



Good afternoon, Courtney Dainty!

Things to Finish

Assigned to Me
4

Created by Me
24

Upload Required Document for Adding New Spouse or Dependent to Benefits - Job Aid

This flow will help you upload the required documents to add someone to your benefits.

You have hidden all open notifications.

Show More




Good afternoon, Courtney Dainty!

Things to Finish

Assigned to Me
4

Created by Me
24



You have hidden all open notifications.

1/10

Click Me



Show More

Me My Team My Client Groups Benefits Administration Help Desk Contract Management Receivables >

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info

APPS

2/10

Click **Personal Information**

Director's Office Checklist Tasks Pay Time and Absences

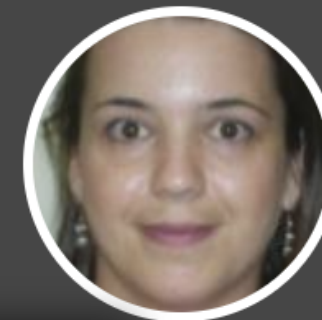
Career and Performance **Personal Information** Brazos Learning Benefits Current Jobs

Web Clock **Guided Learning** Expenses

+



< Personal Info



ney Dainty

3/10

Click **Document Records**



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.



Additional Assignment Info

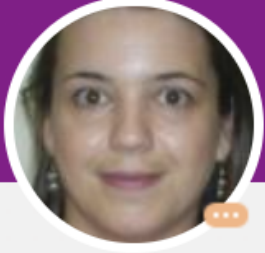
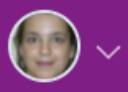
View more details about your assignment.



My Compensation

View your compensation details, such as salary and personal contributions.

Guided Learning



Document Records

Courtney Dainty

4/10
Click Add

Document Records

+ Add

Search by type, name, or num

Show Filters

Sort By Last Updated - Descenc

Document Type

Payslip

Name

PAYSLIP

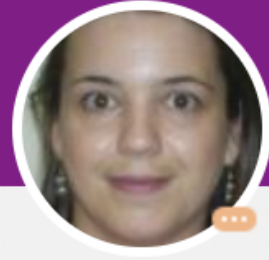
Category

Payroll

Last Updated Date

8/31/2020

Guided Learning



Add Document
Courtney Dainty

Submit

Cancel

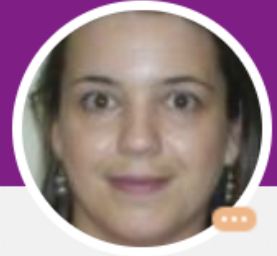
Document Details

*Document Type

5/10

Click here and select the type of document you are uploading.

Some examples include Marriage Certificate, Birth Certificate, Adoption Certificate, Legal Custody Certificate, etc.



Add Document

Courtney Dainty

Submit

Cancel

Document Details

*Document Type

Birth certificate



Category
Benefits

6/10
Enter a **Name** for the document you are uploading

*Name

Country

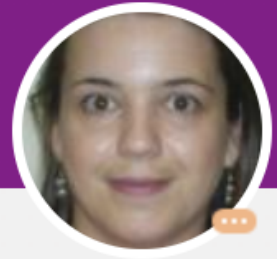
All Countries

Context Value

Attachments

Drag files here or click to add attachment

Guided Learning



Add Document
Courtney Dainty

Submit

Cancel

Document Details

*Document Type

Birth certificate

Country

All Countries

Category
Benefits

Context Value

*Name

7/10

Now you can either drag the file here to upload it or click the box below and select **Add File** to open a window to select the file.

Attachments



Drag files here or click to add attachment

Guided Learning



Add Document
Courtney Dainty

8/10
Click **Submit**

Submit

Cancel

Document Details

*Document Type

Birth certificate

Country

All Countries

Category

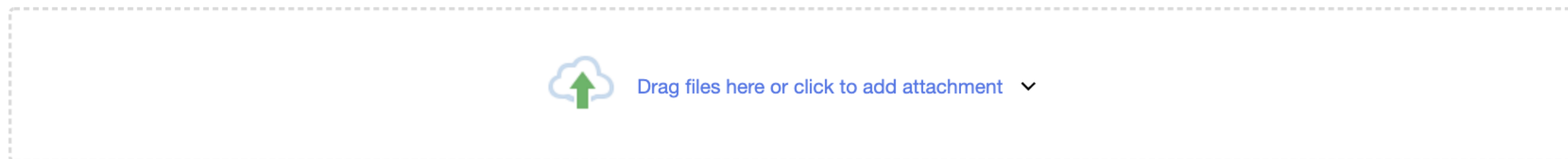
Benefits

Context Value

*Name

Marley's Birth Certificate

Attachments



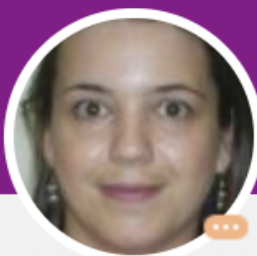
Drag files here or click to add attachment

