

City of Lincoln and Lancaster County Oracle Training Guide

Employee Self Service

Updated 6/30/2022

Table of Contents

General Oracle HCM Cloud Information	5
Quick Tips and Tricks.....	5
Logging in to Oracle	6
Downloading the Oracle HCM Cloud Mobile app.....	10
Logging in to the Mobile App.....	12
Changing the URL in Oracle HCM Cloud App	13
Dismissing Notifications.....	15
Absence Module	16
Navigate to Add Absence form:	16
Option 1	16
Option 2	16
Option 3	17
Checking your leave balances:	18
Submit an absence request (full day):	21
Sick Leave Request:.....	24
Partial Day Request:.....	25
Adding an absence that spans multiple days:.....	26
Using Edit Entries Mode – Adding an Absence	30
Edit Entries First Option	30
Edit Entries Second Option	34
Bereavement/Funeral Leave Request:	37
Reviewing Existing Absence Requests:	39
Editing an Absence:.....	41
Withdrawing an Absence request:	43
Editing an Absence using Edit Entries Mode.....	45
Checking notifications.....	49
Responding to Info Requested for Absence Request	52
Calendar – Viewing Your Team’s Schedule	55
Time and Labor Module	58
Time and Labor Notes:.....	58
Timeclock Plus Webclock.....	58
Timeclock Plus Webclock URL.....	58

Finding your ID Number in Oracle:	59
Clocking in with Timeclock Plus Webclock.....	60
Leave for Meal Break with Webclock	63
Return from Meal Break	65
Clocking out with Timeclock Plus Webclock	67
Timeclock Plus Webclock Dashboard (TCP)	69
TCP MobileClock App	70
Downloading and Installing the TCP MobileClock Mobile App	70
Clock in with TCP MobileClock App	75
Leave for Meal Break	76
Return from Meal Break	77
Clocking Out with TCP MobileClock App.....	79
Switching Users and Fixing Errors on the TCP MobileClock App	80
Oracle Time and Labor Screens	3
Current Time Card.....	3
Existing Time Cards	5
Request Time Change	7
Oracle Time and Labor Actions	8
Adding in Hours in Oracle	8
Separating Entries in Oracle.....	8
Call Back Pay – multiple calls in one two-hour block.....	11
Choosing Compensatory time in lieu of Overtime payment	13
Benefits Module	16
Navigate to Benefits Menu	16
Pending Actions Tile.....	18
Report a Life Event Tile	20
Document Records.....	21
Need Help? Contact Us Tile	22
Make Changes Button.....	23
Your Benefits Tile	24
View your current, past, and future benefit enrollments.....	24
View or Print your Benefits summary statement	27
Review Summary Statement - City	29

Review Summary Statement - County	32
Before You Enroll Tile.....	35
Review Dependents, Beneficiaries, and Beneficiary Organizations that were loaded in Oracle	35
Add Contact for designation as Dependent or Beneficiary	43
Add Organization for beneficiary designation	45
How to Enroll in Benefits	47
Add Dependents, Beneficiaries and Beneficiary Organizations and Trusts.....	50
Elect Benefits	51
New Hire, 6-month post hire, and Open Enrollment Events	62
Designate Beneficiaries as part of Open Enrollment Event.....	63
Designate Beneficiaries.....	71
Open Enrollment Event – Flexible Spending Account Enrollment.....	80
Payroll Module	85
View Payslips.....	85
Update Federal and State Tax Withholdings	87
Update Direct Deposit Information	90
Choose Delivery Method to Receive W-2 and 1095-C.....	91
Human Resources Module	93
Address Change	93
Add New Address Type	97
Phone Change	99
Add Phone Number	102
Marital Status Change.....	104
Name Change.....	107
Family and Emergency Contact Change.....	110
View Employment Information.....	111
Submit Resignation	111
Share Public Data	111
View Organization Chart.....	112

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

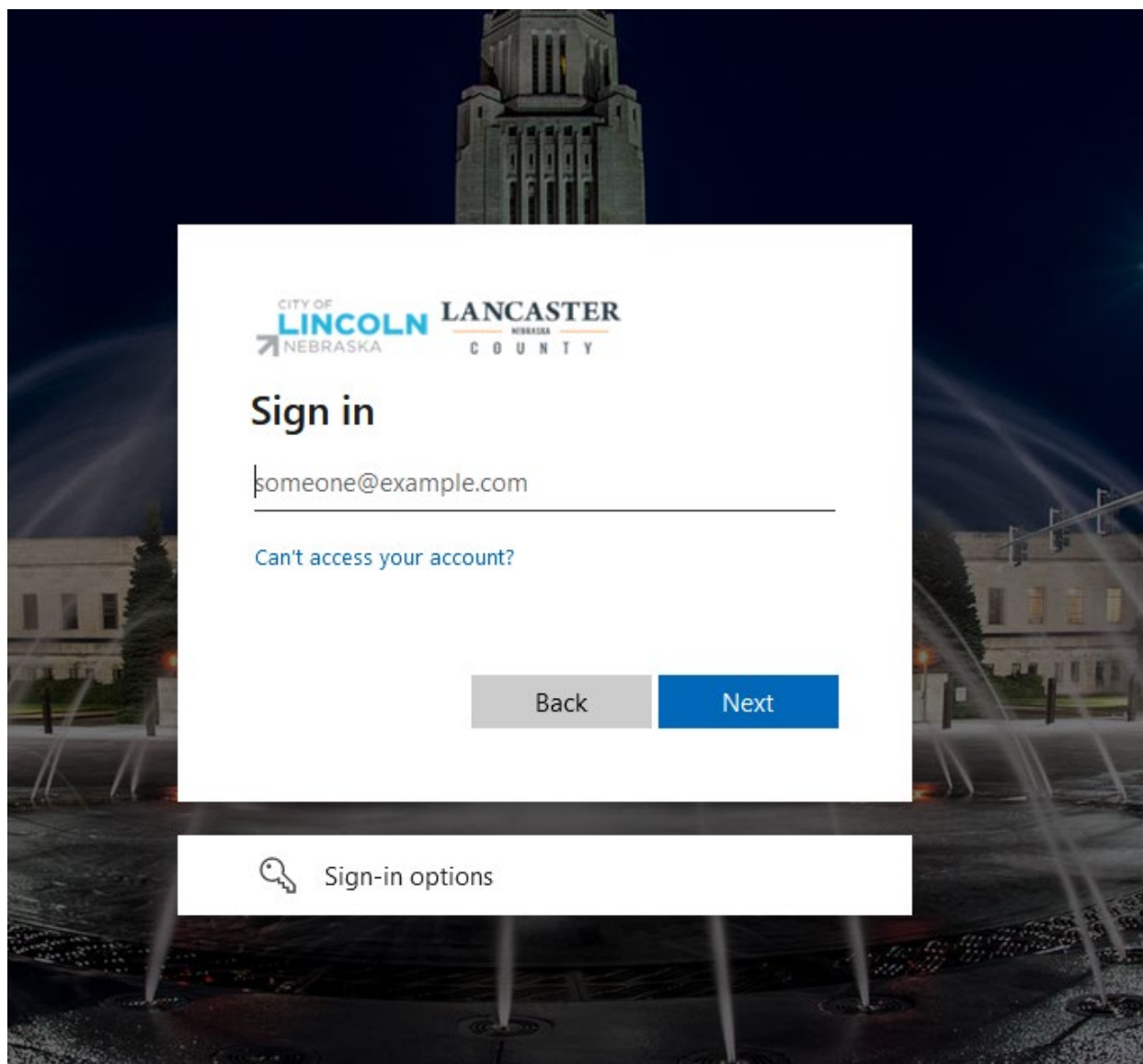
[Forgot Password](#)

Sign In

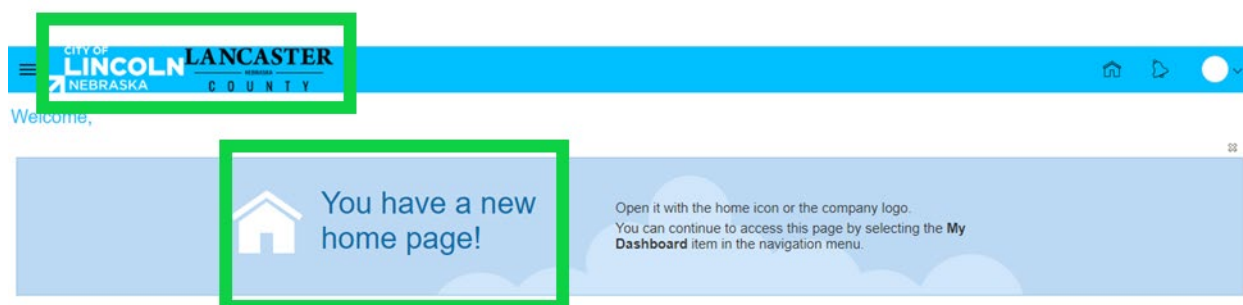
English

ORACLE

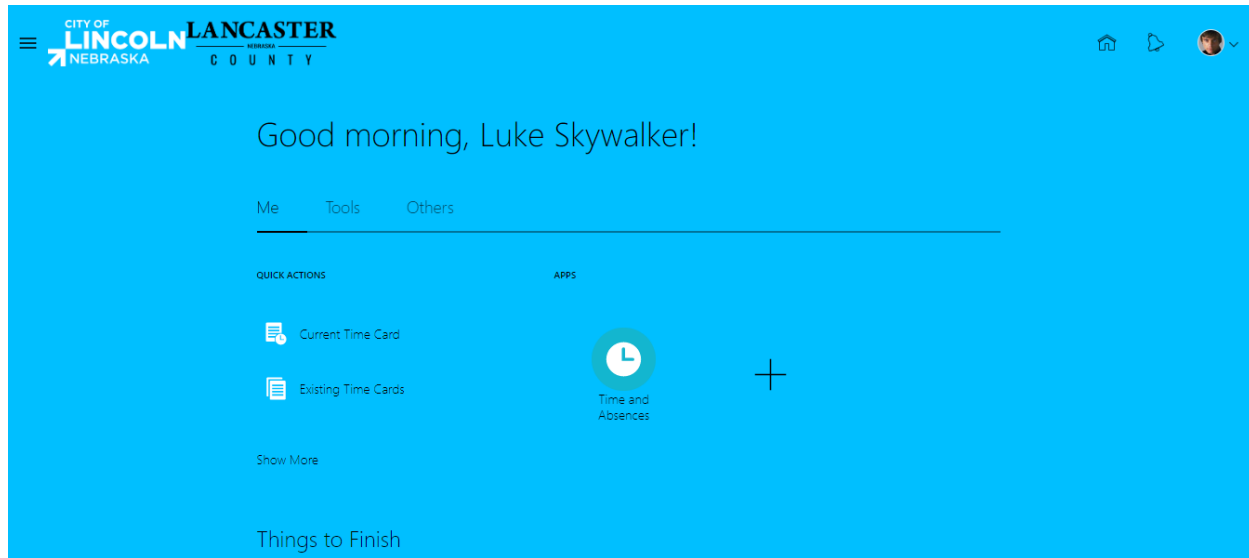
On the next page, you will see the City of Lincoln and Lancaster County Logos with a sign in box. Enter in your city or county email address ending in @lincoln.ne.gov or @lancaster.ne.gov and your windows password that you use to log in to your work computer.



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:

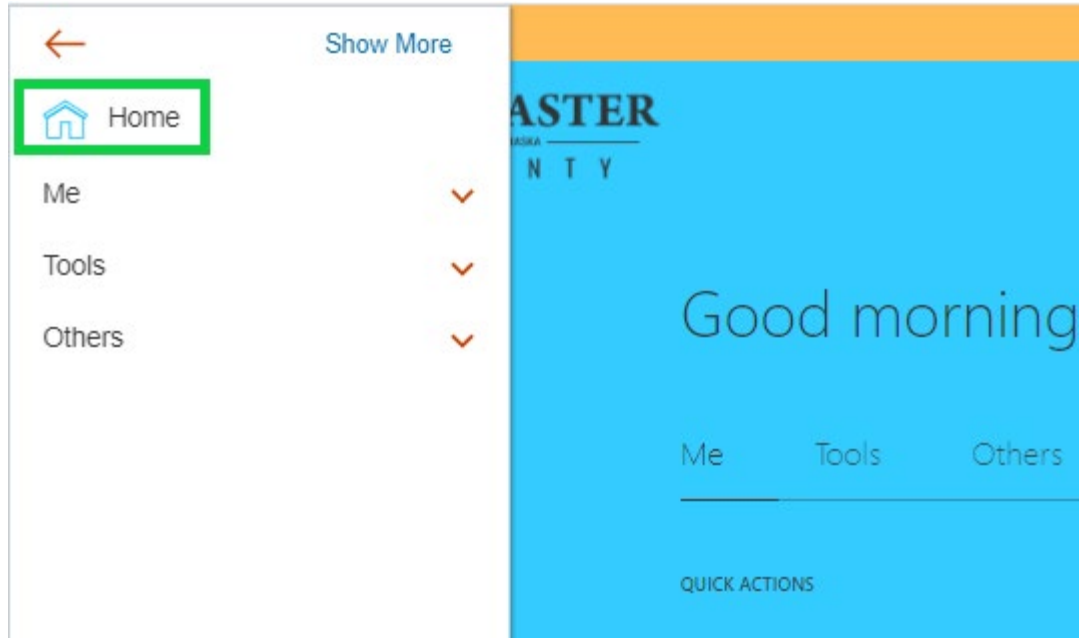


To return to the home page at any point, you can click on the City of Lincoln and Lancaster County Logo on the top left, or you can click on the “home” icon on the top right side.



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



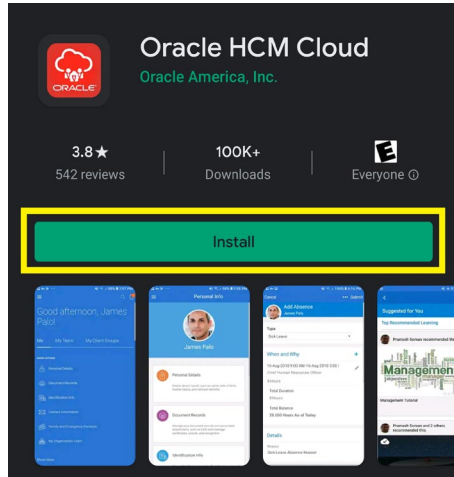


Downloading the Oracle HCM Cloud Mobile app

(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.

Legal Terms

END USER LICENSE AGREEMENT

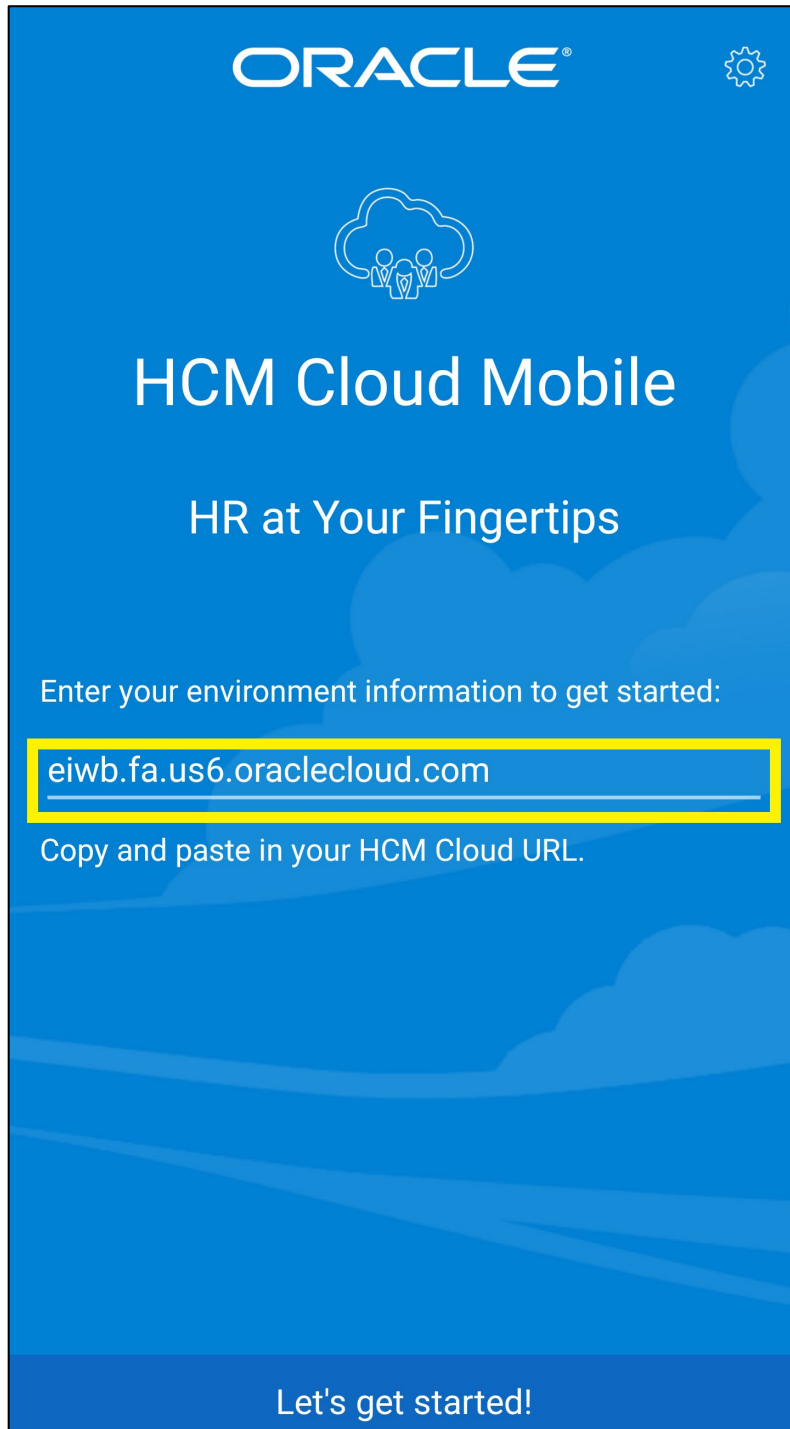
PLEASE SCROLL DOWN AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS OF THIS END USER LICENSE AGREEMENT ("Agreement") CAREFULLY BEFORE CLICKING AN "AGREE" OR SIMILAR BUTTON OR INSTALLING OR USING THE PROGRAM. THIS AGREEMENT IS A LEGALLY BINDING CONTRACT BETWEEN YOU AND ORACLE AMERICA, INC. THAT SETS FORTH THE TERMS AND CONDITIONS THAT GOVERN YOUR USE OF THE PROGRAM. BY CLICKING AN "AGREE" OR SIMILAR BUTTON OR BY INSTALLING AND/OR USING THE PROGRAM, YOU AGREE TO ABIDE BY ALL OF THE TERMS AND CONDITIONS STATED OR REFERENCED HEREIN. IF YOU DO NOT AGREE TO ABIDE BY THESE TERMS AND CONDITIONS, DO NOT CLICK AN "AGREE" OR SIMILAR BUTTON AND DO NOT INSTALL OR USE THE PROGRAM. YOU MUST ACCEPT AND ABIDE BY THESE TERMS AND CONDITIONS AS PRESENTED TO YOU - ANY CHANGES, ADDITIONS OR DELETIONS BY YOU TO THESE TERMS AND CONDITIONS WILL NOT BE ACCEPTED BY ORACLE AND WILL NOT BE PART OF THIS AGREEMENT.

"Oracle" refers to Oracle America, Inc., for and on behalf of itself and its subsidiaries and affiliates under common control. "You" and "Your" refer to the individual or entity that has agreed to use the program (as defined below) in accordance with this Agreement. "Device" refers to the compatible product running the Android operating system that You own or control. "Program" refers to the software application provided with this Agreement and any program documentation provided by Oracle and licensed to You subject to the terms and conditions of this Agreement. "Associated Product" refers to the separately licensed product or cloud service offering associated with the Program which You are an authorized user of pursuant to the terms of the Associated Product Agreement. "Associated Product Agreement" refers to the Oracle license or services agreement for the Associated Product.

Disagree
Agree

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

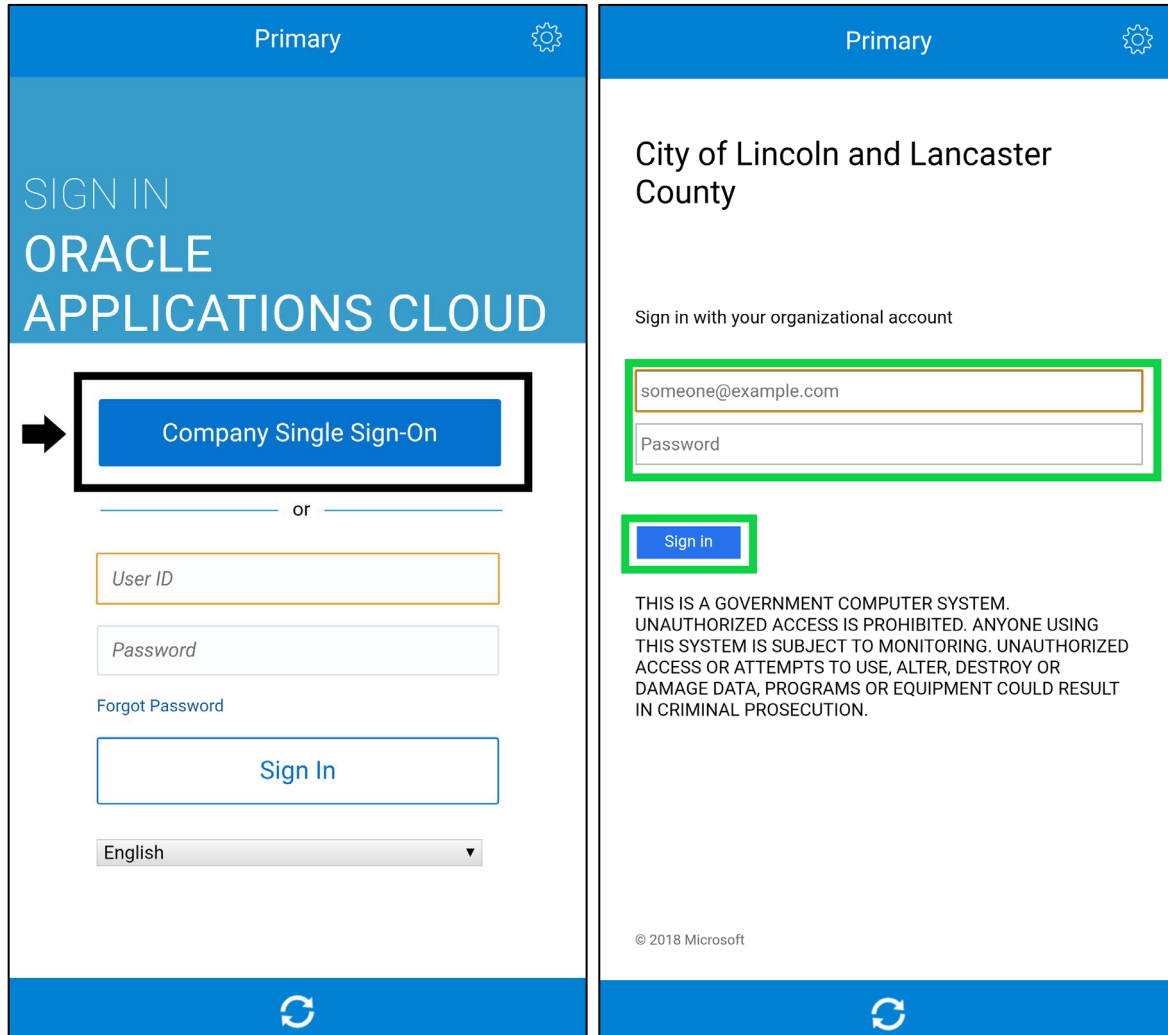
eiwb.fa.us6.oraclecloud.com



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

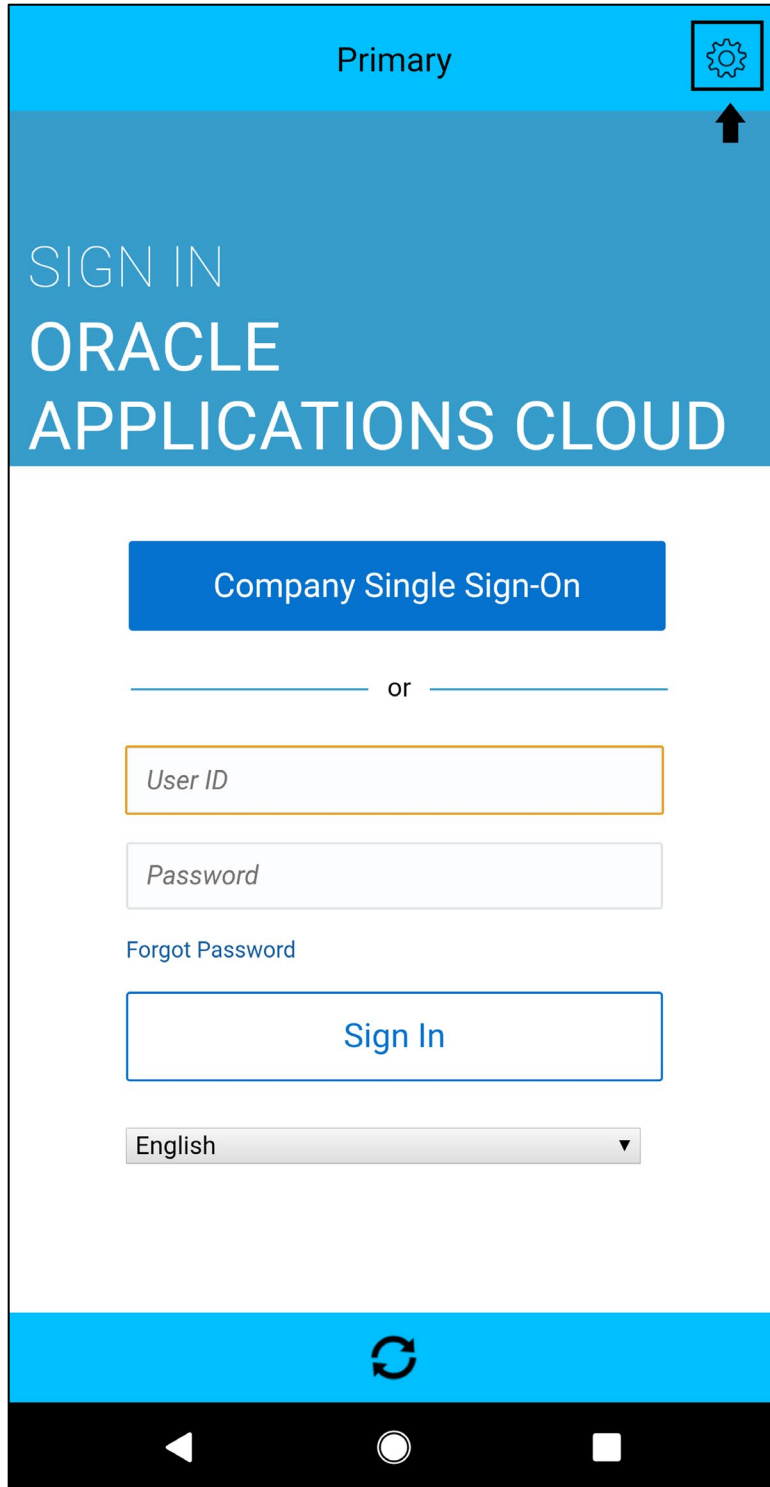
Logging in to the Mobile App

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

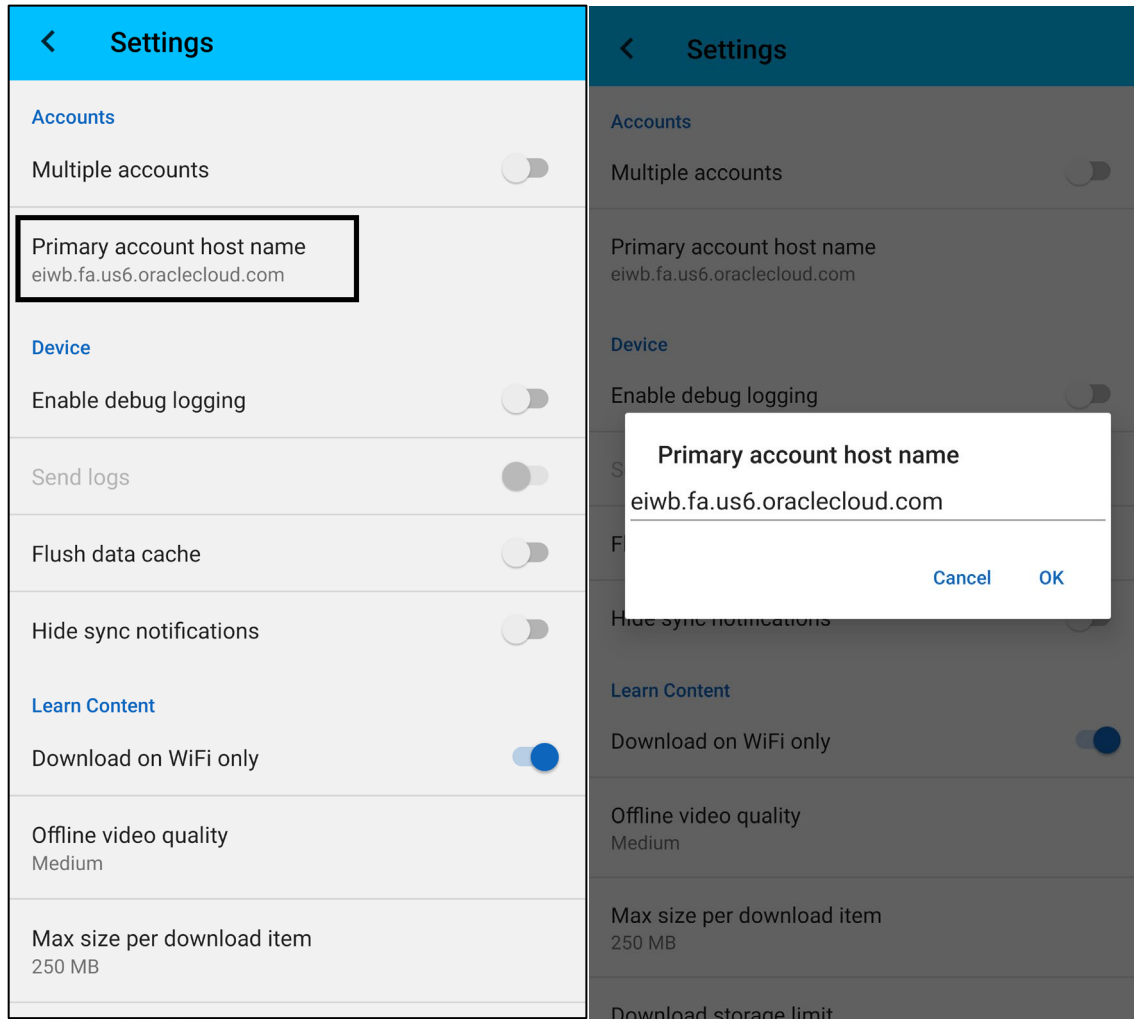


Changing the URL in Oracle HCM Cloud App

(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:

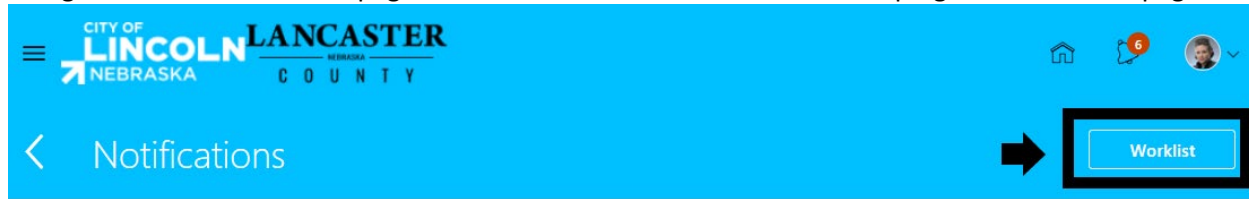


This will allow you to change the URL that you currently have in the app. Make sure the URL that you have in there is **eiwb.fa.us6.oraclecloud.com**

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:



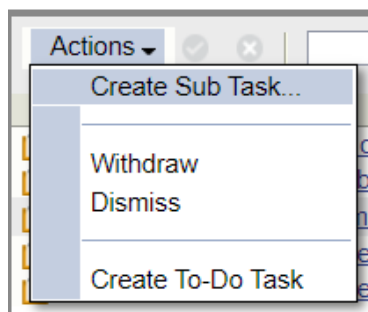
On the left side of the notification you will see the symbol, blank space, then the title of the notification:

Actions	Title	Number	Creator	Assigned	Priorit
<input type="checkbox"/>	Approval of Payroll Time Entries for Leia Organa f	227126	Leia Organa	09/23/2020 8:37 AM	3
<input type="checkbox"/>	Approval of Payroll Time Entries for Leia Organa f	227099	Leia Organa	09/23/2020 8:37 AM	3
<input type="checkbox"/>	Approval of Payroll Time Entries for Luke Skywalker	224991	Luke Skywalker	09/03/2020 7:46 PM	3
<input type="checkbox"/>	Approval of COL Vacation Absence Request for Lu	224405	Luke Skywalker	08/17/2020 8:46 PM	3

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.

Actions	Title	Number	Creator	Assigned
<input checked="" type="checkbox"/>	Approval of Payroll Time Entries for Leia Organa f	227126	Leia Organa	09/23/2020 8:37 AM
<input checked="" type="checkbox"/>	Approval of Payroll Time Entries for Leia Organa f	227099	Leia Organa	09/23/2020 8:37 AM
<input checked="" type="checkbox"/>	Approval of Payroll Time Entries for Luke Skywalker	224991	Luke Skywalker	09/03/2020 7:46 PM
<input checked="" type="checkbox"/>	Approval of COL Vacation Absence Request for Lu	224405	Luke Skywalker	08/17/2020 8:46 PM

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.

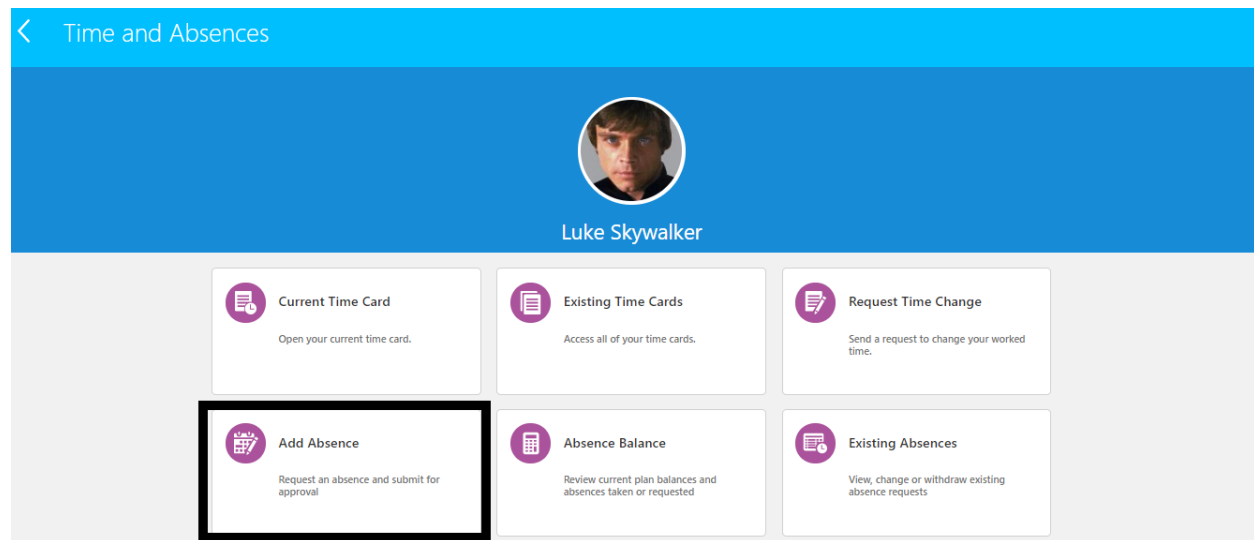


Absence Module

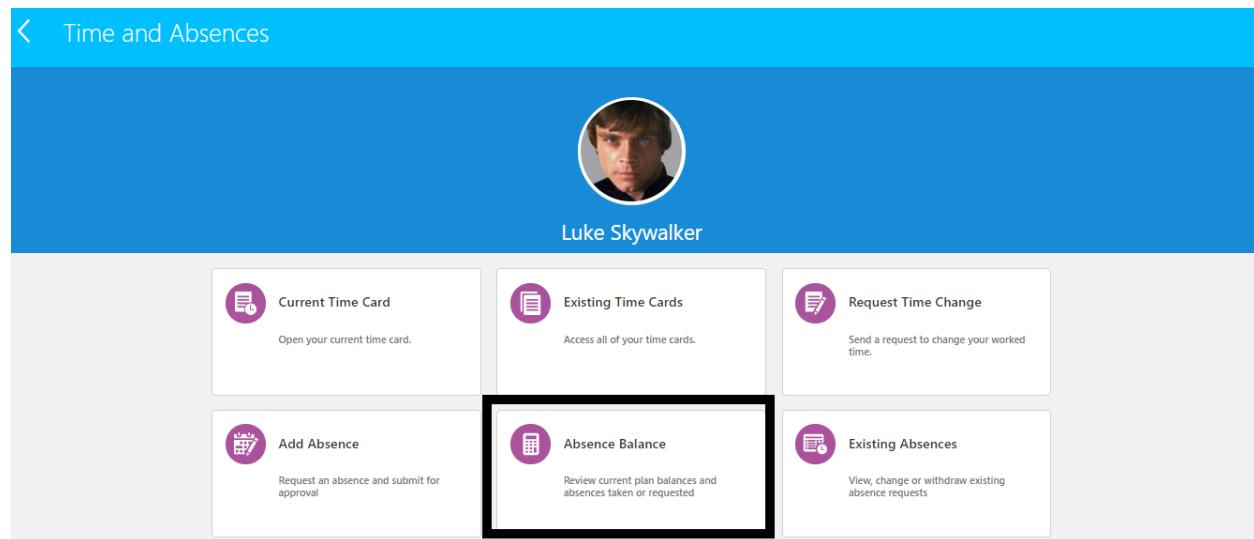
Navigate to Add Absence form:

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.

Absence Balance
Luke Skywalker

Balances are either front loaded at intervals or will be calculated and posted after the payroll runs

Plan Balances

Actions
Add Absence

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

Time and Absences

Luke Skywalker

- Current Time Card: Open your current time card.
- Existing Time Cards: Access all of your time cards.
- Request Time Change: Send a request to change your worked time.
- Add Absence: Request an absence and submit for approval.
- Absence Balance: Review current plan balances and absences taken or requested.
- Existing Absences: View, change or withdraw existing absence requests.

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

Existing Absences
Luke Skywalker

Absences

+ Add

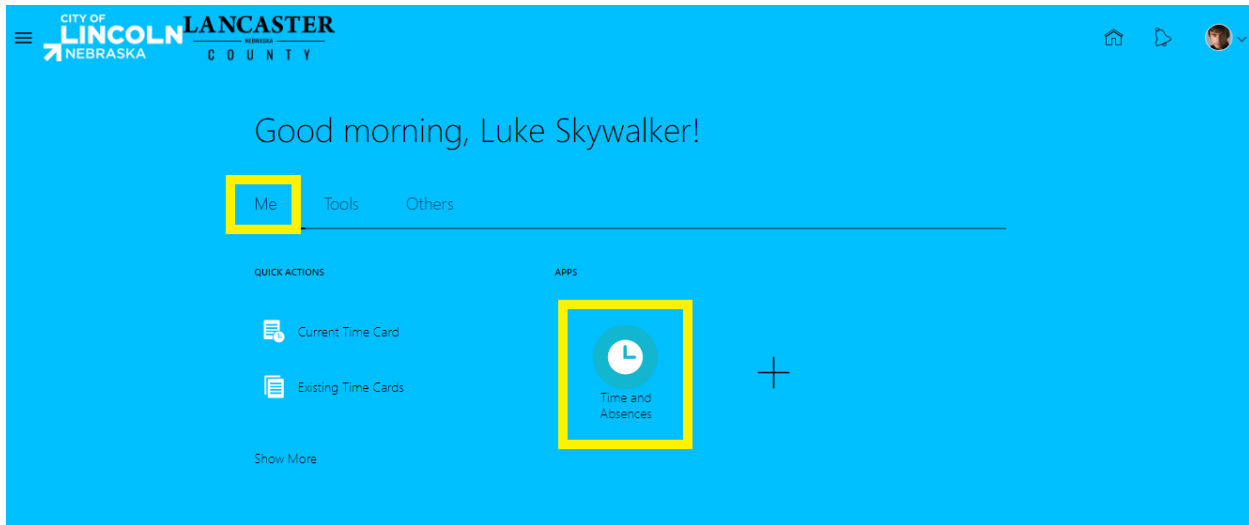
Last 6 months

Sort By Date

COL Vacation: 5.000 Hours
07/17/2020 - 07/17/2020
Awaiting approval

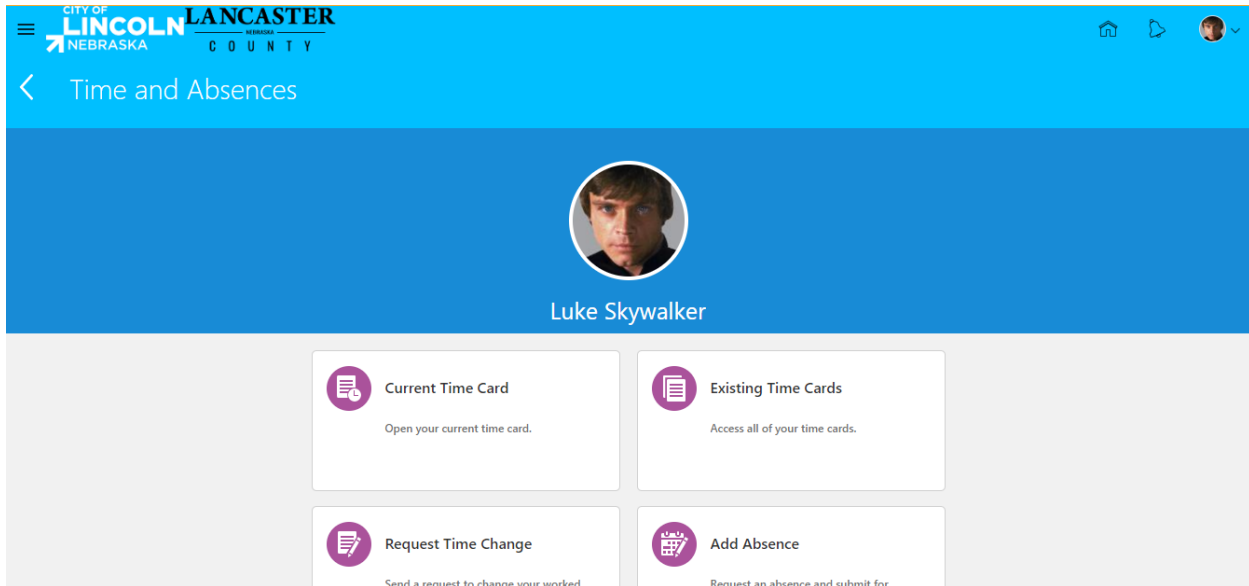
Checking your leave balances:

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

Time and Absences

Luke Skywalker

- Current Time Card**: Open your current time card.
- Existing Time Cards**: Access all of your time cards.
- Request Time Change**: Send a request to change your worked time.
- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested.
- Existing Absences**: View, change or withdraw existing absence requests.
- Cash Disbursements**: Sell a portion of your plan balance.
- Donations**: Donate a portion of your plan balance to a coworker.

