

Dependent Information

Overview

Introduction This guide provides the procedures for entering, correcting, updating, or deleting Dependent Information in Direct Access (DA).

Required Roles To use Correct History mode, the user must have the CG SPO Auditor functional role.

- References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Military Personnel Data Records \(PDR System\), COMDTINST M1080 series](#)
 - (c) [Identification Cards for members of the Uniformed Services, Their Eligible Family Members and Other Personnel, COMDTINST M5512.1A \(series\)](#)
 - (d) [Personnel & Pay Procedures Manual, TTP, Chapter 6](#)
-

- Information** Dependent Information should be completed or updated:
- Upon initial entry into the Coast Guard/ Coast Guard Reserves of a member with dependents.
 - When a Coast Guard Reserve member with dependents begins any form of Active Duty.
 - Upon reenlistment after a break in service.
 - Upon recall to Active Duty of retired members.
 - Upon reporting to a new Permanent Duty Station.
 - Anytime a member acquires an initial or additional dependent.
 - When any change occurs regarding the status of a dependent (i.e., separation, divorce, death of dependent, dependent enters the Armed Forces, has an incapacitated child who turns 18, or a child over age 21 who is a full-time student).
 - When a spouse of a Coast Guard or Coast Guard Reserve member remarries another member of any Uniformed Service, and the former spouse has physical custody and/or receives child support payments on behalf of any children born or adopted during the previous marriage.
 - When starting or updating a member's OHA/OCONUS COLA Entitlement Rows or when authorized a dependent locality BAH rate by PSC-psd-fs.
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Overview, Continued

BAH Dependency Data Form

Both beneficiaries and BAH eligible dependents, as defined in reference (a), are to be entered on the member's Dependent Information page.

Changes made in Dependent Information/Personal Information will **not immediately appear** on the BAH Dependency Data form. **The form relies on an update process that runs nightly.** Allow the changes to process through a nightly update prior to attempting to print the BAH Dependency form.

Dependent Status Changes

- Do **NOT** delete dependents from the member's record if their status changes. For example, if a member reports a divorce, **insert** a new **Personal History** row on the **Personal Profile** tab and change the spouse's relationship to ExSpouse and enter the divorce date.
- It is recommended to use the [Divorce Annulment or Death of Dependent](#) guide for divorces.
- Do **NOT** overwrite an existing marriage row. This will potentially cause multiple overpayments.

NOTE: **Be sure to advise the member to stop the FSGLI deduction** through the Servicemembers' Group Life Insurance (SGLI) Online Enrollment System (SOES) if the member is divorced or the member's spouse dies AND the member was participating in the program.

Required Legal Documentation

Per references (b) and (c), the following legal supporting documents are required when adding BAH eligible dependents:

- Birth Certificate(s) for dependent child (ren).
- Marriage Certificate (for spouse).
- Any additional documentation which may be required when adding dependents requiring PPC approval.
- CG-2020A, and proof of full-time enrollment for over 21+ student dependents.

The [Questionable Dependent PPC LGL Approval](#) guide is also a great reference for determinations.

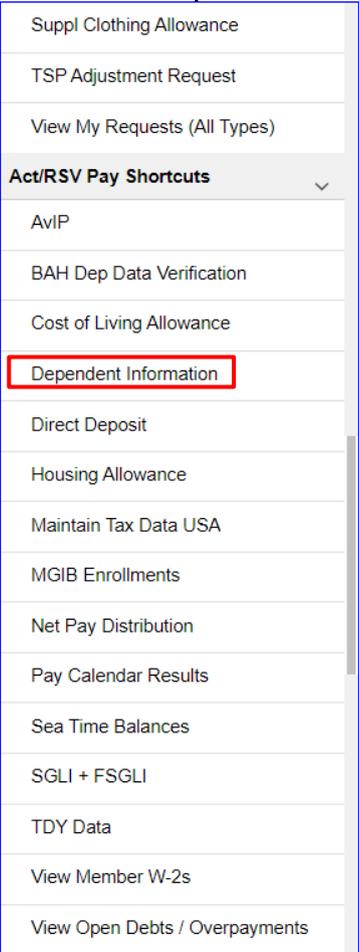
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Entering Dependent Information

Introduction This section provides the procedures for entering Dependent Information in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Act/RSV Pay Shortcuts drop-down and select the Dependent Information option.</p> 

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Entering Dependent Information, Continued

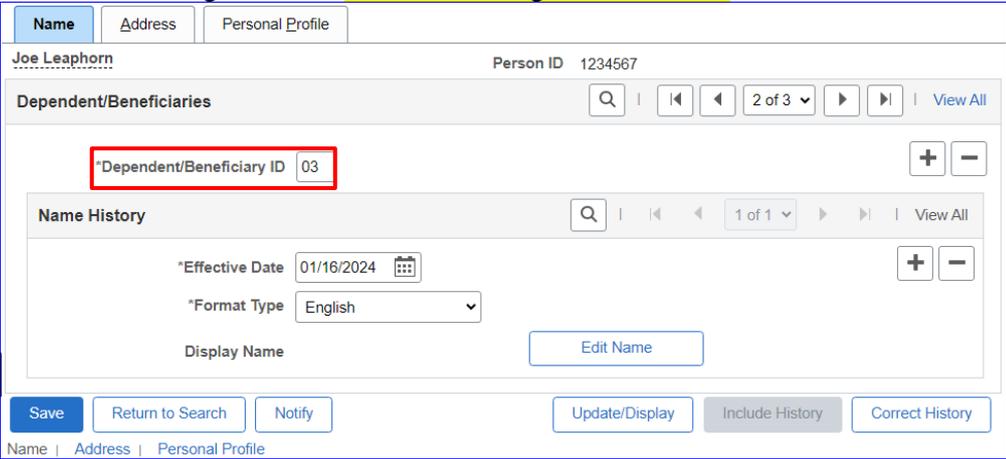
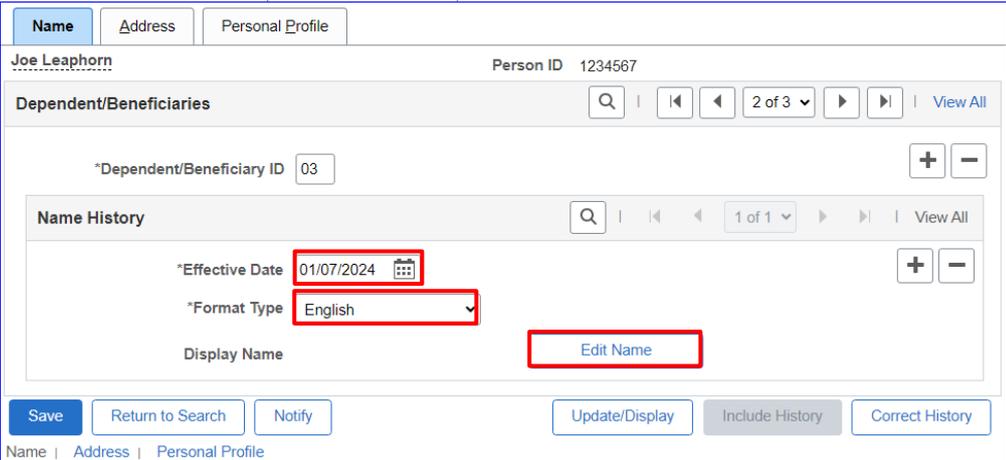
9B Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID, check the Include History box, and click Search.</p> <div data-bbox="327 510 1034 1256" style="border: 1px solid black; padding: 5px;"> <p>Dependent Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>
4	<p>The Name tab will display. The Dependent/Beneficiary ID uniquely identifies each dependent of the member and is automatically generated. Do NOT change this number. Click the Plus button in the Dependent/Beneficiaries section to add a new Dependent/Beneficiary row.</p> <div data-bbox="327 1469 1334 1921" style="border: 1px solid black; padding: 5px;"> <p>Name Address Personal Profile</p> <p>Joe Leaphorn Person ID 1234567</p> <p>Dependent/Beneficiaries <input type="button" value="Q"/> 1 of 2 <input type="button" value="View All"/></p> <p>*Dependent/Beneficiary ID <input type="text" value="01"/> <input checked="" type="button" value="+"/> <input type="button" value="-"/></p> <p>Name History <input type="button" value="Q"/> 1 of 1 <input type="button" value="View All"/></p> <p>Effective Date 10/30/2018 <input checked="" type="button" value="+"/> <input type="button" value="-"/></p> <p>Format Type English</p> <p>Display Name Emma Leaphorn <input type="button" value="View Name"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Name Address Personal Profile</p> </div>

