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.

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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.)

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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.									
Vour Family / Related Person information has been updated in the system.									
Sa	ved Family Members	Spouse/Domestic Partner Attestation							
₽	Relationship	No	Full Name	SSN					
	Spouse	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.