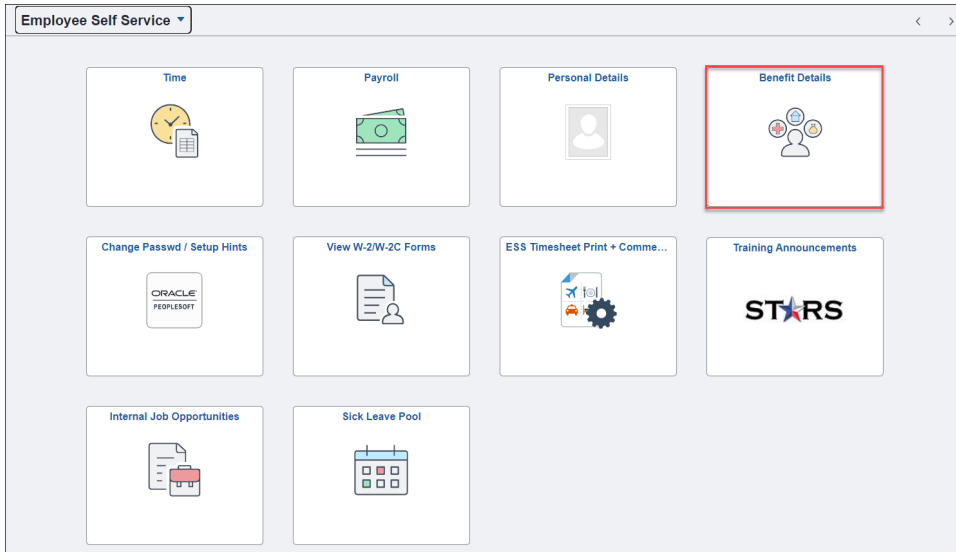


# Employee Self Service

## How to Add and Update Beneficiaries for Life and Optional Life


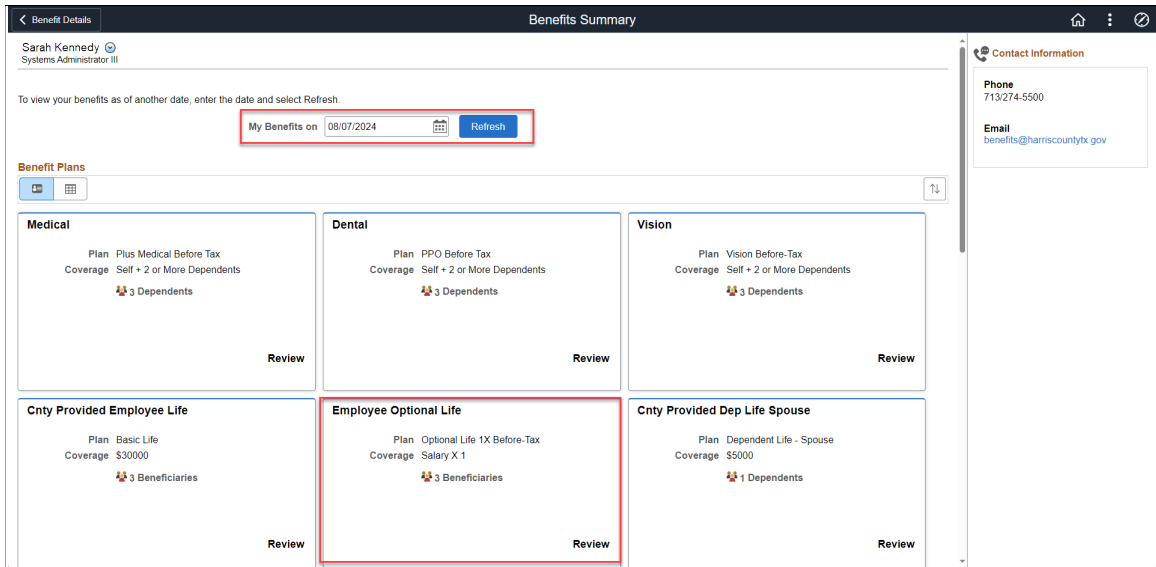
Employees will complete these steps to add and/or update beneficiaries in STARS Employee Self Service for their Basic Life Insurance and Optional Life Insurance plans. *Note: A person may be on the beneficiary list, but not be a beneficiary of either Base Life or Optional Term Life unless officially attached to the plan. For Spring 2020 IFAS to STARS conversion - although your beneficiaries did not transfer over from IFAS they are still valid. You do not have to enter information in STARS unless you want to update your current beneficiary information.*

