

## Submitting Dependent Documentation in People First

**Purpose:** Demonstrate how to submit (upload) dependent documentation to the People First Service Center using the People First system. **The upload process can only be completed by the employee.**

**Important Note:** While this process flow focuses on submitting dependent documentation, the upload functionality can be used when any employee documentation needs to be submitted to the People First Service Center.

Login to People First

Select Upload

Select New

Complete Fields & Add Documents

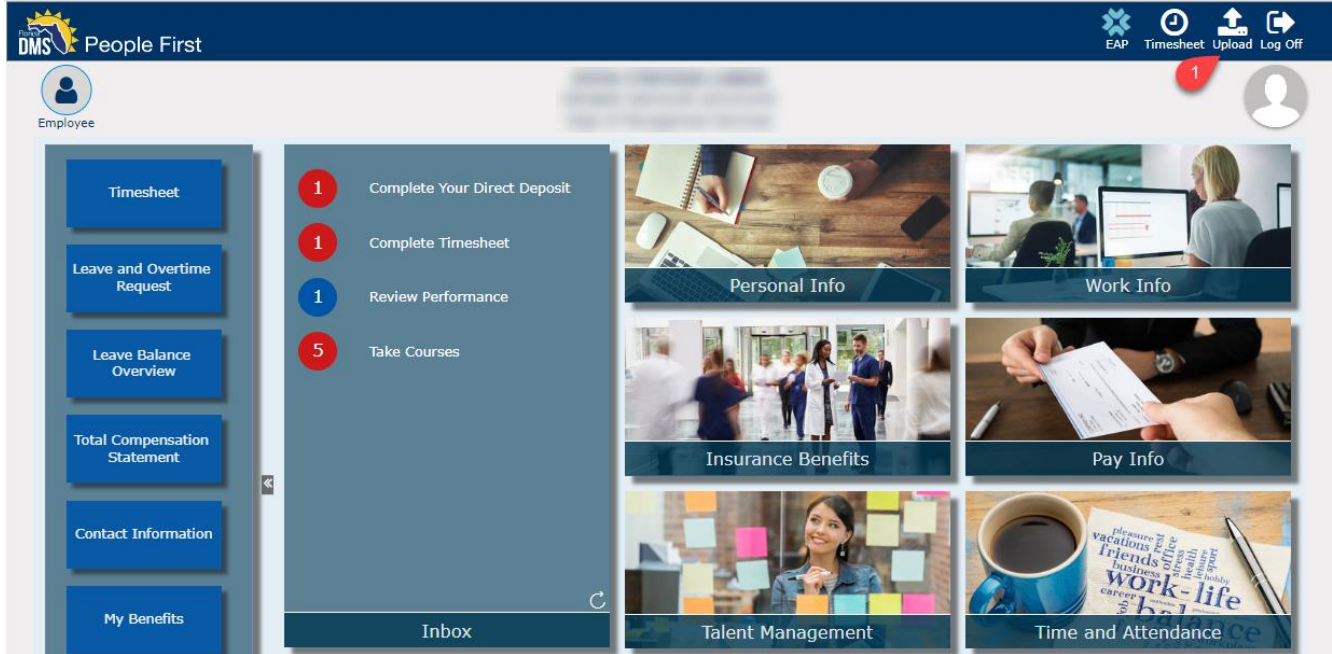
Submit

Receive Ticket Number

Validate Submission

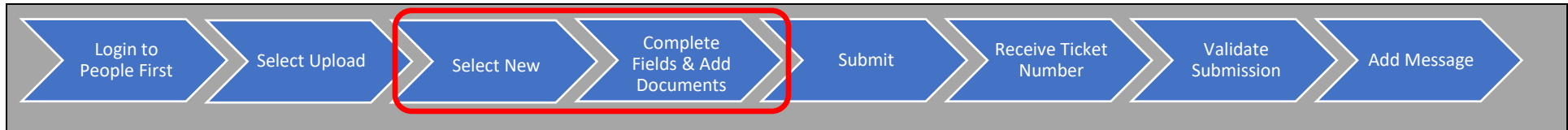
Add Message

- Once logged into People First, select the Upload icon (1) in the People First system header menu bar (top right of the screen).

