

Department of

Business Information Systems

ORACLE EMPLOYEE SELF SERVICE

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Purpose

This document is to list step by step on how to update Employee's Basic Detail (Building, Veteran status, Marital Status, phone numbers, address and emergency contacts), W4, Nepotism, Direct Deposit, Personal Information Release Election and other Employee Info via Oracle Employee Self Service.

Oracle Employee Self Service

1.0 Login

User Login to my.utrgv.edu using UTRGV login credential. Click the Oracle 24/7 (Oracle 24/7 (Ora

2.0 Navigation

Once you are in Oracle, go to UTRGV Employee Self Service under Main Menu on your left panel. Expand UTRGV Employee Self Service → Update Functions→ Select the function you intended to update, e.g. Personal Information.

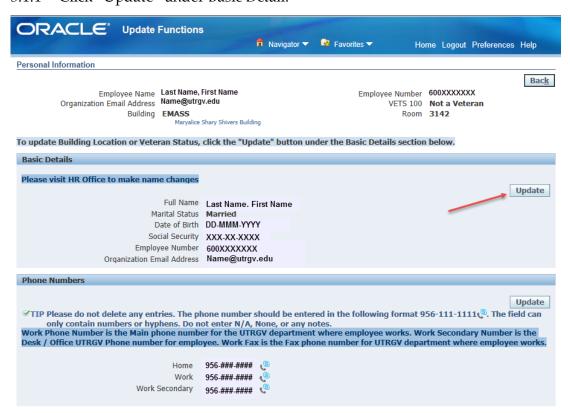


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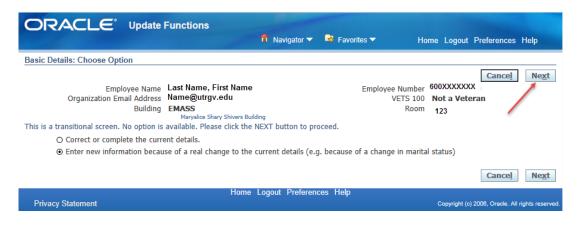


3.0 Employee Personal Information Update

Update Basic Details Employee will be able to update Veteran Status, Marital Status, Building and Room 3.1.1 Click "Update" under Basic Detail.



The system will bring you to the next page. 3.1.2



3.1.3 Click "Next"

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3.1.4 System will bring up the following page:



- To change the existing Veteran Status information, delete the current values, 3.1.5 click the Search icon (4) located right of the "VETS 100 field and then click "GO" to view and select from the list of available status.
- 3.1.6 To change the Marital Status, select the updated status from the dropdown

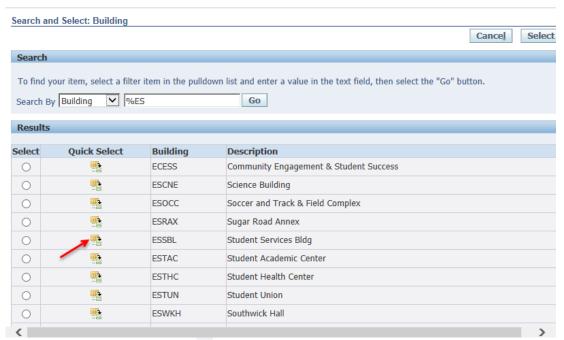
NOTE: Change of Marital Status is only demographic update. Tax status and benefit dependents updates require changes using "Tax Form (W4)" & "Manage dependents" functions.

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3.1.7 To change the existing building information delete the current value, click the Search icon (4) and then click "Go" to trigger the list of building codes, select a value from the building codes list displayed.

NOTE: You may use wild card search character "%" if you are not sure the exact building code. Building code in Edinburg campus start with E%, B% for Brownsville, and H% for Harlingen.



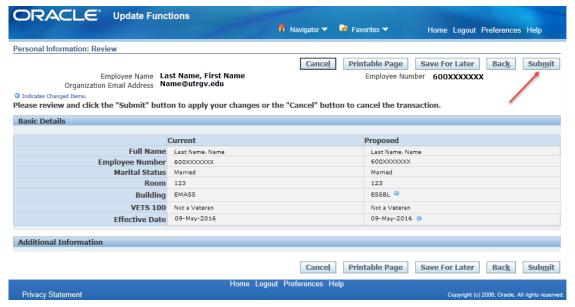
- 3.1.8 Click "Quick Select " () to proceed with your changes.
- 3.1.9 The system will bring up a new page. Click "Next "to review changes



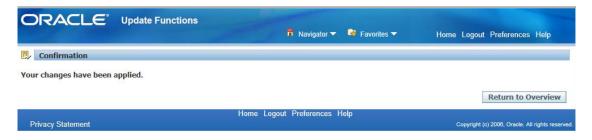
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3.1.10 Updated information will be marked by a blue dot next to it. Review your updated information. If the information is correct, click "Submit" button to apply your changes or the "Cancel" button to cancel the transaction.



3.1.11 Once you click "Submit", the system will bring up a confirmation page.



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- **Employee Phone Number Update**
 - If you wish to update your phone numbers, click the "Update" button under Phone Numbers section.



Update your phone number in the following format 956-111-1111. Do not enter "N/A", "None" or any notes.

NOTE: Work Phone number is the Main phone number for the UTRGV department where employee works. Work Secondary Number is the Desk or Office UTRGV phone number for employee.

