



1. Pay Warrant Designee

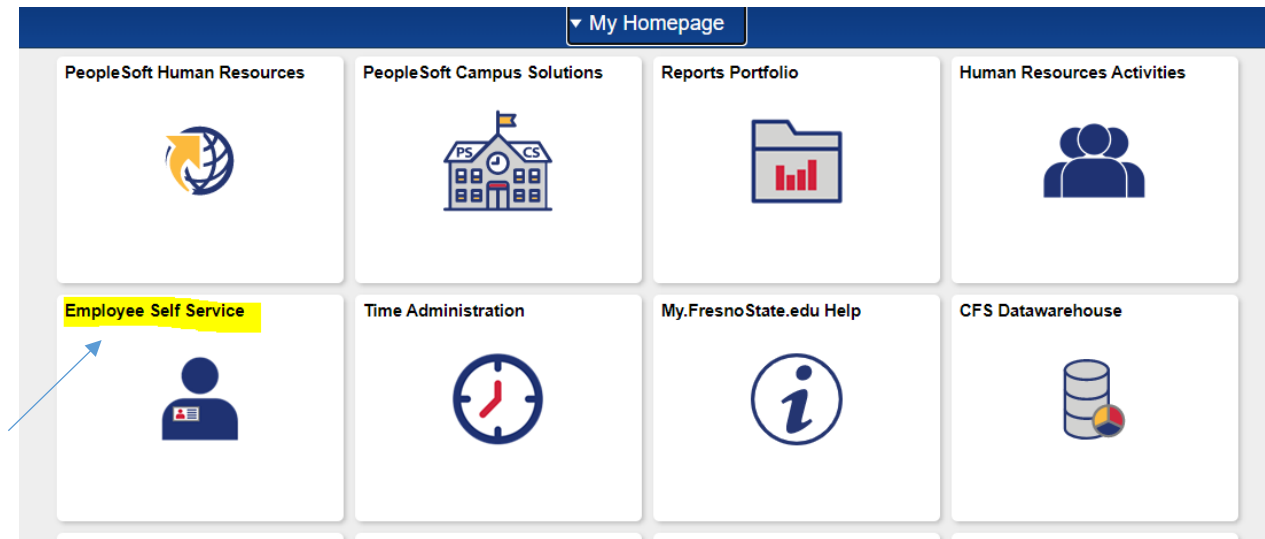
2. CalPERS Retirement

3. The Standard Life Insurance

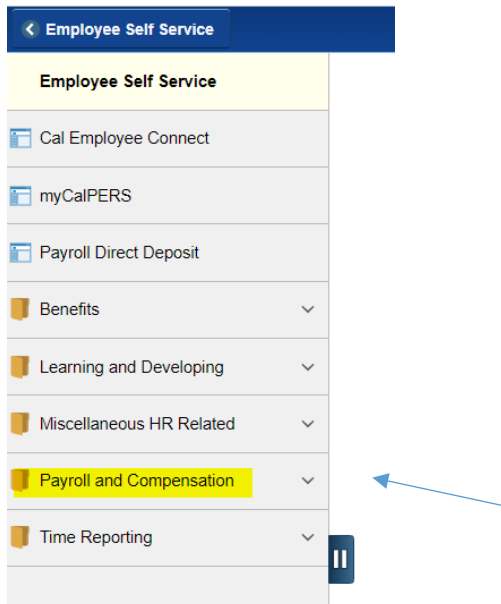
1. Pay Warrant Designee

Change Designee in PeopleSoft Self Service

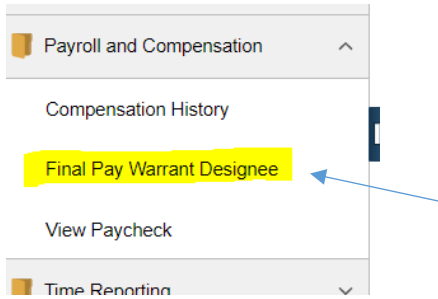
1. Starting on the 'My Homepage' click on 'Employee Self Service'



2. Click on 'Payroll and Compensation'



3. Next click on 'Final Pay Warrant' Designee



4. Click on 'Change Designee' and input information for Primary Designee & Contingent Designee


Primary Designee

A screenshot of the 'Primary Designee' form. At the top right, there are navigation controls: 'Find | View All', 'First', '1 of 2', and 'Last'. Below these is a 'Change Designee' button, which is highlighted in orange and has a blue arrow pointing to it from the right. The form contains the following fields: 'Effective Date' (04/02/2019), 'Status' (Active), 'Contact Name (First Middle Last) Group Confer' (with a note '(Must be 18 years or older)'), an 'Address' section with 'Country USA', 'Address 1 195 N. Coventry Avenue #215', 'Address 2', 'City Clov', 'State CA', and 'Postal 93611', and 'Telephone 559'. At the bottom, there is a 'Relationship to E' field.

