

University of the District of Columbia

Office of Human Resources

Benefits Units

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Instructions For Processing Benefits Into The PeopleSoft System

The information below provides general information on how to register for a PeopleSoft password and steps on processing benefits into the PeopleSoft System. All employees must process their benefits into PeopleSoft within 30 days after the initial hire date; otherwise, the employee will not be able to enroll in benefits until the next open enrollment period. The employee must have been processed into PeopleSoft and have an approved PeopleSoft password before processing their benefits.

How To Register For A PeopleSoft Password

- Go to **UDC website** at www.udc.edu
- Click on **Human Resources**
- Click on **Employee Self-Service (ESS)**
- Stroll to the **bottom of the page** and,
- Click on **Register for Employee Self-Service** and fill in the required information. After the registration is completed, you will receive your password by e-mail. When you receive your password, you are ready to process your benefits into PeopleSoft. Schedule an appointment with the Benefit Office for assistance in processing your benefits into PeopleSoft.

Steps For Processing Your Benefits Into PeopleSoft

Step 1 Go to UDC website at www.udc.edu, click on **Human Resources**.

Step 2 Click on **Employee Self-Service**, and stroll to the bottom of page and click on **login to employee self-service**.

Step 3 Type in your user **ID name** and **password**, and click on **sign in**.

Step 4 Click on **Benefits**, and then, click on **Benefits Enrollment**.

Step 5 Click on the yellow **Select box** to open up the enrollment summary.

Step 6 Click on the yellow **Edit box** of each plan to select your choice.

Step 7 If a **family plan for health benefits** is selected, go to the bottom of the page and click on **add/dependent, fill in the dependent information** and click on **continue** to the next page, then click on **OK**, go back to the health benefits record page and place a **check in the box** beside each dependent name to enrolled them in the health benefit plan. If a **single health benefit plan** is selected, go to the bottom of the page and click on **continue** and proceed on to the next page and click on **OK**. If a **family plan for dental/vision** is select, go back to the dental/vision page and place a check beside each dependent name to enrolled them.

Step 8 Click the yellow **Submit box** at the bottom of the page to finalize your benefits choices.