Click on the “Absence Balance” tile

Time and Absences

Luke Skywalker

- Current Time Card**: Open your current time card.
- Existing Time Cards**: Access all of your time cards.
- Request Time Change**: Send a request to change your worked time.
- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested.
- Existing Absences**: View, change or withdraw existing absence requests.
- Cash Disbursements**: Sell a portion of your plan balance.
- Donations**: Donate a portion of your plan balance to a coworker.

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

Absence Balance
Luke Skywalker

Balances are either front loaded at intervals or will be calculated and posted after the payroll runs

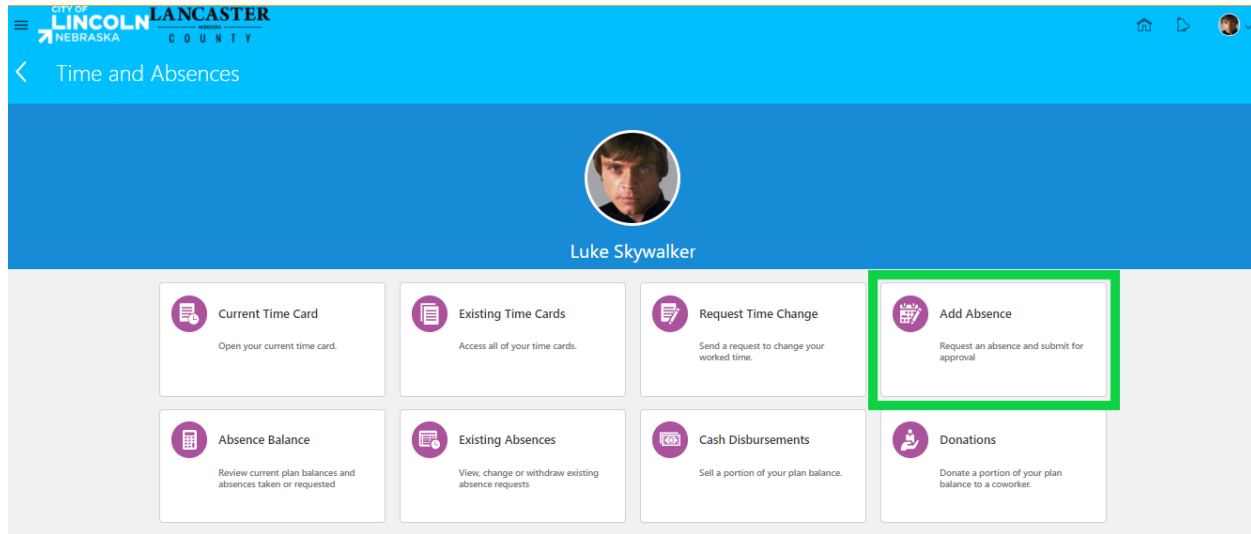
Plan Balances	
COL Comp Time- PAGE	0.000 Hours
COL Personal Convenience Holidays- PAGE	32.000 Hours
COL Sick - PAGE	179.000 Hours
COL Vacation - PAGE	115.000 Hours

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

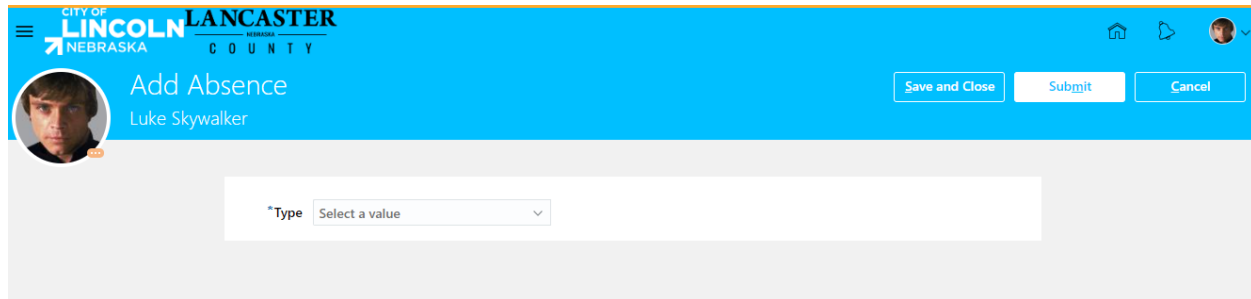


Submit an absence request (full day):

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.


The screenshot shows the 'Add Absence' form for Luke Skywalker. The 'Type' dropdown menu is open, displaying a list of leave types: COL Award of Excellence, COL Bereavement/Funeral, COL Catastrophic Illness, COL Comp Time, COL Jury Duty, COL Military Leave, COL Natural Disaster, COL Personal Convenience Holiday, COL Sick, COL Union Business, COL Union Negotiations, COL Vacation, COL Vacation Bank, and COL Voluntary Elective Leave. The 'When' section is partially visible on the right.

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

The screenshot shows the 'Add Absence' form for Luke Skywalker with 'COL Vacation' selected in the 'Type' dropdown. The 'When' section is highlighted and contains a date and duration input field, an 'Absence Duration' field showing '0.000 Hours', and an 'Edit Entries' button. The 'Details' section is highlighted and contains a dropdown menu for the reason and a text box for the name of the deceased. The 'Comments and Attachments' section is highlighted and contains a text box for comments.

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:

CITY OF LINCOLN NEBRASKA LANCASTER COUNTY

 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	Absence Duration	8.000 Hours
*End Date and Duration	06/12/2020			

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:

*Type

Absence Type Balance **179.000** Hours

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	Absence Duration
<input type="text" value="mm/dd/yyyy"/> <input type="text" value=""/> Hours	0.000 Hours
*End Date and Duration	
<input type="text" value="mm/dd/yyyy"/> <input type="text" value=""/> 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.

*Reason

Comments and Attachments

Comments

Note - For manager tracking and scheduling purposes, if you are taking a partial day off please indicate a start and end time. If you are taking bereavement/funeral leave, please indicate the name of the deceased and specific relationship.

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

Details

*Sick Leave - Choose a reason from the drop down menu. *Bereavement/Funeral Leave - box.

*Reason

- Select a value
- Select a value
- Additional Sick for Funeral/Bereavement
- Death/Funeral
- Dental appt-family member
- Dental appt-self
- Eye Appointment
- FMLA
- FMLA-Birth or Adoption of Child
- FMLA-Child
- FMLA-Parent or Grandparent
- FMLA-Spouse
- FMLA-Other

Partial Day Request:

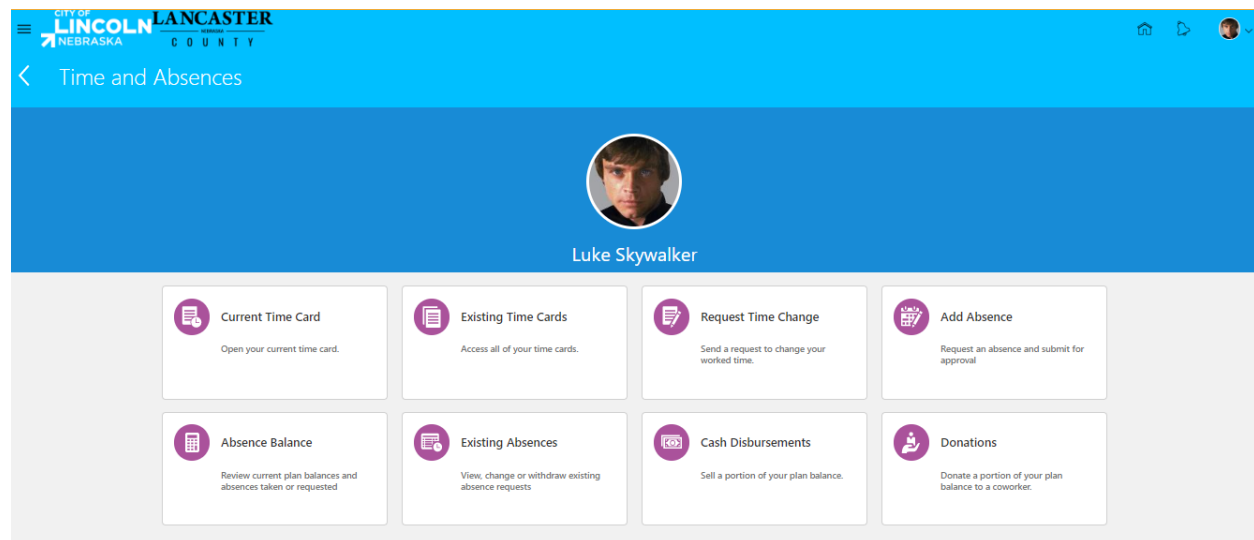
Partial day leave requests must include the start and end time of the absence in the comments box. Please include name or initials after the comment to track who made the comment and the date the comment was made:

Comments and Attachments

Comments

2:30 pm to 4:30 pm - LS 6/5/2020

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:

The screenshot shows the 'Add Absence' page for user Luke Skywalker. The page header includes the City of Lincoln and Lancaster County logos, a home icon, a notification bell with a '3' badge, and a user profile picture. Below the header, there are three buttons: 'Save and Close', 'Submit', and 'Cancel'. The main content area features a dropdown menu labeled '*Type' with the following options:

- Select a value
- COL Award of Excellence
- COL Bereavement/Funeral
- COL Catastrophic Illness
- COL Comp Time
- COL Jury Duty
- COL Military Leave
- COL Natural Disaster
- COL Personal Convenience Holiday
- COL Sick
- COL Union Business
- COL Union Negotiations
- COL Vacation
- COL Vacation Bank
- COL Voluntary Elective Leave

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

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** Absence Duration
mm/dd/yyyy Hours **0.000** Hours

***End Date and Duration**
mm/dd/yyyy

***Reason**
Select a value

Details

*Sick Leave - Choose a reason from the dropdown menu and indicate the relationship type in the dropdown menu.
*General Leave - Choose the relationship type in the dropdown menu.

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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

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** Absence Duration
09/28/2020 8.000 Hours **8.000** Hours

***End Date and Duration**
09/28/2020

***Reason**
Select a value

Details



*Sick Leave - Choose a reason from the dropdown menu and indicate the relationship type in the dropdown menu.
*General Leave - Choose the relationship type in the dropdown menu.

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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

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	Absence Duration
09/28/2020  8.000 Hours	40.000 Hours
*End Date and Duration	
10/02/2020  8.000 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.

*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	Absence Duration
09/28/2020  8.000 Hours	40.000 Hours
*End Date and Duration	
10/02/2020  8.000 Hours	

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:

*Type

When + Add

Duration in Hours

09/28/2020 Laborer I	8.000
09/29/2020 Laborer I	8.000
09/30/2020 Laborer I	8.000
10/01/2020 Laborer I	8.000
10/02/2020 Laborer I	8.000
Total Absence Duration	40.000

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.

When + Add

Duration in Hours

*Date

Assignment

Absence Duration Hours

Adding start and end time in comments:

Comments and Attachments

Comments

9/28/2020 start: 12:30 pm and end: 4:30 pm - LS 6/5/2020

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:

*Type

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	Absence Duration
<input type="text" value="08/28/2020"/> 8.000 Hours	16.000 Hours
<input type="text" value="08/31/2020"/> 8.000 Hours	

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:

*Type

When + Add

Duration in Hours

08/28/2020 Laborer I	8.000	
08/29/2020	0.000	
08/30/2020	0.000	
08/31/2020 Laborer I	8.000	
Total Absence Duration	16.000	

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.

*Type

When + Add

Duration in Hours

08/28/2020 Laborer I	8.000	
08/29/2020	0.000	
08/30/2020	0.000	
08/31/2020 Laborer I	8.000	
Total Absence Duration	16.000	

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


When

Duration in Hours


08/28/2020 8.000

Laborer I

***Date**

08/29/2020 

Assignment

Select a value 

Absence Duration


Hours

Not a scheduled work day

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

Duration in Hours


08/28/2020 8.000 

Laborer I

***Date**

08/29/2020 

Assignment

Laborer I 

Absence Duration

Hours

Not a scheduled work day

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

When

+ Add

Duration in Hours

08/28/2020 Laborer I	8.000	
08/29/2020 Laborer I	8.000	

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

+ Add

Duration in Hours

08/28/2020 Laborer I	4.000		Scheduled duration is 8 hours
08/29/2020 Laborer I	4.000		
08/30/2020 Laborer I	4.000		
08/31/2020 Laborer I	4.000		Scheduled duration is 8 hours
Total Absence Duration		16.000	

Comments and Attachments

Enter your text here

Comments

8/28/20 8 am to 12 pm
8/29/20 12:30 pm to 4:30 pm
8/30/20 8 am to 12 pm
8/31/20 12:30 pm to 4:30 pm - LS 7/1/2020

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:

The screenshot shows the 'Add Absence' form for Luke Skywalker. At the top left is a profile picture and the name 'Luke Skywalker'. The form title is 'Add Absence'. On the right side, there are three buttons: 'Save and Close', 'Submit' (highlighted with a black box), and 'Cancel'. The background is blue with the City of Lincoln and Lancaster County logos.

(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 screenshot shows the 'When' section of the 'Add Absence' form. At the top, there is a dropdown menu for '*Type' set to 'COL Vacation'. Below this, the word 'When' is displayed in blue. On the right side, there is a green 'Edit Entries' button highlighted with a black box. Below the 'When' section, there are three bullet points: '* It is your responsibility to ensure you have enough balance to take paid time off.', '* Approval of time off does not guarantee payment.', and '* 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.' Below these are two rows of input fields: '*Start Date and Duration' and '*End Date and Duration', each with a date picker icon and a 'Hours' field. To the right of these is the 'Absence Duration' field, which shows '0.000 Hours'.

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

The screenshot shows the 'When' section of the 'Add Absence' form. At the top, there is a dropdown menu for '*Type' set to 'COL Vacation'. Below this, the word 'When' is displayed in blue. On the right side, there is a green '+ Add' button highlighted with a black box. Below the 'When' section, there is a large empty space with a cardboard box icon and the text 'There's nothing here so far.'

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:

The screenshot shows a form titled "When" with a sub-header "Duration in Hours". On the right side, there are two buttons: "OK" and "Cancel". The form contains three main input sections: 1. "*Date" with a text input field containing the placeholder "mm/dd/yyyy" and a calendar icon. 2. "Assignment" with a dropdown menu showing "Select a value". 3. "Absence Duration" with a text input field containing "0.000" followed by the word "Hours". At the bottom of the form, there is a summary row: "Total Absence Duration" on the left and "0.000" on the right.

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

The screenshot shows the same "When" form, but now with data entered. On the right side, there is a new "+ Add" button in a green box, and the "OK" and "Cancel" buttons are still present. The form fields are: 1. "*Date" with the value "08/29/2020" and a calendar icon. 2. "Assignment" with the dropdown menu set to "Laborer I". 3. "Absence Duration" with the value "8.000" followed by "Hours" and the text "Not a scheduled work day" below it. The "Total Absence Duration" at the bottom is not visible in this view.

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

When		+ Add
Duration in Hours		
08/29/2020	8.000	
Laborer I		
Total Absence Duration	8.000	

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:

City of LINCOLN NEBRASKA LANCASTER NEBRASKA COUNTY

Add Absence
Luke Skywalker

[Save and Close](#) **Submit** [Cancel](#)

(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:

Add Absence
Luke Skywalker

Type: COL Bereavement/Funeral

Absence Type Balance: 0.000 Hours

When

*Start Date and Duration: 07/02/2020, 8.000 Hours

Absence Duration: 8.000 Hours

*End Date and Duration: 07/02/2020

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.

*Reason: Immediate

Comments

Father, Anakin Skywalker - LS 6/5/2020

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

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.

*Reason: Immediate

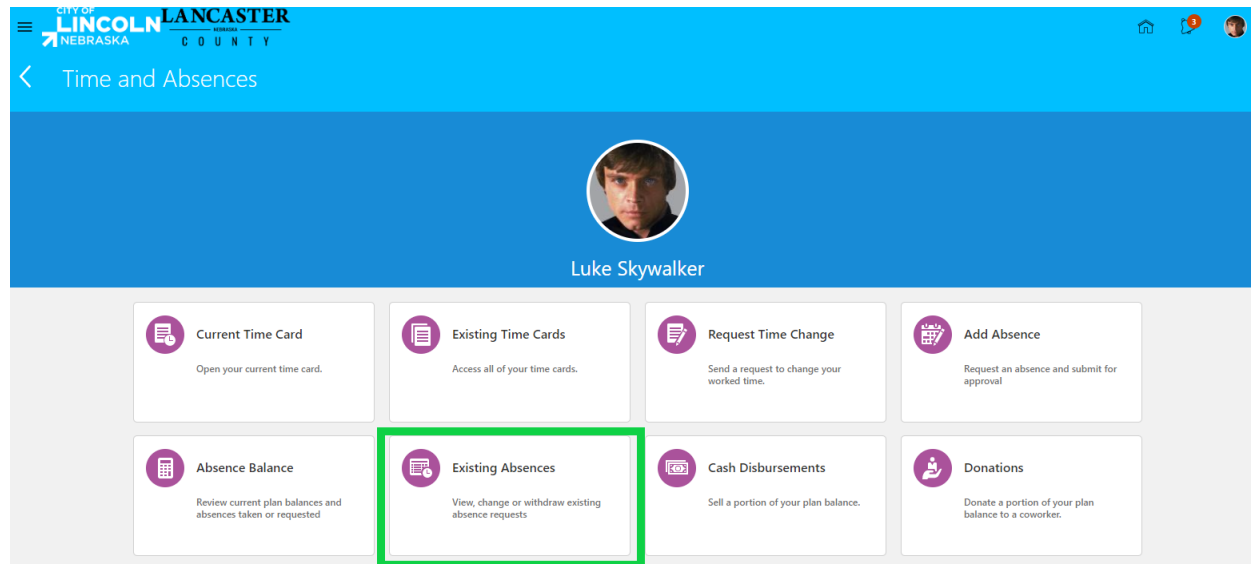
Comments and Attachments

*Comments

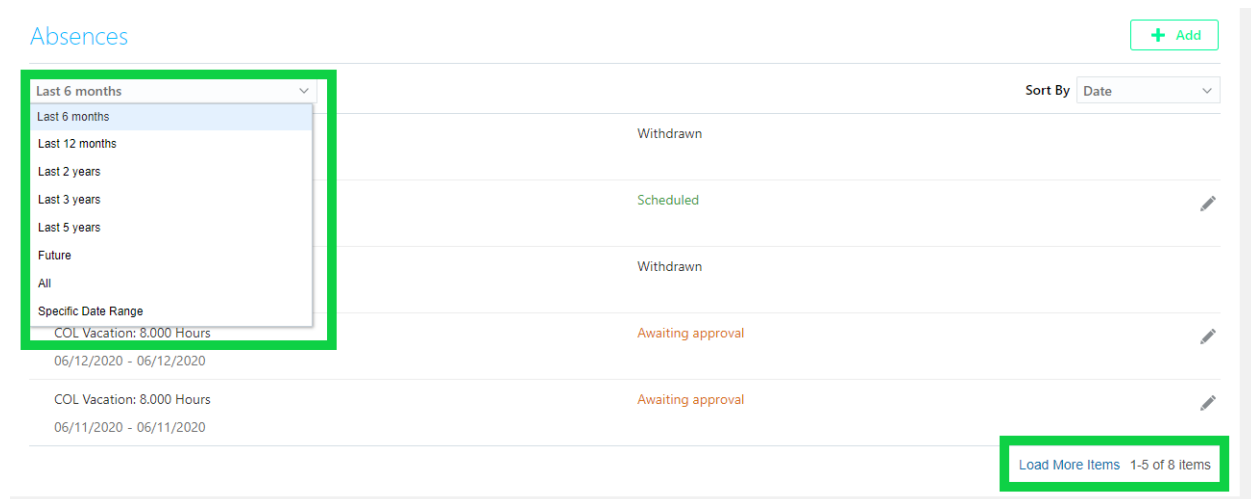
Anakin Skywalker, Father - LS 6/5/2020

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.















Existing Absences
 Luke Skywalker

Absences

[+ Add](#)

Last 6 months Sort By Date

COL Vacation: 8.000 Hours 06/26/2020 - 06/26/2020	Withdrawn	
COL Sick: 2.000 Hours 06/24/2020 - 06/24/2020	Scheduled	
COL Sick: 2.000 Hours 06/17/2020 - 06/17/2020	Withdrawn	
COL Vacation: 8.000 Hours 06/12/2020 - 06/12/2020	Awaiting approval	
COL Vacation: 8.000 Hours 06/11/2020 - 06/11/2020	Awaiting approval	
COL Vacation: 8.000 Hours 06/02/2020 - 06/02/2020	Completed	
COL Sick: 2.000 Hours 04/17/2020 - 04/17/2020	Completed	
COL Vacation: 24.000 Hours 03/25/2020 - 03/27/2020	Completed	

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:


The screenshot shows the 'Existing Absences' page for Luke Skywalker. The page header includes the City of Lincoln and Lancaster County logos, a home icon, a notification bell with '3', and a user profile picture. The main content area is titled 'Absences' and features a '+ Add' button. Below the title, there are filters for 'Last 6 months' and 'Sort By Date'. The table lists several absences:

Type	Duration	Dates	Status	Action
COL Vacation	8.000 Hours	06/26/2020 - 06/26/2020	Withdrawn	
COL Sick	2.000 Hours	06/24/2020 - 06/24/2020	Scheduled	
COL Sick	2.000 Hours	06/17/2020 - 06/17/2020	Withdrawn	
COL Vacation	8.000 Hours	06/12/2020 - 06/12/2020	Awaiting approval	
COL Vacation	8.000 Hours	06/11/2020 - 06/11/2020	Awaiting approval	
COL Vacation	8.000 Hours	06/02/2020 - 06/02/2020	Completed	
COL Sick	2.000 Hours	04/17/2020 - 04/17/2020	Completed	
COL Vacation	24.000 Hours	03/25/2020 - 03/27/2020	Completed	

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 attachments.

CITY OF **LINCOLN** **LANCASTER**
NEBRASKA COUNTY

 **Edit Absence**
Luke Skywalker


[Delete](#) [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** **Absence Duration**

06/11/2020  8.000 Hours **8.000** Hours

***End Date and Duration**

06/11/2020 

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

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:

The screenshot shows the 'Existing Absences' interface for a user named Luke Skywalker. At the top, there are navigation icons for home, notifications (3), and profile. Below the header, the page title is 'Existing Absences' with a back arrow and a profile picture. The main content area is titled 'Absences' and includes a '+ Add' button. A filter dropdown is set to 'Last 6 months' and the sort order is 'Date'. The table lists several absences:

Type	Dates	Status	Action
COL Vacation: 8.000 Hours	06/26/2020 - 06/26/2020	Withdrawn	
COL Sick: 2.000 Hours	06/24/2020 - 06/24/2020	Scheduled	
COL Sick: 2.000 Hours	06/17/2020 - 06/17/2020	Withdrawn	
COL Vacation: 8.000 Hours	06/12/2020 - 06/12/2020	Awaiting approval	
COL Vacation: 8.000 Hours	06/11/2020 - 06/11/2020	Awaiting approval	
COL Vacation: 8.000 Hours	06/02/2020 - 06/02/2020	Completed	
COL Sick: 2.000 Hours	04/17/2020 - 04/17/2020	Completed	
COL Vacation: 24.000 Hours	03/25/2020 - 03/27/2020	Completed	

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:

Edit Absence
Luke Skywalker

*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 06/11/2020 8.000 Hours **Absence Duration** **8.000 Hours**

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.

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	

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 screenshot shows the 'Existing Absences' page for Luke Skywalker. At the top, there is a navigation bar with the City of Lincoln and Lancaster County logos. Below the navigation bar, there is a header with a back arrow, a profile picture of Luke Skywalker, and the text 'Existing Absences Luke Skywalker'. The main content area is titled 'Absences' and includes a '+ Add' button, a filter dropdown set to 'Last 6 months', and a 'Sort By' dropdown set to 'Date'. There are two absence entries listed: 'COL Vacation: 5.000 Hours' from 07/17/2020 to 07/17/2020 with a status of 'Awaiting approval', and 'COL Vacation: 8.000 Hours' from 07/16/2020 to 07/16/2020 with a status of 'Scheduled'. The pencil icon on the right of the second entry is highlighted with a black box, and a white arrow points to it.

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

The screenshot shows the 'Edit Absence' screen for Luke Skywalker. At the top, there is a navigation bar with the text 'Edit Absence Luke Skywalker' and buttons for 'Delete' and 'Submit'. Below the navigation bar, there is a section for '*Type' set to 'COL Vacation'. The main content area is titled 'When' and includes a table for dates and durations. The table has two columns: '*Start Date and Duration' and '*End Date and Duration'. The first row shows a start date of 07/16/2020 and a duration of 8.000 Hours. The second row shows an end date of 07/16/2020. To the right of the table, there is a section for 'Absence Duration' set to 8.000 Hours. The 'Edit Entries' button is highlighted with a black box.

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.

Edit Absence Delete Submit
Luke Skywalker

*Type COL Vacation

When + Add

Duration in Hours

07/16/2020	8.000	
Laborer I		
Total Absence Duration		8.000

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.

When

Duration in Hours

Delete OK Cancel

*Date
07/16/2020

Assignment
Laborer I

Absence Duration
8.000 Hours
Scheduled duration is 8 hours

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.

When

Duration in Hours

***Date**

Assignment

Absence Duration
 Hours

Once you have filled out the information, click OK.

When

Duration in Hours

***Date**

Assignment

Absence Duration
 Hours
Scheduled duration is 8 hours

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.

Edit Absence Delete Submit

Luke Skywalker

Type COL Vacation

When + Add

Duration in Hours

07/17/2020 Laborer I	9.000	Scheduled duration is 8 hours
07/16/2020 Laborer I	8.000	
Total Absence Duration	17.000	

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.

Existing Absences
Luke Skywalker

Absences + Add

Last 6 months
Sort By Date

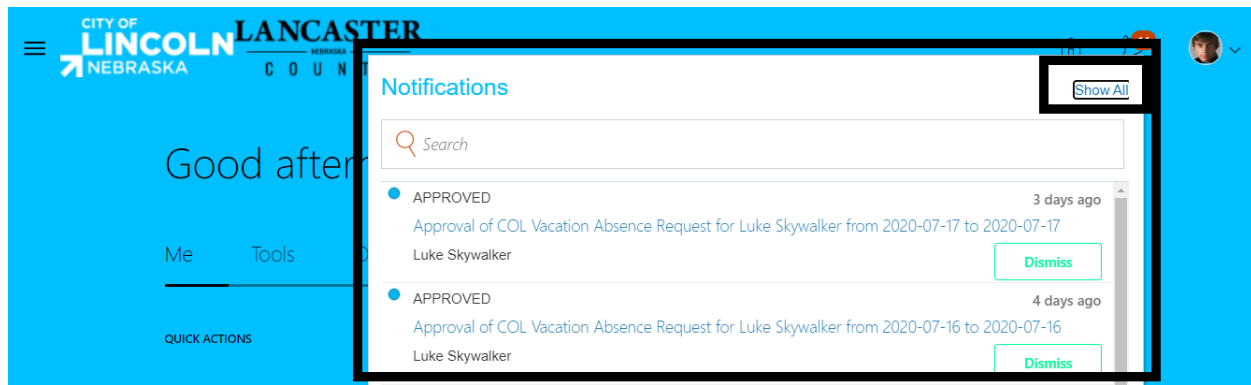
COL Vacation: 5.000 Hours 07/17/2020 - 07/17/2020	Awaiting approval	
COL Vacation: 16.000 Hours 07/15/2020 - 07/16/2020	Awaiting approval	

Checking notifications

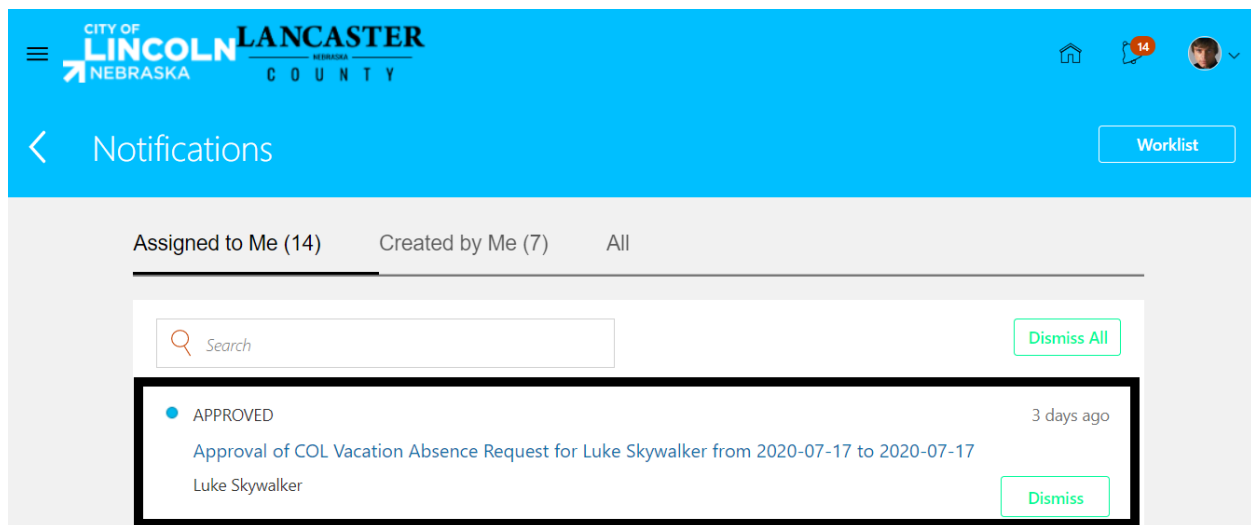
When you have notifications, you will have a red circle over the bell notification (top right hand corner), there will be a number in the circle to indicate the number of notifications that you have.



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.

Approval of COL Bereavement/Funeral Absence Request for Luke Skywalker from 2020-06-25 to 2020-06-25

Absence Request Approval

Luke Skywalker
From 06/25/2020 to 06/25/2020
Total Duration 8 Hours

Absence Request Details

Absence Type	COL Bereavement/Funeral
Absence Reason	Immediate
Start Date	06/25/2020 8 Hours
End Date	06/25/2020 Hours
Duration	8 Hours
Comments	Father, Anakin Skywalker - Luke 6/17

Approval History

✓ Approved by Obi Wan Kenobi approved - OK 6/17	06/17/2020 2:19 PM
↑ Submitted by Luke Skywalker	06/17/2020 2:14 PM

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

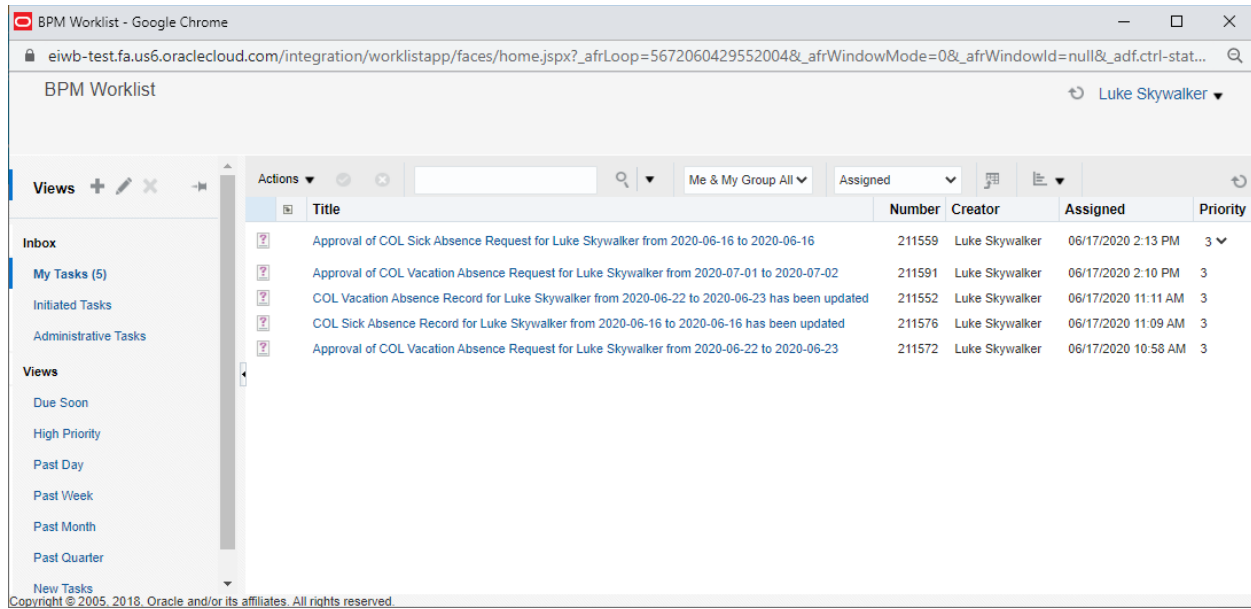
CITY OF LINCOLN LANCASTER NEBRASKA COUNTY

Notifications

Worklist

Assigned to Me (14) Created by Me (7) All

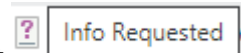
This will open up the Worklist in a new window:



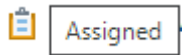
You can click the hyperlink of any of the notifications to view the “Absence Request Approval” form with the full details of the request. You want to be sure that you open and view any of the tasks that have requested more information so that you can respond in a timely fashion and have your request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

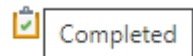
The Question mark symbol means that Information is being requested for that request



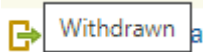
The Clipboard symbol means that the task is assigned to you:



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

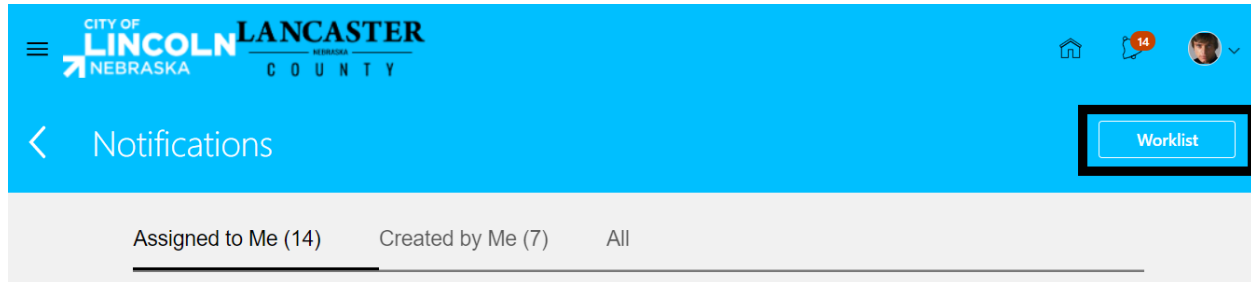


The Brown box with the green arrow pointing right means that the task has been withdrawn:

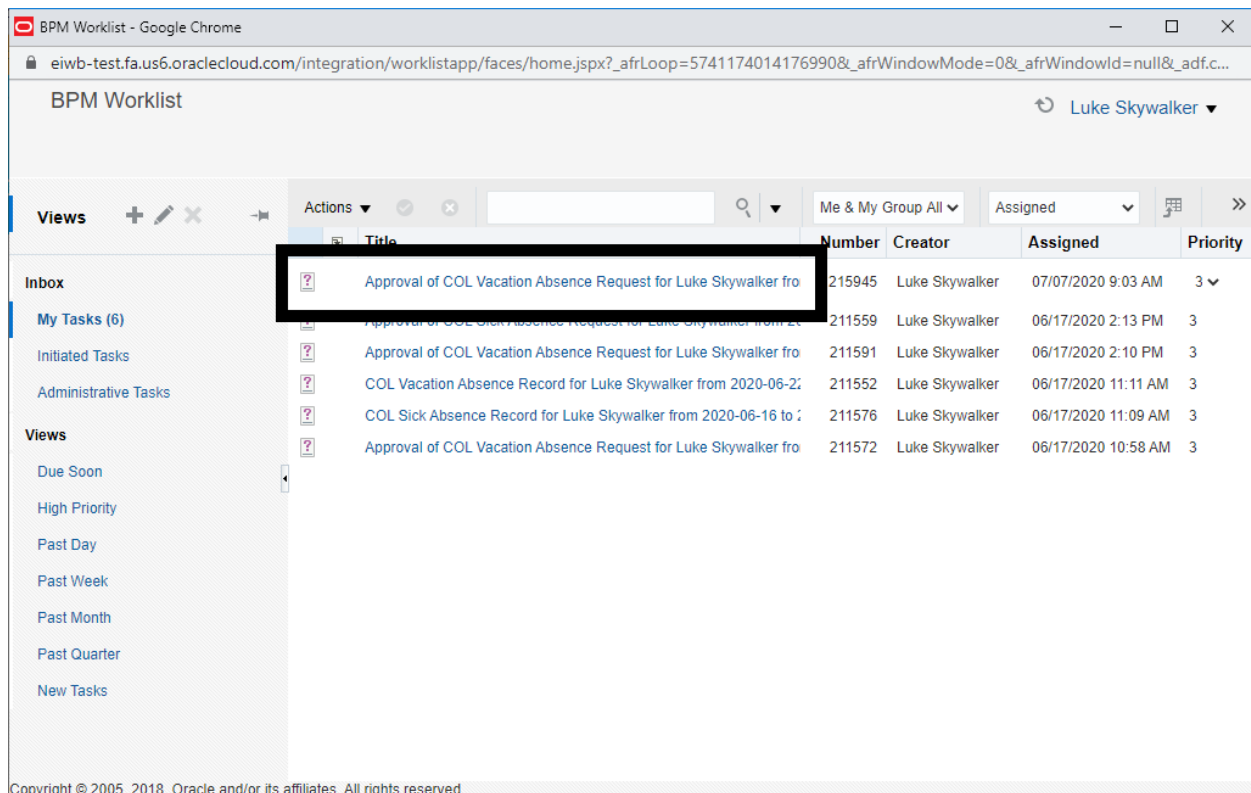


Responding to Info Requested for Absence Request

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

i Obi Wan Kenobi requested information from **Luke Skywalker** 07/07/2020 9:09 AM

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

i Obi Wan Kenobi delegated to **Leia Organa** 07/07/2020 9:03 AM

↑ Submitted by **Luke Skywalker** 07/07/2020 9:03 AM

[Online Notification](#)



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

Approval of COL Vacation Absence Request for Luke Skywalker from ...