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Entering Dependent Information, Continued

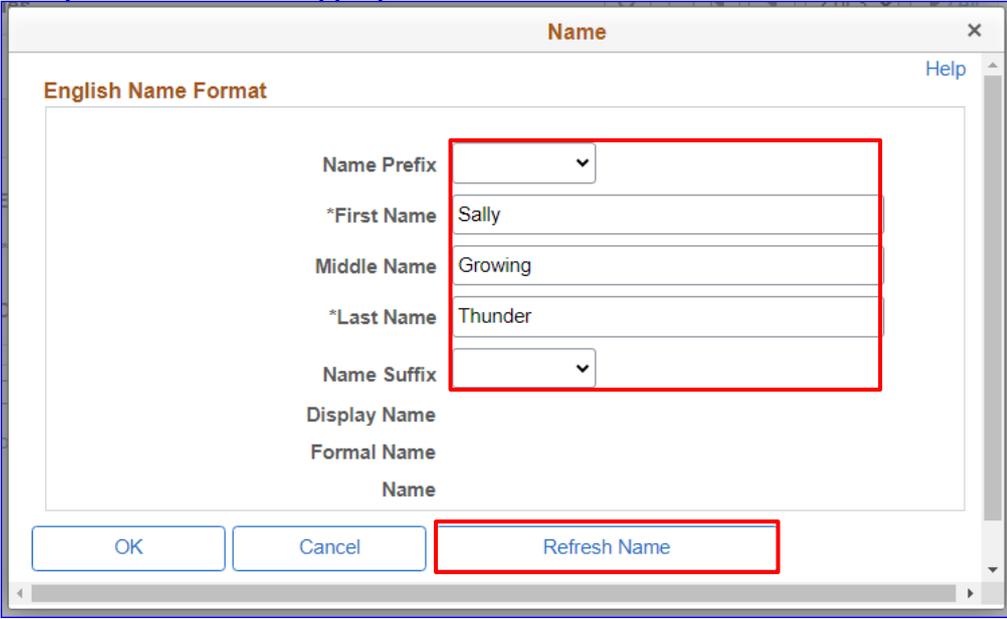
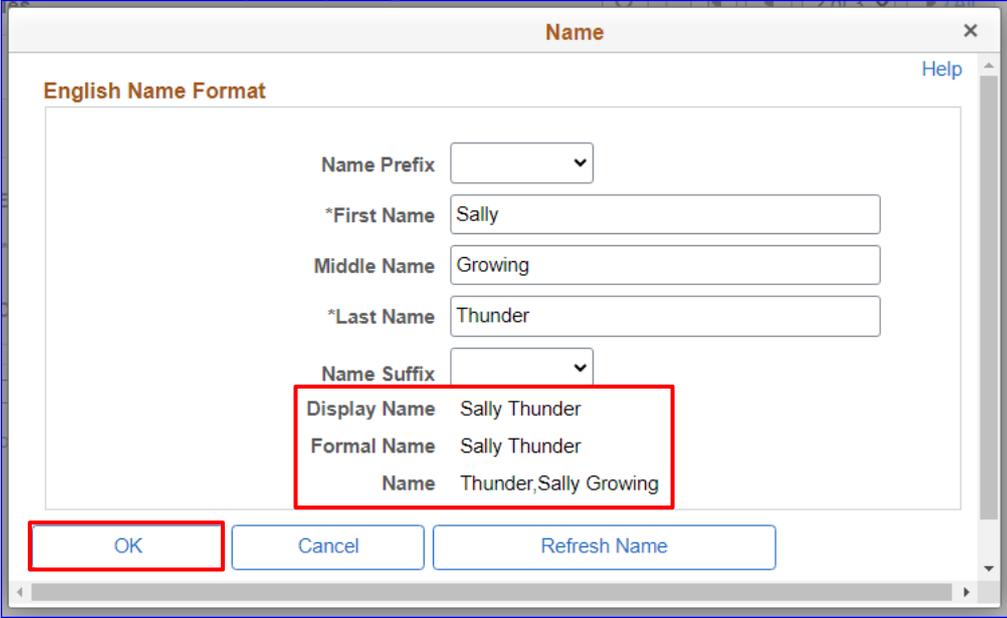
Procedures,
continued

Step	Action
5	<p>A new row will open, and the next sequential Dependent/Beneficiary ID number will be generated. Do NOT change this number.</p> 
6	<ul style="list-style-type: none"> • Effective Date – Defaults to the current date. Enter the date of the dependency change (i.e., date of birth, date of marriage, date dependency status approved, date of beneficiary status selected, etc.). • Format Type – Defaults to English, leave as is. <p>Click Edit Name.</p> <p>NOTE: Birth dates (Effective Date) cannot be future dated.</p> 

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Entering Dependent Information, Continued

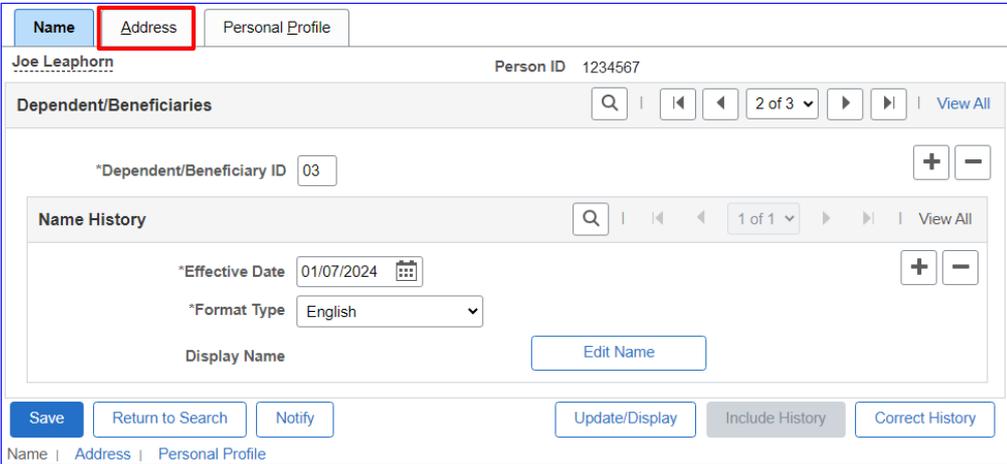
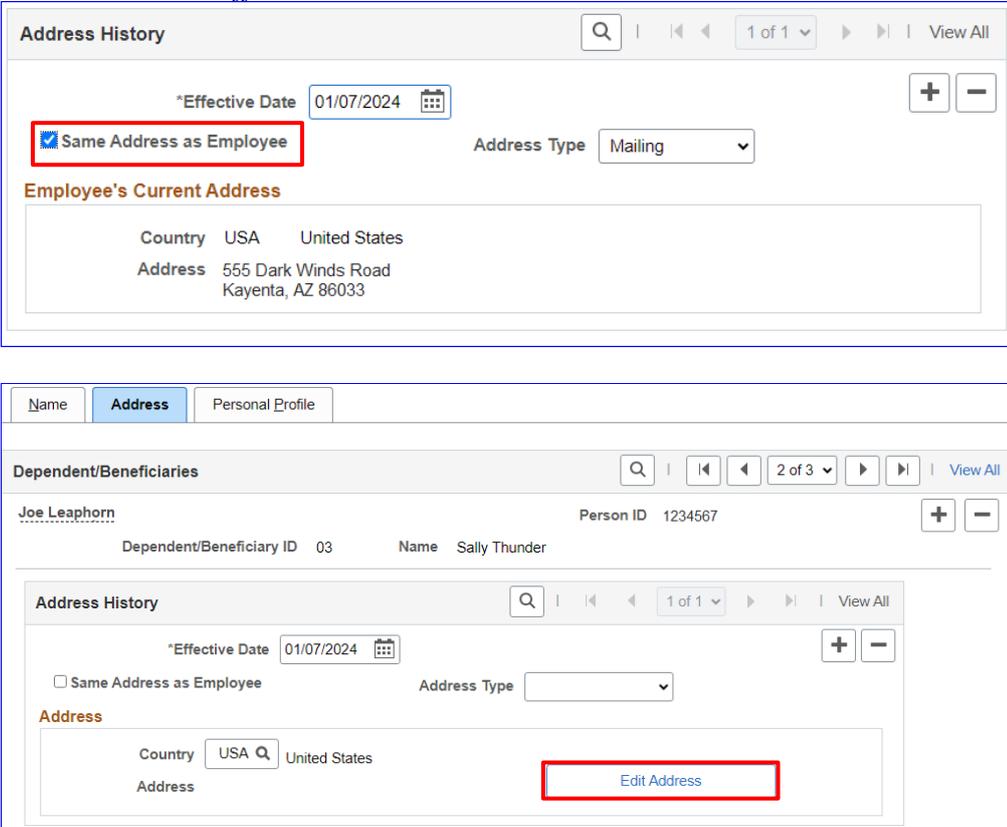
Procedures,
continued

