

INVEST IN YOUR FUTURE

You can now make changes to your 457(b) Deferred Compensation contributions online using PeopleSoft Employee Self-Service!

The County of Riverside offers a voluntary 457(b) Deferred Compensation Plan to assist employees in meeting their financial goals in retirement. Employees may choose to contribute to Deferred Compensation Plans through Nationwide Retirement Solutions and/or VALIC. Employees can make contributions on a pre-tax and/or after-tax basis. Changes in the amount of compensation deferred each pay period can be made at any time. The minimum bi-weekly contribution is \$10.00. Your Deferred Compensation contribution is separate from your CalPERS or 401(a) Part-Time and Temporary Employees retirement plans.

[CLICK HERE](#)

Additional resources:

- [Contact a Nationwide and/or Corebridge Financial Advisor](#)
- [457 Contribution Change Form](#)
- [Find Out More About The 457b Deferred Compensation Plan](#)

Step-by-Step Instructions:

Log into Employee Self-Service by entering your Employee ID# (e.g. E123456) and Password. Click on link below:

<https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login>



 **ORACLE® PeopleSoft®**
HCM 9.2 Production

User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode

[Forgot Your password?](#)

1. Select *Benefit Details*

The screenshot shows a grid of navigation options. The 'Benefit Details' option is highlighted with a blue border and an orange arrow pointing to it from the 'Personal Details' option. The 'Open Enrollment' option has a message: 'No Enrollment Available At This Time'. The 'Payroll' option shows the last pay date as 01/08/2025. The 'Announcements' option shows a notification for the 2023-24 Employee Giving Campaign with 0 unread items.

Open Enrollment No Enrollment Available At This Time	Personal Details 	Benefit Details 	
Paycheck Modeler 	Life Events ORACLE PEOPLESFT	Payroll Last Pay Date 01/08/2025	Compensation History
Talent Profile 	Time 	Announcements 2023-24 Employee Giving Campaign 0 Unread	

2. Select *Life Events*

The screenshot shows the Life Events section with several options. The 'Life Events' option is highlighted with a blue border and an orange arrow pointing to it from the 'Dependent/Beneficiary' option. The 'Benefits Summary' option shows a document with a plus sign and a person icon. The 'Benefits Statement' option shows a document with a plus sign, a house icon, and a document icon, with the text '2024 Submitted Enrollment'. The 'Benefits Enrollment' option shows a document with a plus sign, a house icon, a person icon, and a clock icon. The 'Dependent/Beneficiary' option shows a plus sign and a person icon, with the text 'None'. The 'View Form 1095-C' option shows a document with a plus sign and the text 'ACA'. The 'Form 1095-C Consent' option shows a warning sign and a document with the text 'ACA', with the text 'No consent received'.

Benefits Summary 	Benefits Statement 2024 Submitted Enrollment	Benefits Enrollment
Dependent/Beneficiary None	Life Events Start a Life Event	View Form 1095-C
Form 1095-C Consent No consent received		

3. Select **Savings Contribution Change** and enter current date *in As Of* field, then click **Start Life Event**

- You must enter the current date because this option cannot be retroactively dated.

If you are experiencing any of the circumstances below, you may now initiate an event online that will allow you to upload documents of proof, add or change dependents, and make your new benefits elections at your convenience.

To begin, select the appropriate Event Type.

Then enter the **actual date** of your event. (i.e. Marriage Date, Birth Date, Hire Date, etc).

Prior to starting a Life Event, please have any required documents ready for upload (Marriage certificate, Birth certificate, Death certificate, etc.). Any incomplete Life Event will be canceled after two weeks.

Employee


Marriage / Domestic Partnership



Birth / Adoption / Legal Guardianship

Divorce / End of Domestic Partnership

Hire / Rehire Benefits Elections

Dependent Coverage Loss/Gain


Savings Contribution Change 

*As Of  

The Life Event must be completed within 1 day(s) of your qualifying event or you will not be eligible to change your Benefit elections.

