

Nationwide Employee Self Service Changes





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

- 1. To access at home, type the following link into a web browser: <u>https://mybenefits.pbcgov.org</u>
- 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

Benefit Details				
Benefits Summary	Benefit Statements	Benefits Enrollment		

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

	Benefits Summary		Q	:
Coverage Waved	Plan County Dependent Life 10K Coverage \$10000 № 1 Dependents Review	Coverage Waived		Í
Short-Term Disability Coverage Waved	Long-Term Disability Plan HMO Basic 50% LTD Coverage 50% of Salary Review	Section 457 Plan Palm Tran Nationwide 457 Coverage 550 Before Tax & 0 Beneficiaries	Review	
PERS Plan Palm Tran Pension Coverage 3% of Eamings	Legal Services Coverage Walved			
	Coverage Waved Short-Term Disability Coverage Waved FERS Plan Palm Tran Pension Coverage 3% of Earnings	Coverage Waved Plan County Dependent Life 10K Coverage \$10000	Coverage Waved Plan County Dependent Life 10K Coverage \$10000 	Coverage Waved Plan County Dependent Life 10K Coverage \$10000 Coverage \$10000 Image: Imag

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

				Section 45
	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 Contr Your Beneficia	After Tax ibutions ry Designation	\$0		
Update Contr Your Beneficia	After Tax ibutions ry Designation P Sect	\$0 Irimary Allocation Percent ondary Allocation Percent		
Update Contr Your Beneficia Beneficiary	After Tax ibutions ry Designation P Seco Relationship	\$0 rrimary Allocation Percent ondary Allocation Percent Current Primary Percentage	Current Secondary Percentage	
Update Contr /our Beneficia Beneficiary	After Tax ibutions ry Designation P Seco Relationship	\$0 Primary Allocation Percent ondary Allocation Percent Current Primary Percentage	Current Secondary Percentage	
Update Contr /our Beneficia Beneficiary	After Tax ibutions iny Designation P Seco Relationship	\$0 Irimary Allocation Percent ondary Allocation Percent Current Primary Percentage	Current Secondary Percentage	

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

Cancel	Contributions			
You can enter your c the before-tax and af your before-tax and a	ontribut ter-tax ifter-tax	tion as a percent or flat of plan maximums. If you of percents can not excer	dollar am choose to ed 0 pero	ount. You can not exceed o enter percents, the sum of cent.
Contribution	Туре	Flat Amount		
Current Cu Before Tax Afte	rrent r Tax	Flat Amount n	nount	New After Tax Amount
Amount Am	ount	Percent of Gross		

Update your desired amount using either a dollar amount or percentage of before/aftertax contribution and then click Save.

	Plan Provider	r Nationwide Retirement Solutions				
Contributions				Cancel	Contributions	Save
Update Contr Your Beneficia	Before Tax After Tax ibutions iry Designation	< \$50 < \$0		You can enter your of the before-tax and at your before-tax and a contribution	contribution as a percent or flat dollar amount. You o fifer-tax plan maximums. If you choose to enter perc after-tax percents can not exceed 0 percent. n Type Flat Amount	can not exceed eents, the sum of
	Sec	Primary Allocation Percent condary Allocation Percent		Current Cu Before Tax Ta Amount	urrent After ax Amount New Before Tax Amount New Af	ter Tax Amount
Beneficiary	Relationship	Current Primary Percentage	Current Secondar	50.00	0.00 0.00	0.00
			Before-Ta	x (Salary Reductio	on) <u>After-Tax</u> is only	
тотан		0	is the Irac	aitional Account	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.

Cancel	Contributions			
You can er the before- your before	nter yo tax an e-tax a	our contribution a d after-tax plan and after-tax per	as a percent or flat dollar and maximums. If you choose to cents can not exceed 0 perce	ount. You can not exceed enter percents, the sum of ent.
Cor	ntribu	tion Type Fla	at Amount	
Cur Before Am	Tax ount	Current After Tax Amount	New Before Tax Amount	New After Tax Amount
5	0.00	0.00	50.00	50.00
R	e-en	ter amount	New a contri	mount bution

Example: if you currently contribute \$50 in *Before Tax* and would like to add \$50 to *After Tax*, you must "<u>re-enter</u>" \$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.

Benefits Dependent/Beneficiary Coverage Dependent/Beneficiary Info Dependent/Beneficiary Info Benefits Enrollment OK	Section 457
Dependent/Beneficiary Coverage Save Confirmation Dependent/Beneficiary Info The Save was successful. Benefits Enrollment OK	
Dependent/Beneficiary Info The Save was successful.	
Benefits Enrollment	

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

