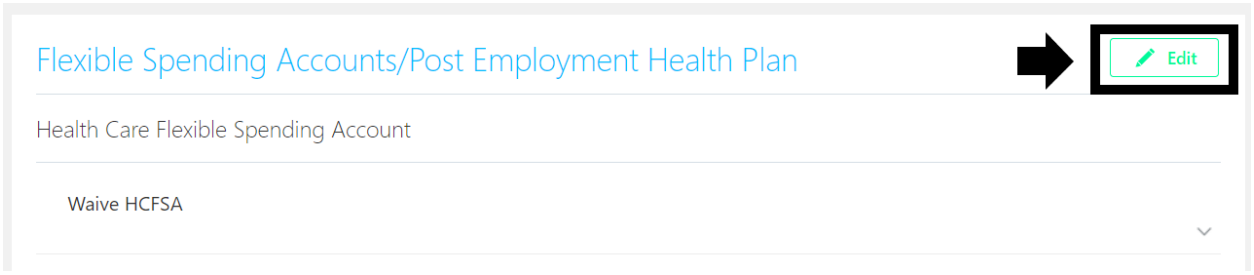
You will then be taken to the "Start Enrollment" page with the Authorization. Please read and then accept or decline. If you decline you will not be able to move forward with the enrollment process. If you have already accepted the authorization you will not see the authorization.



After you accept, you will be taken to the "Active Employees Benefits Program"



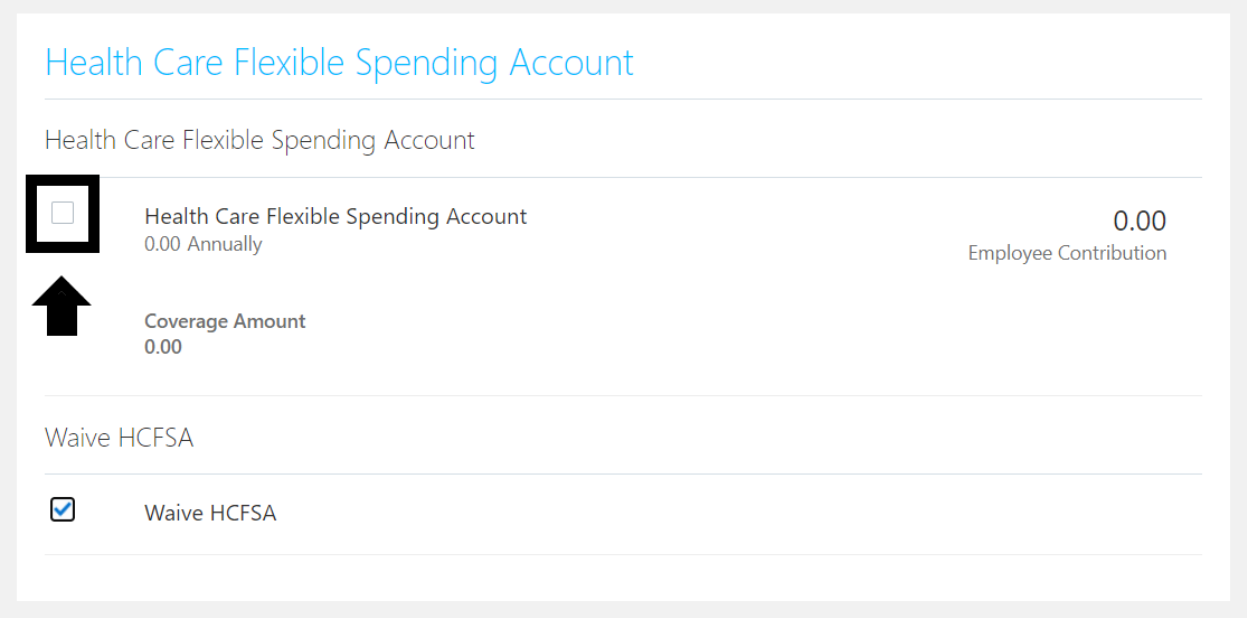
Scroll down until you see the "Flexible Spending Accounts/Post Employment Health Plan" section. Click on the "Edit" button in the top right corner of the section to open this section:



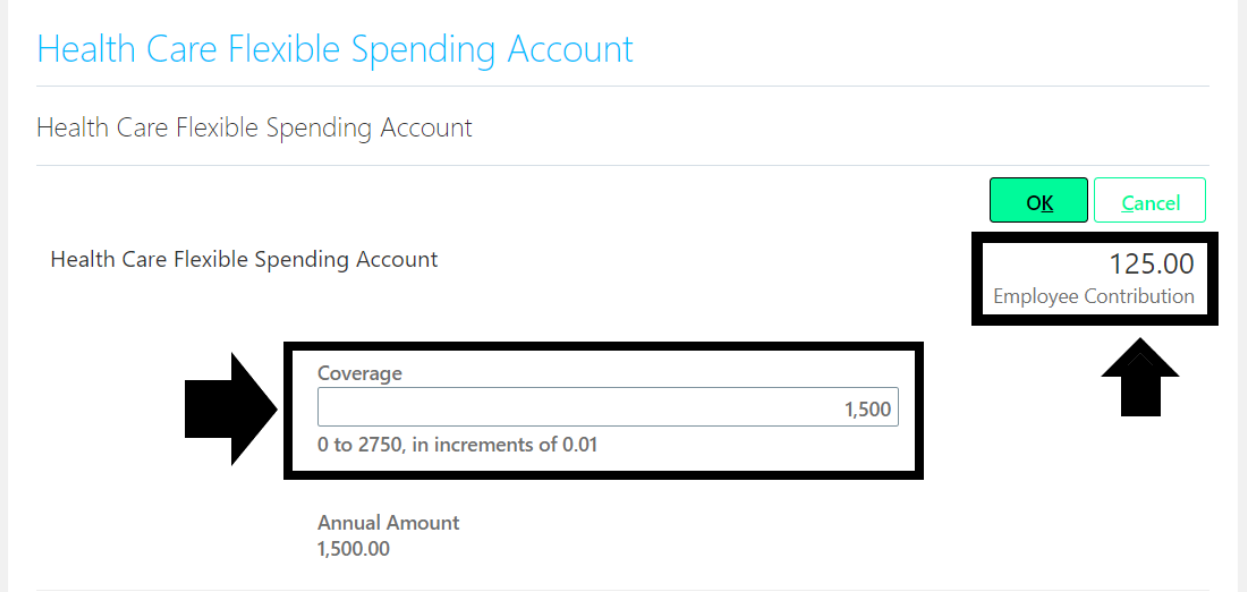
This will open the "Flexible Spending Accounts/Post Employment Health Plan" and you will be able to scroll down the page and view each plan in the group.

There is text at the top of the page with information about the plans in this group. Please read through for info about the FSAs.

Scroll down to the specific FSA that you want to enroll in. Because the plans reset each year, the box next to "waive" will be checked. You will need to check the box next to the plan to select it:



This will expand the plan. In the "coverage" field, enter in the annual amount that you want to elect for the FSA. The system will calculate the "employee contribution" on the right side. This number is your annual amount divided by 12 months.



To determine your per paycheck amount, please take your annual amount divided by 26 paychecks.

Click the “Ok” button.

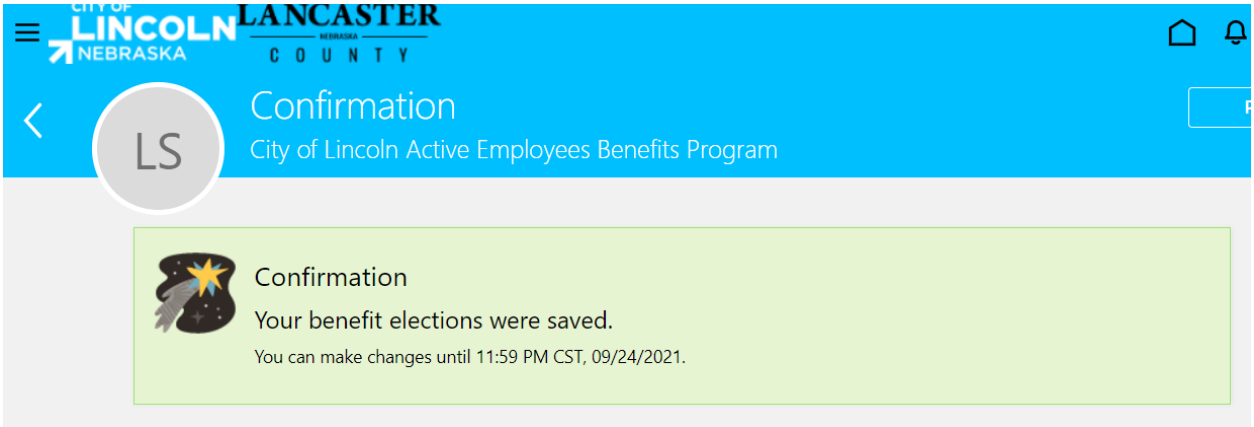
If necessary, repeat the process for the other flexible spending accounts.

Note Parking Flexible Spending Account is ONLY for work related parking expenses and only if you are paying for parking in a parking lot that is not City/County. Example: you work downtown and pay to park in a parking garage.

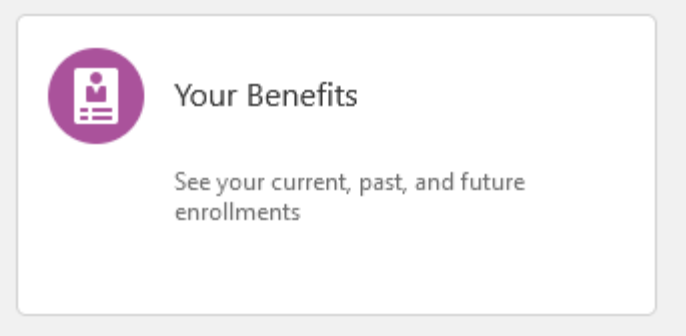
When done making your FSA selections, scroll to the top of the page and click the “continue” button.

This will take you back to the “Active Employees Benefits Program” page. If you are done making enrollment changes, scroll to the top of the page and click the “submit” button:

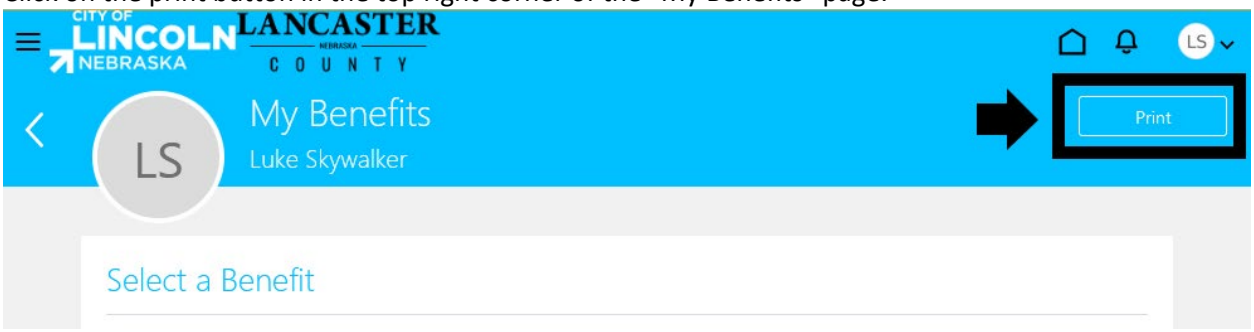
This will take you to the confirmation page, be sure that you see the confirmation message to indicate that your elections were saved. You can scroll down this page to review the changes that you made. When done, click on the back arrow in the top right corner of the page to go back to the benefits menu:



Next, click on the “Your Benefits” tile:



Click on the print button in the top right corner of the “My Benefits” page:



This will open a new tab or window with a PDF copy of your “Benefits Confirmation and Summary” with a record of what enrollments were made. Please save or print a copy for your records.

Benefits Confirmation and Summary

Luke Skywalker
4545 Mos Eisley Way,
Lincoln, NE 68524

Employee Number
505385

Dear Luke Skywalker ,

Thank you for enrolling for benefits via Oracle Benefits Self Service. If the enrollments are correct, no further action is needed by you. If there is an error or you have questions regarding your enrollments, please contact your Human Resources Department. Contact information is located at https://lincoln.ne.gov/city/person/risk/enroll.htm.

Human Resources must receive official documentation within 31 days of the qualifying event for eligible dependents you wish to cover on your medical plan (i.e. spouse, child, step-child). Coverage may be suspended or denied if the required documentation is not received timely (i.e. copy of certified marriage certificate, copy of certified birth certificate, adoption paperwork).

You acknowledge that by electing benefits, you are authorizing the deductions for those benefits that will remain in effect until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each plan year, as long as the such benefits continue to be offered, unless you elect otherwise in a following enrollment period. The exception is the Health Care and Dependent Care Flexible Spending Accounts which you MUST enroll each year.

As a result of your Open event on date 11/01/2021, you have elected the following benefits. You have also authorized deductions from your compensation for any and all elected or required contributions or costs.

City of Lincoln Active Employees Benefits Program

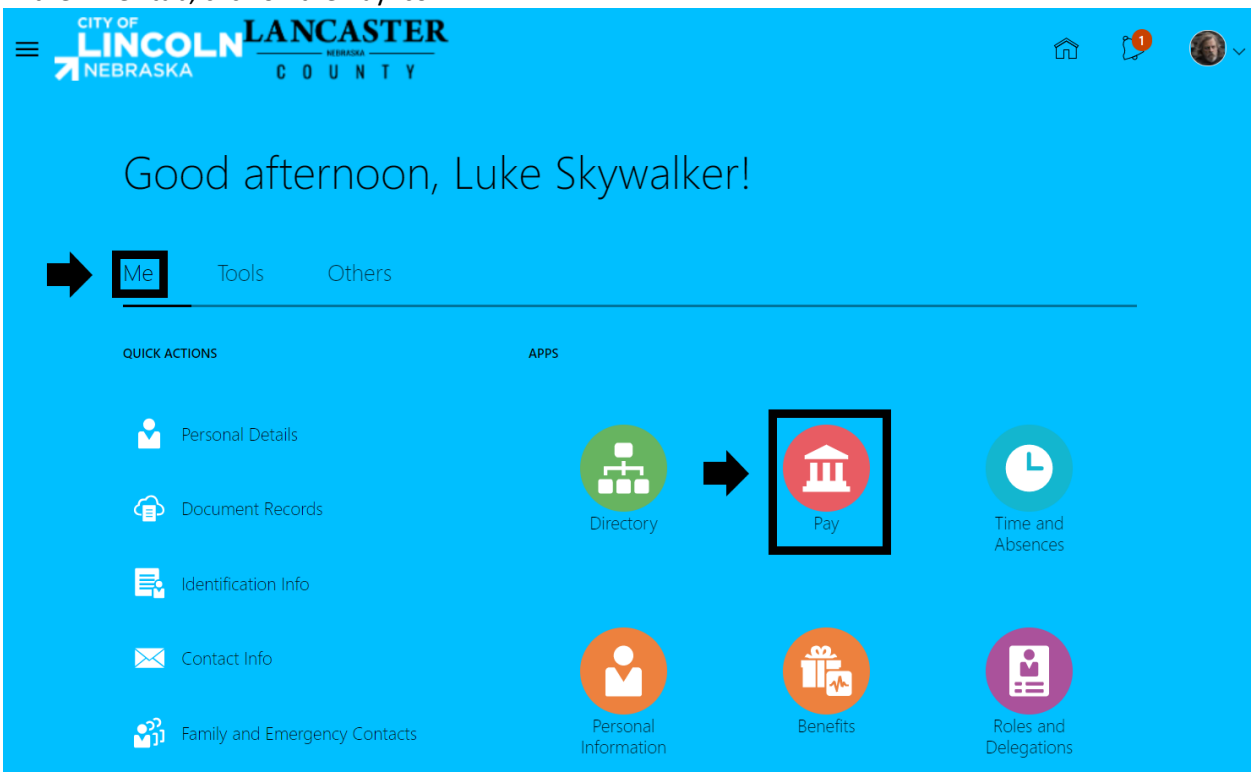
Suspended Elections, Interim Coverage, and Action Items
The following elections that you have made are suspended for the stated reason. The following actions are required by you by the specified date to clear any suspended elections. If you do not complete the actions below by the specified date, you will be assigned the default interim Coverage Plan as shown.