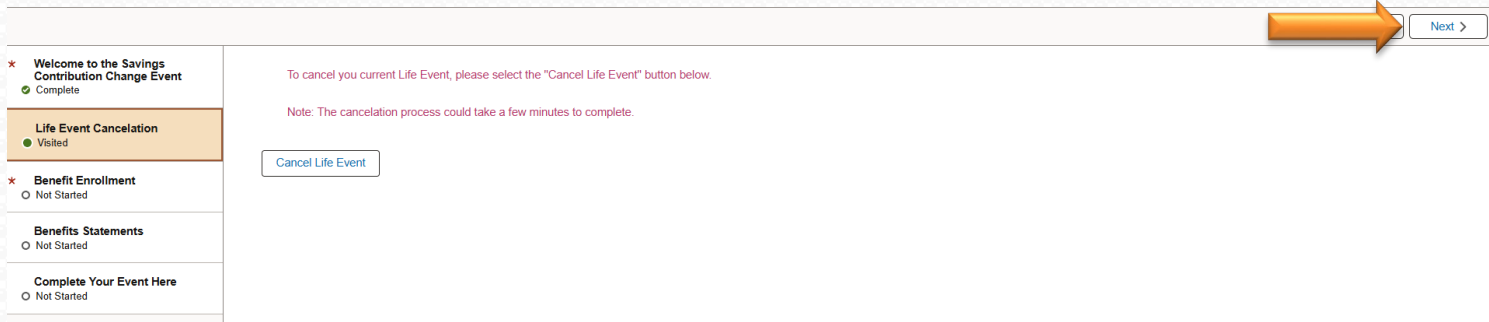
4. Select **Next** on the upper right-hand corner to start your election

Savings Contribution Change Life Event

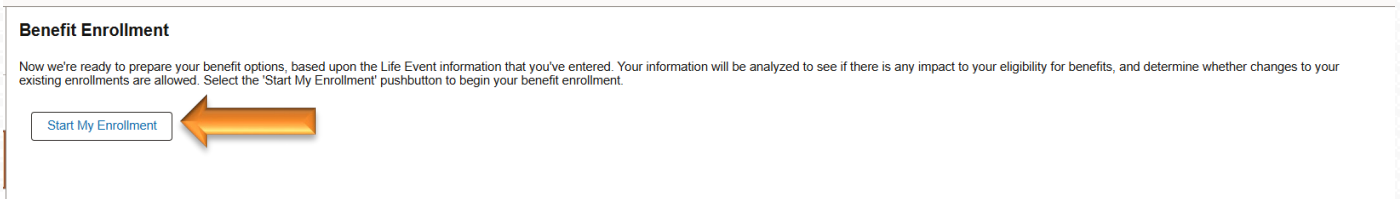


<p>Welcome to the Savings Contribution Change Event</p> <p><input checked="" type="radio"/> Complete</p>	<p>Welcome to the Savings Contribution Change Event</p> <p>Using this event allows you to change your Savings plan contribution amount at any time. Please note the change will be reflected in your next paycheck.</p> <p>This guide will take you through all the steps necessary to change your contribution amount.</p> <p>You can also make changes to your taxes if necessary through Employee Self Service, Payroll, Tax Withholding.</p> <p>Documents you will need to have soft-copies available to upload as proof during this event include:</p> <p>Savings Contribution Change</p> <ul style="list-style-type: none">• None
<p>Life Event Cancellation</p> <p><input type="radio"/> Not Started</p>	
<p>Benefit Enrollment</p> <p><input type="radio"/> Not Started</p>	
<p>Benefits Statements</p> <p><input type="radio"/> Not Started</p>	
<p>Complete Your Event Here</p> <p><input type="radio"/> Not Started</p>	

