

Changing Dependent-Beneficiary Information

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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Changing Dependent-Beneficiary Information

Changing Dependent-Beneficiary Information Overview

The agency Human Resources Representative has created dependent records so that an employee's dependent can participate in benefit plans, such as medical insurance. Beneficiary records have also been created so that an employee's Beneficiary will receive benefits from a plan, such as life insurance, in the event of the employee's death. (Note: this does NOT include beneficiaries for a retirement plan.) A person can be both a dependent and a beneficiary for an employee.

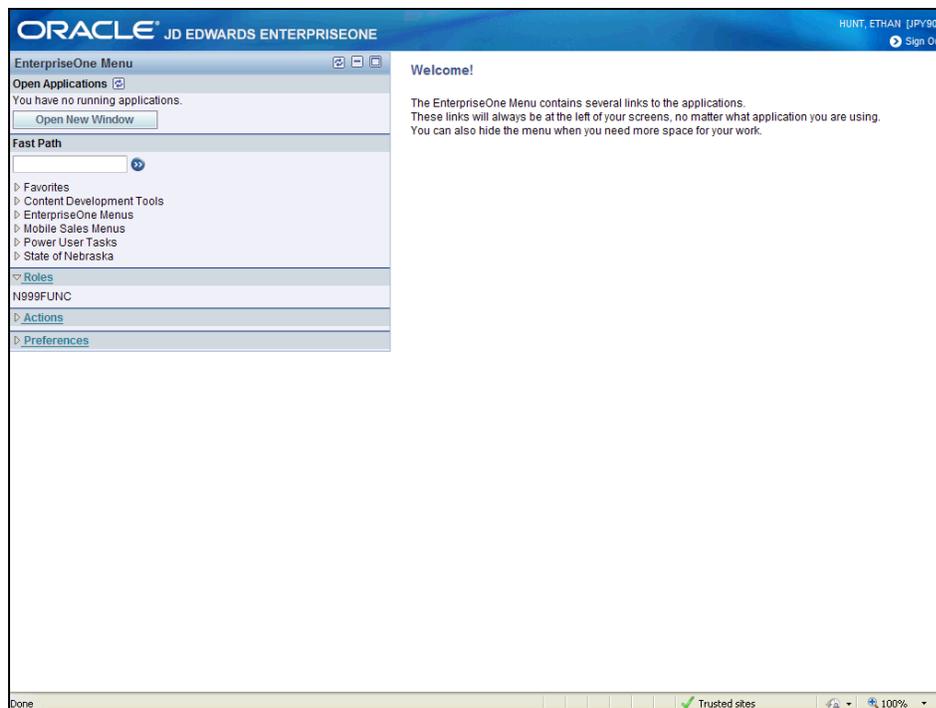
When changes need to be made to the dependent/beneficiary information, for example, a name change or change of address, the Address Book record for the dependent/beneficiary will need to be changed.

Note: Before beginning this instruction, be sure to know the employee's Address Book number the dependent/beneficiary is attached to.

Changing Dependent-Beneficiary Information Lesson

Procedure

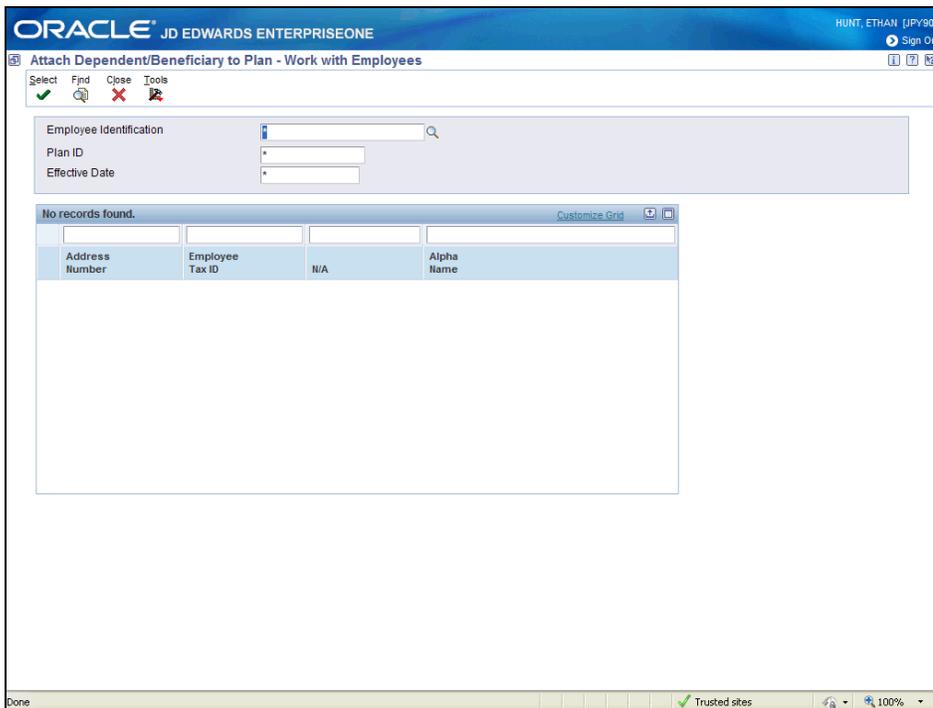
In this lesson you will learn how to change dependent/beneficiary information.



