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

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

QUICK ACTIONS   APPS

Guided Learning

Good afternoon, Courtney Dainty!

Things to Finish

Assigned to Me 4 Created by Me 24	You have hidden all open notifications.

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

QUICK ACTIONS   APPS

Guided Learning

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
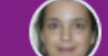
My Organization Chart

My Public Info

APPS

Directo...

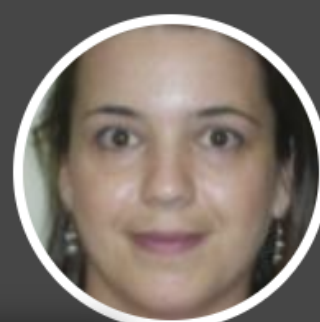Click **Personal Information**

...cklist Tasks

Pay

Time and Absences

Career and Performance

Personal Information

Brazos Learning

Benefits

Current Jobs

Web Clock

Guided Learning

Expenses

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

Document Records

+ Add

Search by type, name, or nun 🔍   Show Filters

Sort By Last Updated - Descenc ⌄

Document Type
Payslip

Name
PAYSLIP

Category
Payroll

Last Updated Date
8/31/2020

Guided Learning
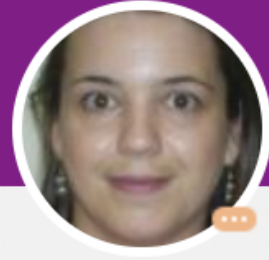
Add Document

Courtney Dainty

Cancel

Document Details

*Document Type

Select a value

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.
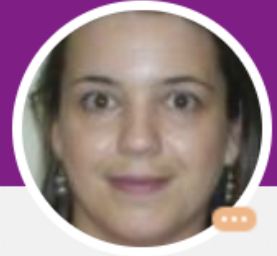
Guided Learning

Submit

Cancel

Document Details

*Document Type

Birth certificate ⓘ

Country
All Countries

Category
Benefits

Context Value

6/10   ✕

Enter a **Name** for the document you are
uploading

*Name

Attachments

☁⬆ Drag files here or click to add attachment ⌄

Guided Learning

Add Document

Courtney Dainty

Submit   Cancel

Document Details

*Document Type

Birth certificate ⓘ

Category
Benefits

*Name

Attachments

Country
All Countries

Context Value
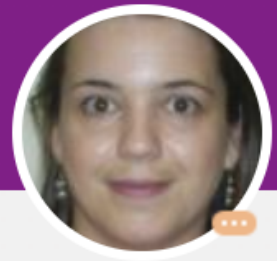
⬆️ Drag files here or click to add attachment ⌄

Guided Learning

Add Document
Courtney Dainty

Submit   **Cancel**

Document Details

*Document Type

Birth certificate

Country
All Countries

Category
Benefits

Context Value

*Name

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

Document Records

+ Add

Search by type, name, or nun 🔍   Show Filters

Sort By   Last Updated - Descend ⌄

Document Type	Name
Birth certificate	Marley's Birth Certificate
Category Benefits	**Last Updated Date** 8/31/2020

Document Type	Name
Payslip	PAYSLIP
Category Payroll	**Last Updated Date** 8/31/2020

Guided Learning

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

Document Records

Courtney Dainty

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

Last Updated Date
8/31/2020

Category
Benefits

Document Type
Payslip

Name
PAYSLIP

Last Updated Date
8/31/2020
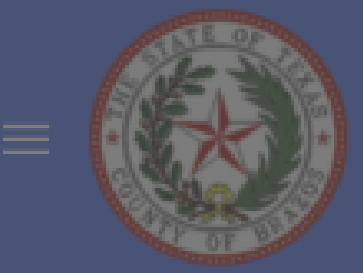
Category
Payroll

Document Records

[+ Add]

Search by type, name, or nun 🔍   Show Filters

You have uploaded your document.

Sort By Last Updated - Descenc ⌄

Document Type
Birth certificate

Category
Benefits

Last Updated Date
8/31/2020

Document Type
Payslip

Name
PAYSLIP

Category
Payroll

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.

Me   My Team   My Client Groups   Benefits Administration   Help Desk   Procurement   My Enterprise   Tools

Good afternoon, Courtney Dainty!

Test Instance

Assigned to Me

11

Created by Me

1

You have hidden all open notifications.

