
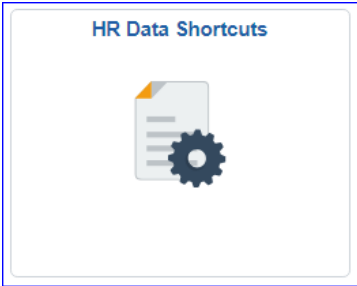
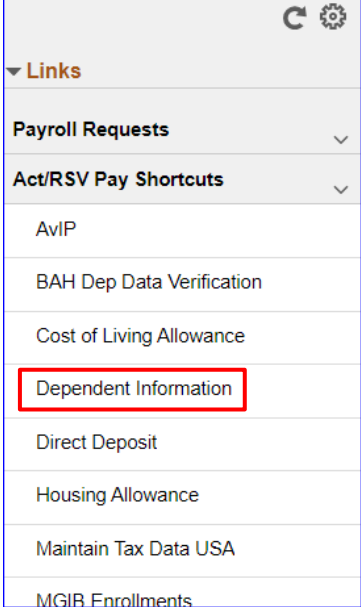
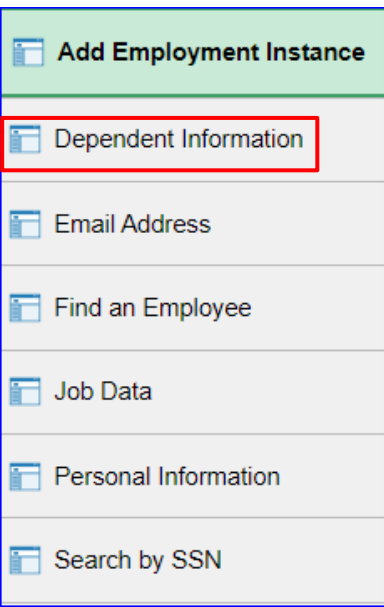


Dependent Information – Dependent Aging Out

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 **CGADMIN SUP** role to complete this process.

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile or the HR Data Shortcuts tile.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="338 752 699 1037">  <p>AD/RSV Payroll Workcenter</p> </div> <div data-bbox="742 752 1099 1037">  <p>HR Data Shortcuts</p> </div> </div>
2	<p>Scroll to Dependent Information in the Act/RSV Pay Shortcuts drop-down or select the Dependent Information option.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="338 1151 699 1756">  </div> <div data-bbox="742 1151 1126 1756">  </div> </div>

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Dependent Information – Dependent Aging Out, Continued