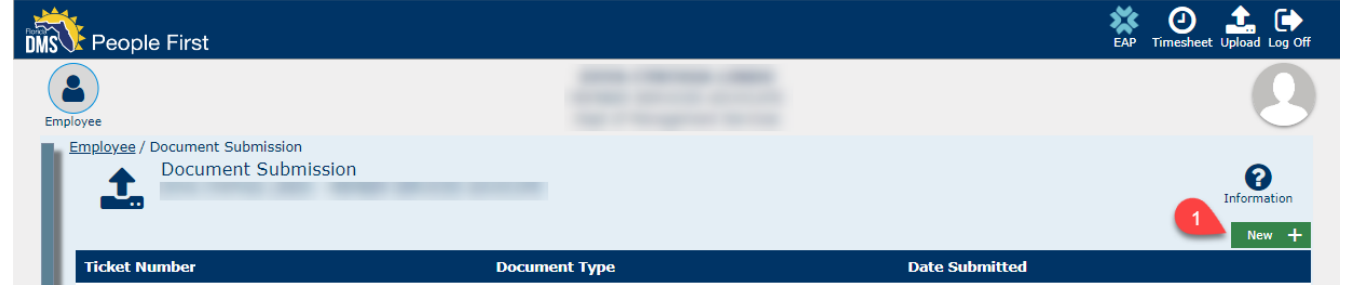


The screenshot shows the People First system interface. At the top right, there is a header menu bar with icons for EAP, Timesheet, Upload, and Log Off. The Upload icon is highlighted with a red circle and the number 1. Below the header, there is a navigation menu with options like Timesheet, Leave and Overtime Request, Leave Balance Overview, Total Compensation Statement, Contact Information, and My Benefits. The main content area shows a list of tasks with red circles and numbers: 1 Complete Your Direct Deposit, 1 Complete Timesheet, 1 Review Performance, and 5 Take Courses. There are also several tiles for Personal Info, Work Info, Insurance Benefits, Pay Info, Talent Management, and Time and Attendance.

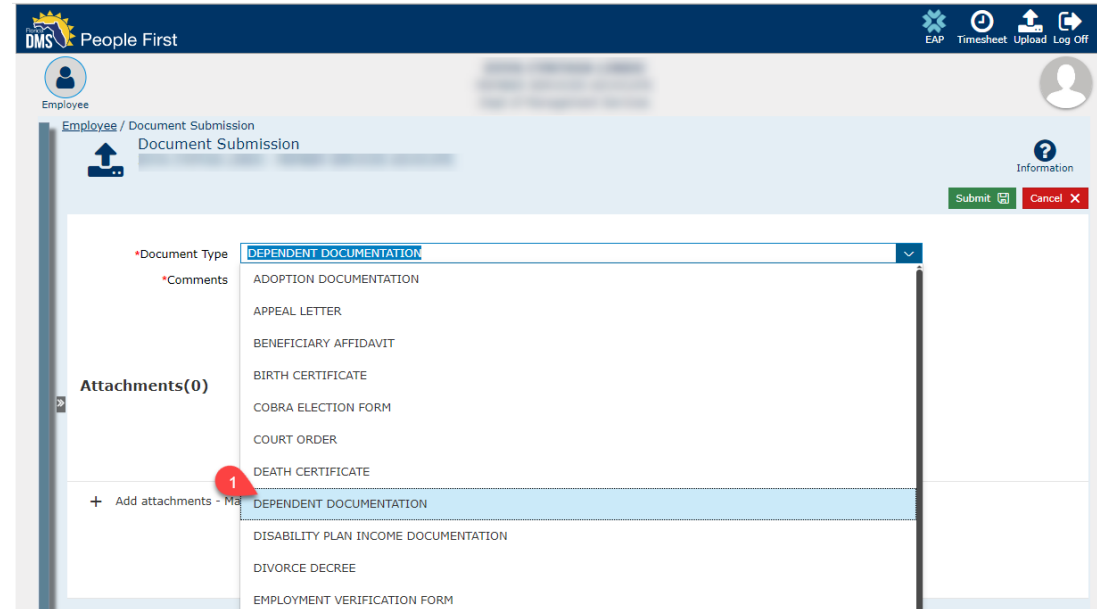
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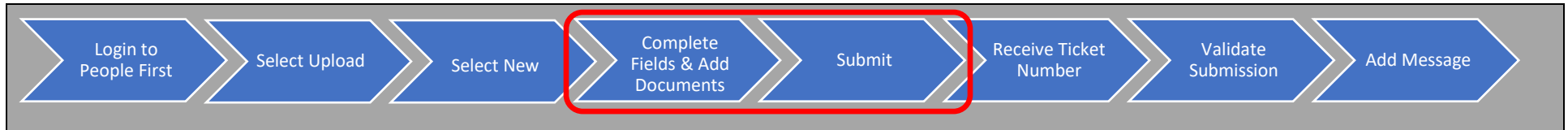
2. Select New (1) to create a ticket to submit the dependent documentation to the People First Service Center.