Step	Action
7	<p>Complete each field as appropriate, then click Refresh Name.</p> 
8	<p>The name will be displayed in the Display Name, Formal Name, and the Name lines. Verify everything looks correct, click OK.</p> 

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Entering Dependent Information, Continued

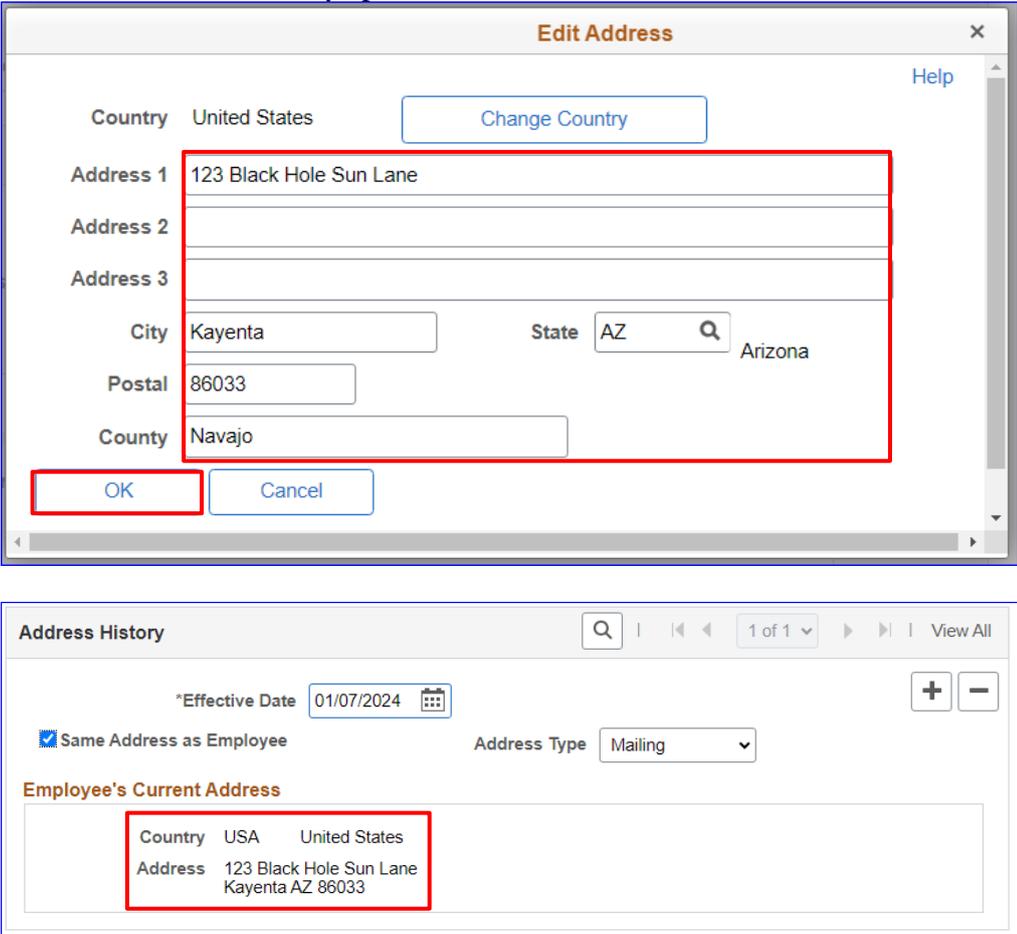
Procedures,
continued

Step	Action
<p>9</p>	<p>Click the Address tab.</p> 
<p>10</p>	<p>If the Address is the <i>same</i> as the member, check the Same Address as Employee box under the Address History section.</p> <p>If the address is <i>different</i> from the member, click the Edit Address button.</p> 

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Entering Dependent Information, Continued

Procedures,
continued

Step	Action
11	<p>Update each field as appropriate, then click OK. The Employee's Current Address section will display the updated information.</p> <p>NOTE: Do NOT use any special characters.</p> 

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Entering Dependent Information, Continued

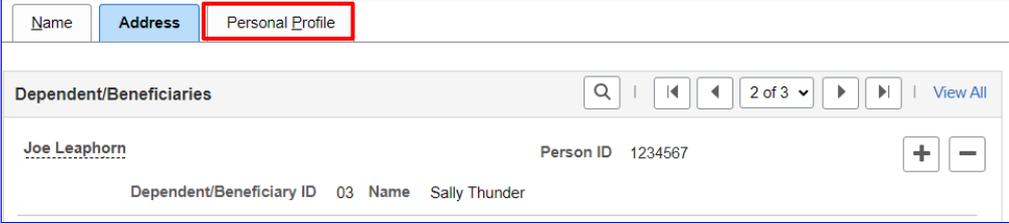
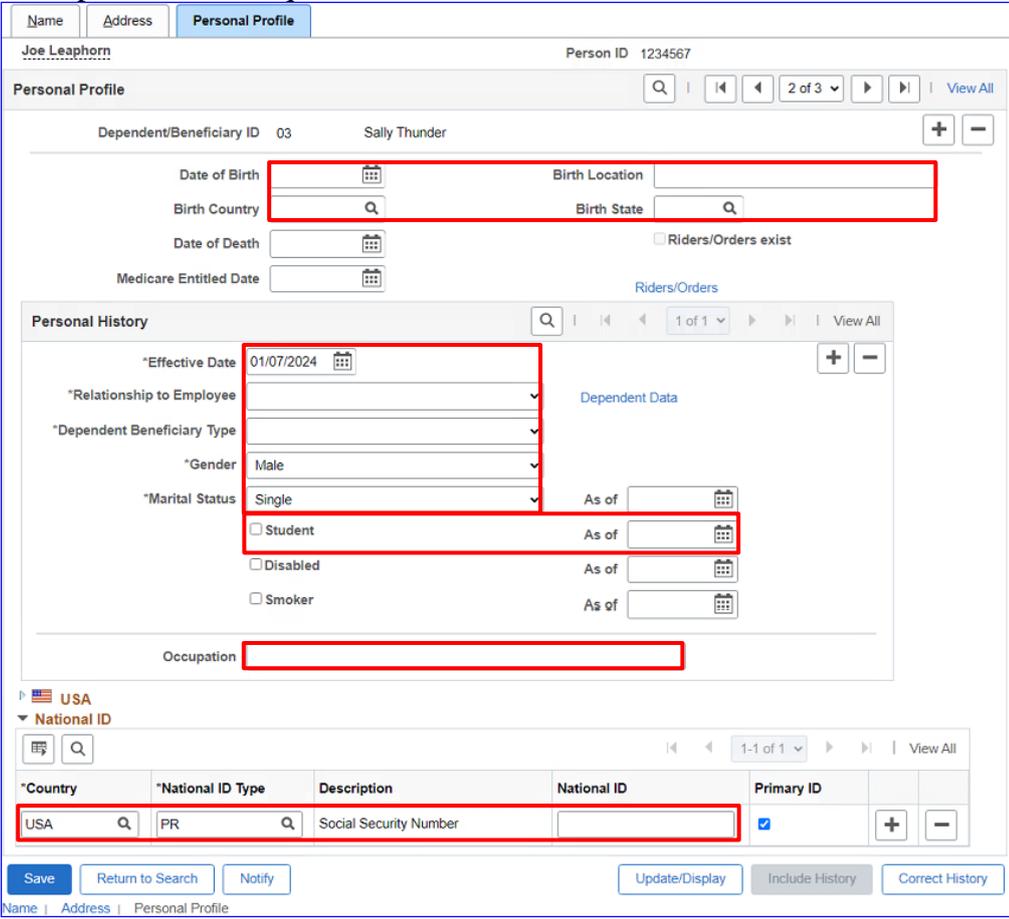
Procedures,
continued

