



## SHORT-TERM DISABILITY ONLINE ENROLLMENT

If increasing your Short-Term Disability election **by one step** is the **only** change you wish to make during Open Enrollment, you can do it Online! If you wish to increase your STD by more than one step, decrease your STD, or make any other changes in your benefit plans, you will need to see a Benefit Analyst at the Open Enrollment meetings.

After you enter your request and it is approved, you will be sent an email confirming the approval of your request. *Please submit your request only once.*

All approved Open Enrollment elections are effective July 1<sup>st</sup>.

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

### Navigation:

Self Service--Benefits--Life Events--Request STD Step Increase

The screenshot shows the Maricopa Community Colleges HRMS Self Service interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. A search bar is located in the top right corner. The left sidebar menu is expanded to show 'Life Events' > 'Request STD Step Increase'. The main content area displays the following information:

<b>EmpID</b>	1001999
<b>Name</b>	Smith, Joe

**Request STD Step Increase**

During Open Enrollment any employee that currently has Short-Term Disability may increase their coverage amount by one step, as their salary allows, without evidence of insurability.

If increasing your Short-Term Disability (STD) election by one step is the ONLY change you wish to make during Open Enrollment, please submit your request by clicking on the 'Submit Request' button below.

All approved Open Enrollment changes are effective July 1.

<b>Location</b>	District Support Services Cntr
<b>Benefit Plan</b>	Short-Term Disability
<b>Annual Salary</b>	\$65101
<b>Current Monthly Benefit Election</b>	\$3250
<b>Requested Monthly Benefit Election</b>	

Please Submit Only One Request

**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 get to the Request STD Step Increase page follow this Navigation:

- **Self Service--Benefits--Life Events--Request STD Step Increase.**
- 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!