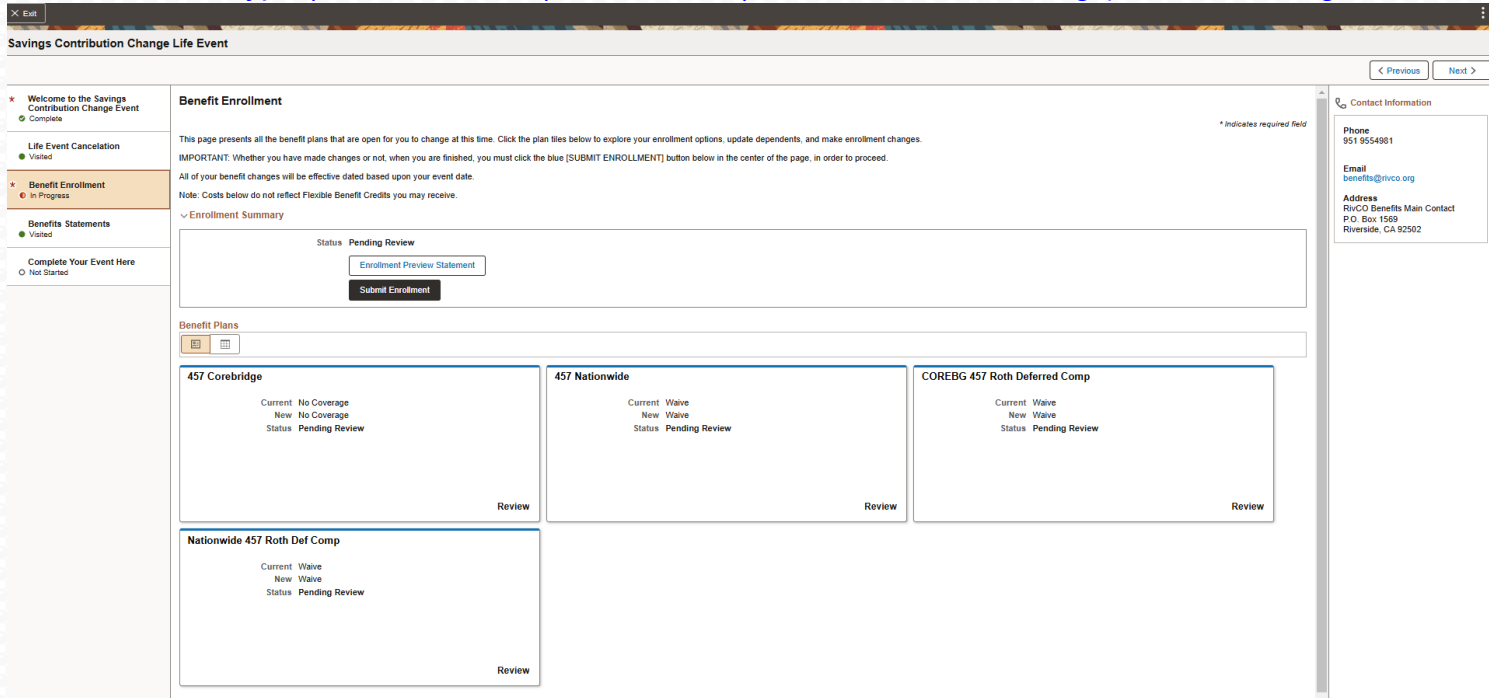
5. The next screen will ask if you'd like to cancel your current life event, please select **Next** on the upper right-hand corner to continue making your change



6. On the Benefit Enrollment screen, click on **Start My Enrollment** to make your election



7. Select Plan Type (Pre-Tax or Roth) and Vendor (Nationwide or Corebridge) to make changes



8. Enter your new contribution (Flat Dollar Amount or Percentage) and click **Done**

Cancel 457 Nationwide Done

The Profit Sharing plan will provide you with periodic employer contributions based on the performance of the company. Contributions will be delivered to either an individual account or as a wage/salary supplement as defined in the plan document.