Absence Request Approval

Luke Skywalker

From 07/18/2020 to 07/18/2020

Total Duration 6 Hours

- Reassign
- Withdraw
- Submit Information**
- Add Comments
- Add Attachment


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:

Absence Request Approval

Luke Skywalker

Submit Information Submit Cancel

* Comment

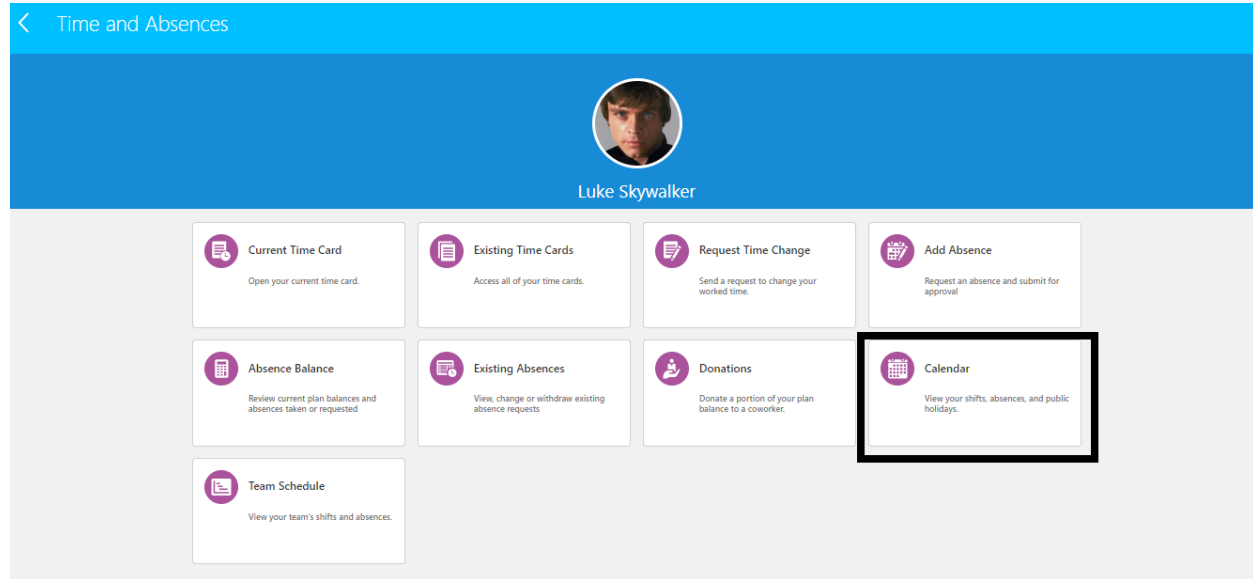
 Drag files here or click to add attachment

Absence Date	Absence Time	Duration
07/18/2020	6 Hours	6 Hours

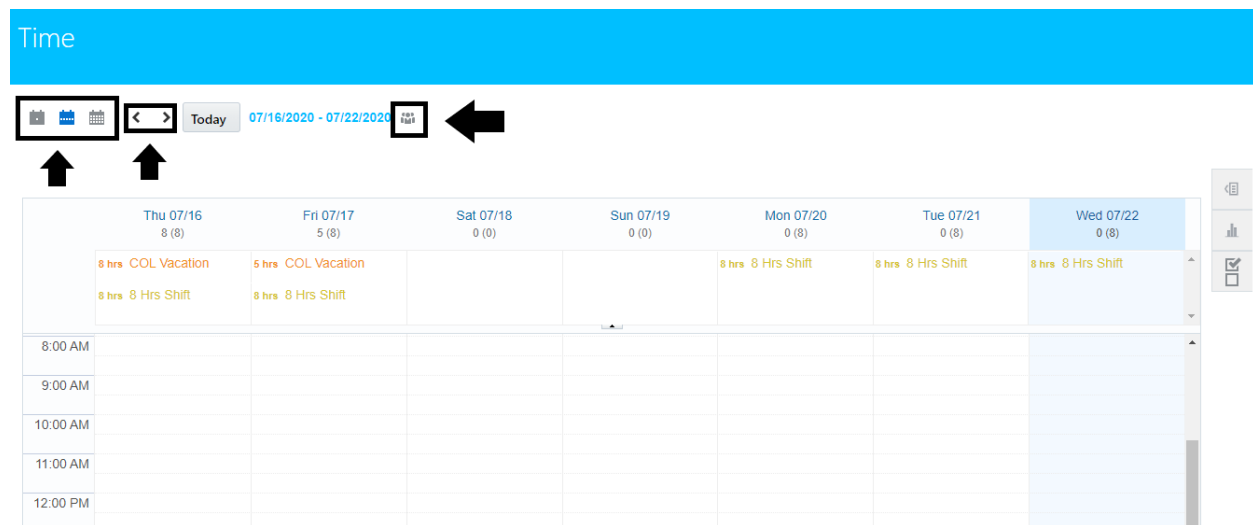
After you click submit, it will briefly show that the information was submitted before closing the approval form. You can now review your next task in the worklist or you can close out of the worklist when you are done reviewing your tasks.

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 orange and you can hover over the absence to see details of the absence (not the leave type, but name, date, and duration).

< Team Schedule

< *Schedule Week 07/22/2020 >

Name	Assignment Number	Week 30						
		07/19/2020	07/20/2020	07/21/2020	07/22/2020	07/23/2020	07/24/2020	07/25/2020
			8 Hr	8 Hr	8 Hr	8 Hr	8 Hr	
			8.00				8 Hr	8 Hr
			8 Hr				8 Hr	8 Hr
			8 Hr				8 Hr	8 Hr
			8 Hr				8 Hr	8 Hr

Owner Assignment work schedule

Name Approved Absence

Reference Date 07/20/2020

Start Time -

End Time -

Duration 8h

Time Not Worked -

Publish Date -

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:

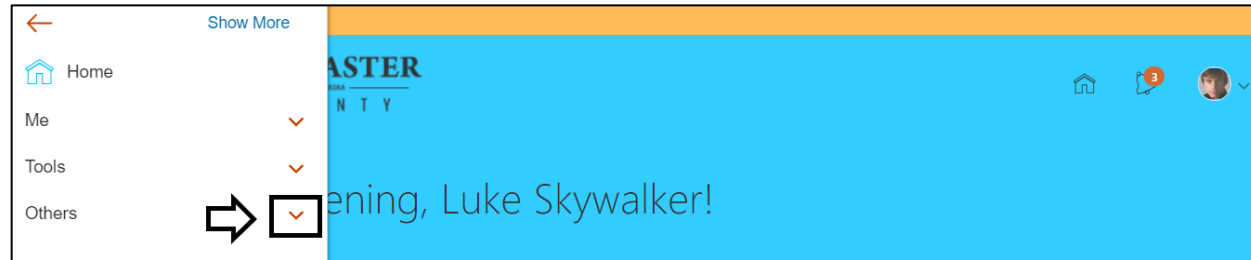
<https://278295.tcplusedemand.com/app/webclock/#/EmployeeLogOn/278295/1>

Finding your ID Number in Oracle:

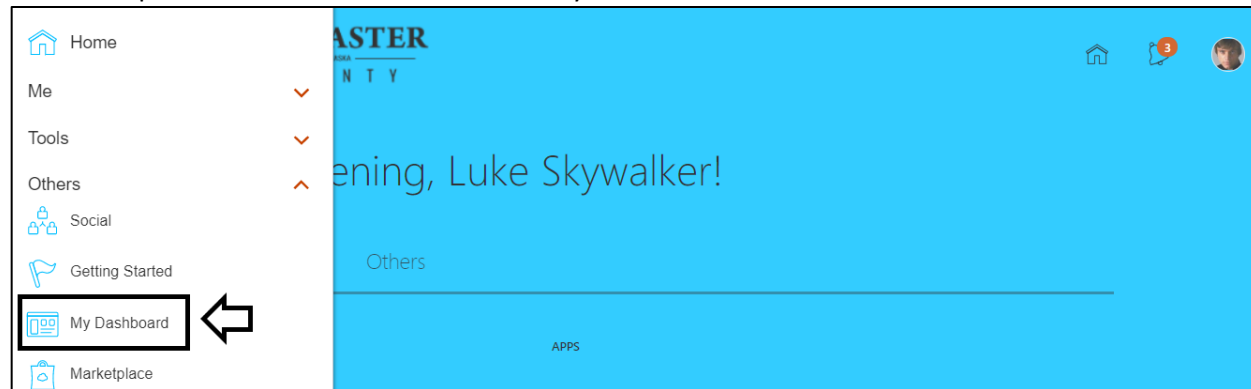
From the Oracle Home Screen, click on the Navigator in the top left hand side of the screen:



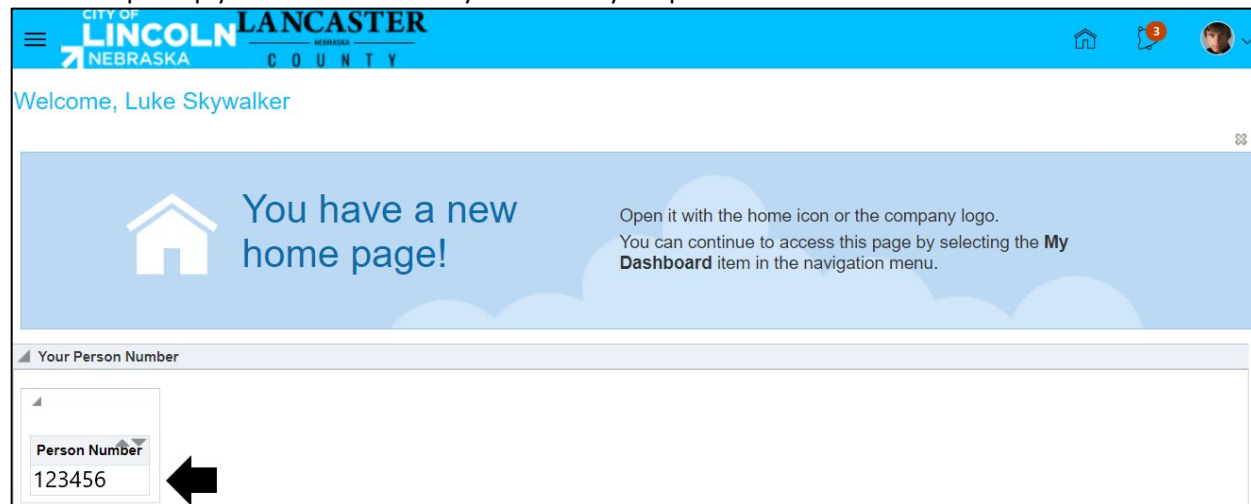
Click on the down arrow on the right side of "Others"



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”

TimeClock Plus®

8/5/2020
07:03:04 AM

Select Company City of Lincoln 1

ID/Badge Number 500120

CLOCK IN

CLOCK OUT

LEAVE ON MEAL BRK

RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

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.

TimeClock Plus®

8/5/2020 07:03:34 AM

Hello Luke Skywalker [Not you?](#)

Confirmation (Clock In)

Cancel Continue

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



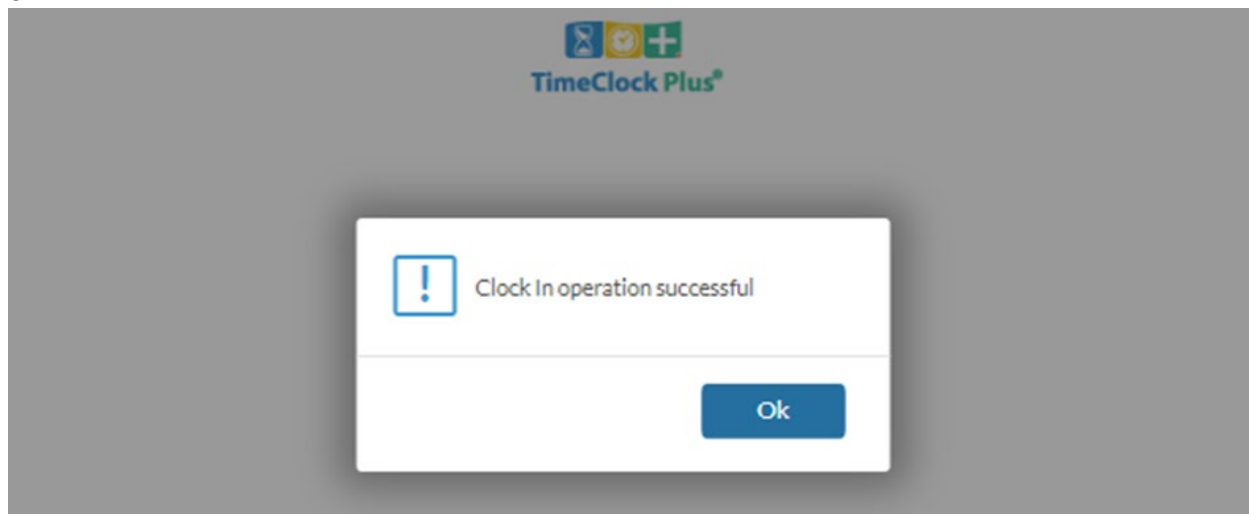
8/5/2020 07:03:57 AM Hello Luke Skywalker [Not you?](#)

Select Cost Code (Clock In)

Showing 13 records of 13

Select	Level 1†	Level 2	Level 3	Level 4	Level 5	Description
<input checked="" type="radio"/>	REGULAR HOURS					
<input type="radio"/>	CALL BACK PAY 1.5					
<input type="radio"/>	CALL BACK TO BE COMPED					
<input type="radio"/>	HOLIDAY WORKED 1.5 (NO ACCRUALS)					
<input type="radio"/>	HOLIDAY WORKED 1.5 (ACCRUALS)					
<input type="radio"/>	OT 1.5 TO BE COMPED PAGE					
<input type="radio"/>	OVERTIME STRAIGHT TIME					
<input type="radio"/>	SHELTER AT WORK - OFF DUTY 1.5					
<input type="radio"/>	SHELTER AT WORK - ON DUTY 2.0					

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.



8/5/2020
07:04:46 AM

Select Company

ID/Badge Number

CLOCK IN **CLOCK OUT**

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

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”



8/5/2020
07:26:32 AM

Select Company: City of Lincoln 1

ID/Badge Number: 500120

CLOCK IN **CLOCK OUT**

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

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.

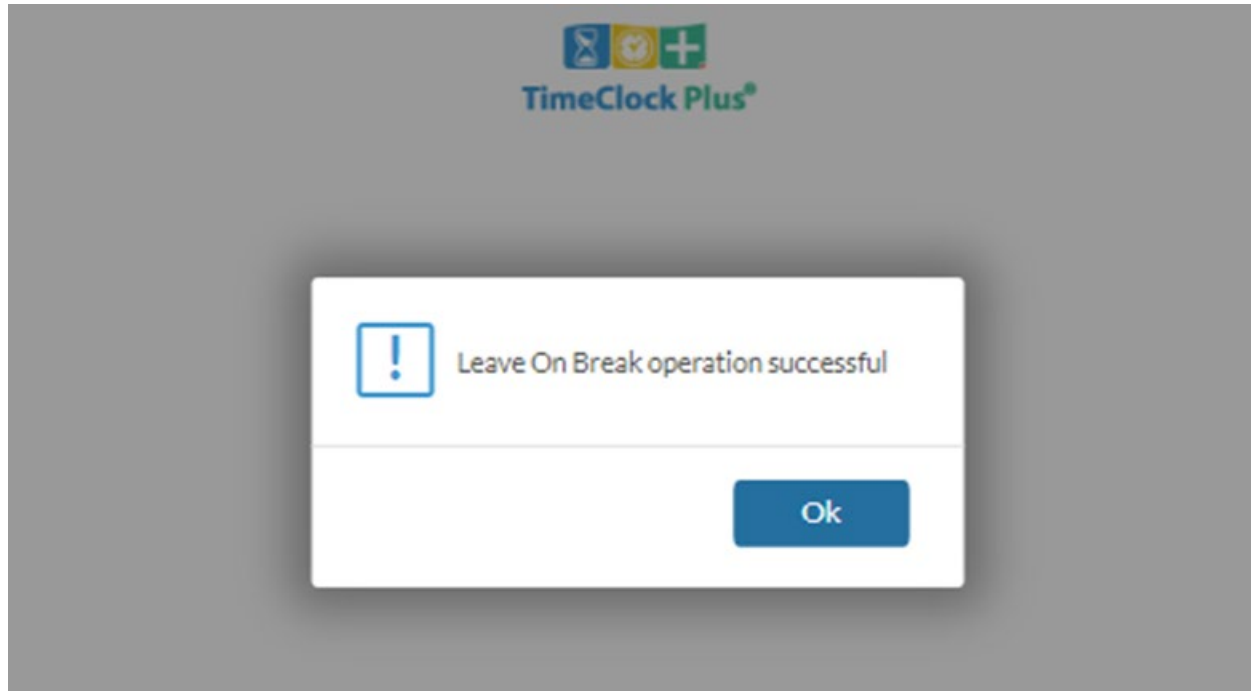


8/5/2020 07:27:14 AM Hello Luke Skywalker [Not you?](#)

Confirmation (Break)

Cancel **Continue**

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



You will then be sent back to the main page.



8/5/2020
07:27:56 AM

Select Company

ID/Badge Number

CLOCK IN **CLOCK OUT**

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

Return from Meal Break

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



8/5/2020
07:54:15 AM

Select Company: City of Lincoln 1

ID/Badge Number: 500120

CLOCK IN **CLOCK OUT**

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

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



8/5/2020 07:54:42 AM **⇒** Hello Luke Skywalker [Not you?](#)

Confirmation (Return from Meal Brk) **←**

Cancel **Continue**

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



8/5/2020 07:55:05 AM Hello Luke Skywalker [Not you?](#)

Select Cost Code (Return from Meal Brk)

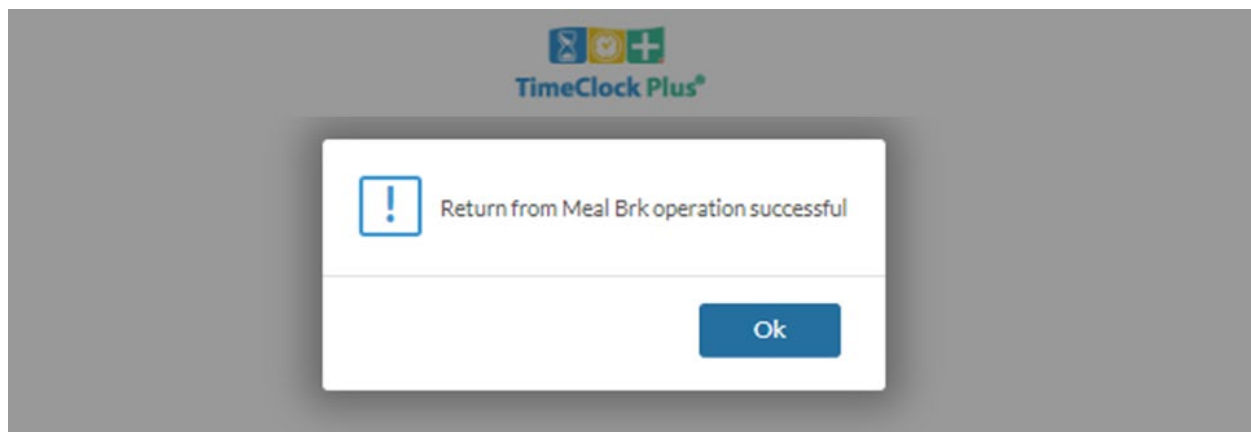
Search

Showing 13 records of 13

Select	Level 1↑	Level 2	Level 3	Level 4	Level 5	Description
<input checked="" type="radio"/>	REGULAR HOURS					
<input type="radio"/>	CALL BACK PAY 1.5					
<input type="radio"/>	CALL BACK TO BE COMPED					
<input type="radio"/>	HOLIDAY WORKED 1.5 (NO ACCRUALS)					
<input type="radio"/>	HOLIDAY WORKED 1.5 (ACCRUALS)					
<input type="radio"/>	OT 1.5 TO BE COMPED PAGE					
<input type="radio"/>	OVERTIME STRAIGHT TIME					
<input type="radio"/>	SHELTER AT WORK - OFF DUTY 1.5					
<input type="radio"/>	SHELTER AT WORK - ON DUTY 2.0					

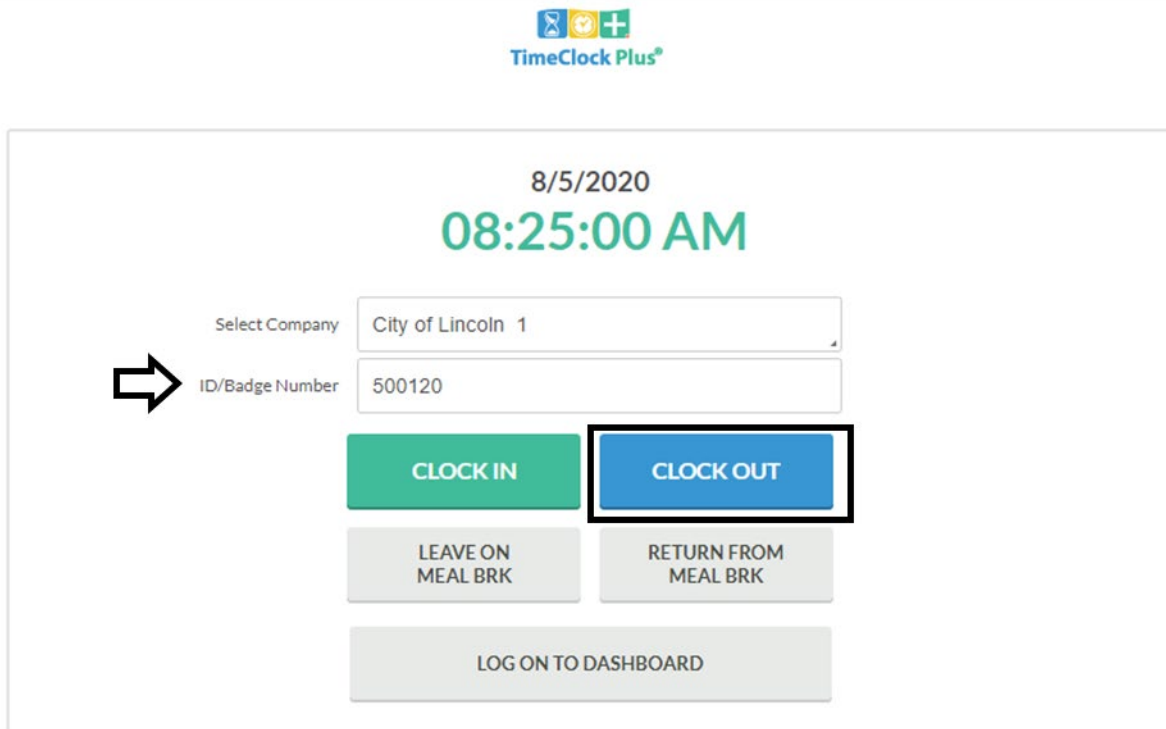
Back Cancel

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



TimeClock Plus®

8/5/2020
08:25:00 AM

Select Company City of Lincoln 1

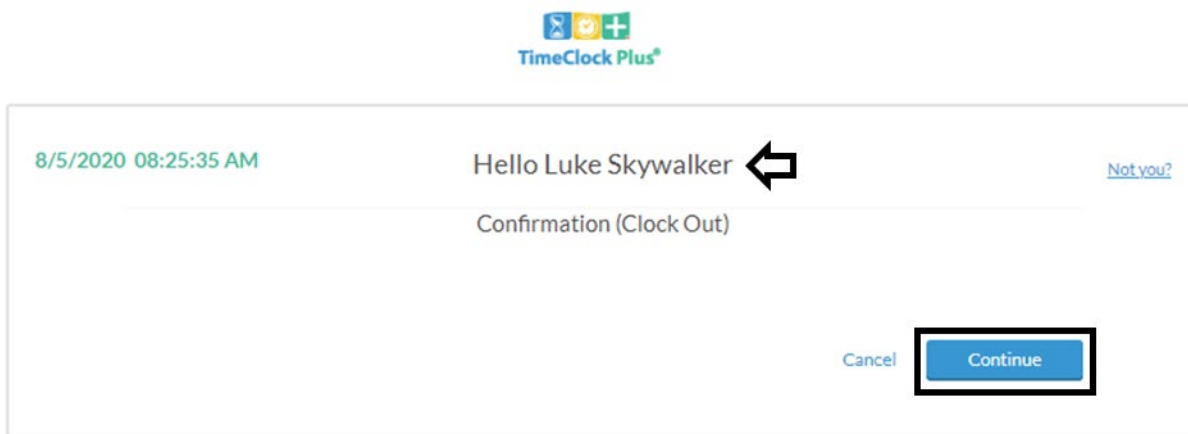
ID/Badge Number 500120

CLOCK IN **CLOCK OUT**

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

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.



TimeClock Plus®

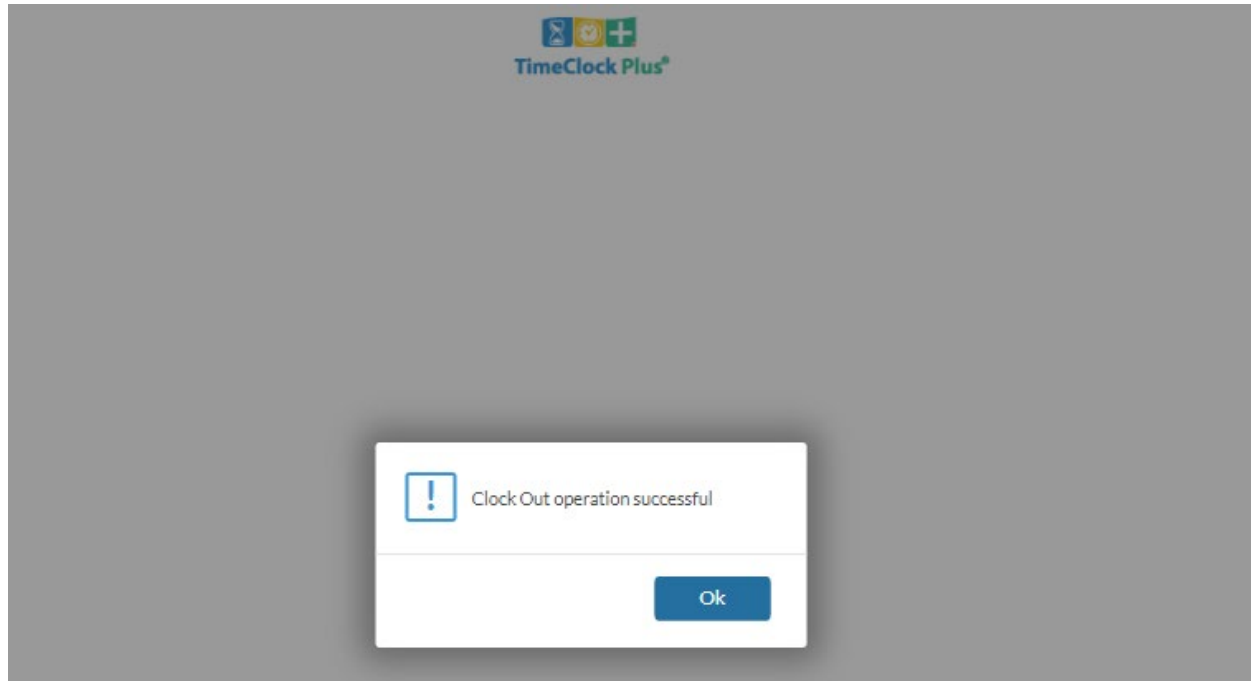
8/5/2020 08:25:35 AM

Hello Luke Skywalker

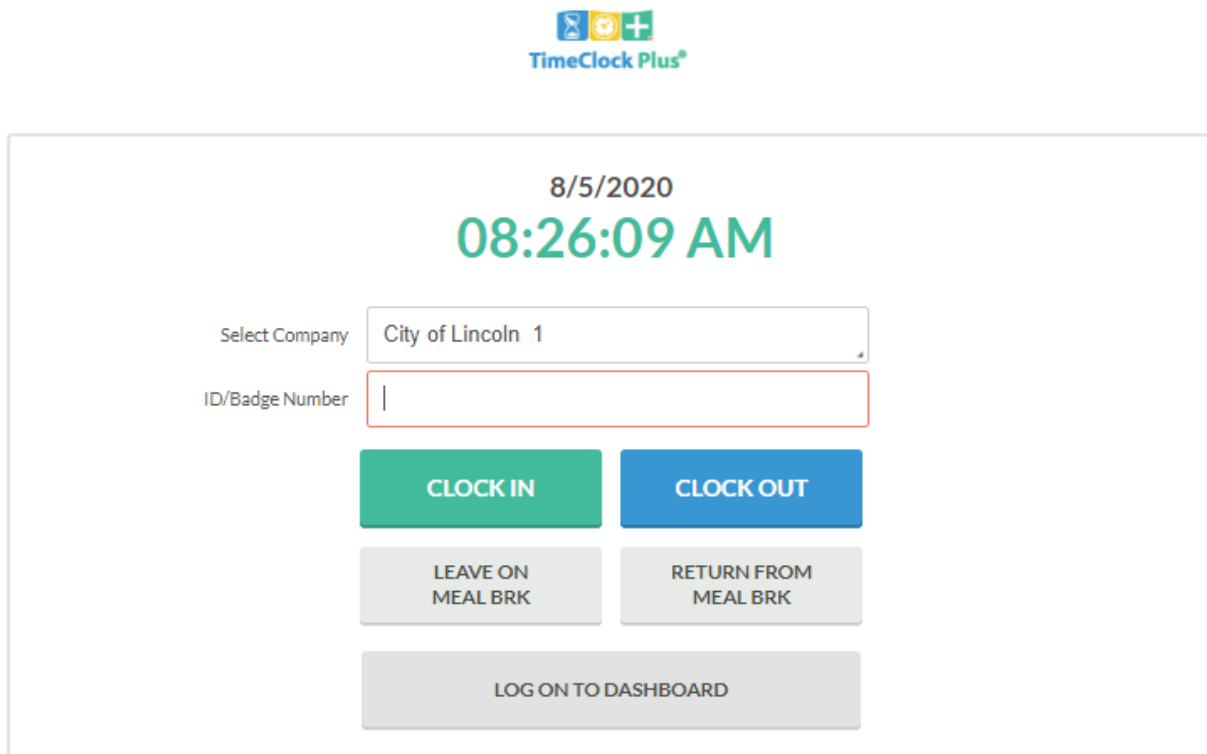
Confirmation (Clock Out)

Cancel **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:

TimeClock Plus[®]

8/5/2020
08:14:13 AM

Select Company: City of Lincoln 1

ID/Badge Number: 500120

CLOCK IN | CLOCK OUT

LEAVE ON MEAL BRK | RETURN FROM MEAL BRK

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.

TimeClock Plus[®]

Home | CLOCK IN | CLOCK OUT | LEAVE ON MEAL BRK | RETURN FROM MEAL BRK | CHANGE COST CODE | VIEW

Luke Skywalker
Clocked in at 07:57 AM
8/5/2020 08:14:58 AM
[Log Off](#)

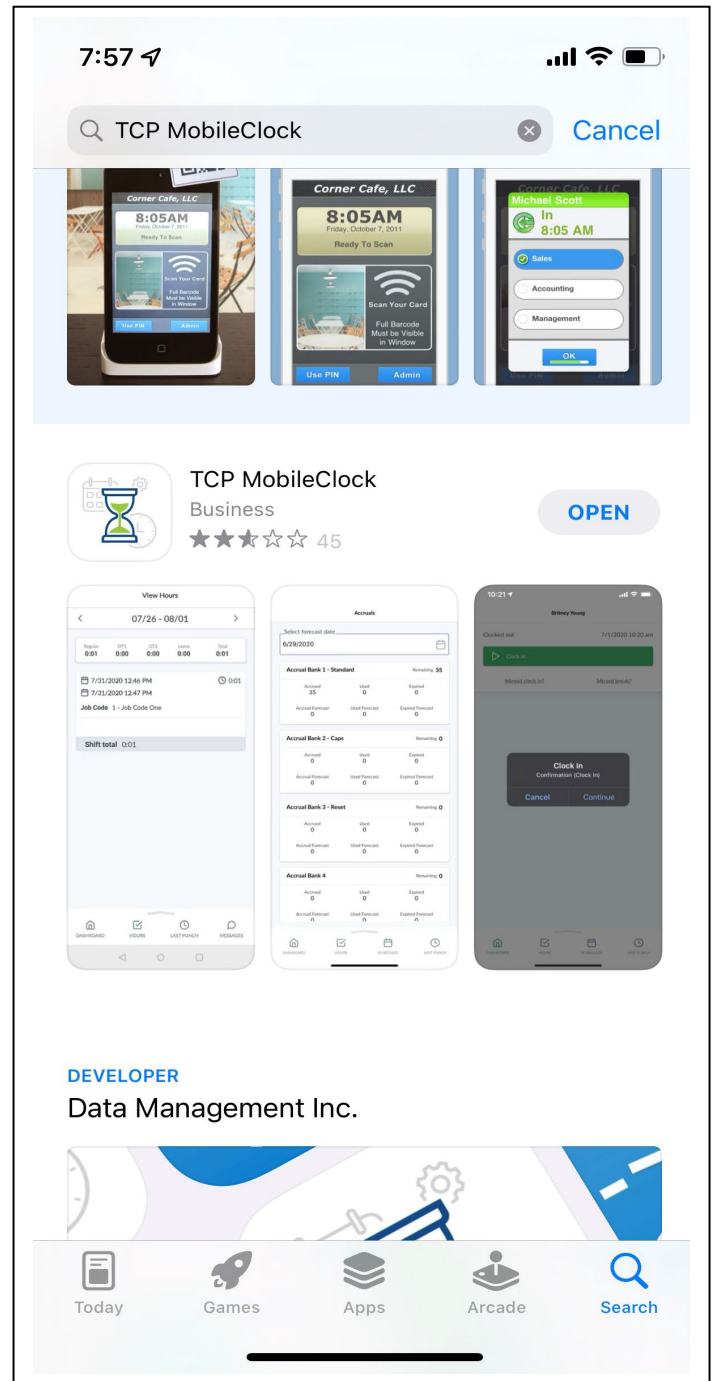
MY DASHBOARD ?

TCP MobileClock App

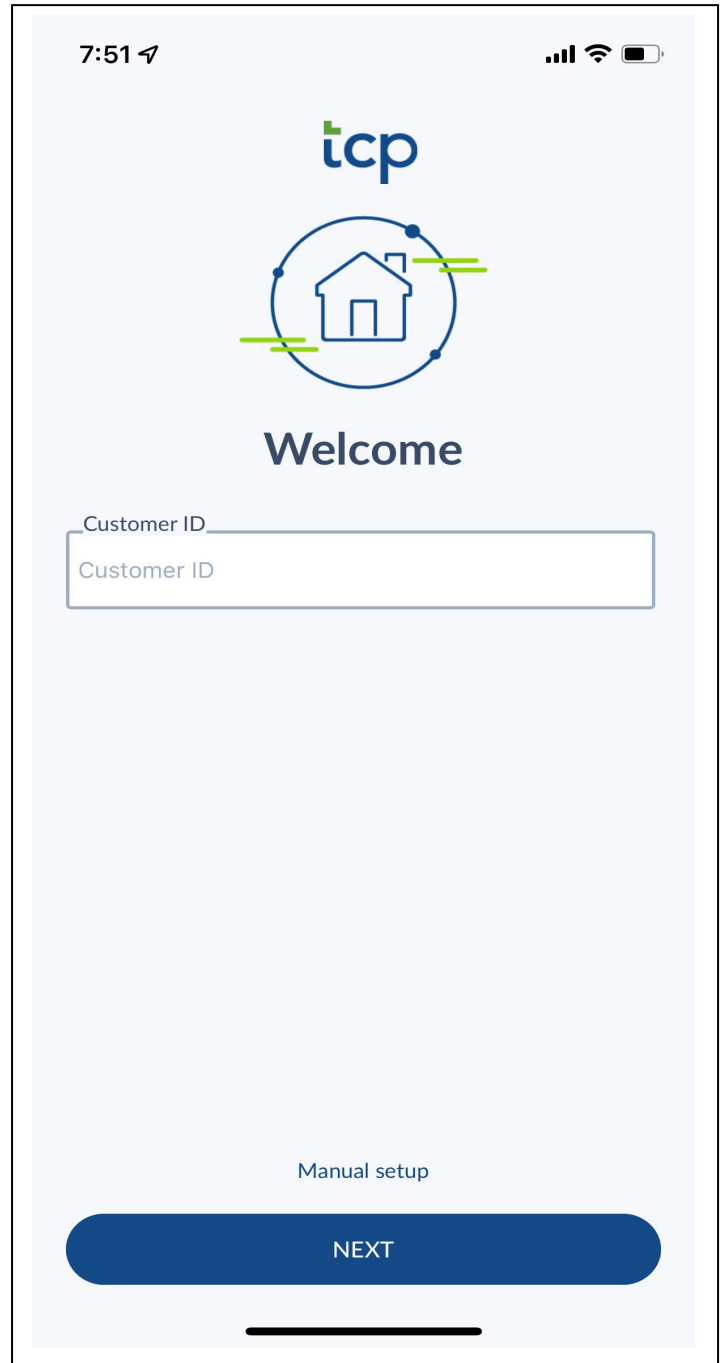
Downloading and Installing the TCP MobileClock Mobile App

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**.

8:00

Server Information

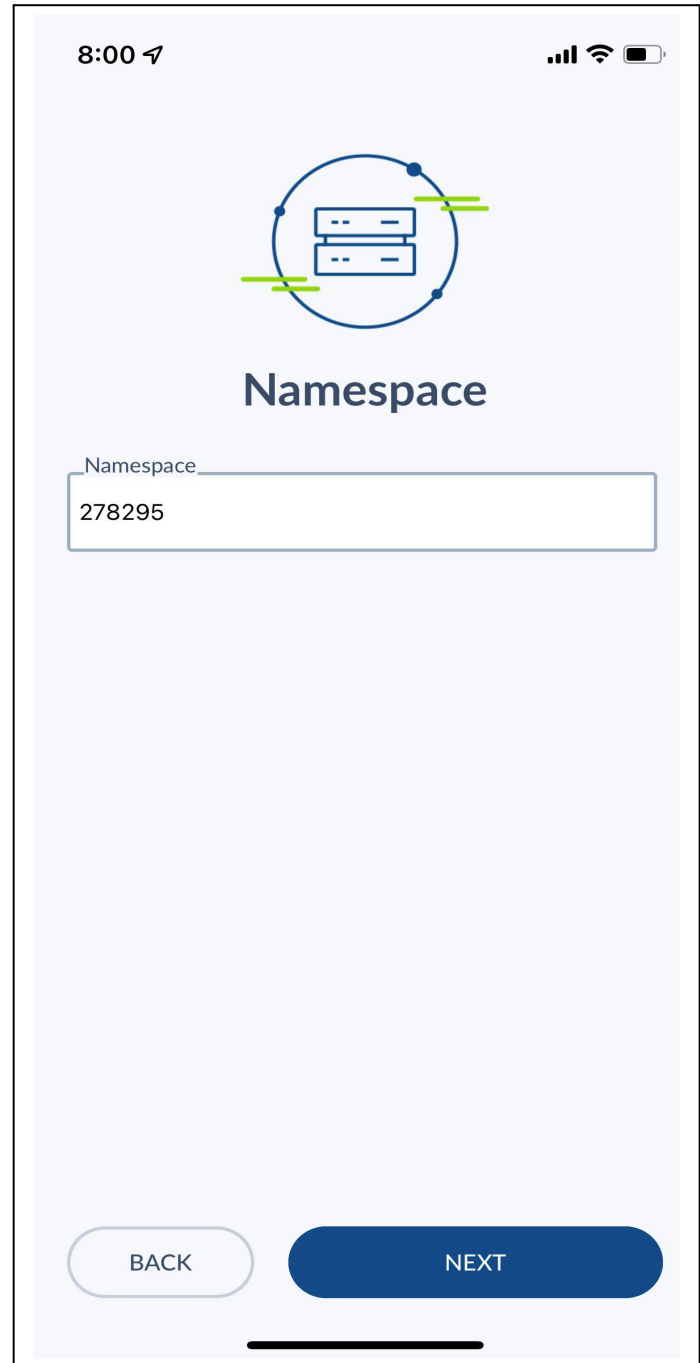
https http

Host
278295.tcplusondemand.com

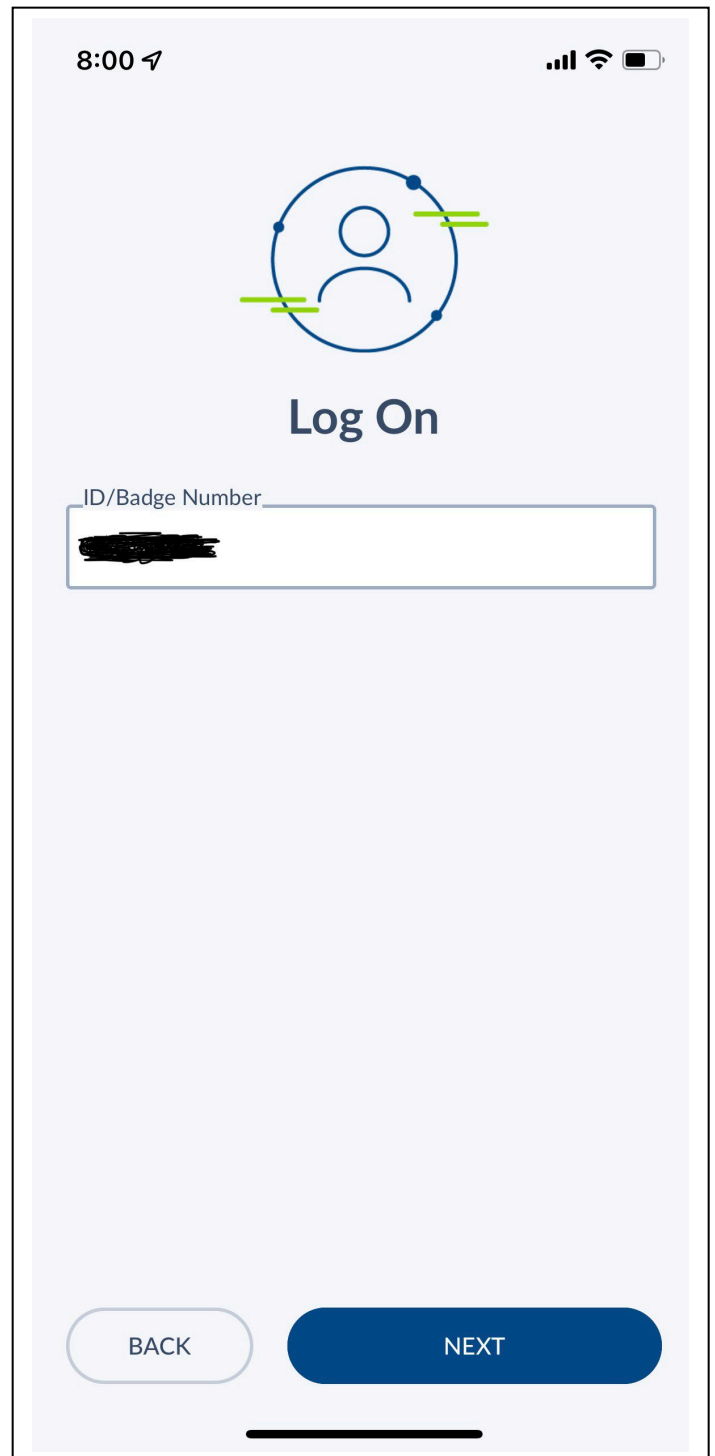
Port
443

BACK NEXT

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



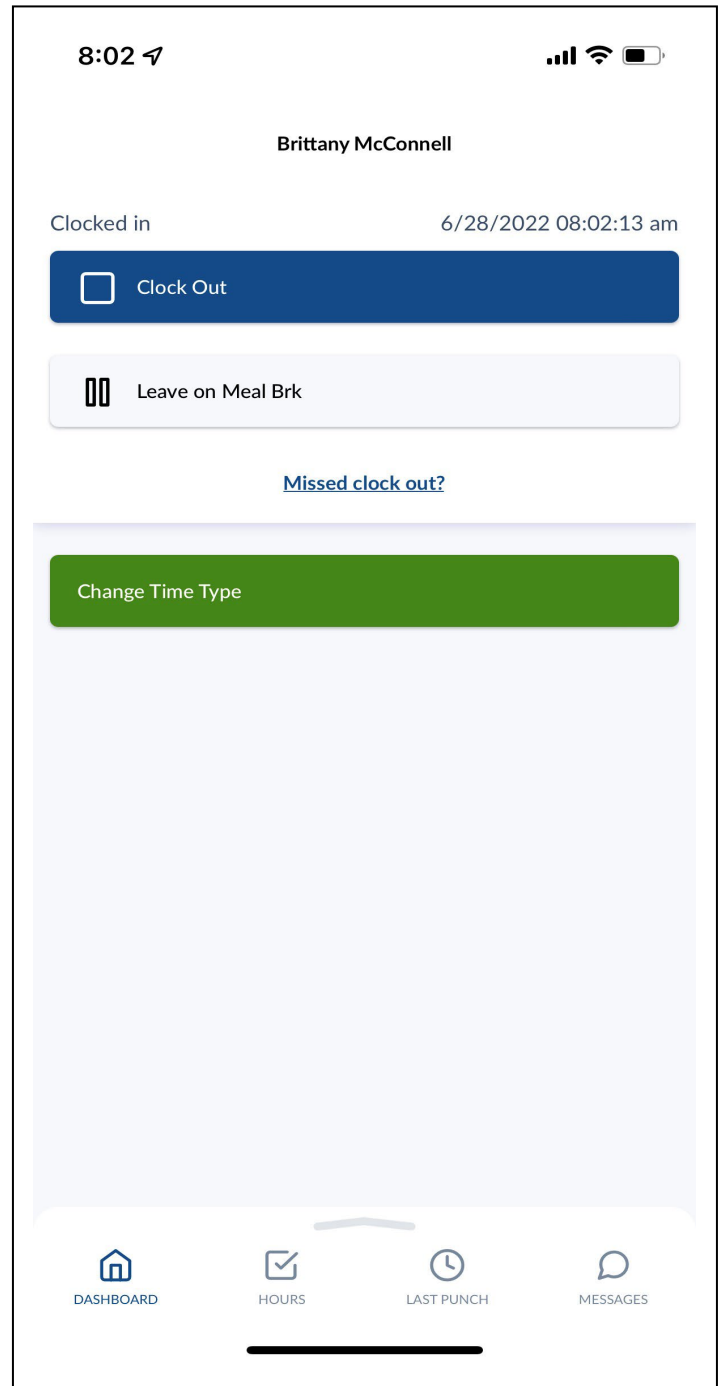
On the Log On screen, in the ID/Badge Number box **enter your 6-digit employee ID number from Oracle** (also known as the 6-digit Oracle Person Number) and click **“NEXT”**.



