THE McCLATCHY COMPANY
Since 1857

Updating Beneficiary Information in Employee Self Service

By now you have probably used McClatchy's Employee Self Service (ESS) to update your personal information, review paycheck information, change your direct deposit or enter benefit selections. The McClatchy Company is pleased to announce that you can now update your life insurance beneficiary information whenever you wish without having to contact your human resources department. Using this feature, you can:

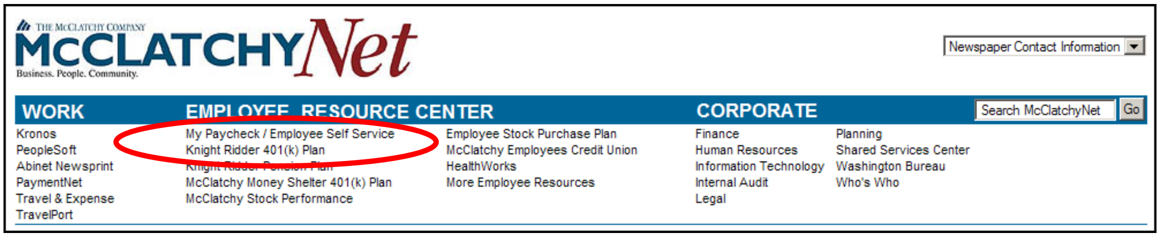
- Add beneficiaries
- Update/remove beneficiaries
- Change beneficiary benefit allocations

This feature is easy to use, and no training is required. The enclosed documentation provides some simple navigational tips and instruction on entering information.

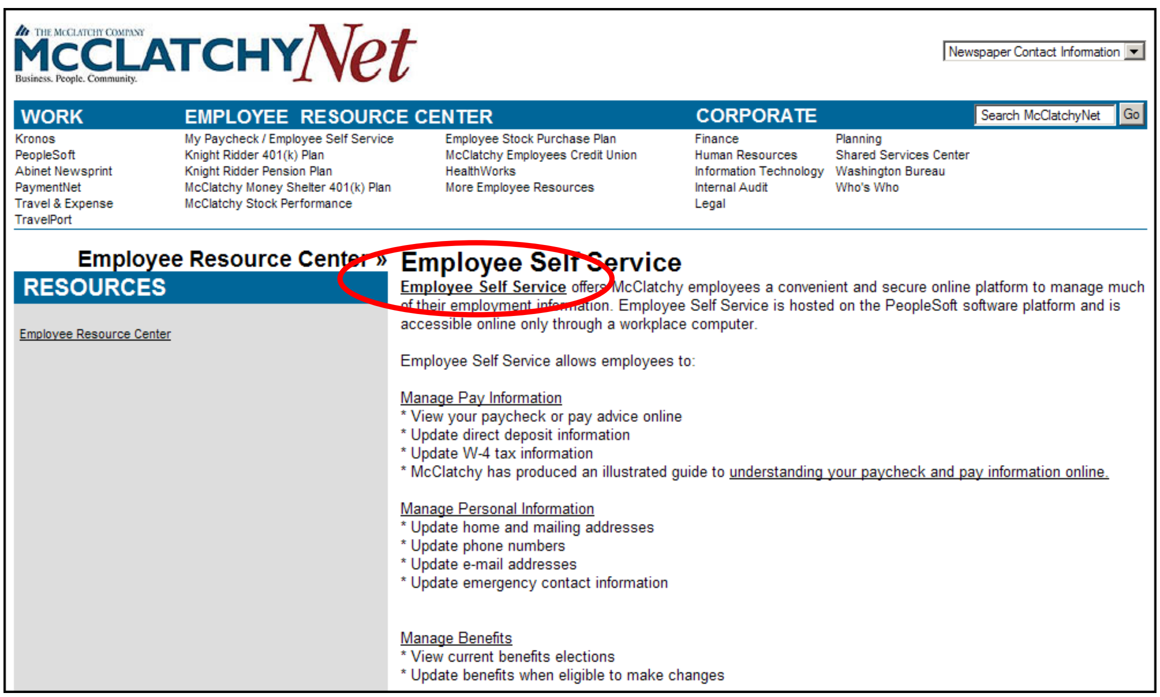
If you encounter issues or have questions, please contact your local human resources department.

Updating Beneficiary Information

Step 1: Navigate to [**http://mcclatchynet**](http://mcclatchynet) on your workplace computer (you cannot connect to ESS from any other source, unless you connect remotely through a secure VPN connection).

