Dependent Information – Dependent Aging Out

Introduction	This guide provides the procedures for handling dependents of members that age out of dependency in Direct Access (DA).		
Information	You must have the CGHRS or CGADMINSUP role to complete this process.		

Procedures See below.

Step	Action					
1	Click on the AD/RSV Payroll Workcenter tile or the HR Data Shortcuts tile.					
	AD/RSV Payroll Workcenter	HR Data Shortcuts				
2	select the Dependent Inform	nation in the Act/RSV Pay Shortcuts drop-down or mation option.				
	C ☺	Add Employment Instance				
	Payroll Requests 🗸 🗸	Dependent Information				
	Act/RSV Pay Shortcuts					
	AvIP	Email Address				
	BAH Dep Data Verification Cost of Living Allowance	Find an Employee				
	Dependent Information	🛅 Job Data				
	Direct Deposit					
	Housing Allowance	Personal Information				
	Maintain Tax Data USA	E Search by SSN				
	MGIB Enrollments					
	•					

Continued on next page

Procedures,

continued

Step	Action					
3	Enter the Empl ID , verify the Include History and Correct History boxes are					
	checked and click Search .					
	Dependent Information					
	Enter any information you have and click Search. Leave fields blank for a list of all values.					
	Find an Existing Value					
	▼ Search Criteria					
	Empl ID begins with 🗸 1234567					
	Name begins with 🗸					
	Last Name begins with 🗸					
	Second Last Name begins with 🗸					
	Alternate Character Name begins with 🗸					
	Middle Name begins with v					
	Business Unit begins with V					
	Department Set ID begins with V Q					
	Department begins with V Q					
	✓ Include History Correct History □ Case Sensitive					
	Search Clear Basic Search 🖾 Save Search Criteria					

Continued on next page

Procedures,

continued

Step	Action					
4	Select the Personal Profile tab. Click View All or use the arrows to locate the					
	dependent requiring the update.					
	Name Address Personal Profile					
	Jim Chee Pe	Person ID 1234567 Q I I I of 7 ♥ ▶ I View All				
	Dependent/Beneficiaries					
	*Dependent/Beneficiary ID	+ -				
	Name History	Q 4 4 1 of 1 v > > View All				
	*Effective Date 08/05/2003	+ -				
	,,	Edit Name				
	Display Name Burnadette Manuelito	LUILINAHIC				
	Save Return to Search Notify	Update/Display Include History Correct History				
	Name Address Personal Profile					
5	Click the Plus sign in the Personal Hist	ory section for that dependent.				
	Name Address Personal Profile					
	Jim Chee	Person ID 1234567				
	Personal Profile	Q 4 4 3 of 7 • • • • • View All				
	Dependent/Beneficiary ID 03 ROSEMARY VINES	+ -				
	Date of Birth 02/11/2001	Birth Location GUAM				
	Birth Country USA Q	Birth State Q				
	Date of Death	Riders/Orders exist				
	Medicare Entitled Date	Riders/Orders				
	Personal History	Q 4 4 1 of 1 v > > View All				
	*Effective Date 08/05/2003	+ -				
	*Relationship to Employee Daughter	✓ Dependent Data				
	*Dependent Beneficiary Type Both	▼				

Continued on next page

Procedures,

continued

Step	Action					
6	Update the Effective Date to the day they became ineligible (in most cases,					
	turned 21). Change the Dependent Beneficiary Type to None. Click					
	Dependent Data.					
	Name Address Personal Profile					
	Jim Chee Person ID 1234567					
	Personal Profile Q 3 of 7 v View All					
	Dependent/Beneficiary ID 03 ROSEMARY VINES					
	Date of Birth 02/11/2001 EIII Birth Location GUAM					
	Birth Country USA Q Birth State Q					
	Date of Death Riders/Orders exist					
	Medicare Entitled Date Riders/Orders					
	Personal History Q I II I I I I View All					
	*Effective Date 02/11/2023 📰 🛨 🗖					
	*Relationship to Employee Daughter Dependent Data					
	*Dependent Beneficiary Type None 🗸					
	*Gender Female 🗸					
	*Marital Status Single As of					
	□ Student As of					
	Disabled As of					
	Smoker As of					
7	Verifie that the DAHER-the have in more share to deal Olish OV					
/	Verify that the BAH Eligible box is now unchecked. Click OK .					
	Dependent Allowance Data ×					
	Dependent Data Help					
	BAH Eligibility Date: Greater Than 50% Support					
	Spouse in Service					
	Branch:					
	If Branch CG/CGR/NOAA/PHS - Q Spouse EMPLID:					
	Last Update: 9876543 When: 01/16/2024 12:15:52PM					
	OK Cancel					

Continued on next page

Procedures,

continued

Step	Action							
8	Click Save.							
		Occupation						
	► USA ✓ National ID							
	*Country	*National ID Type	Description	National ID	Primary ID			
	USA Q	PR Q	Social Security Number	123-45-6789	•	+ -		
	Save Return to Name Address Pe	o Search Notify		Update/Display	Include History	Correct History		