Clock in with TCP MobileClock App

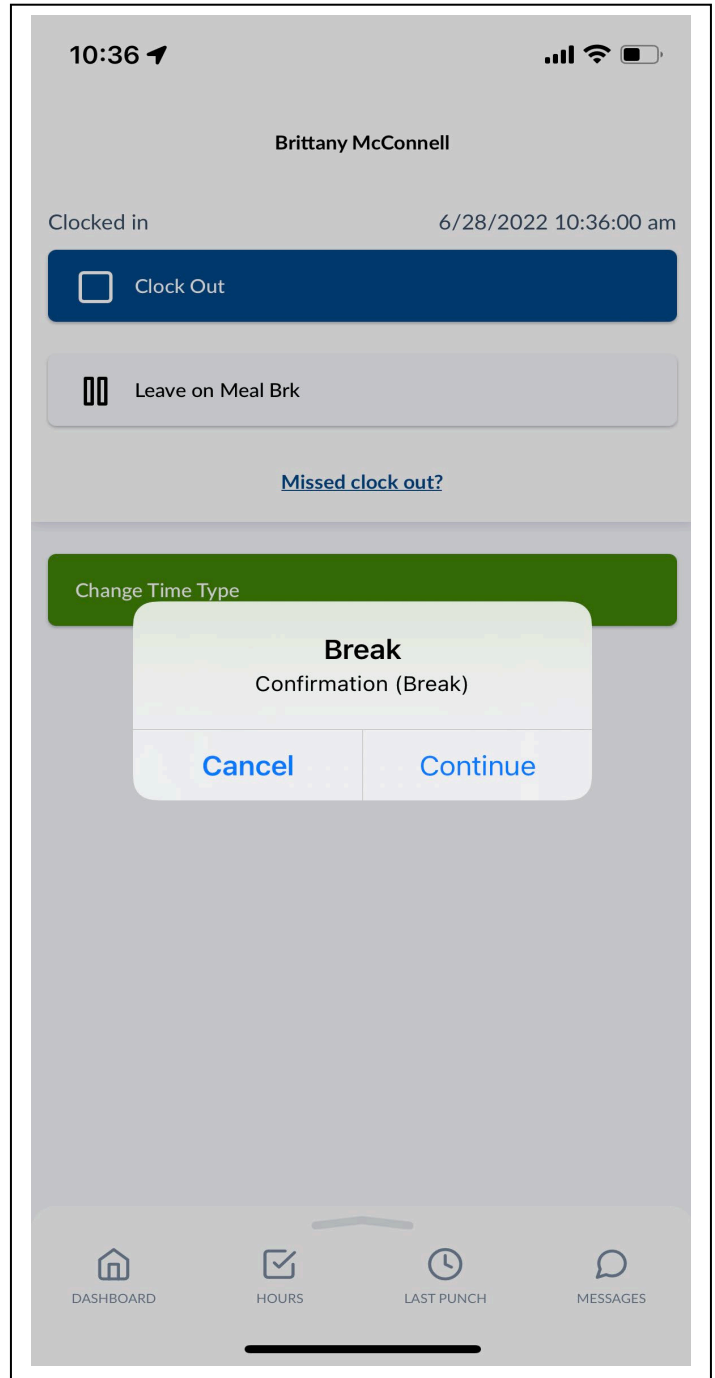
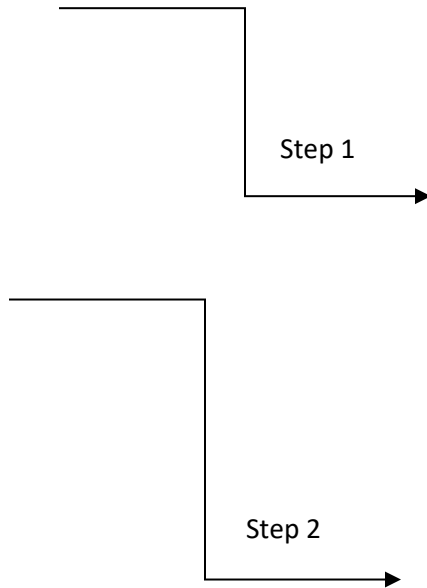
You're now clocked in, way to go! Your Name will Display at the top of the screen along with the date and time that you clocked in.

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



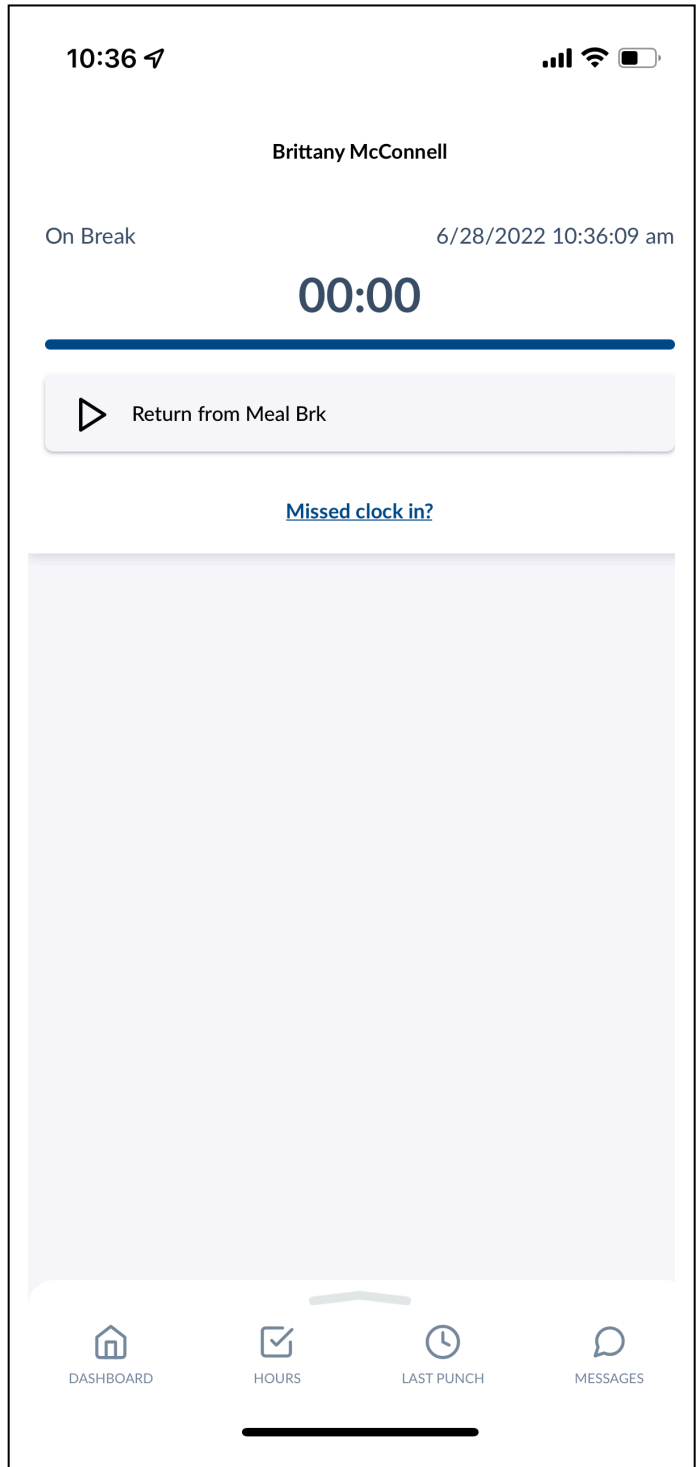
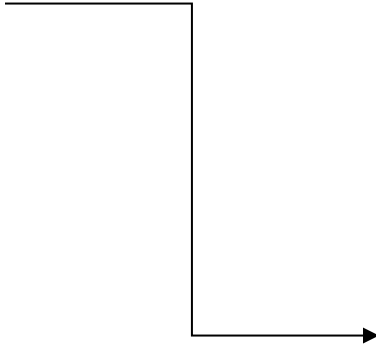
Leave for Meal Break

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.

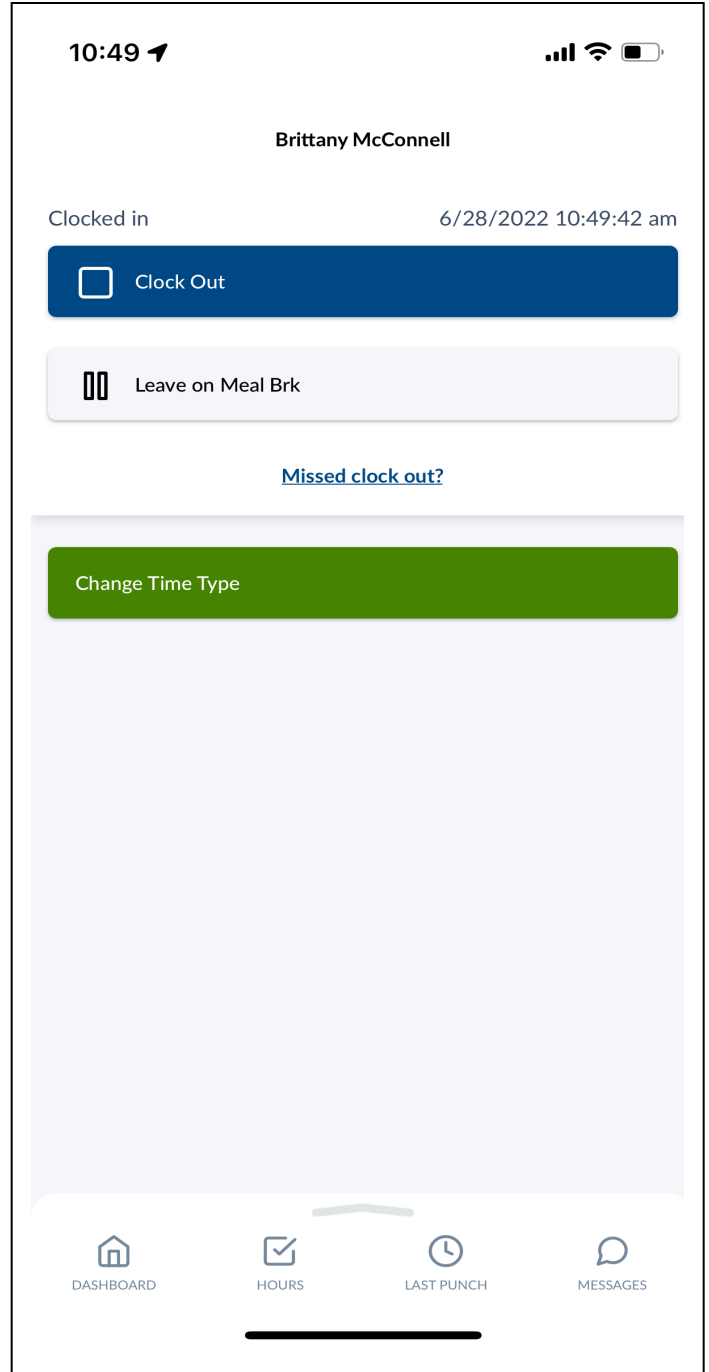


Return from Meal Break

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

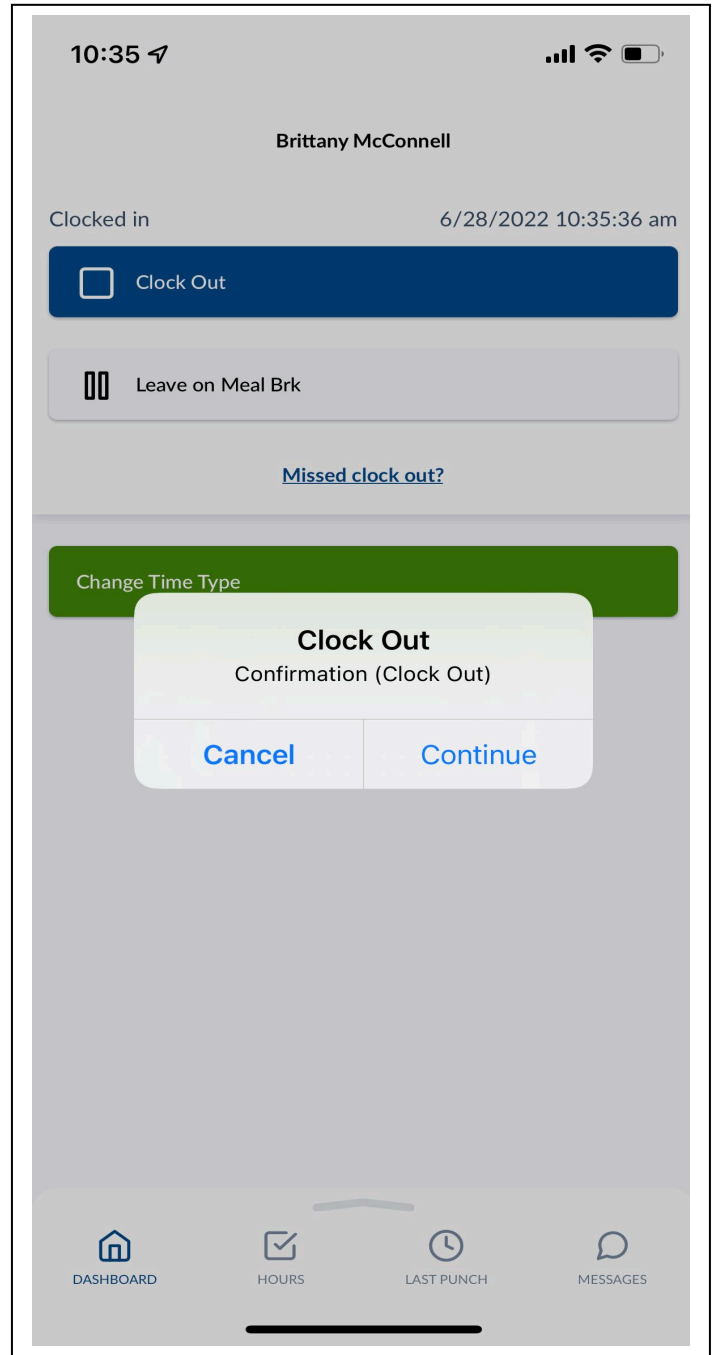
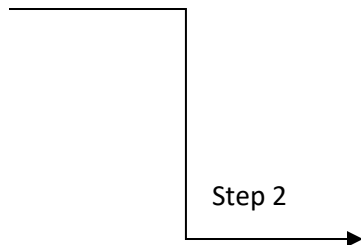
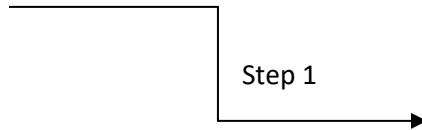


Now you're back on the screen that displays
Your name and the date and time that you returned
From your meal break. The top right will display
"Clock In" to verify that you're clocked in.



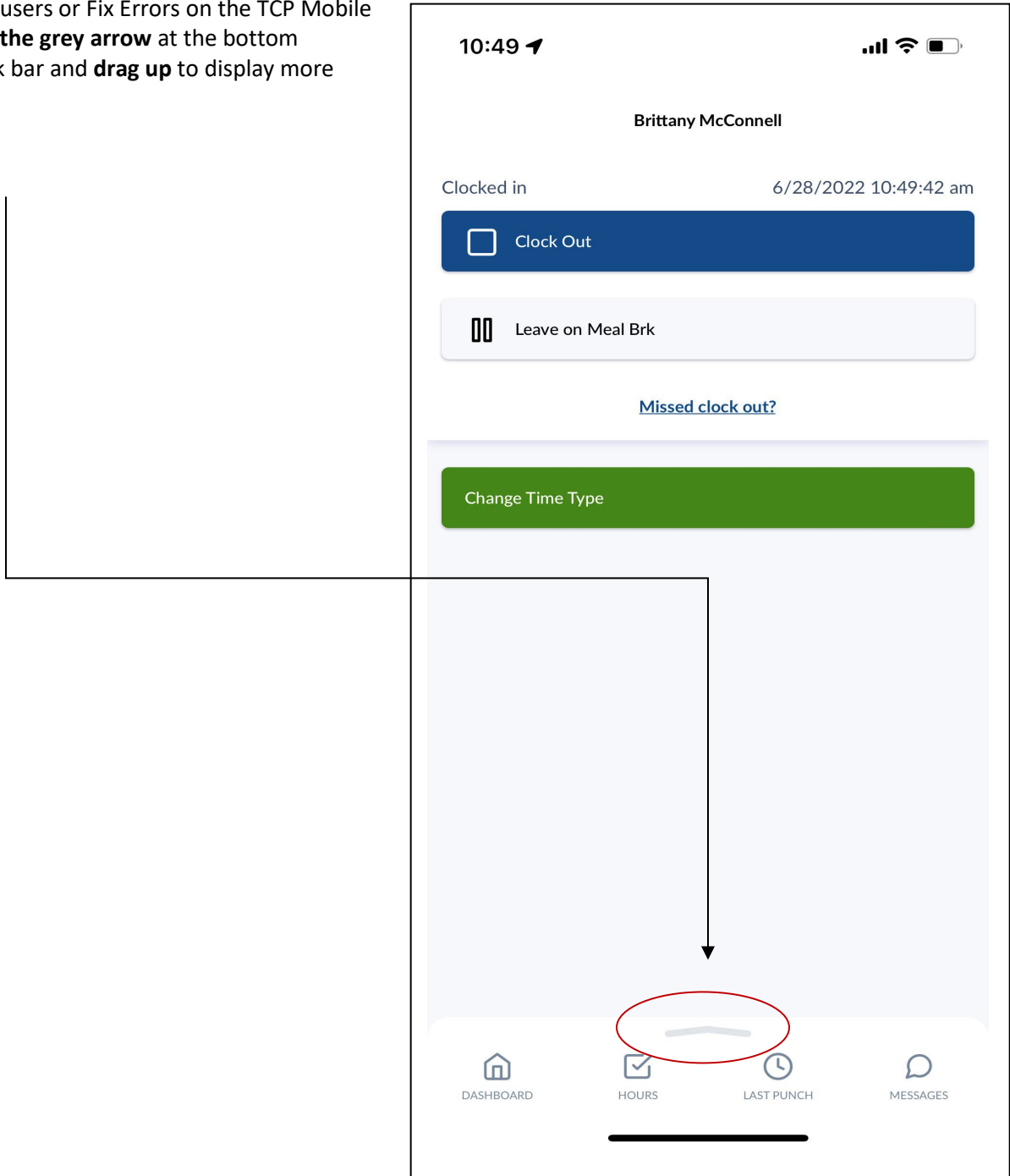
Clocking Out with TCP MobileClock App

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.

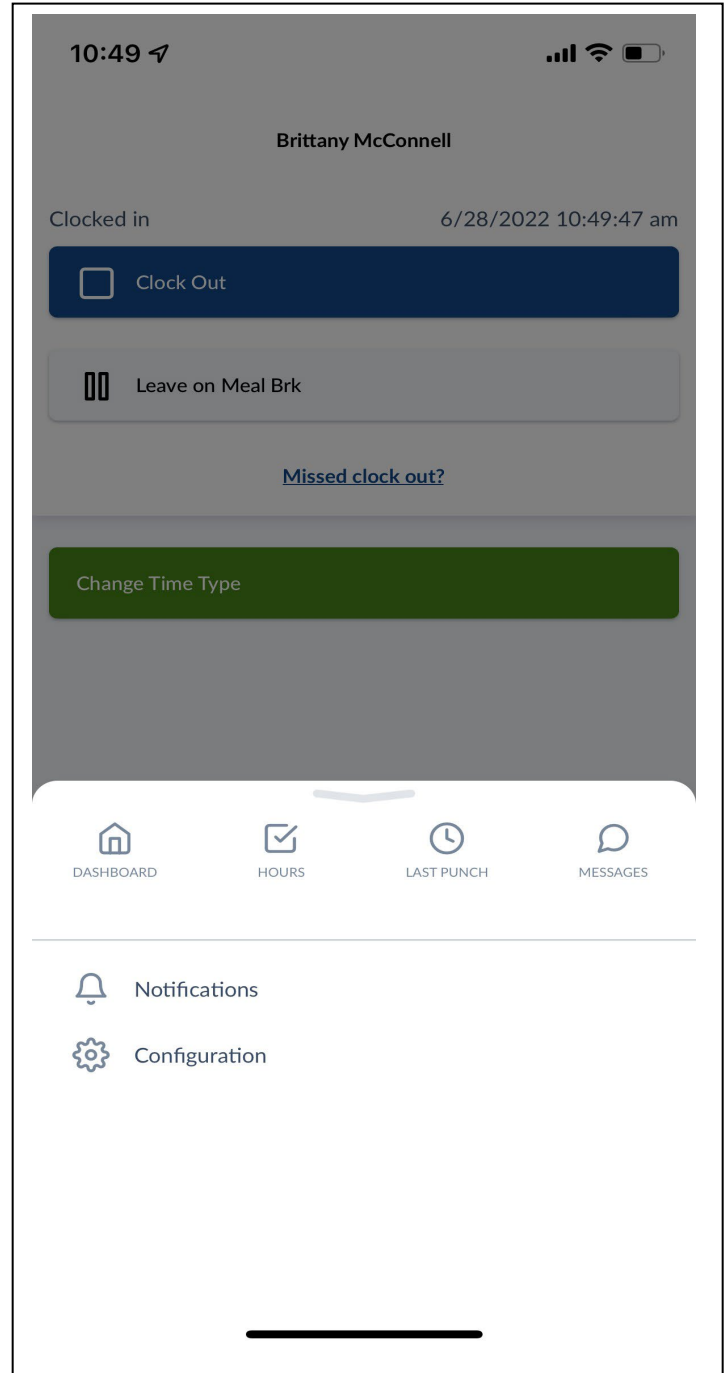
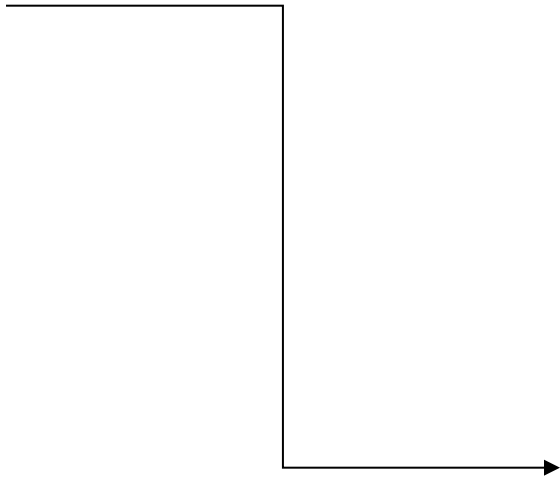


Switching Users and Fixing Errors on the TCP MobileClock App

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.

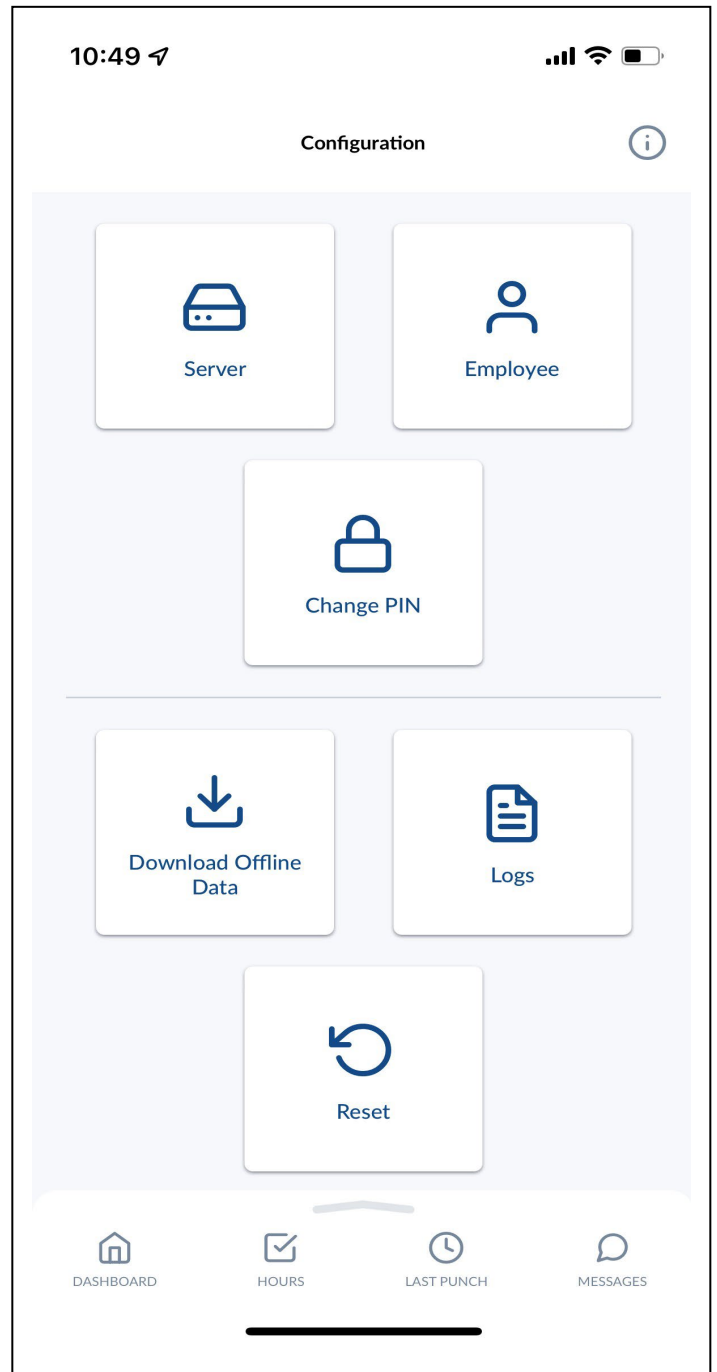


Click **“Configuration”** (next to the settings icon).

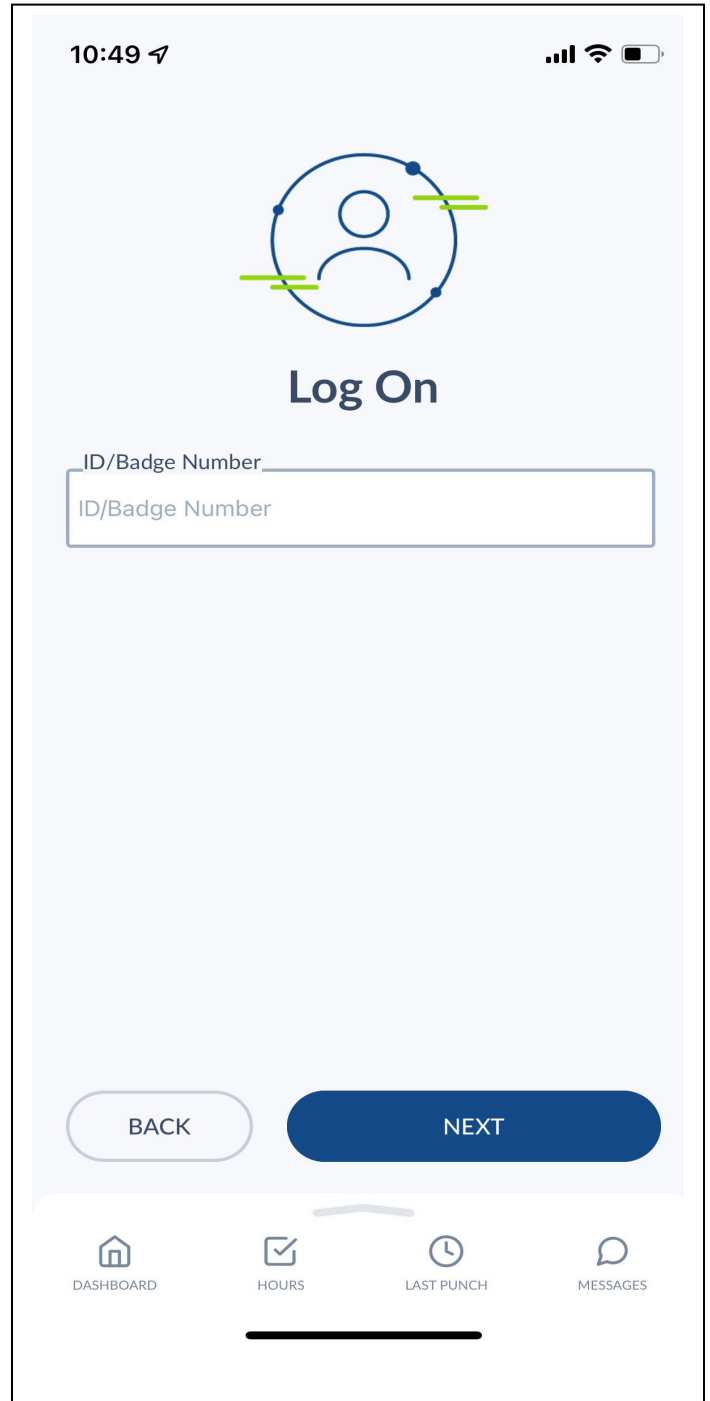


On the Configuration screen, click “**Employee**” on the top right (person icon).

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"**.

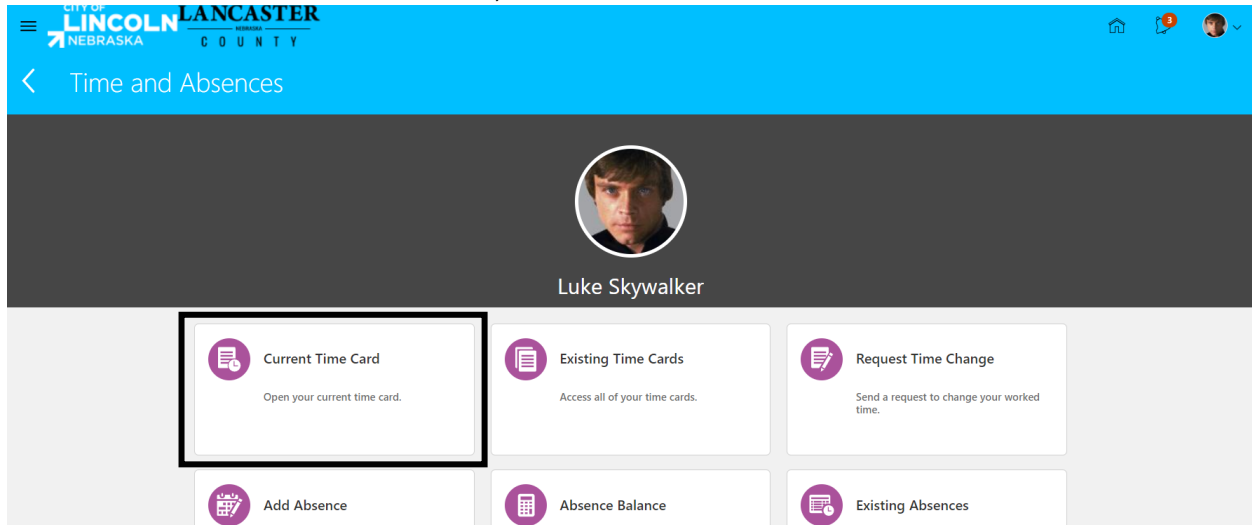


Oracle Time and Labor Screens

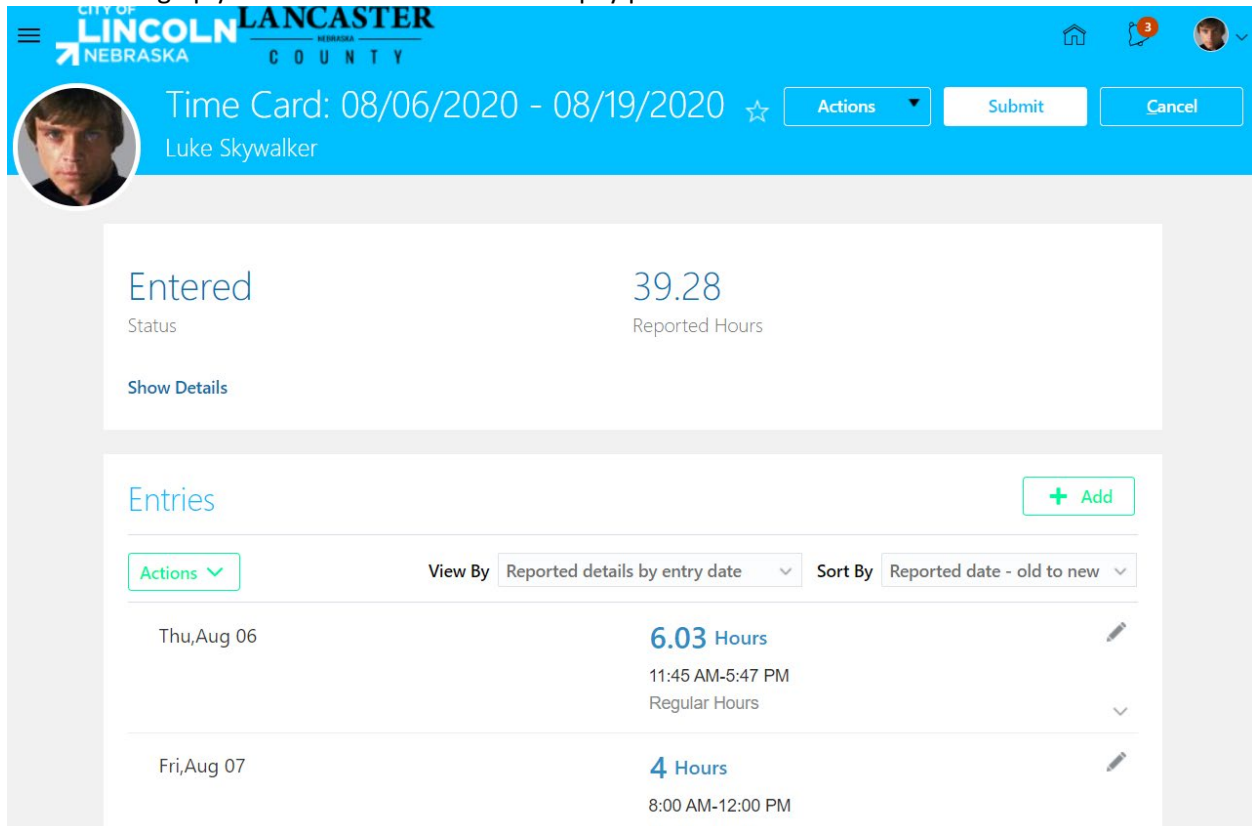
Current Time Card

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:

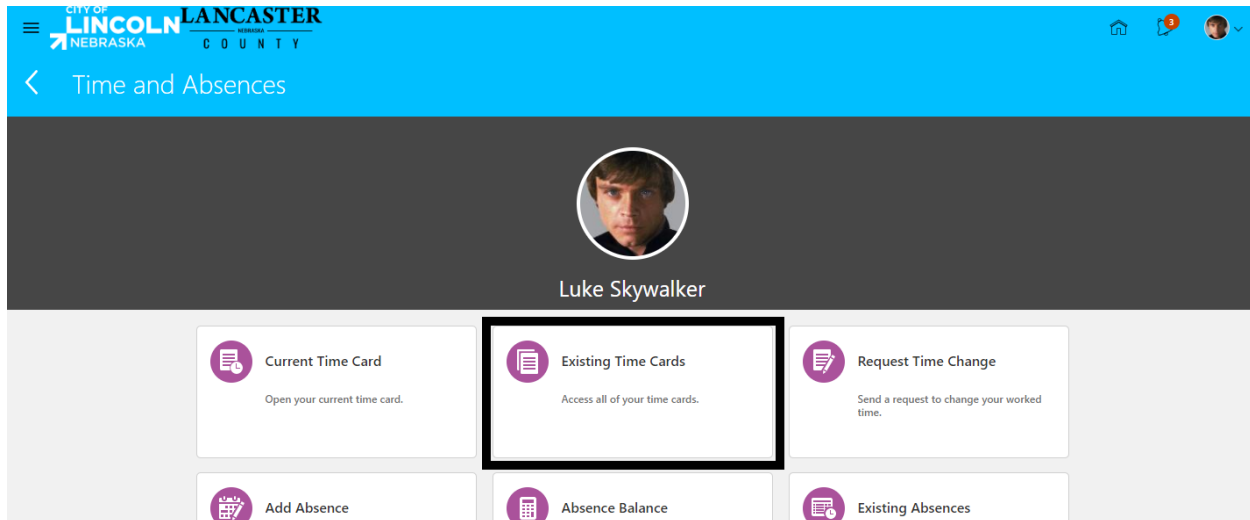
The screenshot displays a user interface for a time card. At the top, there is a blue header with the City of Lincoln and Lancaster County logos. Below the header, the user's name 'Luke Skywalker' and profile picture are shown. The time card is for the period '08/06/2020 - 08/19/2020'. The status is 'Entered' and the total reported hours are '39.28'. Below this, there is a section titled 'Entries' with a table of time entries. The 'View By' dropdown is set to 'Reported details by entry date'.

Date	Hours	Time	Category
Thu, Aug 06	6.03 Hours	11:45 AM-5:47 PM	Regular Hours
Fri, Aug 07	4 Hours	8:00 AM-12:00 PM	Regular Hours

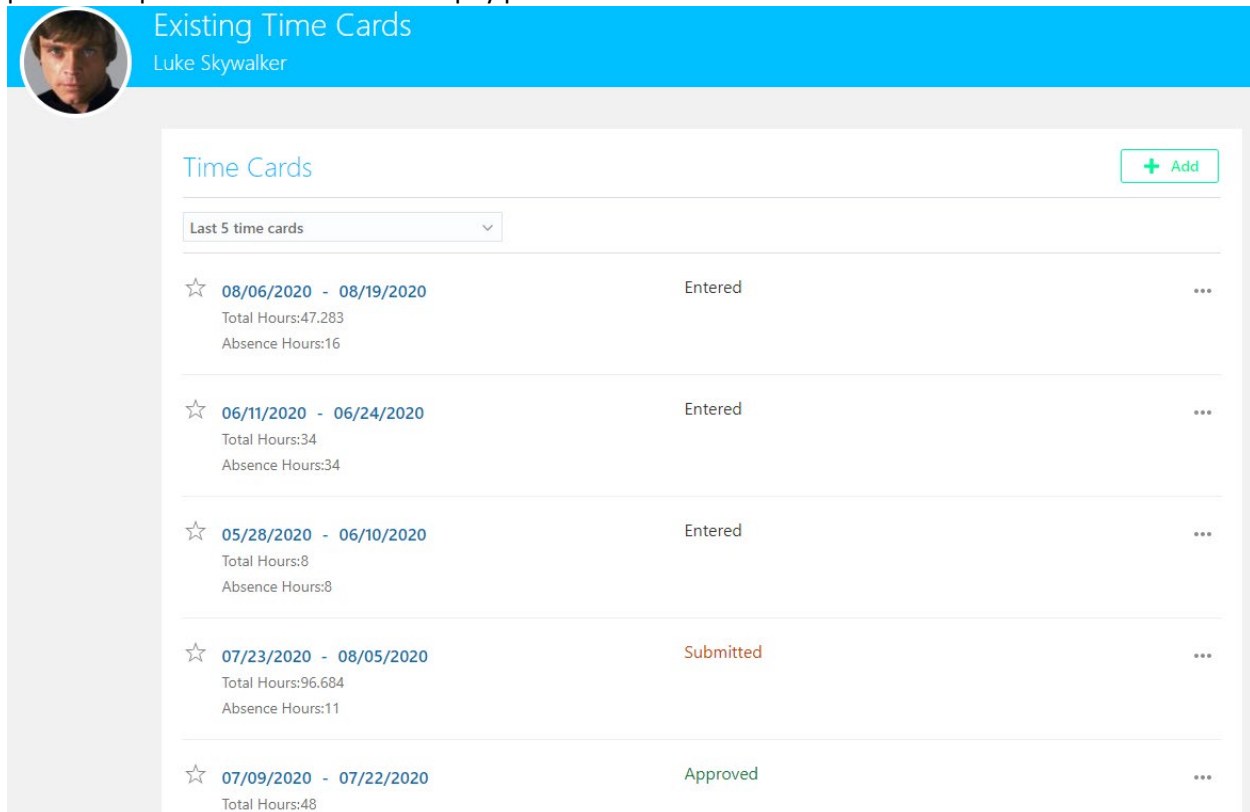
Existing Time Cards

Existing Time Cards

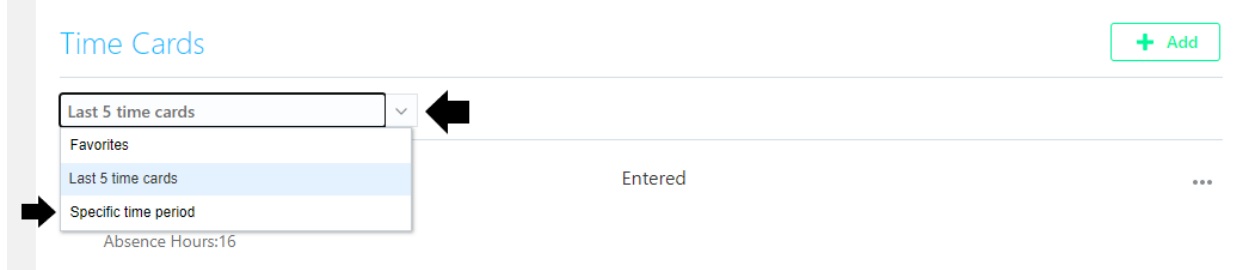
The Existing Time Cards tile will show you your historical time cards in the Oracle system since implementation of the Time and Labor module. Historical time sheet data is not stored in Oracle.