Step	Action																																				
12	<p>If the phone number is the same as the member, check the Same as Employee box under Phone Information.</p> <p>To add a phone number: Using the drop-down, select the appropriate Phone Type. Enter the Telephone number and Extension as appropriate. To add additional phone numbers, click the Plus button and repeat this step as necessary. Check the Preferred box for the primary phone number to reach the dependent/beneficiary.</p> <p>To add an email address: Using the drop-down, select the appropriate Email Type and enter the Email Address.</p> <div data-bbox="331 878 1345 1303" style="border: 1px solid black; padding: 5px;"> <p>Phone Information</p> <table border="1"> <thead> <tr> <th>Same As Employee</th> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Mobile</td> <td>555/555-1234</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Email</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p> <p>Name Address Personal Profile</p> </div> <div data-bbox="331 1339 1345 1765" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Phone Information</p> <table border="1"> <thead> <tr> <th>Same As Employee</th> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Mobile</td> <td>555/555-1234</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Email</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>dark.winds@uscg.mil</td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p> <p>Name Address Personal Profile</p> </div>	Same As Employee	Phone Type	Telephone	Extension	Preferred			<input checked="" type="checkbox"/>	Mobile	555/555-1234		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email Type	Email Address			Same As Employee	Phone Type	Telephone	Extension	Preferred			<input checked="" type="checkbox"/>	Mobile	555/555-1234		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email Type	Email Address	Business	dark.winds@uscg.mil
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Entering Dependent Information, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>Click the Personal Profile tab.</p>  <p>The screenshot shows a navigation bar with three tabs: 'Name', 'Address', and 'Personal Profile'. The 'Personal Profile' tab is highlighted with a red box. Below the tabs, there is a search bar and navigation controls. A list of dependent/beneficiaries is shown, with 'Joe Leaphorn' selected. Below the name, it says 'Person ID 1234567' and 'Dependent/Beneficiary ID 03 Name Sally Thunder'. There are '+' and '-' buttons next to the name.</p>
<p>14</p>	<p>Enter the dependent/beneficiary information (ensure you are entering the correct information for the correct dependent/beneficiary). See Step 15 for a description of each required field.</p>  <p>The screenshot shows the 'Personal Profile' form for 'Joe Leaphorn' (Person ID 1234567). The form is divided into several sections:</p> <ul style="list-style-type: none"> Personal Profile: Includes fields for 'Date of Birth', 'Birth Location', 'Birth Country', 'Birth State', 'Date of Death', and 'Medicare Entitled Date'. There is a checkbox for 'Riders/Orders exist'. Personal History: Includes fields for '*Effective Date' (01/07/2024), '*Relationship to Employee', '*Dependent Beneficiary Type', '*Gender' (Male), and '*Marital Status' (Single). There are also checkboxes for 'Student', 'Disabled', and 'Smoker', each with an 'As of' date field. Occupation: A text input field. National ID: A table with columns for '*Country', '*National ID Type', 'Description', 'National ID', and 'Primary ID'. The first row shows 'USA', 'PR', 'Social Security Number', and a checked 'Primary ID' box. <p>Red boxes highlight the following fields in the screenshot: 'Personal Profile' tab, 'Date of Birth', 'Birth Location', 'Birth Country', 'Birth State', 'Effective Date', 'Marital Status', 'Student' checkbox, 'As of' date field for Student, and the 'National ID' table row.</p>

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Entering Dependent Information, Continued

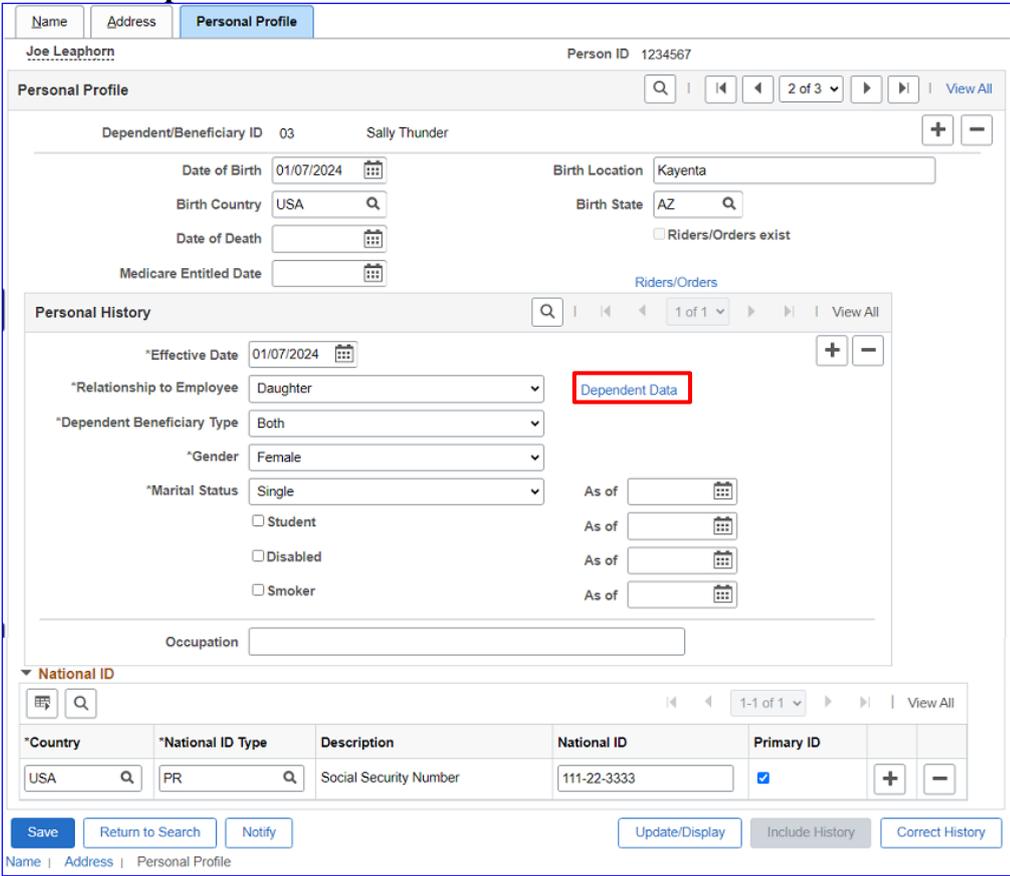
Procedures,
continued

Step	Action	
15	Field	Description
	Date of Birth	Defaults to the current date. Enter the correct date of birth.
	Birth Country	Using the lookup, select the appropriate birth country.
	Birth Location	Enter the location (city) of birth.
	Birth State	Using the lookup, select the appropriate birth state.
	Effective Date	Defaults to the current date. Enter the correct date of dependency.
	Relationship to Employee	Using the drop-down, select the appropriate relationship to the member.
	Dependent Beneficiary Type	Using the drop-down, select the appropriate dependent beneficiary type.
	Gender	Using the drop-down, select the appropriate gender.
	Marital Status	Using the drop-down, select the appropriate marital status.
	NEW Student check box and As of date	Used only for 21+ full-time student when the member provides more than 50% of the student's financial needs.
	Occupation	(Optional) Enter the dependent/beneficiary occupation.
	National ID	Enter the dependent/beneficiary social security number, if known.