▼ Enroll in Your Plan

Plan Name
<input checked="" type="checkbox"/> Nationwide 457 Deferred Comp <input type="checkbox"/> Select Waive

Contact Information

Phone
951 955-4981 x OPT 2

Email
retirement@rivco.org

Address
RivCo Retirement Contact
P.O. Box 1569
Riverside, CA 92502

▼ Contributions

You can enter your contribution as a percent or flat dollar amount but not both. You can not exceed the before-tax and after-tax plan maximums. If you choose to enter percents, the sum of your before-tax and after-tax percents can not exceed 100 percent.

Before Tax Amount Before Tax Percent

Maximum Before Tax Percent: 100.00

9. To review your updates on the Benefit Enrollment screen, click on the **Enrollment Preview Statement** button. If everything is correct, use the **Submit Enrollment** button to send this information to HR.

Benefit Enrollment

* Indicates required field

This page presents all the benefit plans that are open for you to change at this time. Click the plan tiles below to explore your enrollment options, update dependents, and make enrollment changes.

IMPORTANT: Whether you have made changes or not, when you are finished, you must click the blue [SUBMIT ENROLLMENT] button below in the center of the page, in order to proceed.

All of your benefit changes will be effective dated based upon your event date.

Note: Costs below do not reflect Flexible Benefit Credits you may receive.