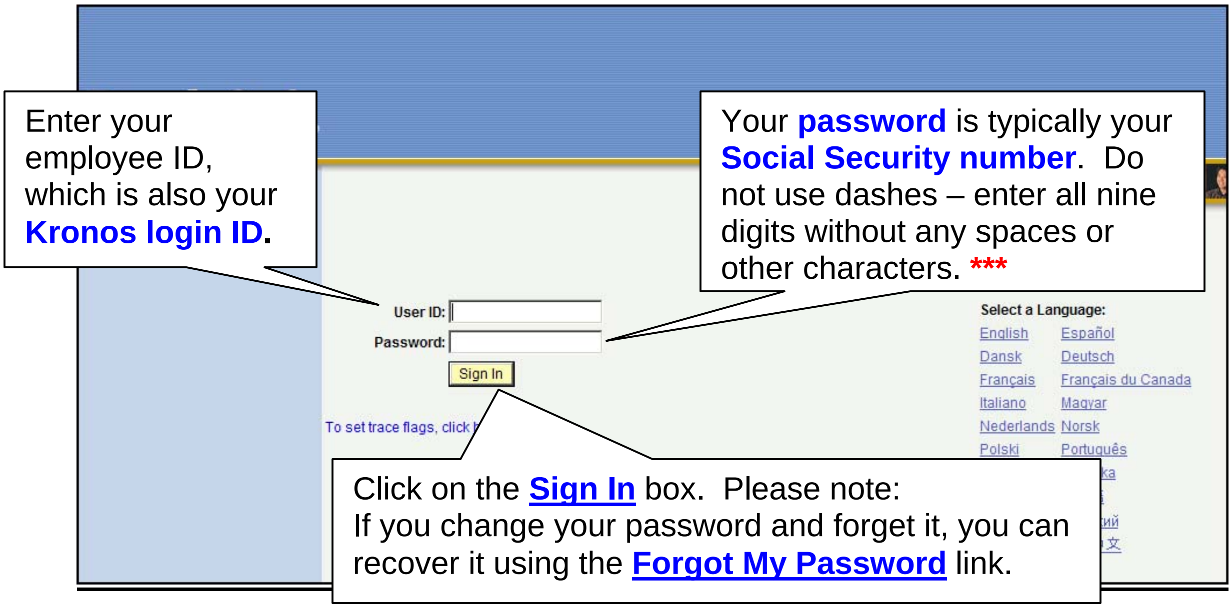


Step 2: Under the **Employee Resource Center** (see above), click on **My Paycheck / Employee Self Service** with your mouse. The following page will display:



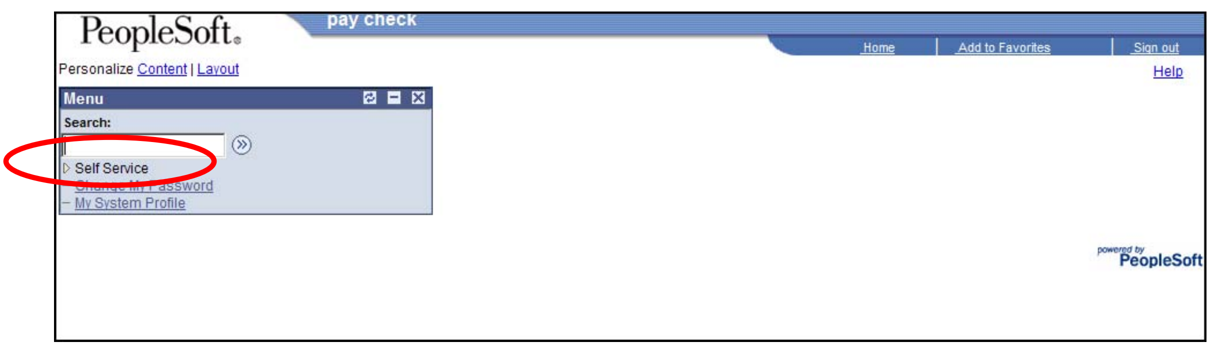
Step 3: Click on [**Employee Self Service**]().

Step 4: Log on to the system.



