



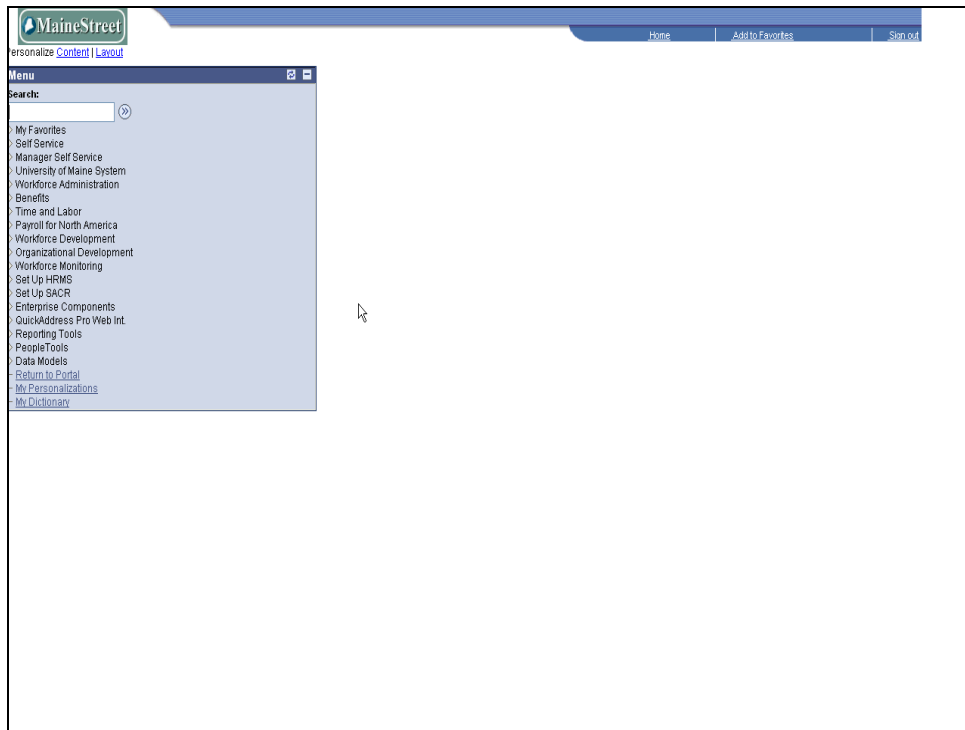
File Name	Add New Dependent.doc
Document Creation Date	10/24/2008
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
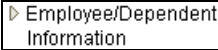

Add New Dependent

Concept

Dependents, such as spouses, domestic partners and their children may be eligible for benefits. Use the **Update Dependent/Beneficiary** page to enter or update dependent or beneficiary information. This page is also used to enter and/or update U.S. Savings Bond beneficiary information.

Navigation



Step	Action
1.	Click the Benefits link. 
2.	Click the Employee/Dependent Information link. 
3.	Click the Update Dependent/Beneficiary link. 

Procedure



Update Dependent/Beneficiary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Step	Action
4.	Enter the desired information into the EmpID field.
5.	Click the Search button. <input type="button" value="Search"/>