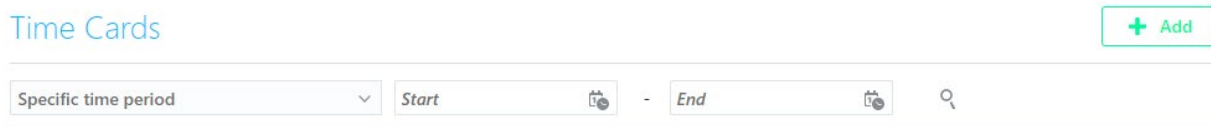
Time Cards are Listed by pay period start and end dates. You can click on the blue hyperlink of the pay period to open the time card for that pay period. The middle column shows the status of the time card.



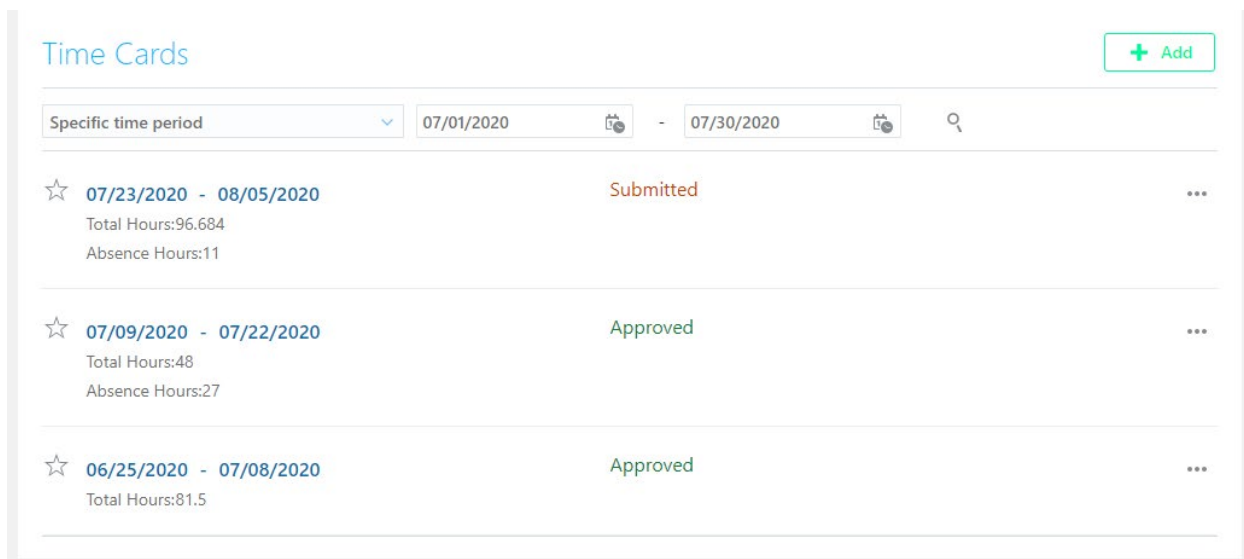
The default view for the existing time cards is to show the Last 5 Time Cards. You can view time cards from a specific time period by clicking on the dropdown menu and selecting Specific time period.



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.

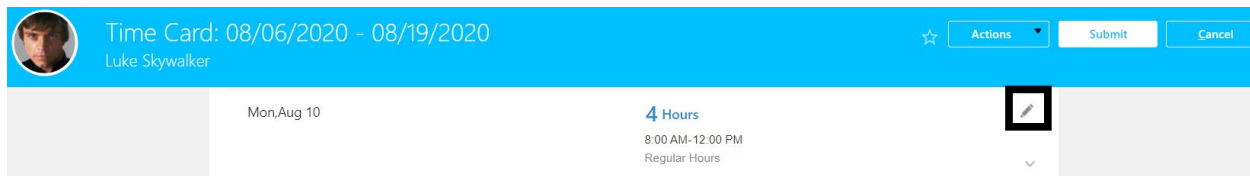
Oracle Time and Labor Actions

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 be 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:

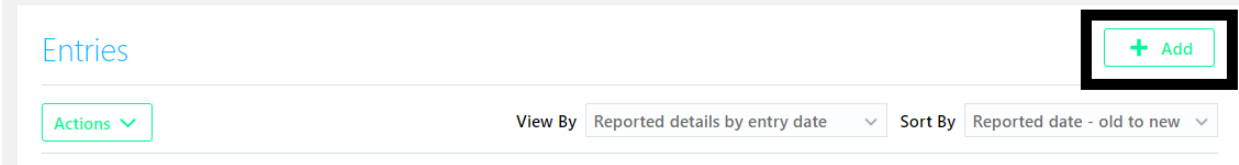


This will open the form to edit the entry. For this example, I am going to split this 4-hour entry into four 1-hour segments. I need to edit this entry down to 1 hour and then add in 3 additional segments for the other 3 hours. In this entry, I have changed the end time to 9:00 am and added in a comment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

→

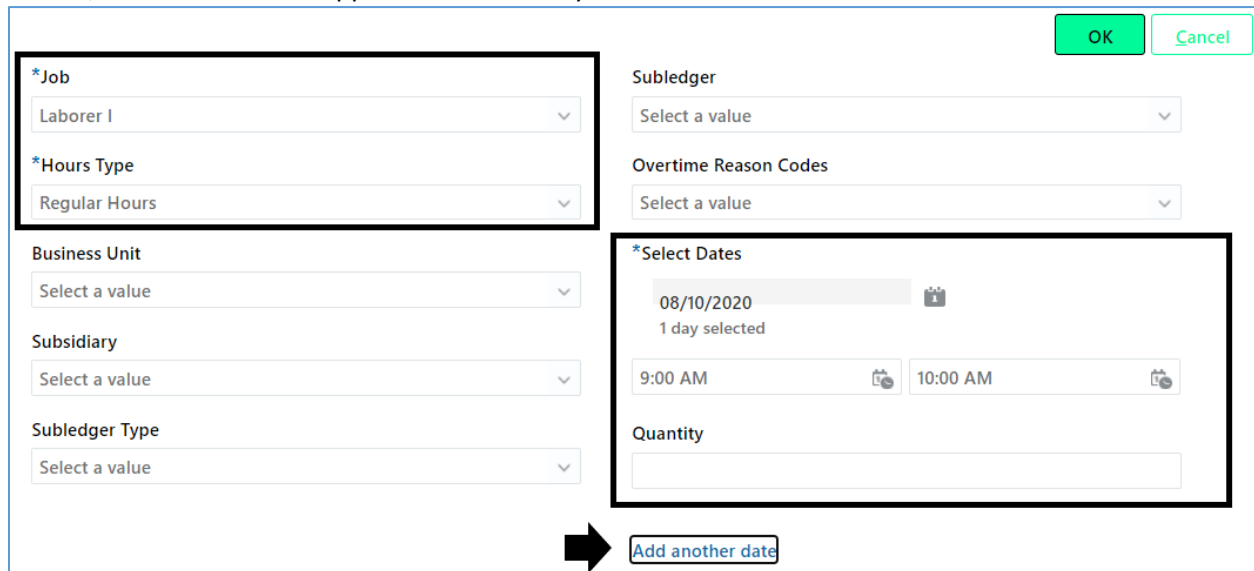
<p>*Job Laborer I</p> <p>*Hours Type Regular Hours</p> <p>Business Unit Select a value</p> <p>Subsidiary Select a value</p> <p>Subledger Type Select a value</p> <p>Comments Split the 4 hour segment into four 1 hour segments - Luke Skywalker 8.11.2020 ←</p>	<p>Subledger Select a value</p> <p>Overtime Reason Codes Select a value</p> <p>*Select Dates Mon, Aug 10 8:00 AM → 9:00 AM</p> <p>Quantity [Empty field]</p>
--	--

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.

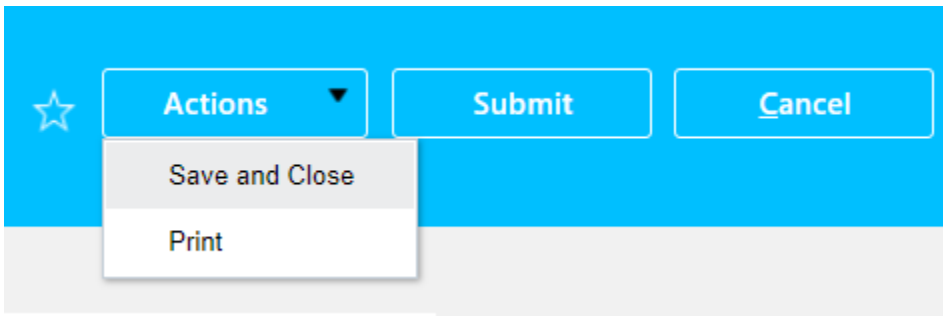


The screenshot shows a form for entering time segments. On the left, there are dropdown menus for Job (Laborer I), Hours Type (Regular Hours), Business Unit, Subsidiary, Subledger Type, Subledger, and Overtime Reason Codes. Below these is a date selector for 08/10/2020 with time slots 9:00 AM and 10:00 AM. On the right, there are two date selector pop-ups, each for 08/10/2020. The first pop-up shows a time slot from 10:00 AM to 11:00 AM. The second pop-up shows a time slot from 11:00 AM to 12:00 PM. At the bottom, a comments field contains the text: "Split the 4 hour segment into four 1 hour segments - Luke Skywalker 8.11.2020".

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

Mon, Aug 10	1 Hours	8:00 AM-9:00 AM	Regular Hours
Mon, Aug 10	1 Hours	9:00 AM-10:00 AM	Regular Hours
Mon, Aug 10	1 Hours	10:00 AM-11:00 AM	Regular Hours
Mon, Aug 10	1 Hours	11:00 AM-12:00 PM	Regular Hours

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

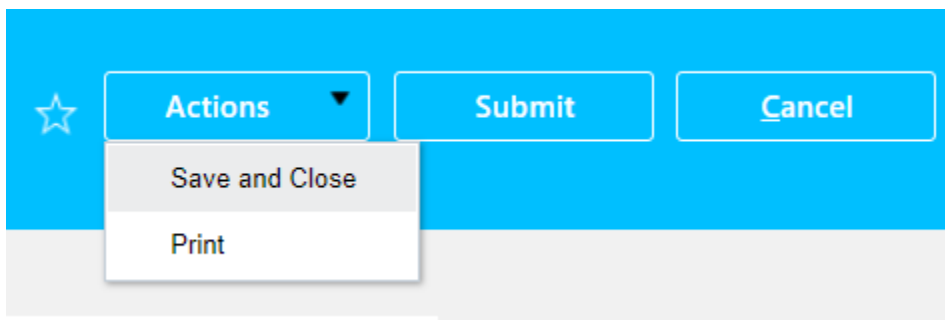


Call Back Pay – multiple calls in one two-hour block.

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 another 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.

Buttons: Delete, OK, Cancel

*Job: Laborer I

Subledger: Select a value

*Hours Type: Call Back Pay

Overtime Reason Codes: Select a value

Business Unit: Select a value

*Select Dates: Mon, Aug 17

7:52 PM 9:27 PM

Subsidiary: Select a value

Quantity: [Empty field]

Subledger Type: Select a value

Comments:

- Animal call - example comments about this call - 7:52 pm to 8:12 pm - LS 8/18/2020
- Animal call - example comments about this call - 9:03 pm to 9:27 pm - LS 8/18/2020

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.

Buttons: Delete, OK, Cancel

Buttons: Actions, Submit, Cancel

Actions dropdown menu:

- Save and Close
- Print

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.

Time Card: 08/06/2020 - 08/19/2020
Luke Skywalker

Actions | Submit | Cancel

Entries + Add

Actions | View By: Reported details by entry date | Sort By: Reported date - old to new

Thu, Aug 06	4 Hours	8:00 AM-12:00 PM	Regular Hours
Thu, Aug 06	4 Hours	12:30 PM-4:30 PM	Regular Hours
Fri, Aug 07	4 Hours	8:00 AM-12:00 PM	Regular Hours
Fri, Aug 07	4 Hours	12:30 PM-4:30 PM	Regular Hours
Fri, Aug 07	2 Hours	4:30 PM-6:30 PM	Regular Hours

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.

Saved Status 42 Reported Hours

[Show Details](#)

Entries [+ Add](#)

[Actions](#) View By Sort By

OT 1.5 to be Comped	2 Hours	✎
	Fri, Aug 07; 4:30 PM - 6:30 PM	
Regular Hours	40 Hours	✎
	Thu, Aug 06; 8:00 AM - 12:00 PM	
	Thu, Aug 06; 12:30 PM - 4:30 PM	
	Fri, Aug 07; 8:00 AM - 12:00 PM	
	Fri, Aug 07; 12:30 PM - 4:30 PM	
	Mon, Aug 10; 8:00 AM - 12:00 PM	
	Mon, Aug 10; 12:30 PM - 4:30 PM	
	Tue, Aug 11; 8:00 AM - 12:00 PM	
	Tue, Aug 11; 12:30 PM - 4:30 PM	
	Wed, Aug 12; 8:00 AM - 12:00 PM	
	Wed, Aug 12; 12:30 PM - 4:30 PM	

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.

Saved Status 42 Reported Hours

[Show Details](#)

Entries [+ Add](#)

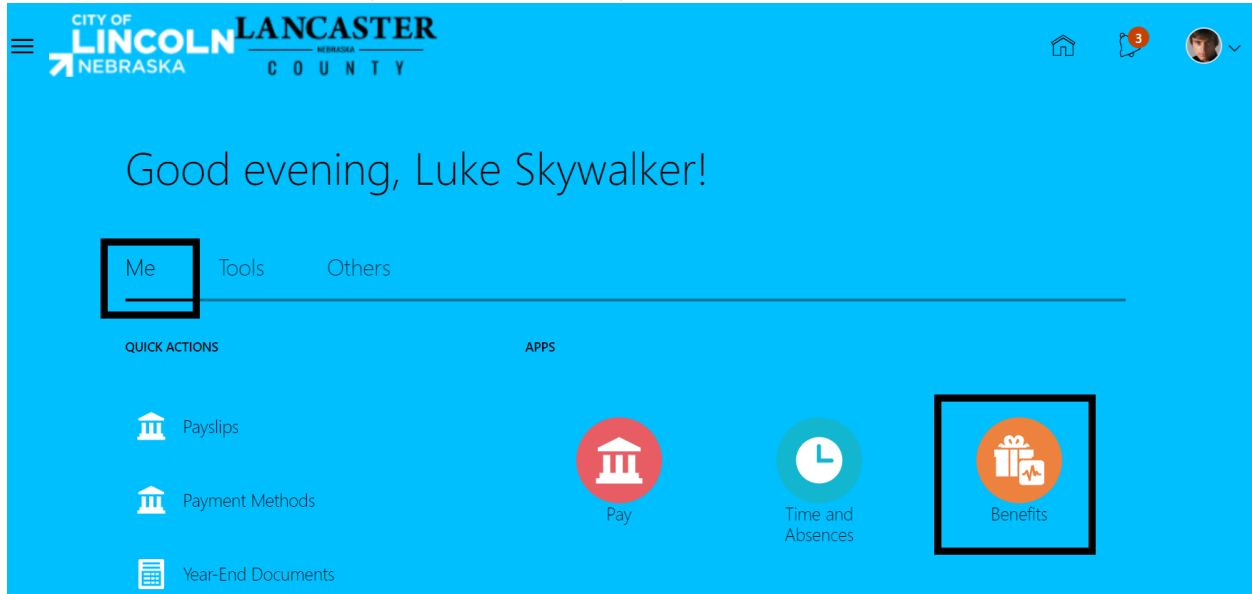
[Actions](#) View By Sort By

OT 1.5 to be Comped	3 Hours	✎
Regular Hours	40 Hours	✎

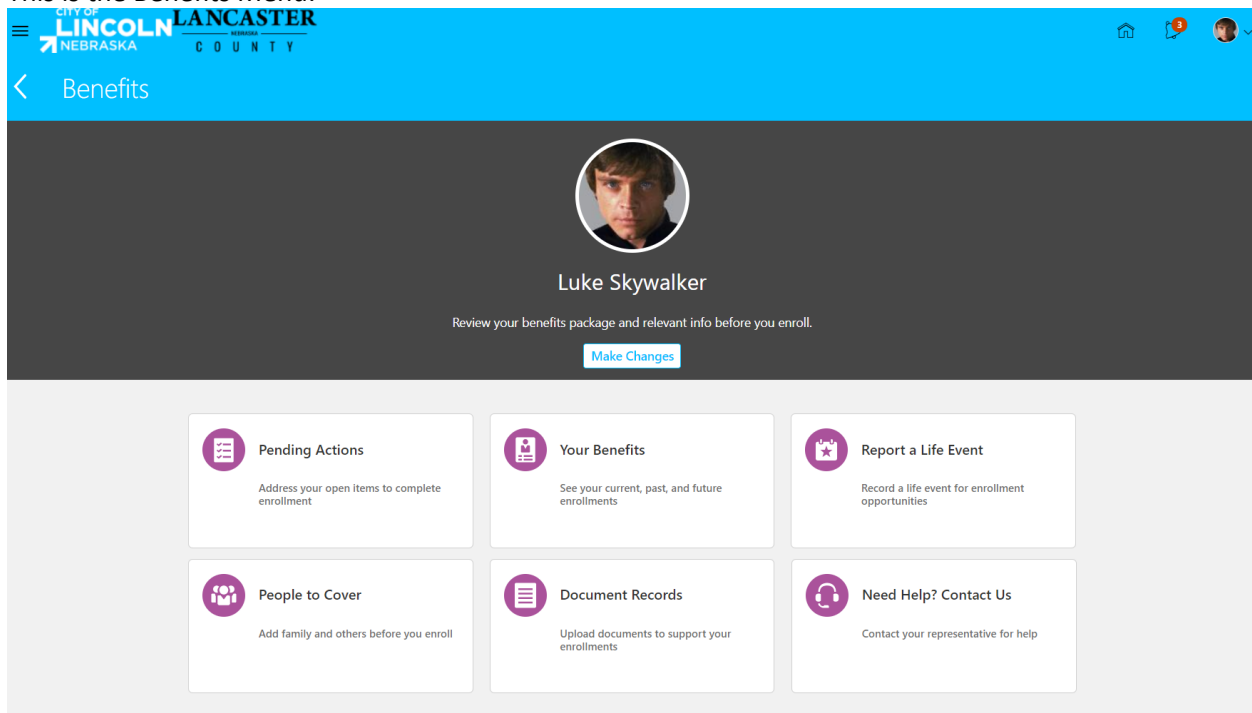
Benefits Module

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.

Review your benefits package and relevant info before you enroll.

[Make Changes](#)

 Pending Actions Address your open items to complete enrollment	 Your Benefits See your current, past, and future enrollments	 Report a Life Event Record a life event for enrollment opportunities
 People to Cover Add family and others before you enroll	 Document Records Upload documents to support your enrollments	 Need Help? Contact Us Contact your representative for help

Pending Actions Tile

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

The screenshot shows a user interface for a benefits portal. At the top, there is a blue header with a back arrow and the word "Benefits". Below this is a dark grey profile card for "Luke Skywalker" with a circular profile picture and a "Make Changes" button. Underneath the profile card is a grid of six white tiles with purple icons:

- Pending Actions**: Address your open items to complete enrollment. This tile is highlighted with a black border.
- Your Benefits**: See your current, past, and future enrollments.
- Report a Life Event**: Record a life event for enrollment opportunities.
- People to Cover**: (Icon of two people)
- Document Records**: (Icon of a document)
- Need Help? Contact Us**: (Icon of a headset)

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.

The screenshot shows the 'Benefits' page for a user named Luke Skywalker. The page features a navigation bar with the City of Lincoln Lancaster County logo and a 'Benefits' title. Below the navigation bar is a user profile section with a circular profile picture of Luke Skywalker, his name, and a prompt to 'Review your benefits package and relevant info before you enroll.' with a 'Make Changes' button. The main content area contains six tiles: 'Pending Actions', 'Your Benefits', 'Report a Life Event', 'People to Cover', 'Document Records', and 'Need Help? Contact Us'. The 'Report a Life Event' tile is highlighted with a black border. The 'Report a Life Event' tile includes a calendar icon and the text: 'Record a life event for enrollment opportunities'.

Document Records

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

The screenshot shows the 'Benefits' page for Luke Skywalker. At the top, there is a navigation bar with the City of Lincoln and Lancaster County logos, a home icon, a notification icon with '3', and a user profile icon. Below the navigation bar, the user's name 'Luke Skywalker' is displayed with a circular profile picture. A message reads: 'Review your benefits package and relevant info before you enroll.' with a 'Make Changes' button. The main content area features six tiles: 'Pending Actions' (Address your open items to complete enrollment), 'Your Benefits' (See your current, past, and future enrollments), 'Report a Life Event' (Record a life event for enrollment opportunities), 'People to Cover' (Add family and others before you enroll), 'Document Records' (Upload documents to support your enrollments), and 'Need Help? Contact Us' (Contact your representative for help). The 'Document Records' tile is highlighted with a black border.

Need Help? Contact Us Tile

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

The screenshot shows the 'Benefits' page for Luke Skywalker. The page header includes the City of Lincoln and Lancaster County logos. The user's name, 'Luke Skywalker', is displayed below a profile picture. A message prompts the user to 'Review your benefits package and relevant info before you enroll.' Below this is a 'Make Changes' button. The main content area features six tiles: 'Pending Actions', 'Your Benefits', 'Report a Life Event', 'People to Cover', 'Document Records', and 'Need Help? Contact Us'. The 'Need Help? Contact Us' tile is highlighted with a black border.

Contact information opens in the “Work Representatives” page:

The screenshot shows the 'Work Representatives' page for Luke Skywalker. The page header includes the City of Lincoln and Lancaster County logos. The user's name, 'Luke Skywalker', is displayed below a profile picture. A 'Print' button is visible in the top right corner. The main content area features a section titled 'Need Help? Contact Us' which lists two benefits representatives:

PL	Paula E. Lueders Benefits representative	plueders@lincoln.ne.gov 1-402-441-7878
WT	William W. Thoreson Benefits representative	wthoreson@lincoln.ne.gov 1-402-441-7883

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.

The screenshot displays the user interface for the City of Lincoln Lancaster County Benefits portal. At the top, there is a blue navigation bar with the City of Lincoln and Lancaster County logos, a home icon, a notification bell with a '3' badge, and a user profile icon. Below the navigation bar, the page title is 'Benefits'. The main content area features a dark grey header with a circular profile picture of Luke Skywalker and his name 'Luke Skywalker'. Below the name, there is a prompt: 'Review your benefits package and relevant info before you enroll.' A yellow arrow points to a blue 'Make Changes' button. The main content area is divided into six white tiles, each with a purple icon and a title: 'Pending Actions' (calendar icon), 'Your Benefits' (document icon), 'Report a Life Event' (star icon), 'People to Cover' (family icon), 'Document Records' (document icon), and 'Need Help? Contact Us' (headset icon). Each tile contains a brief description of the service.

Your Benefits Tile

View your current, past, and future benefit enrollments

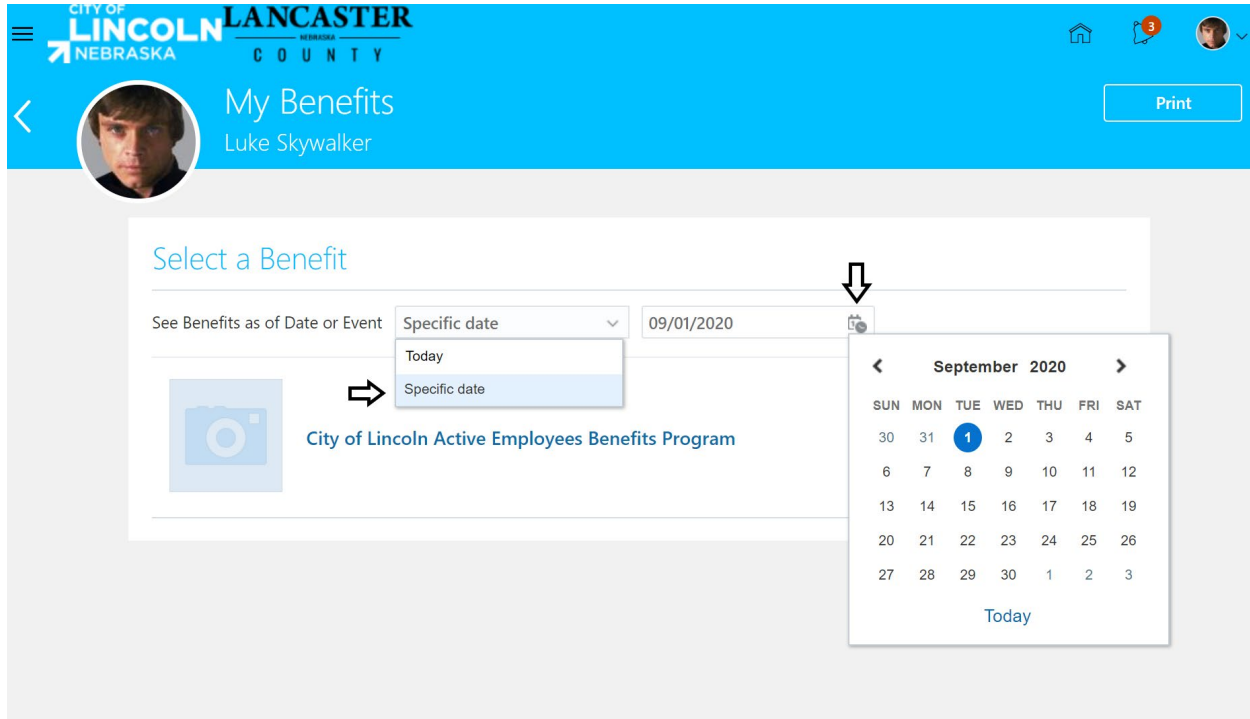
Click on the “Your Benefits” tile to view your current, past, and future enrollments

The screenshot shows the 'Benefits' dashboard for Luke Skywalker. At the top, there is a blue header with the City of Lincoln and Lancaster County logos, a home icon, a notification bell with '3', and a user profile icon. Below the header, the user's name 'Luke Skywalker' is displayed with a circular profile picture. A message reads: 'Review your benefits package and relevant info before you enroll.' with a 'Make Changes' button. The main content area features six white tiles with purple icons: 'Pending Actions' (calendar icon), 'Your Benefits' (person with document icon, highlighted with a black border), 'Report a Life Event' (calendar with star icon), 'People to Cover' (family icon), 'Document Records' (document icon), and 'Need Help? Contact Us' (headset icon).

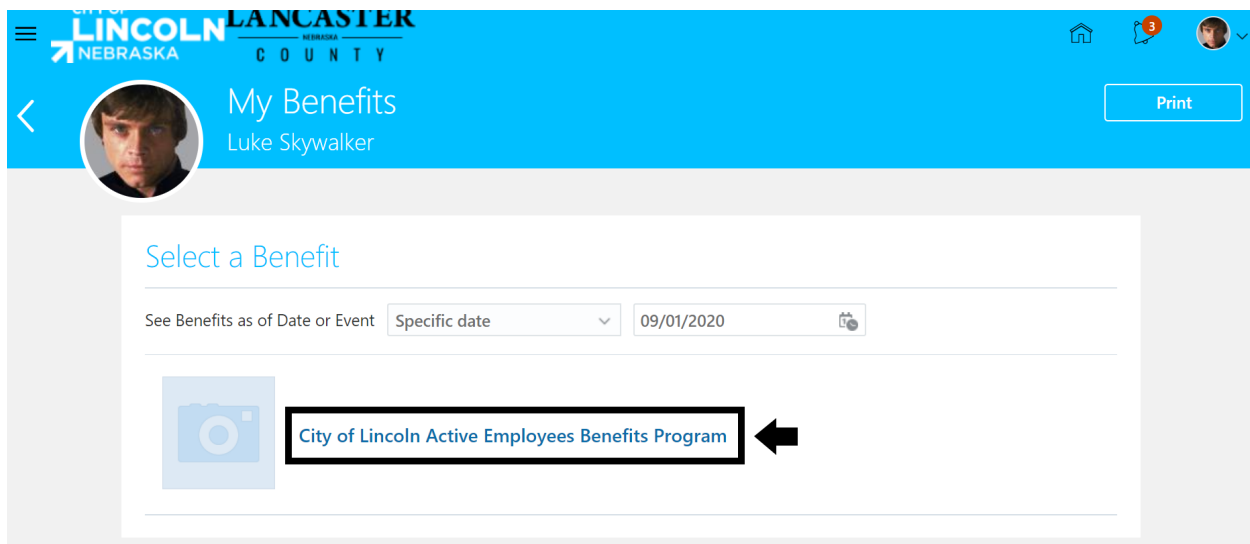
By default, your benefits will display as of the current date (Today):

The screenshot shows the 'My Benefits' page for Luke Skywalker. The header is blue with the City of Lincoln and Lancaster County logos, a home icon, a notification bell with '3', and a user profile icon. Below the header, the user's name 'Luke Skywalker' is displayed with a circular profile picture and a 'Print' button. The main content area has a white background with the heading 'Select a Benefit'. Below the heading is a dropdown menu labeled 'See Benefits as of Date or Event' with 'Today' selected. A card for the 'City of Lincoln Active Employees Benefits Program' is visible, featuring a camera icon.

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. *

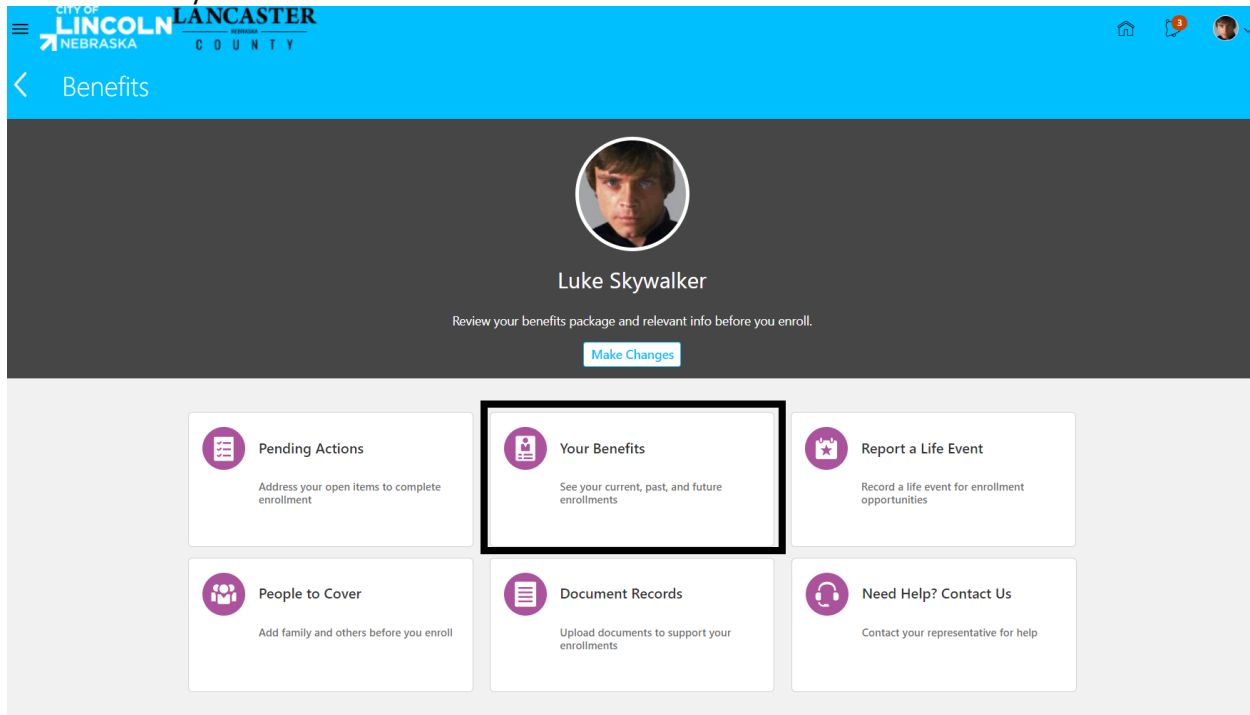
This page will show you your benefit elections as of the date you have selected (Today's date or specific date you chose). To expand or collapse details about each line, click on the triangle symbol on the right side of the line. Scroll down the page to view all information on the page:

The screenshot displays the 'City of Lincoln Active Employees Benefits Program' for 'Luke Skywalker'. At the top, it shows the total cost in USD as 181.22. Below this, there are sections for 'Medical/Dental/Vision' and 'Flexible Spending Accounts and Post Employment Health Plan'. The 'Medical/Dental/Vision' section includes 'PAGE Medical Employee + Child(ren)' with a cost of 181.22, 'PAGE Dental Employee Only' with a coverage start date of 08/01/2020, and 'Waive Vision'. The 'Flexible Spending Accounts and Post Employment Health Plan' section includes 'Waive HCFA'. Arrows on the right side of the interface indicate that the expand/collapse icons (downward triangles) are used to view more details for the Medical/Dental/Vision section and the Flexible Spending Accounts section.

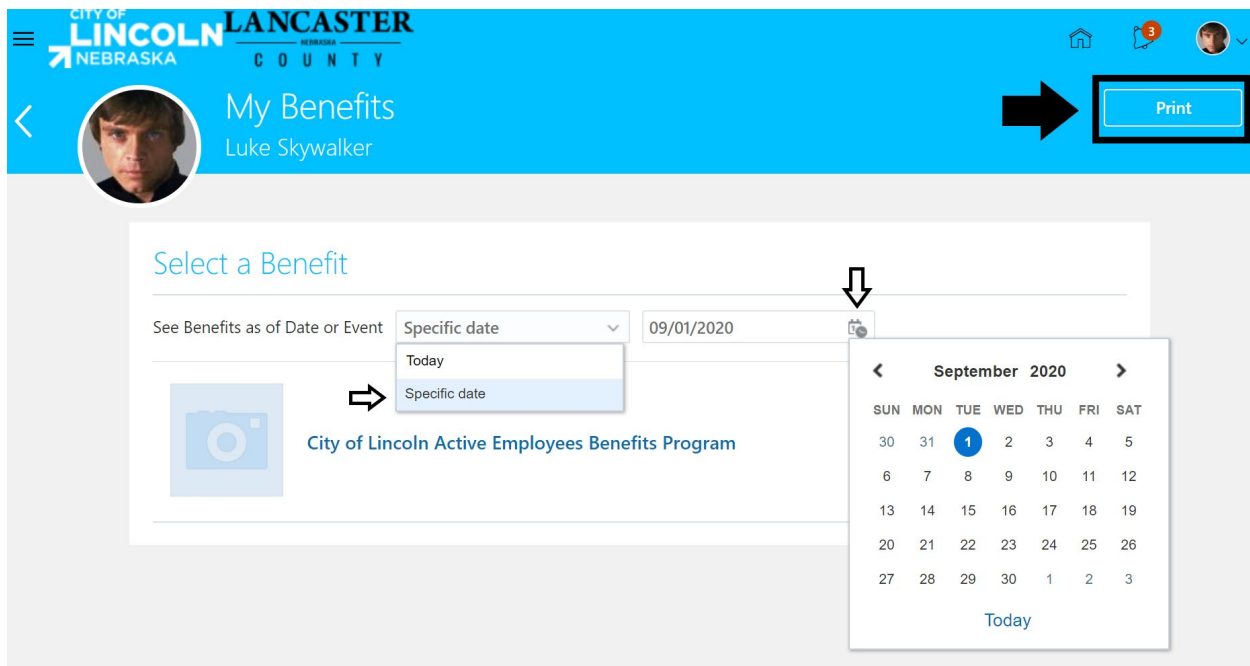
After you make a change or when the Open Enrollment period ends, you may want to view your benefits that you have selected for the change or the upcoming plan year. Several benefit changes are for coverage starting at the 1st of the following month, select the first of next month to view changes to your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

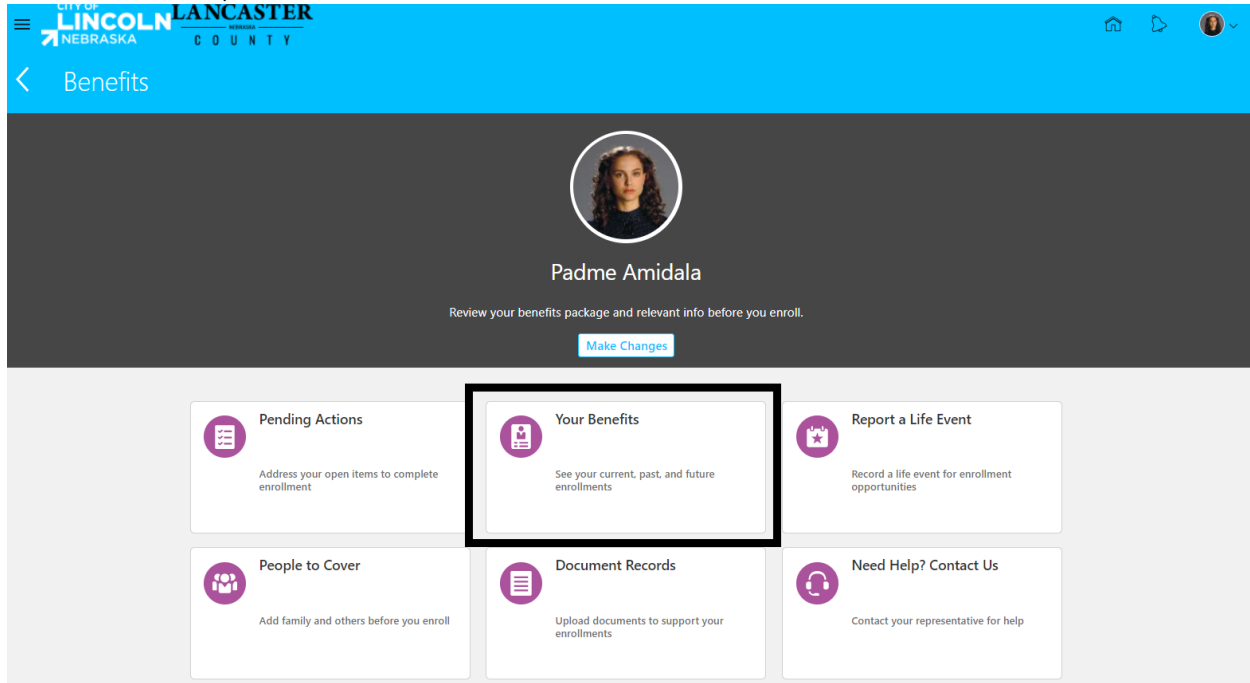
Plan	Option	Coverage	Original Coverage Start Date	Coverage Start Date	Coverage End Date	Employee	Employer
PAGE Medical	Employee + Child(ren)		08/03/2020	08/03/2020		181.22	1,631.12
PAGE Dental	Employee + Child(ren)		09/01/2020	09/01/2020		38.13	38.13
City of Lincoln Vision Plan	Employee + Child(ren)		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.