Employees are not to overwrite an existing dependent or beneficiary's information with that of a new or different person. Always add a new record to add a new person to your beneficiary list (as shown below). Only update information for a person already listed.

Step	Action
1	<b>Log in</b> to STARS <a href="#">here</a> using your employee ID and password.
2	<p>The Employee Self Service page displays. Click the Benefit Details tile.</p>  <p>The screenshot shows the 'Employee Self Service' dashboard. It features a grid of tiles: 'Time' (clock icon), 'Payroll' (money icon), 'Personal Details' (person icon), 'Benefit Details' (person with gear icon, highlighted with a red border), 'Change Passwd / Setup Hints' (Oracle PeopleSoft logo), 'View W-2/W-2C Forms' (document icon), 'ESS Timesheet Print + Comme...' (gears icon), 'Training Announcements' (STARS logo), 'Internal Job Opportunities' (document icon), and 'Sick Leave Pool' (calendar icon).</p>

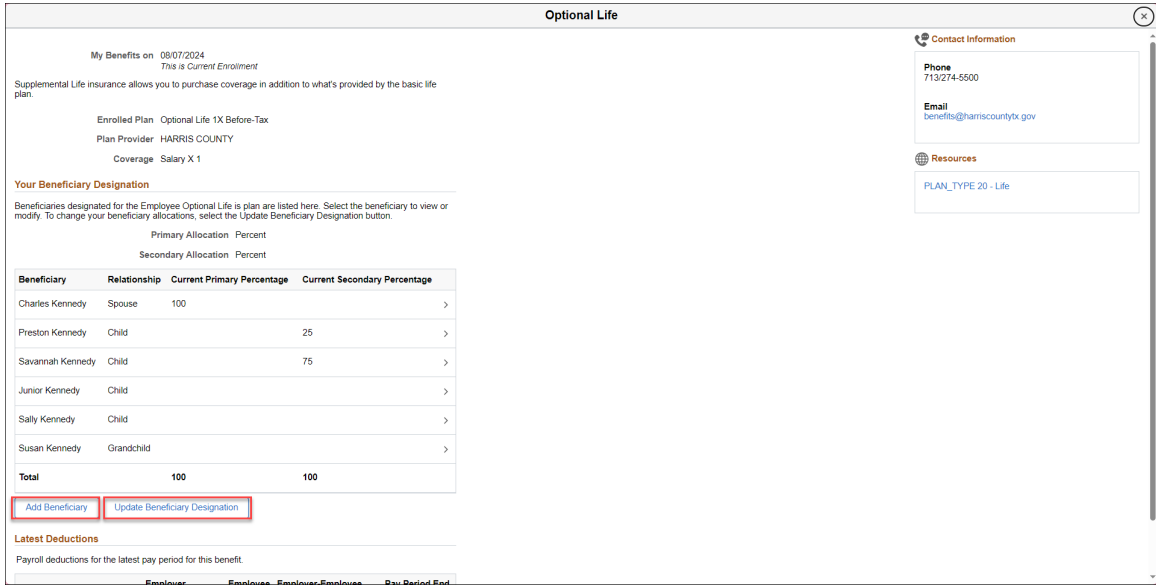
# Employee Self Service

## How to Add and Update Beneficiaries for Life and Optional Life

Step	Action
3	<p>The Benefit Details page displays. Click the Benefit Summary tile.</p> 
4	<p>The Benefits Summary page displays. This page displays a tile for each benefit, and this where you can update your beneficiaries.</p> <p><i>Note: This page displays your benefits based on the date entered in the <b>My Benefits On</b> field. You may change this date and click the <b>Refresh</b> button to apply the new date if there have been updates to your benefits as of a certain date.</i></p> <p>To update beneficiaries, click on the type of benefit you want to update. You can only update Life and Optional Life benefits.</p> 