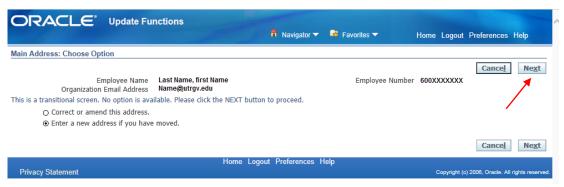


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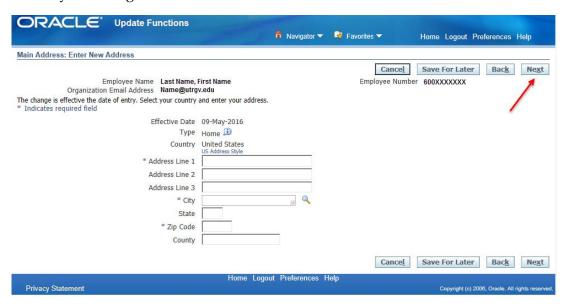


- 3.2.3 Once the information has been updated, click "Next". The system will bring up a new page (same as 3.1.10) and then let you preview the changes. If information is correct, click "Submit" and a confirmation page will be displayed (see 3.1.11).
- 3.3 Employee Address Update

To update address, click the "Update" button under Main Address section on the same Personal Information page and click "Next".



- 3.3.1 Enter you home address following instructions below
 - Fields marked with * are REQUIRED.
 - Address should be entered using mixed case.
 - Address Line 1 Street address or your PO Box
 - Address Line 2 Apartment number if PO Box or Route is entered in Address Line 1.
- 3.3.2 Click "Next" to preview changes. Follow steps 3.1.10 to 3.1.11 to complete your change.



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- 3.4 Employee Emergency Contact Update/ Add
 - 3.4.1 To update current emergency contacts, click the "Update" button under the Emergency Contact on the same Personal Information page. In the event of an emergency, Human Resources will contact your primary contact first. You can add secondary contact by click the "Add" button after the primary contact is added.



- 3.4.2 Enter the general information of the contacts e.g. First and Last name, Email Address, Relationship (select from the pull down list) and Relationship Start Date. Check the "Primary Contact" box if this person is your primary contact. If the person is a secondary contact, leave the box uncheck.
- 3.4.3 Under "Main Address" section, if the contact's address is the same as your address, check the box for "use my address for this person". Otherwise enter the contact's address.
- 3.4.4 Under "Phone Number" section Enter the emergency contact phone number.
- 3.4.5 If you are updating a new phone number for an existing contact, click the "Delete" (iii) to clear existing number before you enter the new number.

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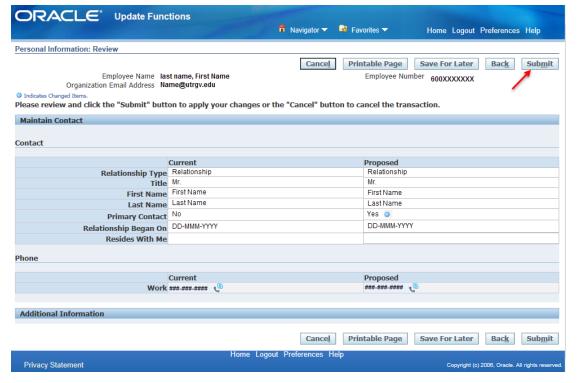
You can add an additional phone number for the same contact by clicking the "Add another Row" button.



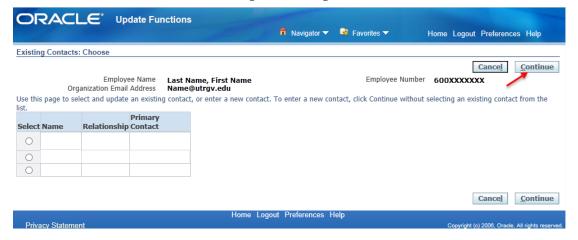
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3.4.7 Once all the information has been updated, click "Next". You will be directed to a "Review" page. Please review and click "Submit "button to apply your changes or the "Cancel" button to cancel your update.



- 3.4.8 A confirmation page will be displayed (see 3.1.11)
- 3.4.9 To add a new contact, click the "Add" button (see 3.4.1).
- 3.4.10 A new page be displayed. Use this page to select and update an existing contact or enter a new contact record. To enter a new contact, click "Continue" without selecting an existing contact from the list.



3.4.11 Repeat steps 3.4.2 to 3.4.8 to finish up your new contact.

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- 4.0 Employee IRS W-4 Form Update
 - 4.1 To update IRS W-4 tax form, click the W4 function () under the Update Functions (see 2.0)
 - 4.2 The system will display your current W-4 information. If you wish to update, click the "Update" button.

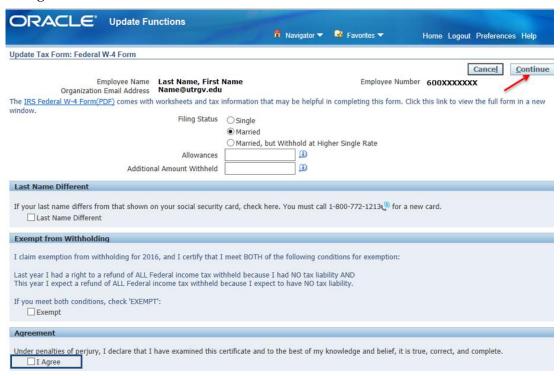


- 4.3 On the next page, you can update your Filing Status, Allowances and Additional Amount withheld.
- 4.4 If your last name is different from what it shown on your social security card, check the "Last Name different" box. You have to call 1-800-772-1213 for a new card.
- 4.5 If your status change to exempt from withholding, check the box next to "Exempt" under Exempt from Withholding section.