family.jpeg (8.02 KB)

By Courtney Dainty on 8/31/2020



Guided Learning



Document Records

Courtney Dainty

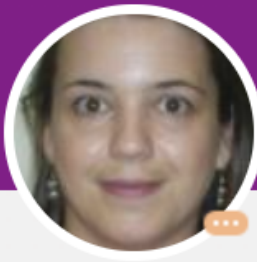
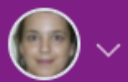
9/10
The **Document** should show below.

Document Records

+ Add

Search by type, name, or num		Show Filters	Sort By
			Last Updated - Descenc
Document Type Birth certificate	Name Marley's Birth Certificate	Category Benefits	Last Updated Date 8/31/2020
Document Type Payslip	Name PAYSZIP	Category Payroll	Last Updated Date 8/31/2020

Guided Learning



Document Records

Courtney Dainty

10/10

Click **Home** to return to your home screen

Document Records

+ Add

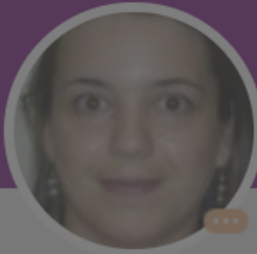
Search by type, name, or num

Show Filters

Sort By Last Updated - Descend

<p>Document Type Birth certificate</p> <p>Category Benefits</p>	<p>Name Marley's Birth Certificate</p> <p>Last Updated Date 8/31/2020</p>
<p>Document Type Payslip</p> <p>Category Payroll</p>	<p>Name PAYSLIP</p> <p>Last Updated Date 8/31/2020</p>

Guided Learning



Document Records

Courtney Dainty

Document Records

+ Add

Search by type, name, or num

Show Filters

Sort By Last Updated - Descend

You have uploaded your document.

Document Type

[Birth certificate](#)

Category

Benefits

Last Updated Date

8/31/2020

Document Type

[Payslip](#)

Category

Payroll

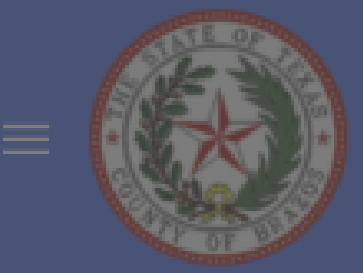
Name

PAYSLIP

Last Updated Date

8/31/2020

Guided Learning



Good afternoon, Courtney Dainty!

Test Instance

Assigned to Me

11

Created by Me

1

Show More

Add Contact (to cover on benefits) - Job Aid

This flow will show you how to a contact in Oracle. This is necessary to cover this person on your insurance.

You have hidden all open notifications.



Good afternoon, Courtney Dainty!

Test Instance

Assigned to Me

11

Created by Me

1



You have hidden all open notifications.

1/18 ×
Click Me

Created by Me

1

You have hidden all open notifications.

Show More

Me

My Team

My Client Groups

Benefits Administration

Help Desk

Procurement

My Enterprise

Tools >

QUICK ACTIONS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

APPS



Directory 2/18



Checklist Tasks



Pay



Time and Absences



Career and Performance



Personal Information



Learning



What to Learn



Benefits

Click **Personal Information**



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.

3/18

Click the **Family and Emergency Contacts** tile



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.

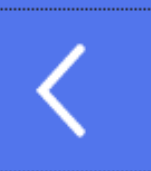


My Compensation

View your compensation details, such as salary and personal contributions.



Guided Learning



Family and Emergency Contacts

Michael Matott

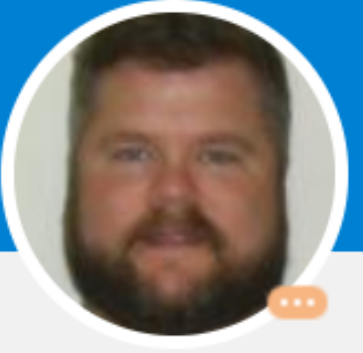
4/18
Click the **Add** button to display the types of contacts you may add

My Contacts

+ Add



There's nothing here so far.