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Entering Dependent Information, Continued

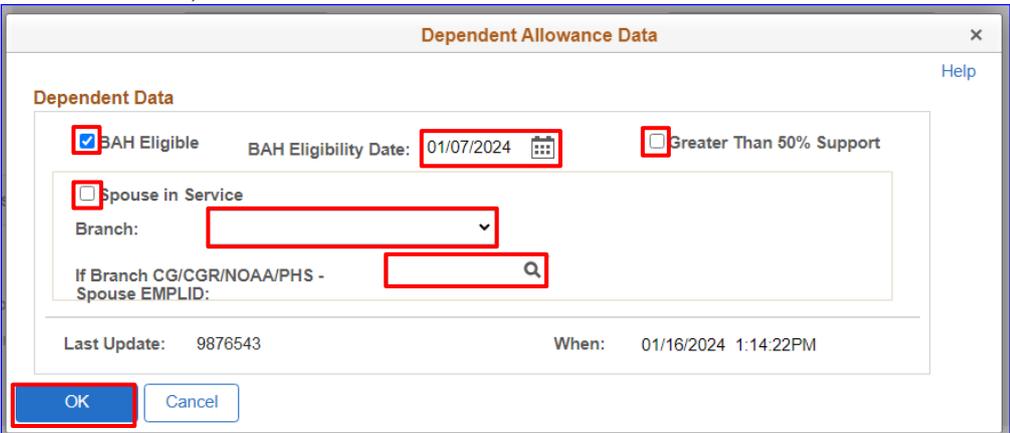
Procedures,
continued

Step	Action
16	<p>Click the Dependent Data link.</p>  <p>The screenshot displays a user interface for entering dependent information. At the top, there are tabs for 'Name', 'Address', and 'Personal Profile'. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> Personal Profile: Contains fields for 'Dependent/Beneficiary ID' (03), 'Sally Thunder', 'Date of Birth' (01/07/2024), 'Birth Location' (Kayenta), 'Birth Country' (USA), 'Birth State' (AZ), 'Date of Death', 'Medicare Entitled Date', and 'Riders/Orders' (checkbox). Personal History: Contains fields for '*Effective Date' (01/07/2024), '*Relationship to Employee' (Daughter), '*Dependent Beneficiary Type' (Both), '*Gender' (Female), '*Marital Status' (Single), and checkboxes for 'Student', 'Disabled', and 'Smoker'. There are also 'As of' date pickers. A red box highlights the 'Dependent Data' link. National ID: A table with columns: *Country (USA), *National ID Type (PR), Description (Social Security Number), National ID (111-22-3333), and Primary ID (checked). <p>At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.</p>

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Entering Dependent Information, Continued

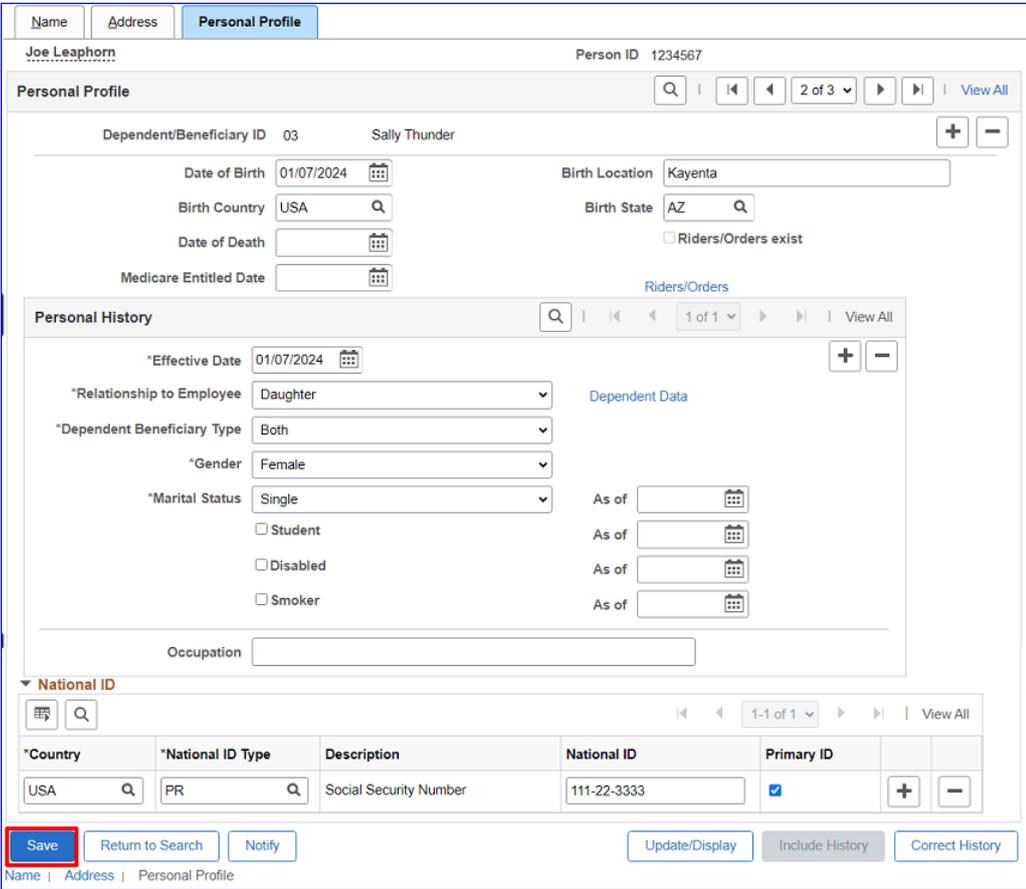
Procedures,
continued

Step	Action
17	<p>Complete the following fields:</p> <ul style="list-style-type: none"> • BAH Eligible – If this is a BAH eligible dependent or the Student check box is used in the previous Step, check the BAH Eligible box and enter the BAH Eligibility Date. • Greater Than 50% Support – If the member is providing more than 50% support for a dependent that does not reside with member or the Student check box is used in the previous Step, check the Greater Than 50% Support box. • Spouse in Service – If the dependent spouse is currently serving in the U.S. military, check the Spouse in Service box. • Branch – If the spouse is a Service Member, select the appropriate Service Branch from the drop-down. • If Branch CG/CGR – If the spouse is a member of the Coast Guard Regular, Coast Guard Reserve, NOAA, or PHS, enter the spouse’s Employee ID number. <p>When finished, click OK.</p> 

Continued on next page

Entering Dependent Information, Continued

Procedures,
continued

Step	Action
18	<p>Click Save.</p>  <p>The screenshot shows a web interface for entering dependent information. At the top, there are tabs for 'Name', 'Address', and 'Personal Profile'. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> Personal Profile: Displays 'Joe Leaphorn' as the primary person with ID 1234567. Below, it shows dependent/beneficiary ID 03 for 'Sally Thunder'. Fields include Date of Birth (01/07/2024), Birth Location (Kayenta), Birth Country (USA), Birth State (AZ), Date of Death, and Medicare Entitled Date. There is a checkbox for 'Riders/Orders exist'. Personal History: Shows an effective date of 01/07/2024. Relationship to Employee is 'Daughter', Dependent Beneficiary Type is 'Both', and Gender is 'Female'. Marital Status is 'Single'. There are checkboxes for 'Student', 'Disabled', and 'Smoker'. An 'Occupation' field is present. A 'Dependent Data' section has four 'As of' date pickers. National ID: A table with columns for Country, National ID Type, Description, National ID, and Primary ID. One entry is shown: Country USA, National ID Type PR, Description Social Security Number, National ID 111-22-3333, and Primary ID checked. <p>At the bottom, there are buttons for 'Save' (highlighted in red), 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. Navigation links for 'Name', 'Address', and 'Personal Profile' are at the very bottom.</p>

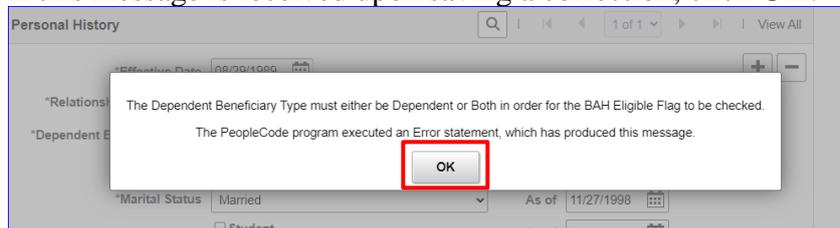
Correcting or Updating Dependent Information

Introduction This section provides the procedures for correcting a member's Dependent Information in DA.

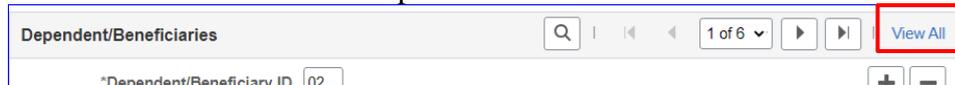
Information Only CGHRSUP users can use Correct History mode to make data corrections (e.g., correct an erroneous date of birth).

NOTE: Use the [Divorce Annulment or Death of Dependent](#) guide for a divorce or death. Do **NOT** overwrite an existing marriage row. This will potentially cause multiple overpayments.

Warning Error If this message is received upon saving a correction, click **OK**.