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4.6 After all information is updated, check the box next to "I Agree" to certify your change. Click "Continue"



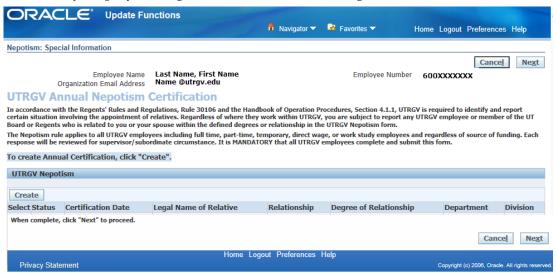
- 4.7 You will be able to review your changes on the next page. Verify if all information updated is correct, click "Submit" to complete your change, if not you can "Cancel".
- 4.8 The changes enters to the IRS Form W-4 may not be reflected in the current month's payroll. You may contact Human Resources for detail.

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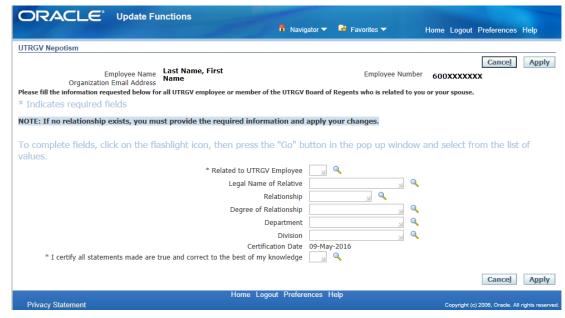


5.0 Employee Nepotism Update

All UTRGV employees are subject to report any UTRGV employee or member of the UT Board or Regents who is related to you or your spouse within the defined degrees or relationship on the UTRGV Nepotism form. The Nepotism rule applies to all UTRGV employees including full time, part-time, temporary, direct wage, or work study employees, regardless of source of funding.



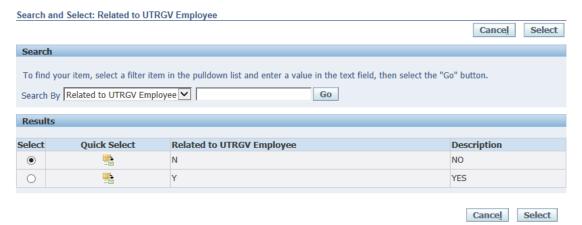
- To create Annual Certification, click "Create".
- The system will bring out a new page of info needed for Nepotism for entry. To complete fields, click the Search icon <a>) and select from the list of values. All field indicated with * are REQUIRED and need to be completed.



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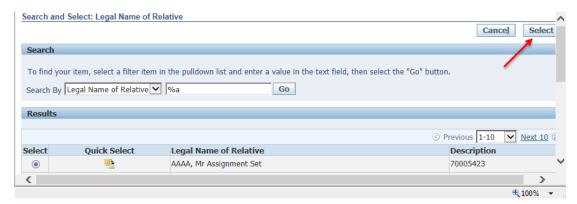


5.3.1 Related to UTRGV Employee. Select "Y" for Yes or "N" for N



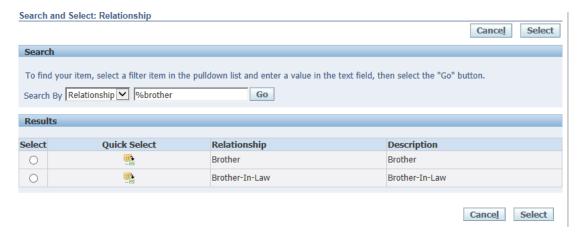
5.3.2 Legal Name of Relative

Click the \(\) icon, type in "%Last name%First name", a list of value will show the search results. Select the name and click the "Select" button.



5.3.3 Relationship

Click the \(\) icon, type in "%relationship e.g. spouse, mother, etc." and select from the search results relationship applicable and click the "Select" button.



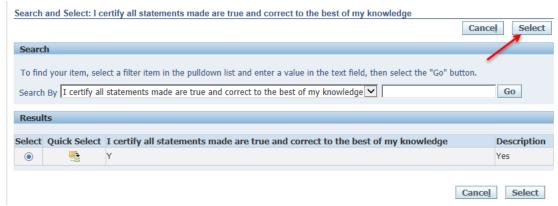
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5.3.4 Degree of Relationship Click the ⁴ icon, type "%" and select from the list of values showed. Click the "Quick Select" ♠ button.



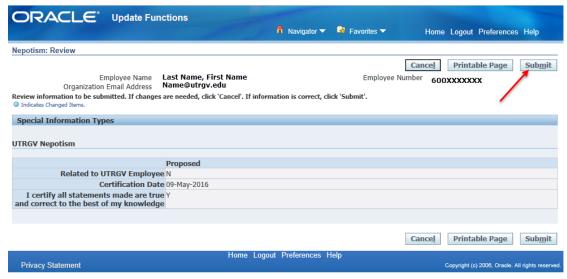
- 5.3.5 Department and Division Click the 4 icon, enter a value in the text field and select from the lists of values showed.
- 5.3.6 I certify all statements made are true and correct to the best of my knowledge.
 Select "Y" then click the "Select "button.



5.4 The system will bring you back to the same screen as in 5.2. Click "Next" to proceed.

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You will review the information on the next screen, if changes are needed, click "Cancel". If all information is correct, click "Submit".



5.6 A confirmation screen will be showed. Click "Return to Overview" to complete your change.



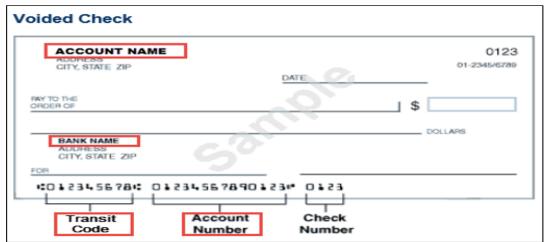
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6.0 Direct Deposit

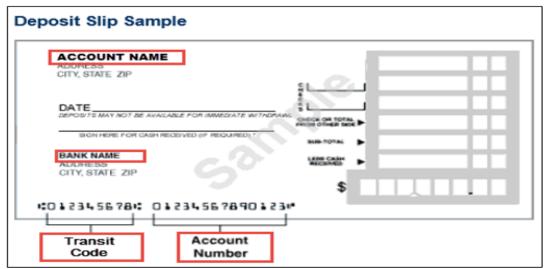
This function allows UTRGV's employee salary to be deposited directly into one or more designated bank account(s) provided by employees. Employees can choose to distribute their salaries by a set monetary amount or a percentage into different specified accounts. **NOTE:** The terms Payment Method and Direct Deposit are used interchangeably throughout this document. They mean the same thing.