Suspended	Interim Coverage	Action Item	Due Date
PAGE Medical-Employee + Child(ren)	PAGE Medical-Employee Only	Dependent Requires Certification	

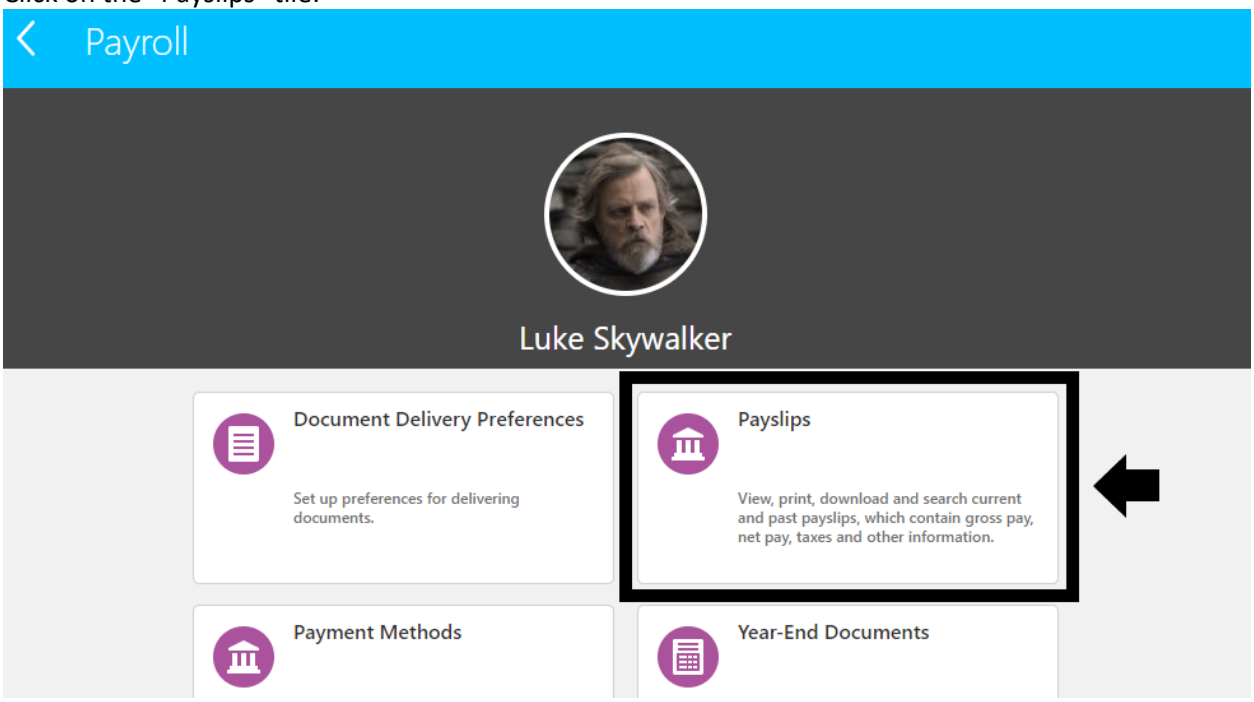
Payroll Module

View Payslips

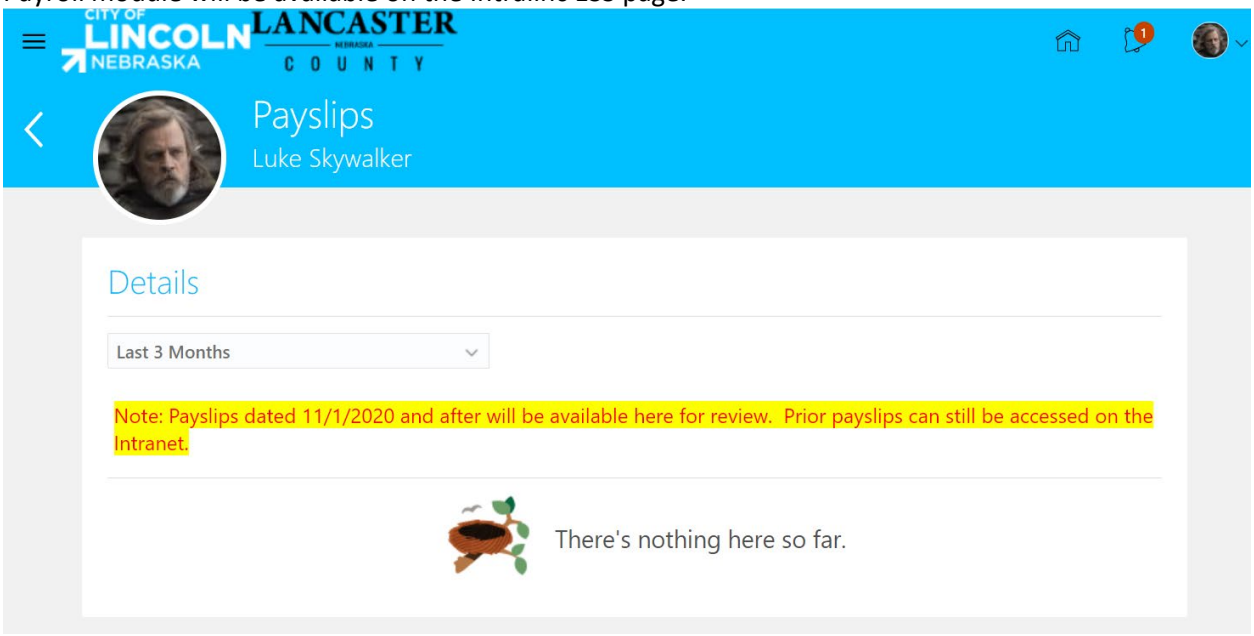
In the "Me" tab, click on the Pay Icon:



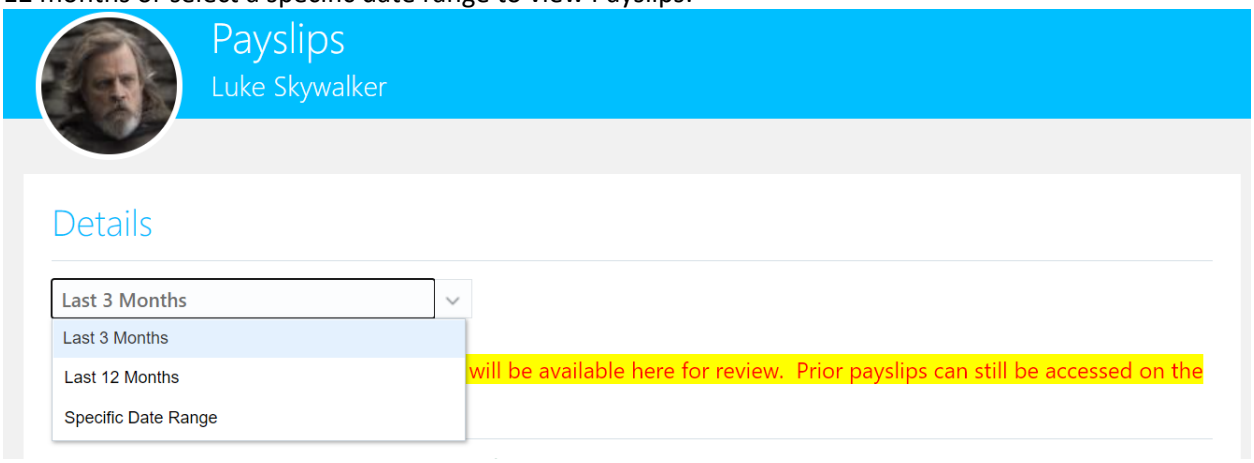
Click on the "Payslips" tile:



Payslips will default to show you the last 3 months. Payslips prior to the implementation of Oracle Payroll module will be available on the Intralinc ESS page.



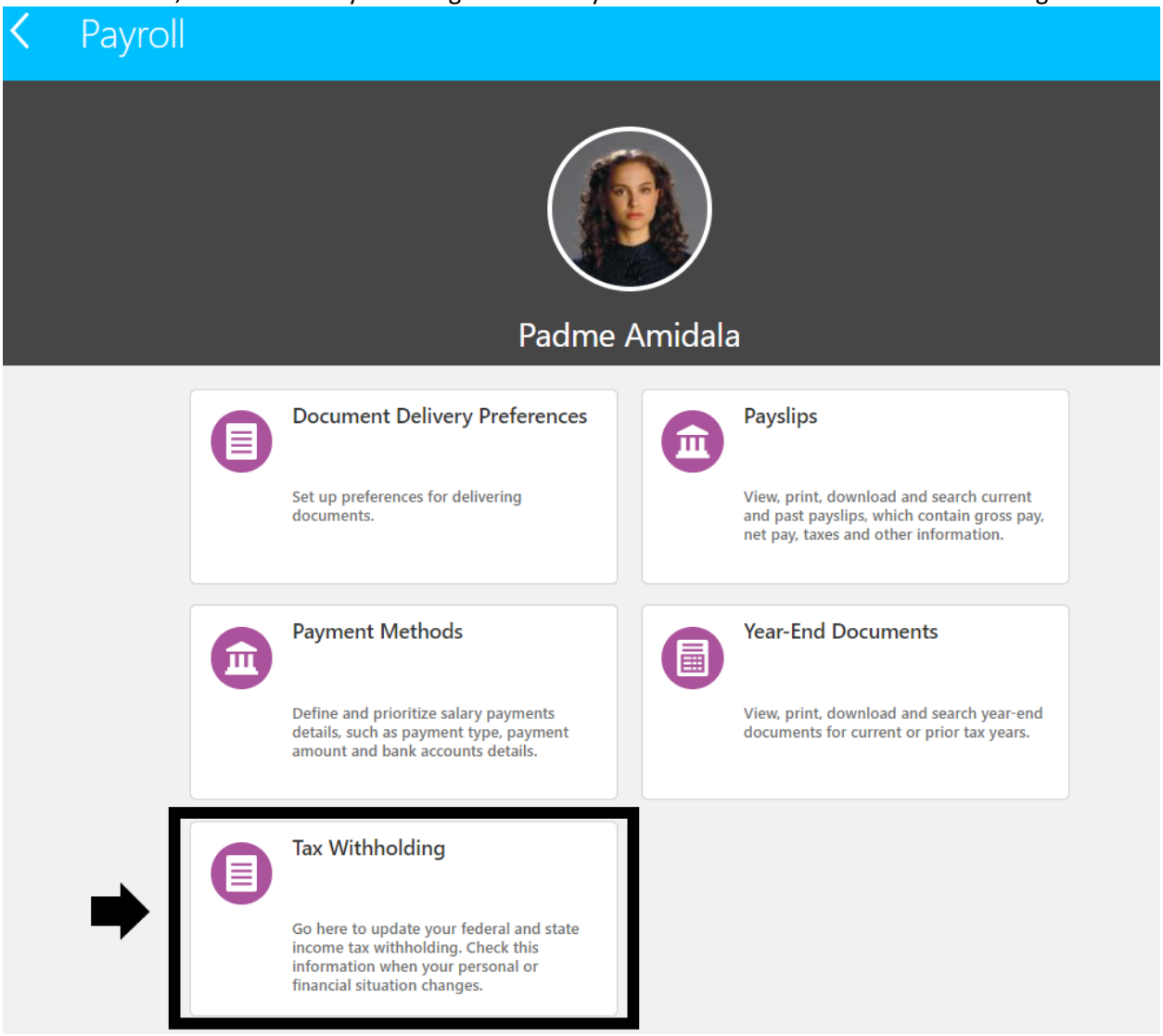
Once we have more Payslips in the system, you will be able to use the dropdown menu and view the last 12 months or select a specific date range to view Payslips:



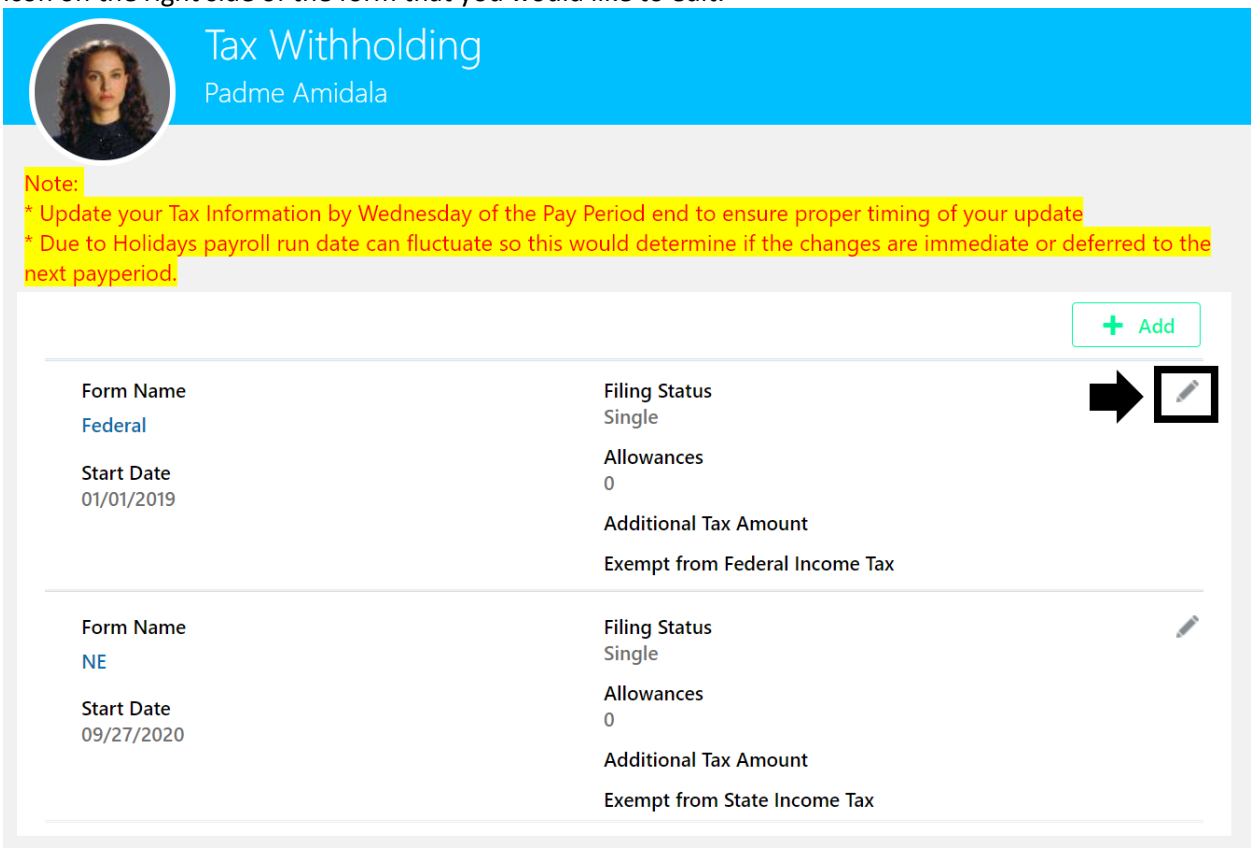
When you choose "Specific Date Range" you will then be able to enter in the dates in the range and click on the magnifying glass to yield search results:

Update Federal and State Tax Withholdings

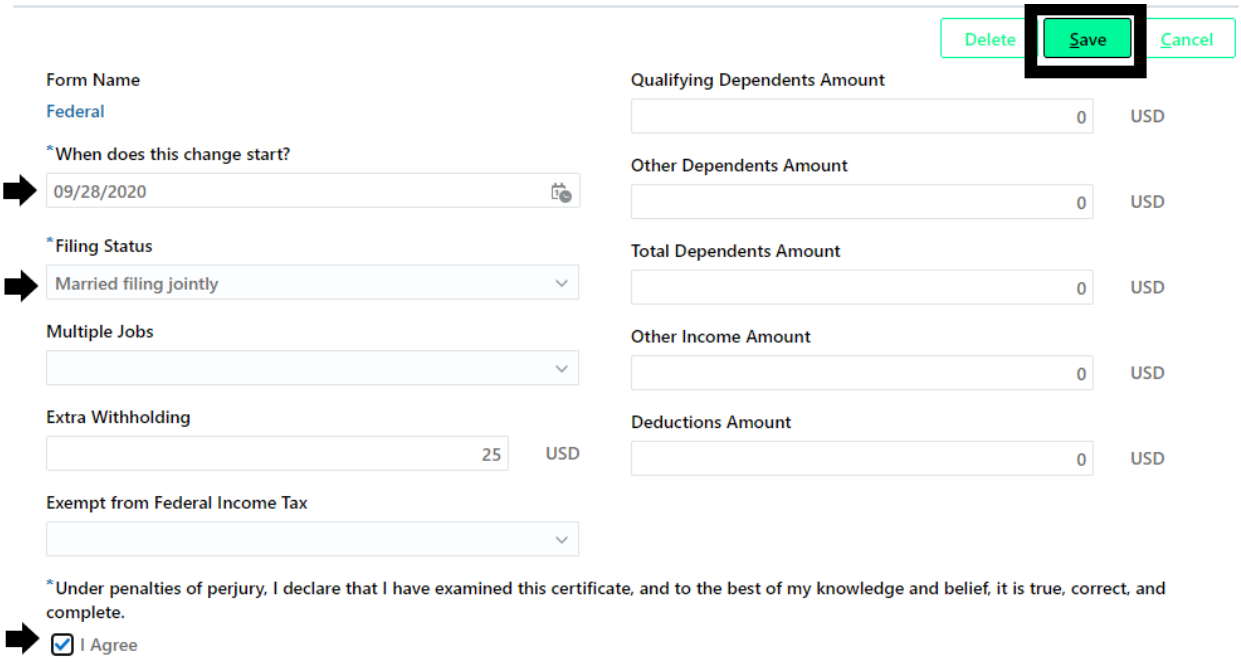
In the “Me” tab, click on the Pay Icon to get to the Payroll menu. Click on the “Tax Withholding” tile:



You will have a form for Federal and a Form for Nebraska. To make changes, you will click on the pencil icon on the right side of the form that you would like to edit.



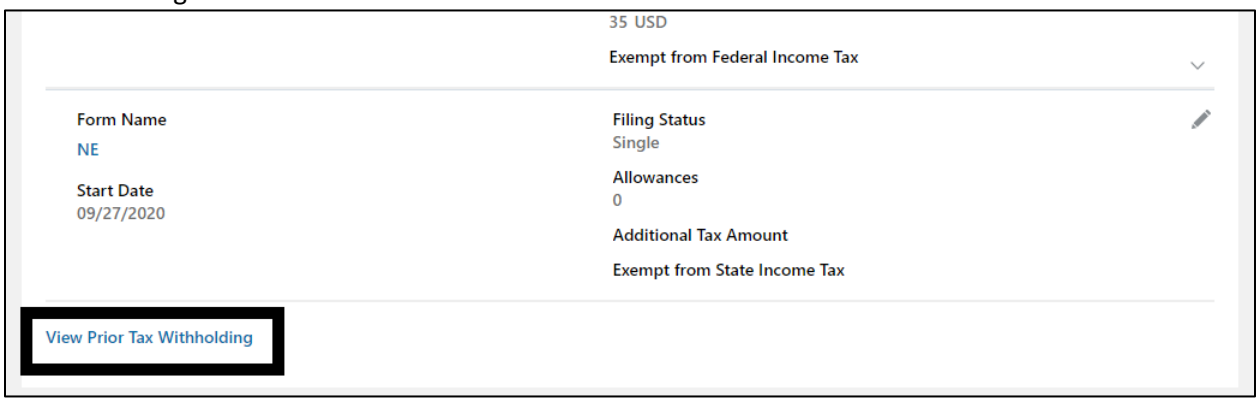
Fill out your desired changes. Fields marked with arrows are required fields. When done, click the save button.



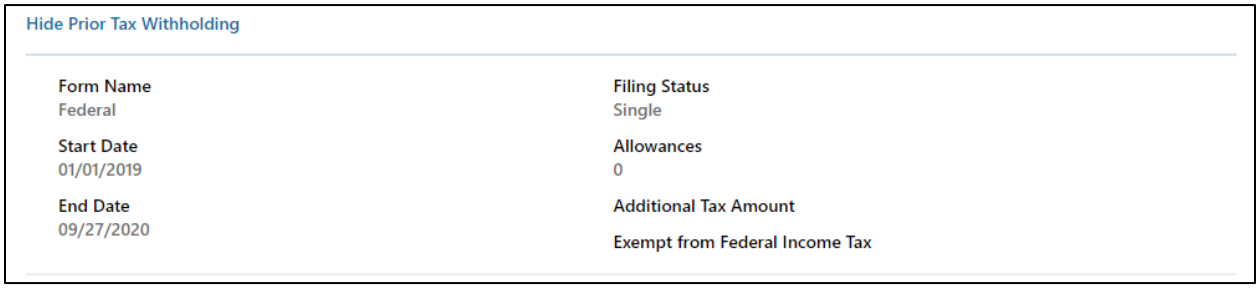
The form will now show the updated information. You can click on the triangle icon in the bottom right to expand the details of the form:

If you enter in a future dated change, it will show the current form line and a separate line for the future dated change:

Click on the "View Prior Tax Withholding" in the bottom left corner of the section to view your previous tax withholding information.