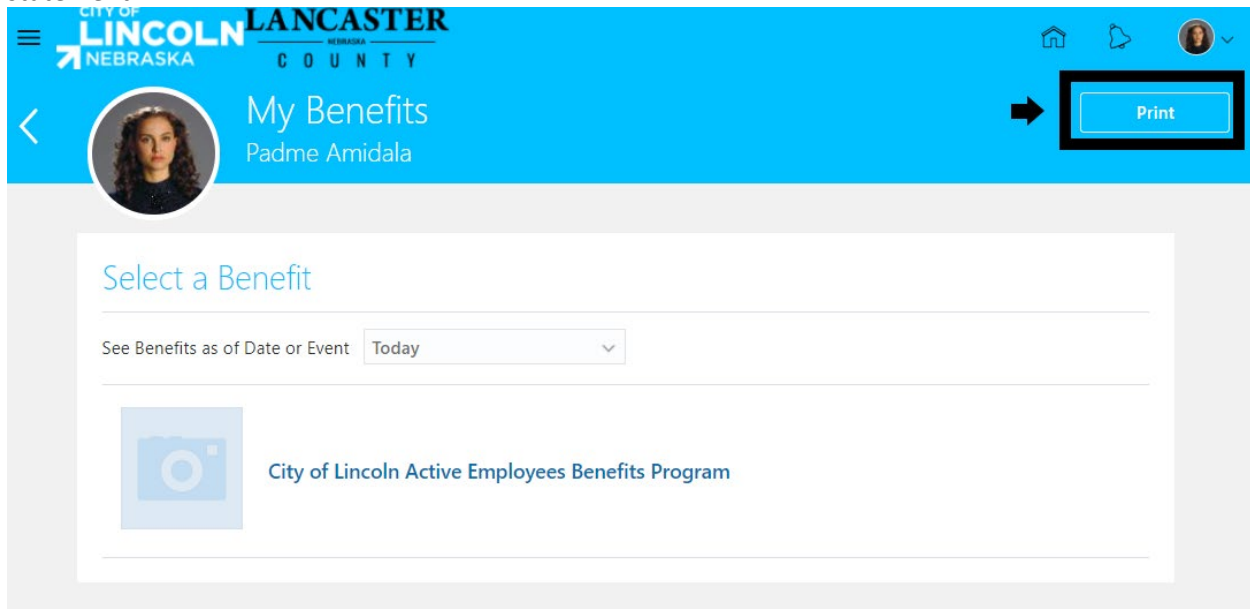
Review Summary Statement - City

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

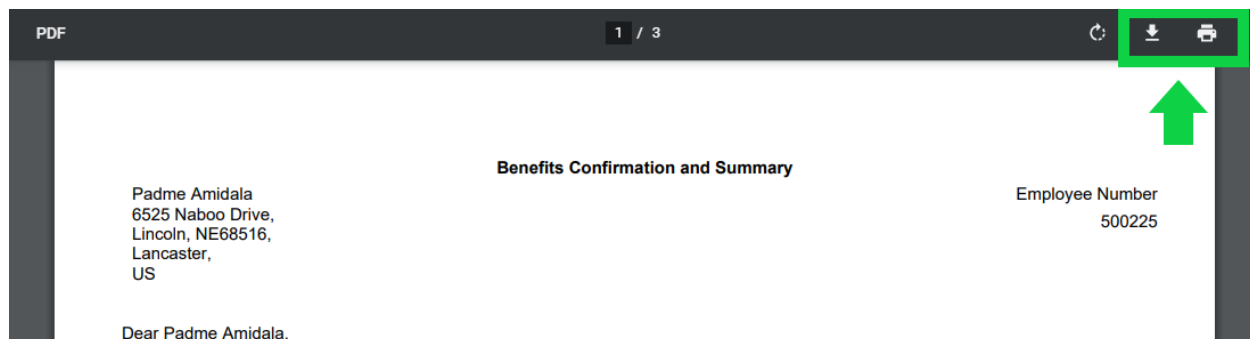
Currency=USD

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.

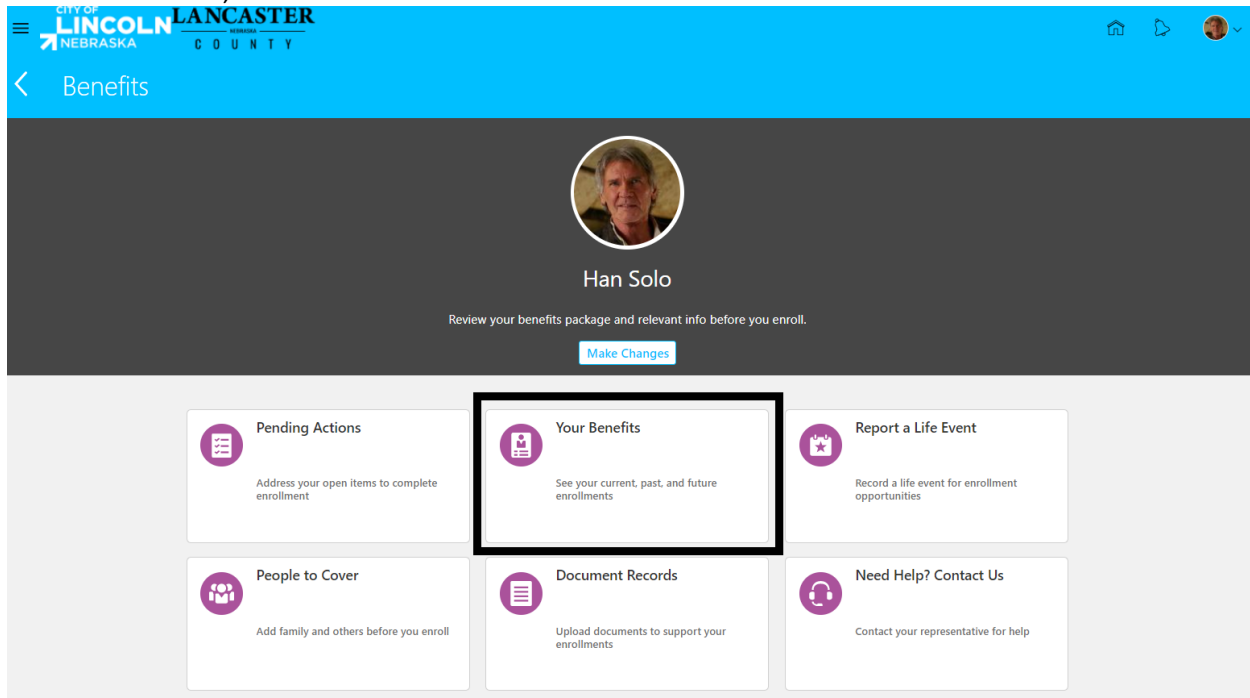
You can save an electronic version of the summary or print a paper copy. When you hover over the summary in the browser, a bar will appear at the top of the screen. On the right side of this bar, there are symbols. The arrow pointing down with a line under it can be used to download an electronic version.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

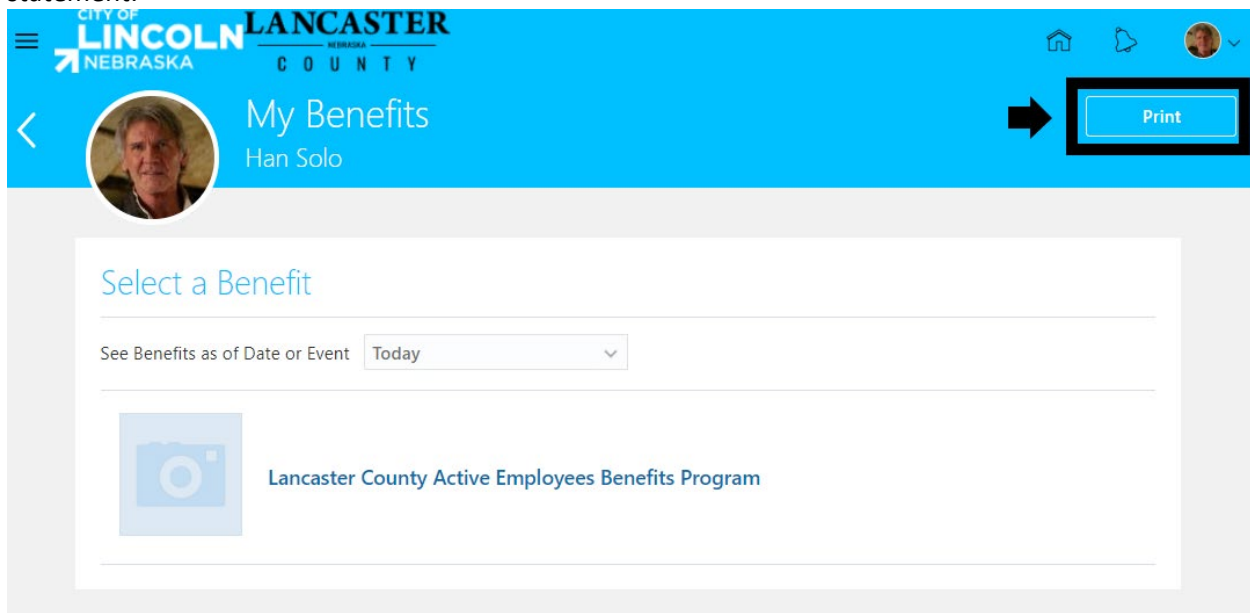
Review Summary Statement - County

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 Employee Number
7897 Corellia Drive, 500121
Lincoln, NE68526,
Lancaster,
US

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.

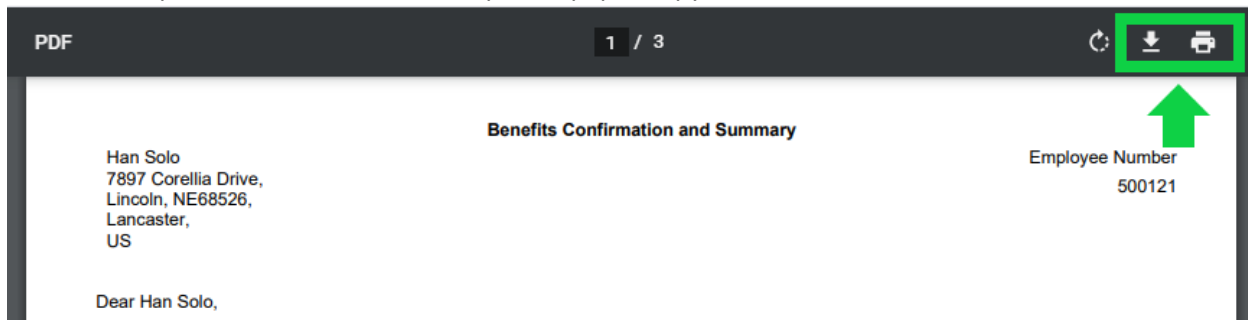
Lancaster County Active Employees Benefits Program
Currency=USD

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:

The screenshot shows the Oracle HR system interface for Luke Skywalker. The page title is 'Benefits'. Below the user profile, there is a 'Make Changes' button. The main content area contains six tiles:

- Pending Actions:** Address your open items to complete enrollment.
- Your Benefits:** See your current, past, and future enrollments.
- Report a Life Event:** Record a life event for enrollment opportunities.
- People to Cover:** Add family and others before you enroll. (This tile is highlighted with a black border in the image.)
- Document Records:** Upload documents to support your enrollments.
- Need Help? Contact Us:** Contact your representative for help.

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.

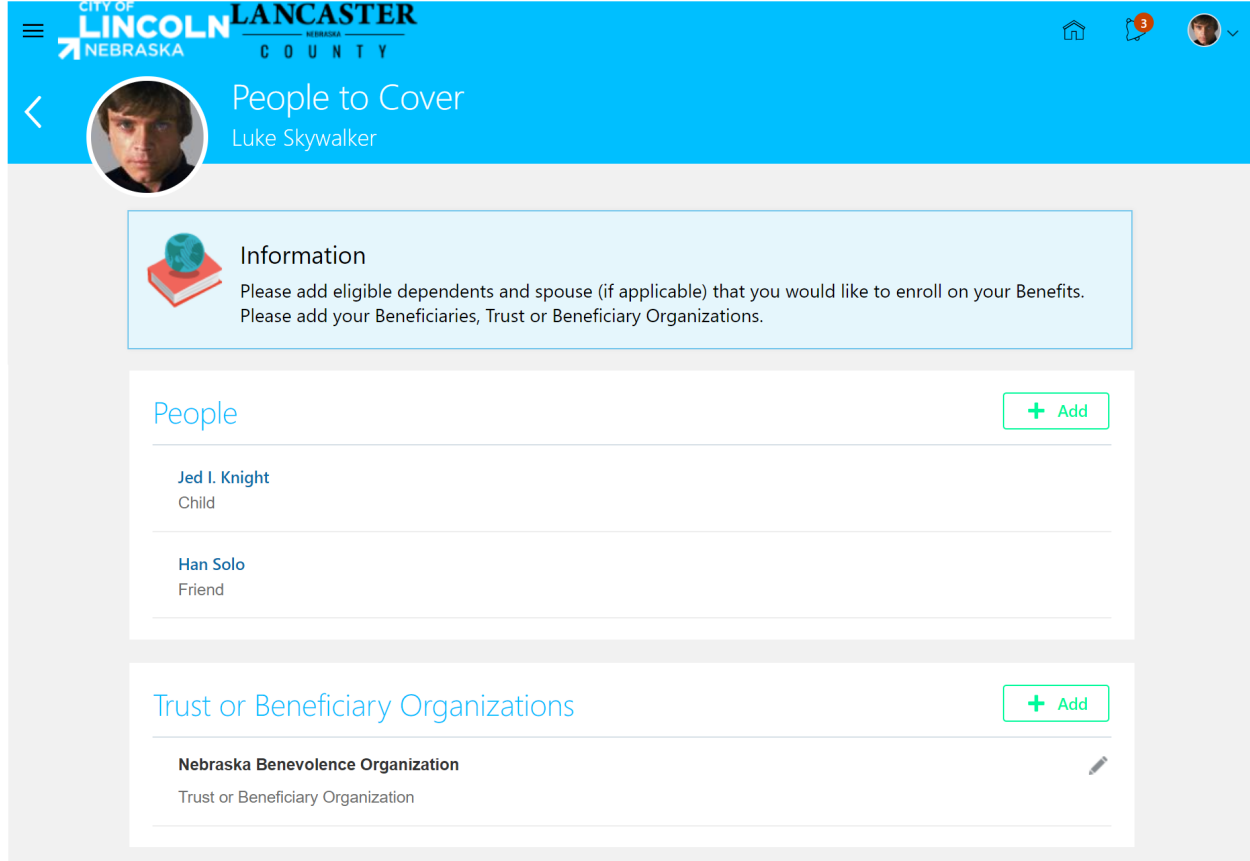
For any dependents or beneficiaries on your list, please verify that the following information is accurate:

- 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:



Information

Please add eligible dependents and spouse (if applicable) that you would like to enroll on your Benefits. Please add your Beneficiaries, Trust or Beneficiary Organizations.

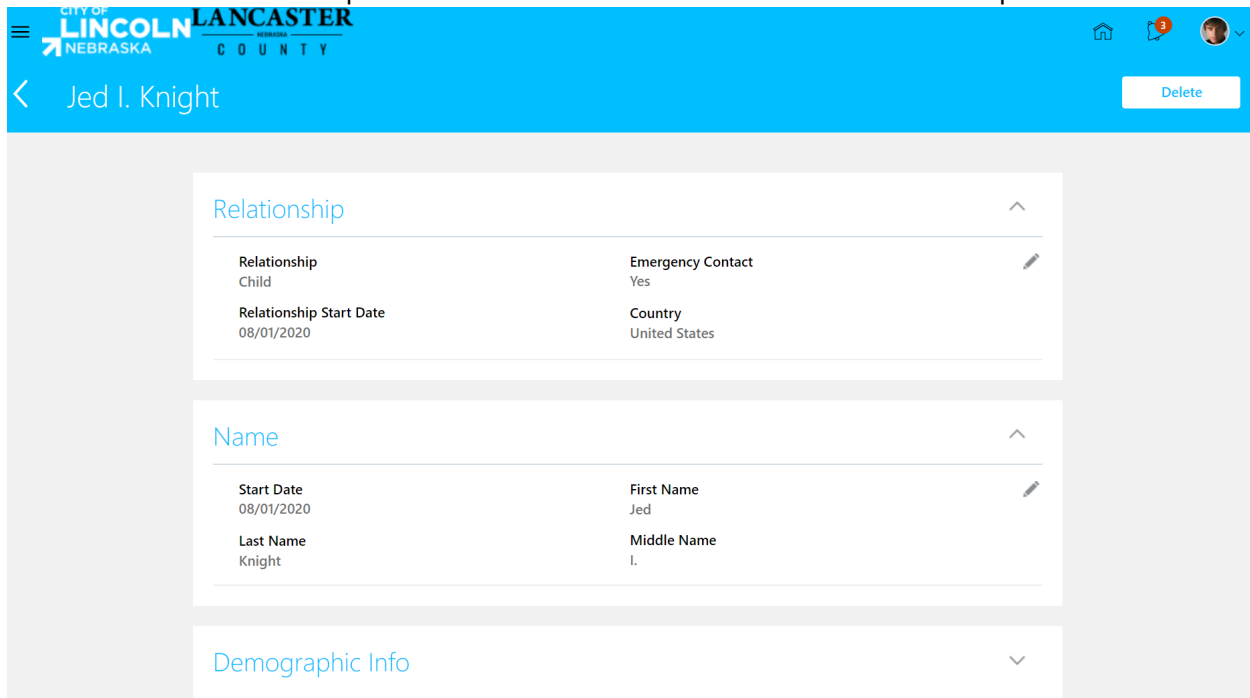
People + Add

- Jed I. Knight
Child
- Han Solo
Friend

Trust or Beneficiary Organizations + Add

- Nebraska Benevolence Organization
Trust or Beneficiary Organization

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



Relationship

Relationship	Child	Emergency Contact	Yes
Relationship Start Date	08/01/2020	Country	United States

Name

Start Date	08/01/2020	First Name	Jed
Last Name	Knight	Middle Name	I.

Demographic Info

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:

Jed I. Knight

Relationship

<p>Relationship Child</p> <p>Relationship Start Date 08/01/2020</p>	<p>Emergency Contact Yes</p> <p>Country United States</p>
---	---

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

Relationship

Submit
Cancel

<p>*Relationship</p> <div style="border: 1px solid #ccc; padding: 2px;">Child</div>	<p><input checked="" type="checkbox"/> Emergency Contact</p>
<p>*When does this relationship change start?</p> <div style="border: 1px solid #ccc; padding: 2px;">mm/dd/yyyy</div>	<p>Country United States</p>

Enter 08/01/2020 if you're correcting a mistake in this relationship.

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:

Start Date	Last Name
08/01/2020	Skywalker

First Name
Lucas

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

When does this name change start?
mm/dd/yyyy
Enter 08/01/2020 if you're correcting a mistake in your name.

Last Name
Skywalker

First Name
Lucas

Suffix
Select a value

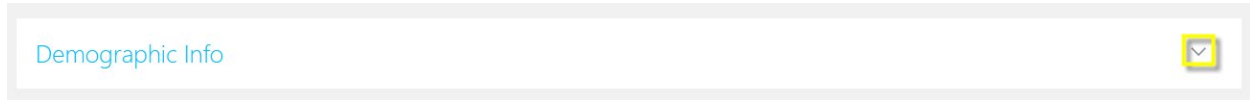
Middle Name

Known As Name

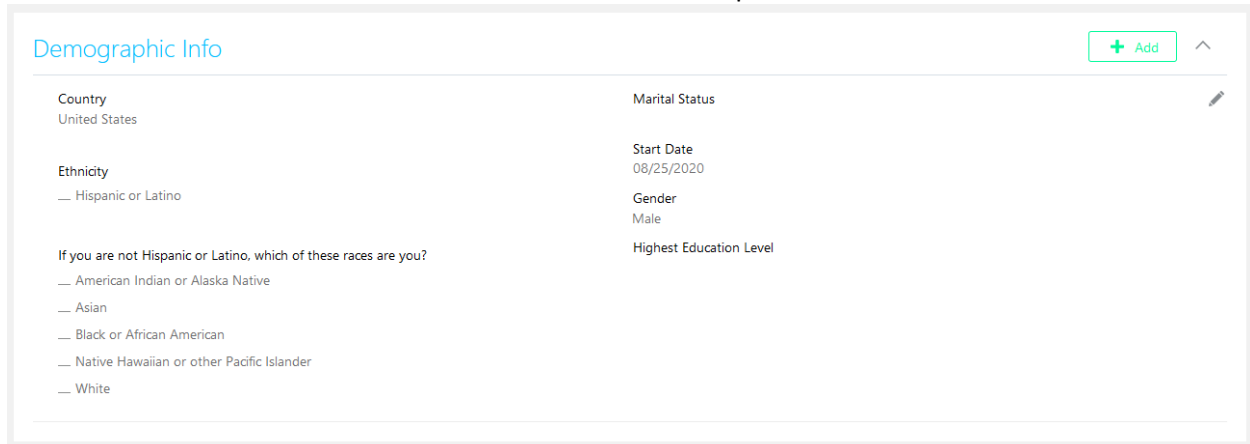
Submit Cancel

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

Demographic Info

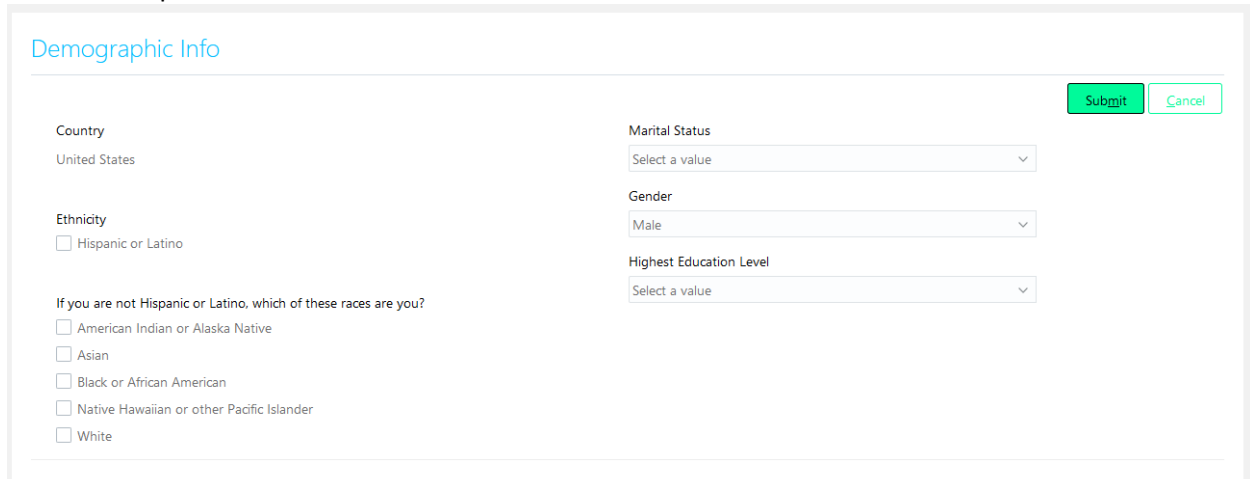


Click the down arrow as shown in the screenshot above to expand the section.




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 is needed, click on Cancel.

Biographical Info

Biographical Info 

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



Biographical Info 


Date of Birth
05/04/2020 

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.

Biographical Info  

Date of Birth
05/04/2019 

May 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1


Today

Address

National Identifiers

Address

Click the down arrow to expand the section.

Address 

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

Address + Add ^

Address	Start Date	
<input checked="" type="radio"/> Home Address 90210 123 Main Street Beverly Hills, CA Los Angeles United States	08/01/2020	

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:

Address Delete Submit Cancel

Country: United States

Type: Home Address

*When does this address change start?: 08/01/2020
Enter 08/01/2020 if you're correcting a mistake in this address.

*Address Line 1: 123 Main Street

Address Line 2:

*ZIP Code: 90210

*City: Beverly Hills

*State: CA

*County: Los Angeles

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.

Address Delete Submit Cancel

Country: United States

Type: Home Address

*When does this address change start?: 08/01/2020
Enter 08/01/2020 if you're correcting a mistake in this address.

*Address Line 1: 123 Main Street

Address Line 2:

*ZIP Code: 90210

*City: Beverly Hills

*State: CA

*County: Los Angeles

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:

The screenshot shows the 'People to Cover' interface. At the top, there's a navigation bar with the City of Lincoln Lancaster County logo and a user profile icon. Below that, a section for 'People to Cover' displays a profile for 'Luke Skywalker'. A light blue box contains an 'Information' icon and text: 'Please add eligible dependents and spouse (if applicable) that you would like to enroll on your Benefits. Please add your Beneficiaries, Trust or Beneficiary Organizations.' Below this is a 'People' section with a list of contacts, including 'Jed I. Knight' (Child). A red box highlights a '+ Add' button, with a red arrow pointing to it from the left.

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:

The screenshot shows the 'New Contact' form. The header includes the City of Lincoln Lancaster County logo and the title 'New Contact'. On the right side, there are 'Submit' and 'Cancel' buttons. The main content area is titled 'Basic Information' and contains the following fields:

- *Last Name**: Text input field
- *First Name**: Text input field
- Suffix**: Dropdown menu with 'Select a value' option
- *Relationship**: Dropdown menu with 'Select a value' option
- *What's the start date of this relationship?**: Date input field with format 'mm/dd/yyyy' and a calendar icon
- Middle Name**: Text input field
- Known As Name**: Text input field
- Gender**: Dropdown menu with 'Select a value' option
- Date of Birth**: Date input field with format 'mm/dd/yyyy' and a calendar icon

At the bottom, there is a checkbox labeled 'This person is an emergency contact'.

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

The screenshot shows the 'People to Cover' interface for Luke Skywalker. At the top, there's a navigation bar with the City of Lincoln Lancaster County logo and a user profile. Below the header, there's an 'Information' box with a globe icon and text: 'Please add eligible dependents and spouse (if applicable) that you would like to enroll on your Benefits. Please add your Beneficiaries, Trust or Beneficiary Organizations.' Underneath are two main sections. The 'People' section has a '+ Add' button and lists 'Jed I. Knight' (Child) and 'Han Solo' (Friend). The 'Trust or Beneficiary Organizations' section has a '+ Add' button (highlighted with a red box) and lists 'Nebraska Benevolence Organization' (Trust or Beneficiary Organization).

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:

The screenshot shows a close-up of the 'Trust or Beneficiary Organizations' form. At the top right, there are 'Save' and 'Cancel' buttons. Below them are two main fields: '*Start Date' with a calendar icon and the value '08/26/2020', and '*Beneficiary Type' with a dropdown menu showing 'Select a value'. A small text note below the start date field reads: 'Date when you would like this organization available for designation'.

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:

Trust or Beneficiary Organizations

Save
Cancel

<p>*Start Date</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="08/26/2020"/> <p style="font-size: small; color: #666;">Date when you would like this organization available for designation</p>	<p>Additional Info</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
<p>*Beneficiary Type</p> <div style="border: 1px solid #ccc; padding: 2px;">Trust or Beneficiary Organization</div>	<p>Trust or Beneficiary Organization Address</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="12345 Good Samaritan Way, Lincoln, Nebraska 68516"/>
<p>*Trust or Beneficiary Organization Name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Nebraska Benevolence Organization"/>	

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

Trust or Beneficiary Organizations

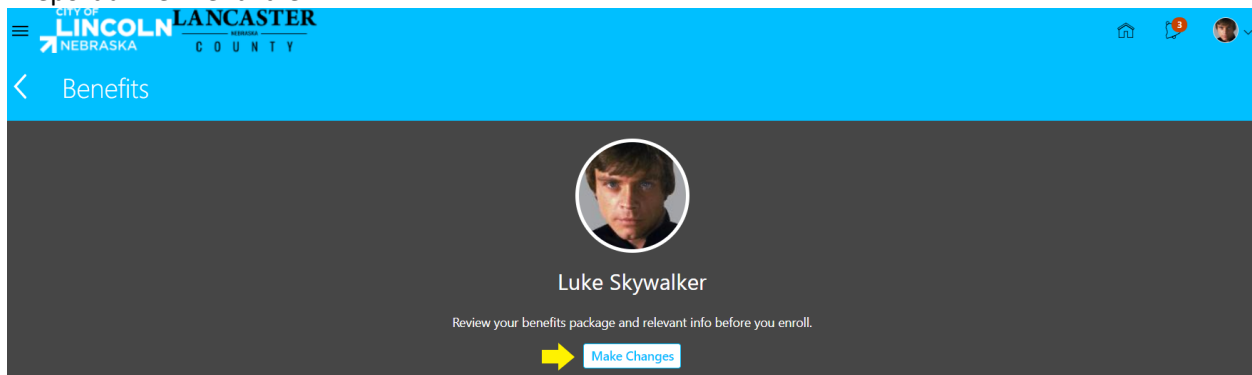
+ Add

<p>Nebraska Benevolence Organization</p> <p>Trust or Beneficiary Organization</p>	
--	--

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.



<p>Pending Actions Address your open items to complete enrollment</p>	<p>Your Benefits See your current, past, and future enrollments</p>	<p>Report a Life Event Record a life event for enrollment opportunities</p>
<p>People to Cover Add family and others before you enroll</p>	<p>Document Records Upload documents to support your enrollments</p>	<p>Need Help? Contact Us Contact your representative for help</p>

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

Report a Life Event
Continue
Cancel

Luke Skywalker

Information
 Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

Select a Life Event

- Adoption
- Birth of a Child
- Change Life Insurance/Deferred Comp/Roth/Retirement Enrollments/Update Beneficiaries
- Death of a Dependent
- Divorce
- Gain of Other Coverage
- Legal Guardianship
- Loss of Other Coverage
- Marriage

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.

Report a Life Event
Luke Skywalker

Information
Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

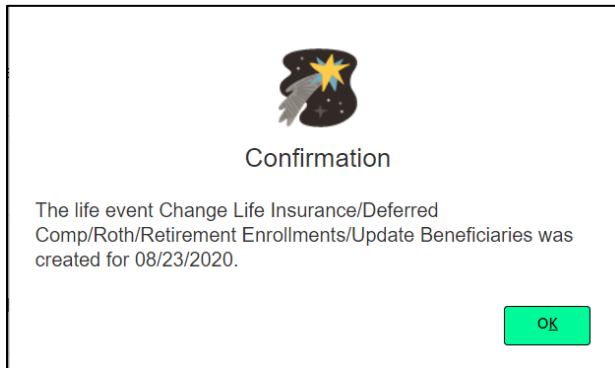
Select a Life Event

- Adoption
- Birth of a Child
- Change Life Insurance/Deferred Comp/Roth/Retirement Enrollments/Update Beneficiaries

*When did this event occur?
08/27/2020

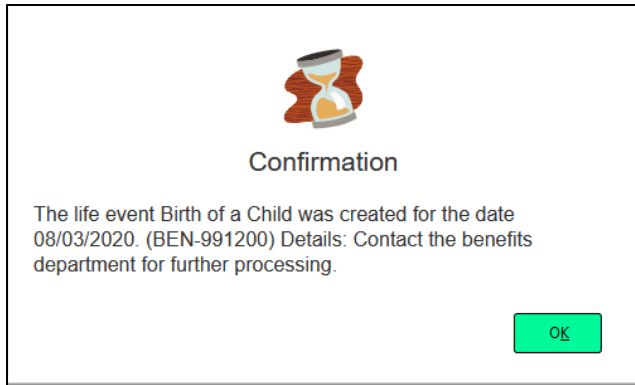
Continue **Cancel**

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:

Authorization

I am electing the coverage as designated and authorize the City of Lincoln to withhold the deduction amounts from my paycheck. I understand that due to federal regulations pre-tax elections cannot be changed unless I experience a qualifying event. I understand it is my responsibility to inform the City of Lincoln Benefits Department within 31 days of any qualifying event and provide updated beneficiary information, if applicable. I further authorize the City of Lincoln to continue these payroll deductions until such time as I elect to change or stop these elections.

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

City of Lincoln Active Employees Benefits Program

Currency in USD

Your Total Cost 85.06
Per Month

Medical/Dental/Vision [Edit](#)

Medical

PAGE Medical Employee Only 65.30


Dental

PAGE Dental Employee Only 19.27

Vision

Waive Vision



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.

Medical

PAGE Medical

<input checked="" type="checkbox"/>	Employee Only <small>783.60 Annually</small>	65.30 <small>Employee Contribution</small>
	<small>Employer Contribution 751.10</small>	

<input type="checkbox"/>	Employee + Child(ren) <small>2,174.64 Annually</small>	181.22 <small>Employee Contribution</small>
	<small>Employer Contribution 1,631.12</small>	

Waive Medical

Waive Medical

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

Flexible Spending Accounts and Post Employment Health Plan Edit

Health Care Flexible Spending Account

Waive HCFSA ▼

Dependent Care Flexible Spending Account

Waive DCFSA ▼

Parking Flexible Spending Account

Waive Parking FSA ▼

Post Employment Health Plan

PAGE Post-Employment Health Plan ▼

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

≡ CITY OF LINCOLN NEBRASKA LANCASTER NEBRASKA COUNTY

Flexible Spending Accounts and Post Employment Health Plan

Currency in USD

Your Total Cost	0.00 <small>Per Month</small>
-----------------	----------------------------------

For additional information, please access the links below:

City: <https://lincoln.ne.gov/cib/vearson/ris/scroll.htm>

County: https://lincoln.ne.gov/cib/vearson/ris/cp_email.htm

Health Care Flexible Spending Account

Health Care Flexible Spending Account

<input type="checkbox"/> Health Care Flexible Spending Account <small>0.00 Annually</small>	0.00 <small>Employee Contribution</small>
Coverage Amount <small>0.00</small>	

Waive HCFSA

Waive HCFSA

Dependent Care Flexible Spending Account

Dependent Care Flexible Spending Account

<input type="checkbox"/> Dependent Care Flexible Spending Account <small>0.00 Annually</small>	0.00 <small>Employee Contribution</small>
Coverage Amount <small>0.00</small>	

Waive DCFSA

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.

Life Insurance Plans Edit

Basic Employee Life

You haven't picked any beneficiaries yet.

Basic Employee Life PAGE	0.49 ▼
--------------------------	---

Supplemental Employee Life

Waive Supplemental Employee Life Insurance	▼
--	--

Supplemental Spouse Life

Waive Supplemental Spouse Life	▼
--------------------------------	--

Supplemental Child Life

Waive Supplemental Child Life Insurance	▼
---	--

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.”

Basic Employee Life

Basic Employee Life PAGE

You haven't picked any beneficiaries yet.

<input checked="" type="checkbox"/>	Basic Employee Life PAGE <small>5.88 Annually</small>	0.49 ✎ <small>Employee Contribution</small>
	<div style="width: 45%;"> <small>Coverage Amount</small> 71,000.00 </div> <div style="width: 45%;"> <small>Employer Contribution</small> 11.72 </div>	

Click the pencil icon to add a beneficiary.

Primary Beneficiaries	Contingent Beneficiaries																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> Peach Nunez</td> <td style="width: 100px; border: 1px solid #ccc; text-align: center;">50 %</td> </tr> <tr> <td> Orange Nunez</td> <td style="border: 1px solid #ccc; text-align: center;">%</td> </tr> <tr> <td> Sugar Plum Nunez</td> <td style="border: 1px solid #ccc; text-align: center;">50 %</td> </tr> <tr> <td> Clementine Nunez</td> <td style="border: 1px solid #ccc; text-align: center;">%</td> </tr> <tr> <td> Salvation Army</td> <td style="border: 1px solid #ccc; text-align: center;">%</td> </tr> </table> <div style="margin-top: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 100px; height: 15px; background: linear-gradient(to right, #0070c0 50%, #c00040 50%);"></div> 0% left </div> </div>	 Peach Nunez	50 %	 Orange Nunez	%	 Sugar Plum Nunez	50 %	 Clementine Nunez	%	 Salvation Army	%	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> Peach Nunez</td> <td style="width: 100px; border: 1px solid #ccc; text-align: center;">%</td> </tr> <tr> <td> Orange Nunez</td> <td style="border: 1px solid #ccc; text-align: center;">33 %</td> </tr> <tr> <td> Sugar Plum Nunez</td> <td style="border: 1px solid #ccc; text-align: center;">%</td> </tr> <tr> <td> Clementine Nunez</td> <td style="border: 1px solid #ccc; text-align: center;">33 %</td> </tr> <tr> <td> Salvation Army</td> <td style="border: 1px solid #ccc; text-align: center;">34 %</td> </tr> </table> <div style="margin-top: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 100px; height: 15px; background: linear-gradient(to right, #ffc000 33%, #404080 33% 66%, #c00000 66%);"></div> 0% left </div> </div>	 Peach Nunez	%	 Orange Nunez	33 %	 Sugar Plum Nunez	%	 Clementine Nunez	33 %	 Salvation Army	34 %
 Peach Nunez	50 %																				
 Orange Nunez	%																				
 Sugar Plum Nunez	50 %																				
 Clementine Nunez	%																				
 Salvation Army	%																				
 Peach Nunez	%																				
 Orange Nunez	33 %																				
 Sugar Plum Nunez	%																				
 Clementine Nunez	33 %																				
 Salvation Army	34 %																				

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

Supplemental Employee Life

Supplemental Employee Life Insurance

<input type="checkbox"/>	Supplemental Employee Life Insurance <small>52.32 Annually</small>	4.36 <small>Employee Contribution</small>
	Coverage Amount <small>10,000.00</small>	

Waive Supplemental Employee Life Insurance

<input checked="" type="checkbox"/>	Waive Supplemental Employee Life Insurance	
-------------------------------------	--	--

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

Supplemental Spouse Life

Supplemental Spouse Life Insurance

Supplemental Spouse Life Insurance

16.30
Employee Contribution

Coverage
25000

Annual Amount
195.60

Who do you want to cover?
 Padme Amidala (Spouse)

Waive Supplemental Spouse Life

Waive Supplemental Spouse Life

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 Spouse Life

Waive Supplemental Spouse Life

Waive Supplemental Spouse Life

Supplemental Child Life Insurance

Supplemental Child Life

Supplemental Child Life Insurance

OK
Cancel

Supplemental Child Life Insurance
Enroll (1 Child) 0.14
Employee Contribution

Coverage
1000 ▼

Annual Amount
1.68

Who do you want to cover?

Lucas Skywalker (Child)

Waive Supplemental Child Life Insurance

Waive 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

457 DCP/457 Roth Plans

Edit

457 Deferred Comp

Waive 457 Deferred Comp ▼

Roth 457

Waive Roth 457 ▼

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

Retirement Plans Edit

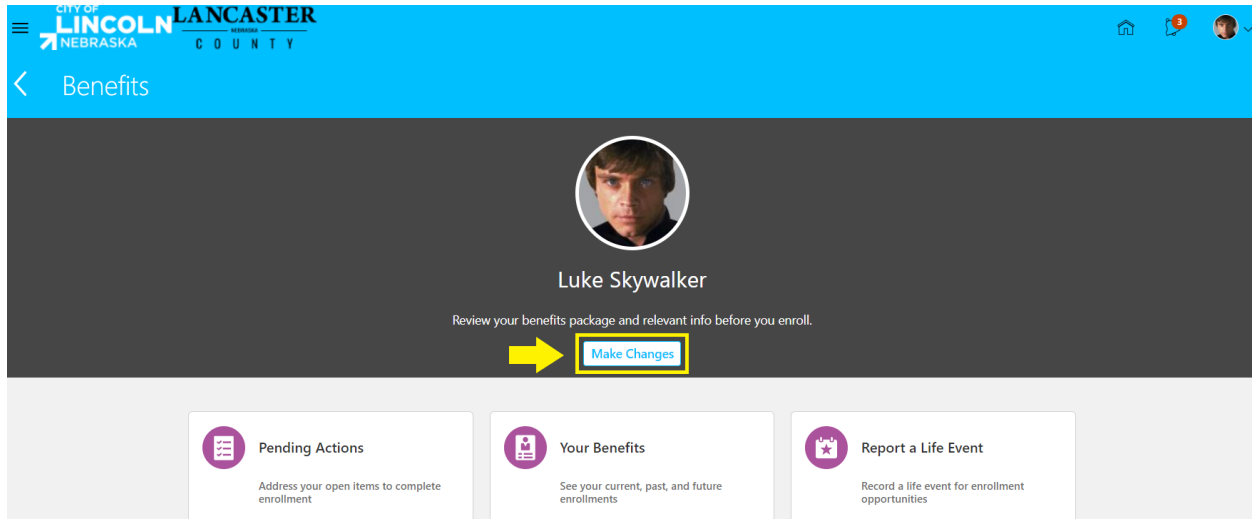
Retirement Plan

Waive Retirement ▼

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:

The screenshot shows the Oracle HR portal interface. At the top, there are logos for the City of Lincoln and Lancaster County. Below the logos, the user is identified as 'Anakin Skywalker'. A yellow arrow points to a 'Make Changes' button, which is highlighted with a yellow box. Below the button, there is a section for 'Time Remaining' showing '2 Days' and 'Make Changes Until' showing '09/18/2020 11:59 PM CST'. At the bottom, there are three main action cards: 'Pending Actions' (Address your open items to complete enrollment), 'Your Benefits' (See your current, past, and future enrollments), and 'Report a Life Event' (Record a life event for enrollment opportunities).

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.

Communication

Phones

Type <input type="text" value="Home Cell Phone"/>	Extension <input type="text"/>
Country <input type="text" value="United States 1"/>	*From Date <input type="text" value="09/16/2020"/>
Area Code <input type="text" value="402"/>	To Date <input type="text" value="mm/dd/yyyy"/>
*Number <input type="text" value="1234567"/>	

Email

Type

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

New Contact

The person will now be listed in your "People" section:

People

+ Add

<p>Padme Amidala Spouse</p>
<p>Luke Skywalker Child</p>
<p>Leia Organa Child</p>
<p>Obiwan Kenobi Friend</p>

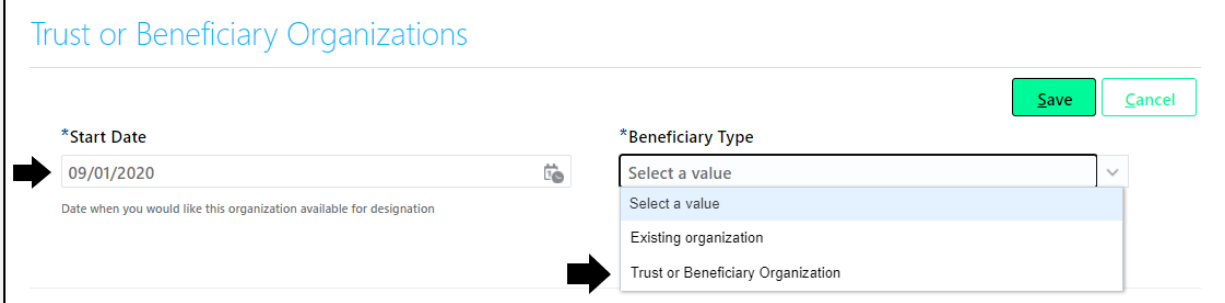
To add in a Trust or Organization, click the "+ Add" button on the right side of the "Trust or Beneficiary Organizations" section.