Family and Emergency Contacts

Any information documented is subject to verification by Brazos County and will become part of your permanent employment record. Providing inaccurate information is subject to di

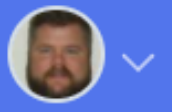
My Contacts

Pamela Holland
Spouse

5/18 ×
Click **Create a New Contact** to add a family member or dependent as a contact.

- Select a Coworker as a Contact
- Create a New Contact

Guided Learning



New Contact

Submit

Cancel

Basic Information

6/18 ×
Enter the contact's **Last Name**

*Last Name

*First Name

Suffix

Middle Name

Guided Learning



New Contact

Submit

Cancel

Basic Information

*Last Name

7/18



Enter the contact's **First Name**

*First Name

Suffix

Middle Name

Guided Learning



New Contact

Submit

Cancel

Basic Information

*Last Name

Dainty

Suffix

*First Name

Suki

Middle Name

*Relationship

Child

8/18 ×

Click here and select the appropriate **Relationship** for this contact from the list of values

value ▼

*What's the start date of this relationship?

08-01-2020

h

mm-dd-yyyy

This person is an emergency contact

Communication

Phones

Guided Learning

Suffix

Middle Name

*Relationship

*What's the start date of this relationship?

Gender

Date of Birth

This person

9/18

If you are adding a **new child** so that you can add them to your health insurance, use their **birthdate** as the date here.

If you are adding a **spouse**, use your **marriage date** as the date here. If you are adding a step-child to be covered by insurance, you can also use the marriage date.

If you are just adding a regular contact, use today's date as the **Start Date of the Relationship**.



New Contact

Submit

Cancel

Basic Information

*Last Name

Dainty

*First Name

Suki

*Relationship

Child

*What's the start date of this relationship?

08-01-2020

Suffix

Middle Name

Gender

Date of Birth

mm-dd-yyyy

This person is an emergency contact

10/18

Fill in these fields if you would like. Remember, the fields marked with a * are required.

Then click **Next** here

Communication

Phones

Type

Guided Learning

*What's the start date of this relationship?

mm/dd/yyyy



Gender

Select a value



Date of Birth

mm/dd/yyyy



This person is an emergency contact

11/18

Click the check box if this contact is an emergency contact

Communication

Phones

Type

Select a value



Email

Type

***First Name**

Suki

***Relationship**

Child

***What's the start date of this relationship?**

08-01-2020

Middle Name

Gender

Select a value

Date of Birth

mm-dd-yyyy

This person is an emergency contact

Communication

Phones

Type

Select a value

12/18

Click here and select the appropriate type of phone number

Email

Type

Select a value

Address

Use My Address

*Relationship

Child

*What's the start date of this relationship?

08-01-2020

Gender

Select a value

Date of Birth

mm-dd-yyyy

This person is an emergency contact

Communication

Phones

Type

Home Mobile Phone

Country

United States 1

Area Code

*Number

9

Extension

*Start Date

To Date

mm-dd-yyyy

Email

Type

Select a value

13/18 ×
Enter their Area Code here

mm/dd/yyyy



This person is an emergency contact

Communication

Phones

Type

Home Phone



Country

United States 1



Area Code

*Number

Extension

14/18



Enter the contact's **Phone Number**

Country

United States 1

Area Code

*Number

Extension

*From Date

12/10/2019



To Date

mm/dd/yyyy



Email

Type

Select a value

15/18

Today's date defaults as the **Start Date**

To Date

mm-dd-yyyy



Email

Type

Select a value



Address

Use My Address

Select a value

Enter a New Address

16/18



If this person shares your address, leave the dot next to **Use My Address** and **select your address** from this drop-down.

If this person doesn't live with you, set the dot next to **Enter a New Address** (and enter the address).

Comments and Attachments

Comments

Empty text area for comments.

Attachments

Empty dashed box for attachments.



New Contact

Submit

Cancel

17/18

Review everything on this page and fill in additional details if needed.

Basic Information

*Last Name

Dainty

*First Name

Suki

*Relationship

Child

*What's the start date of this relationship?