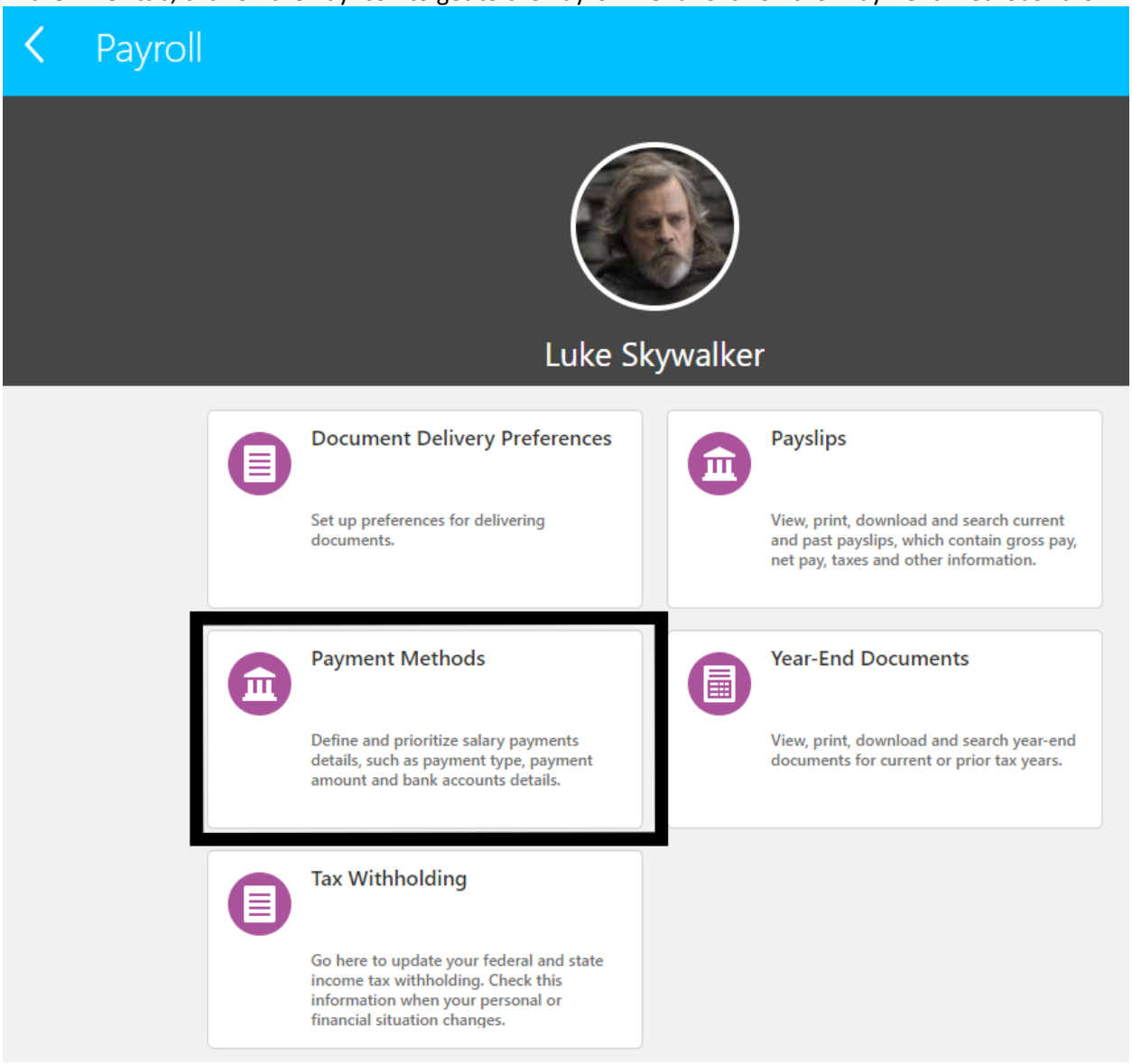


This will expand your Prior Tax Withholding section:



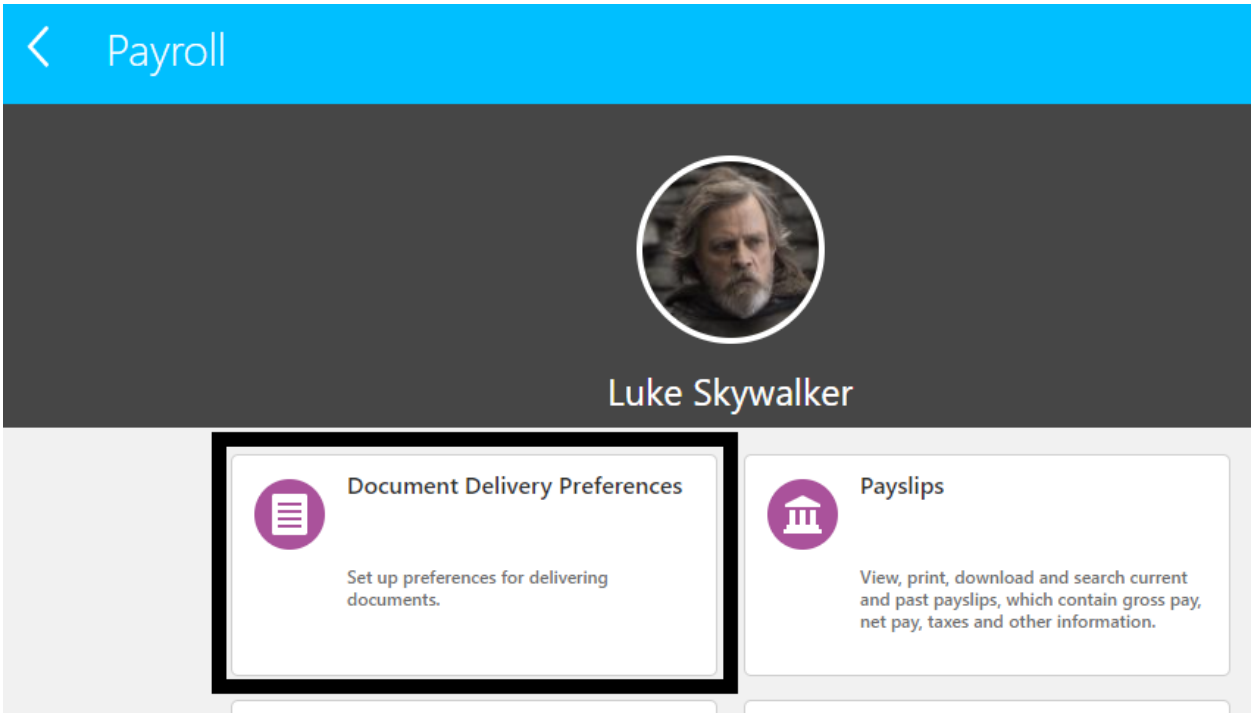
Update Direct Deposit Information

In the “Me” tab, click on the Pay Icon to get to the Payroll menu. Click on the “Payment Methods” tile:

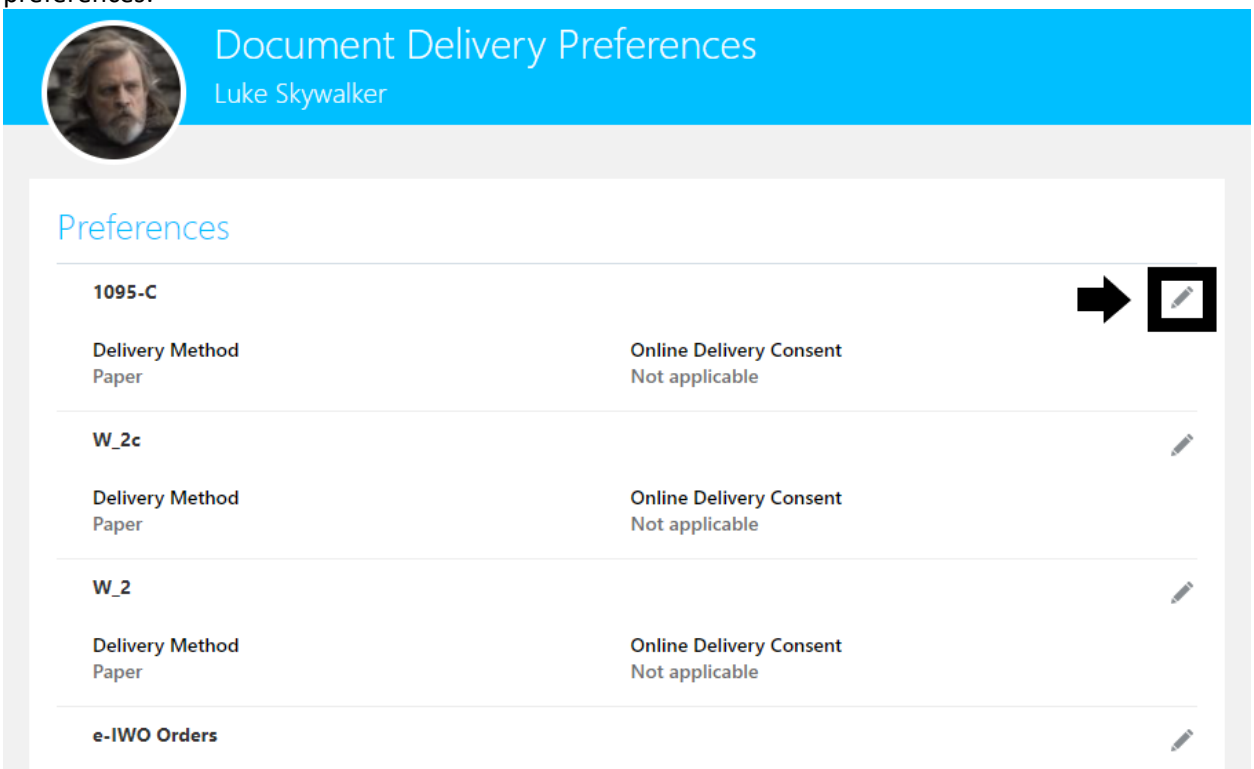


Choose Delivery Method to Receive W-2 and 1095-C

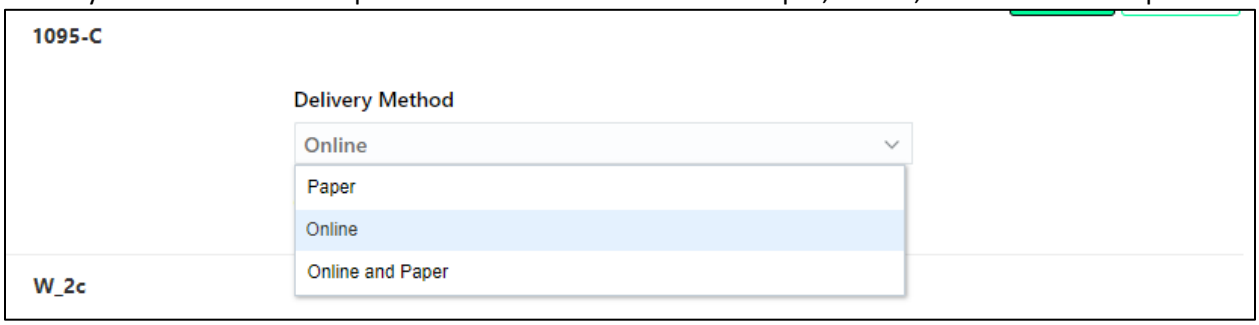
In the "Me" tab, click on the Pay Icon to get to the Payroll menu. Click on the "Document Delivery Preferences" tile:



Click on the pencil icon on the right side of the document that you would like to change the delivery preferences:

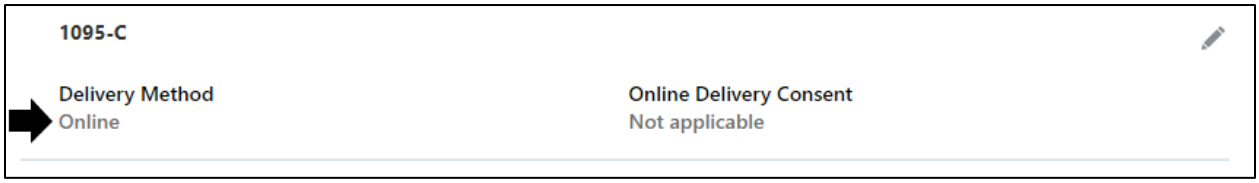


Delivery Method field is a dropdown menu with three choices: Paper, Online, and Online and Paper.



Once you make your selection, click on the "Save" button:

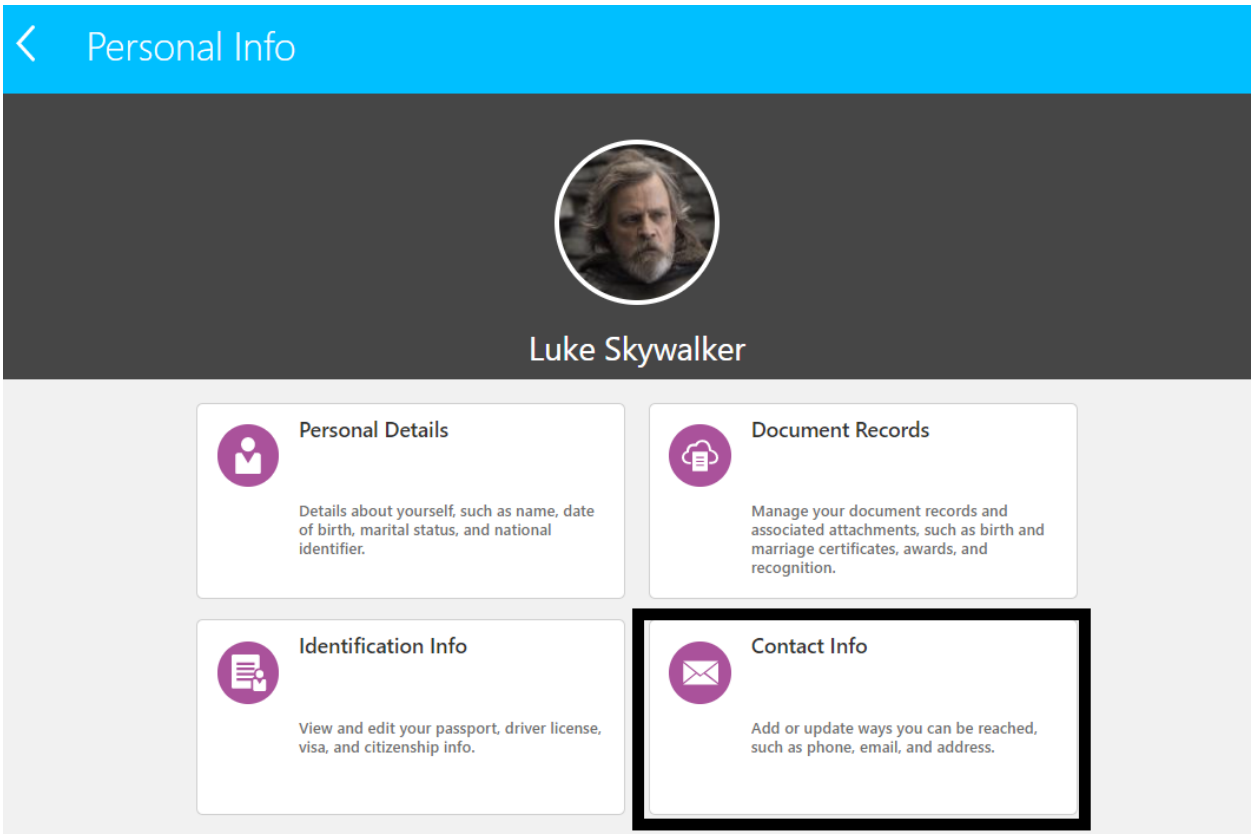
Delivery Method for that document will now be updated:



Human Resources Module

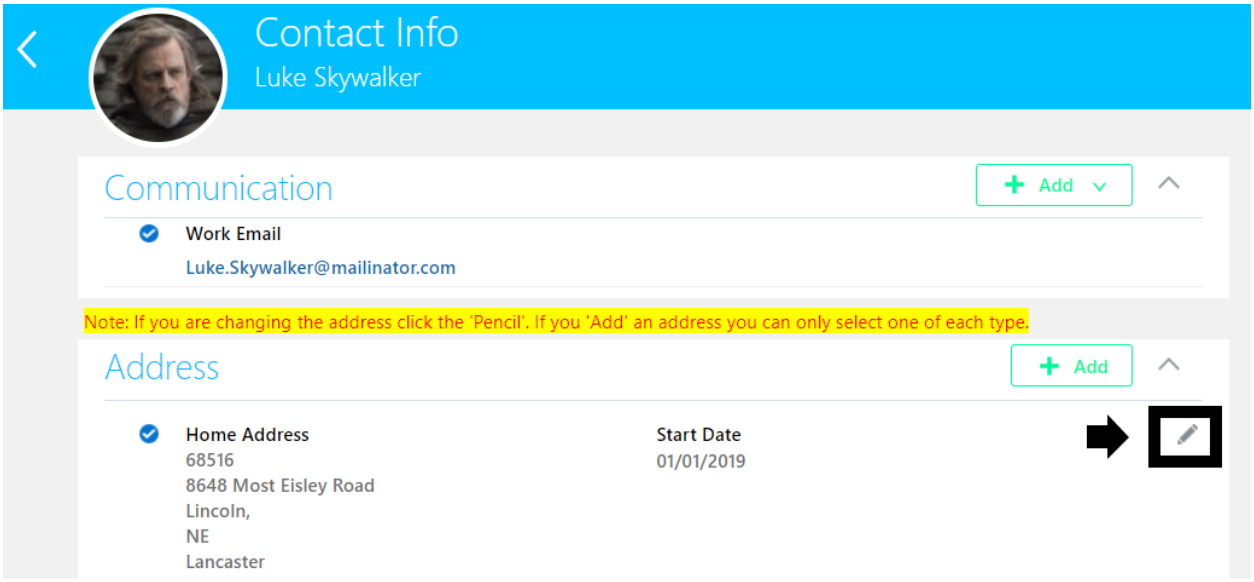
Address Change

In the “Me” tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the “Contact Info” tile:

