

Post-Employment Program Pre-Designation Instructions

1. Log in to [PeopleSoft Employee Self-Service](#)
 - a. Enter Username and Password
 - b. Username is your **6-digit County ID** number with the letter **E** in front of it. (example below)
 - c. For password assistance, you may need to contact RCIT.



ORACLE® PeopleSoft
HCM 9.2 Production



User ID
E123456

Password
.....

Select a Language
English

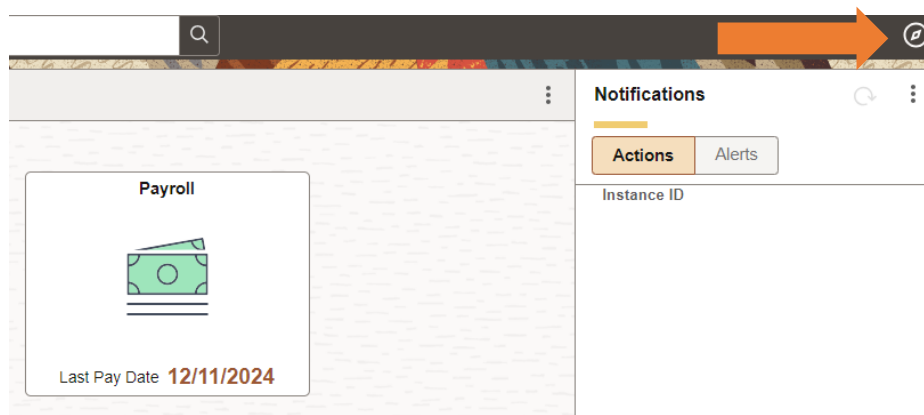
Sign In

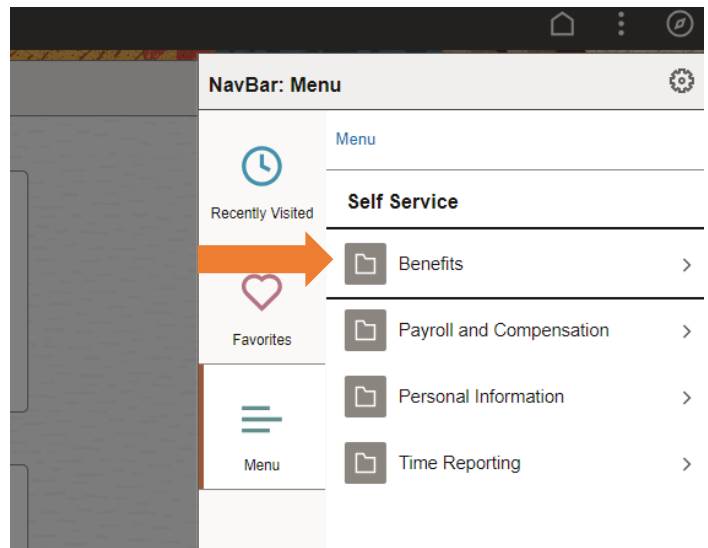
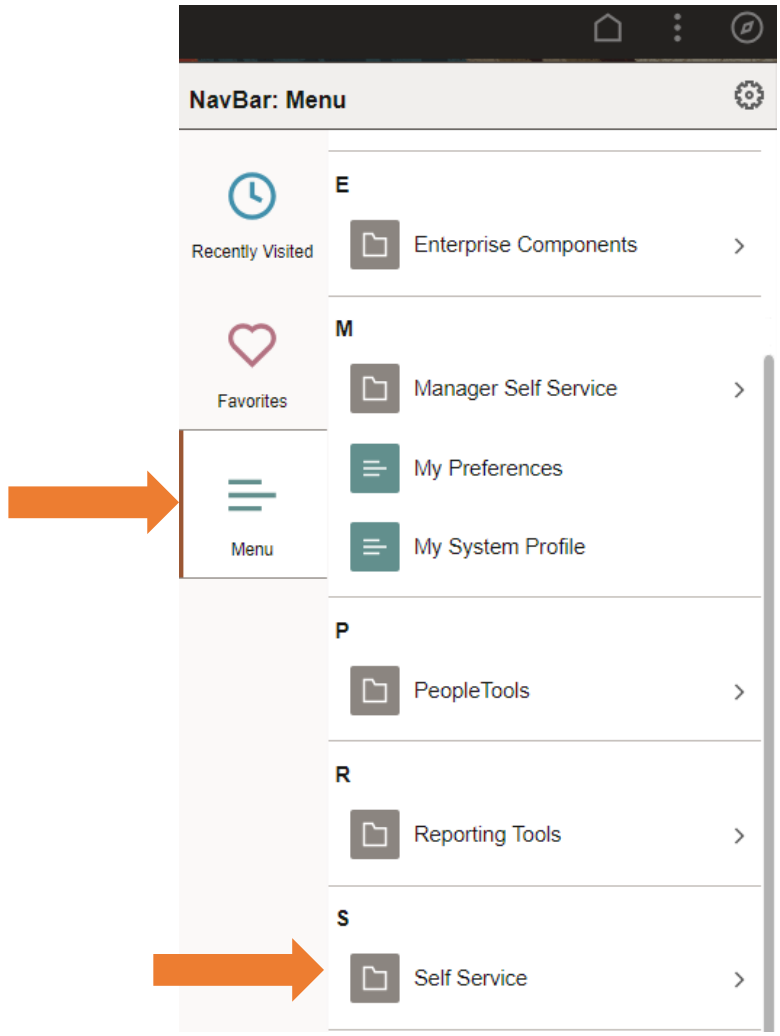
Enable Screen Reader Mode