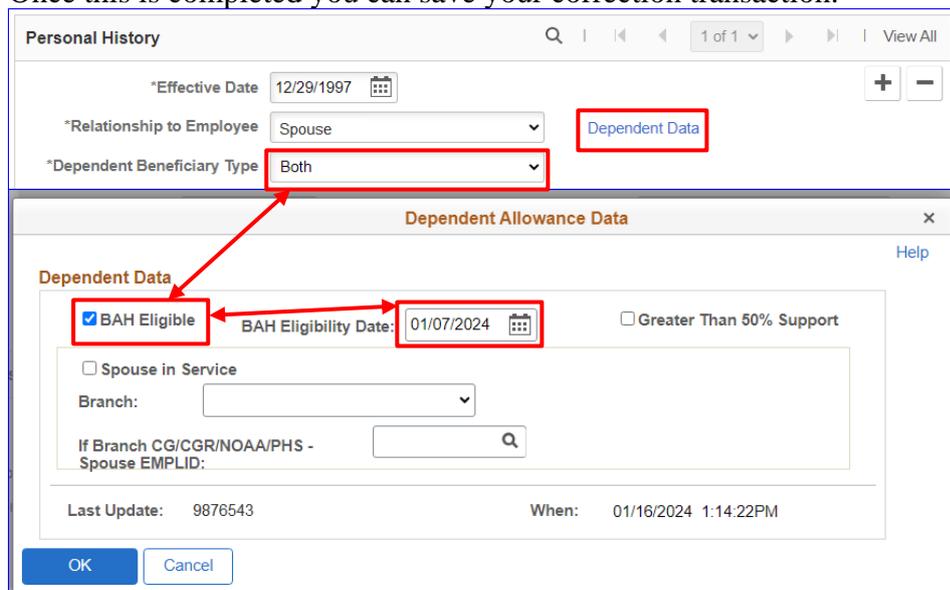


Then click **View All** in the Dependent/Beneficiaries section.



Navigate to the Personal Profile tab and click on **Dependent Data** for each dependent. **Verify ALL dependents** that are checked **BAH Eligible** have a correct **Dependent Beneficiary Type** selected.

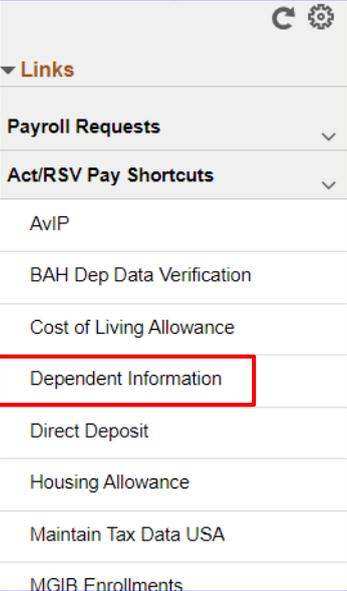
If **NOT checked** BAH Eligible or is not currently eligible, update the **Dependent Beneficiary Type** to reflect this as well as uncheck the **checkbox**, and remove the **BAH Eligibility Date** too, or you will get another error. Once this is completed you can save your correction transaction.



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Correcting or Updating Dependent Information, Continued

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Dependent Information option.</p> 

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Correcting or Updating Dependent Information, Continued

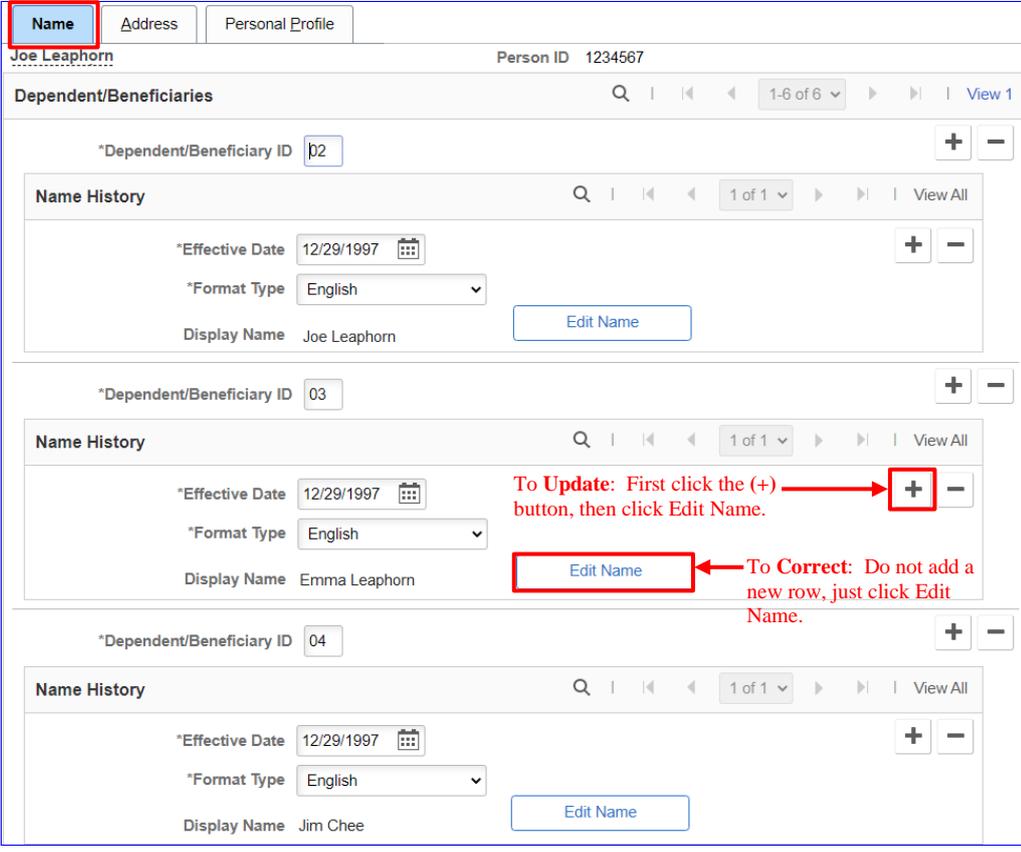
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID, check the Correct History box, and click Search.</p> <div data-bbox="327 510 1011 1234" style="border: 1px solid black; padding: 5px;"> <p>Dependent Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>
4	<p>Locate the dependent that requires correction (may have to click View All or use the arrows to scroll through the dependent rows).</p> <p>NOTE: Use the Divorce Annulment or Death of Dependent guide for divorces. Do NOT overwrite an existing marriage row. This will potentially cause multiple overpayments.</p> <div data-bbox="327 1491 1355 1951" style="border: 1px solid black; padding: 5px;"> <p>Name Address Personal Profile</p> <p>Joe Leaphorn Person ID 1234567</p> <p>Dependent/Beneficiaries <input type="text" value="1 of 6"/> <input type="button" value="View All"/></p> <p>*Dependent/Beneficiary ID <input type="text" value="02"/></p> <p>Name History <input type="text" value="1 of 1"/> <input type="button" value="View All"/></p> <p>Effective Date <input type="text" value="12/29/1997"/> <input type="button" value="Calendar"/></p> <p>Format Type <input type="text" value="English"/></p> <p>Display Name Emma Leaphorn <input type="button" value="View Name"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Name Address Personal Profile</p> </div>

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Correcting or Updating Dependent Information, Continued

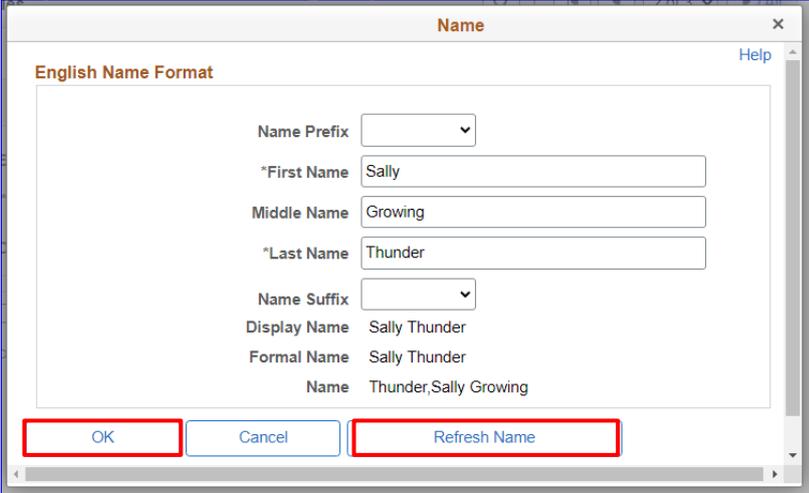
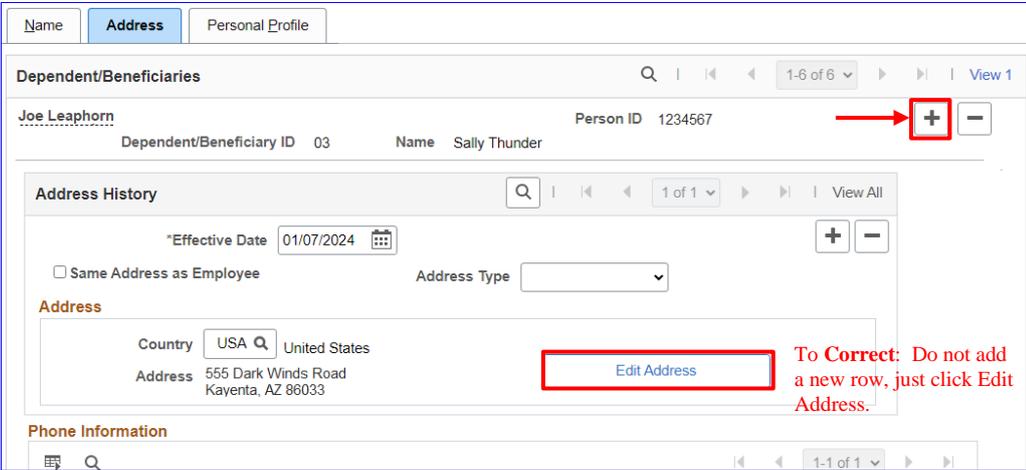
Procedures,
continued