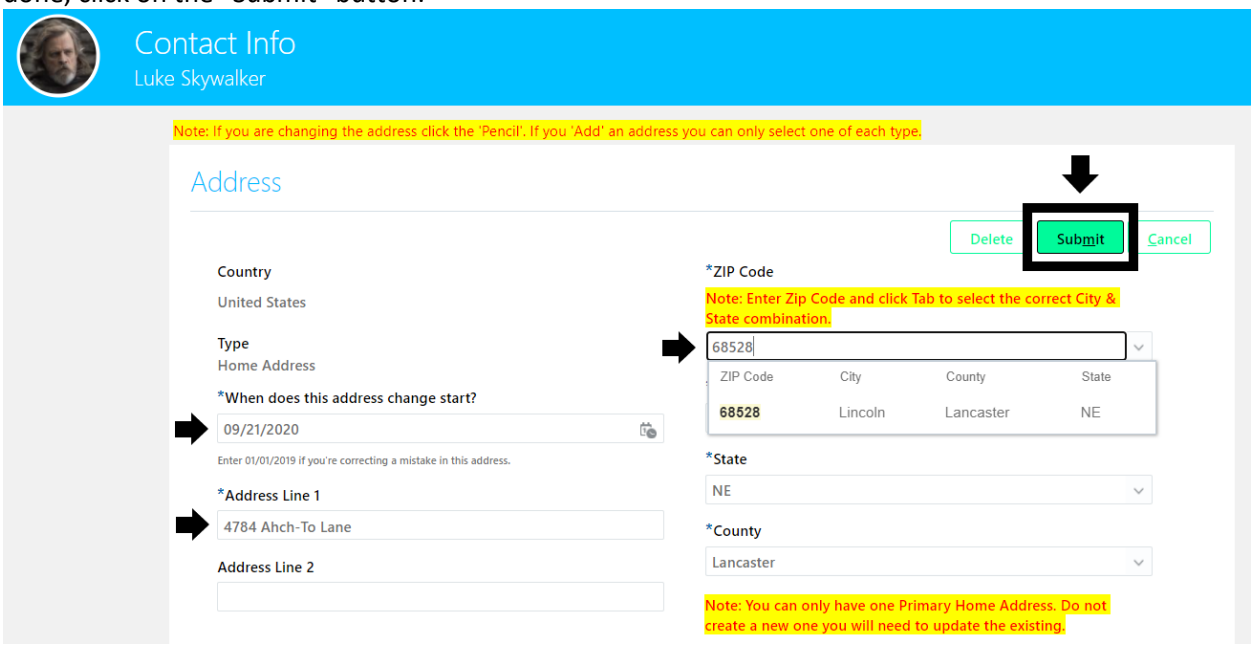


This will open your Contact Info page. Addresses are listed in the Address section. There are three types of addresses that you can have: Home Address, Mailing Address, and Resident Tax Address. You can only have one of each type. To edit, click on the pencil icon on the right side of the address that you want to

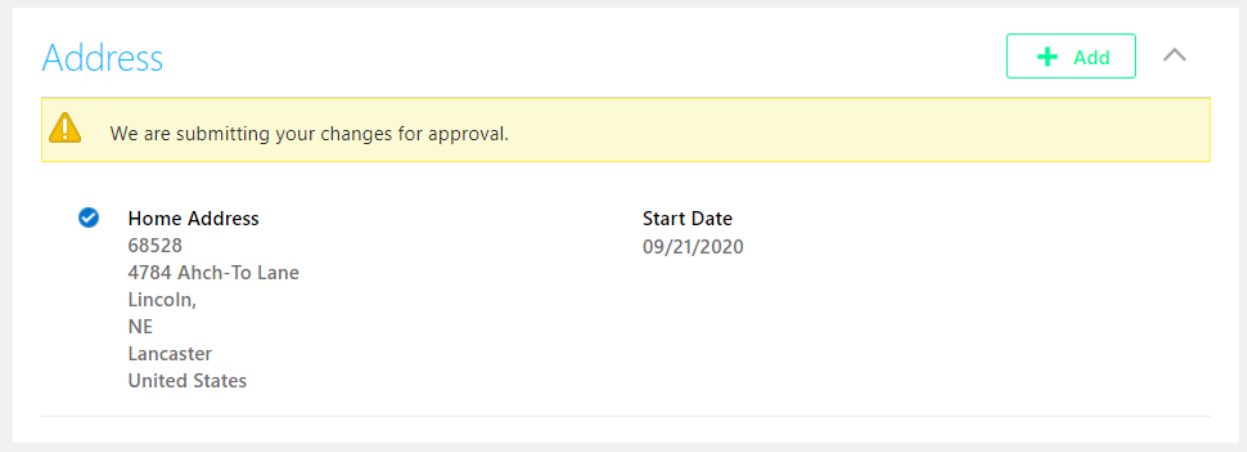
edit:



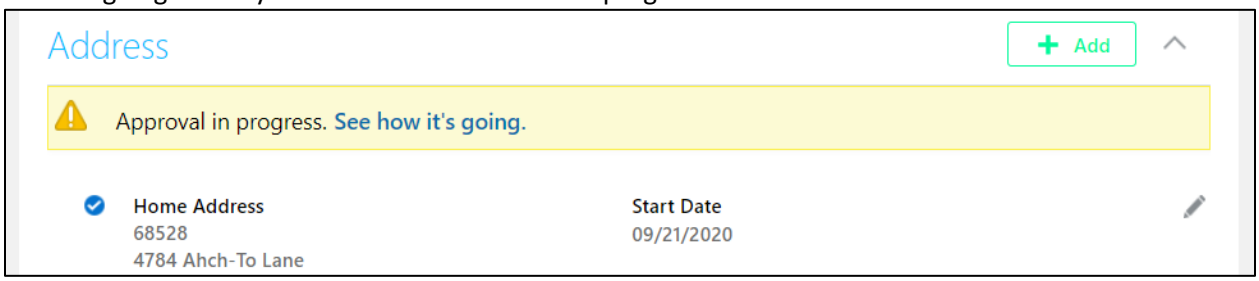
Enter in the effective date of this address change in the "When does this address change start?" field. Make necessary changes to the "Address Line 1" field and "Address Line 2" field (if needed). When you enter in the zip code, the system will populate the City, State, and County information. If the zip code has more than one option, it will show on the list and you will need to select the correct option. When done, click on the "Submit" button:



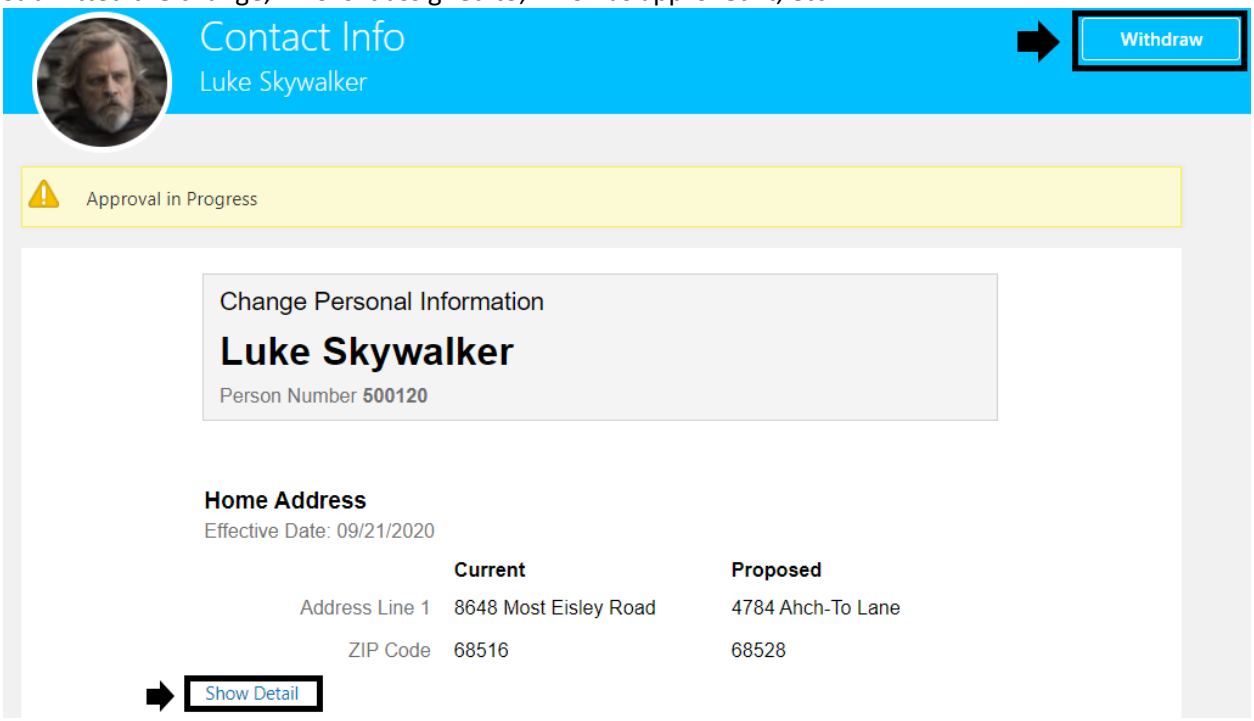
Address change will then be submitted for approval. It will remain in this status until it is approved.



Once the approval process has started, it will show "Approval in Progress" and will have a hyperlink "See how it's going." That you can click on to check the progress.

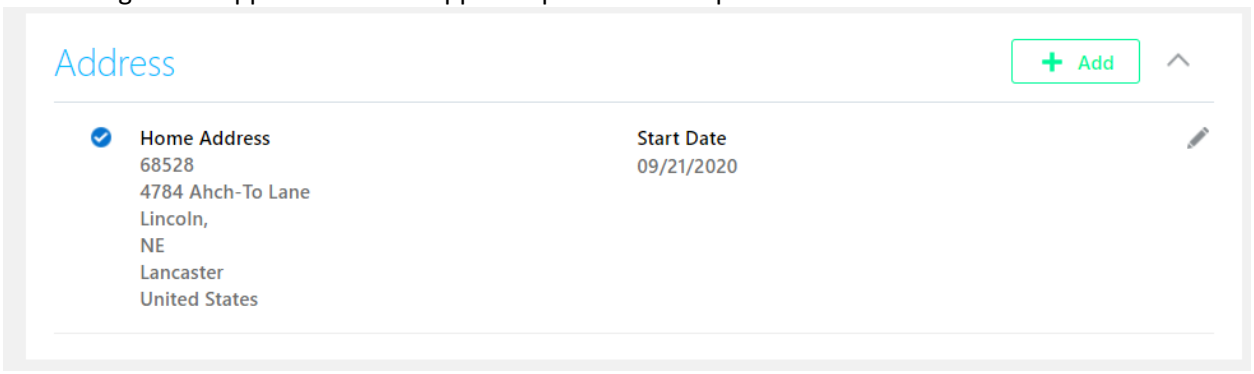


This will show you the progress. You will be able to see the current address and the proposed address. It will show the effective date of the change. You can click on "Withdraw" if you would like to withdraw the change. You can also click on "Show Detail" to see the approval workflow that includes who submitted the change, who is it assigned to, who has approved it, etc.



Use the back button to go back to your contact info page:

Yellow flag will disappear when the approval process is complete:

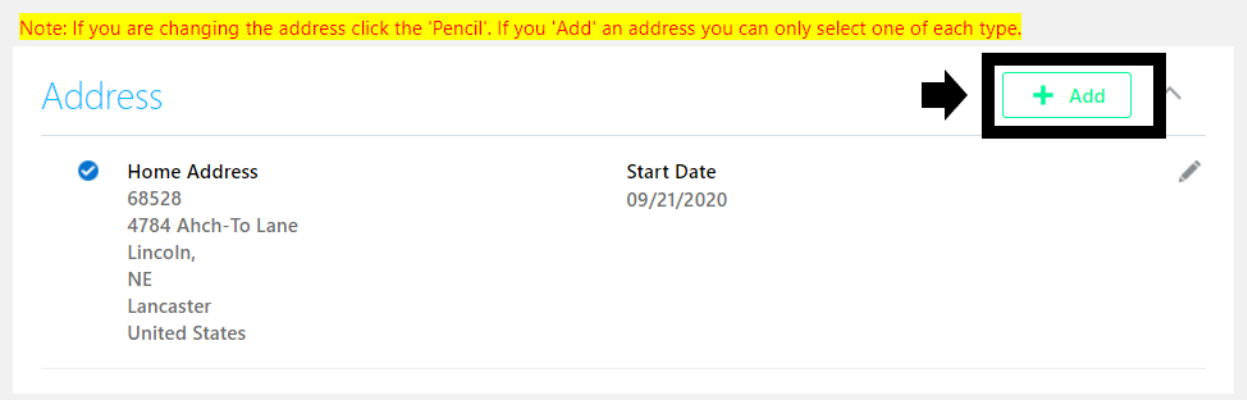


Add New Address Type

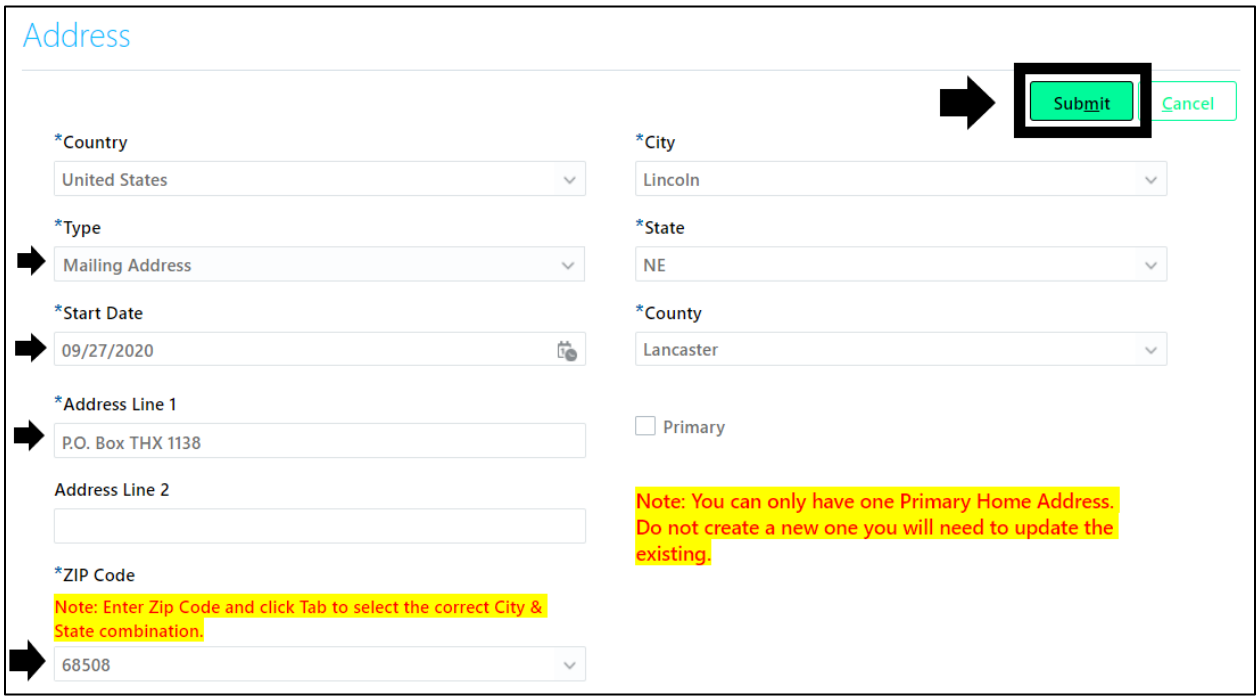
In the "Me" tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the "Contact Info" tile.

This will open your Contact Info page. Addresses are listed in the Address section. There are three types of addresses that you can have: Home Address, Mailing Address, and Resident Tax Address.

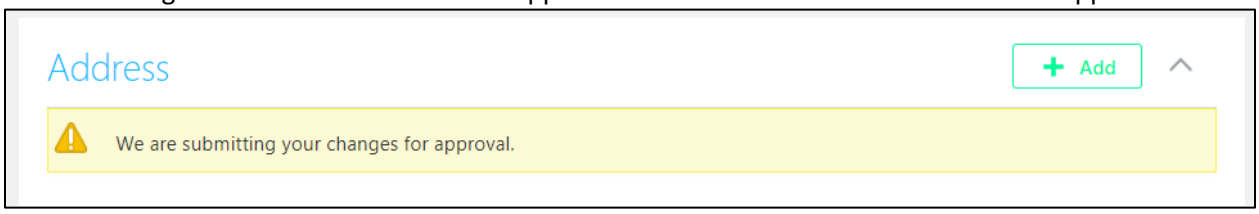
You can only have one of each type. To add in an address type that you do not currently have listed, click on the "+ Add" button in the Address section:



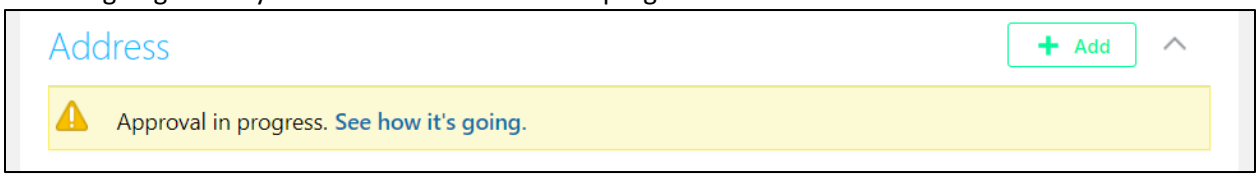
Select the "Type" from the dropdown menu. Enter in the start date for this address. Enter in Address Line 1 (and Address Line 2 if applicable). When you enter in the zip code, the system will populate the City, State, and County information. If the zip code has more than one option, it will show on the list and you will need to select the correct option. When done, click on the "Submit" button:



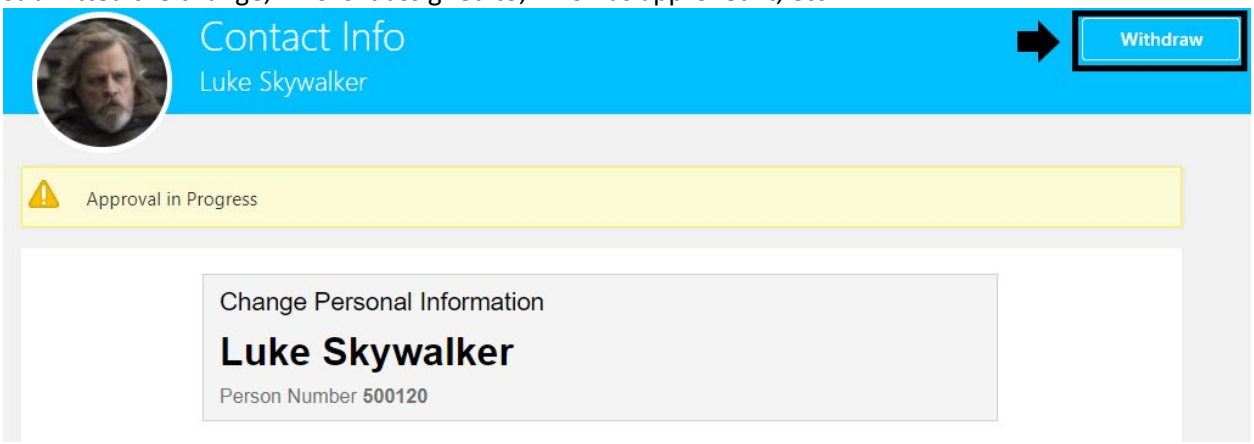
Address change will then be submitted for approval. It will remain in this status until it is approved.