3. Select the Dependent Documentation (1) option from the Document Type field.



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4. Add specific information for the documentation being submitted in the Comments field (1).

Add documents by selecting the attachments + icon (2).

Select Submit (3) to send the documents to the People First Service Center.

Employee / Document Submission  
Document Submission

Document Type: DEPENDENT DOCUMENTATION

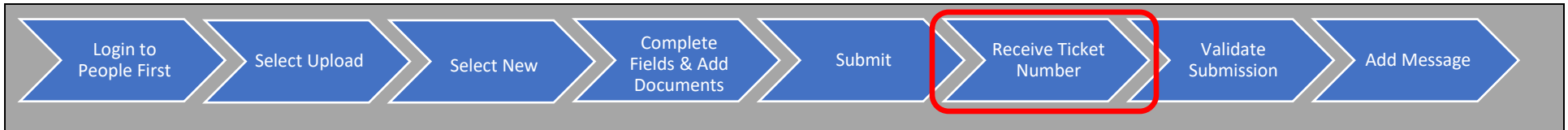
Comments: Add comments explaining the purpose for submitting this document (1)

Attachments(0)  
No files attached

+ Add attachments - Max. File size is 10MB (2)

Submit (3) Cancel

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5. When the ticket is submitted, a ticket number (1) will be displayed on the screen. When calling the People First Service Center for updates, the ticket number can be referenced.

The screenshot shows the 'Document Submission' page in the People First DMS. The 'Document Type' is 'DEPENDENT DOCUMENTATION' and the 'Comments' are 'Providing birth certificate for dependent child.' A 'Success' message box is displayed, indicating that 'Ticket 01024897 has been submitted'. An attachment named 'Birth Certificate.pdf' (1.2 MB) is listed at the bottom of the form.

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6. The ticket submission can be validated to ensure the documents are successfully submitted. To view the ticket, select the applicable ticket record (1) from the Overview section and the details of the ticket (2) will display below the Overview section.

Employee / Document Submission

Document Submission

Ticket Number	Document Type	Date Submitted
01024897	DEPENDENT DOCUMENTATION	06/15/2023

Ticket Number: 01024897

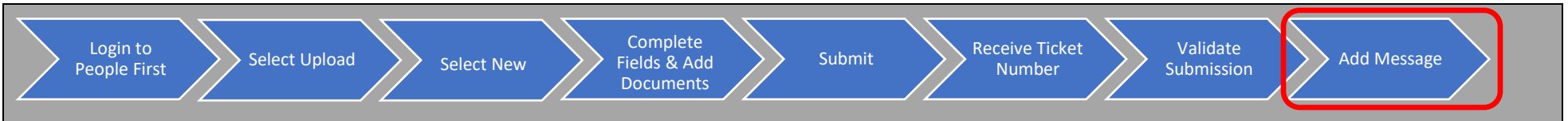
Document Type: DEPENDENT DOCUMENTATION

Comments: Providing birth certificate for dependent child.

Attachments(1)

Birth\_Certificate.pdf

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7. Once the ticket is created, employees can add messaging if needed to assist with completing the request.

Select Messages (1) and a message window will be displayed. In the message window, new messages can be added (2) and historical messages can be viewed (3). Once a new message entered, select Save (4) to send the message to the People First Service Center.

Once the People First Service Center processes the documentation that was submitted, the employee will receive a confirmation email notification.

The screenshot shows the 'People First' DMS interface. The main page is titled 'Document Submission' and displays ticket information for ticket number 01024897, including the document type 'DEPENDENT DOCUMENTATION' and a comment 'Providing birth certificate for...'. An 'Attachments(1)' section shows a file named 'Birth\_Certificate.pdf'. A 'Messages' modal window is open in the foreground, showing a message history entry for '06/15/2023 12:28:46 PM - People First -' and a text input field with the placeholder 'Enter new message up to 255 characters'. At the bottom of the modal are 'Save' and 'Cancel' buttons. Red callout numbers 1-4 point to the 'Messages' button, the input field, the message history entry, and the 'Save' button, respectively.