



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.

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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



Director's Office

2/10



Tasklist Tasks



Pay



Time and Absences



Career and Performance



Personal Information



Brazos Learning



Benefits



Current Jobs



Web Clock



Guided Learning



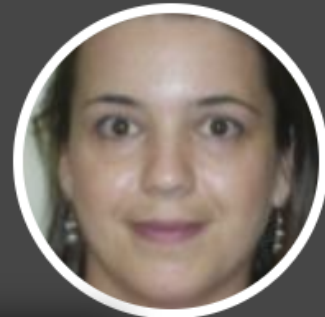
Expenses



Click **Personal Information**



# < Personal Info



ney Dainty

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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

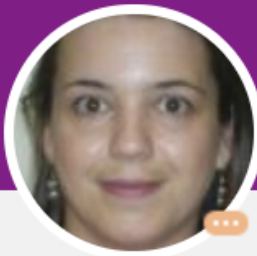
View more details about your assignment.



### My Compensation

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

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# Document Records

Courtney Dainty

4/10  
Click Add

## Document Records

+ Add

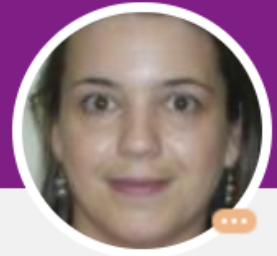
Search by type, name, or num

Show Filters

Sort By Last Updated - Descenc

Document Type	Name	Last Updated Date
<a href="#">Payslip</a>	PAYSLIP	8/31/2020
Category Payroll		

Guided Learning



# Add Document

Courtney Dainty

Submit

Cancel

## Document Details

**\*Document Type**

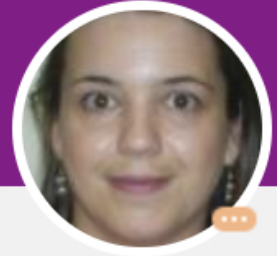
Select a value

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.

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# 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

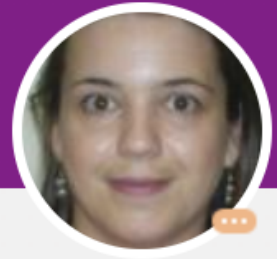
All Countries

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

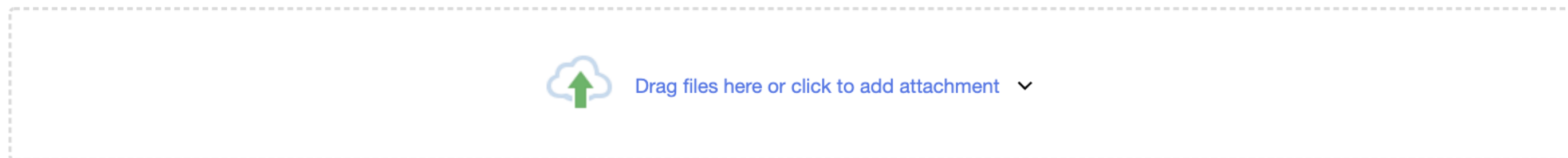
Benefits

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



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# Document Records

Courtney Dainty

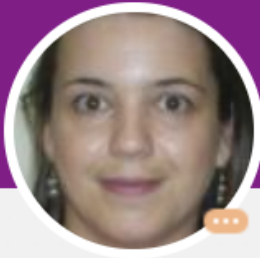
9/10  
The **Document** should show below.

## Document Records

+ Add

Search by type, name, or num <input type="text"/>		Show Filters	Sort By
			Last Updated - Descenc <input type="text"/>
<b>Document Type</b> <a href="#">Birth certificate</a>	<b>Name</b> Marley's Birth Certificate	<b>Category</b> Benefits	<b>Last Updated Date</b> 8/31/2020
<b>Document Type</b> <a href="#">Payslip</a>	<b>Name</b> PAYSZIP	<b>Category</b> Payroll	<b>Last Updated Date</b> 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

Document Type

[Birth certificate](#)

Category

Benefits

Name

Marley's Birth Certificate

Last Updated Date

8/31/2020

Document Type

[Payslip](#)

Category

Payroll

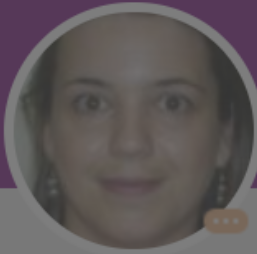
Name

PAYSLIP

Last Updated Date

8/31/2020

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# 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

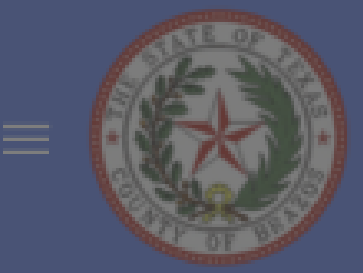
Name

PAYSLIP

Last Updated Date

8/31/2020

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Good afternoon, Courtney Dainty!

Test Instance

Assigned to Me  
11

Created by Me  
1

**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.

Show More



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.

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Click the **Family and Emergency Contacts** tile



## Contact Info

Add or update ways you can be reached, such as phone, email, and address.



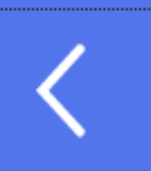
## Family and Emergency Contacts

Add family and friends to contact in case of emergency.



## My Compensation

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



# Family and Emergency Contacts

Michael Matott

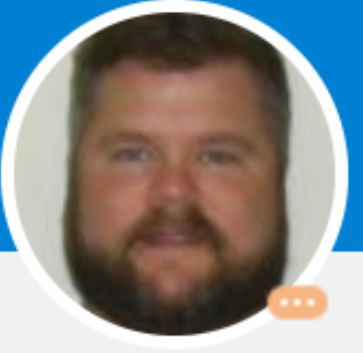
4/18  
Click the **Add** button to display the types of contacts you may add

## 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

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# 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

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

08-01-2020



value



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

\*From 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**

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To Date

mm-dd-yyyy



Email

Type

Select a value



## Address

Use My Address

Select a value

Enter a New Address

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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.

## Address

---

Use My Address

Select a value



Enter a New Address

## National Identifiers

---

**Country**

Select a value



7/14



Click into the **Country** field and select **US**.

## Comments and Attachments

---

**Comments**

## National Identifiers

Country

United States

\* National ID Type

Select a value

Select a value

Individual Taxpayer Identification Number

Social Security Number

Taxpayer Identification Number

\* National ID

Issue Date

m/d/yyyy

9/14

Select Social Security Number

## National Identifiers

Country

United States



\*National ID Type

Social Security Number



\*National ID

Issue Date

*m/d/yyyy*



10/14



Enter the **Social Security Number** here

# National Identifiers

Country

United States 

\*National ID Type

Social Security Number 

\*National ID

11/14 

Enter additional information if you have it.

Issue Date





# 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

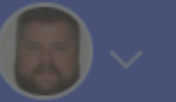
\*First Name

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.

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