- 6.1 Create Initial Direct Deposit Record
 - 6.1.1 Please make sure you have your bank Account Number and your bank Transit Number (also known as Routing Number) before logging into Oracle. This information can be found on your personal check or saving deposit slip. See below for examples.

Sample Check



Sample Savings Deposit Slip

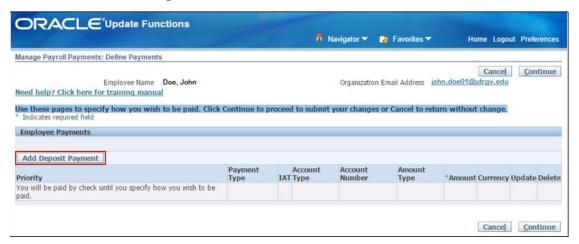


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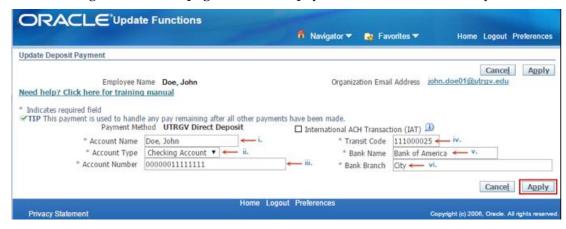
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To create a direct deposit for the first time, click "Add Deposit Payment". You will need to provide details of Account Name, Account Type, Account Number, Transit code, Bank Name and Bank Branch. If adding one for the second time, skip to 6.2.



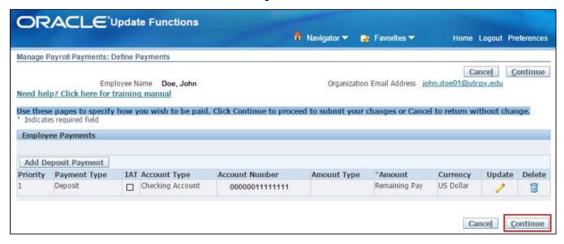
- 6.1.3 You will need to enter all fields listed below:
 - Account Name Enter your name as it appears on your Oracle employee record in the following format: Last Name, First Name
 - Account type Select Checking or Savings account
 - Account Number Enter your bank account number
 - Transit Code Enter the transit code provided by your bank
 - Bank Name Enter your bank name
 - Bank Branch Enter the city of your bank location
- After verified and confirmed information entered is correct, click the "Apply" button. This will not save your information. You will need to navigate to 2 other pages before the payment method is saved to your record.



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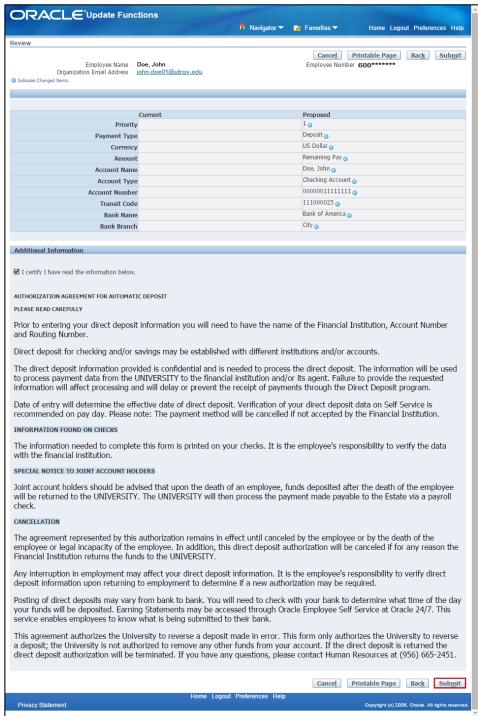
Click the "Continue" button to proceed.



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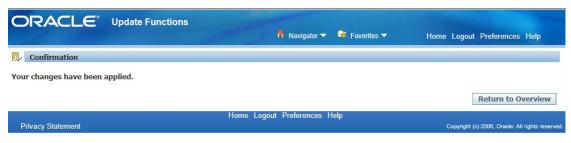
6.1.5 When the Review page is displayed, make sure to review your information and the disclaimer carefully. Updated information will be marked by a blue dot next to it. The "I Certify" checkbox will already be checked for you. If the information is not correct or you wish to make any other changes, click "Back" to return to the previous page. If information is correct and you have reviewed and understand the disclaimer, click "Submit".



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You will receive a confirmation page and your direct deposit record is saved.



- 6.2 Create an Additional Direct Deposit Record
 - 6.2.1 To add additional direct deposit, click "Add Deposit Payment". You will need to provide details of Account Name, Account Type, Account Number, Transit code, Bank Name and Bank Branch of your second direct deposit account.