Process Document




HRMS: Add New Dependent

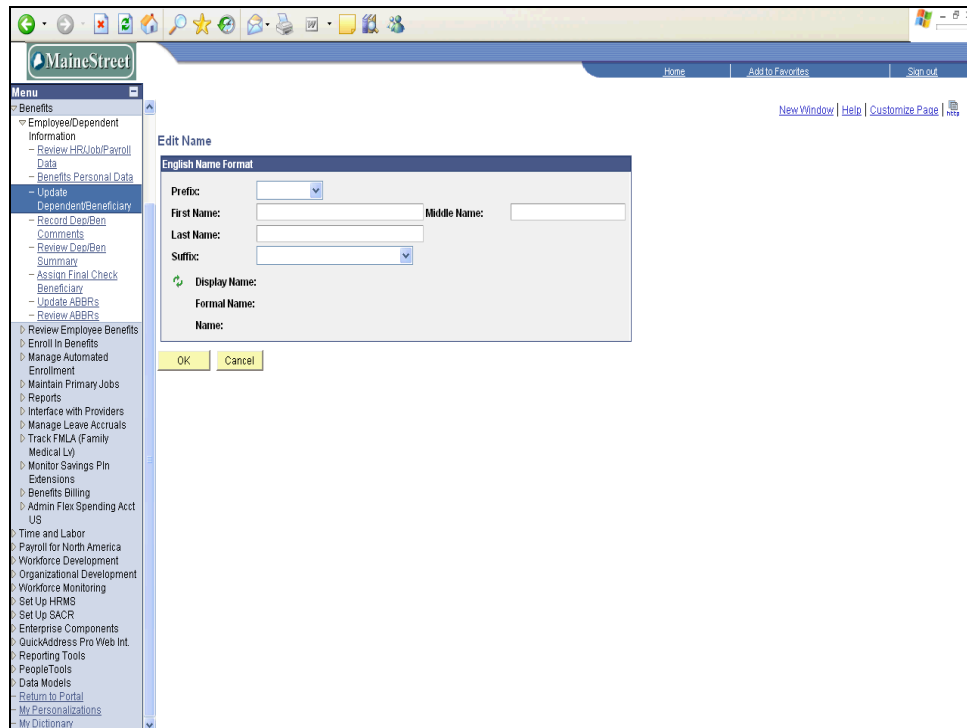


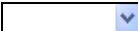
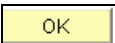
The screenshot shows the HRMS interface for adding a new dependent. The main content area displays the 'Dependent Beneficiaries' table for Colleen Forhelp (Person ID: 0099999). The table has one row with the following data:

Dependent Beneficiary ID	Effective Date	Format Type	Name
01	08/01/1995	English	Kar David

Below the table, there is a 'Name History' section with a table showing the same information. At the bottom of the table, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update Display', 'Include History', and 'Correct History'. The 'Name' column in the table is highlighted, and the 'Edit Name' link is visible.

Step	Action
6.	Click the Add a new row at row 1 (Alt+7) button. 
7.	Enter the desired information into the Effective Date field.
8.	Click the English list item. 
9.	Click the Edit Name link. 



Step	Action
10.	Click the Prefix list item. Choose an item from the list or leave blank. For this example, we left this field blank. 
11.	Enter the desired information into the First Name field.
12.	Enter the desired information into the Last Name field.
13.	Click the OK button. 

Process Document

HRMS: Add New Dependent



MaineStreet

Home | Worklist | Add to Favorites

New Window | Help | Customize Page

Name | Address | Personal Profile

Colleen Forhelp Person ID: 0099999

Dependent Beneficiaries

Find | View All First 2 of 2 Last

Dependent Beneficiary ID: 02

Name History

Find | View All First 1 of 1 Last

Effective Date: 10/01/2008

Format Type: English [Edit Name](#)

