Changing Dependent-Beneficiary Information Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Benefits Administration** link. Benefits Administration
4.	Click the **Attach Dependent/Beneficiary to Plan** link. Attach Dependent/Beneficiary to Plan
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	Click the **Find** button.
7.	Click the **Select** button.
8.	Check mark the row of the dependent/beneficiary you want to make a change to.
9.	Click the **Row** button.
10.	Click the **Dep/Ben Entry** menu. Dep/Ben Entry
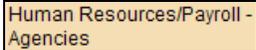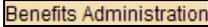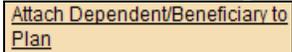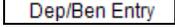
11.	Make changes to any of the following fields as necessary:
	
	  Gender
	  Date of Birth
	  Any other appropriate fields
	
	Note: Gender and Date of Birth are NOT validated compared to Employee Master fields when the dependent/beneficiary is also a State of Nebraska employee.
	
	Note: If the dependent/beneficiary is a trust, assign it a Male gender and use the date the trust was initiated or today's date.

12.	When you are finished making changes click the **Form** button.

13.	Click the **Dep/Ben Address** menu. Dep/Ben Address

14.	Make changes to the following fields as necessary:
	
	  Alpha Name
	  Tax ID
	  Business Unit

15.	Click the **Mailing** tab. Mailing

16.	Make changes to the following fields as necessary:
	
	  Mailing Name
	  Address Line 1
	  City
	  State
	  Postal Code
	  County

17.	When you are finished making changes click the **OK** button.
18.	Click the **OK** button.
19.	To make changes to another Dependent/Beneficiary you can repeat these steps.
20.	Click the **Cancel** button.
21.	Click the **Close** button.
22.	You have successfully completed this lesson. **End of Procedure.**