

# Submitting Dependent Documentation in People First

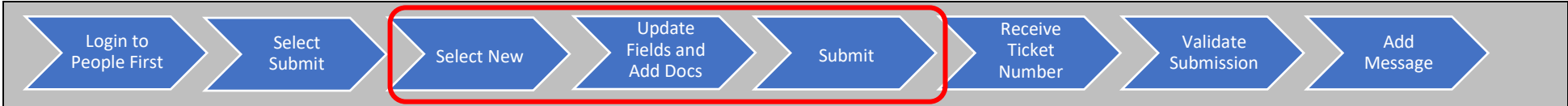
**Purpose:** Demonstrate how to submit dependent documentation using the People First system.

**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.

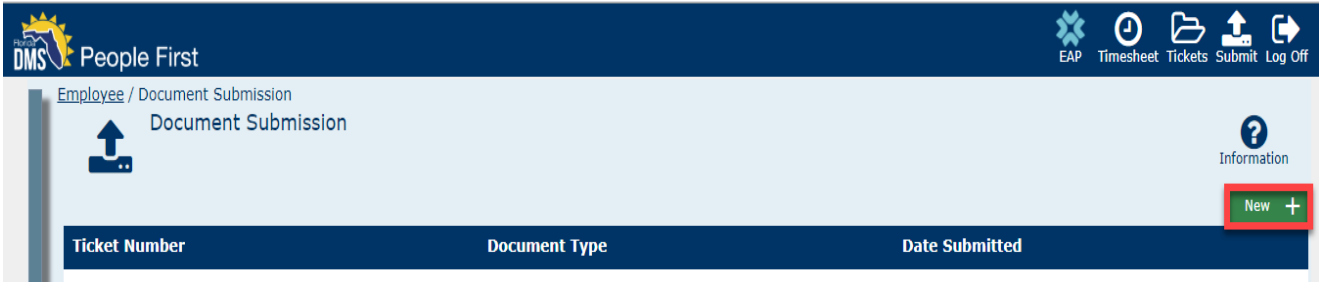
1. Once you are logged into People First, select the Submit icon, at the top right of the screen.

The image shows a process flow diagram at the top with steps: Login to People First, Select Submit, Select New, Update Fields and Add Docs, Submit, Receive Ticket Number, Validate Submission, and Add Message. Below this is a screenshot of the People First web application. The top navigation bar includes 'DMS People First' and icons for 'EAP', 'Timesheet', 'Tickets', 'Submit', and 'Log Off'. The 'Submit' icon is highlighted with a red box. The main dashboard features a left sidebar with buttons for 'Timesheet', 'Leave and Overtime Request', 'Leave Balance Overview', 'Contact Information', 'Shared Savings', and 'Chard Snyder'. The central area shows 'No Inbox Tasks' and an 'Inbox' section. The right side contains a grid of tiles for 'Personal Info', 'Work Info', 'Insurance Benefits', 'Pay Info', 'Talent Management', and 'Time and Attendance'.

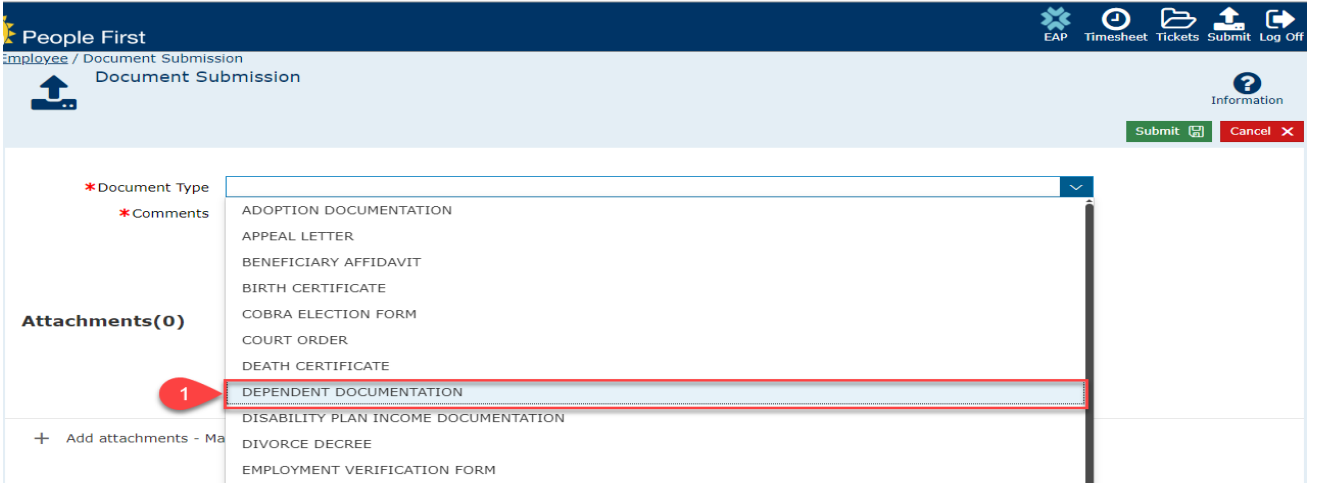
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2. Select the New icon to add the requested dependent documentation.



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).

Employee / Document Submission

Document Submission

Information

4 Submit Cancel

\*Document Type DEPENDENT DOCUMENTATION

\*Comments Providing birth certificate for dependent child

2

196 characters remaining

Attachments(0)

No files attached

3 + Add attachments - Max. File size is 10MB

Test.pdf

36.6 KiB

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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 system. The page header includes the 'DMS People First' logo and navigation links for EAP, Timesheet, Tickets, Submit, and Log Off. The main content area shows a form with the following details:

- Document Type:** DEPENDENT DOCUMENTATION
- Comments:** Providing birth certificate for dependent child.
- Character Count:** 208 characters remaining
- Attachments:** 0 attachments are currently listed.
- File Upload:** A file named 'Test.pdf' (29.6 KIB) is shown below the attachment list.

A 'Success' dialog box is overlaid on the form, indicating that 'Ticket 01016620 has been submitted'. The dialog includes an 'OK' button with a checkmark.

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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' and 'Document Submission'. A table lists document submissions with columns for 'Ticket Number', 'Document Type', and 'Date Submitted'. The first entry is for ticket 01016620, type 'DEPENDENT DOCUMENTATION', submitted on 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.). An 'Attachments(1)' section shows a file named 'Test.pdf'.

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

Ticket Number: 01016620  
Document Type: DEPENDENT DOCUMENTATION  
Comments: Providing birth certificate for dependent child.

Attachments(1)  
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 displays ticket numbers (01016620, 01016595), document type (DEPENDENT DOCUMENTATION), and comments (Providing birth certificate for...). A modal window titled 'Messages' is open, showing '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 callouts 1, 2, and 3 indicate the 'Messages' button, the input field, and the 'Save' button respectively.