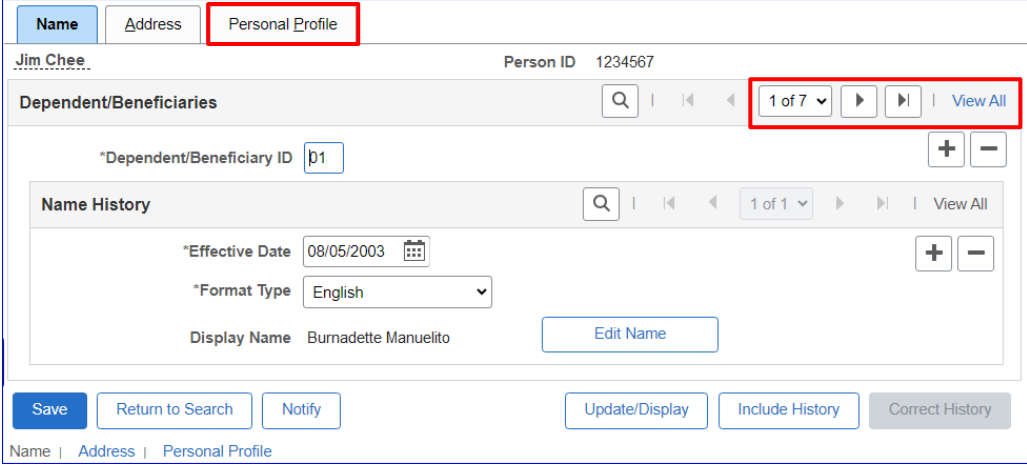
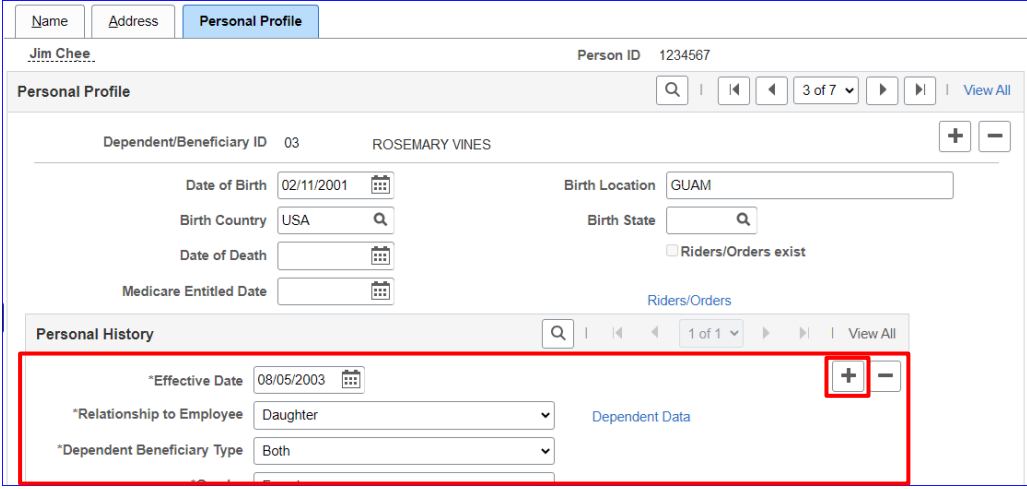
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, verify the Include History and Correct History boxes are checked and click Search.</p> <div data-bbox="336 562 1369 1608" style="border: 1px solid blue; padding: 10px;"> <p>Dependent Information</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Business Unit <input type="text" value="begins with"/> <input type="text"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Department <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" style="border: 2px solid red;" type="checkbox"/> Include History <input checked="" style="border: 2px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Dependent Information – Dependent Aging Out, Continued