Name: Forhelp, Neal N

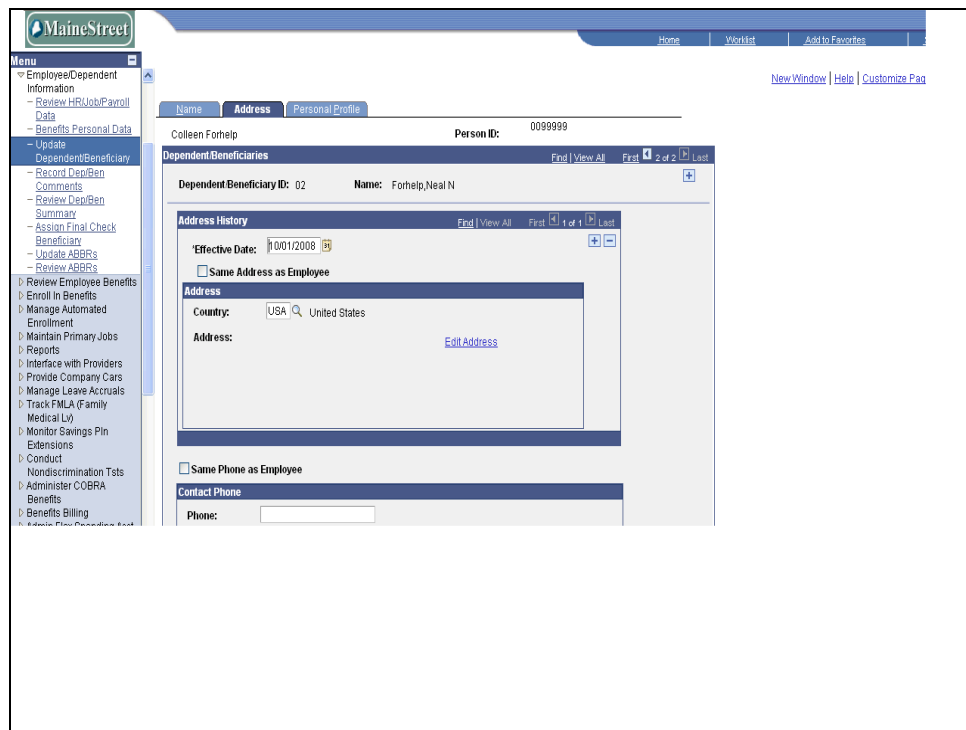
Save Return to Search Notify Update Display Include History Correct History

Name | Address | Personal Profile

Menu

- Employee/Dependent Information
 - Review HR/Job/Payroll Data
 - Benefits Personal Data
 - Update
 - Dependent/Beneficiary
 - Record Dep/Ben Comments
 - Review Dep/Ben Summary
 - Assign Final Check Beneficiary
 - Update ABBRS
 - Review ABBRS
 - Review Employee Benefits
 - Enroll In Benefits
 - Manage Automated Enrollment
 - Maintain Primary Jobs
 - Reports
 - Interface with Providers
 - Provide Company Cars
 - Manage Leave Accruals
 - Track FMLA (Family Medical Lv)
 - Monitor Savings Plan Extensions
 - Conduct
 - Nondiscrimination Tsts
 - Administer COBRA Benefits
 - Benefits Billing
 - Admin Flex Spending Acct US
 - Admin Flex Spending Acct CAN
 - Compensation

Step	Action
14.	Click the Address tab. Address



The screenshot shows the 'MaineStreet' HRMS interface. The left sidebar contains a 'Menu' with various options like 'Employee/Dependent Information', 'Update', and 'Review Employee Benefits'. The main content area is titled 'Colleen Forhelp' with 'Person ID: 0099999'. Below this, there are tabs for 'Name', 'Address', and 'Personal Profile', with 'Address' currently selected. The 'Address' section includes an 'Address History' table with one entry for '11/001/2008'. Below the table are two checkboxes: 'Same Address as Employee' and 'Same Phone as Employee'. At the bottom, there is a 'Contact Phone' section with a text input field.

Step	Action
15.	Click the Same Address as Employee option. <input type="checkbox"/> Same Address as Employee
16.	Click the Same Phone as Employee option. <input type="checkbox"/> Same Phone as Employee
17.	Click the Personal Profile tab. Personal Profile

Process Document

HRMS: Add New Dependent



MaineStreet

Home Worklist Add to Favorites

Employee/Dependent Information [New Window](#) [Help](#) [Customize Pa...](#)

Menu

- Employee/Dependent Information
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 - Update
 - Dependent/Beneficiary
 - Record Dep/Ben Comments
 - Review Dep/Ben Summary
 - Assign Final Check Beneficiary
 - Update AD/IRA
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 - Track FMLA (Family Medical Lv)
 - Monitor Savings Plan Extensions
 - Conduct
 - Nondiscrimination Tests
 - Administer COBRA Benefits
 - Benefits Billing
 - Admin Flex Spending Acct US
 - Admin Flex Spending Acct CAN
 - Compensation
 - Time and Labor