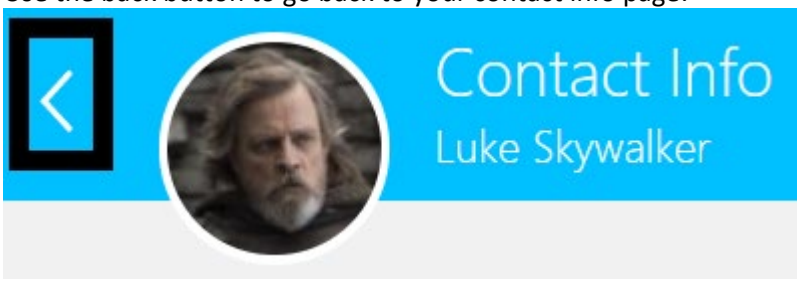
Once the approval process has started, it will show "Approval in Progress" and will have a hyperlink "See how it's going." That you can click on to check the progress.



This will show you the progress. You will be able to see the current address and the proposed address. It will show the effective date of the change. You can click on "Withdraw" if you would like to withdraw the change. You can also click on "Show Detail" to see the approval workflow that includes who submitted the change, who is it assigned to, who has approved it, etc.



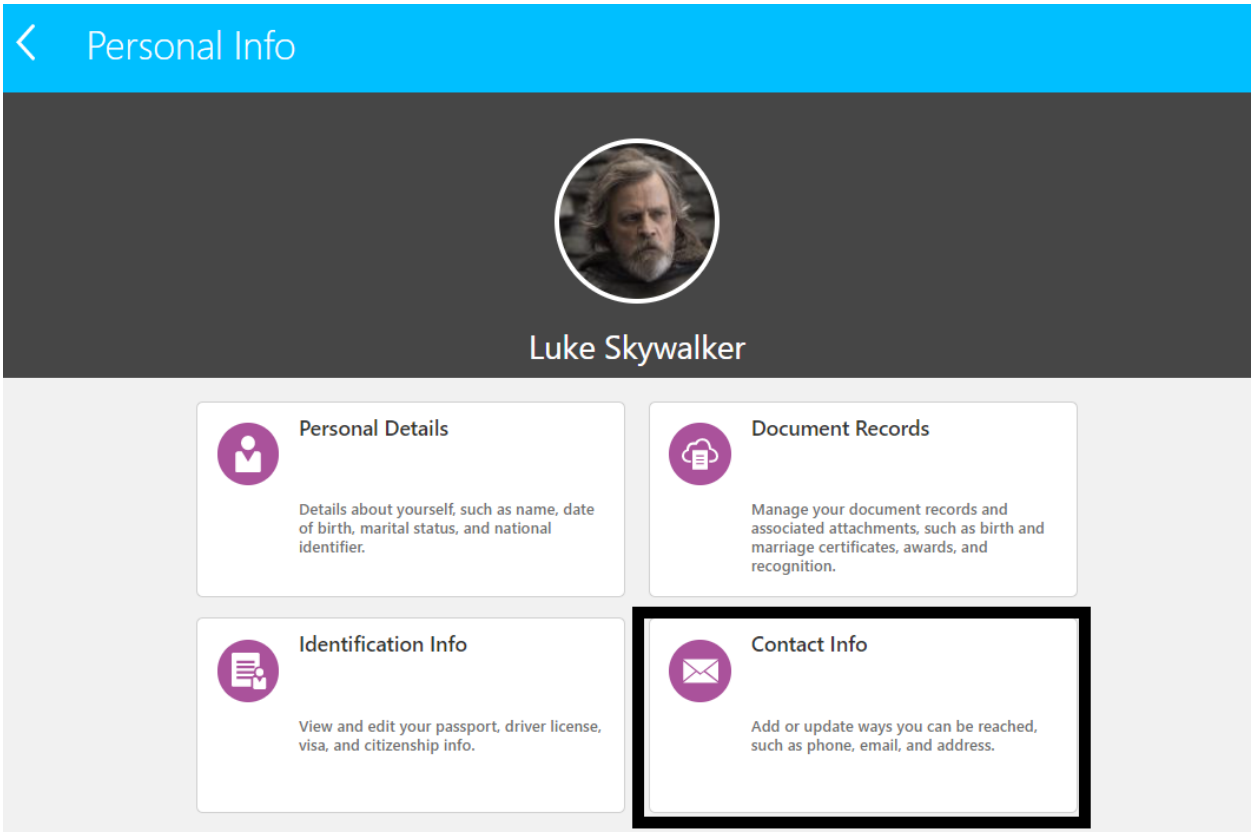
Use the back button to go back to your contact info page:



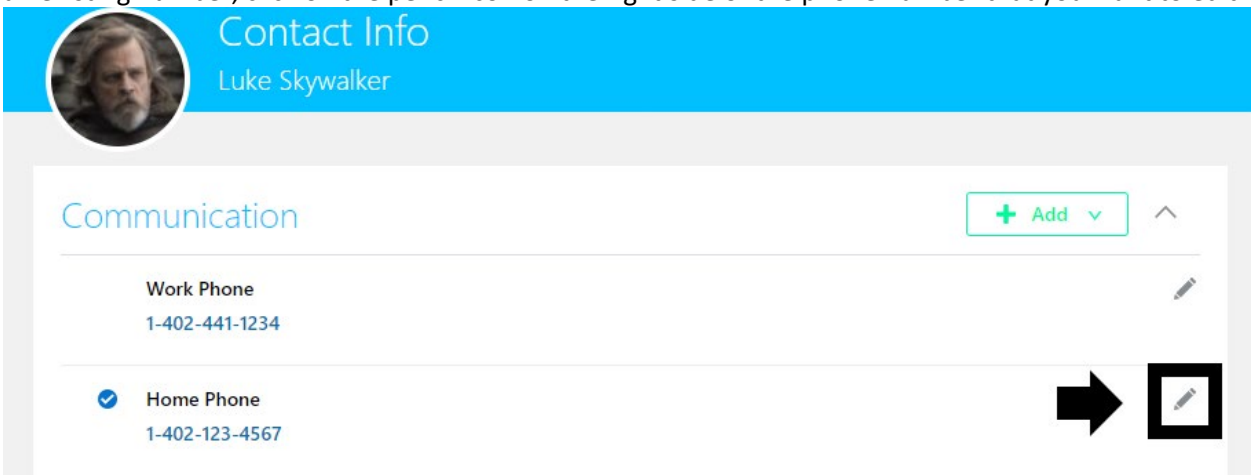
Yellow flag will disappear when the approval process is complete:

Phone Change

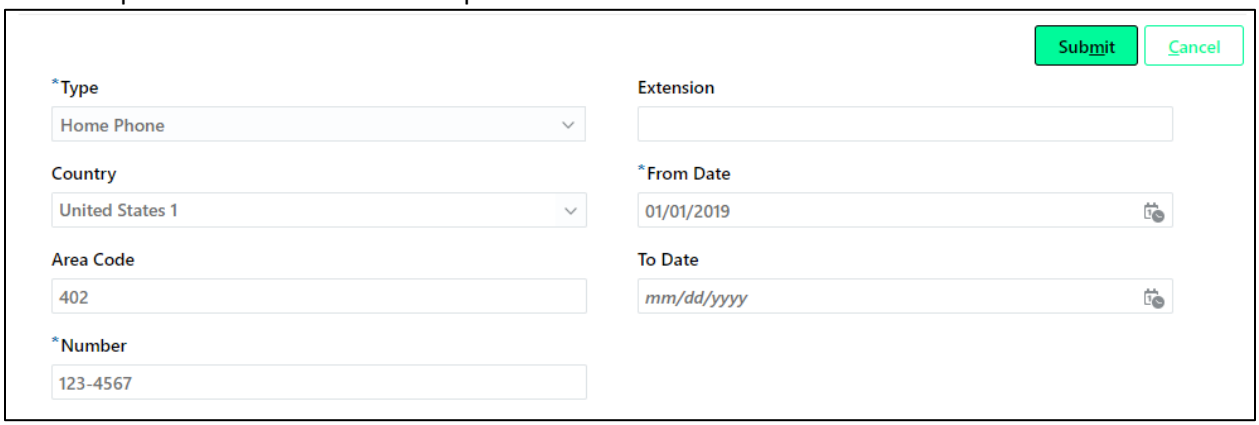
In the "Me" tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the "Contact Info" tile:



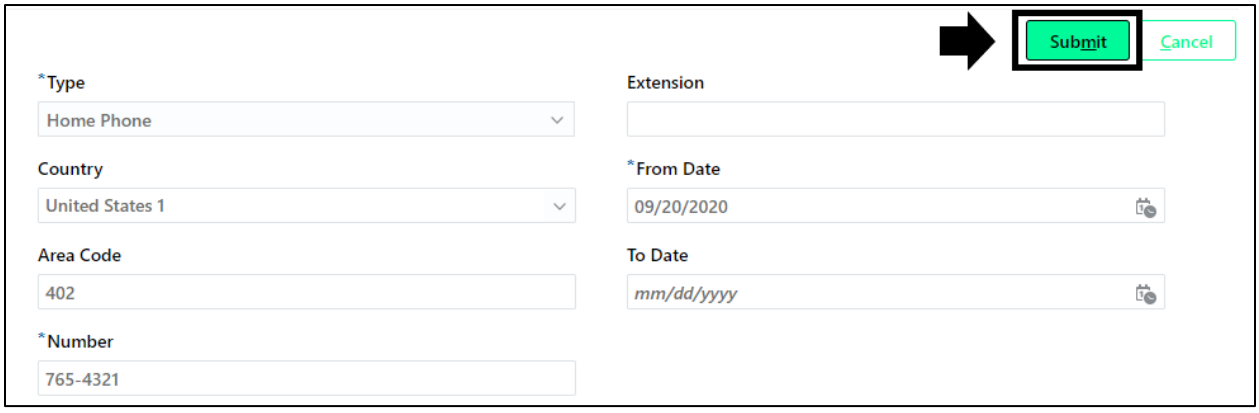
This will open your Contact Info page. Phone Numbers are listed in the Communication section. To edit an existing number, click on the pencil icon on the right side of the phone number that you want to edit:



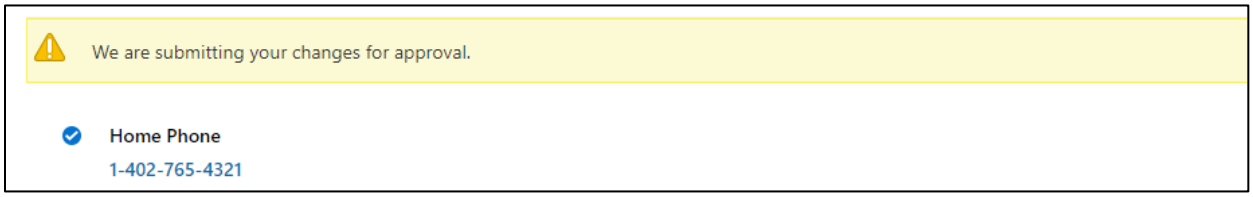
This will open the information for that phone number:



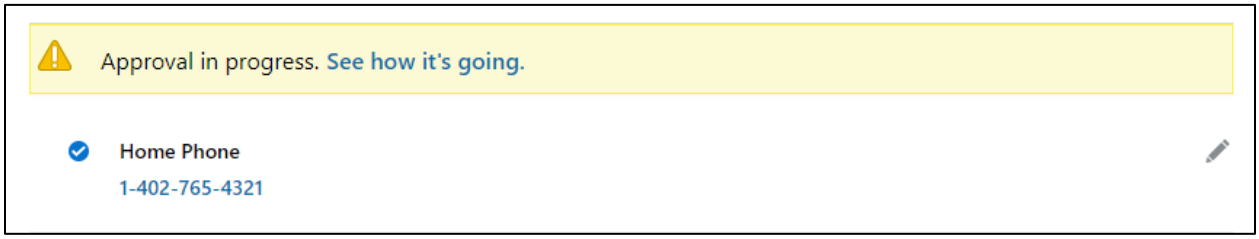
Make the necessary change to the number and enter in the date that this change is effective in the "From Date" field. Only the 7 digits of the phone number can be entered in the number field, be sure to put the area code in the separate area code field. When done click the submit button:



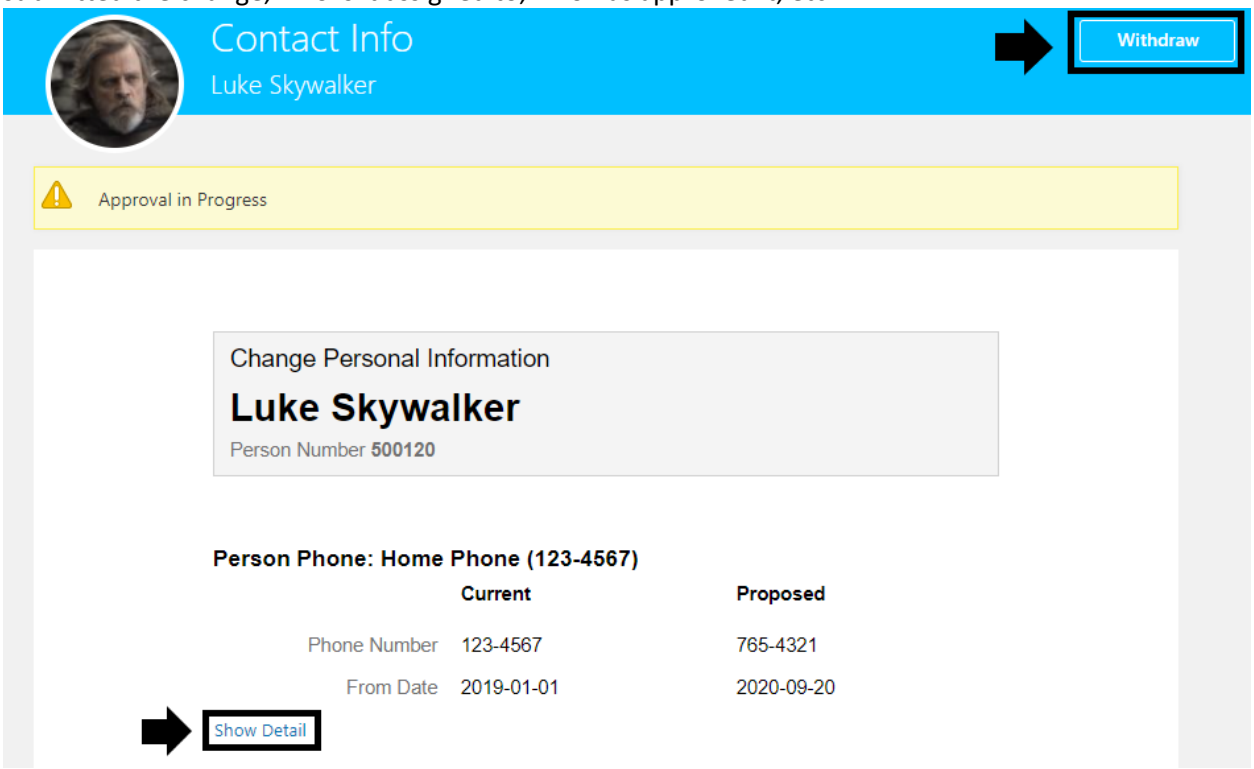
Phone number will not be flagged with "We are submitting your changes for approval." This will show until the change has been approved through the approval flow:



Once the approval process has started, it will show "Approval in Progress" and will have a hyperlink "See how it's going." That you can click on to check the progress.



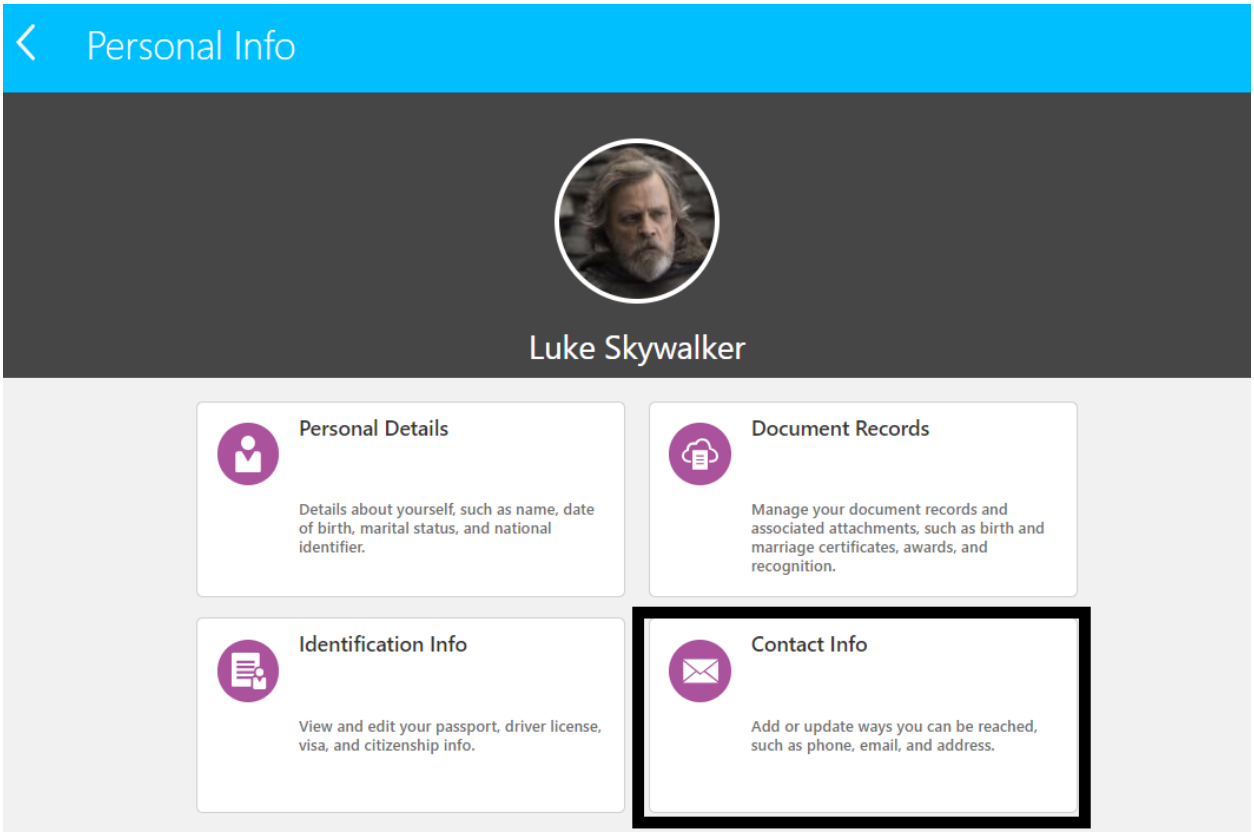
This will show you the progress. You will be able to see the current number and the proposed number. It will show the effective date of the change. You can click on "Withdraw" if you would like to withdraw the change. You can also click on "Show Detail" to see the approval workflow that includes who submitted the change, who is it assigned to, who has approved it, etc.