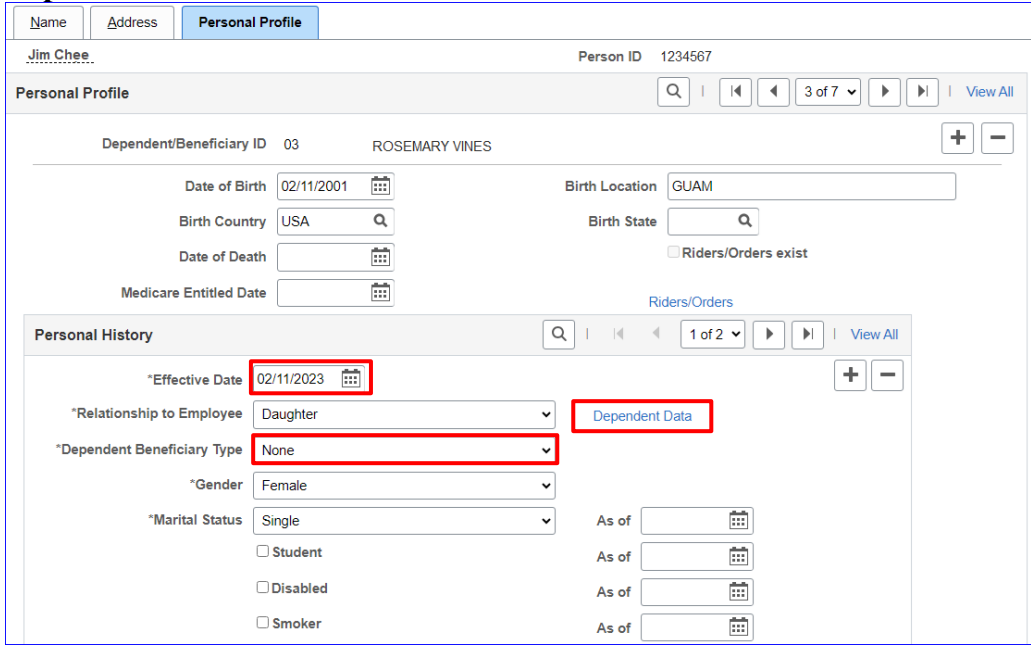
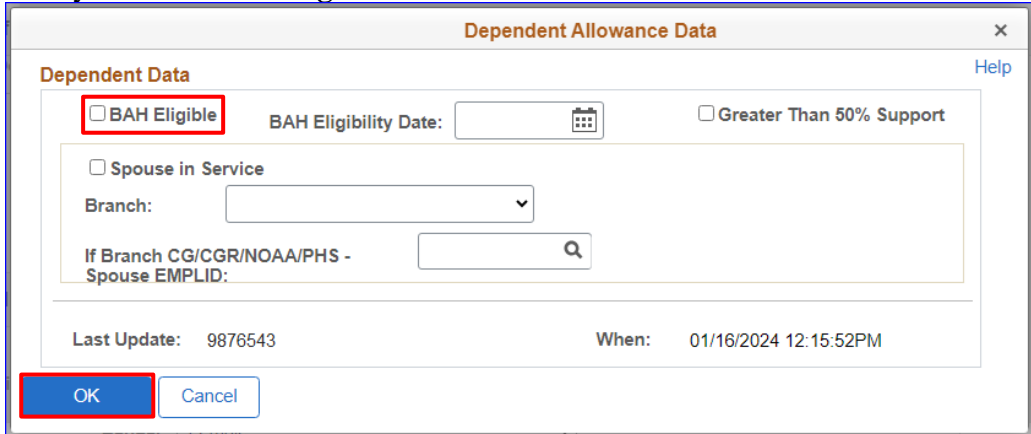
Procedures,
continued

Step	Action
<p>4</p>	<p>Select the Personal Profile tab. Click View All or use the arrows to locate the dependent requiring the update.</p> 
<p>5</p>	<p>Click the Plus sign in the Personal History section for that dependent.</p> 

Continued on next page

Dependent Information – Dependent Aging Out, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>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.</p>  <p>The screenshot shows the 'Personal Profile' section for a dependent named ROSEMARY VINES. The 'Effective Date' is highlighted in red and set to 02/11/2023. The 'Dependent Beneficiary Type' is highlighted in red and set to None. A button labeled 'Dependent Data' is also highlighted in red.</p>
<p>7</p>	<p>Verify that the BAH Eligible box is now unchecked. Click OK.</p>  <p>The screenshot shows the 'Dependent Allowance Data' dialog box. The 'BAH Eligible' checkbox is unchecked and highlighted in red. The 'OK' button is also highlighted in red.</p>

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Dependent Information – Dependent Aging Out, Continued

Procedures,
continued

Step	Action														
8	<p>Click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Occupation <input type="text"/></p> <p>USA</p> <p>National ID</p> <table border="1"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>Description</th> <th>National ID</th> <th>Primary ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>PR</td> <td>Social Security Number</td> <td>123-45-6789</td> <td><input checked="" type="checkbox"/></td> <td>+</td> <td>-</td> </tr> </tbody> </table> <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>	*Country	*National ID Type	Description	National ID	Primary ID			USA	PR	Social Security Number	123-45-6789	<input checked="" type="checkbox"/>	+	-
*Country	*National ID Type	Description	National ID	Primary ID											
USA	PR	Social Security Number	123-45-6789	<input checked="" type="checkbox"/>	+	-									