Name Address **Personal Profile**

Colleen Forhelp Person ID: 0099999

Personal Profile Find | View All First 2 of 2 | Last

Dependent Beneficiary ID: 02 Name: Forhelp,Neal N

Date of Birth: 04/05/1963 Birth Country: Birth State: Birth Location:

Date of Death: Medicare Entitled Date:

Personal History Find | View All First 1 of 1 | Last

Effective Date: 10/01/2009

Relationship to Employee:

Dependent Beneficiary Type:

Gender: Male

Marital Status: Single As of: Student As of: Disabled As of: Smoker As of:

Occupation:

Step	Action
18.	Enter the desired information into the Date of Birth field.



Process Document HRMS: Add New Dependent

The screenshot displays the 'Personal Profile' form for a dependent beneficiary. The form is titled 'Personal Profile' and includes the following fields and sections:

- Name:** Colleen Forhelp
- Person ID:** 0099999
- Dependent Beneficiary ID:** 02
- Name:** Forhelp, Neal N
- Date of Birth:** 04/05/1963
- Birth Country:** [Searchable]
- Birth State:** [Searchable]
- Date of Death:** [Searchable]
- Birth Location:** [Searchable]
- Medicare Entitled Date:** [Searchable]
- Personal History:**
 - Effective Date:** 10/01/2008
 - Relationship to Employee:** Spouse
 - Dependent Beneficiary Type:** Both
 - Gender:** Male
 - Marital Status:** Married
 - As of:** 10/01/2008
 - Student:** []
 - Disabled:** []
 - Smoker:** []
 - Occupation:** [Text Field]
- National ID Table:**

Country	National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	[Text Field]	<input checked="" type="checkbox"/>

Step	Action
19.	Click the Relationship to Employee list item. Click an item in the list. For this example, we chose Spouse . <div style="border: 1px solid black; padding: 2px; width: fit-content;">Spouse</div>
20.	Click on the Dependent Beneficiary Type list. To enroll eligible dependents in benefits, the Type must be either Dependent or Both. For this example, we chose Both . <div style="border: 1px solid black; padding: 2px; width: fit-content;">Both</div>
21.	Click the Gender list item. Choose an item from the list. For this example, we chose Male . <div style="border: 1px solid black; padding: 2px; width: fit-content;">Male</div>
22.	Click on the Marital Status list. Choose an item from the list. For this example, we chose Married . <div style="border: 1px solid black; padding: 2px; width: fit-content;">Married</div>

Process Document

HRMS: Add New Dependent



[Home](#) | [Worklist](#) | [Add to Favorites](#)

[New Window](#) | [Help](#) | [Customize](#)

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 Enroll In Benefits
 Manage Automated Enrollment
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 Conduct
 Nondiscrimination Tests
 Administer COBRA Benefits
 Benefits Billing
 Admin Flex Spending Acct US
 Admin Flex Spending Acct CAN
 Compensation
 Time and Labor
 Payroll for North America
 Payroll Interface
 Workforce Development
 Organizational Development
 Enterprise Learning
 Workforce Monitoring
 Pension

Personal Profile

Colleen Forhelp Person ID: 0099999

Personal Profile Find | View All First 2 of 2 Last

Dependent Beneficiary ID: 02 Name: Forhelp, Neal N

Date of Birth: 04/05/1963 Birth Country: Birth State:

Date of Death: Birth Location:

Medicare Entitled Date: Riders/Orders Phone Numbers

Personal History Find | View All First 1 of 1 Last

Effective Date: 10/01/2008

Relationship to Employee: Spouse

Dependent Beneficiary Type: Both

Gender: Male

Marital Status: Married As of: 10/01/2008

Student As of:


Disabled As of:

Smoker As of:

Occupation:

US Federal Government

National ID	National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number		<input checked="" type="checkbox"/>

Step	Action
23.	Enter the desired information into the National ID field.
24.	Click the Save button. 
25.	End of Procedure.