Contingent Designee

A screenshot of the 'Contingent Designee' form. At the top right, there is a 'Change Designee' button, which is highlighted in orange and has a blue arrow pointing to it from the right. The form contains the following fields: 'Effective Date', 'Status' (Active), 'Contact Name (First Middle Last) (Must be 18 years or older)', an 'Address' section with 'Country USA', 'Address 1', 'Address 2', 'City', 'State', and 'Postal', and 'Telephone'. At the bottom, there is a 'Relationship to Employee' field.

5. If you want to add a 2nd contingent designee you can click on the option below. Once you are finished adding designee's click on 'I Agree'

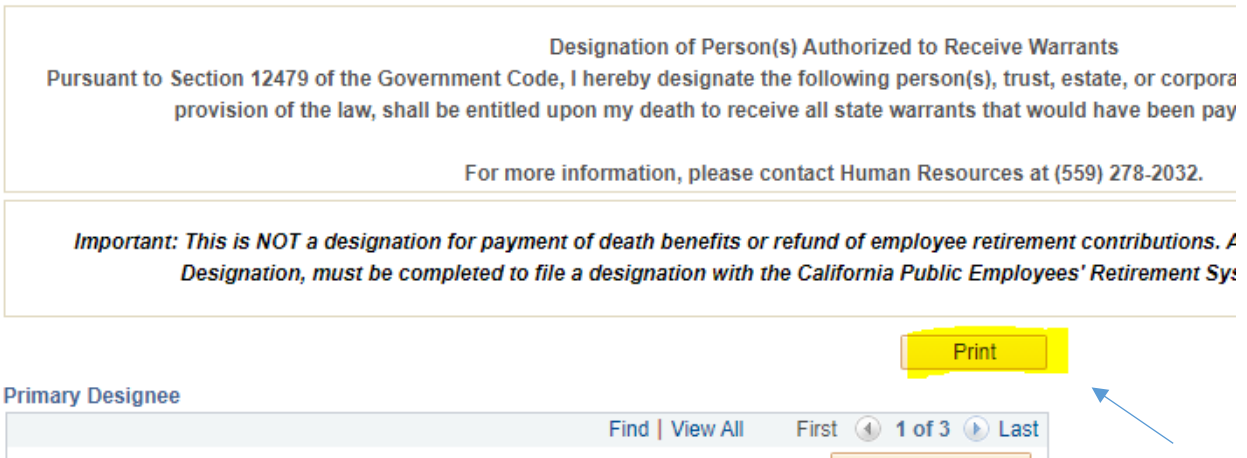


<<< Add A Second Contingent Designee >>>

I Agree DateTime Stamp

This screenshot shows a rectangular form area. At the top center, there is a blue text link that reads '<<< Add A Second Contingent Designee >>>'. Below this link, on the left side, is an orange button with the text 'I Agree'. To the right of the button is the text 'DateTime Stamp'. Two blue arrows point to the link and the button respectively.

6. Scroll to the top of the page and press 'Print' if you would like to print a copy of your designees. Designee's can be changed at anytime.



Designation of Person(s) Authorized to Receive Warrants

Pursuant to Section 12479 of the Government Code, I hereby designate the following person(s), trust, estate, or corporate provision of the law, shall be entitled upon my death to receive all state warrants that would have been payable

For more information, please contact Human Resources at (559) 278-2032.

Important: This is NOT a designation for payment of death benefits or refund of employee retirement contributions. A Designation, must be completed to file a designation with the California Public Employees' Retirement System.

Print

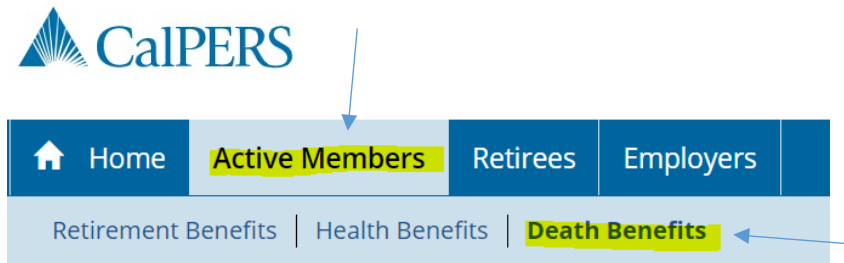
Primary Designee

Find | View All First 1 of 3 Last

This screenshot shows a form for designating a person authorized to receive warrants. It includes a title, a paragraph of text, a contact number, an important disclaimer, a yellow 'Print' button, and a pagination bar at the bottom. The pagination bar shows '1 of 3' and includes 'First' and 'Last' buttons. A blue arrow points to the 'Print' button.