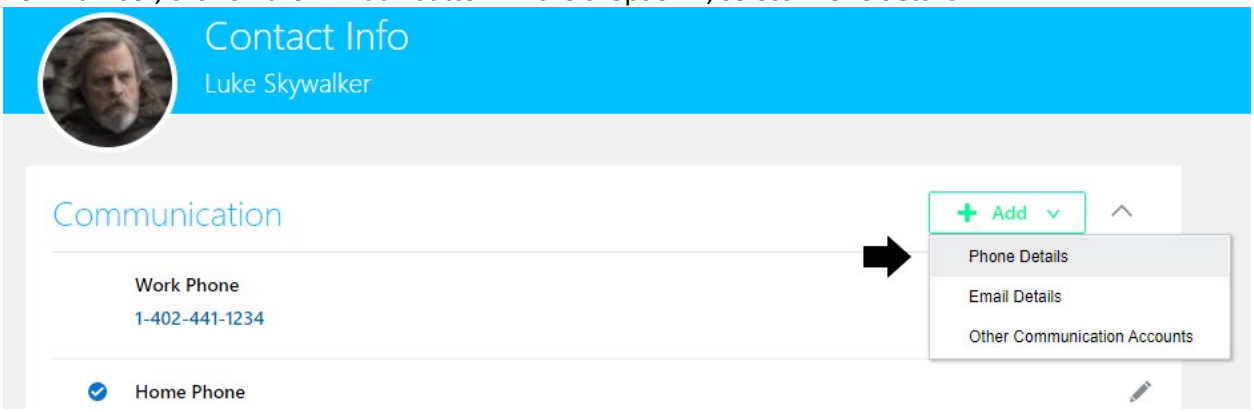
On the Contact Info page, the flag will disappear when the approval process is complete.

Add Phone Number

In the "Me" tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the "Contact Info" tile:

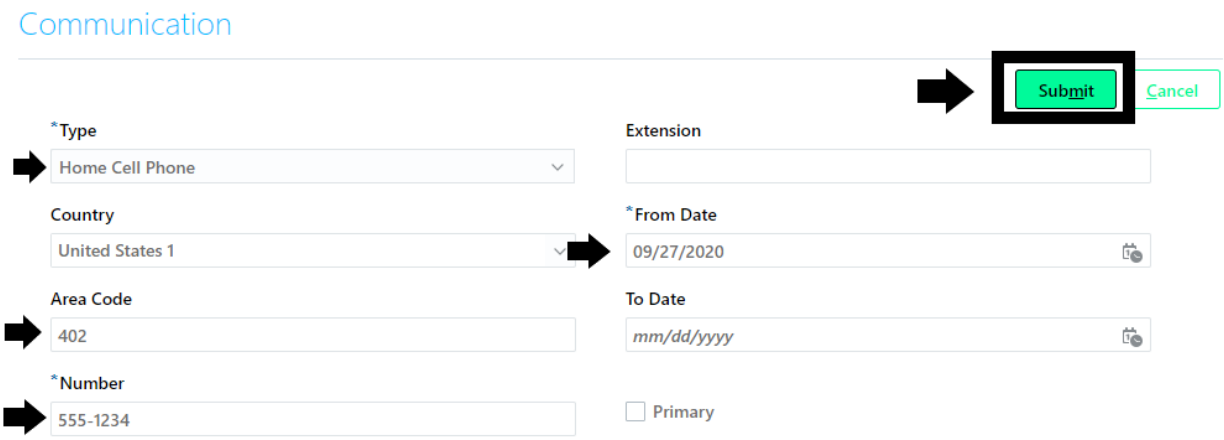


This will open your Contact Info page. Phone Numbers are listed in the Communication section. To add a new number, click on the "+ Add" button. In the dropdown, select Phone details:

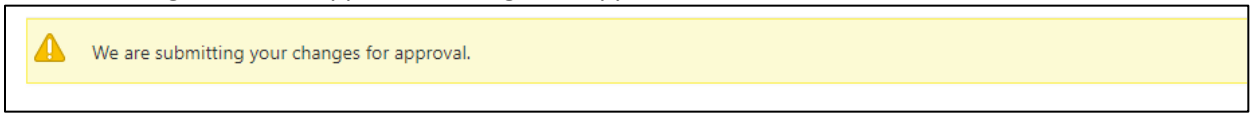


A form will open for you to enter in the information for the phone number.

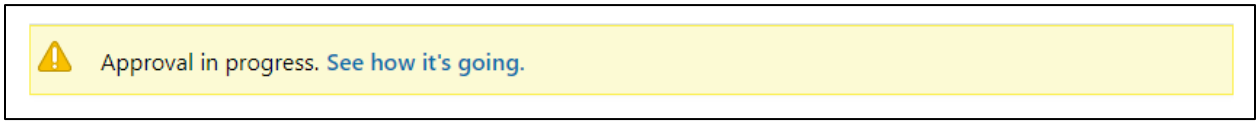
Choose the type from the dropdown menu. Enter in the Area Code in the field. Only the 7 digits of the phone number can be entered in the number field, be sure to put the area code in the separate area code field. In the From Date field, enter in the date that this number is effective for you. When done click the submit button:



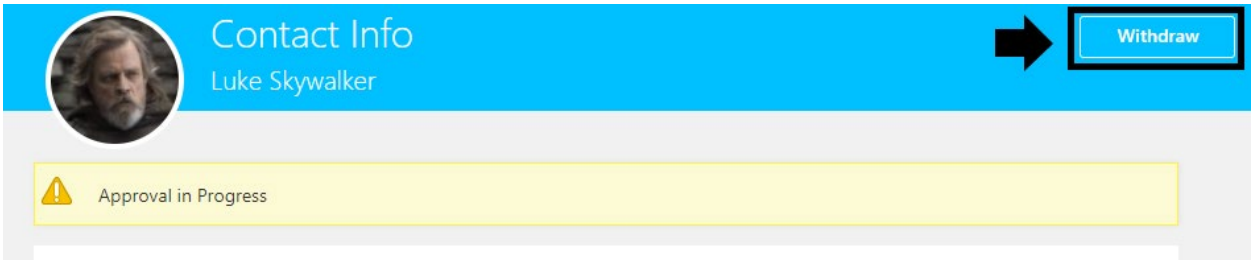
Phone number will not be flagged with "We are submitting your changes for approval." This will show until the change has been approved through the approval flow:



Once the approval process has started, it will show "Approval in Progress" and will have a hyperlink "See how it's going." That you can click on to check the progress.



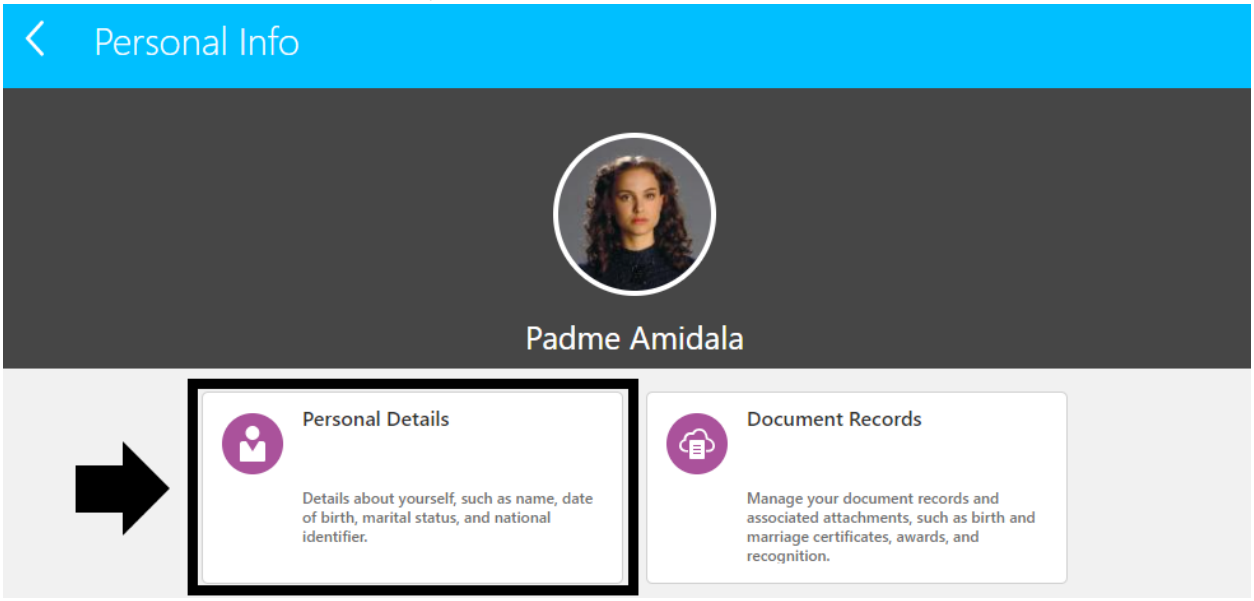
This will show you the progress. You will be able to see the proposed number information. You can click on "Withdraw" if you would like to withdraw the change. You can also click on "Show Detail" to see the approval workflow that includes who submitted the change, who is it assigned to, who has approved it, etc.



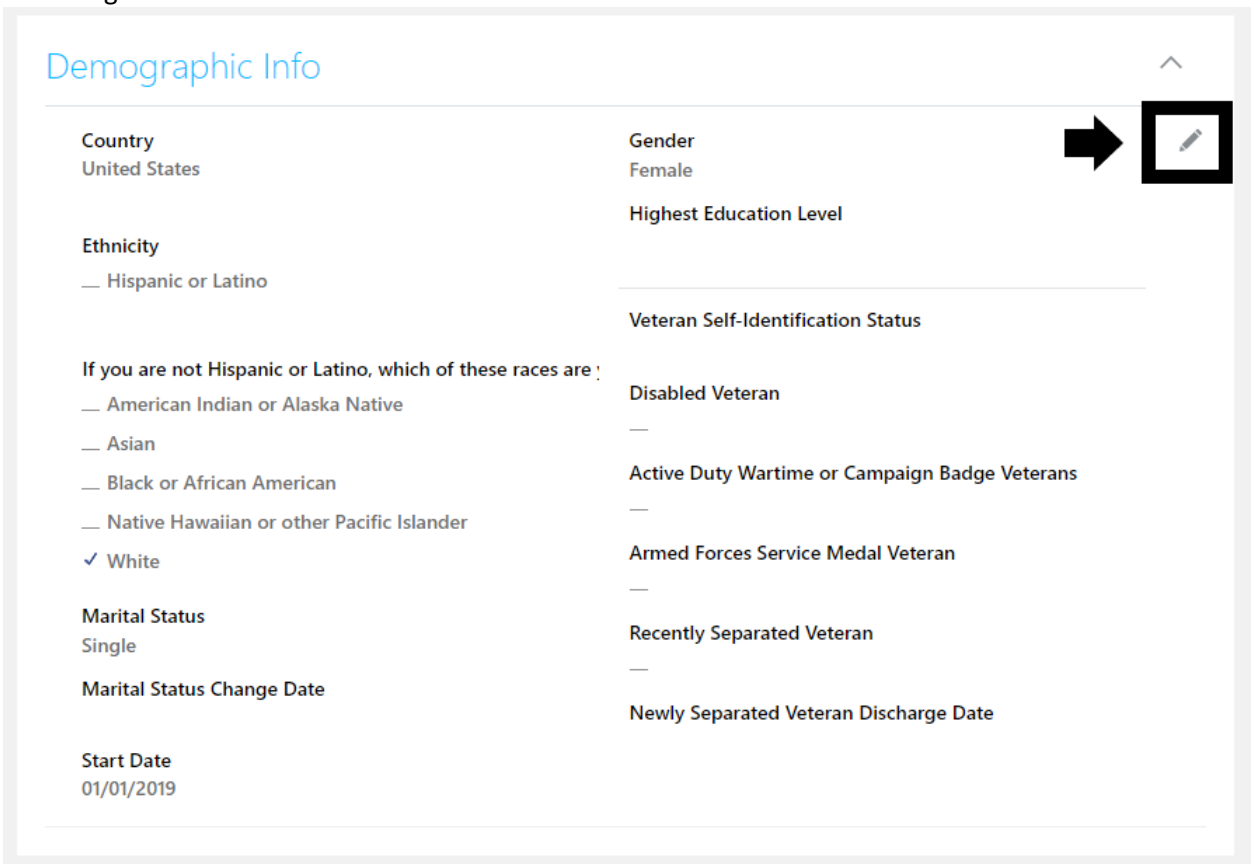
On the Contact Info page, the flag will disappear when the approval process is complete.

Marital Status Change

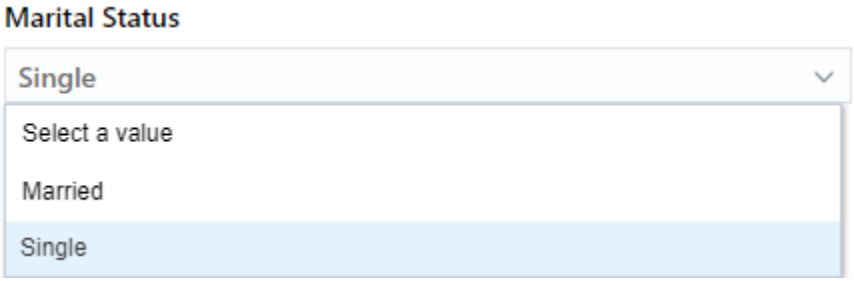
In the "Me" tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the "Personal Info" tile. In the Personal Info menu, click on the "Personal Details" tile:



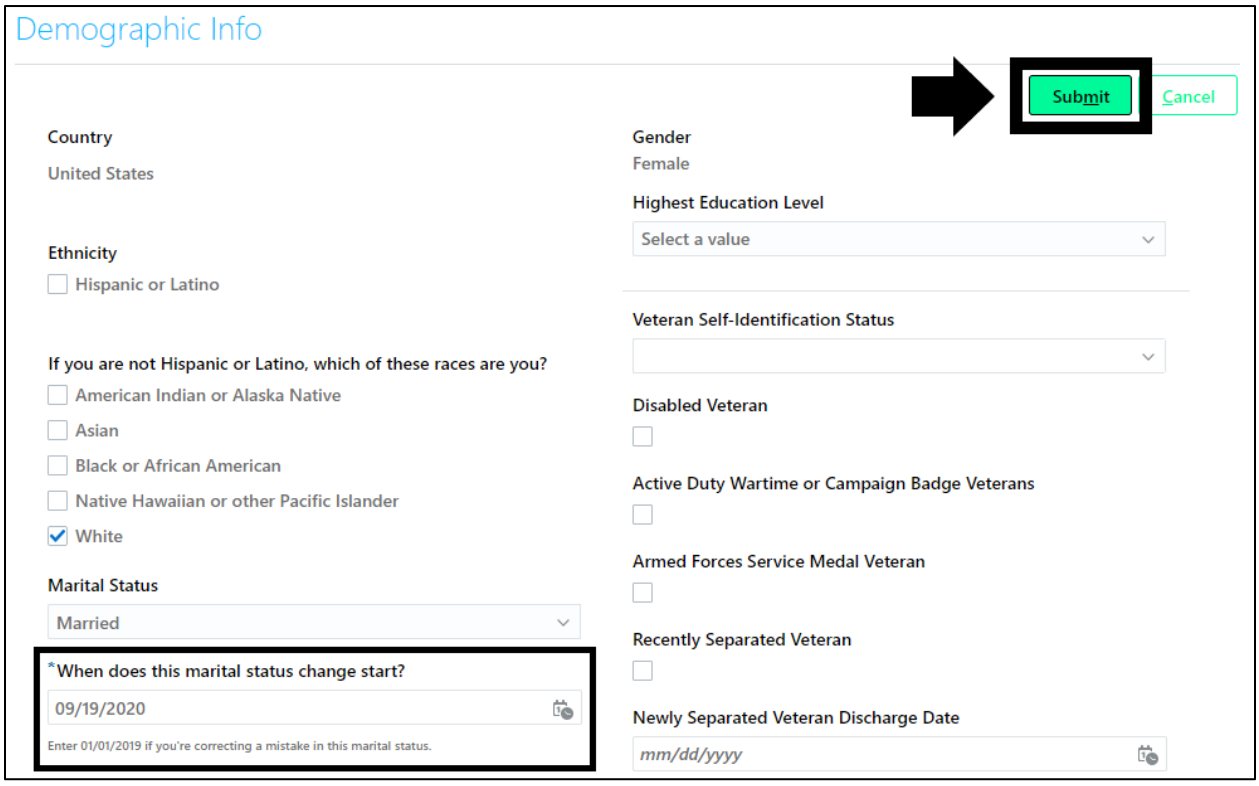
This will open your "Personal Details" screen. In the Demographic Info section, click on the pencil icon on the right side of that section:



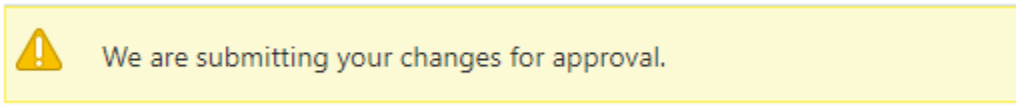
Use the dropdown menu to choose your new marital status:



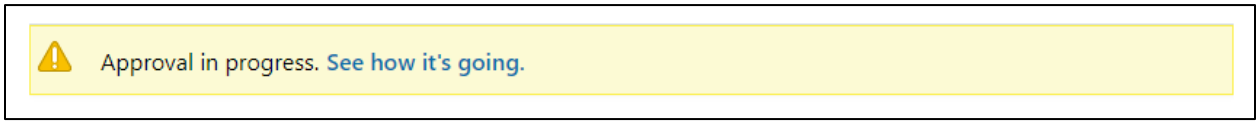
Enter in the date for "When does this marital status change start?" You will not be able to enter the date further back than your start date. If the marital status was before your start date, just use your start date. When done, click the "Submit" button:



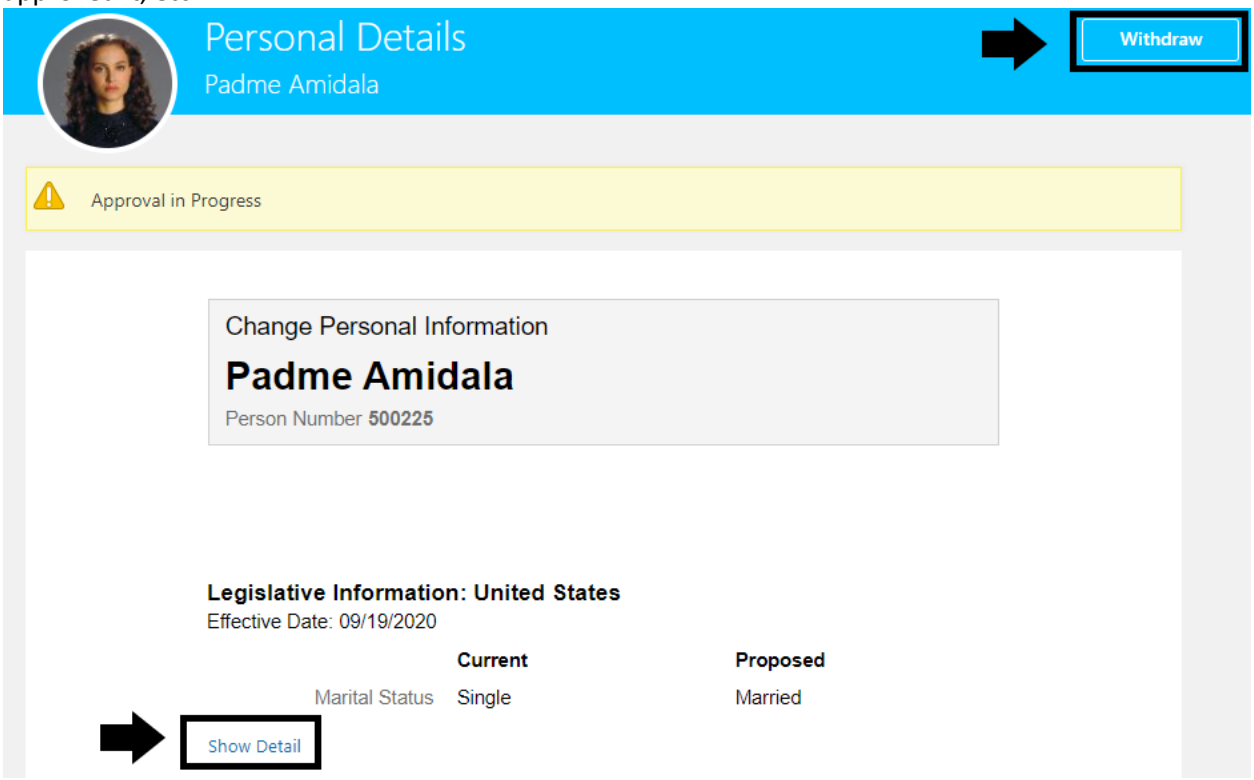
You will see a flag that says, "We are submitting your changes for approval."