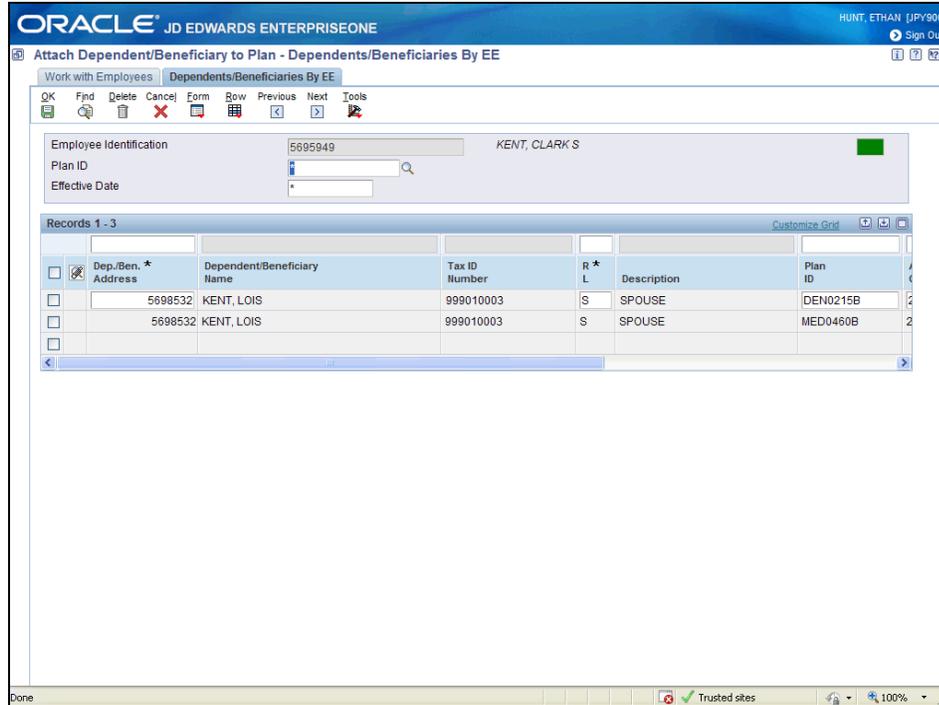
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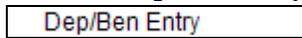
Changing Dependent-Beneficiary Information

Step	Action
1.	Click the State of Nebraska link.
2.	Click the Human Resources link.
3.	Click the Benefits Administration link.
4.	Click the Attach Dependent/Beneficiary to Plan link.



Step	Action
5.	Enter the employee's address book number in the Employee Identification field.
6.	Click the Find button.
7.	Click the Select button.



Step	Action
8.	Check mark the row of the dependent/beneficiary you want to make a change to. <input type="checkbox"/>
9.	Click the Row button. 
10.	Click the Dep/Ben Entry menu. 
11.	<p>Make changes to any of the following fields as necessary:</p> <ul style="list-style-type: none"> Gender Date of Birth Any other appropriate fields <p>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.</p> <p>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.</p>

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Changing Dependent-Beneficiary Information



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Attach Dependent/Beneficiary to Plan - Dependent/Beneficiary Entry

OK Cancel Form Tools

General Information

Address Number: 5698532 KENT, LOIS

Gender: F

Date of Birth: 8/18/79

Country Code:

School Information

High School Graduate: Y Employed: Y

Full Time Student: N School Attending:

Other Information

Disability Flag: N Date of Disability:

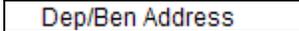
Date of Medicare: Date of Death:

Send Initial Letter (Y/N): N Date of Notification:

Related Employee

Employee Identification: 5695949 KENT, CLARK S

Done Trusted sites 100%

Step	Action
12.	When you are finished making changes click the Form button. 
13.	Click the Dep/Ben Address menu. 
14.	Make changes to the following fields as necessary: Alpha Name Tax ID Business Unit