***** If you are a current PeopleSoft HR, Finance, or Travel and Expense (T&E) user, use that PeopleSoft password. If you have tried all possible passwords and have not been able to log on, please click on the Forgot My Password link. You will be prompted to authenticate your identity and enter a new password.**

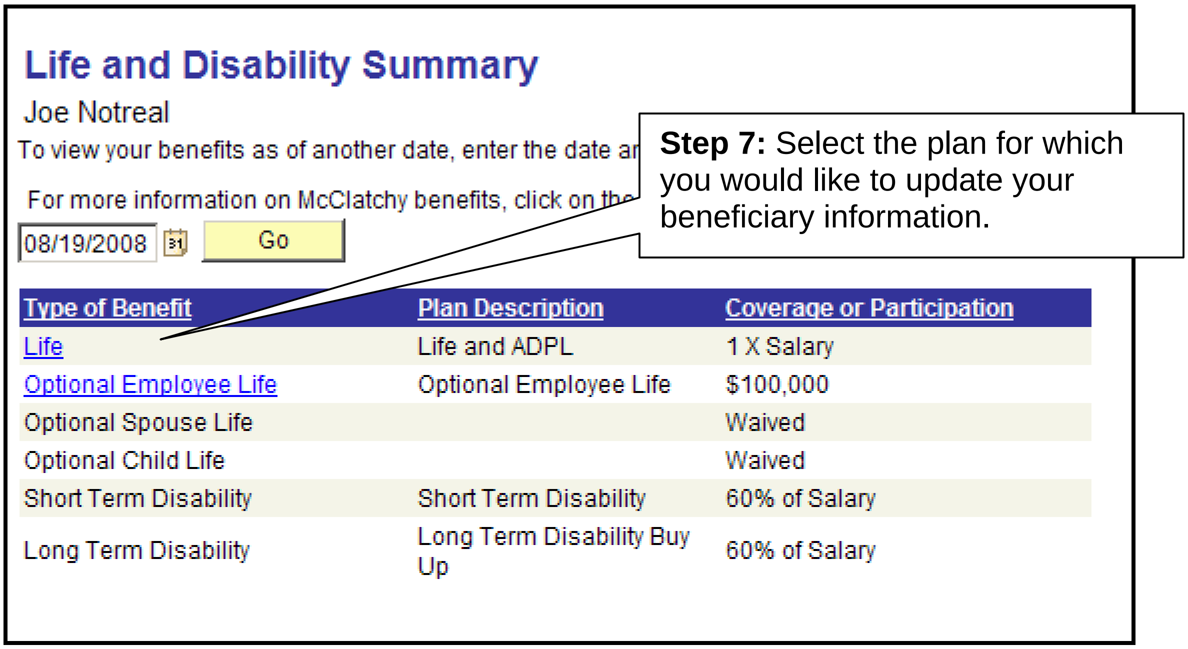
Step 5: Click on **Self Service**.



Step 6: Select **Self Service**, **Benefits**, and **Life and Disability Summary**.

The Life and Disability Summary page lists the life and disability benefits in which you are currently enrolled. You can only change beneficiary information for the benefits shown as a link (in blue font and underlined). In the example below, Joe Notreal can only change beneficiaries for his **Life** and **Optional Employee Life** plans.

The information displayed is current. You should *not* use the date field when updating your beneficiary information.