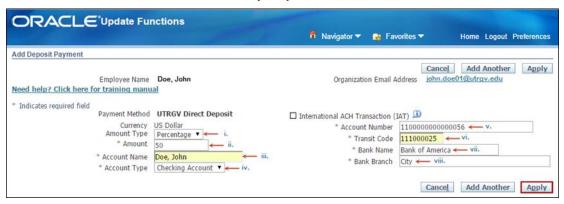


- 6.2.2 You will need to enter all fields listed below:
 - Amount Type Select Monetary or Percentage
 - Account Name Enter your name as it appears on your Oracle employee record in the following format: Last Name, First Name
 - Account type Select Checking or Savings account
 - Account Number Enter your bank account number
 - Transit Code Enter the transit code provided by your bank
 - Bank Name Enter your bank name

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Bank Branch - Enter the city of your bank location



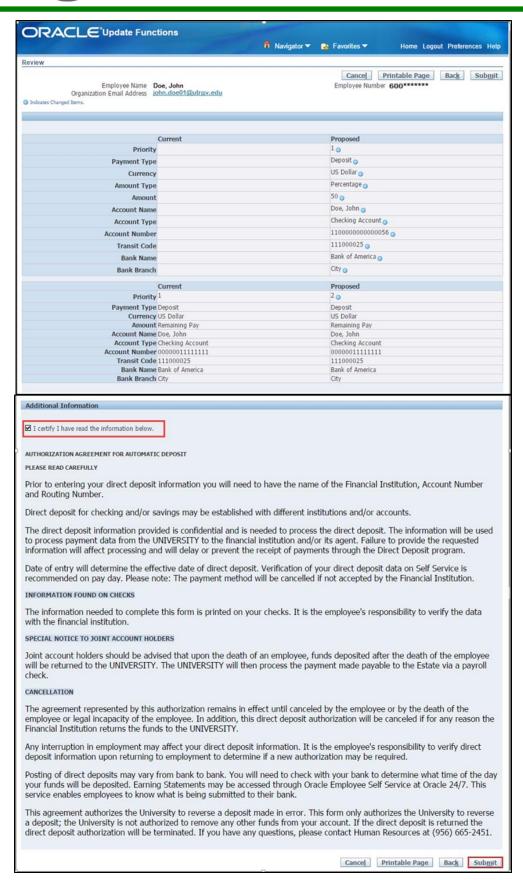
- 6.2.3 Verify information entered is correct, then click "Apply" and system will bring you to the next page to set account priority.
- 6.2.4 To change the Priority, simply change the number assigned to each deposit payment record and click "Continue".



6.2.5 Updated information will be marked by a blue dot next to it. Review all your information and the disclaimer carefully on the Review page. The "I Certify" checkbox will already be checked for you. If the information is not correct or you wish to make any other changes, click "Back" to return to the previous page. If information is correct and you have reviewed and understand the disclaimer, click "Submit".

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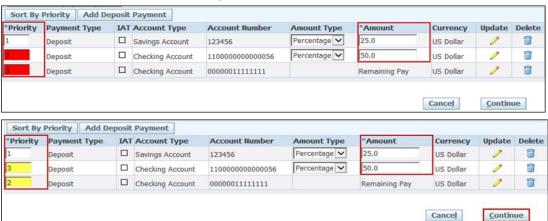
- 6.2.6 After clicking "Submit", a confirmation page will be displayed to confirm your changes has been applied.
- 6.3 Change Priority Direct Deposit Processing Status

Employees will have the option to change the processing status of a direct deposit if more than one payment methods exist. The processing sequence of a payment method is reflected in the Priority column. Employee is given the option to change the Percentage or dollar Amount deposited in any given account.

- 6.3.1 To update the Priority or Amount, change the numbers in the respective boxes and click the "Continue" button.
 - 6.3.1.1 You can also Sort by Priority to view the payment methods in order. If you do not change the Priority, the most recent payment method entered will default to priority 1.
 - The Priority signifies which payment will be processed first. If you have a savings and checking accounts and wish to have your checking processed first, then your checking account payment record must be set as your first priority. The payment method with Priority 1 will always process first. Also, the Amount field of the bank account with the lowest priority will always be set to Remaining Pay automatically by the Oracle System.

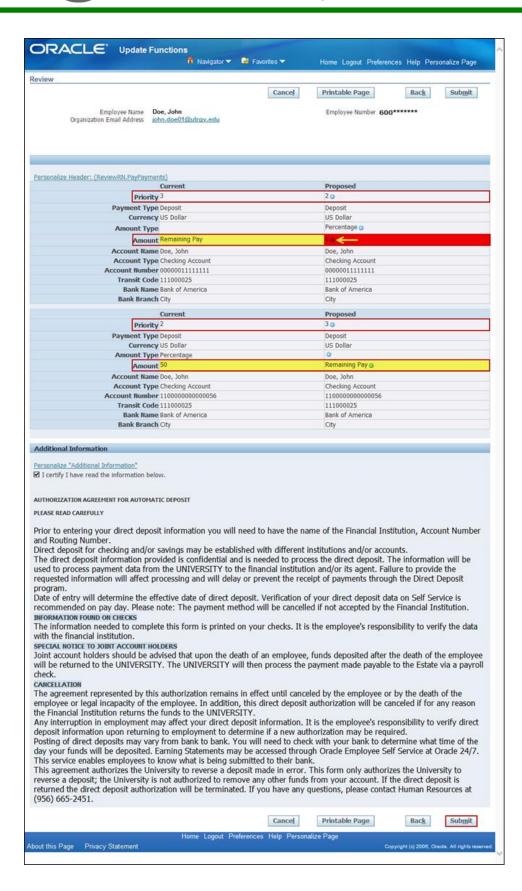
NOTE: The system will not allow you to change the "Percentage" of your bank account record with the lowest priority. However, if you decide to change the priority of your last payment method to a higher priority (smaller number), you will be able to change the "Percentage". In order to do so, change the priority first and then save. Once you do that, the system will allow you to update the record.

