Submitting Supporting Documentation in PeopleSoft

Supporting documentation is required to add a dependent to any health plan (medical, dental, vision and/or critical illness).

- Provide a government issued marriage certificate for a spouse and a birth certificate for a child.
- To add a Domestic Partner provide your CA State Registration or an Affidavit of Domestic Partnership.

If you have questions about supporting documentation, please email DHRBenefits.FGG@sdcounty.ca.gov for assistance.

To submit supporting documentation through PeopleSoft Employee Self Service, follow these steps:

STEP 1

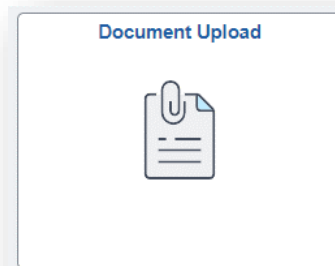**At a County computer, log onto PeopleSoft Self Service**

STEP 2

Click on the Benefit Details Tile

Benefit Details

STEP 3

Click on the Document Upload Tile

Document Upload

STEP 4

Click OK

To submit Supporting Documentation, click on the magnifying glass.

- If you are a new hire making elections for the first time, please select "HIR" for a Hire event.
- If you have experienced a Qualifying Life Event, please select the description that best fits your event.
- If you are submitting Supporting Documentation for Open Enrollment, please select "OE" for Open Enrollment.

- (0,0)

OK

STEP 5

Click the magnifying glass

Select appropriate Life Event Type

Click Add

Document Upload

| Find an Existing Value | Add a New Value |

*Life Event Type [🔍]

Add

STEP 6

Click Add Attachment

Document Upload

▼ Instructions

When you enroll dependents in medical, dental, vision and/or critical illness insurance, you must provide supporting documents showing proof of relationship. Documents include, but are not limited to, marriage certificates, domestic partner affidavits, birth certificates and adoption paperwork. Please view the Benefits Guide for additional information.

You may also submit documentation to initiate a Qualifying Life Event that may include marriage certificates, divorce decrees, hospital record of birth, proof of gain or loss of other coverage, etc.

In **Dependent Info**, you can check to see which dependents are listed. Note: If the "Supporting Documents Received" column is blank for a dependent, then supporting documentation is needed.

Please select the **Add Attachment** button below and upload the supporting document(s) from your computer.

If you do not see the "Add Attachment" button here, please move on to the next screen and continue with your Open Enrollment selections. When exiting Open Enrollment, please go back to Self Service – Benefit Details – Document Upload and upload your documentation there.
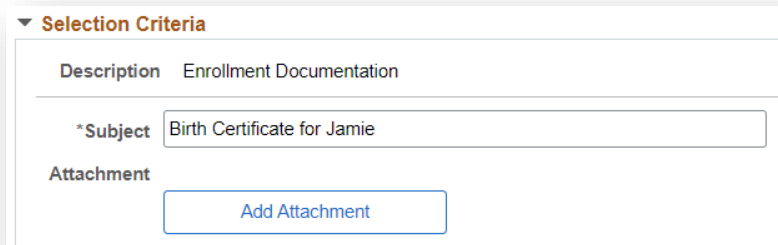
If you have any questions, please contact Employee Benefits at DHRBenefits.FGG@sdcounty.ca.gov for assistance.

Add Attachment

In the Subject field type a brief description of the document

Click Add Attachment
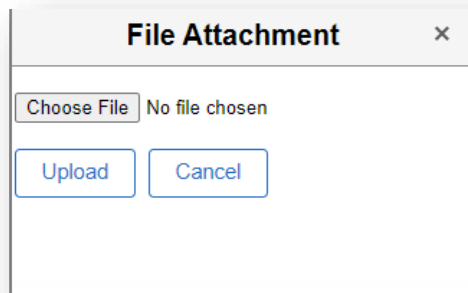
▼ Selection Criteria

Description Enrollment Documentation

*Subject Birth Certificate for Jamie

Attachment
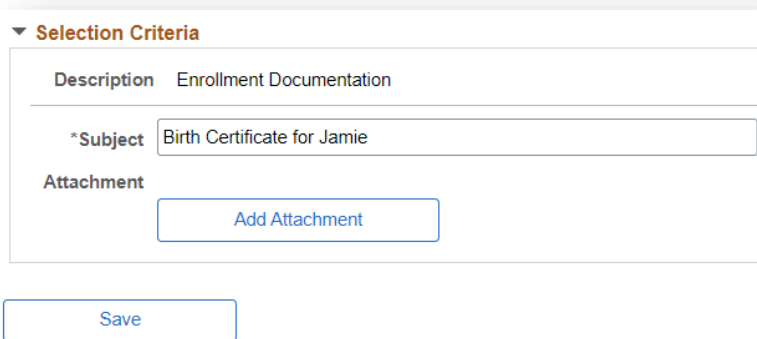
Add Attachment

Click on Choose File and once selected click Upload

File Attachment ✕

Choose File No file chosen

Upload   Cancel

Click Save

▼ Selection Criteria

Description Enrollment Documentation

*Subject Birth Certificate for Jamie

Attachment

Add Attachment

Save

After you have saved your document, you will see a message that states approval is required. You will receive an approval notification after the Benefits Division has reviewed and saved your document.

If you have trouble using PeopleSoft, you can also email any supporting documentation directly to DHRBenefits.FGG@sdcounty.ca.gov