Life and Disability Summary

Joe Notreal

To view your benefits as of another date, enter the date ar

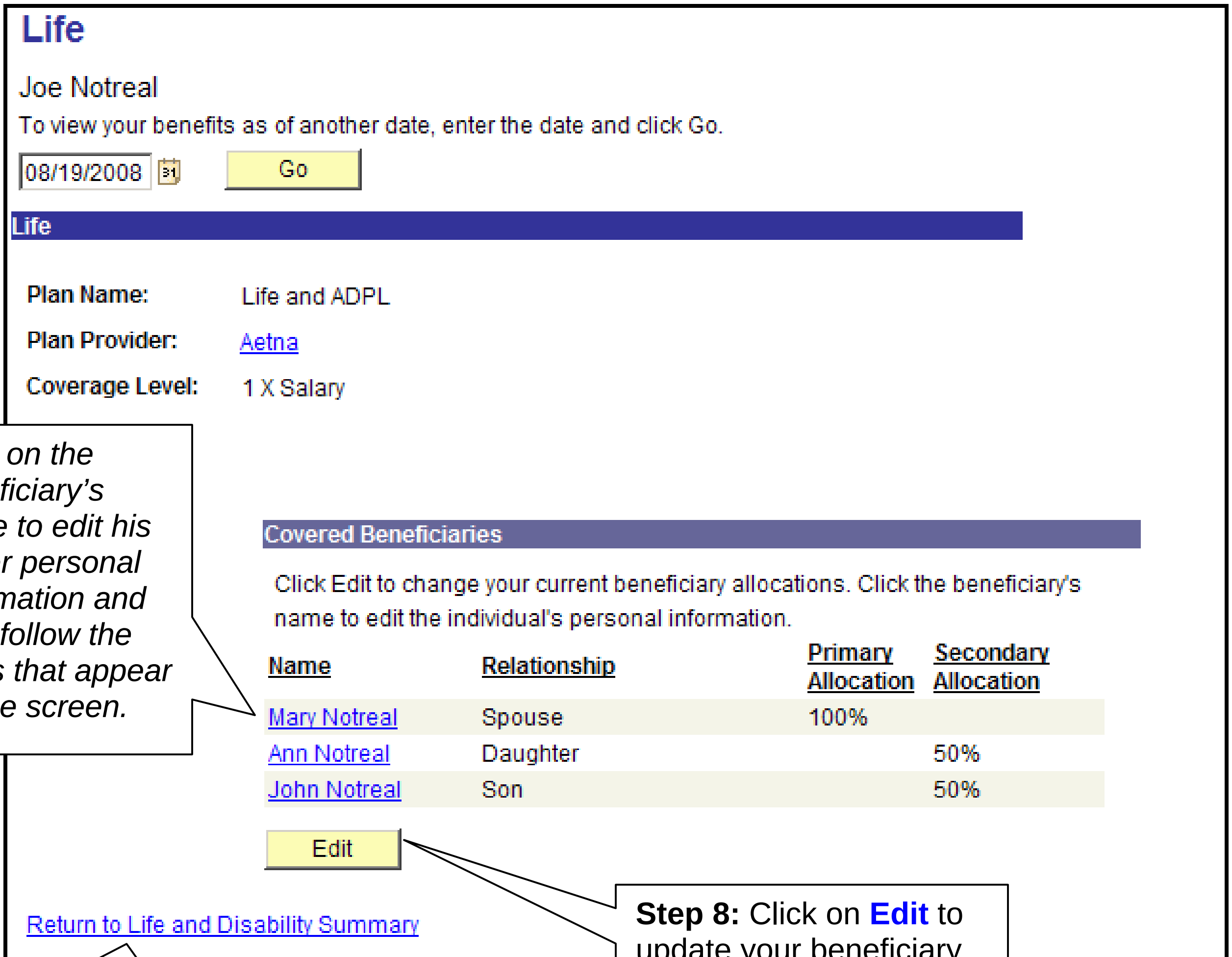
For more information on McClatchy benefits, click on the

08/19/2008 Go

Step 7: Select the plan for which you would like to update your beneficiary information.

Type of Benefit	Plan Description	Coverage or Participation
Life	Life and ADPL	1 X Salary
Optional Employee Life	Optional Employee Life	$100,000
Optional Spouse Life		Waived
Optional Child Life		Waived
Short Term Disability	Short Term Disability	60% of Salary
Long Term Disability	Long Term Disability Buy Up	60% of Salary

This page shows your current beneficiaries for the plan you selected by clicking on the **Type of Benefit** hyperlink in the previous step.



Life

Joe Notreal

To view your benefits as of another date, enter the date and click Go.

08/19/2008 Go

Life

Plan Name: Life and ADPL

Plan Provider: Aetna

Coverage Level: 1 X Salary

Covered Beneficiaries

Click Edit to change your current beneficiary allocations. Click the beneficiary's name to edit the individual's personal information.

Name	Relationship	Primary Allocation	Secondary Allocation
Mary Notreal	Spouse	100%	
Ann Notreal	Daughter		50%
John Notreal	Son		50%