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for the 'Attach Dependent/Beneficiary to Plan - Address Book Revision' form. The form is titled 'Attach Dependent/Beneficiary to Plan - Address Book Revision' and includes a 'Sign Out' button. The form contains the following fields:

- Address Number: 5698532
- Select Tab: 1-Address Book
- Alpha Name: KENT, LOIS
- Long Address Number: (empty)
- Tax ID: 999010003
- Search Type: Q (DEPENDENT/BENEFICIARY)
- Business Unit: 1 (STATE OF NEBRASKA)

Step	Action
15.	Click the Select Tab dropdown list. 
16.	Click the 2-Mailing list item. 
17.	Make changes to the following fields as necessary: Mailing Name Address Line 1 City State Postal Code County
18.	When you are finished making changes click the OK button. 

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Changing Dependent-Beneficiary Information

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Attach Dependent/Beneficiary to Plan - Dependent/Beneficiary Entry

OK Cancel Form Tools

General Information

Address Number: 5698532 KENT, LOIS

Gender: F

Date of Birth: 08/18/1979

Country Code: USA

School Information

High School Graduate: Y Employed: Y

Full Time Student: N School Attending: []

Other Information

Disability Flag: N Date of Disability: []

Date of Medicare: [] Date of Death: []

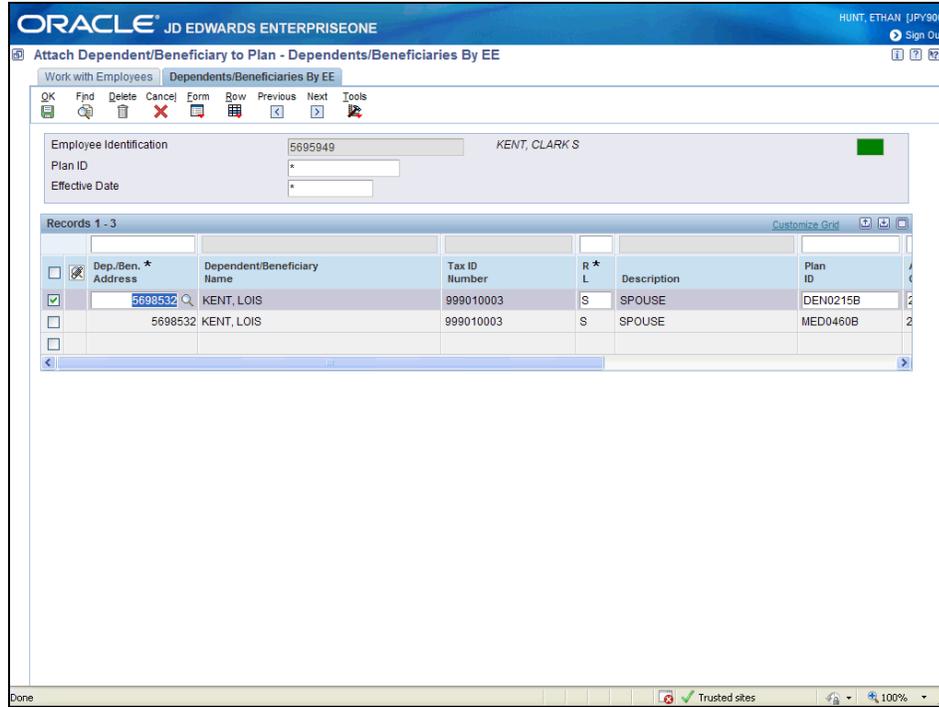
Send Initial Letter (Y/N): N Date of Notification: []