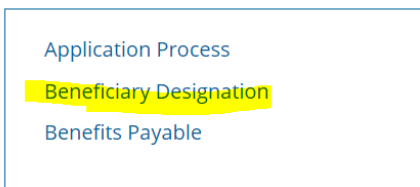
2. CalPERS Retirement

1. Begin at the CalPERS website: <https://www.calpers.ca.gov/>
2. Click on 'Active Members', then click on 'Death Benefits'.

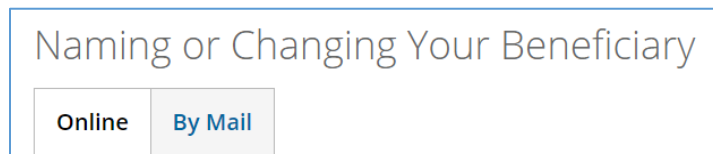


3. After clicking on Death Benefits, click on 'Beneficiary Designation'.

Death Benefits



4. The next page will give you an option to change your beneficiary designation either via online or by mail.



When you click either tab, detailed instructions will walk you through step-by-step on how to make changes.

Naming or Changing Your Beneficiary

Online By Mail

Log in to [myCalPERS](#) to name, review, or change your beneficiary.

Beneficiary designations made after August 5, 2013 are available in myCalPERS. If you submitted a previous beneficiary designation, it may still be valid, but not viewable online. [Contact us](#) if you have questions about your account.

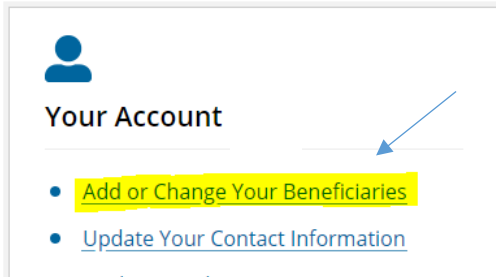
INSTRUCTIONS for ONLINE OPTION

1. Begin on the CalPERS website: <https://www.calpers.ca.gov/>
2. Follow the screens to log-in. There are log-in/registration instructions enclosed with this packet.

The image shows a sequence of three screenshots from the CalPERS website. The first screenshot is the top navigation bar, featuring the CalPERS logo, the word "INVESTMENTS", and a menu with "Home", "Active Members", "Retirees", and "Employers". A blue button labeled "my | CalPERS Log In" is highlighted with a blue arrow pointing to it from the right. The second screenshot is the "myCalPERS" login landing page, which has a background image of a mountain at sunrise. It displays the "myCalPERS" logo, a welcome message, and two orange buttons: "Active Members & Retirees" and "Employers & Business Partners". A blue arrow points to the "Active Members & Retirees" button. The third screenshot is a close-up of the login form, showing the "myCalPERS" logo, the text "Log in or register for a member account.", and a "Username (required)" label next to an empty text input field. A blue arrow points to the input field. Below the input field is an orange "Continue" button with a lock icon.

Once you login to your CalPERS account, scroll to the 'More Information' section and click on 'Add or Change your Beneficiaries'

More Information



If designations have already been made, they will be prepopulated. If the designations are correct there is nothing further you would need to do. If there are changes you would like to make you can click on the 'Change My Beneficiaries' button to make changes. Just follow the prompts to make changes.

Beneficiaries effective as of 12/07/2017

Primary Beneficiary
Spouse
100.00%

[Update Information](#)

Secondary Beneficiary
Child
33.33%

[Update Information](#)

Secondary Beneficiary
Child
33.33%

[Update Information](#)

Secondary Beneficiary
Child
33.33%

[Update Information](#)

[Change My Beneficiaries](#)


INSTRUCTIONS for PAPER FORM OPTION

If you prefer to submit your beneficiary designations via paperform and mail them to CalPERS, you can download and print the form from their website and mail it to the address listed on the form.

Naming or Changing Your Beneficiary

Online By Mail

Active members who want their death benefits paid to a designated beneficiary must complete a [Pre-Retirement Lump Sum Beneficiary Designation \(PDF\)](#) and mail it to the address listed on the form.