08-01-2020

Suffix

Middle Name

Gender

Select a value

Date of Birth

mm-dd-yyyy

This person is an emergency contact

Communication

Phones



New Contact

Submit

Cancel

18/18

Click **Submit** to save and submit your new contact record

Basic Information

*Last Name

test

*First Name

test

Suffix

Middle Name

Guided Learning



New Contact

Submit

Cancel

Basic Information

*Last Name

test

*First Name

test

Suffix

Middle Name

You have successfully added a family or emergency contact to your Personal Information.

If this was a child or spouse, HR has been notified to open a Life Event to allow you to add this person to your benefits. You should get a notification when that happens.

Guided Learning

27
Created by Me
6

Changed Personal Information for William Holland
Dismiss

Job Requisition Applications Administrator - IT - 5 - 56 ready for job...
Dismiss

New job Requisition Applications Administrator - IT - 5 - 56 assigned to you
Dismiss

Changed Personal Information for William Holland
Dismiss

Show More

Me My Team My Client Groups Help Desk Procurement Tools Others

QUICK ACTIONS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

Directory

Onboarding

Checklist Tasks

Pay

Time and Absences



Career and Performance



Personal Information



Learning



What to Learn



Benefits

Enter a social security number on a Contact for Benefits - Job Aid

This flow walks you through adding a social security number to one of your contacts. A SSN is required on a contact to enroll them in benefits.

Guided Learning

<p>27</p> <p>Created by Me</p> <p>6</p>	<p>Changed Personal Information for William Holland</p> <p>William Holland</p> <p>Dismiss</p>	<p>Job Requisition Applications Administrator - IT - 5 - 56 ready for job...</p> <p>Dismiss</p>	<p>New Job Requisition Applications Administrator - IT - 5 - 56 assigned to you</p> <p>Dismiss</p>	<p>Changed Personal Information for William Holland ></p> <p>William Holland</p> <p>Dismiss</p>
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1/14 ×
 Click Me

Me My Team My Client Groups Help Desk Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

 Directory	 Onboarding	 Checklist Tasks	 Pay	 Time and Absences
 Career and Performance	 Personal Information	 Learning	 What to Learn	 Benefits
 Guided Learning				

Show More

Me

My Team

My Client Groups

Help Desk

Procurement

Tools

Others

QUICK ACTIONS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

APPS



Directory



Onboarding



Checklist Tasks



Pay



2/14 x

Click **Benefits**



Career and Performance



Personal Information



Learning



What to Learn



Benefits



Current Jobs



Roles and Delegations



Expenses

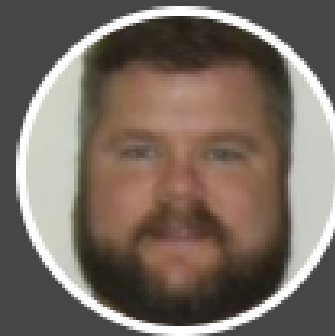


Show More

Guided Learning



< Benefits



William Holland

Review your benefits package and relevant info before you enroll.

[Make Changes](#)

3/14 ×
Click **People to Cover**



Pending Actions

Address your open items to complete enrollment



Your Benefits

See your current, past, and future enrollments



Report a Life Event

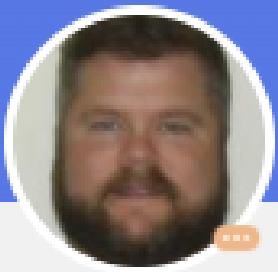
Record a life event for enrollment opportunities



People to Cover

Add family and others before you enroll

[Guided Learning](#)



People to Cover

William Holland



Information

4/14

Click the **name** of the contact

contacts. If you need to add a new Dependent or Beneficiary, please navigate to Me, Personal Information, Family and Emergency to add a new Beneficiary Organization or Trust, use the 'Add' button below in the Beneficiary Organization section.

People

Pamela Holland

Spouse

Stevie Ray Holland

Child

Baby Holland

Child

Beneficiary Organizations

[+ Add](#)

[Guided Learning](#)

Relationship Start Date
08-01-2020

Country
United States

Name



Start Date
08-01-2020

First Name
Stevie Ray

Last Name
Holland

Demographic Info



Address

National Identifiers



Additional Info



5/14



Click the arrow to expand the **National Identifiers** section

Guided Learning

08-10-2020

United States

Name



Start Date
08-10-2020

First Name
Baby

Last Name
Holland

Demographic Info



Address



National Identifiers

[+ Add](#)



There's nothing here so far.

