

Miami-Dade County

Reviewing Optional Life Details Job Aid

Version 1.0



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PURPOSE

<u>Purpose</u>

This document explains the key activities involved in reviewing the Optional Life details. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.



REVIEWING OPTIONAL LIFE DETAILS

Step	Action						
1.	Navigate to Employee Self-Service > Benefit Details						
2.	Select the Benefit Summary pane.						
3.	Select the scrollbar.						
	Ide Exprise Benefit Details Ide Events Idedigs Mattes © Explaness. And/13 Benefits Summary Benefits Summary Benefits Eventment Ty we your brendts and another date, enter the date and select fleeteet. We benefits for the date and select fleeteet. My Benefits and model of 0000002 Image Benefit Statements Benefit Plans Mondballe Care Act Image Plan fits fleeter Plans Til Medical Plan fits Detailer POD Encided Coverage Engingere Only Vision Plan fits detacted protect inst Review Review Image: Review Review Review						
	Life Long-Term Disability Deferred Comp NACO Pion Basic Life Coverage Staty Pion ILD Pernier Coverage 6/8% of Staty Pion ILD Pernier Coverage 6/8% of Staty Pion Deferred Comp NACO Coverage 3500 Before Tax Pion Facility Pion Pernier Coverage 3% of Earrogs Pion Pernier Coverage 3% of Earrogs Pion Pernier Coverage 3% of Earrogs						





Step	Action						
4.	View Optional Life details.						
	C Employee Self-Service		Benefit Details		🕋 🦛 : 🚍		
	👸 Life Events	My Benefits on 05/01/2023					
	Benefits Summary	Benefit Plans					
	Benelts Envolment	B	f1				
	😥 Dependent Info	Medical	Dental	Vision			
	😤 Benefit Statements	Plan, Select Advantage HAIO Coverage: Employee Only & Objectivetta Review	Plan Deta Dental PPO Enriched Covariage Employee Only	Plan Humma Vison Einched Coverage Employee Only & Dependenta			
	🚊 Affordiable Care Act 🔍 🗸		👹 a Dependents				
			Review		Review		
		Life	Long-Term Disability Plan L10 Promer Coverage 66 5% of Salary	Deferred Comp NACO Plan: Deterred Comp NACO Coverage: \$300 Before Tax			
		Plan Basic Life Coverage Salary					
			Review		Review		
			Ontional Life	1			
		Pionica Representation	Plan Orteral Life				
		Coverage 3% of Earnings	Coverage Mnn Life (8X)				
		Review					
					1		