ESS - Personal Information – Family/Related Persons

1. ***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.

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.)

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

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