If it is in the middle of the approval workflow, it will show, "Approval in Progress. See how it's going." You can click the "See how it's going." Link to see the progress of the approval workflow.



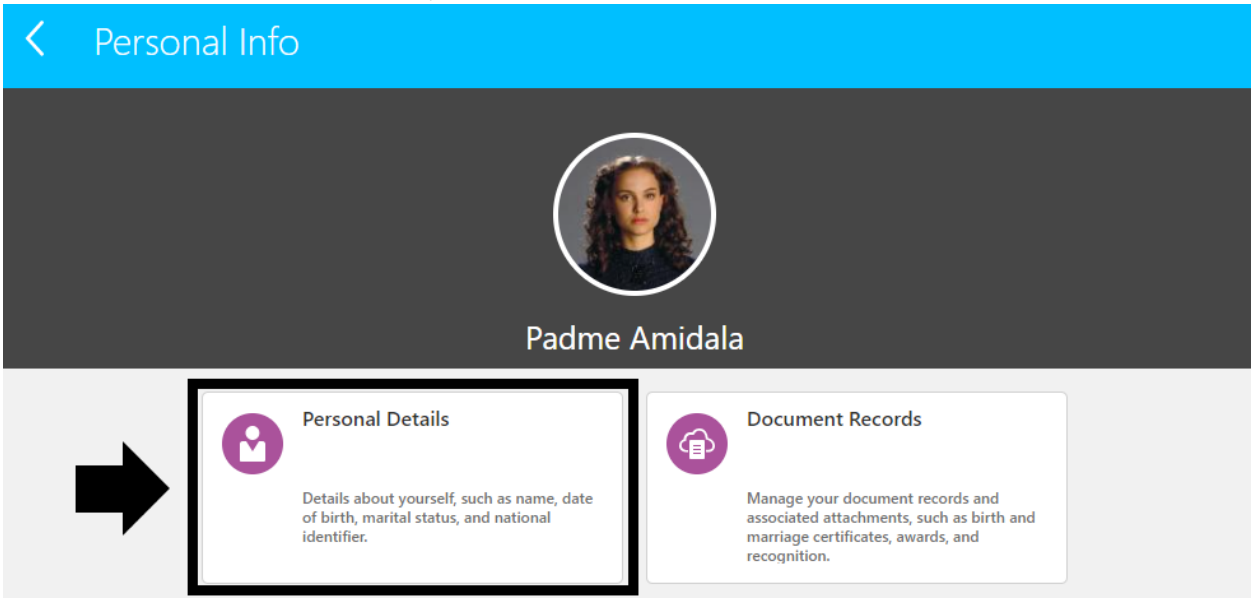
This will show you the progress. You will be able to see the current info and the proposed change(s). You can click on “Withdraw” if you would like to withdraw the change. You can also click on “Show Detail” to see the approval workflow that includes who submitted the change, who is it assigned to, who has approved it, etc.



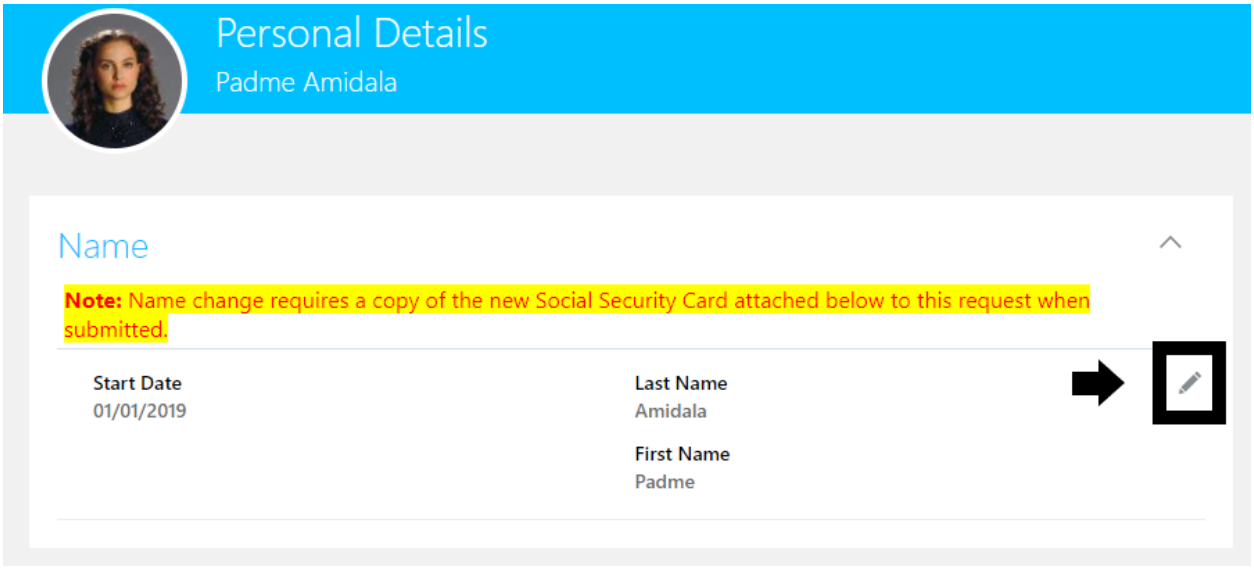
Once approval process has completed, you will no longer see the flag in the demographic info section, and you will see the change reflected in the section.

Name Change

In the "Me" tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the "Personal Info" tile. In the Personal Info menu, click on the "Personal Details" tile:



This will open your "Personal Details" screen. Click on the pencil icon on the right side of the name section:

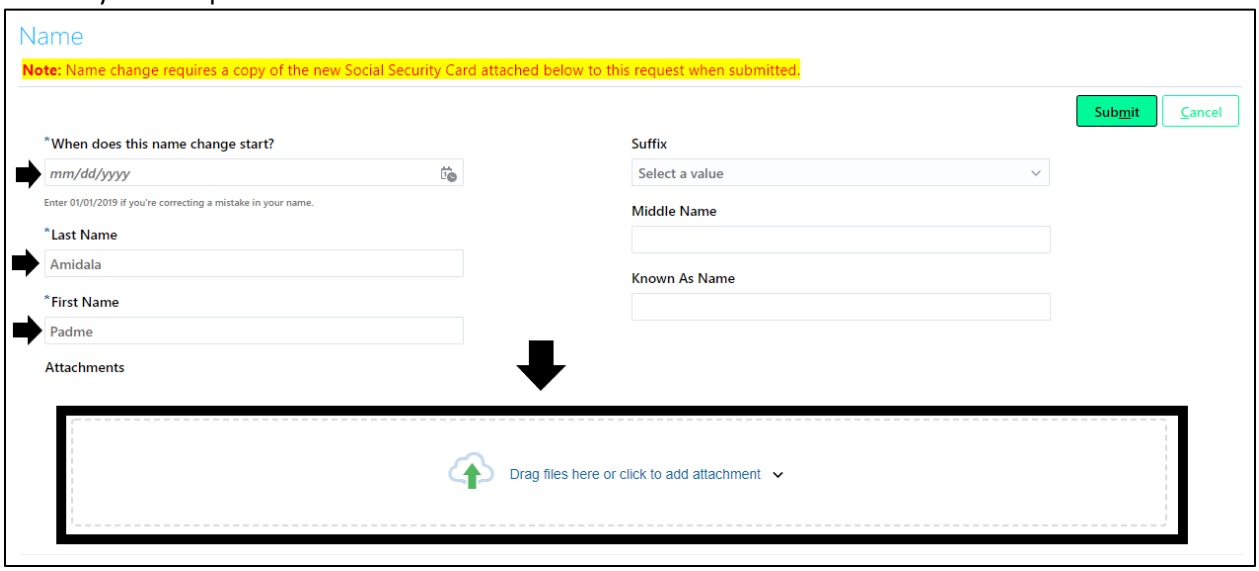


Enter in "When does this name change start?" for the date that the name change was effective. Change date, first name, and last name fields are required.

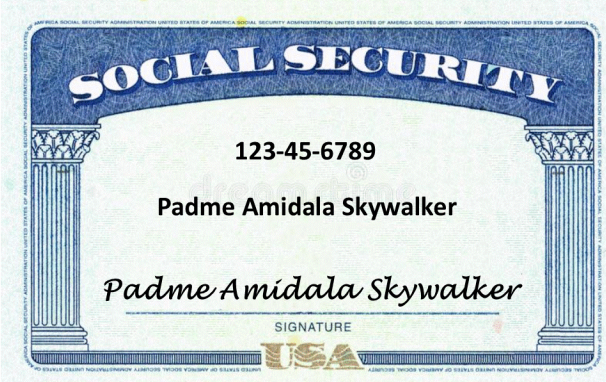
If you have a middle name on your social security card you are required to list your full middle name in the "middle name" field. The field can only be left blank if you do not have a middle name.

Enter in the details that have changed. It must match what is on your social security card exactly.

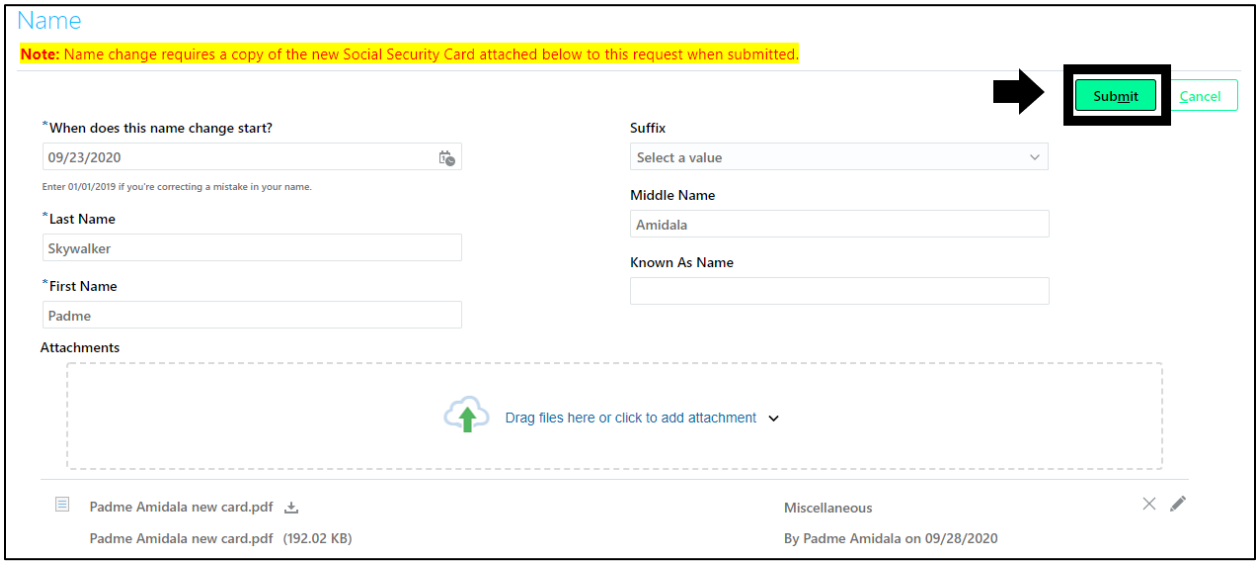
You must attach a copy of your new social security card that shows the change. Drag the file or click and browse your computer to find the file to attach. Files can be PDF or Picture Files.



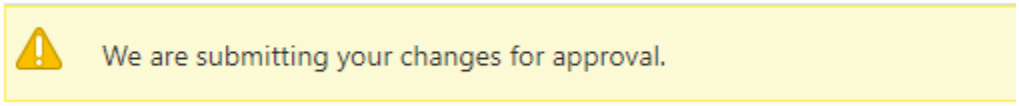
Example copy of new social security card. The copy uploaded must be clear and readable:



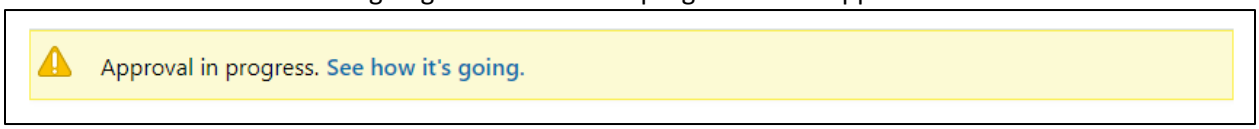
When you have all changes entered and have the card attached, click the submit button:



You will see a flag that says, “We are submitting your changes for approval.”

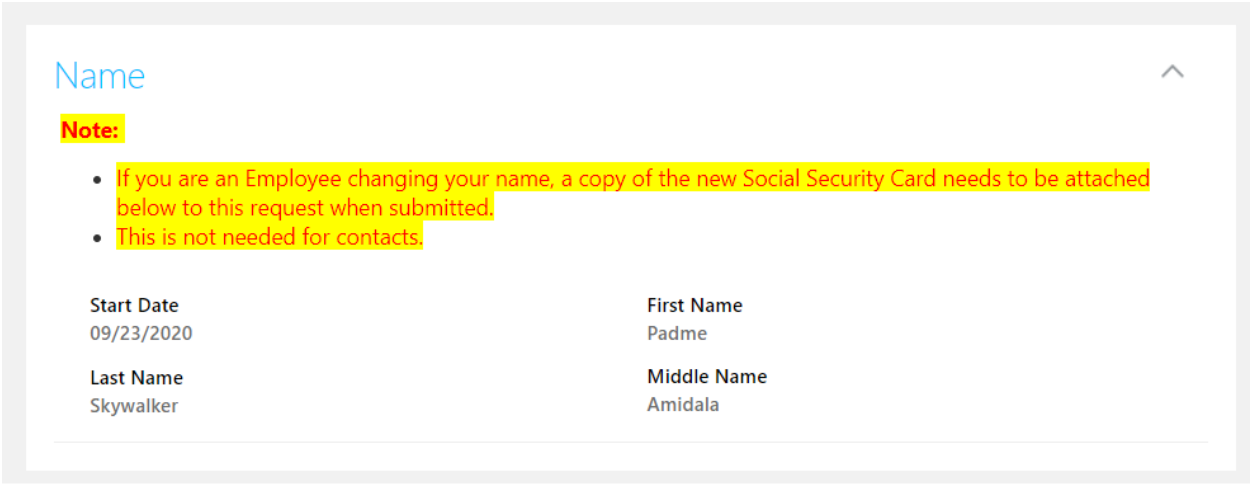


If it is in the middle of the approval workflow, it will show, “Approval in Progress. See how it’s going.” You can click the “See how it’s going.” Link to see the progress of the approval workflow.



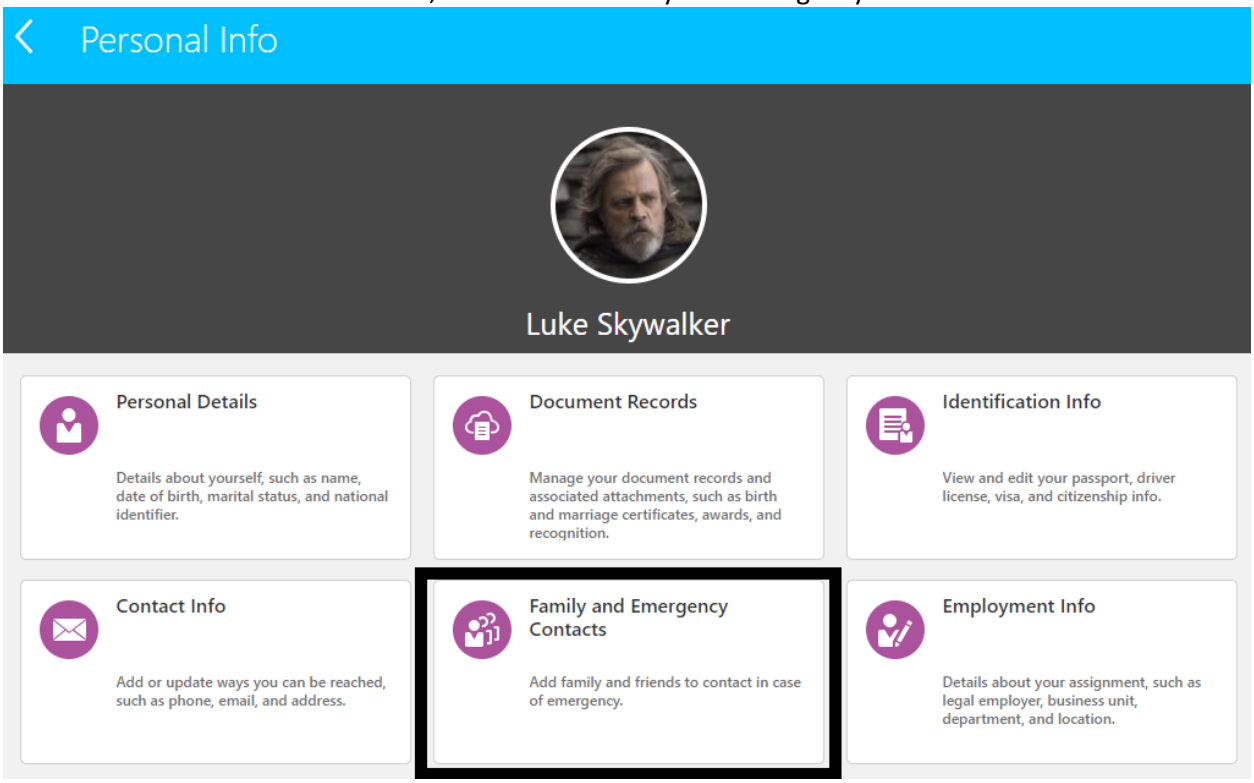
This will show you the progress. You will be able to see the current info and the proposed change(s). You can click on “Withdraw” if you would like to withdraw the change. You can also click on “Show Detail” to see the approval workflow that includes who submitted the change, who is it assigned to, who has approved it, etc.