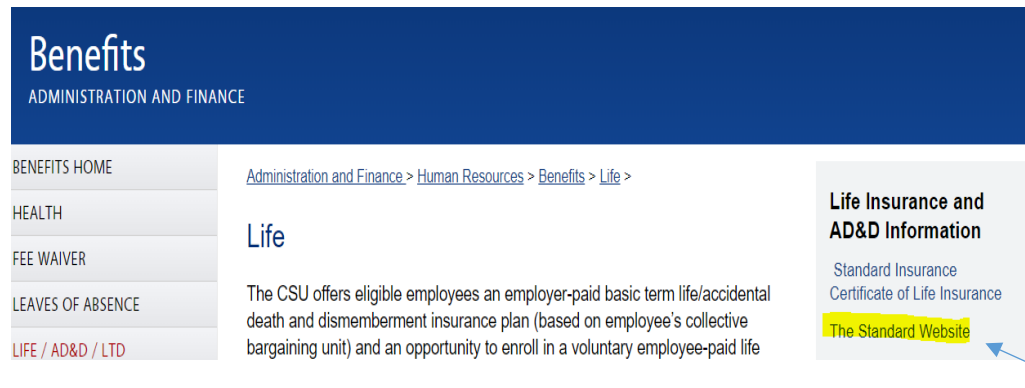
3. The Standard Life Insurance

Life insurance beneficiaries for the Basic and/or Voluntary Life insurance policies administered by The Standard can be updated online or through a paper form. An on-line account is necessary in order to facilitate a beneficiary change through their online system.

INSTRUCTIONS for PAPER FORM OPTION

1. Begin at the Fresno State benefits website to navigate to The Standard Website.

<http://fresnostate.edu/adminserv/hr/benefits/index.html>



2. When on the website click on 'Forms' and then choose 'Beneficiary Designation and Change Form'



A fillable PDF form will open up. You can complete the form and send it to the address indicated on the top of the form.

INSTRUCTIONS for ONLINE OPTION

You can access The Standards website/log in page by visiting the link below or accessing it on the Benefits website.

The Standard website

<https://standard.benselect.com/Enroll/Login.aspx?Path=csu>

Benefits Webpage



Life

The CSU offers eligible employees an employer-paid basic term life/accidental death and dismemberment insurance plan (based on employee's collective bargaining unit) and an opportunity to enroll in a voluntary employee-paid life insurance plan. To be eligible for these life insurance plans, you must be eligible for health care benefits.

Life Insurance and AD&D Information

[Standard Insurance Certificate of Life Insurance](#)

[The Standard Website](#)

[Click here to update your beneficiaries on-line with The Standard](#)

If you have already created an account or if it is your first time here you will need to input the requested information and then click 'Log in'

Benefits Enrollment

Welcome to the online enrollment site for employees of The California State University. To access your existing information including enrollments and beneficiary designations, please log-in. Your permanent user name is your Social Security Number. Your temporary PIN for first-time access is the last 4 of your Social Security number plus the last 2 of your birth year. If you need help, contact us by calling 800-378-5745.

Is this your first time here?

[Forgot your PIN?](#)

LOG IN

Once you are logged in you will be able to review your personal information or you can select the option to change your beneficiary. One of the first options on the right side of the screen will be 'Change my beneficiary'. Or if you wanted to review your information first, click on 'Next' at the bottom of the screen:

Welcome Back,

Welcome to our enhanced online enrollment site for employees of The California State University. You can make changes to your Voluntary

What would you like to do?

- [Change my beneficiary](#)
- [I have a new dependent child \(birth, adoption or regained custody\)](#)

The 'Change my beneficiary' option will take you straight to the plan election page, you simply click 'Next' to continue on and make your changes before submitting them.

Select Plans

Select the plan(s) for which you want to change the beneficiary and continue.

Plan	Name	Relationship	Address	Phone	Percent	Type
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Employer-paid Basic Life and AD&D

Name	Relationship	Address	Phone	Percent	Type
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Voluntary Employee Life

NEXT

If you wanted to review your information first, from the home screen click on 'Next' and continue reviewing. You can follow the prompts to make changes or keep beneficiaries the same until you are ready to submit.

Welcome Back,

Welcome to our enhanced online enrollment site for employees of The California State University. You can make changes to your Voluntary elections at any time. Initial enrollments or increases of Voluntary Life and Voluntary Long Term Disability coverage may be subject to approval. Click an individual coverage below or a task to the right to get started.

Summary of Benefit Elections:

Your Benefits

Plan	Benefit	Cost per Deduction	Coverage	Termination Date
Employer-paid Basic Life and AD&D	\$10,000	Employer-paid		
Voluntary Employee Life	\$100,000	\$10.00 after-tax		
Voluntary Dependent Child Life	\$20,000	\$2.75 after-tax		
		\$12.75 total		

i What would you like to do?

- [Change my beneficiary](#)
- [I have a new dependent child \(birth, adoption or regained custody\)](#)
- [Review forms that I signed](#)
- [Find a document or form](#)
- [Change my PIN](#)

Continue to review personal information and begin enrollment.

NEXT