

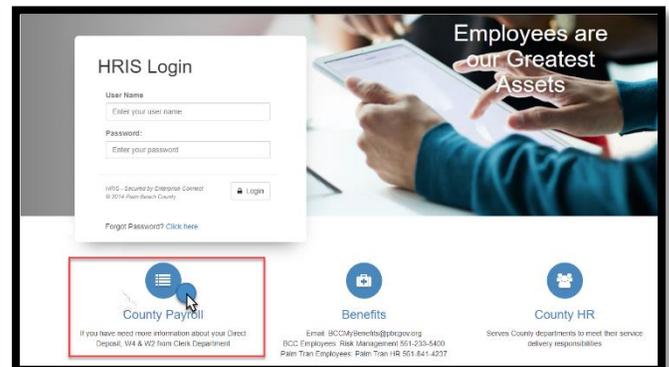
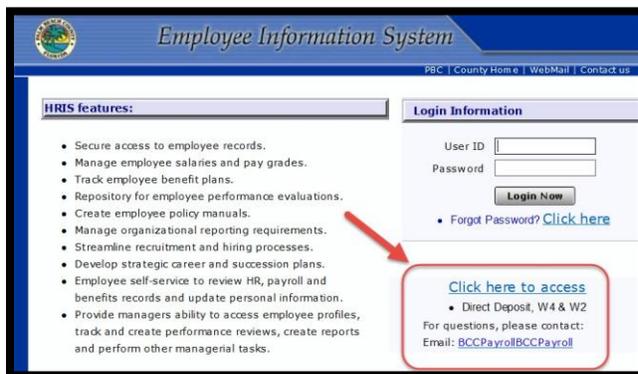


Nationwide Employee Self Service Changes



For Questions related to Nationwide changes, please contact Payroll at 355-3977 or email at BCCPayroll@mypalmbeachclerk.com

1. To access at home, type the following link into a web browser:
<https://mybenefits.pbcgov.org>
2. To access at work, go through HRIS

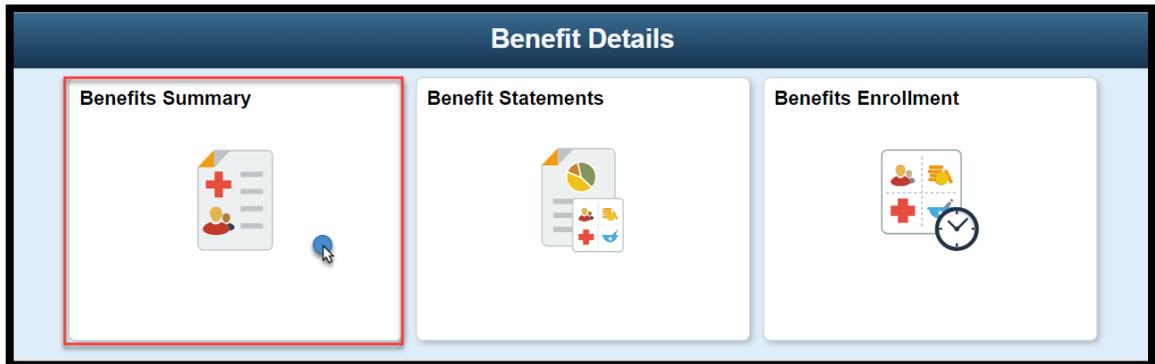


3. To login to *PeopleSoft*:
 - a. Enter your SIM User ID
 - b. Enter your Password
 - c. Click **Sign In**

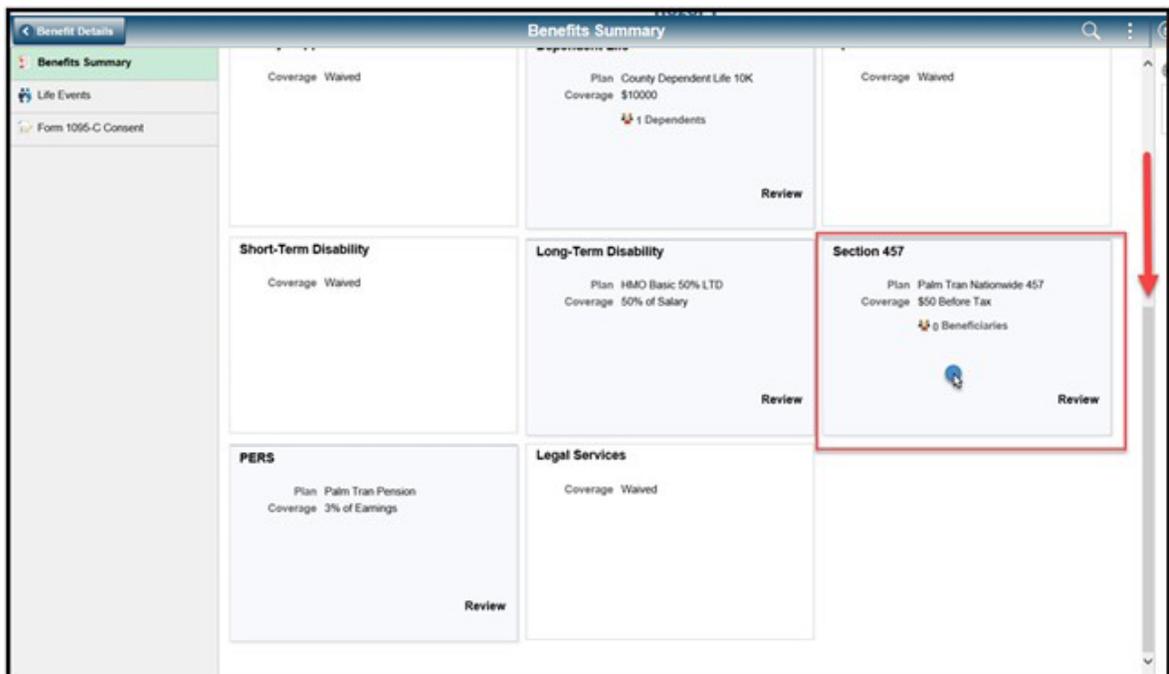
4. Once you have signed in, click on **Benefits Details** tile