# Employee Self Service

## How to Add and Update Beneficiaries for Life and Optional Life

Step	Action
5	<p>The Benefit Summary page for the selected benefit displays.</p> 
6	<p>Click the <b>Add Beneficiary</b> button to add the information for a new beneficiary that is not already listed on the page.</p> <p>If you do not need to add a beneficiary, skip this step, and proceed to step 8.</p>

The Update Individual Dependent/Beneficiary Information window displays.

Complete all fields and click the **Save** button to save the changes and close the window.

Cancel

Update Individual Dependent/Beneficiary Information

Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on 8/7/2024.

**Name**

Add Name

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

Dependent

Beneficiary

\*Marital Status
As of

\*Student
As of

\*Disabled
As of

\*Smoker
As of

**Address**

Address	Address Type	Same as mine
407 Vanderdale Court Katy, TX 77450	Home	Same as mine

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

**Email**

No data exists

Add Email

7

# Employee Self Service

## How to Add and Update Beneficiaries for Life and Optional Life

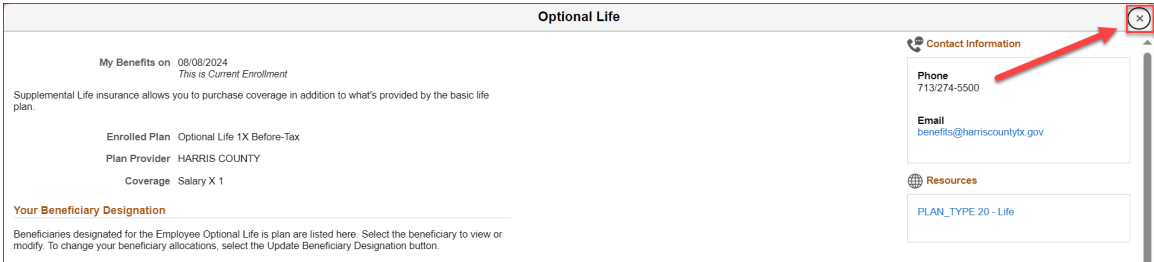
Step	Action																																																
8	Click the <b>Update Beneficiary Designation</b> button to edit the benefit designation for existing beneficiaries.																																																
9	<div>The Update Beneficiary Designation window displays.</div> <div><div><div><div>Cancel</div><div>Update Beneficiary Designation</div><div>Save</div></div><div><p>You may designate the individuals as primary or secondary beneficiaries by allocating a percent or a specific dollar amount. Secondary beneficiaries receive benefits only if all primary beneficiaries are deceased. If you select flat dollar amount, then one beneficiary must be designated to receive remaining money from the policy. If you select percents, all percents for primary beneficiaries must total 100. All percents for secondary beneficiaries must total 100.</p><div><div>Primary Allocation Method</div><div>Percent</div></div><div><div>Secondary Allocation Method</div><div>Percent</div></div></div><table><thead><tr><th>Beneficiary</th><th>Relationship</th><th>Current Primary Percentage</th><th>Current Secondary Percentage</th><th>New Primary Percentage</th><th>New Secondary Percentage</th></tr></thead><tbody><tr><td>Charles Kennedy</td><td>Spouse</td><td>100</td><td></td><td><div>0</div></td><td><div>0</div></td></tr><tr><td>Preston Kennedy</td><td>Child</td><td></td><td>25</td><td><div>0</div></td><td><div>0</div></td></tr><tr><td>Savannah Kennedy</td><td>Child</td><td></td><td>75</td><td><div>0</div></td><td><div>0</div></td></tr><tr><td>Junior Kennedy</td><td>Child</td><td></td><td></td><td><div>0</div></td><td><div>0</div></td></tr><tr><td>Sally Kennedy</td><td>Child</td><td></td><td></td><td><div>0</div></td><td><div>0</div></td></tr><tr><td>Susan Kennedy</td><td>Grandchild</td><td></td><td></td><td><div>0</div></td><td><div>0</div></td></tr><tr><td colspan="2"></td><td colspan="2">Total</td><td>0</td><td>0</td></tr></tbody></table><div><div>Primary Excess Amount Goes To</div><div></div></div><div><div>Secondary Excess Amount Goes To</div><div></div></div></div></div>	Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	New Primary Percentage	New Secondary Percentage	Charles Kennedy	Spouse	100		<div>0</div>	<div>0</div>	Preston Kennedy	Child		25	<div>0</div>	<div>0</div>	Savannah Kennedy	Child		75	<div>0</div>	<div>0</div>	Junior Kennedy	Child			<div>0</div>	<div>0</div>	Sally Kennedy	Child			<div>0</div>	<div>0</div>	Susan Kennedy	Grandchild			<div>0</div>	<div>0</div>			Total		0	0
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		Total		0	0																																												

