

ESS - Personal Information – Family/Related Persons

- Family/Related Persons** – Allows employees to view dependent information as stored in SAP. *Family/Related Persons* also allows for the maintenance of dependent social security numbers and the completion of the Spouse/Domestic Partner attestation as required. (NOTE: As of the date of this document, PEBTF spouse/DP attestation is not included.)

1.1. . Select the *Family/Related Persons* link from the Personal Information menu in ESS.

1.2. By clicking on a family member's/dependent's record, it will highlight the row and extend the screen to display saved information on that particular person as shown below.

The screenshot displays the 'Family / Related Persons' section of the ESS interface. The main heading is 'Family Member / Related Person Information'. Below this, a table titled 'Saved Family Members' lists two entries: 'Spouse' (Wife Willis, SSN ***-**-4444) and 'Child' (Child Willis, SSN ***-**-5555). A green arrow points to the 'Child' row. Below the table, a 'Family Member Details' section provides information for the selected child: Relationship: Child, Name: Child Willis, Gender: Male, Social Security Number: ***-**-5555, Marital Status: Single, Birth Date: 01/01/2017, and Tax status: Non-taxable. There are also sections for 'Physician Information' and 'Status' (Disability, Student, Smoker).

Relationship	No	Full Name	SSN	
Spouse		Wife Willis	***-**-4444	<input type="button" value="Update SSN"/>
Child	01	Child Willis	***-**-5555	<input type="button" value="Update SSN"/>

To view the details of a person, select a row in the table above by clicking the button at the beginning of the row.
If any of the dependent data displayed is incorrect (except for social security number), please contact your benefits coordinator.

Relationship:	Child	Number:	01
Name:	Child Willis		
Gender:	Male	Birth Date:	01/01/2017
Social Security Number:	***-**-5555		
Marital Status:	Single	Tax status:	<input type="checkbox"/> Non-taxable

Physician 1: ID Number:		Status	<input type="checkbox"/> Disability
Physician 2: ID Number:			<input type="checkbox"/> Student
			<input type="checkbox"/> Smoker

- 1.3. Update SSN** - By clicking *Update SSN*, the *Update Social Security Number* pop-up window will appear. Simply enter the dependent's SSN and then click *Save New SSN*.

(NOTE: The SSN can be entered with or without dashes.)

Family Member / Related Person Information

This page displays a listing of all family members and/or related persons stored on your personnel file in the PASSHE HCM system and can be used to validate whether the displayed information is correct or if updates to your personnel file are required.

Saved Family Members				Spouse/Domestic Partner Attestation	
Relationship	No	Full Name	SSN	Update SSN	Attestation
Spouse		Wife Willis	***-**-4444	Update SSN	Attestation
Child	01	Child Willis	***-**-5555	Update SSN	

To view the details of a person, select a row in the table above by clicking the button at the beginning of the row.
If any of the dependent data displayed is incorrect (except for social security number), please contact your benefits coordinator.

Family Member Details

Relationship: Child Number: 01
 Name: Child Willis
 Gender: Male Birth Date: 01/01/00
 Social Security Number: ***-**-5555
 Marital Status: Single Tax status: []

Physician Information

Physician 1:
ID Number:
Physician 2:
ID Number:

Update Social Security Number

Enter the updated Social Security Number in the box below and click save.

Social Security Number: 111-22-3333 x

Save New SSN Cancel Update

- 1.4.** The following message will appear to confirm your changes to *Family/Related Person* have been saved.

Family Member / Related Person Information

This page displays a listing of all family members and/or related persons stored on your personnel file in the PASSHE HCM system and can be used to validate whether the displayed information is correct or if updates to your personnel file are required.

Your Family / Related Person information has been updated in the system.

Saved Family Members				Spouse/Domestic Partner Attestation	
Relationship	No	Full Name	SSN	Update SSN	Attestation
Spouse		Wife Willis	***-**-4444	Update SSN	Attestation
Child	01	Child Willis	***-**-3333	Update SSN	

- 1.5. Updating Spouse \ Domestic Partner attestation** – Please refer to the Spouse or Domestic Partner Attestation help document.