Edit

Return to Life and Disability Summary

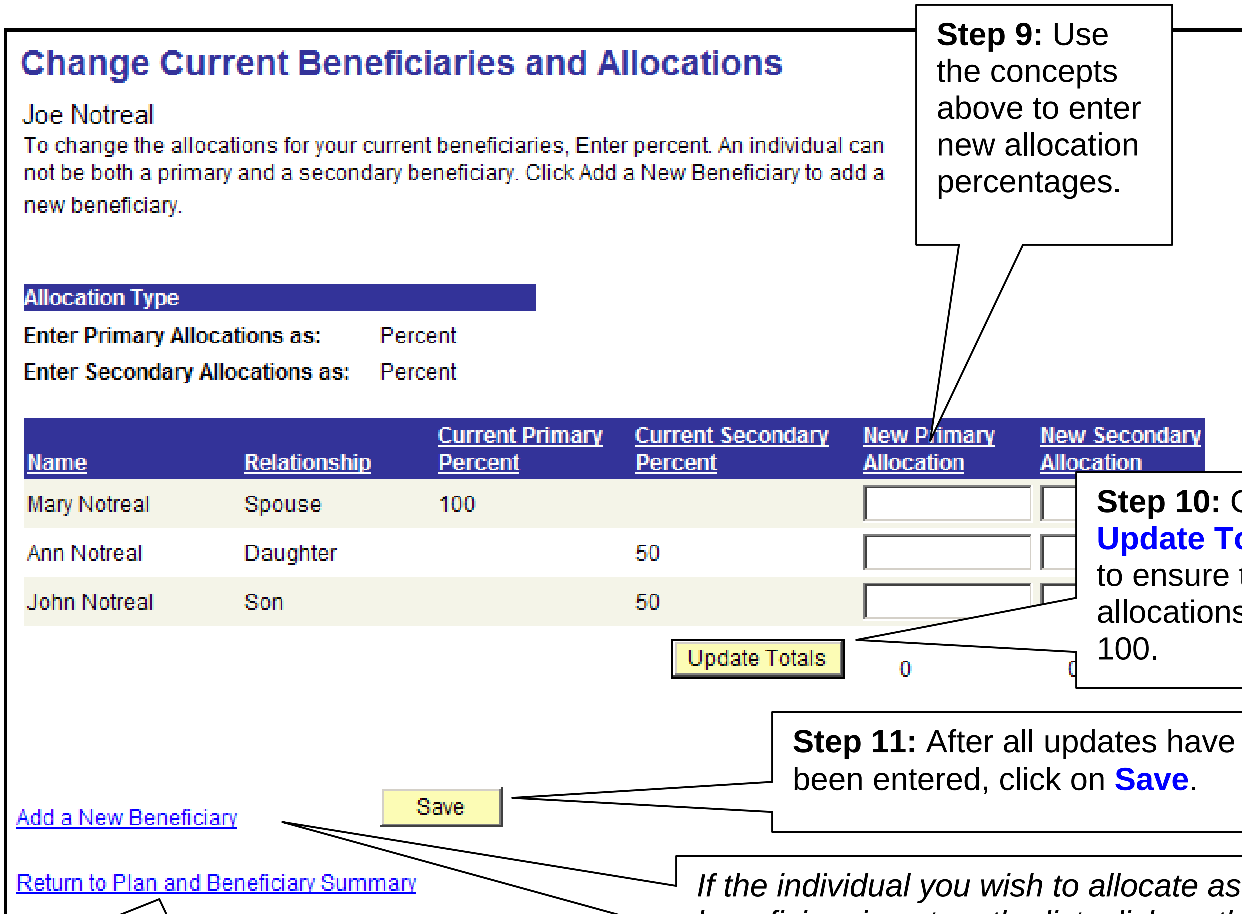
Click on the beneficiary's name to edit his or her personal information and then follow the steps that appear on the screen.

Step 8: Click on **Edit** to update your beneficiary information.

Click this link to return to the previous page.

This page is used to change the allocations for your current beneficiaries. The following are some concepts to keep in mind regarding beneficiary allocations.

- A primary beneficiary is the person(s) who will receive death benefits. If the primary beneficiary is deceased, then the secondary beneficiary is the person(s) who receives the benefit.
- You designate a beneficiary by entering an allocation percentage. In the example below, Mary Notreal will receive all of the benefit so the percentage is 100 percent. If she was intended to receive half of the benefit, the allocation percentage would be 50 percent.
- All percents for primary beneficiaries must total 100. All percents for secondary beneficiaries (if any) must also total 100.
- Any money payable to a minor beneficiary will be paid to the legal guardian of the minor.



Step 9: Use the concepts above to enter new allocation percentages.

Step 10: Click **Update Totals** to ensure the allocations total 100.

Step 11: After all updates have been entered, click on **Save**.

If the individual you wish to allocate as a beneficiary is not on the list, click on the ***Add a New Beneficiary*** *link and follow the steps that appear on the page.*

Click this link to return to the previous page.

Note: Once all beneficiary updates have been entered and saved, you can exit ESS.

Additional System Notes on ESS

- Please change your password using the **Change My Password** link on the main menu. NOTE: If you are a current PeopleSoft user, changing your password here will change your password for all other system access to PeopleSoft – haven't seen us use that abbreviation before and Citrix (Finance, T&E, Actuate and Metaframes). This will not change your Kronos password.

- To use the **Forgot my Password** option you will need your employee ID, the last four digits of your Social Security number and your zip code to activate the forgotten password function.

- When finished, if using a company kiosk or a general use computer that several employees have access to, please **Sign Out** and close your browser as soon as you are done.