Additional Info

[Guided Learning](#)



614 ×
Click **Add**

Name

Start Date
08-01-2020

Last Name
Holland

First Name
Stevie Ray

Demographic Info

Address

National Identifiers

7/14 ×
Click into the **Country** field and select **US**.

***Country**

Select a value ▼

***National ID Type**

Select a value ▼

***National ID**

Place of Issue

Submit

Cancel

Additional Info

[Guided Learning](#)

Name

Start Date
08-01-2020

Last Name
Holland

First Name
Stevie Ray

Demographic Info

Address

National Identifiers

***Country**

United States

Issue Date

mm-dd-yyyy

***National ID Type**

Select a value

Expiration Date

***National ID**

Place of Issue

Submit

Cancel

8/14

Click into the **National ID Type**

Guided Learning

Start Date
08-01-2020

Last Name
Holland

First Name
Stevie Ray

Demographic Info

Address

National Identifiers

***Country**

United States

***National ID Type**

Select a value

Select a value

Individual Taxpayer Identification Number

Social Security Number

Taxpayer Identification Number

Issue Date

mm-dd-yyyy

Expiration Date

mm-dd-yyyy

Place of Issue

Submit **Cancel**

9/14
Select Social Security Number

Additional Info

Last Name

Guided Learning

Last Name
Holland

Demographic Info

Address

National Identifiers

*Country

United States

*National ID Type

Social Security Number

*National ID

Issue Date

mm-dd-yyyy

Expiration Date

mm-dd-yyyy

Submit

Cancel

10/14

Enter the **Social Security Number** here

Additional Info

Guided Learning

Last Name
Holland

Demographic Info

Address

National Identifiers

*Country

United States

*National ID Type

Social Security Number

*National ID

Issue Date

mm-dd-yyyy

Expiration Date

mm-dd-yyyy

Place of Issue

11/14

Enter additional information if you have it.

Submit

Cancel

Additional Info

Guided Learning

Start Date

First Name

Start Date
08-10-2020

First Name
Baby

Last Name
Holland

Demographic Info

Address

National Identifiers

12/14

Click **Submit**

Submit

Cancel

*Country

United States

*National ID Type

Social Security Number

*National ID

444-55-7777

Issue Date

mm-dd-yyyy

Expiration Date

mm-dd-yyyy

Place of Issue

Additional Info

Guided Learning



27



Stevie Ray Holland

Delete

13/14



Click the **Back** button here

Relationship



Relationship

Child

Emergency Contact

No



Relationship Start Date

08-01-2020

Country

United States

Name



Start Date

08-01-2020

First Name

Stevie Ray

Last Name

Holland

Demographic Info



Guided Learning

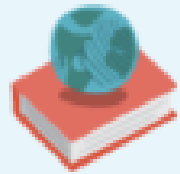
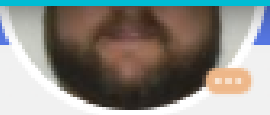


14/14



Click this back button

Cover



Information

Below are your current contacts. If you need to add a new Dependent or Beneficiary, please navigate to Me, Personal Information, Family and Emergency Contacts. If you want to add a new Beneficiary Organization or Trust, use the 'Add' button below in the Beneficiary Organization section.

People

Pamela Holland

Spouse

Stevie Ray Holland

Child

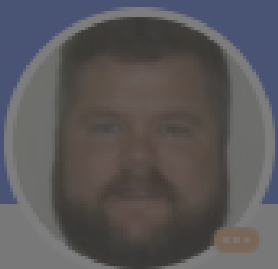
Baby Holland

Child

Beneficiary Organizations

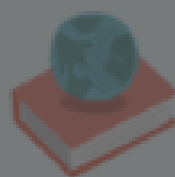
+ Add

Guided Learning



People to Cover

William Holland



Information

Below are your current contacts. If you need to add a new Dependent or Beneficiary, please navigate to Me, Personal Information, Family and Emergency Contacts. If you want to add a new Beneficiary Organization or Trust, use the 'Add' button below in the Beneficiary Organization section.

You have successfully added a social security number to a contact.

People

Pamela Holland

Spouse

Stevie Ray Holland

Child

Baby Holland

Child

Beneficiary Organizations

+ Add

Guided Learning