5. Then, click on the **Benefits Summary** tile



6. Scroll down on the **Benefits Summary** page and select "Section 457"



- Next, click on "Update Contributions" button on the bottom of the Section 457 page

Section 457

My Benefits on 12/01/2021
This is Current Enrollment

Enrolled Plan Palm Tran Nationwide 457
Plan Provider Nationwide Retirement Solutions

Contributions

Before Tax \$50
After Tax \$0

Update Contributions

Your Beneficiary Designation

Primary Allocation Percent
Secondary Allocation Percent

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage
Total		0	0

- Select the **Contribution Type** from the drop-down menu.

Contributions

Cancel Save

You can enter your contribution as a percent or flat dollar amount. You can not exceed the before-tax and after-tax plan maximums. If you choose to enter percents, the sum of your before-tax and after-tax percents can not exceed 0 percent.

Contribution Type Flat Amount

Current Before Tax Amount	Current After Tax Amount	Amount	New After Tax Amount
		Flat Amount	
		Percent of Gross	

Update your desired amount using either a dollar amount or percentage of before/after-tax contribution and then click **Save**.

The screenshot shows the 'Contributions' dialog box with the following data:

Current Before Tax Amount	Current After Tax Amount	New Before Tax Amount	New After Tax Amount
50.00	0.00	0.00	0.00

Callouts in the image:

- Blue callout: **Before-Tax** (Salary Reduction) is the **Traditional Account**
- Green callout: **After-Tax** is only applicable for **Roth**



Important:

If you are currently contributing to a 457 Plan, either *Before* or *After Tax*, and would like to add new amount or modify a current, you will need to re-enter the amounts on the applicable fields accordingly. Any fields left at \$0.00 will default to no amount for the contributions.

The screenshot shows the 'Contributions' dialog box with the following data:

Current Before Tax Amount	Current After Tax Amount	New Before Tax Amount	New After Tax Amount
50.00	0.00	50.00	50.00

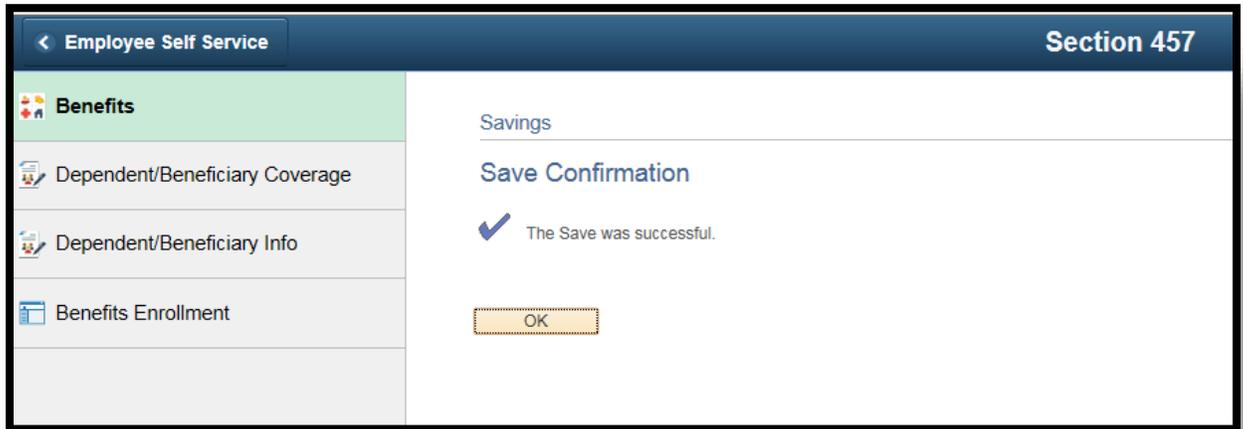
Callouts in the image:

- Red callout: **Re-enter amount** (pointing to the 'Current Before Tax Amount' field)
- Green callout: **New amount contribution** (pointing to the 'New After Tax Amount' field)

Example: if you currently contribute \$50 in *Before Tax* and would like to add \$50 to *After Tax*, you must “re-enter” \$50 (Current Before Tax Amount) in the *New Before Tax Amount* field and then \$50 in the *New After Tax Amount* field.

If you are completely switching from Salary to Roth and vice versa, you will need to enter an amount only in the applicable field.

9. Once completed you should see the following message.



10. When you return to the main screen, verify your changes. The process is now complete.



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