Once approval process has completed, you will no longer see the flag in the demographic info section, and you will see the change reflected in the section.



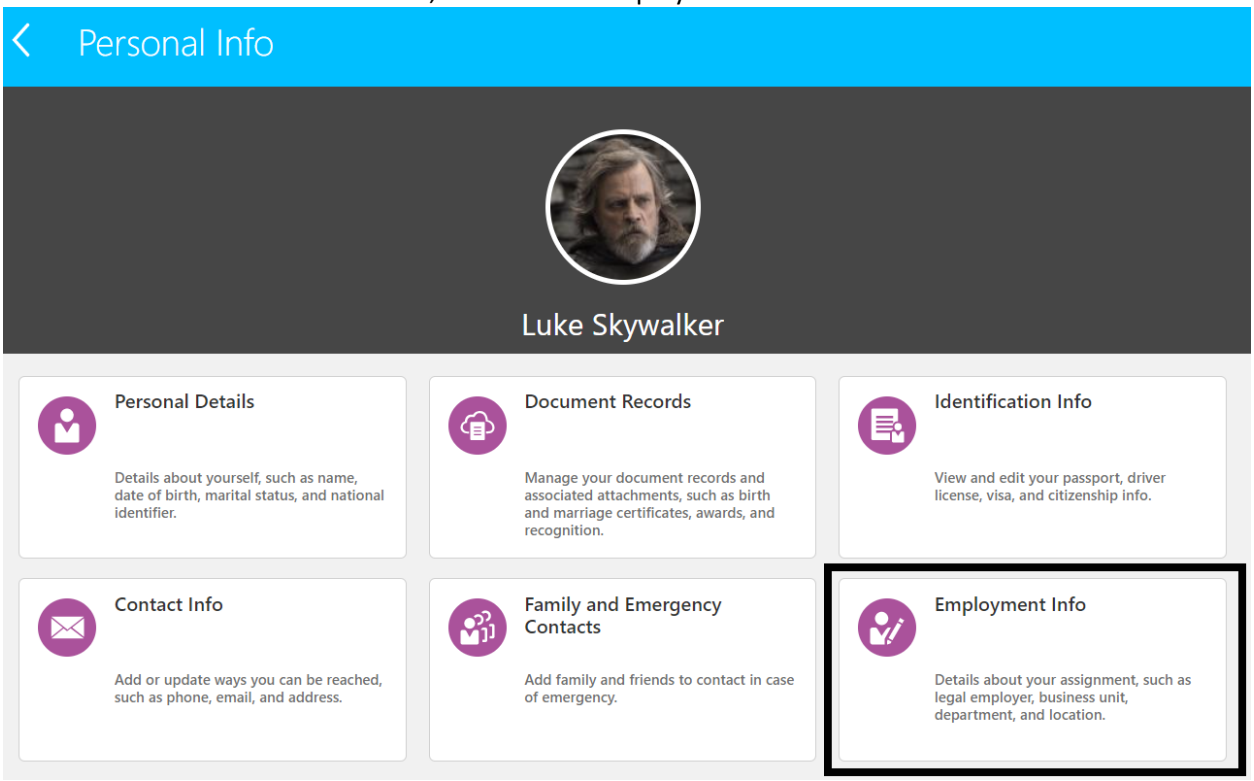
Family and Emergency Contact Change

In the “Me” tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the “Personal Info” tile. In the Personal Info menu, click on the “Family and Emergency Contacts” tile:



View Employment Information

In the "Me" tab, click on the Personal Info Icon to get to the Personal Info menu. Click on the "Personal Info" tile. In the Personal Info menu, click on the "Employment Info" tile:



Submit Resignation

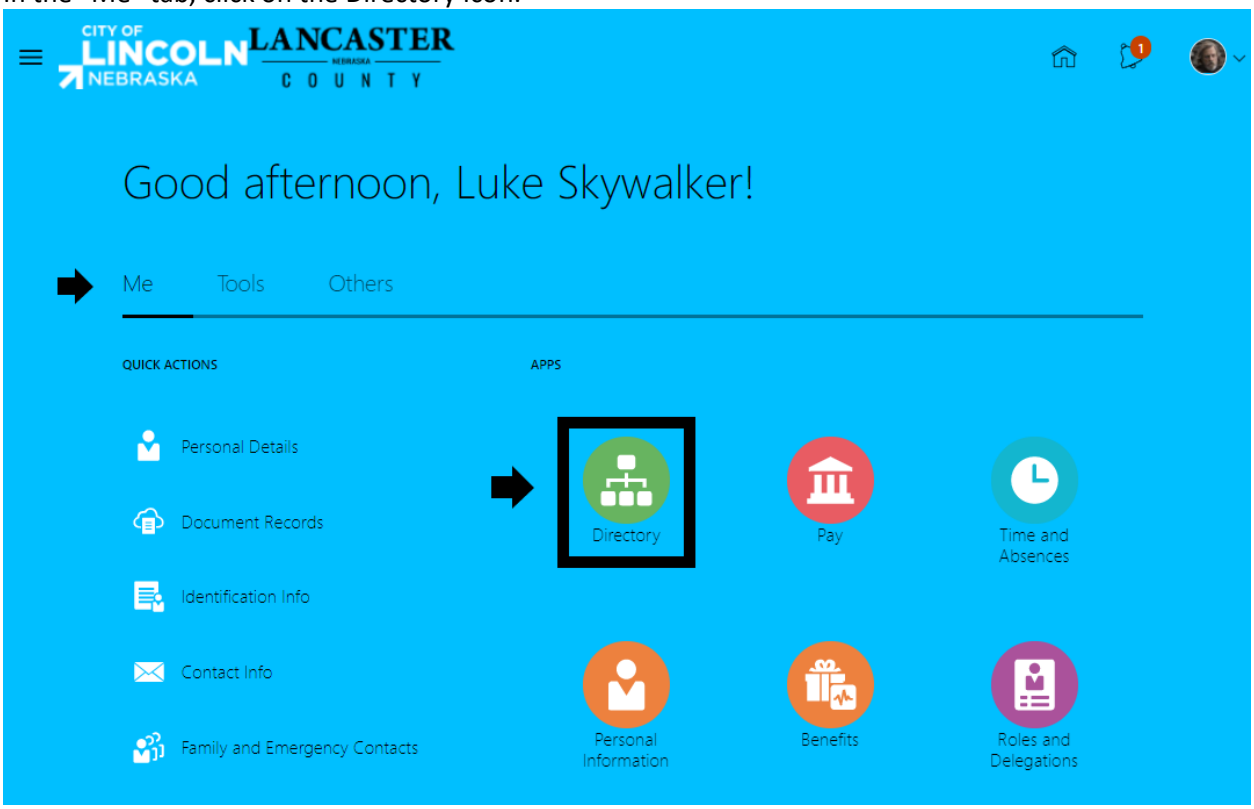
Please check back for instructions.

Share Public Data

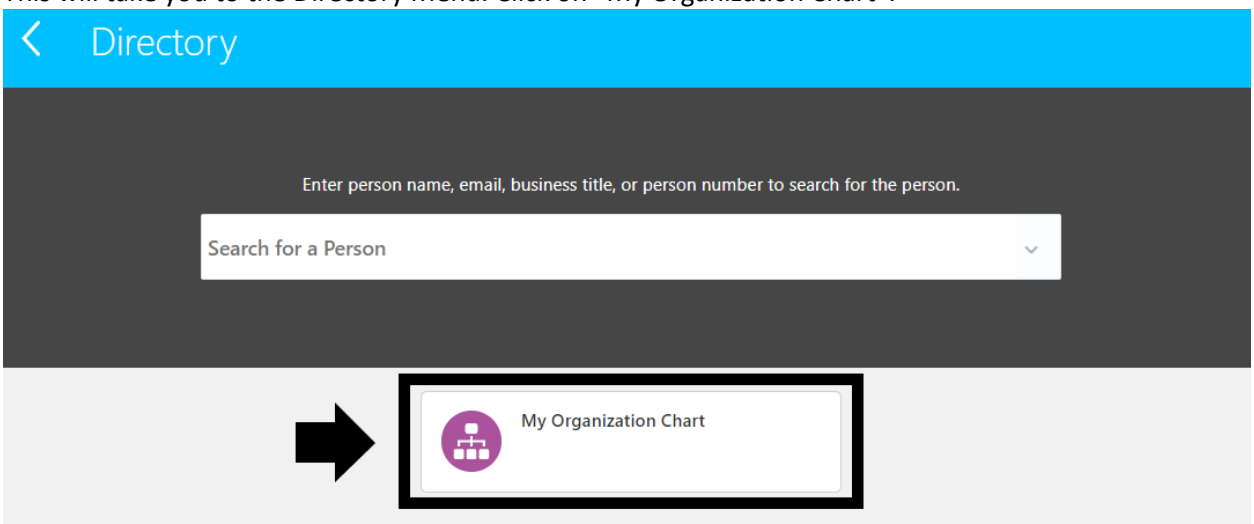
Please check back for instructions.

View Organization Chart

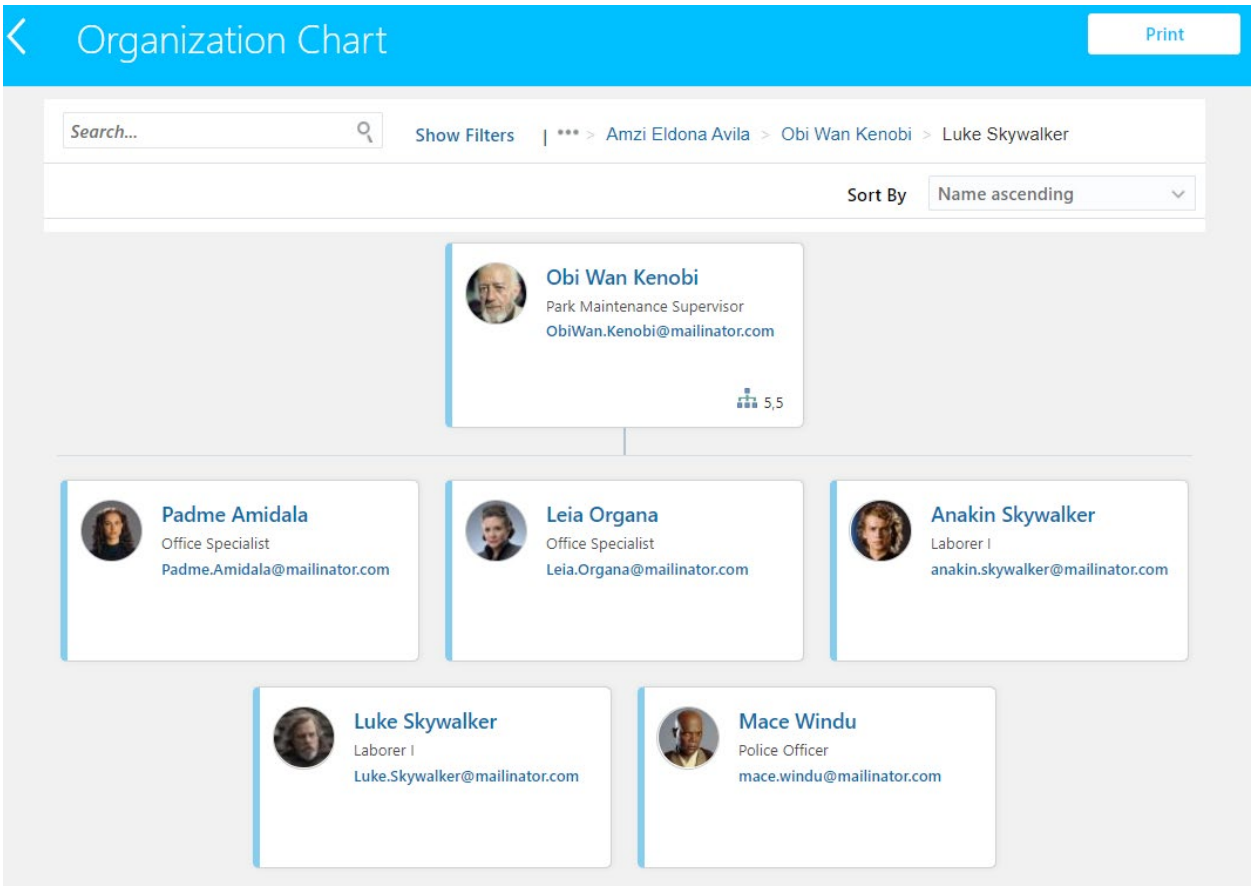
In the "Me" tab, click on the Directory Icon:



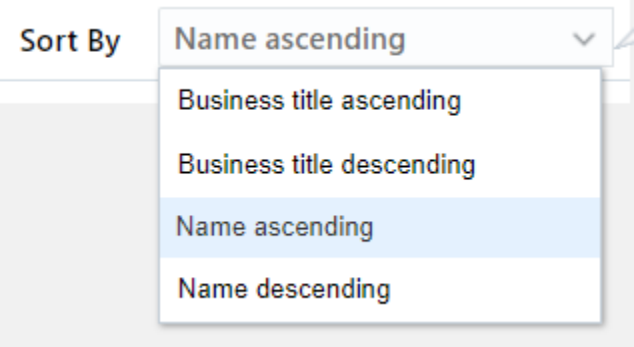
This will take you to the Directory Menu. Click on "My Organization Chart":



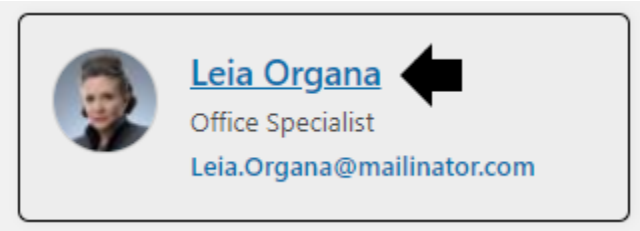
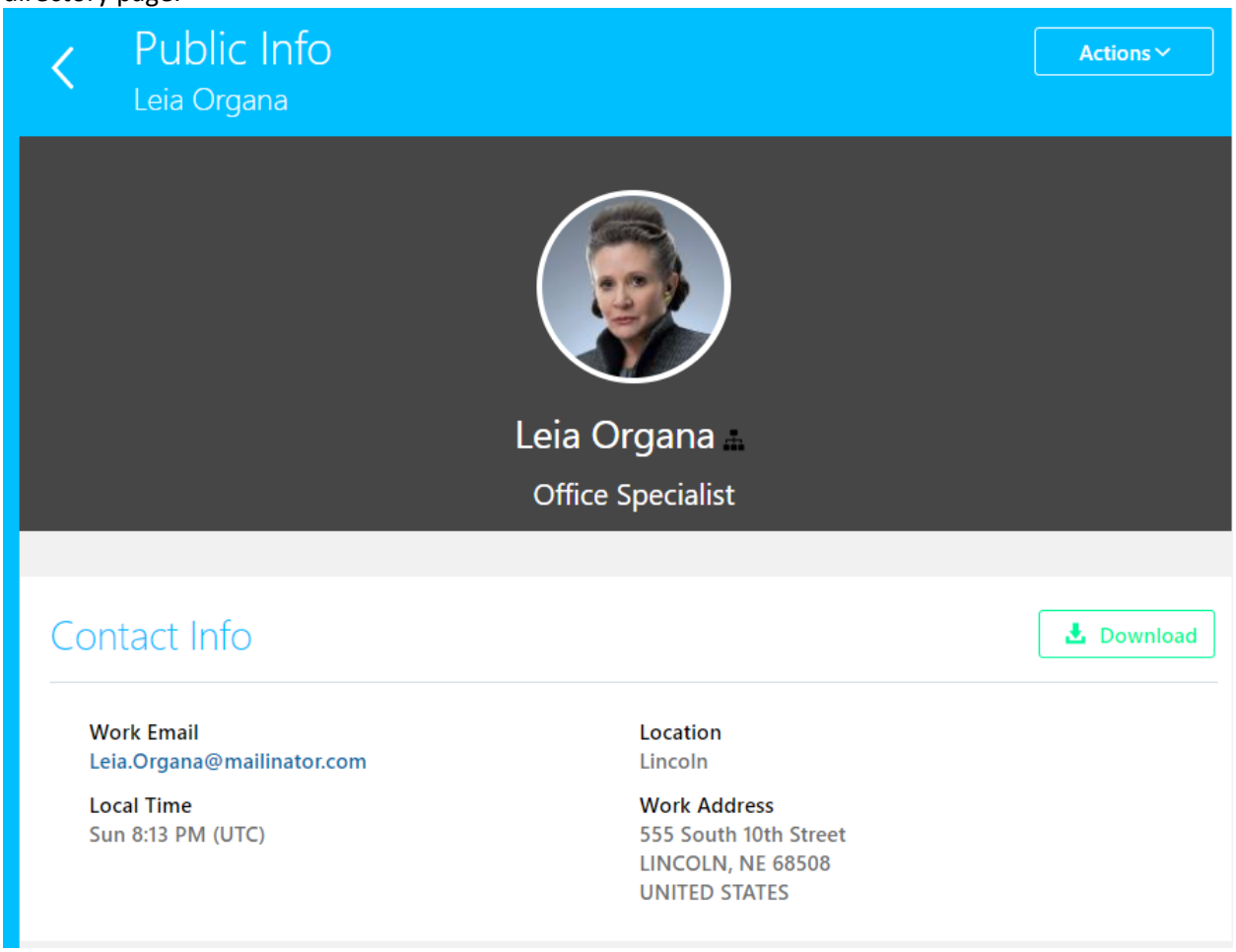
This will show your Organization Chart with your direct line manager and the employees that are on your team that they supervise:



You can use the "Sort By" dropdown to change the way the information is sorted:



You can click on the name of a co-worker to see their public Info:



This is the Public Info Page. When done, click the back button next to her name to go back to the directory page: