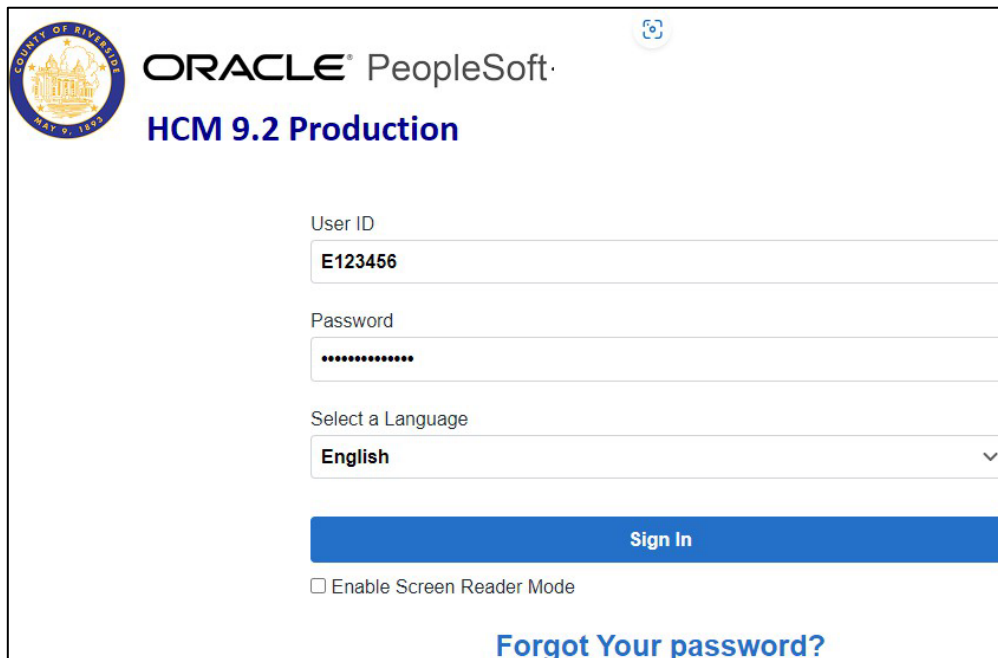


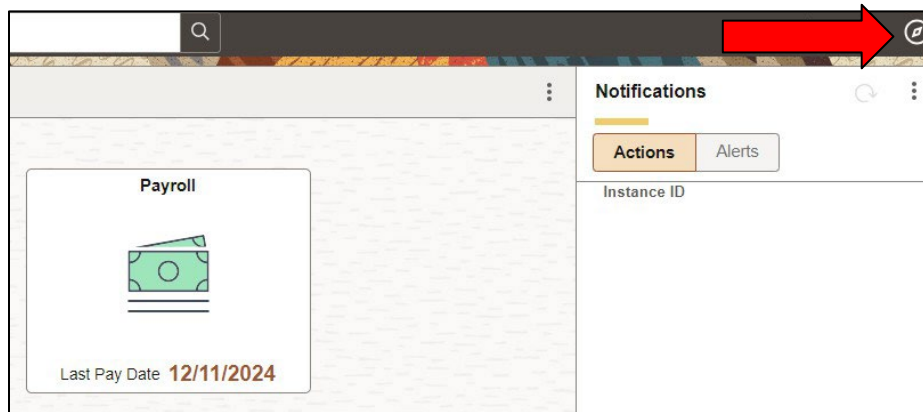
Post-Employment Program Pre-Designation Instructions


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





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




NavBar: Menu 


 Recently Visited

 Favorites


 Menu


 My System Profile


O


 Organizational Development >

P


 Payroll for North America >

 Payroll Interface >


 Pension >


 PeopleTools >


R

 Reporting Tools >

S

 Self Service >

 Set Up HCM >

 Stock >



NavBar: Menu

Menu

Recently Visited

Favorites

Menu

Self Service

- Benefits >
- Learning and Development >
- Payroll and Compensation >
- Personal Information >
- Stock Activity >
- Time Reporting >
- Workflow User Preferences

NavBar: Menu

Menu > Self Service

Recently Visited

Favorites

Menu

Benefits

- 1095-C Consent
- Annual Leave Buy Down Election
- Benefits Correspondence
- Benefits Enrollment
- Benefits Information >
- Benefits Summary
- Dependents and Beneficiaries >
- Document Upload
- Insurance Summary
- Post Employment Election
- View Form 1095-C

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:

- 100% Special Pay Plan
- 50% Special Pay plan and 50% VEBA
- 100% Deferred Compensation (up to IRS Limit)
- 100% VEBA
- 25% VEBA and 75% Special Pay Plan
- 75% VEBA and 25% Special Pay Plan

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 §1.451-1(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: 256

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 employees 457 Deferred Compensation Plan (up to the IRS allowable limits, including 50+ catch-up contributions, with any remaining monies to be paid to the employee).

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

25% into the Voluntary Employees Beneficiary Association (VEBA) account, and 75% into the employees 401(a) Money Purchase Plan, with any remaining monies to be paid to the employee.

75% into the Voluntary Employees Beneficiary Association (VEBA) account, and 25% into the employees 401(a) Money Purchase Plan, with any remaining monies to be paid to the employee.

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.

Post Employment Election

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Employee ID _____

Choose and 'Save' one selection.

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Date and Time Stamp: 05/26/2026 9:18:44.000000AM



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

Message

Your selection has been successfully saved. (20009,122)

6. Your Post Employment Election page will now reflect the date and time stamp that your election was made and saved for your records.

- 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.

Post Employment Election

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

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En [REDACTED]

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).
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Date and Time Stamp: 05/26/2026 9:18:44.t [REDACTED]

Save Exit