Dependent Information – Dependent Aging Out

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

Procedures See below.

Step	Action	
1	Click on the Active/Reserve Pay Tile.	
	Active/Reserve Pay	
1.5	Select the Dependent Information option.	
	Direct Deposit	
	Proxy - Submit Absence	
	Request	
	SGLI + FSGLI	
	Tax Data USA	
	Housing Allowance	
	E Dependent Information	
	Cost of Living Allowance	
	Generate BAH/Emergency Contact	
2	Enter the Empl ID verify the Include History and Corr	ect History boxes are
-	checked and click Search	cet mistory boxes are
	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	
	Alterrate Character Name begins with v	
	Methate character waite Degins with v	
	Business Unit bosins with w	
	Denartment Set ID begins with v	
	Vinclude History Correct History Case Sensitive	
	Search Clear Basic Search 🖉 Save Search Criteria	

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Dependent Information – Dependent Aging Out, Continued

Procedures,

continued

Step	Ac	ction				
3	Select the Personal Profile tab. Locate the dependent requiring the update					
	Name Address Personal Profile					
	Maybelle Parker	Person ID 1234567				
	Dependent/Beneficiaries	Q 4 4 1 of 12 View All				
	*Dependent/Beneficiary ID 02	+ -				
	Name History	Q 4 4 1 of 1 v > > View All				
	*Effective Date 07/17/2001	+ -				
	Display Name Peter Parker	Edit Name				
	Save Return to Search Notify	Update/Display Include History Correct History				
4	Click the Plus sign in the Personal His	story section for that dependent.				
	Name Address Personal Profile	· · · ·				
	Maybelle Parker	Person ID 1234567				
	Dependent/Beneficiaries	Q, I I II I 1 of 12 ▼ ► ► I View All				
	Dependent/Beneficiary ID 02 Peter Pa	rker -				
	Date of Birth 09/23/2000	Birth Location				
	Birth Country Q	Birth State Q				
	Date of Death	Riders/Orders exist				
	Medicare Entitled Date	Riders/Orders				
	Personal History	Q I II 1 of 1 v IView All				
	*Effective Date 07/17/2001	+ -				
	*Relationship to Employee Nephew	✓ Dependent Data				
	*Dependent Repoticion: Tupo Reth					

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Dependent Information – Dependent Aging Out, Continued

Procedures,

continued

Step	Action			
5	Update the Effective Date to the day they became ineligible (turned 21).			
	Change the Dependent Beneficiary Type to None. Click Dependent Data .			
	Name Address Personal Profile	ſ		
	Maybelle Parker Person ID 1234567			
	Dependent/Beneficiaries Q 1 of 12 v View	All		
	Dependent/Beneficiary ID 02 Peter Parker	-		
	Date of Birth 09/23/2000 🛗 Birth Location			
	Birth Country Q Birth State Q			
	Date of Death Riders/Orders exist			
	Medicare Entitled Date Riders/Orders			
	Personal History Q 1 of 2 - View	All		
	*Effective Date 09/23/2021	-		
	*Relationship to Employee Nephew Dependent Data			
	*Dependent Beneficiary Type None 🗸			
	*Gender Male 🗸			
	*Marital Status Single			
	Student As of			
	Disabled As of			
	Smoker As of			
	Occupation Avenger			
6	Verify that the BAH Eligible box is now unchecked. Click OK .			
	Dependent Allowance Data			
	Help	2		
	BAH Eligibile BAH Eligibility Date:			
	Branch:			
	Last Update: 9876543 When: 03/18/2022 12:48:42PM			
	OK Cancel			
		:		

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Dependent Information – Dependent Aging Out, Continued

Procedures,

continued

Step	Action
7	Click Save.
	Occupation Avenger
	▶ ■ USA ▶ National ID
	Save Return to Search Notify Update/Display Include History Correct History Name Address Personal Profile Include History Correct History Include History Correct History