Trust or Beneficiary Organizations

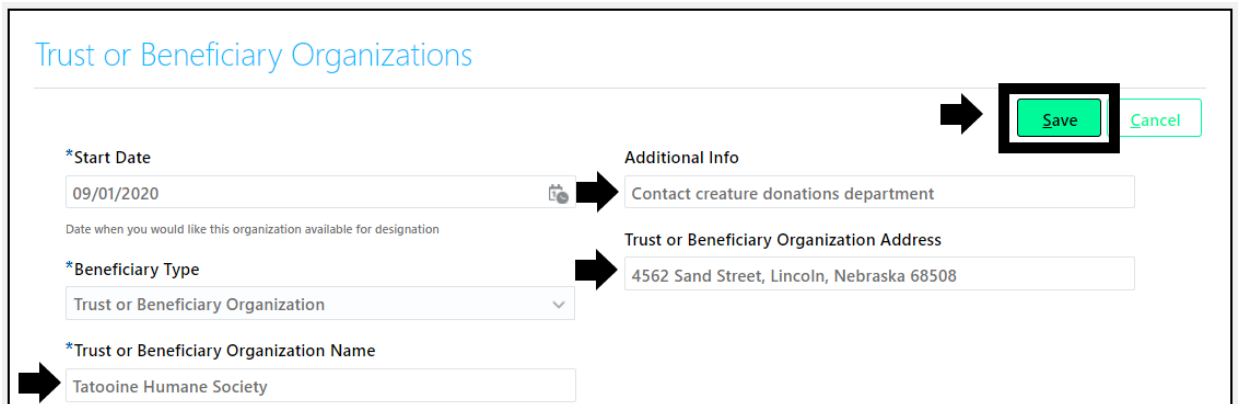
+ Add

<p>Jedi Temple Outreach Program Trust or Beneficiary Organization</p>
--

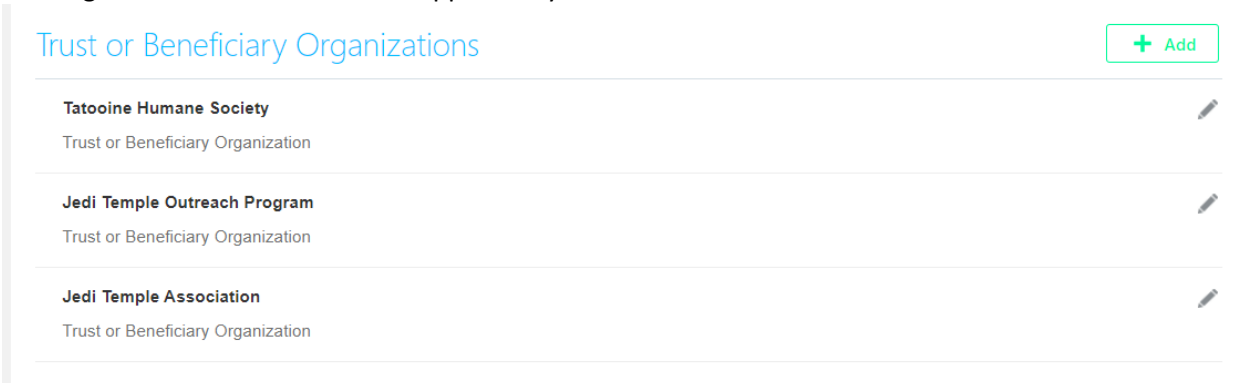
Enter in the start date (today's date) and select "Trust or Beneficiary Organization" from the beneficiary type dropdown menu:



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:



Organization Name	Type
Tatooine Humane Society	Trust or Beneficiary Organization
Jedi Temple Outreach Program	Trust or Beneficiary Organization
Jedi Temple Association	Trust or Beneficiary Organization

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.

Start Enrollment Cancel

Authorization

I am electing the coverage as designated and authorize the City of Lincoln to withhold the deduction amounts from my paycheck. I understand that due to federal regulations pre-tax elections cannot be changed unless I experience a qualifying event. I understand it is my responsibility to inform the City of Lincoln Benefits Department within 31 days of any qualifying event and provide updated beneficiary information, if applicable. I further authorize the City of Lincoln to continue these payroll deductions until such time as I elect to change or stop these elections.



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

CITY OF LINCOLN NEBRASKA | LANCASTER NEBRASKA COUNTY

City of Lincoln Active Employees Benefits Program

Currency in USD	
Your Total Cost	311.66 Per Month

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.)

	Coverage Amount	Employer Contribution	Employee Contribution
<input checked="" type="checkbox"/> Basic Employee Life PAGE 5.88 Annually	71,000.00	11.72	0.49

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.

Basic Employee Life

Basic Employee Life PAGE

0.49
Employee Contribution

Coverage Amount
71,000.00

Annual Amount
5.88

Primary Beneficiaries

■ Padme Amidala	<input type="text" value="50"/>	%
■ Leia Organa	<input type="text" value="25"/>	%
■ Luke Skywalker	<input type="text" value="25"/>	%
■ Jedi Temple Outreach Program	<input type="text"/>	%
■ Tatooine Humane Society	<input type="text"/>	%
■ Jedi Temple Association	<input type="text"/>	%
■ Obiwan Kenobi	<input type="text"/>	%

0% left

Employer Contribution
11.72

Contingent Beneficiaries

■ Padme Amidala	<input type="text"/>	%
■ Leia Organa	<input type="text"/>	%
■ Luke Skywalker	<input type="text"/>	%
■ Jedi Temple Outreach Program	<input type="text"/>	%
■ Tatooine Humane Society	<input type="text"/>	%
■ Jedi Temple Association	<input type="text"/>	%
■ Obiwan Kenobi	<input type="text" value="75"/>	%

25% left

OK Cancel

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:

Anakin Skywalker

Review your benefits package and relevant info before you enroll.

[Make Changes](#)

Pending Actions

Address your open items to complete enrollment

Your Benefits

See your current, past, and future enrollments

Report a Life Event

Record a life event for enrollment opportunities

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.

Report a Life Event
Anakin Skywalker

Continue **Cancel**

Information
Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

Select a Life Event

- Adoption
- Birth of a Child
- Change Life Insurance/Deferred Comp/Roth/Retirement Enrollments/Update Beneficiaries
- Death of a Dependent
- Divorce
- Gain of Other Coverage
- Legal Guardianship

*When did this event occur?
mm/dd/yyyy

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

Confirmation

The life event Change Life Insurance/Deferred Comp/Roth/Retirement Enrollments/Update Beneficiaries was created for 09/30/2020.

OK

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.

Communication

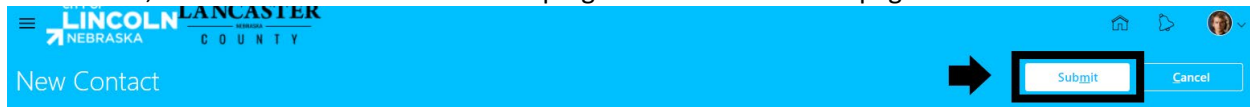
Phones

Type <input type="text" value="Home Cell Phone"/>	Extension <input type="text"/>
Country <input type="text" value="United States 1"/>	*From Date <input type="text" value="09/16/2020"/>
Area Code <input type="text" value="402"/>	To Date <input type="text" value="mm/dd/yyyy"/>
*Number <input type="text" value="1234567"/>	

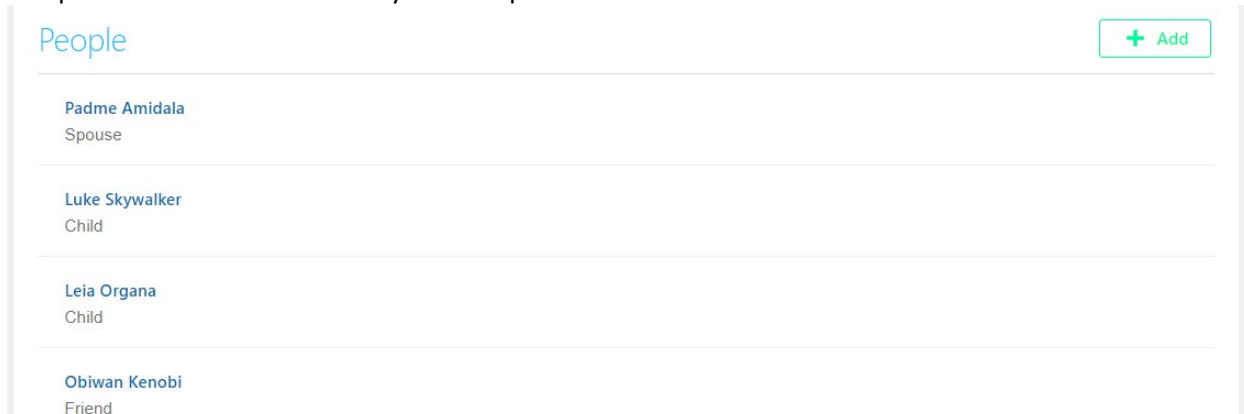
Email

Type

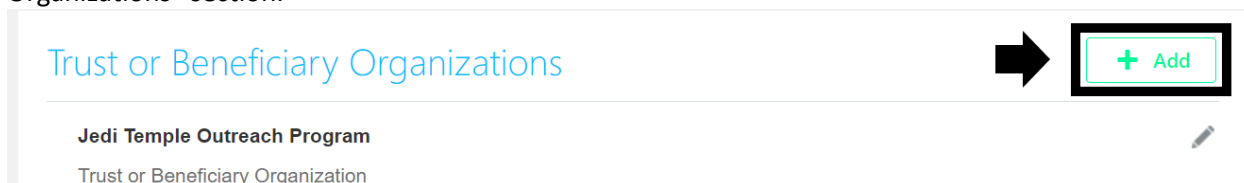
When done, click the submit button in the top right-hand corner of the page:



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:

Organization Name	Type
Tatooine Humane Society	Trust or Beneficiary Organization
Jedi Temple Outreach Program	Trust or Beneficiary Organization
Jedi Temple Association	Trust or Beneficiary Organization

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.

Start Enrollment Cancel

Authorization

I am electing the coverage as designated and authorize the City of Lincoln to withhold the deduction amounts from my paycheck. I understand that due to federal regulations pre-tax elections cannot be changed unless I experience a qualifying event. I understand it is my responsibility to inform the City of Lincoln Benefits Department within 31 days of any qualifying event and provide updated beneficiary information, if applicable. I further authorize the City of Lincoln to continue these payroll deductions until such time as I elect to change or stop these elections.

➔ Accept Decline

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

City of Lincoln Active Employees Benefits Program

Submit Cancel

Currency in USD

Your Total Cost	311.66
	Per Month

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:

Life Insurance Plans

➔ Edit

Basic Employee Life

You haven't picked any beneficiaries yet.

Basic Employee Life PAGE	0.49 ▾
--------------------------	--

Supplemental Employee Life

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.)

Basic Employee Life

Basic Employee Life PAGE

You haven't picked any beneficiaries yet.

<input checked="" type="checkbox"/>	Basic Employee Life PAGE 5.88 Annually	71,000.00	Employer Contribution 11.72	0.49 Employee Contribution	
-------------------------------------	---	-----------	--------------------------------	-------------------------------	--

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:

Basic Employee Life PAGE 0.49
Employee Contribution

Coverage Amount 71,000.00 Employer Contribution 11.72

Annual Amount 5.88

Primary Beneficiaries

- Padme Amidala %
- Leia Organa %
- Luke Skywalker %
- Jedi Temple Outreach Program %
- Tatooine Humane Society %
- Jedi Temple Association %
- Obiwan Kenobi %

0% left ←

Contingent Beneficiaries

- Padme Amidala %
- Leia Organa %
- Luke Skywalker %
- Jedi Temple Outreach Program %
- Tatooine Humane Society %
- Jedi Temple Association %
- Obiwan Kenobi %

25% left ←

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

Basic Employee Life PAGE 0.49
Employee Contribution

Coverage Amount 71,000.00 Employer Contribution 11.72

Annual Amount 5.88

Primary Beneficiaries

- Padme Amidala %
- Leia Organa %
- Luke Skywalker %
- Tatooine Humane Society %
- Jedi Temple Outreach Program %
- Jedi Temple Association %
- Obiwan Kenobi %

0% left ←

Contingent Beneficiaries

- Padme Amidala %
- Leia Organa %
- Luke Skywalker %
- Tatooine Humane Society %
- Jedi Temple Outreach Program %
- Jedi Temple Association %
- Obiwan Kenobi %

0% left ←

→ OK Cancel

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:

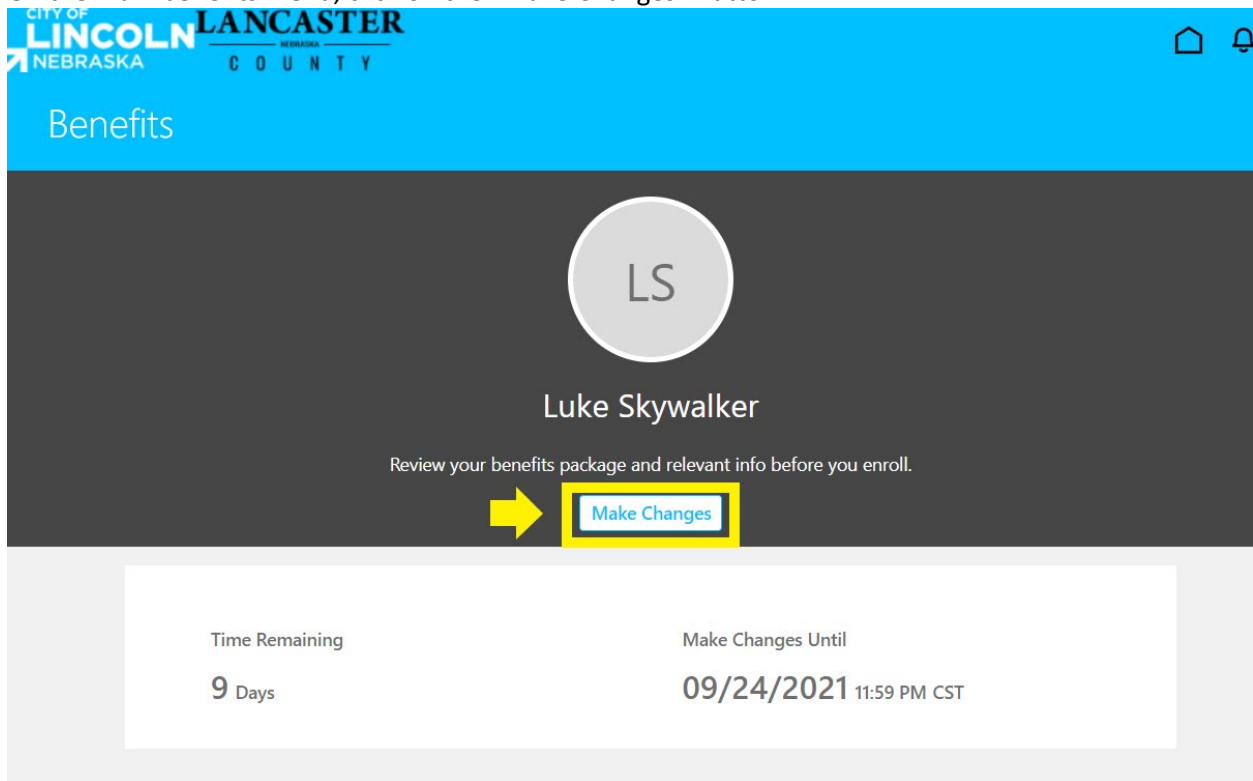
This will take you to the confirmation page, be sure that you see this message to indicate that your elections were saved. You can scroll down this page to review the changes that you made:

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”

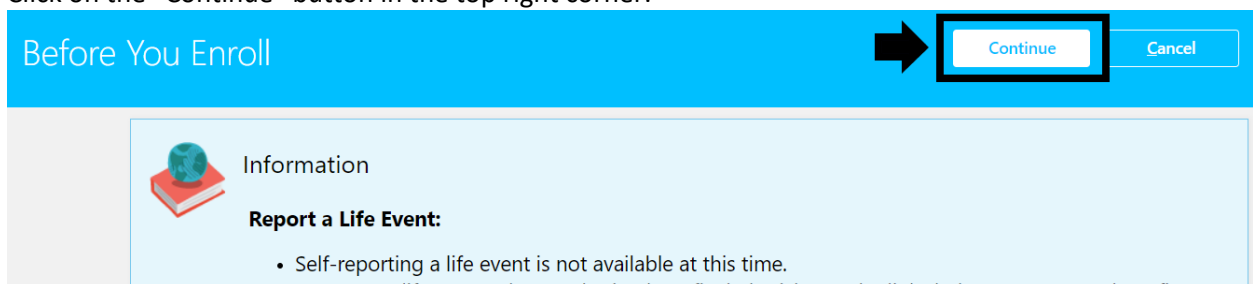
On the main benefits menu, click on the “Make Changes” Button:



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.

The screenshot shows a blue header with the text "Start Enrollment" on the left and a "Cancel" button on the right. Below the header is a white box titled "Authorization". Inside the box, there is a paragraph of text: "I am electing the coverage as designated and authorize the City of Lincoln to withhold the deduction amounts from my paycheck. I understand that due to federal regulations pre-tax elections cannot be changed unless I experience a qualifying event. I understand it is my responsibility to inform the City of Lincoln Benefits Department within 31 days of any qualifying event and provide updated beneficiary information, if applicable. I further authorize the City of Lincoln to continue these payroll deductions until such time as I elect to change or stop these elections." Below the text are two buttons: a black arrow pointing right, a green "Accept" button, and a light blue "Decline" button.

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

The screenshot shows a blue header with the City of Lincoln and Lancaster County logos on the left, and navigation icons (home, notification, profile) on the right. Below the header is the text "City of Lincoln Active Employees Benefits Program" and two buttons: "Submit" and "Cancel". Below this is a white box with the text "Currency in USD" and "Your Total Cost" on the left, and "311.66" in large blue font with "Per Month" below it on the right.

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:

The screenshot shows a white box with a blue header containing the text "Flexible Spending Accounts/Post Employment Health Plan". Below the header is the text "Health Care Flexible Spending Account" and a dropdown menu with "Waive HCFA" selected. In the top right corner of the box, there is a black arrow pointing right and a green "Edit" button with a pencil icon, which is highlighted with a black border.

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:

Health Care Flexible Spending Account

Health Care Flexible Spending Account
0.00 Annually

0.00
Employee Contribution

Coverage Amount
0.00

Waive HCFA

Waive HCFA

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.

Health Care Flexible Spending Account

Health Care Flexible Spending Account

OK Cancel

Health Care Flexible Spending Account

125.00
Employee Contribution

Coverage
1,500
0 to 2750, in increments of 0.01

Annual Amount
1,500.00

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.

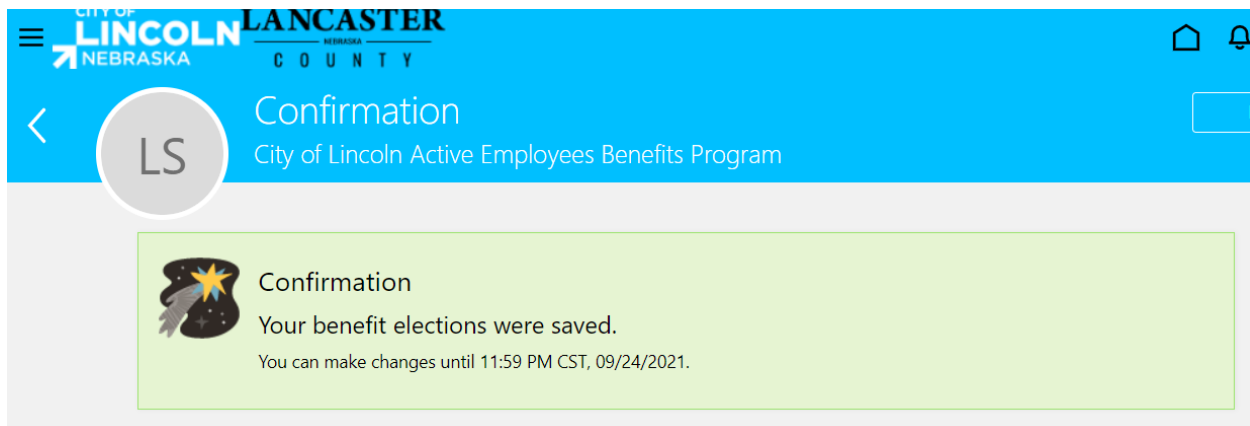
When done making your FSA selections, scroll to the top of the page and click the “continue” button.

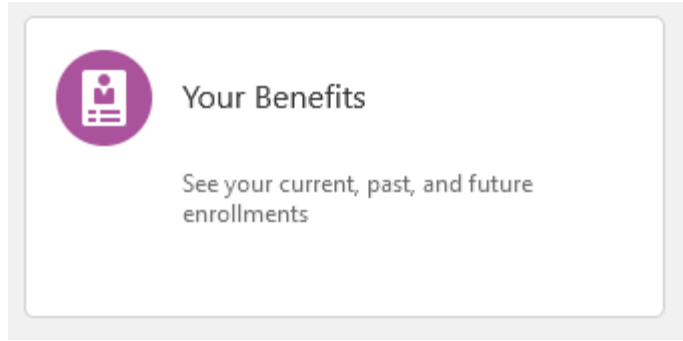


This will take you back to the “Active Employees Benefits Program” page. If you are done making enrollment changes, scroll to the top of the page and click the “submit” button:



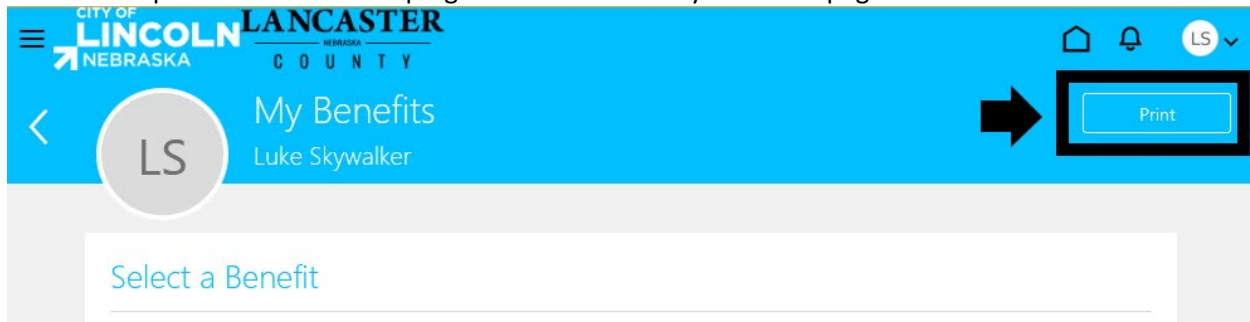
This will take you to the confirmation page, be sure that you see the confirmation message to indicate that your elections were saved. You can scroll down this page to review the changes that you made. When done, click on the back arrow in the top right corner of the page to go back to the benefits menu:





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 Easley 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

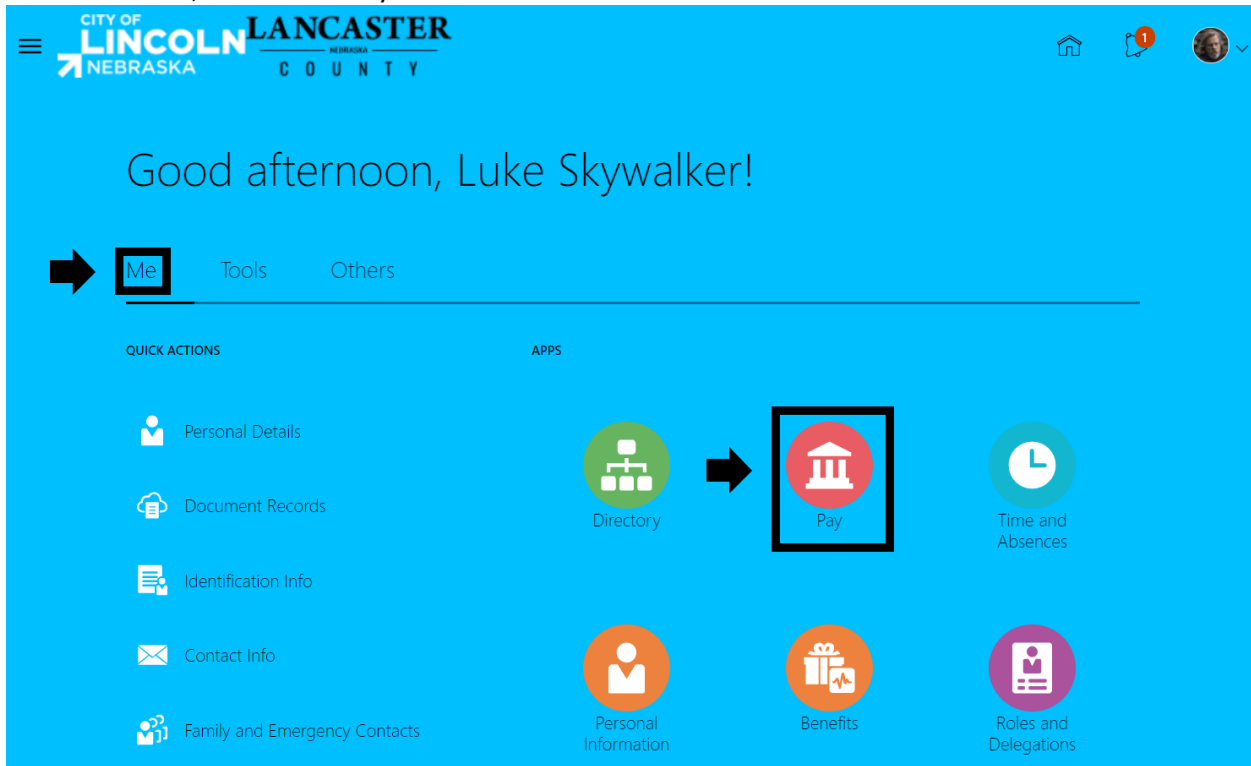
The following elections that you have made are suspended for the stated reason. The following actions are required by you by the specified date to clear any suspended elections. If you do not complete the actions below by the specified date, you will be assigned the default interim Coverage Plan as shown.

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

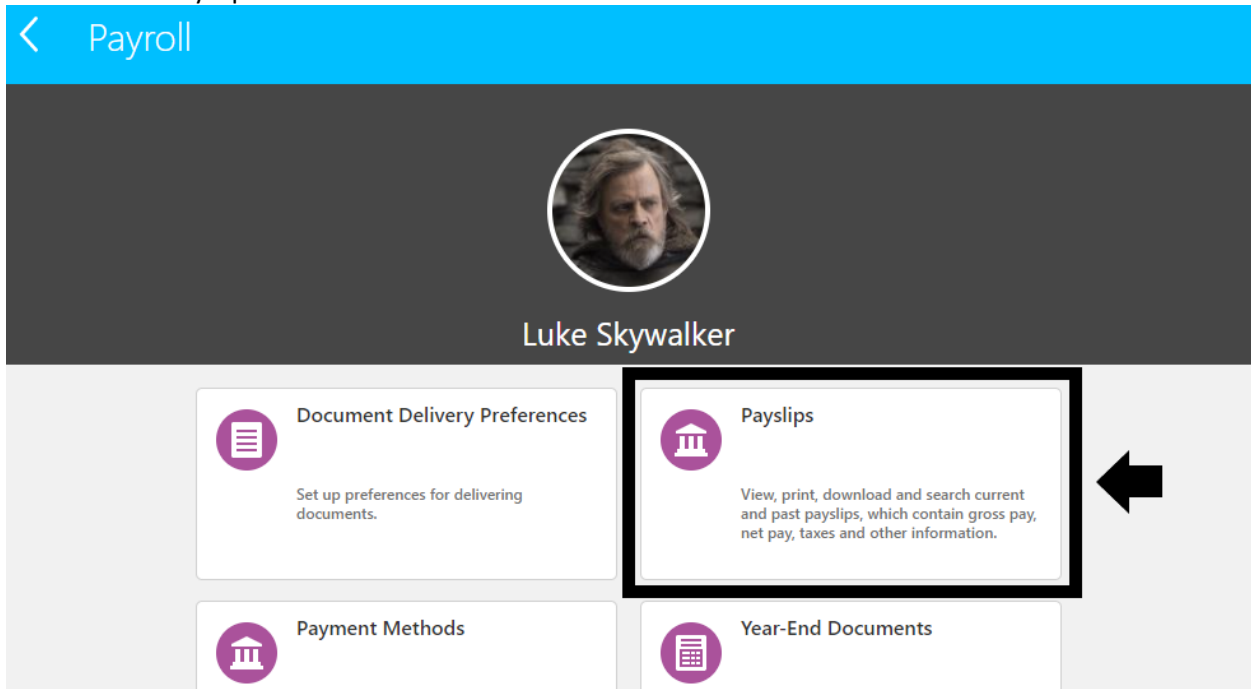
Payroll Module

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

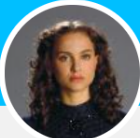
In the “Me” tab, click on the Pay Icon to get to the Payroll menu. Click on the “Tax Withholding” tile:

The screenshot shows a user interface for a payroll system. At the top, there is a blue header with a back arrow and the word "Payroll". Below this is a dark grey section containing a circular profile picture of a woman and her name, "Padme Amidala". The main area features five white tiles with purple icons and text:

- Document Delivery Preferences**: Set up preferences for delivering documents.
- Payslips**: View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.
- Payment Methods**: Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.
- Year-End Documents**: View, print, download and search year-end documents for current or prior tax years.
- Tax Withholding**: Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

A black arrow points to the "Tax Withholding" tile, which is also enclosed in a thick black rectangular border.

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.


Tax Withholding
Padme Amidala

Note:
 * Update your Tax Information by Wednesday of the Pay Period end to ensure proper timing of your update
 * Due to Holidays payroll run date can fluctuate so this would determine if the changes are immediate or deferred to the next payperiod.

+ Add

Form Name Federal	Filing Status Single	
Start Date 01/01/2019	Allowances 0	
	Additional Tax Amount	
	Exempt from Federal Income Tax	

Form Name NE	Filing Status Single	
Start Date 09/27/2020	Allowances 0	
	Additional Tax Amount	
	Exempt from State Income Tax	

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

Delete
Save
Cancel

Form Name Federal	Qualifying Dependents Amount <input style="width: 90%;" type="text" value="0"/> USD
*When does this change start? <input style="width: 90%;" type="text" value="09/28/2020"/>	Other Dependents Amount <input style="width: 90%;" type="text" value="0"/> USD
*Filing Status <input style="width: 90%;" type="text" value="Married filing jointly"/>	Total Dependents Amount <input style="width: 90%;" type="text" value="0"/> USD
Multiple Jobs <input style="width: 90%;" type="text" value=""/>	Other Income Amount <input style="width: 90%;" type="text" value="0"/> USD
Extra Withholding <input style="width: 90%;" type="text" value="25"/> USD	Deductions Amount <input style="width: 90%;" type="text" value="0"/> USD
Exempt from Federal Income Tax <input style="width: 90%;" type="text" value=""/>	

*Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct, and complete.
 I Agree

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:

Form Name Federal	Filing Status Married filing jointly	
Start Date 09/28/2020	Multiple Jobs	
	Extra Withholding 25 USD	
	Exempt from Federal Income Tax	

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

Form Name Federal	Filing Status Married filing jointly	
Start Date 09/28/2020	Multiple Jobs	
End Date 10/06/2020	Extra Withholding 25 USD	
	Exempt from Federal Income Tax	
Form Name Federal	Filing Status Married filing jointly	
Start Date 10/07/2020	Multiple Jobs	
	Extra Withholding 35 USD	
	Exempt from Federal Income Tax	

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

	35 USD	
	Exempt from Federal Income Tax	
Form Name NE	Filing Status Single	
Start Date 09/27/2020	Allowances 0	
	Additional Tax Amount	
	Exempt from State Income Tax	
View Prior Tax Withholding		

This will expand your Prior Tax Withholding section:

Hide Prior Tax Withholding		
Form Name Federal	Filing Status Single	
Start Date 01/01/2019	Allowances 0	
End Date 09/27/2020	Additional Tax Amount	
	Exempt from Federal Income Tax	

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:

The screenshot shows a mobile application interface for payroll management. At the top, there is a blue header with a back arrow and the word "Payroll". Below this is a dark grey section containing a circular profile picture of Luke Skywalker and his name "Luke Skywalker". The main area features five white tiles with purple icons and text:

- Document Delivery Preferences**: Set up preferences for delivering documents.
- Payslips**: View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.
- Payment Methods**: Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details. (This tile is highlighted with a black border.)
- Year-End Documents**: View, print, download and search year-end documents for current or prior tax years.
- Tax Withholding**: Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

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:

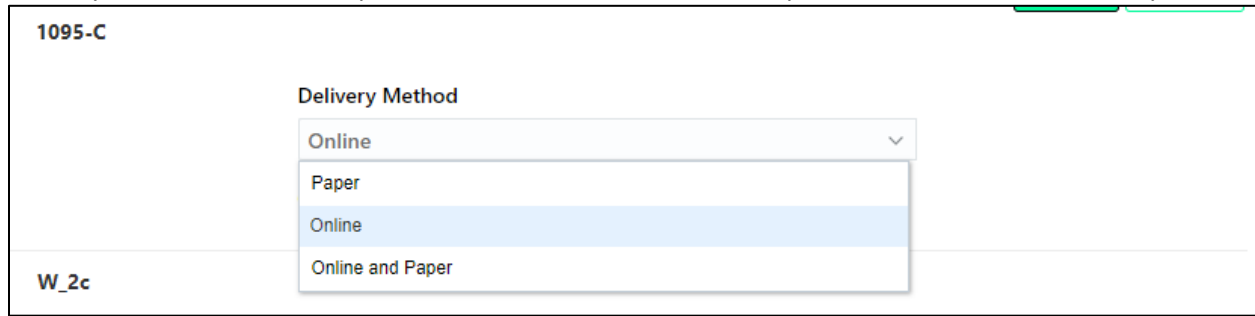
The screenshot shows a mobile application interface. At the top is a blue header with a back arrow and the word 'Payroll'. Below this is a dark grey section with a circular profile picture of Luke Skywalker and his name 'Luke Skywalker'. Underneath are two white tiles. The left tile, titled 'Document Delivery Preferences', is highlighted with a thick black border. It contains a purple icon of a document with lines and the text 'Set up preferences for delivering documents.' The right tile, titled 'Payslips', contains a purple icon of a building and the text 'View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.'

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

The screenshot shows the 'Document Delivery Preferences' screen for Luke Skywalker. It has a blue header with a back arrow, a profile picture, and the title 'Document Delivery Preferences'. Below the header is a section titled 'Preferences' containing a table. A black arrow points to a pencil icon in the top right corner of the table.

Preferences		
1095-C		
Delivery Method	Online Delivery Consent	
Paper	Not applicable	
W_2c		
Delivery Method	Online Delivery Consent	
Paper	Not applicable	
W_2		
Delivery Method	Online Delivery Consent	
Paper	Not applicable	
e-IWO Orders		

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



1095-C

Delivery Method

- Online
- Paper
- Online
- Online and Paper

W_2c

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



1095-C

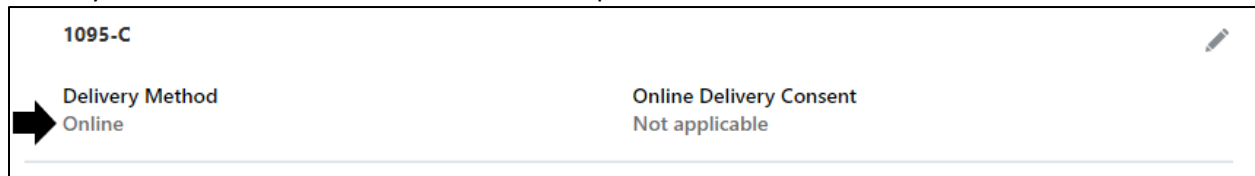
Delivery Method

Online

Grant Online Delivery Consent
Not applicable

Save Cancel

Delivery Method for that document will now be updated:



1095-C

Delivery Method

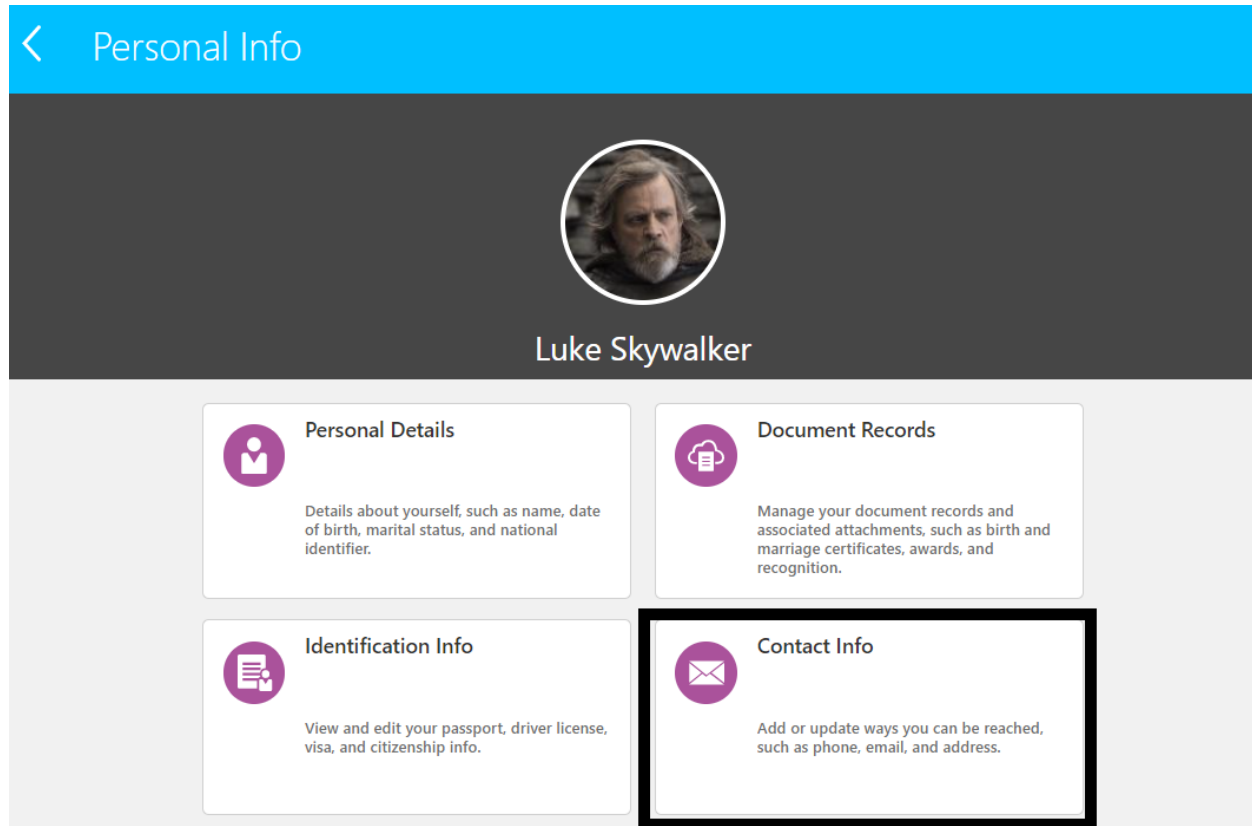
Online

Online Delivery Consent
Not applicable

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:

ZIP Code	City	County	State
68528	Lincoln	Lancaster	NE

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


Address + Add ^


 We are submitting your changes for approval.

<p><input checked="" type="checkbox"/> Home Address</p> <p>68528 4784 Ahch-To Lane Lincoln, NE Lancaster United States</p>	<p>Start Date</p> <p>09/21/2020</p>
--	-------------------------------------


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.

Address + Add ^

 Approval in progress. [See how it's going.](#)


<p><input checked="" type="checkbox"/> Home Address</p> <p>68528 4784 Ahch-To Lane</p>	<p>Start Date</p> <p>09/21/2020</p>	
--	-------------------------------------	---

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.




Contact Info

Luke Skywalker



Withdraw

 Approval in Progress

Change Personal Information


Luke Skywalker

Person Number 500120

Home Address

Effective Date: 09/21/2020

	Current	Proposed
Address Line 1	8648 Most Easley Road	4784 Ahch-To Lane
ZIP Code	68516	68528

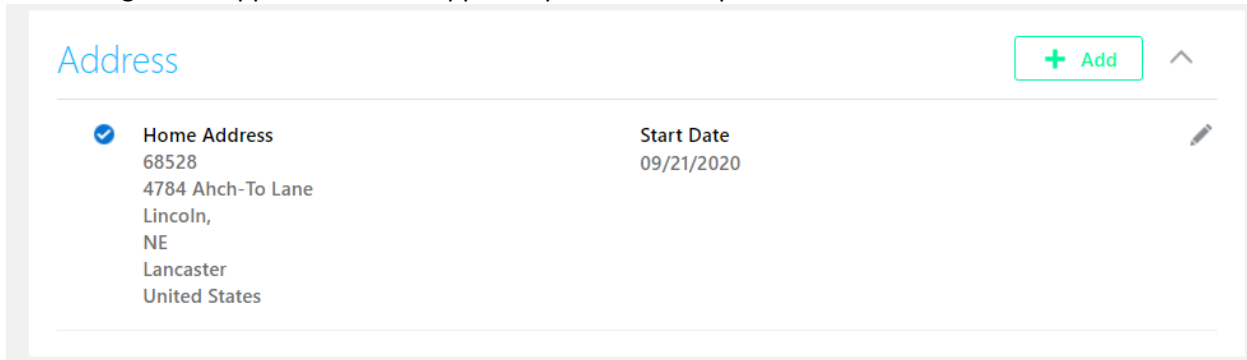


Show Detail

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



Yellow flag will disappear when the approval process is complete:

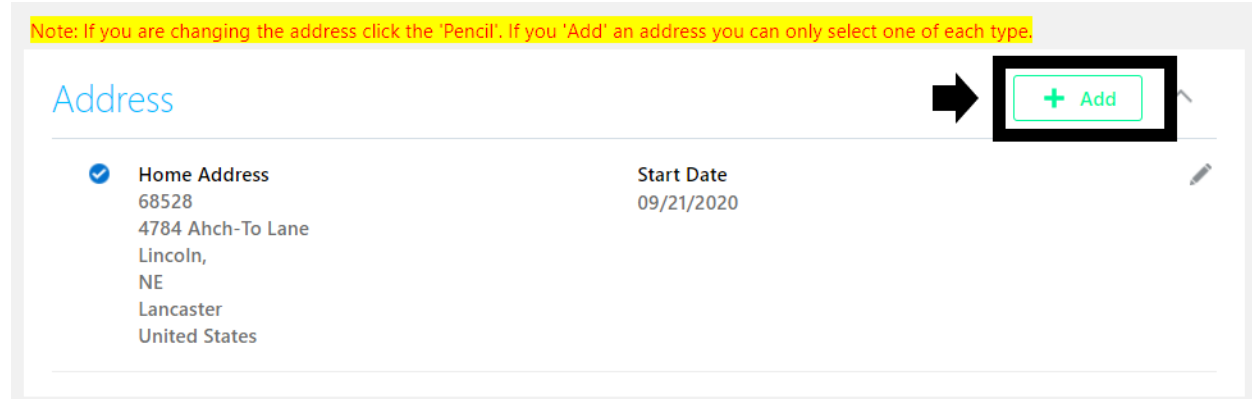


Add New Address Type

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

Submit

*Country: United States

*City: Lincoln

*Type: Mailing Address

*State: NE

*Start Date: 09/27/2020

*County: Lancaster

*Address Line 1: P.O. Box THX 1138

Primary

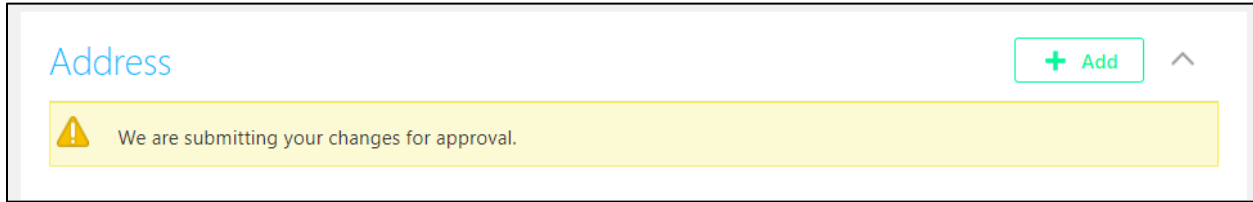
Address Line 2:

*ZIP Code: 68508

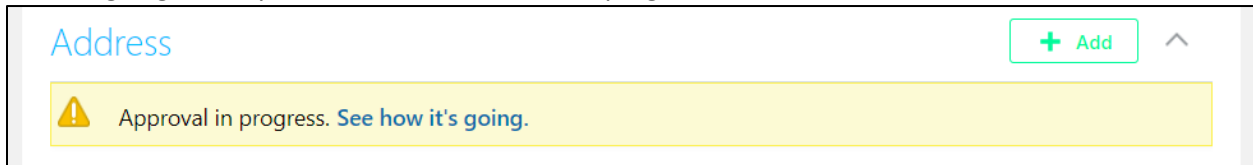
Note: Enter Zip Code and click Tab to select the correct City & State combination.

