

Submitting Dependent Documentation in People First

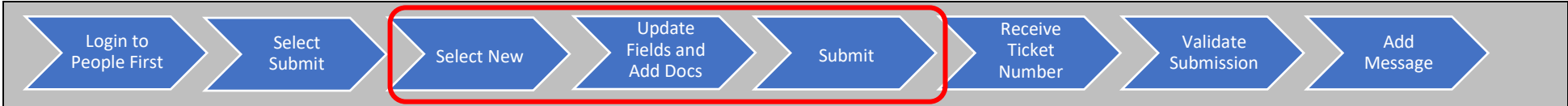
Purpose: Demonstrate how to submit dependent documentation using the People First system.

Important Note: The submit process must be completed by the employee. While this process flow will focus on submitting dependent documentation, the submit functionality can be used when any documentation needs to be submitted to People First.

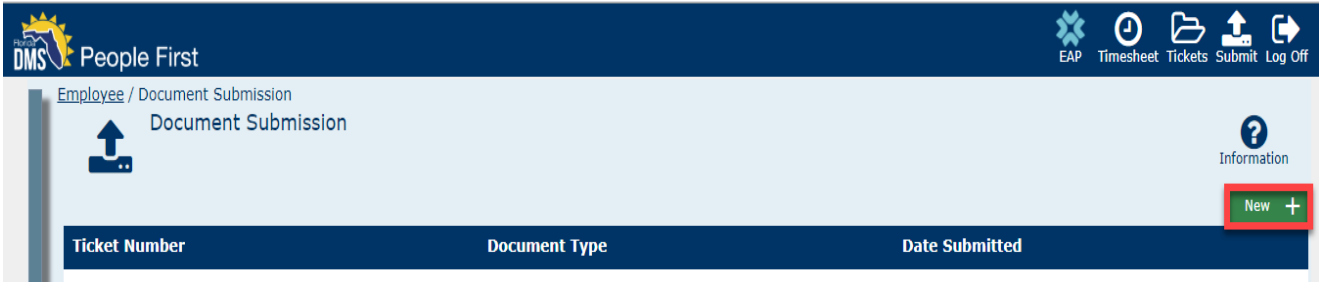
1. Once you are logged into People First, select the Submit icon, at the top right of the screen.

The screenshot shows the People First system interface. The top navigation bar includes the DMS People First logo and several utility icons: EAP, Timesheet, Tickets, Submit (highlighted with a red box), and Log Off. The main content area is divided into a sidebar on the left and a central dashboard. The sidebar contains buttons for Timesheet, Leave and Overtime Request, Leave Balance Overview, Contact Information, Shared Savings, and Chard Snyder. The central dashboard shows 'No Inbox Tasks' and 'Inbox'. To the right of the dashboard is a grid of six tiles: Personal Info, Work Info, Insurance Benefits, Pay Info, Talent Management, and Time and Attendance.

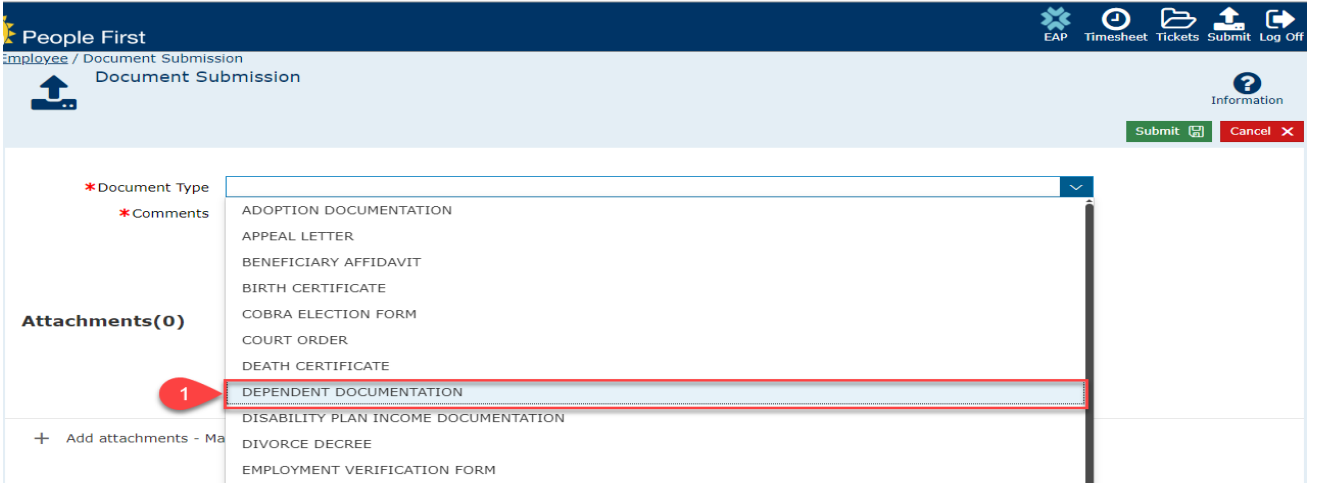
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2. Select the New icon to add the requested dependent documentation.