▼ Enrollment Summary

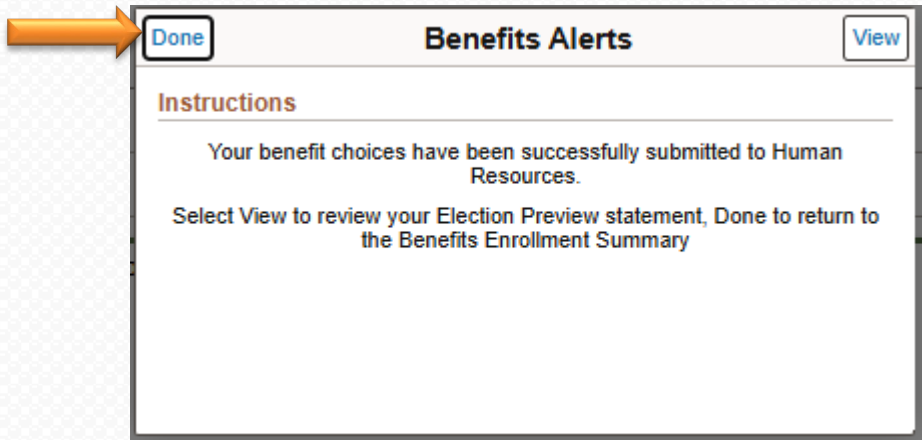
Status **Visited**

Enrollment Preview Statement
Submit Enrollment

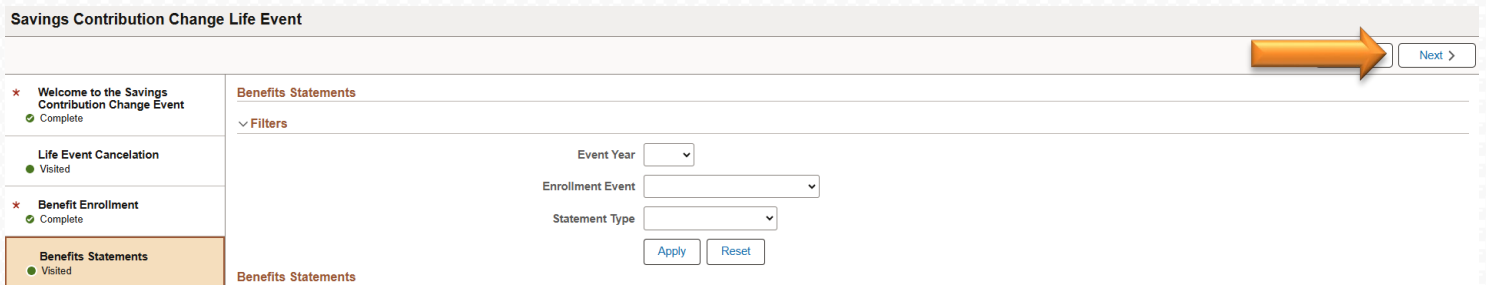
Benefit Plans

<p>457 Corebridge</p> <p>Current No Coverage New No Coverage Status Visited</p> <p style="text-align: right; font-size: small;">Review</p>	<p>457 Nationwide</p> <p>Current Waive New Waive Status ✔ Changed</p> <p style="text-align: right; font-size: small;">Review</p>	<p>COREBG 457 Roth Deferred Comp</p> <p>Current Waive New Waive Status Pending Review</p> <p style="text-align: right; font-size: small;">Review</p>
<p>Nationwide 457 Roth Def Comp</p> <p>Current Waive New Waive Status Pending Review</p> <p style="text-align: right; font-size: small;">Review</p>		

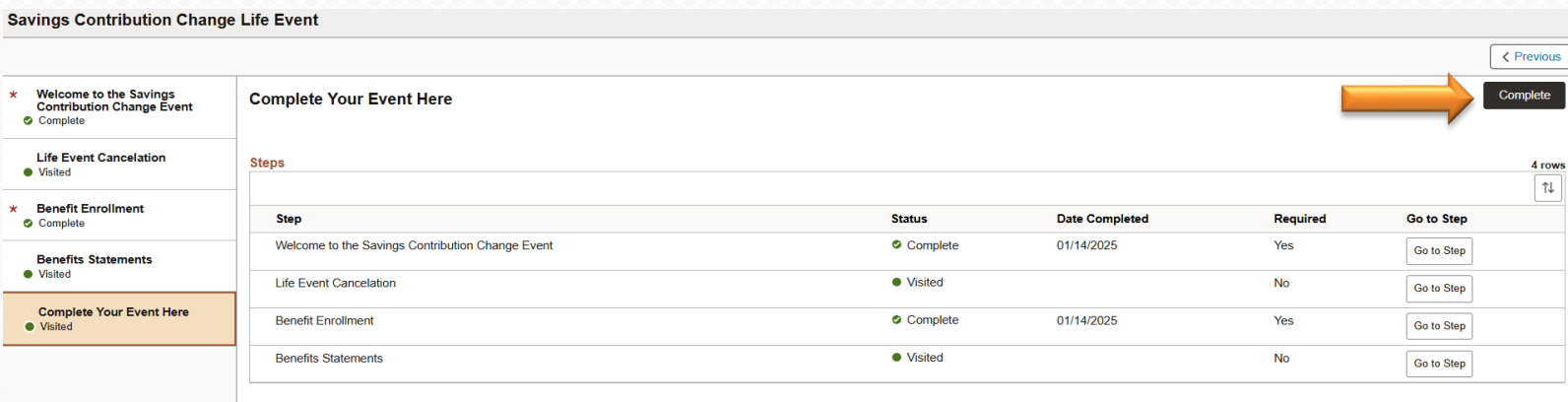
10. Once you select Submit Enrollment, you should receive a Benefits Alerts message confirming your election was successfully completed, you may move forward by selecting **Done**



11. Click on the **Next** button to navigate to the Benefit Statements to view your updates. If you wish to review or print this update, click the event to see more details.



12. Click on the **Next** button to navigate to the **Complete Your Event Here** page. From here you will be able to see an overview of the Savings Event. If a step has not been completed, this page will show you what steps are still pending and take you directly back to that pending step. If all the required steps have been successfully completed, you will be able to select the **Complete** button to finalize your request.





Human Resources Retirement Division

- Phone: (951) 955-4981, Option 2 • Fax: (951) 955-8538 • Email: Retirement@rivco.org •
- a.Appointments: <https://rchr.checkappointments.com/> •
- b.Hours of Operation are Monday - Friday 8:00 a.m. to 5:00 p.m. •