


Employee Self Service: Benefits Information

Purpose: This document describes the key points in reviewing benefit information for yourself and any dependents within PeopleSoft 8.9 Employee Self Service (ESS).

Topics Covered:

- [Review the Benefits Summary Page](#) (pg. 2)
 - [Review the Health Plans Page](#) (pg. 4)
- [Review the Health Care Summary Page](#) (pg. 5)
- [Review the Health Care Dependent Summary Page](#) (pg. 6)

PeopleSoft 8.9	Key Changes
<p>New to Pages Covered in this Job Aid</p> <p> There are no changes to the Benefits Information pages.</p> <p> For more information about the changes and new features in PeopleSoft 8.9, check out the Self Service page on HARVie http://harvie.harvard.edu/ess/selfservice/. There you will find online courses, work instructions, and more.</p>	

Business Rules	
Changing Your Benefit Information	If any of your benefit information needs to be changed, contact the Benefit Services Group (617) 496-4001.

- Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>
- If any of your benefit or dependent information is incorrect, please contact the Benefits Service Group at (617) 496-4001.

Review the Benefits Summary Page



Navigation: Access the Benefits Summary page by selecting the following path: [Self Service](#)>[Benefits](#)> **Benefits Summary**:

Benefits Summary

Jill Pendleton

To view your benefits as of another date, enter the date and click Go:

(A)

(B)

(C)

Type of Benefit	Plan Description	Coverage or Participation
Medical	Harvard Pilgrim HMO	Family
Dental	Delta Dental	Family
Same Sex Medical Coverage		Waived
Same Sex Dental Coverage		Waived
Life	Basic Life Insurance 0.5x	0.5 X Salary
Supplemental Life		Waived
Short-Term Disability	Short Term Disability	Enrolled
Long-Term Disability	Long Term Disability	Enrolled
Flex Spending Health - U.S.		Waived
Flex Spending Dependent Care		Waived

For more information on Benefits programs, visit our Benefits Web Site: <http://harvie.harvard.edu/benefits/>

(D)

BSG Comments: The Benefits Summary page shows your current benefit elections for medical and dental coverage, life insurance, disability coverage, medical and dependent care flexible spending accounts. Other miscellaneous deductions such as long term care and car insurance are not included.

Pension, TDA and 457(b) information can be verified through the Harvie link above. (click on "Harvard University Retirement Center" link under the Retirement section.)

Page Summary: On this page, review your benefits summary information as of the date specified. Click on one of the Medical or Dental links, if applicable, to see additional detail about that benefit.


Section	Field/Table	Data Requirement	Description/Additional Information
A	Benefits Date Selection	Automatically fills with today's date.	To view historical or future information, enter the date in MM/DD/YYYY format or click <input type="button" value="⌵"/> to select a date, then click "Go."

- Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>
- If any of your benefit or dependent information is incorrect, please contact the Benefits Service Group at (617) 496-4001.

Section	Field/Table	Data Requirement	Description/Additional Information
B	Benefits Summary Table	N/A	View your benefit plan participation settings as of the date specified in section A, including: <ul style="list-style-type: none"> • Medical • Dental • Qualified Domestic Partner – Medical • Qualified Domestic Partner – Dental • Life • Supplemental Life • Short-Term Disability • Long-Term Disability • Flex Spending Health (U.S.) • Flex Spending Dependent Care
C	Benefit Type – link	N/A	Click to view plan level information on your medical, dental, same-sex medical, or same-sex dental plan. See page 4 for more detail.
D	Benefits Website – link	N/A	Click to access the Benefits Website on HARVie.

- Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>
- If any of your benefit or dependent information is incorrect, please contact the Benefits Service Group at (617) 496-4001.

Review the Health Plans Page

 **Navigation:** Access the Health Plans page by selecting clicking on one of the plan links on the Benefits Summary Page. In this example, the “Medical” link was selected:

Medical

Jill Pendleton
To view your benefits as of another date, enter the date and click Go:

(A)

Medical

(B) **Plan Name:** Harvard Pilgrim HMO
Plan Provider: [Harvard Pilgrim Health Care](#)
Coverage: Family
Group Number: 10987654321
Customer Service: Ext:


(C) **Covered Dependents**



Name	Relationship
Lance Pendleton	Spouse

Additional Information

[Return to Employee Benefit Summary](#)

Page Summary: On this page, view more detail about a selected health plan. Click the Plan Provider link to be directed to the plan’s website.