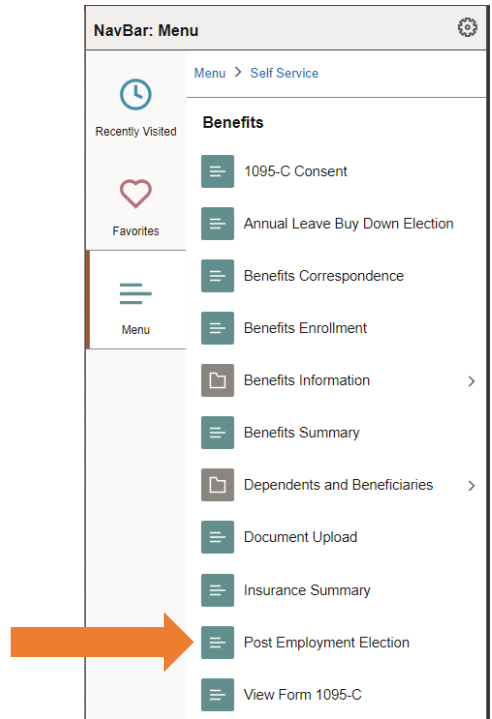
[Forgot Your password?](#)

2. Using the NavBar Menu Icon (see below) in the upper right corner of your screen, select the **COMPASS** then follow path below:

Menu > Self Service > Benefits > Post Employment Election







3. After selecting the Post Employment Election via the menu, you will be forwarded to the election page to select one of three options available:

Option 1: 100% Special Pay Plan

Option 2: 50% Special Pay Plan and 50% VEBA Health Savings Reimbursement Plan

Option 3: 100% VEBA Health Savings Reimbursement Plan

Post Employment Election

Post Employment Election

Welcome to the County of Riverside!

As an employee of the County of Riverside, the IRS requires that you take action on income or benefits that may be considered received, even if you have not physically received them yet. Based on the provisions of your Memorandum of Understanding (MOU), you must make a one-time irrevocable election within sixty (days) from notification, identifying which Plan your future qualifying leave balance will be deposited into.

This election shall remain in effect for the duration of your employment and subject to the provisions of any applicable bargaining agreement upon separation of employment. The initial irrevocable election per bargaining group will remain in effect and cannot be changed later.

[Post Employment Information \(click here to find out more\)](#)

NOTE: Tax consequences of these plans are governed by the constructive receipt doctrine embodied in the regulations under 451 of the Internal Revenue Code. Under this doctrine, as detailed by the Department of Treasury, a taxpayer will be subject to tax upon an item of income if they have an unrestricted right to determine when and how such an item of income should be paid. This is further defined in §1.451-(a) of the Income Tax Regulations, which outlines that an item of income is includible in gross income for the taxable year in which it is actually or constructively received.

Employee ID: _____

Choose and 'Save' one selection.

100% into the employees 401(a) (up to the IRS allowable limit, with any remaining monies to be paid to the employee).

50% into the employees 401(a) (up to the IRS allowable limit) and 50% into the VEBA account.

100% into the Voluntary Employees' Beneficiary Association (VEBA) account.

Date and Time Stamp: _____

4. Upon making your election for the Post Employment Program. You will want to select the **SAVE** button at the bottom of the page.

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Employee ID:

Choose and 'Save' one selection.

- 100% into the employees 401(a) (up to the IRS allowable limit, with any remaining monies to be paid to the employee).
- 50% into the employees 401(a) (up to the IRS allowable limit) and 50% into the VEBA account.
- 100% into the Voluntary Employees' Beneficiary Association (VEBA) account.

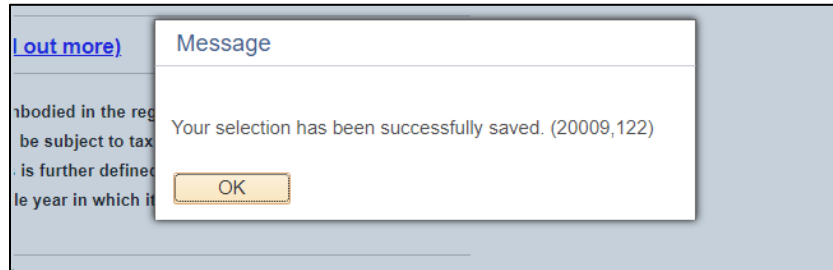
Date and Time Stamp:



Save

Exit

5. After you have successfully saved your election, you will be presented with the following message to acknowledge submittal.



6. Your Post Employment Election page will now reflect the date and timestamp that your election was made and saved for your records.
 - a. While the initial election window is open, you will have the opportunity to make a different election and re-save. However, once the window has closed, your election will be final and irrevocable.

Choose and 'Save' one selection.

- 100% into the employees 401(a) (up to the IRS allowable limit, with any remaining monies to be paid to the employee).
- 50% into the employees 401(a) (up to the IRS allowable limit) and 50% into the VEBA account.
- 100% into the Voluntary Employees' Beneficiary Association (VEBA) account.

 **Date and Time Stamp:** 01/07/2025 12:25:19.089802PM

Save

Exit