## How to Add and Update Beneficiaries for Life and Optional Life

Step	Action																								
10	<p>To determine the allocation, you may select either Percent or Flat Amount for the primary and secondary allocations. If you select Percent, you will enter percentages for each beneficiary's allocation. If you select Flat Amount, you will enter a specific dollar amount for an allocation.</p> <div><div>Primary Allocation Method</div><div>Percent</div><div>Secondary Allocation Method</div><div>Flat Amount</div></div> <p>Note: The primary beneficiary/beneficiaries should be the person(s) you want to receive your benefit upon your death. If you list more than one primary beneficiary, the life insurance amount will be split according to the percent or flat amounts you specify.</p> <p>You do not have to list secondary beneficiaries. Secondary beneficiaries receive your life insurance benefit upon your death if your primary beneficiary predeceases you. Similarly, your secondary beneficiaries will split the life insurance amount according to the percent or flat amounts you specify.</p>																								
11	<p>Enter the allotment in the <b>New Primary Allocation</b> field and the <b>New Secondary Allocation</b> field. The names of these fields vary based on the allocation method you chose.</p> <table><thead><tr><th>Beneficiary</th><th>Relationship</th><th>Current Primary Percentage</th><th>Current Secondary Amount</th><th>New Primary Percentage</th><th>New Secondary Amount</th></tr></thead><tbody><tr><td>Charles Kennedy</td><td>Spouse</td><td>100</td><td></td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td></tr><tr><td>Preston Kennedy</td><td>Child</td><td></td><td></td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td></tr><tr><td>Savannah Kennedy</td><td>Child</td><td></td><td></td><td><input type="text" value="0"/></td><td><input type="text" value="0"/></td></tr></tbody></table> <p>Verify that the total for primary and secondary allocations equal 100% or the total dollar amount of the benefit. If a listed beneficiary should not receive any of the benefit, leave the entry in these fields as <b>0</b>.</p>	Beneficiary	Relationship	Current Primary Percentage	Current Secondary Amount	New Primary Percentage	New Secondary Amount	Charles Kennedy	Spouse	100		<input type="text" value="0"/>	<input type="text" value="0"/>	Preston Kennedy	Child			<input type="text" value="0"/>	<input type="text" value="0"/>	Savannah Kennedy	Child			<input type="text" value="0"/>	<input type="text" value="0"/>
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12	<p>Click the <b>Save</b> button.</p> <p>A window displays to confirm the changes have been saved. Click the <b>OK</b> button to close the window.</p> <div><div>Saved Successfully</div><div>OK</div></div> <p>Your changes will display on the benefit page.</p>																								

# Employee Self Service

## How to Add and Update Beneficiaries for Life and Optional Life

Step	Action
13	<p>Click the <b>X</b> button to close the benefit page.</p> 
14	<p>To update beneficiaries for other benefits, repeat steps 4-13 for the other benefit. Remember – you can only update beneficiaries for Life and Optional Life benefits.</p>
15	<p>You have successfully updated your beneficiaries in the STARS system!</p>