Me   My Team   My Client Groups   Benefits Administration   Help Desk   Procurement   My Enterprise   Tools

Created by Me

1

Show More

Me   My Team   My Client Groups   Benefits Administration   Help Desk   Procurement   My Enterprise   Tools ›

QUICK ACTIONS   APPS

Personal Details

Document Records   Directory   ecklist Tasks   Pay   Time and
                                                                                                        Absences

Identification Info

Contact Info

Family and Emergency Contacts   Career and   Personal   Learning   What to Learn   Benefits
                                  Performance   Information

My Organization Chart

My Public Info

Michael Matott

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.

My Compensation

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

Guided Learning

Guided Learning
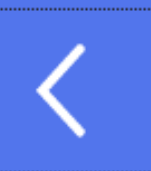
Family and Emergency Contacts
Michael Matott

MM

4/18   ✕

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

My Contacts

+ Add

There's nothing here so far.
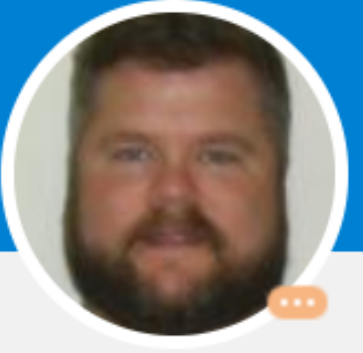
Family and Emergency Contacts

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

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
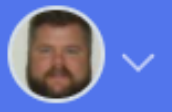
New Contact

Submit

Cancel

Basic Information

Enter the contact's **Last Name**

*Last Name

*First Name

Suffix

Middle Name

Guided Learning

Submit

Cancel

Basic Information

*Last Name

7/18   ✕

Enter the contact's **First Name**

*First Name

Suffix

Middle Name

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

*What's the start date of this relationship?

08-01-2020

mm-dd-yyyy

☐ This person is an emergency contact

Communication

Phones

Guided Learning

Suffix

Middle Name

*Relationship

Select a value ⌄

*What's the start date of this relationship?

mm/dd/yyyy 📅

Gender

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

Select a value ⌄

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.

Date of Birth

mm/dd/yyyy 📅

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

☐ This person

Guided Learning

New Contact

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

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
```

Click the check box if this contact is an emergency contact

☐ This person is an emergency contact

Guided Learning

Communication

Phones

Type

```
Select a value                                    ∨
```

Email

Type

*First Name

Suki

Middle Name

*Relationship

Child

Gender

Select a value

*What's the start date of this relationship?

08-01-2020

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

Gender

Select a value

*What's the start date of this relationship?

08-01-2020

Date of Birth

mm-dd-yyyy

☑ This person is an emergency contact

Communication

Phones

Type

Home Mobile Phone

*Number

9

Country

United States 1

Extension

Area Code

13/18   ✕

Enter their **Area Code** here

To Date

mm-dd-yyyy

Email

Type

Select a value

mm/dd/yyyy

☐ This person is an emergency contact

Communication

Phones

Type

Home Phone

Country

United States 1

Area Code

*Number

Extension

Enter the contact's **Phone Number**

Guided Learning

Country

United States 1

Area Code

*Number

Extension

*From Date

12/10/2019

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

To Date

mm/dd/yyyy

Email

Type

Select a value

Guided Learning

To Date

mm-dd-yyyy

Email

Type

Select a value ⌄

Address

⦿ Use My Address

Select a value

◯ Enter a New Address

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

Attachments

Address

(●) **Use My Address**

Select a value	⌄

( ) **Enter a New Address**

National Identifiers

Country

Select a value	⌄

Comments and Attachments

Comments

National Identifiers

Country

United States ⌄

***National ID**

***National ID Type**

Select a value ⌄

Select a value
Individual Taxpayer Identification Number
Social Security Number
Taxpayer Identification Number

Issue Date

m/d/yyyy 📅

✕

Select **Social Security Number**

National Identifiers

Country

United States ⌄

*National ID Type

Social Security Number ⌄

Enter the **Social Security Number** here

*National ID

Issue Date

m/d/yyyy 📅

National Identifiers

Country

United States ⌄

***National ID Type**

Social Security Number ⌄

***National ID**

Issue Date

m/d/yyyy 🗓️

Enter additional information if you have it.

New Contact

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

Guided Learning

Basic Information

*Last Name

test

*First Name

test

Suffix

Middle Name

Submit

Cancel

Basic Information

You have successfully added a family or emergency contact to your

Personal Information.

*Last Na

test

*First N

test

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.

Suffix

Middle Name

Guided Learning