 **NOTE:** If the [Future Changes](#) link appears below the date field, it indicates that a change has been made to the plan that is beyond the current date that you are viewing. To see the changes, click [Future Changes](#).

Section	Field/Table	Data Requirement	Description/Additional Information
A	Benefits Date Selection	Automatically fills with today’s date.	To view historical information, enter the date in MM/DD/YYYY format or click <input type="button" value="B1"/> to select a date, then click “Go.”
B	Plan Information	N/A	Provides additional information on the plan. If the plan provider name is a hyperlink, click the link to view the plan provider’s website.
C	Covered Dependents	N/A	Lists the dependent/beneficiaries that are enrolled in the plan as of the date in the date field.  Note: Click a dependent to bring you to the Dependent/Beneficiary Data page, where you can view and change information on your dependent.  Note: Dependent data is not available prior to January 1, 2005.

- Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>
- If any of your benefit or dependent information is incorrect, please contact the Benefits Service Group at (617) 496-4001.


Review the Health Care Summary Page

 **Navigation:** Access the Health Care Summary Page by selecting the following path: [Self Service>Benefits>Benefits Information](#) > **Health Care Summary**:

Health Care Summary

Jill Pendleton


To view your benefits as of another date, enter the date and click Go:

10/17/2006  Go

Type of Benefit	Plan Description	Coverage or Participation
Medical	Harvard Pilgrim HMO	Family
Dental	Delta Dental	Family
Same Sex Medical Coverage		Waived
Same Sex Dental Coverage		Waived

[Health Care Dependent Summary](#)

Page Summary: On this page, view health care benefits summary information is available to view as of the date in section A. Click on one of the Medical or Dental links, if applicable, to see additional detail about the benefit.

Section	Field/Table	Data Requirement	Description/Additional Information
A	Benefits Date Selection	Automatically fills with today's date.	To view historical or future information, enter the date in MM/DD/YYYY format or click  to select a date, then click "Go."
B	Type of Benefit	N/A	Shows all medical and dental benefits. Click a benefits link for more information about the benefit. See page 4 for more information.

- Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>
- If any of your benefit or dependent information is incorrect, please contact the Benefits Service Group at (617) 496-4001.

Review the Health Care Dependent Summary Page

 **Navigation:** Access the Health Care Dependent Summary Page by selecting the following link: [Self Service>Benefits>Dependents and Beneficiaries> Health Care Dependent Summary:](#)

Health Care Dependent Summary

Jill Pendleton

Click the link to view your dependents by their name or type of benefit.

To view your benefits as of another date, enter the date and click Go:

(A)

[Dependent's Summary by Name](#) **(C)**

Type of Benefit	Description	Name	Relationship
Medical	Harvard Pilgrim HMO	Lance Pendleton	Spouse
Dental	Delta Dental	Lance Pendleton	Spouse

(B)

Benefits Summary

NOTE:
 Dependent children are eligible for health and dental coverage through age 19.
 Between age 19-25, dependent children are eligible for coverage while they are full-time students.
 You need to comply with your plan's Student Verification process in order to maintain coverage for a dependent student.
 Coverage may be cancelled retroactively if this process isn't completed.

Page Summary: On this page, view the health care benefits that each of your dependents are enrolled in. Click a dependent's name to view the Dependent/Beneficiary Personal Information page. For more information about Dependent/Beneficiary information, reference the work instructions for Dependent Information.

Section	Field/Table	Data Requirement	Description/Additional Information
A	Benefits Date Selection	Automatically fills with today's date.	To view historical or future information, enter the date in MM/DD/YYYY format or click <input type="button" value="B1"/> to select a date, then click "Go."
B	Covered Dependents	N/A	Lists the dependent/beneficiaries that are enrolled in the plan as of the selected date.
C	Dependent's Summary by Name <i>link</i>	N/A	Click for an alternate view of the dependent/beneficiary's data. As the name implies, the information is listed by each dependent/beneficiary, rather than by each plan.

- Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>
- If any of your benefit or dependent information is incorrect, please contact the Benefits Service Group at (617) 496-4001.