Step	Action
5	<p>Name tab:</p> <ul style="list-style-type: none"> To correct the dependent/beneficiary name due to being entered incorrectly (i.e., spelled incorrectly), click Edit Name in the Name History section. (NOTE: If the dependent/beneficiary changed their name, it is NOT a correction; it is an update). To update a dependent/beneficiary name (i.e., beneficiary divorces and returns to maiden name), click the Plus button under Name History to add a new row and then click Edit Name. 

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Correcting or Updating Dependent Information, Continued

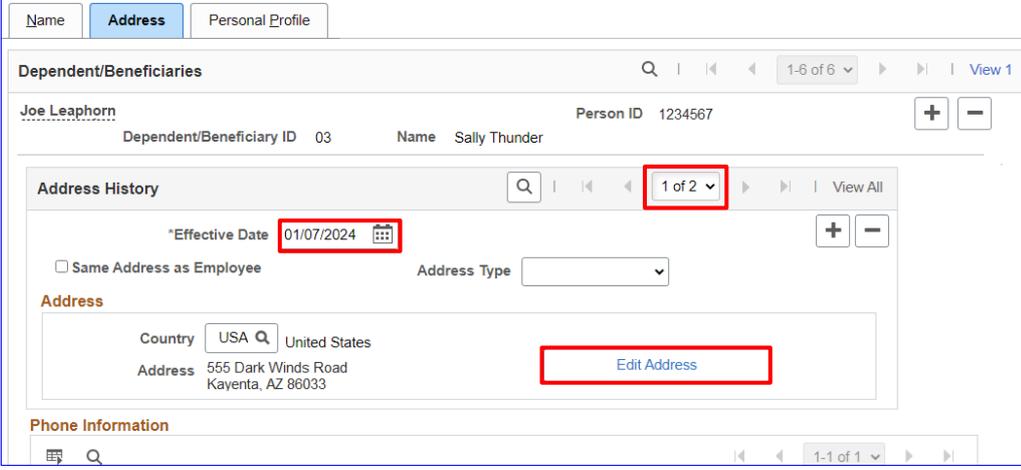
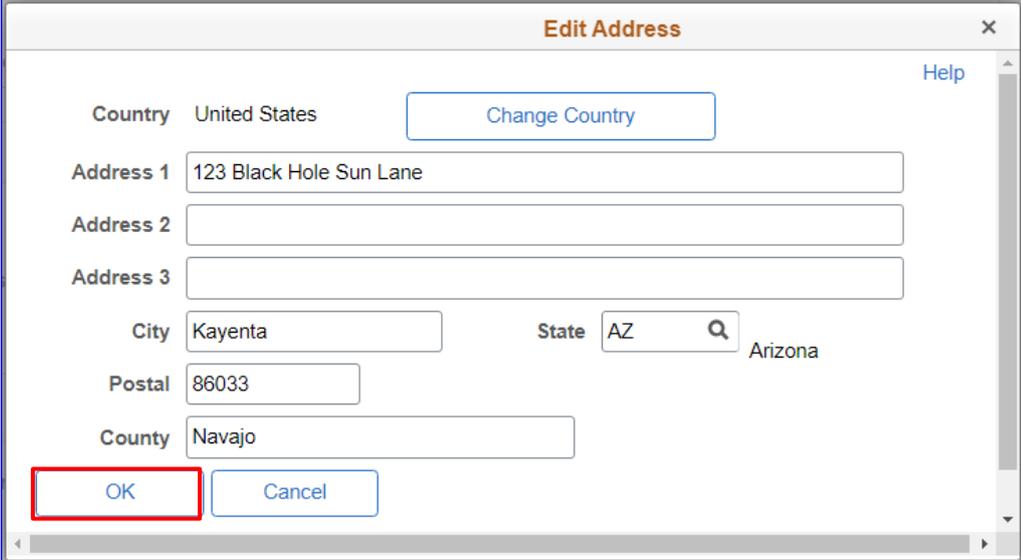
Procedures,
continued

Step	Action
<p>6</p>	<p>Update the fields as appropriate and click Refresh Name. If all the changes appear correct, click OK.</p> <p>NOTE: For more information on entering a dependent/beneficiary name, see Steps 6-8 of the Entering Dependent Information section of this guide.</p> 
<p>7</p>	<p>Address tab:</p> <ul style="list-style-type: none"> • To correct the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.) • To update a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address. 

Continued on next page

Correcting or Updating Dependent Information, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>If updating an address, notice the Address History now indicates 1 of 2 rows and the new row displays with the new Effective Date (defaults to current date). Click Edit Address (see NOTE).</p> <p>NOTE: Address changes should only be made if the address of the dependent/beneficiary you are correcting is not the same address as the Employee. See the Entering Dependent Information section of this guide for more information on entering an address.</p> 
<p>9</p>	<p>Update each field as appropriate and click OK.</p> 

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Correcting or Updating Dependent Information, Continued