Related Employee

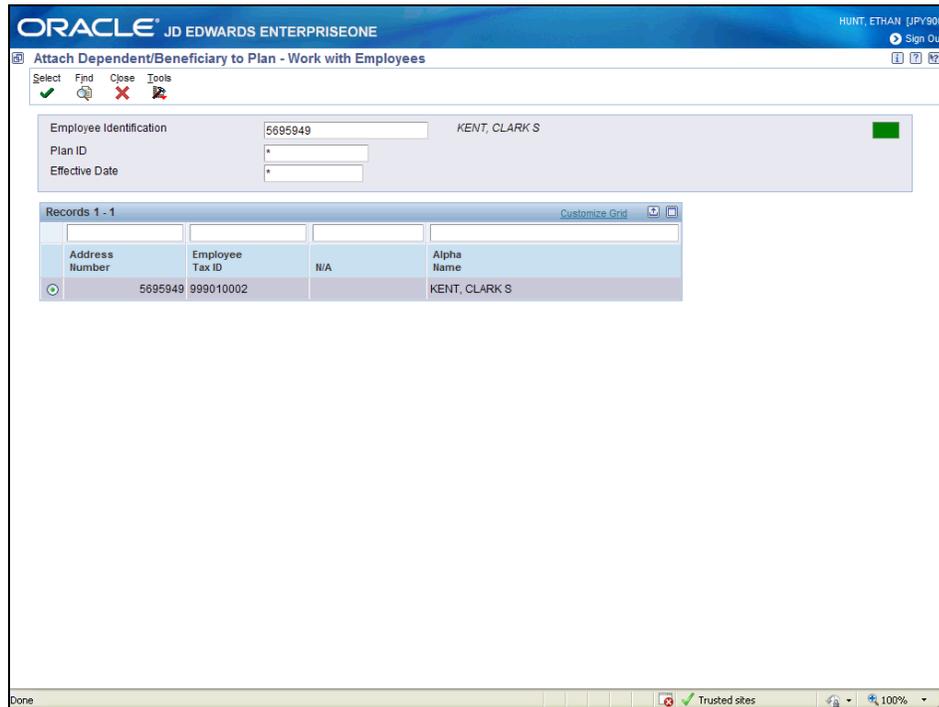
Employee Identification: 5695949 KENT, CLARK S

Done Trusted sites 100%

Step	Action
19.	Click the OK button. 
20.	To make changes to another Dependent/Beneficiary you can repeat these steps.



Step	Action
21.	Click the Cancel button. 



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Changing Dependent-Beneficiary Information

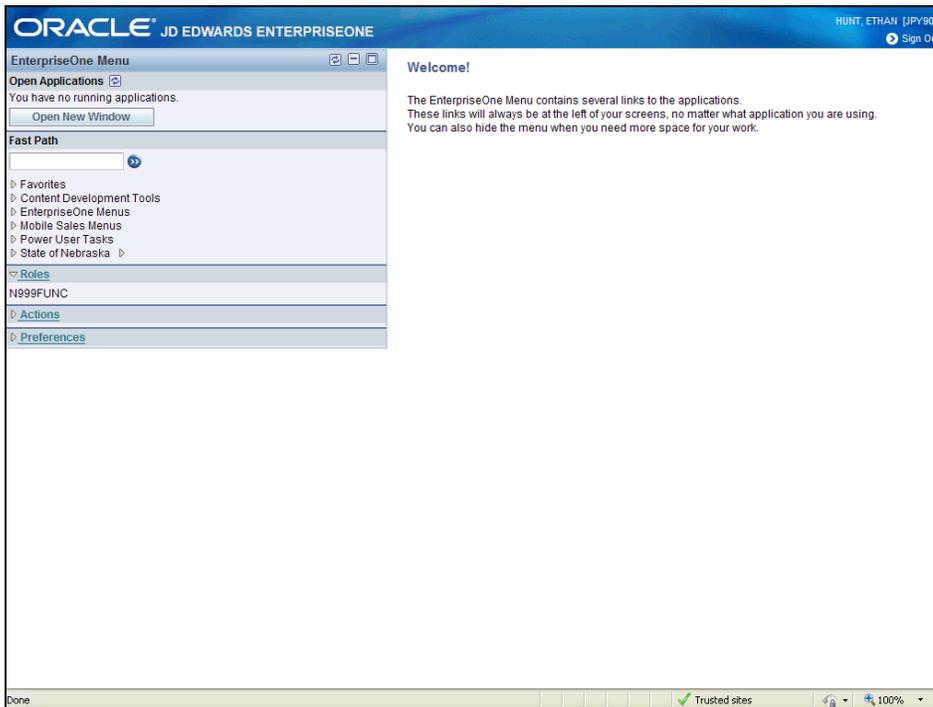


Step	Action
22.	Click the Close button. 
23.	You have successfully completed this lesson. End of Procedure.