Note: You can only have one Primary Home Address. Do not create a new one you will need to update the existing.

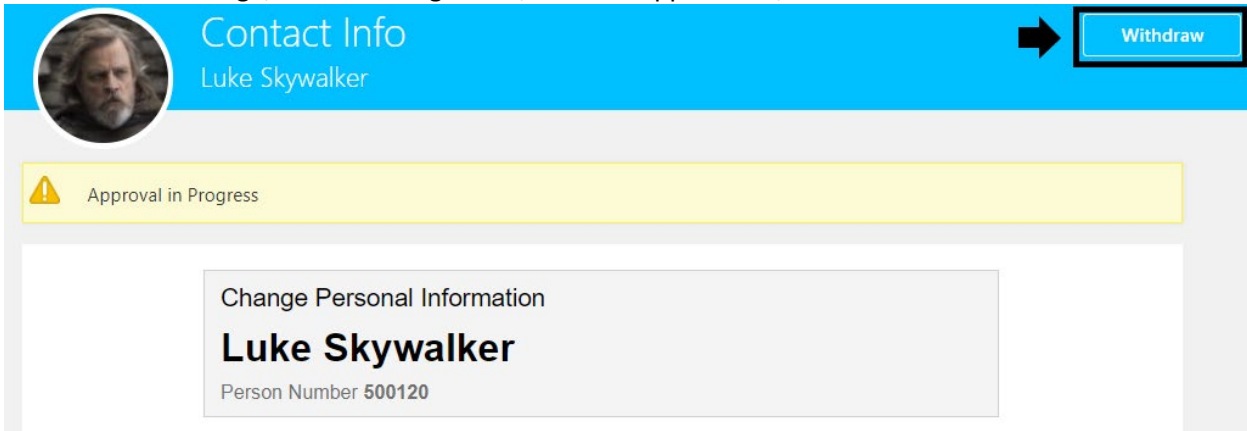
Address change will then be submitted for approval. It will remain in this status until it is approved.



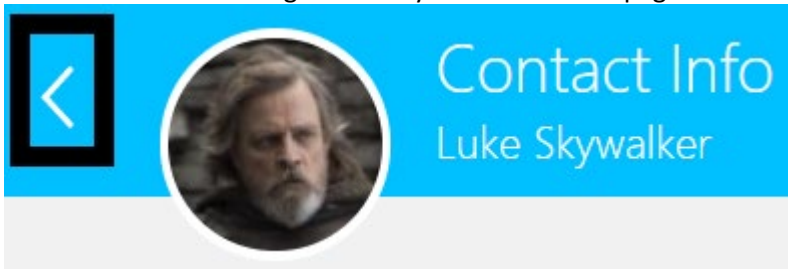
Once the approval process has started, it will show "Approval in Progress" and will have a hyperlink "See how it's going." That you can click on to check the progress.



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:

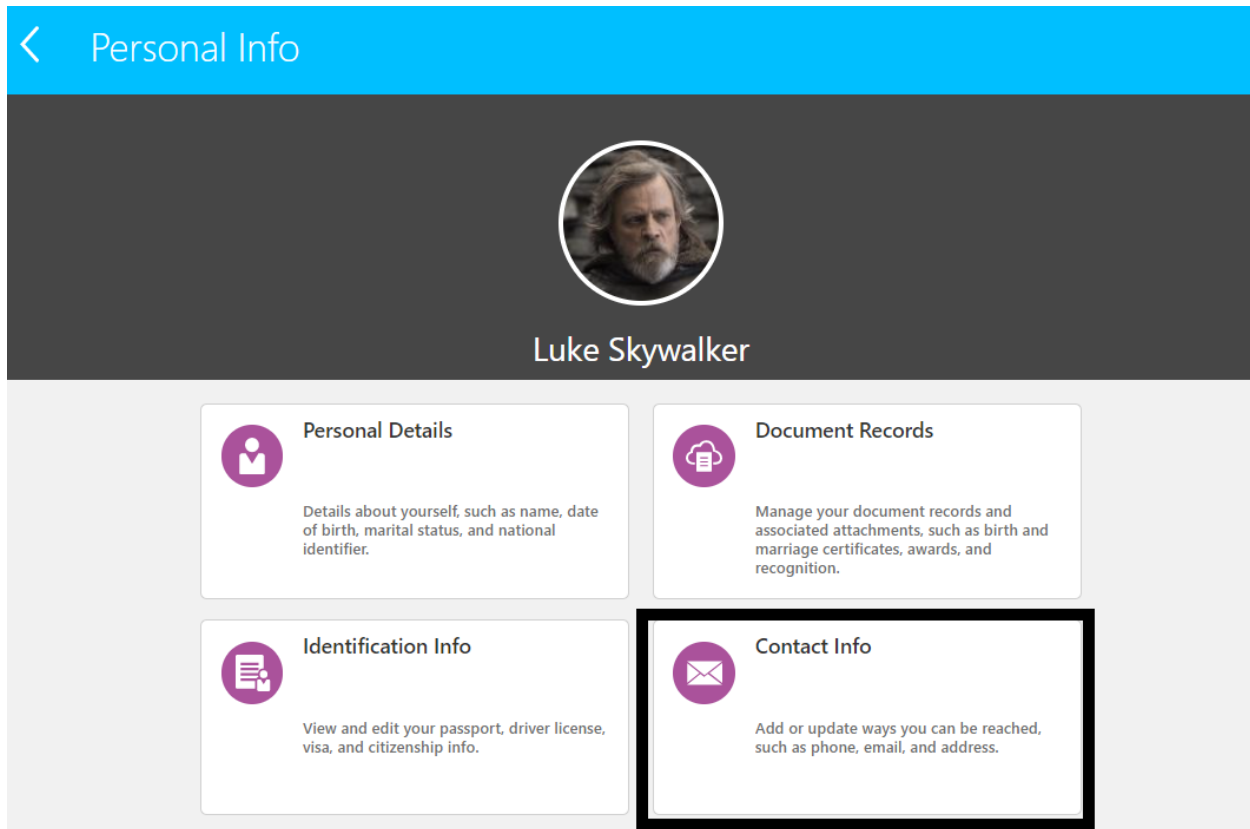


Yellow flag will disappear when the approval process is complete:



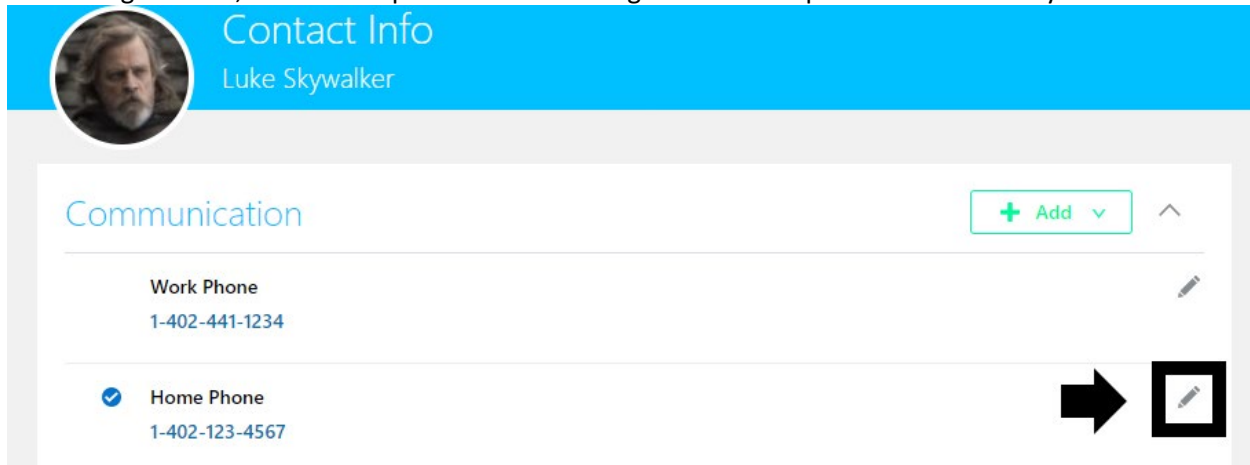
Phone Change

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



The screenshot shows a mobile application interface for 'Personal Info'. At the top, there is a blue header with a back arrow and the text 'Personal Info'. Below the header is a dark grey section containing a circular profile picture of Luke Skywalker and his name 'Luke Skywalker'. Underneath are four white tiles with purple icons: 'Personal Details' (person icon), 'Document Records' (document icon), 'Identification Info' (ID card icon), and 'Contact Info' (envelope icon). The 'Contact Info' tile is highlighted with a thick black border.

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:



The screenshot shows the 'Contact Info' page for Luke Skywalker. It features a blue header with a profile picture and the name 'Luke Skywalker'. Below the header is a white section titled 'Communication'. At the top right of this section is a green '+ Add' button and an upward arrow. There are two phone number entries: 'Work Phone' (1-402-441-1234) and 'Home Phone' (1-402-123-4567). A pencil icon is visible to the right of the Work Phone number. A black arrow points from the 'Home Phone' entry to a black-bordered box containing a pencil icon.

This will open the information for that phone number:

A screenshot of a web form for editing phone number information. The form contains the following fields:

- *Type:** Home Phone (dropdown menu)
- Country:** United States 1 (dropdown menu)
- Area Code:** 402 (text input)
- *Number:** 123-4567 (text input)
- Extension:** (empty text input)
- *From Date:** 01/01/2019 (calendar icon)
- To Date:** mm/dd/yyyy (calendar icon)

Buttons: **Submit** (green) and **Cancel** (light green).

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:

A screenshot of the same phone number form as above, but with the following changes:

- *Number:** 765-4321
- *From Date:** 09/20/2020

The **Submit** button is highlighted with a red box, and a red arrow points to it from the right.

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:

A screenshot showing a yellow notification banner with a warning icon and the text: "We are submitting your changes for approval."


Below the banner is a list item for a home phone number:

- ✓ Home Phone
1-402-765-4321

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.

A screenshot showing a yellow notification banner with a warning icon and the text: "Approval in progress. [See how it's going.](#)"

Below the banner is a list item for a home phone number:

- ✓ Home Phone
1-402-765-4321 

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.

Contact Info
Luke Skywalker

Approval in Progress

Change Personal Information
Luke Skywalker
Person Number 500120

Person Phone: Home Phone (123-4567)

	Current	Proposed
Phone Number	123-4567	765-4321
From Date	2019-01-01	2020-09-20

Show Detail

Withdraw

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

Communication

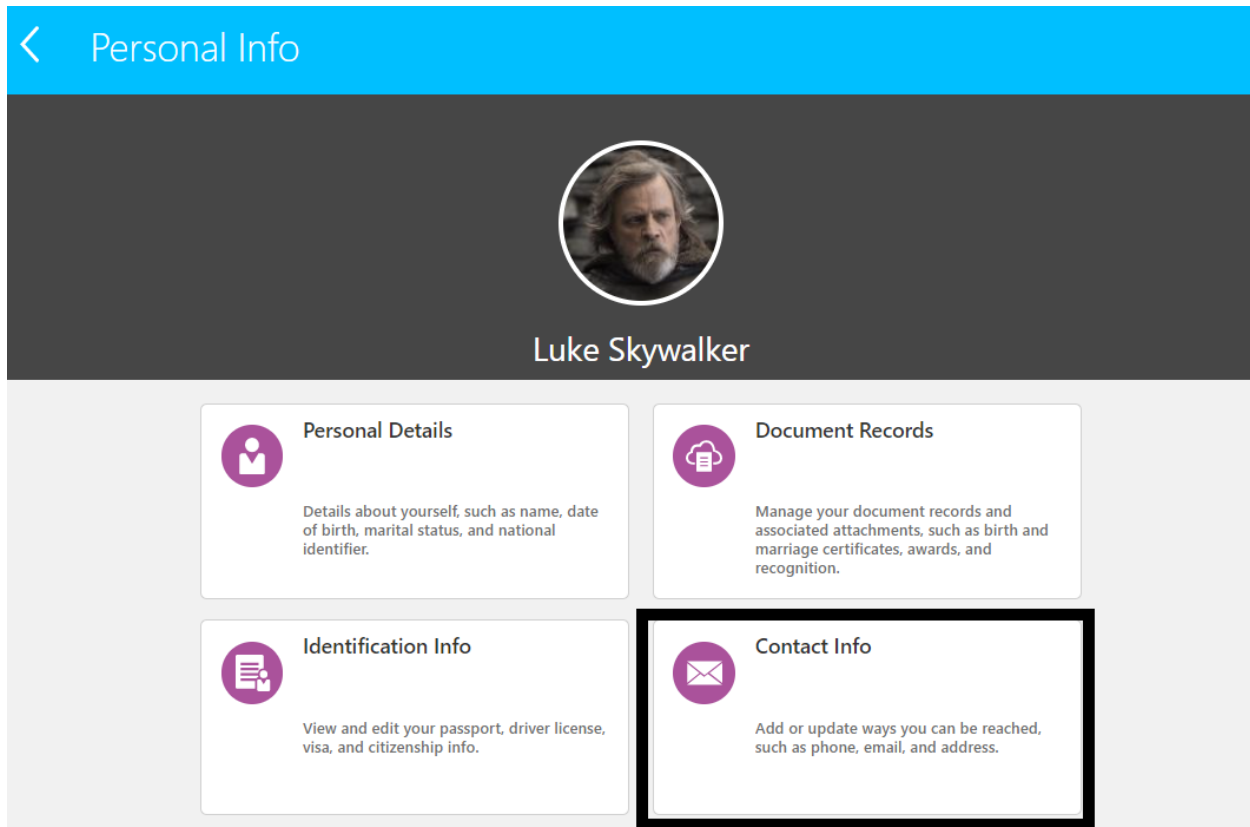
+ Add ^

Work Phone
1-402-441-1234

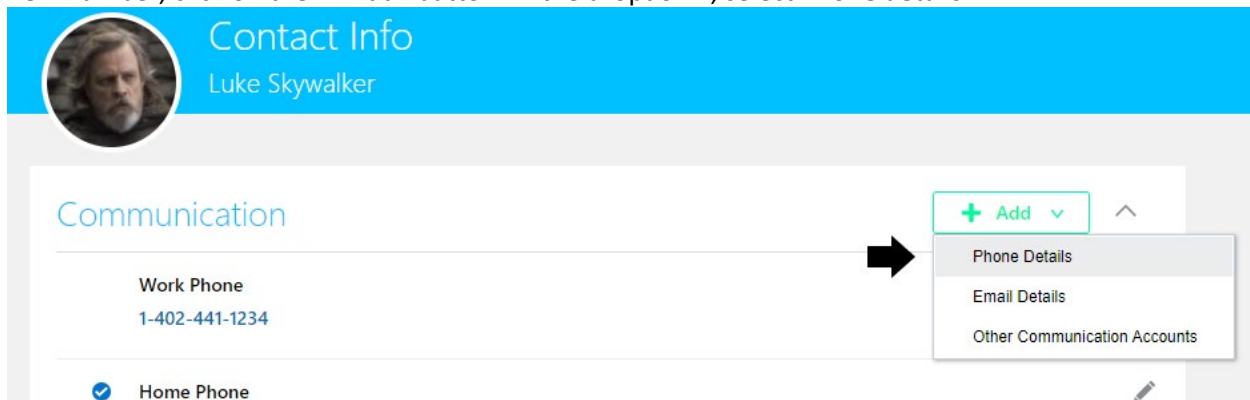
Home Phone
1-402-765-4321

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.

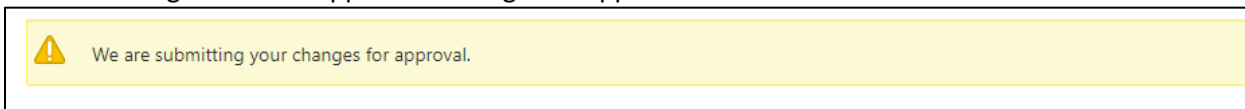
Choose the type from the dropdown menu. Enter in the Area Code in the field. Only the 7 digits of the phone number can be entered in the number field, be sure to put the area code in the separate area code field. In the From Date field, enter in the date that this number is effective for you. When done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

Communication

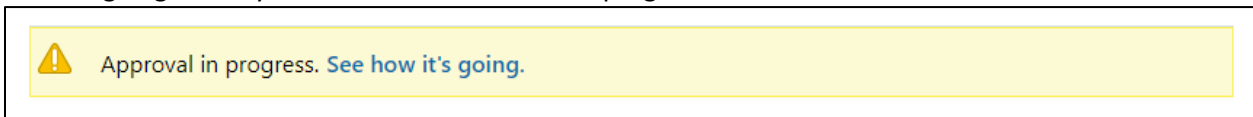
The form contains the following fields and controls:

- *Type:** A dropdown menu with "Home Cell Phone" selected. An arrow points to this field.
- Extension:** An empty text input field.
- Country:** A dropdown menu with "United States 1" selected. An arrow points to this field.
- *From Date:** A date picker field showing "09/27/2020".
- Area Code:** A text input field containing "402". An arrow points to this field.
- To Date:** A date picker field with the placeholder "mm/dd/yyyy".
- *Number:** A text input field containing "555-1234". An arrow points to this field.
- Primary:** A checkbox labeled "Primary" which is currently unchecked.
- Buttons:** A green "Submit" button and a light green "Cancel" button. The "Submit" button is highlighted with a black box and an arrow.

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.

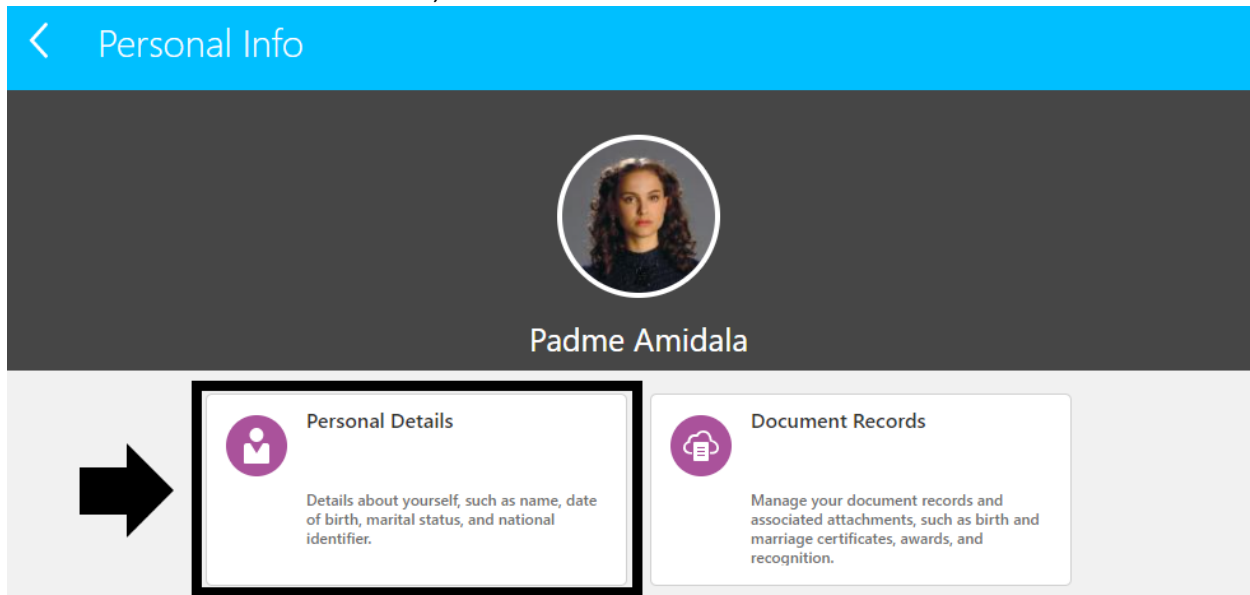
The contact info section for Luke Skywalker includes:

- A circular profile picture of Luke Skywalker.
- The name "Luke Skywalker" and the title "Contact Info".
- A blue "Withdraw" button highlighted with a black box and an arrow.
- A yellow warning banner below with a triangle icon and the text "Approval in Progress".

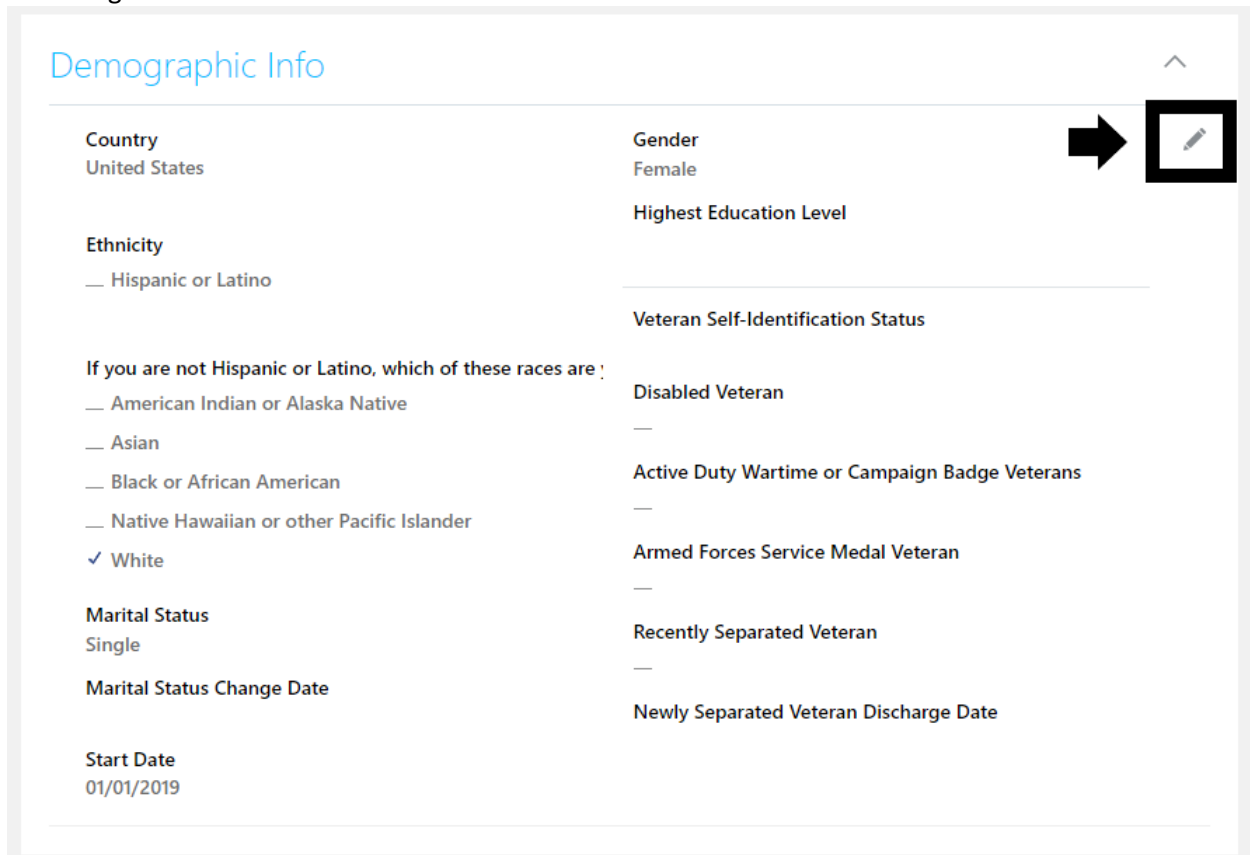
On the Contact Info page, the flag will disappear when the approval process is complete.

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:

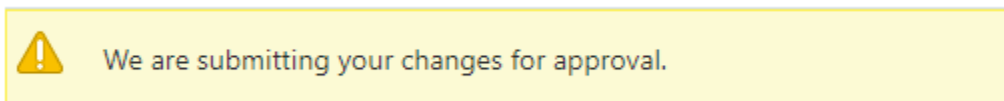


Use the dropdown menu to choose your new marital status:

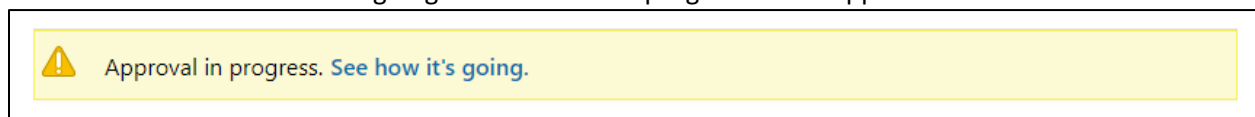
Marital Status

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.

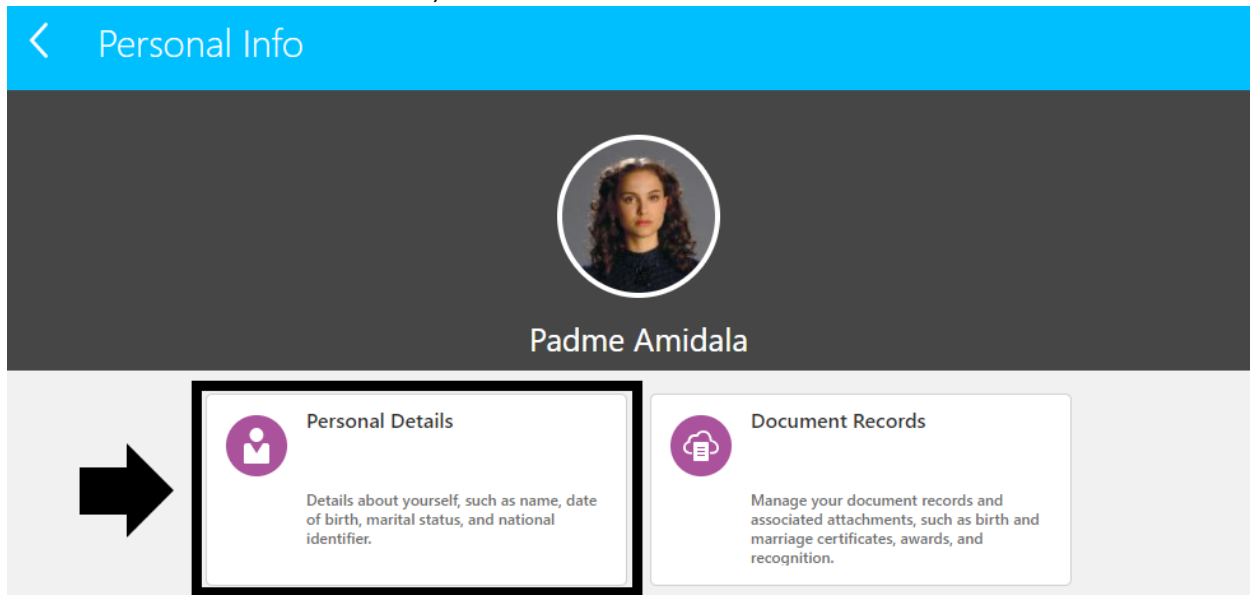
The screenshot displays a user profile for Padme Amidala. At the top left is a circular profile picture. To its right, the text reads "Personal Details" and "Padme Amidala". A black arrow points from this text to a blue "Withdraw" button on the right. Below this is a yellow warning banner with a triangle icon and the text "Approval in Progress". The main content area has a grey header "Change Personal Information" and "Padme Amidala" with "Person Number 500225" below it. Underneath is a section titled "Legislative Information: United States" with "Effective Date: 09/19/2020". A table shows "Marital Status" with "Current" as "Single" and "Proposed" as "Married". A black arrow points to a blue "Show Detail" button.

	Current	Proposed
Marital Status	Single	Married

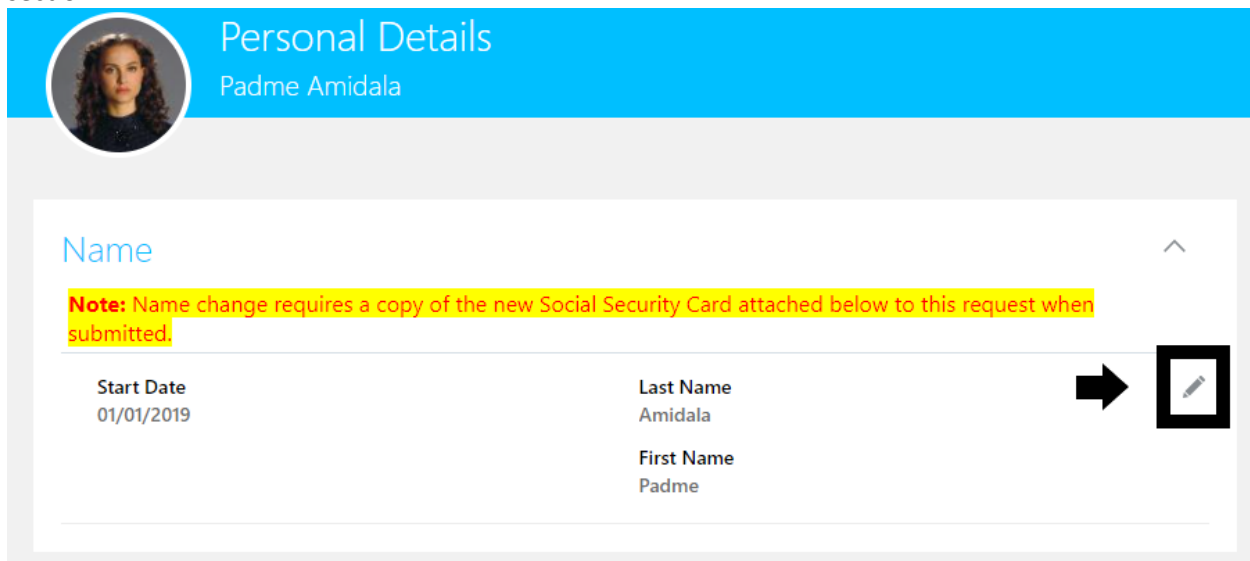
Once approval process has completed, you will no longer see the flag in the demographic info section, and you will see the change reflected in the section.

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.

Name

Note: Name change requires a copy of the new Social Security Card attached below to this request when submitted.

Submit Cancel

*When does this name change start?
mm/dd/yyyy
Enter 01/01/2019 if you're correcting a mistake in your name.

Suffix
Select a value

*Last Name
Amidala

Middle Name

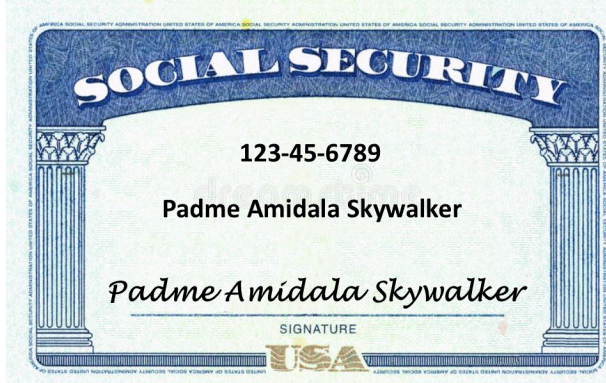
*First Name
Padme

Known As Name

Attachments

Drag files here or click to add attachment

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:

Name

Note: Name change requires a copy of the new Social Security Card attached below to this request when submitted.

Submit Cancel

*When does this name change start?
09/23/2020
Enter 01/01/2019 if you're correcting a mistake in your name.

Suffix
Select a value

*Last Name
Skywalker

Middle Name
Amidala

*First Name
Padme

Known As Name

Attachments

Drag files here or click to add attachment

Padme Amidala new card.pdf (192.02 KB)

Miscellaneous
By Padme Amidala on 09/28/2020

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



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.



Approval in progress. [See how it's going.](#)

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 ^

Note:

- If you are an Employee changing your name, a copy of the new Social Security Card needs to be attached below to this request when submitted.
- This is not needed for contacts.

<p>Start Date 09/23/2020</p> <p>Last Name Skywalker</p>	<p>First Name Padme</p> <p>Middle Name Amidala</p>
---	--

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:

The screenshot shows a mobile application interface for a user named Luke Skywalker. At the top is a blue header with a back arrow and the text "Personal Info". Below this is a dark grey profile section featuring a circular profile picture of Luke Skywalker and his name "Luke Skywalker". The main content area consists of six white tiles arranged in a 2x3 grid, each with a purple icon and a title. The "Family and Emergency Contacts" tile in the bottom middle is highlighted with a thick black border. The tiles are: "Personal Details" (person icon), "Document Records" (document icon), "Identification Info" (ID card icon), "Contact Info" (envelope icon), "Family and Emergency Contacts" (group of people icon), and "Employment Info" (person with pencil icon).

Icon	Title	Description
	Personal Details	Details about yourself, such as name, date of birth, marital status, and national identifier.
	Document Records	Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
	Identification Info	View and edit your passport, driver license, visa, and citizenship info.
	Contact Info	Add or update ways you can be reached, such as phone, email, and address.
	Family and Emergency Contacts	Add family and friends to contact in case of emergency.
	Employment Info	Details about your assignment, such as legal employer, business unit, department, and location.

[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:

The screenshot shows a mobile application interface for a 'Personal Info' menu. At the top is a blue header with a back arrow and the text 'Personal Info'. Below this is a dark grey profile section featuring a circular profile picture of Luke Skywalker and his name 'Luke Skywalker'. The main area contains six white tiles with purple icons and text:

- Personal Details:** Details about yourself, such as name, date of birth, marital status, and national identifier.
- Document Records:** Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Identification Info:** View and edit your passport, driver license, visa, and citizenship info.
- Contact Info:** Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts:** Add family and friends to contact in case of emergency.
- Employment Info:** Details about your assignment, such as legal employer, business unit, department, and location. This tile is highlighted with a thick black border.

[Submit Resignation](#)

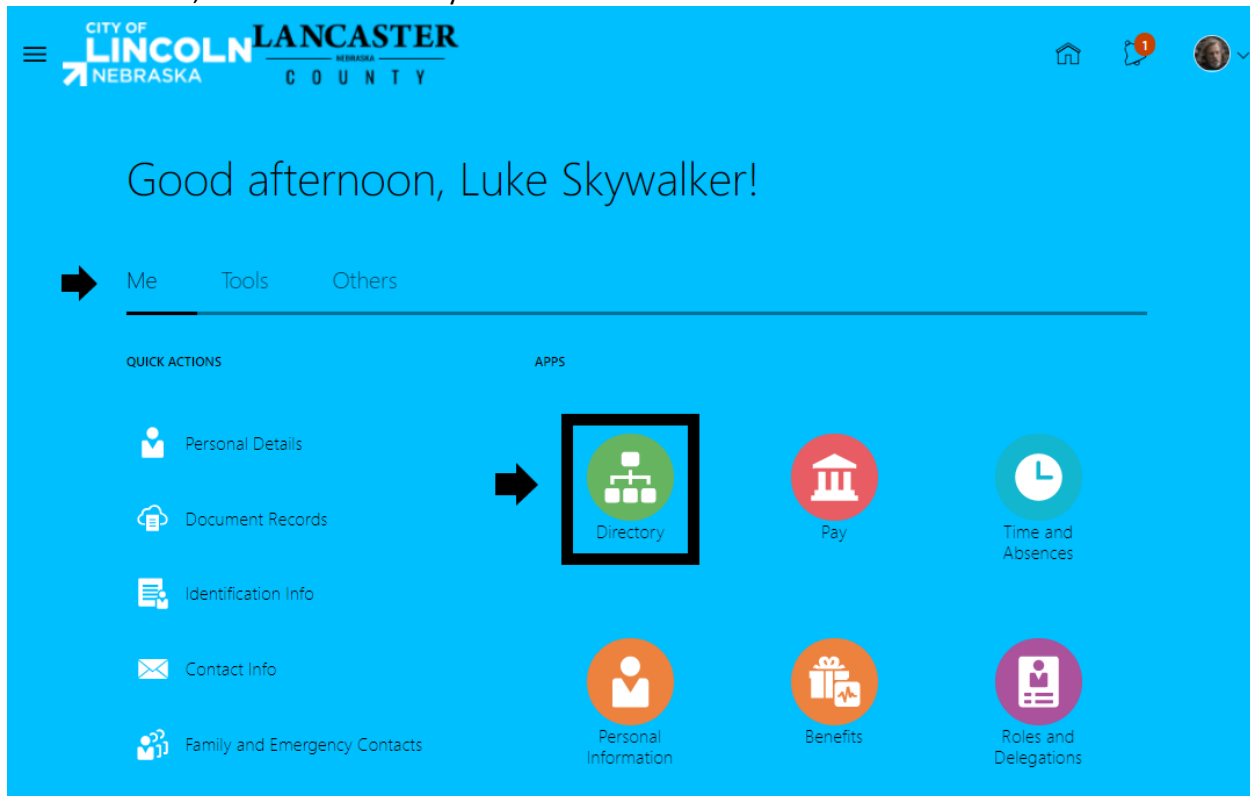
Please check back for instructions.

[Share Public Data](#)

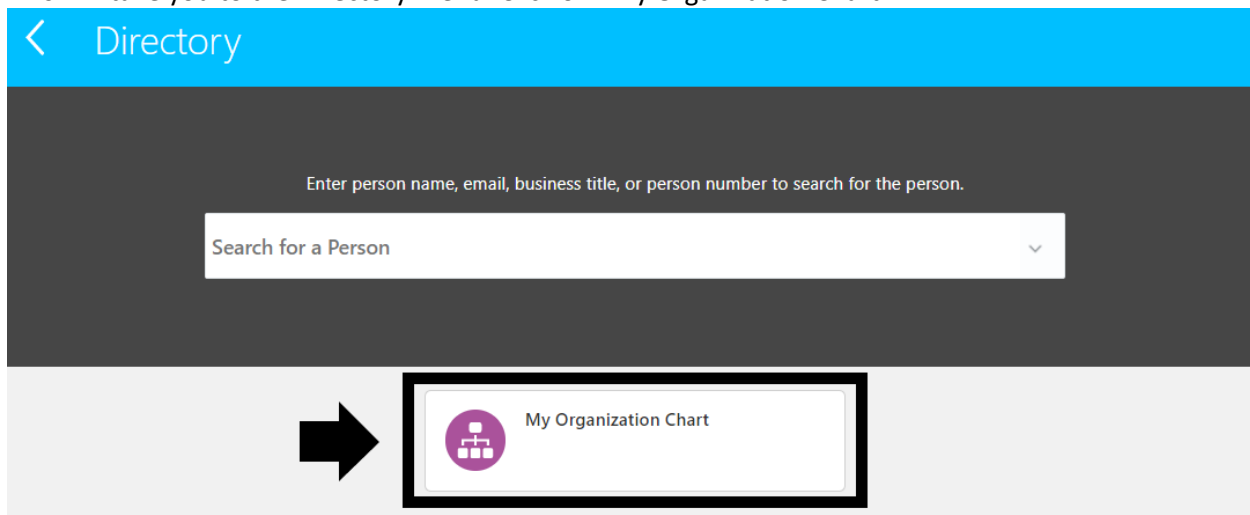
Please check back for instructions.

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:

Organization Chart

Search... Show Filters | *** > Amzi Eldona Avila > Obi Wan Kenobi > Luke Skywalker

Sort By Name ascending

Obi Wan Kenobi
Park Maintenance Supervisor
ObiWan.Kenobi@mailinator.com

Padme Amidala
Office Specialist
Padme.Amidala@mailinator.com

Leia Organa
Office Specialist
Leia.Organa@mailinator.com

Anakin Skywalker
Laborer I
anakin.skywalker@mailinator.com

Luke Skywalker
Laborer I
Luke.Skywalker@mailinator.com

Mace Windu
Police Officer
mace.windu@mailinator.com

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

Sort By Name ascending

- Business title ascending
- Business title descending
- Name ascending**
- Name descending


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

Leia Organa ←
Office Specialist
Leia.Organa@mailinator.com

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

[Public Info](#)
Leia Organa

Actions ▾



Leia Organa 🇺🇸
Office Specialist

Contact Info Download

Work Email Leia.Organa@mailinator.com	Location Lincoln
Local Time Sun 8:13 PM (UTC)	Work Address 555 South 10th Street LINCOLN, NE 68508 UNITED STATES