3. Submit documentation by selecting the document type, Dependent Documentation (1) from the dropdown list.



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Update the Comments section (2) to include specific information pertaining to the documentation being submitted. Add the attachments by selecting Add attachments (3). Select Submit (4).

The screenshot shows the 'Document Submission' page in the People First system. The breadcrumb is 'Employee / Document Submission'. The document type is 'DEPENDENT DOCUMENTATION'. The comments are 'Providing birth certificate for dependent child'. There are 196 characters remaining. The attachments section shows 'Attachments(0)' and 'No files attached'. A red callout '2' points to the comments field. A red callout '3' points to the 'Add attachments' button. A red callout '4' points to the 'Submit' button.

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4. Once the attachment is submitted, you will receive a ticket number. When calling into the Service Center, employees may reference this number for updates.

The screenshot displays the 'Document Submission' page in the People First DMS. The page header includes 'Employee / Document Submission' and 'Document Submission'. The form contains the following fields:

- * Document Type:** DEPENDENT DOCUMENTATION
- * Comments:** Providing birth certificate for dependent child.

A success message box is overlaid on the form, indicating: 'Success: Ticket 01016620 has been submitted'. Below the form, there is an 'Attachments(0)' section with a '+ Add attachments - Max. File size is 10MB' button. A file named 'Test.pdf' (29.6 KIB) is listed under the attachments section.

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5. Once submitted, you should validate your submission to ensure your documents were successfully submitted.

To view your submission, you will simply select the line with the information you wish to view.

The screenshot shows the 'People First' DMS interface. At the top, there's a navigation bar with 'EAP', 'Timesheet', 'Tickets', 'Submit', and 'Log Off' options. Below that, the breadcrumb trail reads 'Employee / Document Submission'. The main content area features a table with the following data:

Ticket Number	Document Type	Date Submitted
01016620	DEPENDENT DOCUMENTATION	06/29/2020

Below the table, there are input fields for 'Ticket Number' (01016620), 'Document Type' (DEPENDENT DOCUMENTATION), and 'Comments' (Providing birth certificate for dependent child.). At the bottom, an 'Attachments(1)' section shows a file named 'Test.pdf'.

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6. Once documents have been submitted, employees have the ability to add additional messaging if needed to assist with completing the request. Select Messages (1). A message box will be displayed to add a new message (2) or review previously submitted messages. Once updated, select save (3).

Once your documentation is processed, you will receive a confirmation email notification.

The screenshot shows the 'Employee / Document Submission' page in the People First DMS. The page includes fields for 'Ticket Number' (01016620, 01016595), 'Document Type' (DEPENDENT DOCUMENTATION), and 'Comments' (Providing birth certificate for...). There is an 'Attachments(1)' section with a file named 'Test.pdf'. A 'Messages' modal window is open in the center, displaying 'No messages to display' and a text input field containing 'Test message'. Below the input field, it says '243 characters remaining'. At the bottom of the modal are 'Save' and 'Cancel' buttons. Red callout numbers 1, 2, and 3 are placed on the page to indicate the steps: 1 points to the 'Messages' button, 2 points to the message input field, and 3 points to the 'Save' button.