- In the example below, we will change the last payment record with priority 3 (Acct # 00000011111111) to priority 2.
- If there are two records with the same priorities, the system will automatically change the number for the last one once you get to the review page. See example below.



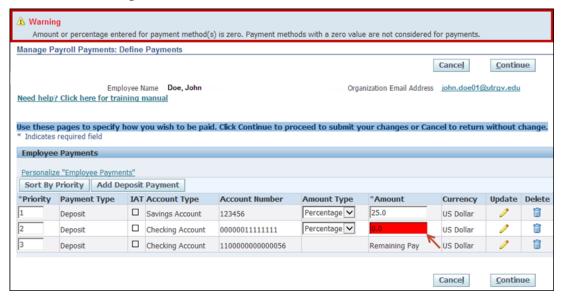
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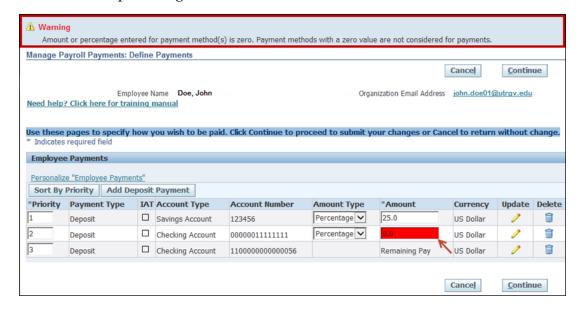




If you changed your last payment record's priority, once you save the records, you must go back and change the percentage accordingly to ensure correct distributions of your pay. As you can see below, the record with Acct # 00000011111111 now has a priority of 2 instead of 3. You will now need to change the "Percentage" from 0% to something else. Please keep in mind that if you leave it at 0% then no payment will be deposited into that particular account.

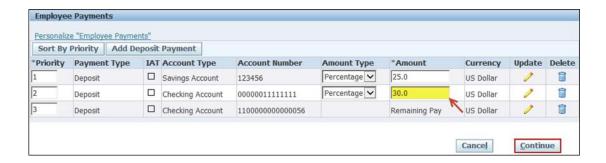


6.3.1.2 In the screenshot below, we are changing the Amount only from percentage of 0.0 to 30.0.



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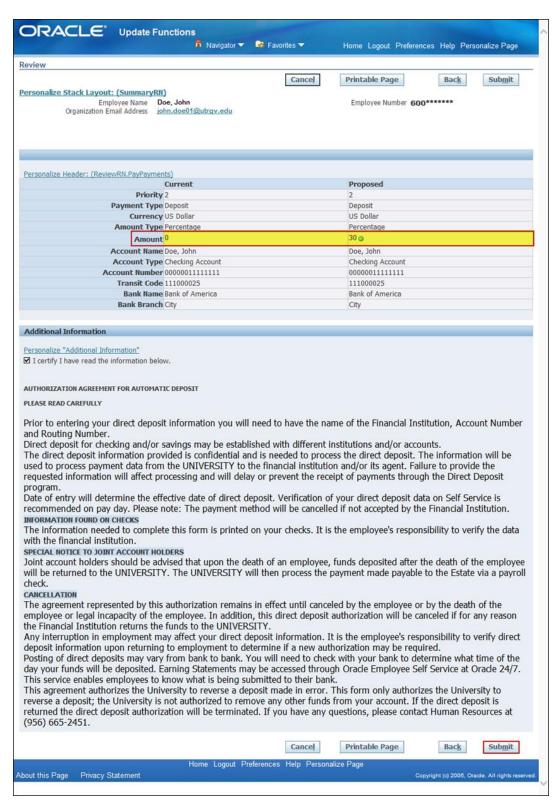




6.3.1.3 When the Review Page is displayed, make sure to review your information and the disclaimer carefully. Updated information will be marked by a blue dot next to it. The "I Certify" checkbox will already be checked for you. If the information is not correct or you wish to make any other changes, click "Back" to return to the previous page. If information is correct and you have reviewed and understand the disclaimer, click "Submit".

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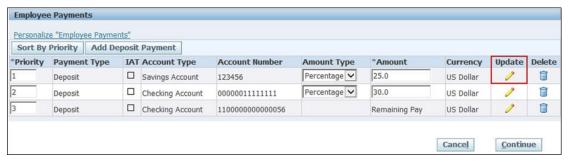


6.3.1.4 After you click "Submit", a Confirmation page will be displayed. Your records has been saved.

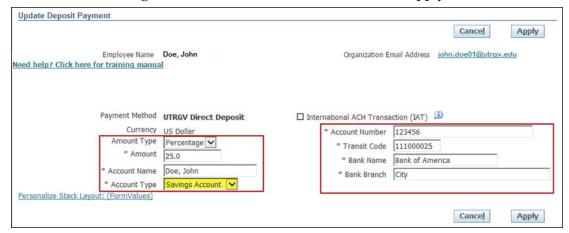
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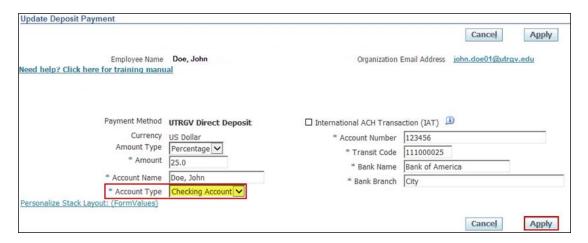
- 6.4 Update a Direct Deposit Record
 - 6.4.1 To update a payment method, click the "Update" () icon of the payment method record you wish to change.



 You can change any of the fields enclosed in the red boxes below. Once the changes have been made and verified, click "Apply".