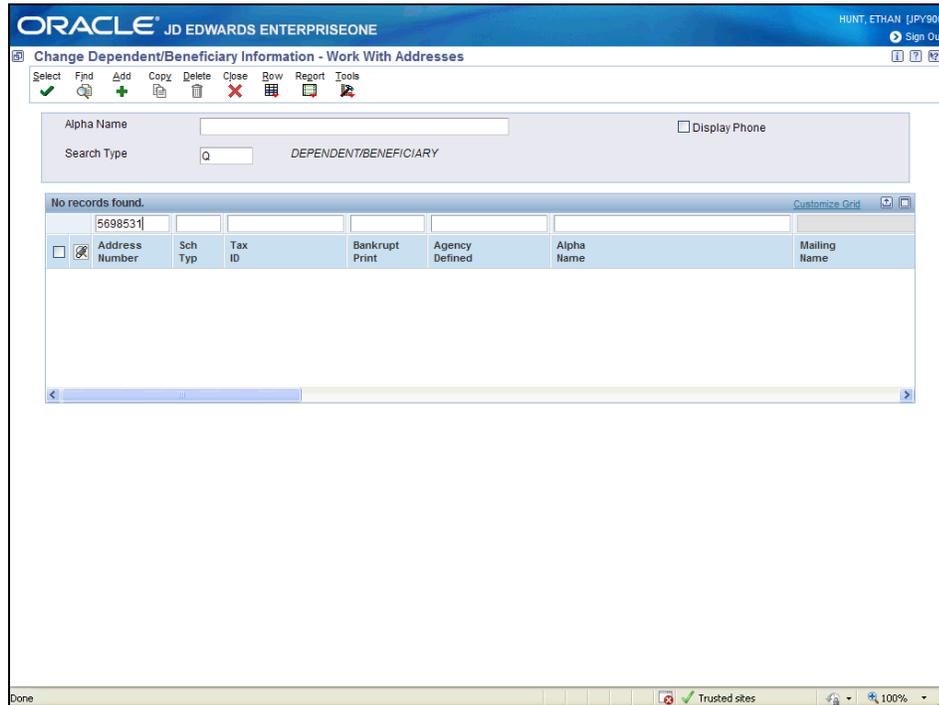
Changing Only The Social Security Number Lesson

Procedure

In this lesson you will learn how to change the social security number of a dependent/beneficiary.



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the Benefits Administration link. 
4.	Click the Change Dependent/Beneficiary Information link. 
5.	Find the dependent/beneficiary by searching for their name in the Alpha Name field in the header or by their address book number in the Address Number field in the QBE line.

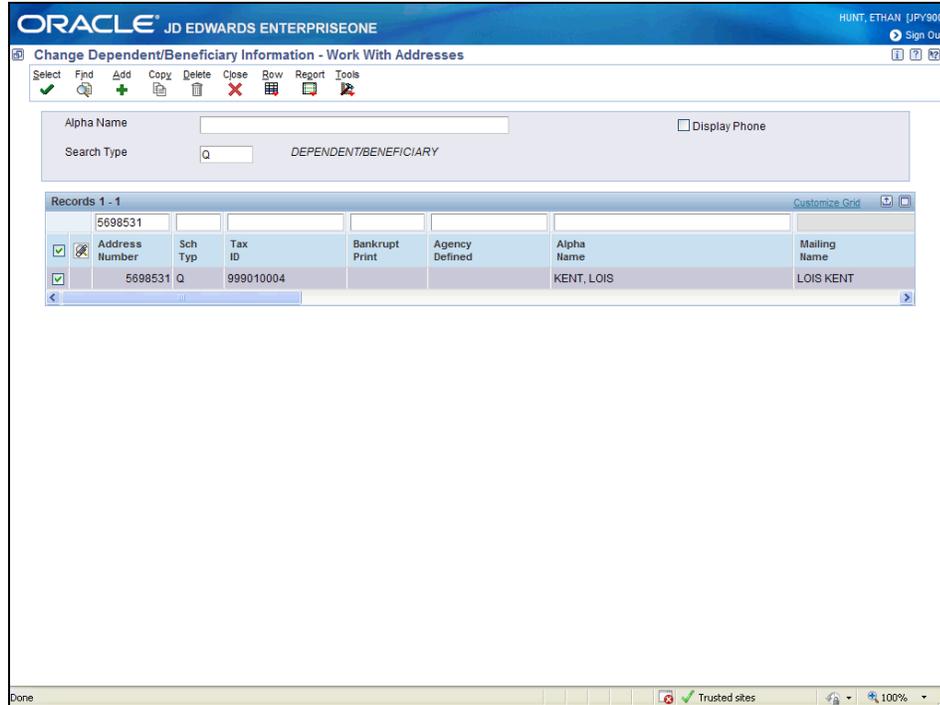


Step	Action
6.	After entering your search criteria click the Find button. 
7.	Select the record by clicking the check box next to it. 
8.	Click the Select button. 

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Changing Dependent-Beneficiary Information

Step	Action
9.	Enter their correct social security number in the Tax ID field.
10.	Click the OK button. 
11.	Click the Cancel button. 



Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.