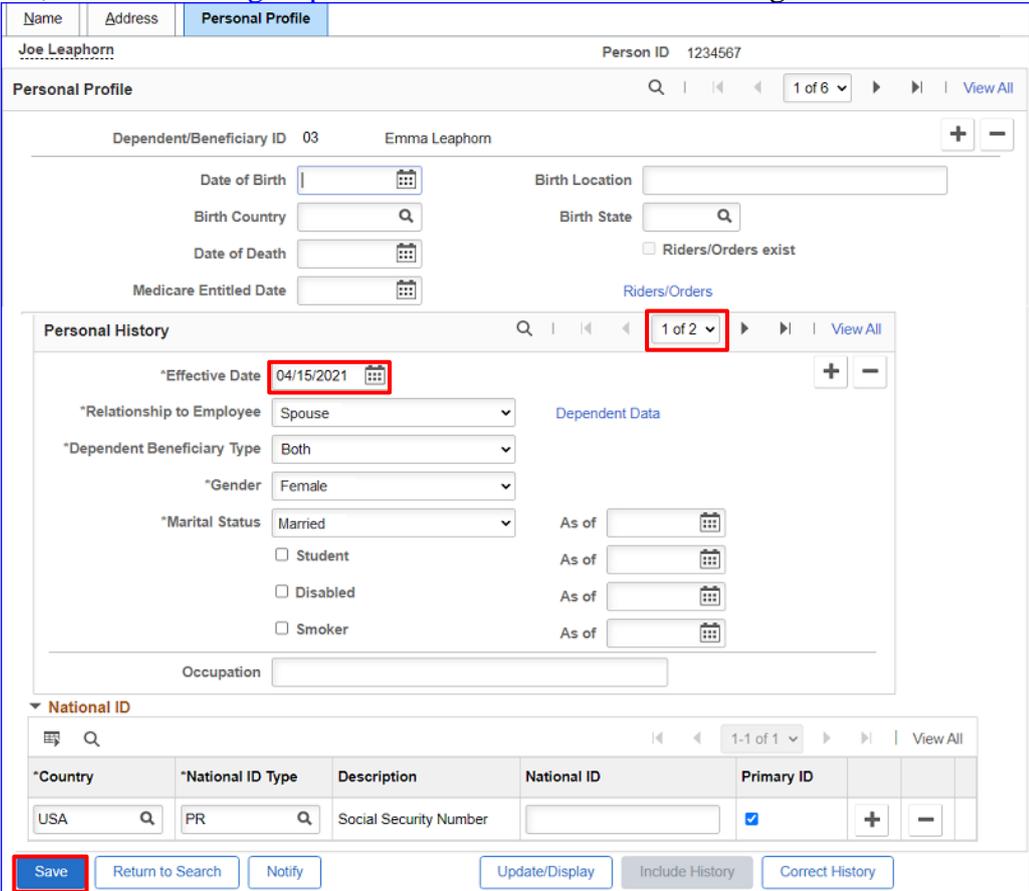
Procedures,
continued

Step	Action
<p>10</p>	<p>Personal Profile tab:</p> <ul style="list-style-type: none"> To correct the dependent/beneficiary personal profile due to being entered incorrectly, overwrite the information as appropriate (i.e., birth country was entered incorrectly, incorrect gender selected). To update a dependent/beneficiary's personal profile (i.e., change in relationship, beneficiary type, gender, or marital status), click the Plus button under Personal History to add a new row and update each field as appropriate. <p>NOTE: Use the Divorce Annulment or Death of Dependent guide for divorces. Do NOT overwrite an existing marriage row. This will potentially cause multiple overpayments.</p>

Continued on next page

Correcting or Updating Dependent Information, Continued

Procedures,
continued

Step	Action
11	<p>If updating, notice the Personal History now indicates 1 of 2 rows and the new row displays with a new Effective Date (defaults to current date). Update each field as appropriate (see NOTE). Click Save.</p> <p>NOTE: For more information on entering information on the Personal Profile tab, see the Entering Dependent Information section of this guide.</p>  <p>The screenshot shows the 'Personal Profile' and 'Personal History' sections. In the 'Personal History' section, the 'Effective Date' is set to 04/15/2021. The 'Save' button is highlighted with a red box. The 'Personal History' section also shows a dropdown menu indicating '1 of 2' rows.</p>

Deleting Dependent Information

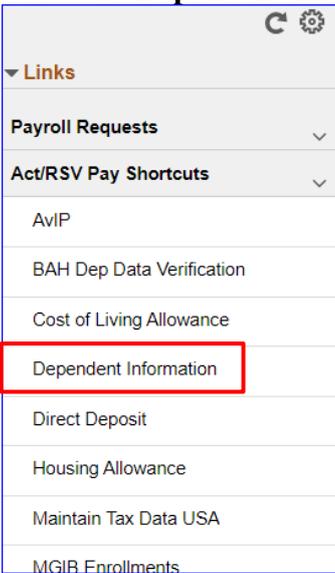
Introduction This section provides the procedures for deleting Dependent Information in Direct Access (DA).

User Roles Only CGHRSUP users can use the Correct History mode to delete a dependent/beneficiary.

Dependent Status Changes Do **NOT** delete a dependent/beneficiary due to a status change. The delete function should **ONLY** be used to remove a dependent/beneficiary that was erroneously added to an incorrect member's profile.

Use the [Divorce Annulment or Death of Dependent](#) guide for a divorce or death. Do **NOT** overwrite an existing marriage row. This will potentially cause multiple overpayments.

Procedures See below.

Step	Action
1	Click on the AD/RSV Payroll Workcenter tile. 
2	Select the Dependent Information option. 

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Deleting Dependent Information, Continued

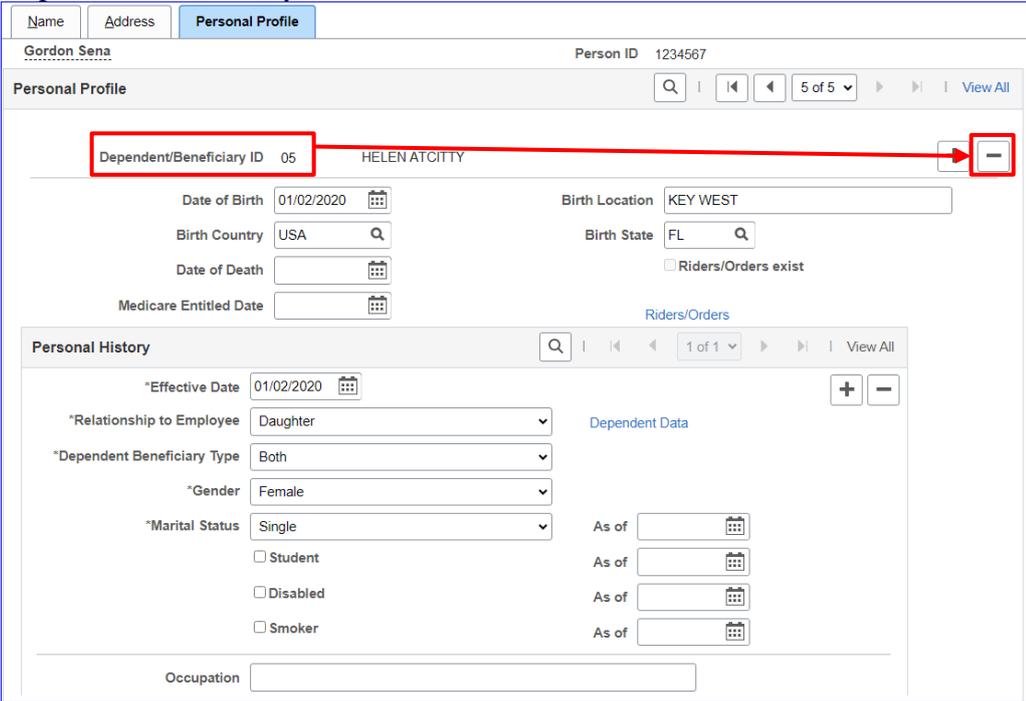
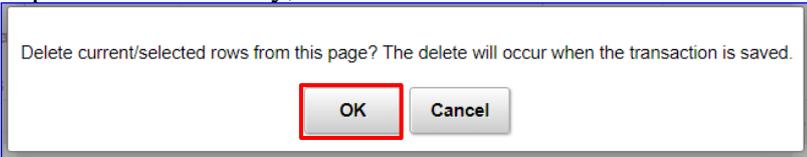
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID, check the Correct History box, and click Search.</p> <div data-bbox="327 510 1023 1245" style="border: 1px solid black; padding: 5px;"> <p>Dependent Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>
4	<p>Locate the dependent/beneficiary that needs to be deleted (may have to click View All or use the arrows to scroll through the dependent rows). This member currently has 5 dependent/beneficiary rows.</p> <p>NOTE: Use the Divorce Annulment or Death of Dependent guide for a divorce or death. Do NOT overwrite an existing marriage row. This will potentially cause multiple overpayments.</p> <div data-bbox="327 1514 1358 1953" style="border: 1px solid black; padding: 5px;"> <p>Name Address Personal Profile</p> <p>Gordon Sena Person ID 1234567</p> <p>Personal Profile <input type="button" value="Q"/> <input type="button" value="1 of 5"/> <input type="button" value="View All"/></p> <p>Dependent/Beneficiary ID 01 Sarah Sena <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Date of Birth 07/18/1985 <input type="button" value="Calendar"/> Birth Location <input type="text"/></p> <p>Birth Country USA <input type="button" value="Q"/> Birth State <input type="text"/> <input type="button" value="Q"/></p> <p>Date of Death <input type="button" value="Calendar"/> <input type="checkbox"/> Riders/Orders exist</p> <p>Medicare Entitled Date <input type="button" value="Calendar"/></p> <p>Riders/Orders</p> <p>Personal History <input type="button" value="Q"/> <input type="button" value="1 of 1"/> <input type="button" value="View All"/></p> <p>*Effective Date 10/07/2003 <input type="button" value="Calendar"/> <input type="button" value="+"/> <input type="button" value="-"/></p> </div>

Continued on next page

Deleting Dependent Information, Continued

Procedures,
continued

Step	Action
5	<p>Once the appropriate dependent/beneficiary row has been located (ENSURE YOU HAVE THE CORRECT DEPENDENT/BENEFICIARY TO BE REMOVED), click the Delete button. In this example, we will delete Dependent/Beneficiary ID 05.</p> 
6	<p>A confirmation message will display. If you are sure you want to delete this dependent/beneficiary, click OK.</p> 
7	<p>Notice the number of dependent/beneficiary rows now indicates 4 vice 5. Click Save (not shown).</p> 