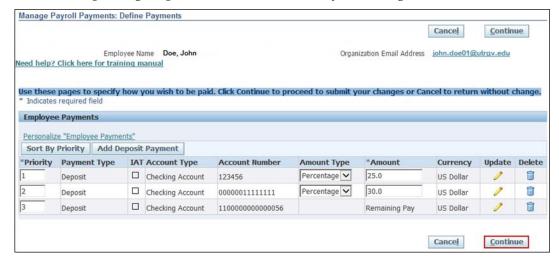
NOTE: In the screenshot below, we are changing Account Type from 'Savings Account' to 'Checking Account'.



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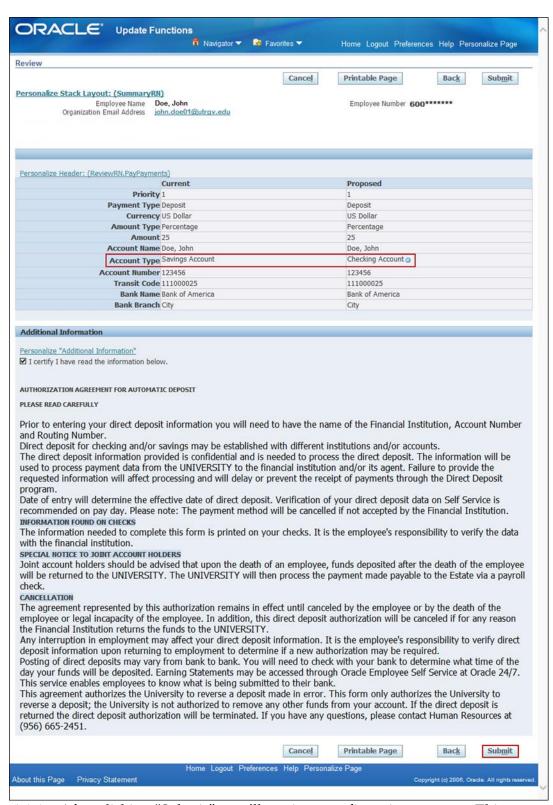
Review information presented and make more changes if you wish by repeating Step 6.5.1. When done with your changes click "Continue".



When the Review page is displayed, make sure to review your information and the disclaimer carefully. Updated information will be marked by a blue dot next to it. The "I Certify' checkbox will already be checked for you. If the information is not correct or you wish to make any other changes, click "Back" to return to the previous page. If information is correct and you have reviewed and understand the disclaimer, click "Submit".

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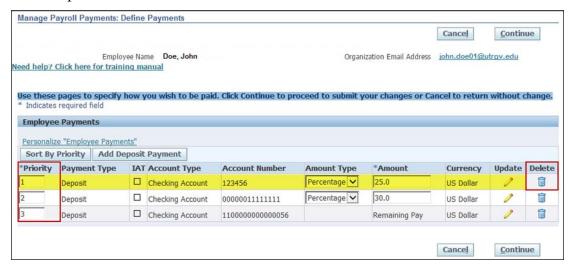


6.4.4 After clicking "Submit", you'll receive a confirmation message. This means your payment method (direct deposit) record has been saved.

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- 6.5 Delete a Direct Deposit Record
 - 6.5.1 To delete any of the payment methods, click the "Delete" icon (1) on a specific record.



NOTE: Deleting the payment method will end date the record a day prior to the current date. For example, if today is 25-Jan-2011, the end date on the record will be 24-Jan-2011. Also, once a payment method has been deleted, you will no longer be able to view it on Employee Self Service.

6.5.2 As you can see below, the savings account payment record has been removed. To save your changes, click "Continue"



6.5.3 When the Review page is displayed, make sure to review your information and the disclaimer carefully. The "I Certify' checkbox will already be checked for you. If the information is not correct or you wish to make any other changes, click "Back" to return to the previous page. If information is correct and you have reviewed and understand the disclaimer, click "Submit".

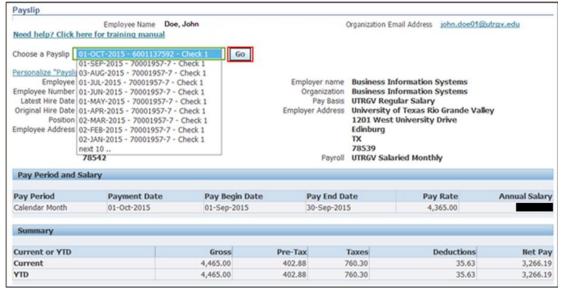
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- 6.5.4 After clicking "Submit", you'll receive a confirmation page. This means your payment method (direct deposit) record has been saved to your record. Once the confirmation page has loaded, click Home to return to the main page.
- 6.6 Verify Payment Methods on Pay Slip
 - 6.6.1 To view your pay slip login to Oracle, go back to the Navigator page and click the UTRGV Employee Self Service → UTRGV Employee Self Service Main Menu → click the Pay Slip function



6.6.2 The page will display your most current pay slip. If you want to view a previous pay slip, go to "Choose a Pay slip" (with check date after your change) and select one after your requested payment method change and click "Go".

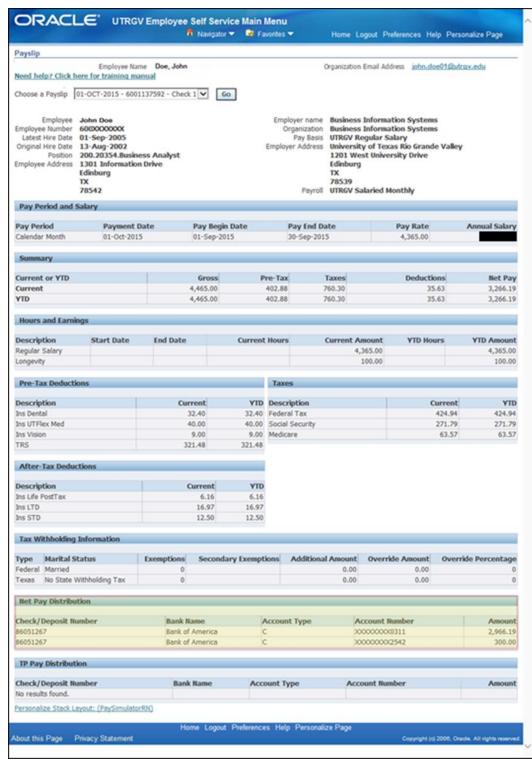


6.6.2.1 The System will display the selected pay slip for you.

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6.6.22 The payment method(s) will be displayed at the bottom of the pay slip under the "Net Pay Distribution" section.



