

From: eBenefits <wcbenefits@gx.waynecountymi.gov>

Sent: Wednesday, July 15, 2026 7:01 AM

Subject: 🛎 Employee/Dependent Verification Audit



Employee/Dependent Verification Audit



Personnel & Human Resources

From July 1 to July 31, 2026, Wayne County will be implementing an Employee/Dependent Verification Audit. This initiative aims to ensure that all dependents enrolled in our medical, dental, and vision plans meet the established eligibility criteria. For further details, please visit the [Benefits - Wayne County, Michigan](#) to ensure that you have all necessary materials for a smooth and productive session.



Personnel & Human Resources

Employee/Dependent Verification Audit Check List

If you are planning to meet with Segal, either in person or virtually, please ensure you bring the following information for a smooth and productive session.

Virtual Session

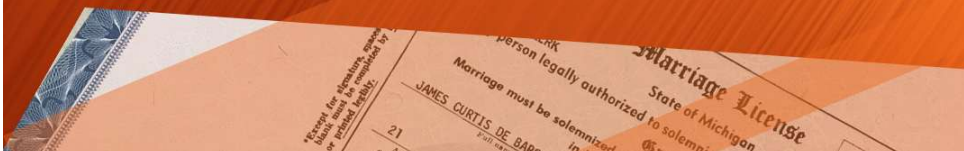
- ☒ Please ensure to have your 5-digit Employee ID (Person Number) ready.
- ☒ Please ensure that you bring your letter that includes your personalized verification PIN.
- ☒ Please ensure that all of your dependent documentation is scanned and saved as clear images, preferably in PDF format, so that it is ready for upload.
- ☒ We recommend visiting the Benefits website to review the required documents and obtain further information. Once on the website, please scroll down the page to access additional details. Benefits - Wayne County, Michigan

In-Person Session

- ☒ Please ensure to have your 5-digit Employee ID (Person Number) ready.
- ☒ Please ensure that you bring your letter that includes your personalized verification PIN.
- ☒ Please ensure that you bring all your dependent documentation for Segal to scan.
- ☒ We recommend visiting the Benefits website to review the required documents and obtain further information. Once on the website, please scroll down the page to access additional details. Benefits - Wayne County, Michigan

How can I locate my 5-digit Employee ID (Person Number)?

- You can locate your 5-digit Employee ID (Person Number) in Oracle by selecting Employment Info from the menu on the left side of the screen. Once you open the Employment Info page, your Employee ID will appear in the upper-right corner.
- You can also find your 5-digit Employee ID on your paystub. It appears in the top-center section, listed under "NUMBER."







Schedule for Employee/Dependent Verification Audit JULY 1 - JULY 31, 2026

07
JULY

DEPARTMENT OF PUBLIC SERVICE
DETROIT METROPORT
7:30 AM - 12:00 PM
29900 Woodward Ave, Detroit, MI 48240
Click link below to Register
COMPLETED
In-Person Uploading Assistance

07
JULY

VIRTUAL
12:00 PM - 2:00 PM
Click link below to Register
COMPLETED
Informational Session & Uploading Assistance

09
JULY

DEPARTMENT OF PUBLIC SERVICE
DETROIT METROPORT
7:30 AM - 12:00 PM
29900 Woodward Ave, Detroit, MI 48240
Click link below to Register
COMPLETED
In-Person Uploading Assistance

09
JULY

VIRTUAL
12:00 PM - 2:00 PM
Click link below to Register
COMPLETED
Informational Session & Uploading Assistance

14
JULY

CRIMINAL JUSTICE CENTER (CJC)
8:00 AM - 12:00 PM
5301 Russell St, Detroit, MI 48211
Click link below to Register
COMPLETED
In-Person Uploading Assistance

14
JULY

THE GUARDIAN BUILDING
1:00 PM - 3:00 PM
500 Griswold St, Detroit, MI 48226
Click link below to Register
COMPLETED
In-Person Uploading Assistance

16
JULY

VIRTUAL
12:00 PM - 2:00 PM
Click link below to Register
COMPLETED
Informational Session & Uploading Assistance

21
JULY

SHERIFF - CRIMINAL JUSTICE CENTER (CJC)
12:00 PM - 3:00 PM
5301 Russell Street, Detroit, MI 48211
Click link below to Register
Free parking - Lot B or C
COMPLETED
In-Person Uploading Assistance

23
JULY

VIRTUAL
12:00 PM - 2:00 PM
Click link below to Register
COMPLETED
Informational Session & Uploading Assistance

30
JULY

HEALTH ADMINISTRATION BUILDING (HAB)
33030 Van Born Rd, Wayne, MI 48184
9:00 AM - 12:00 PM
Click link below to Register
COMPLETED
In-Person Uploading Assistance

30
JULY

PENOBSCOT BUILDING
645 Griswold St, Detroit, MI 48226
1:00 PM - 3:00 PM
Click link below to Register
COMPLETED
In-Person Uploading Assistance
Court Employees Only
Lunch Room on the 12th floor

CLICK HERE TO
REGISTER NOW

If you need **certified documents**—such as a birth certificate, marriage license, or guardianship paperwork—you will need to obtain them from the **County Clerk's office** where your records were originally filed.

You may contact or visit the appropriate Clerk's offices below:

[Wayne County](#)

[Macomb County](#)

[Oakland County](#)

[Washtenaw County](#)

[Monroe County](#)

If your records are not held in one of these counties, you can request certified documents online through [VitalChek](#).

**SUPERVISORS: PLEASE PRINT AND DISTRIBUTE TO ALL COUNTY EMPLOYEES
WITHOUT COUNTY EMAIL ACCESS.**

Division of Benefits Administration

benefits@waynecountymi.gov

313-224-5157