



BENEFIT CONFIRMATION STATEMENT

In keeping with MCCCDC's Sustainability efforts Benefit Confirmation Statements will no longer be printed. **Verification of open enrollment changes and general viewing of your benefits can be found on-line through PeopleSoft's self service option.**

If you feel the information in self service is incorrect print the page and make the appropriate corrections on the statement, sign it and then mail it to your Benefit Analyst. Keep a copy of the signed statement for your records. Only errors that differentiate from the enrollment form you submitted during open enrollment may be corrected.

All approved Open Enrollment elections are effective July 1st and will be available for viewing after July 1st.

Below is a screen print of what you will see when using the online service.

Navigation:

Self Service--Benefits--Benefits Summary

Benefits Summary

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

03/11/2009

Type of Benefit	Plan Description	Coverage or Participation
Medical	BuyUp Medical	Employee Only
Dental	Metlife Dental	Employee Only
Mental Health	Mental Health/Required w/Hlth	Employee Only
Employee Assistance Plan	Employee Assistance Plan	Employee Only
Basic Life	Basic Life	\$20,000
Basic AD/D	Basic AD&D	\$15,000
Short-Term Disability	Short-Term Disability	\$3,250
Mid-Term Disability	Mid-Term Disability	66.67% of Salary
Sick	Sick Leave	-----
Vacation	Vacation Regular MAT	-----
Personal	Personal - Non Faculty	-----
Family and Medical Leave Act	Family & Medical Leave Act	-----
Banked Vacation	Banked Vacation Exempt	-----
Long-Term Disability	Long-Term Disability	0.5% of Earnings
Arizona State Retirement	Arizona State Retirement	8.95% of Earnings

Please read further for specific instructions on how to log into the Human Resource Management System (HRMS) Self Service.

Please contact your College Help Desk if you have trouble accessing HRMS.

① **You will need to know your Maricopa Employee ID (MEID) to log into HRMS/PeopleSoft.**

To Locate your MEID:

Type the following address into your Internet browser.

<http://www.dist.maricopa.edu/>

- Click on Human Resources/Jobs.
- From the lower left corner click on **HRMS Support**.
- Once on the HRMS Support page, click on '**How to Find Your Enterprise ID**' on the left side of your screen.

This document will provide you with step by step instructions on how to access the Directory PAT tool and locate your MEID. Make sure to print this document so you can easily follow the instructions. Once you find your MEID write it down for future reference. Be aware your MEID is case sensitive. Once you have your MEID you will not have to do this step again.

② **Which Web Browser do I use?**

1) It is recommended you use Internet Explorer (IE) to access PeopleSoft. If you use Netscape you may have technical difficulties.

2) **Clear Your Web Cache** – This will ensure you have the most recent updates to PeopleSoft when you log in. **In IE Go to:** Tools, Internet Options, General, Temporary Internet Files, Delete Files, check 'Delete All Off-line Content', Click OK, Click OK again. This may take a few moments to process.

③ **How to Access PeopleSoft's Self Service:**

You will need to Copy & Paste the HRMS web link into IE if it is not your default browser.

1) To find the HRMS web site go to:

- The Human Resources Web Page <http://www.dist.maricopa.edu/hrweb>, from the lower left corner click on **HRMS Access**.



Once there, add the HRMS web site to your Favorites for quick navigation in the future.

2) Once you have accessed the web site, if you see the "Certificate" pop-up, click OK.

3) Log into PeopleSoft using your **MEID** and your **email password**.

- Put your MEID where it prompts you for your **User ID**. *Your User ID should be in all caps.*
- Use your email password where it prompts you for your **password**. *Your Password is case sensitive.* If you have a District email account and a college email account you may need to try both passwords to log in.

4) To view your benefits follow this navigation:

- **Self Service--Benefits--Benefits Summary**
- Please follow the directions on the page to submit your request.

General Information:

For an Overview of and Access to the Human Resource Management System (HRMS) you can go to the Human Resources Web Site located on the District web at <http://www.dist.maricopa.edu/hrweb>.

In the lower left corner of the Human Resources Web page you will see 'Internal Use Only'. **HRMS Access** will take you to the HRMS web site. **HRMS Support** will take you to the HRMS Overview. Check it out!