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- 6.6.23 Review your pay distribution. If you have any questions regarding your payment method information, please contact the Human Resources Service Center.
- 6.7 Direct Deposit Frequently Asked Questions (FAQ)
 - Q: Who do I contact if I have a question or get an error message when updating my payment method?
 - A: Please email the Human Resources Service Center at hr@utrgv.edu or call 956-
 - Q: How do I confirm that the payment method information I just entered did save?
 - A: After saving the new payment method, you can go back to the home page and go to UTRGV Employee Self Service → Update Functions → Direct Deposit. If the payment method is shown there, it was saved successfully.
 - Q: Why didn't my payment method save?
 - A: When creating or updating a payment method, make sure you follow all steps. Entering the information and clicking 'Apply' does not necessary save the record. You must continue until you get to the Confirmation page.
 - Q: Will the payment method I just entered be used for the next pay period?
 - A: Date of entry will determine the effective date of direct deposit. Verification of your direct deposit data on Self Service is recommended on pay day. Please note the payment method will be cancelled if not accepted by the Financial Institution.
 - Q: I haven't gotten paid yet, but the system won't let me end date the payment method I entered, what happened?
 - A: If the system will not allow you to delete your payment method, it signifies that it has been used for your next pay. If you wish to delete it, you'll have to wait until a day after the check date. For example, if the current date is Sep. 26th and your next check date is Oct. 1st, you will have to wait until Oct. 2nd to delete the payment method.
 - Q: Can I distribute my pay among multiple bank accounts from multiple banks?
 - A: Yes. Bank is uniquely identified by the Transit Code (Routing Number). Just use the respective Transit Code(s) for your payment records and the System will distribute your pay according to your instructions.

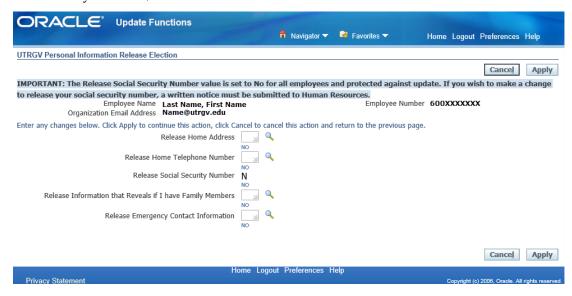
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- 7.0 UTRGV Personal Information Release Election
 - To update Personal Information Release Election, go back to the Navigator page and click the UTRGV Employee Self Service → Update Functions, click the UTRGV Personal Information Release Election function.
 - Click "Add" to make your personal information release election.



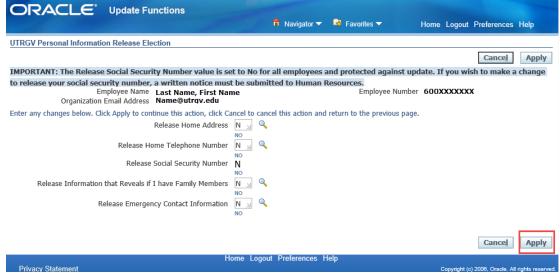
- You will need to enter your election choices for the following:
 - Release Home Address
 - Release Home Telephone Number
 - Release Information that Reveals if I have Family Members
 - Release Emergency contact Information
 - Release Social Security Number value is default to no, "N" for all employees and protected against update. If you wish to make a change to release your social security number, a written notice must be submitted to Human Resources.



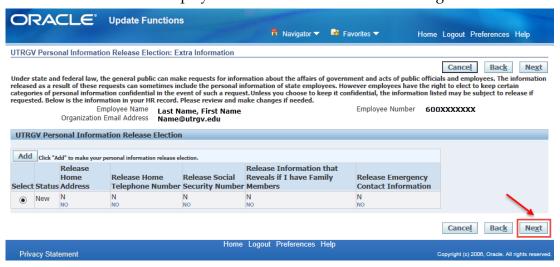
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- 7.4 Click the \(\frac{1}{2} \) icon next to the personal information option. For example: Release Home Address
 - 7.0.1 Click the Quick Select (18) for your choice
 - "N" for No
 - "Y" for Yes
- 7.5 Repeat the same for 7.4 for each personal information option.
- 7.6 Click "Apply" when you finish all the selections.



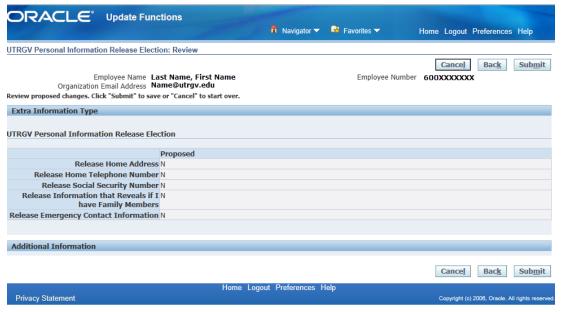
7.7 The next screen will be displayed and click "Next" to review changes.



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Review the personal information release election. Click "Submit" to save or "Cancel" to make further changes or start over.



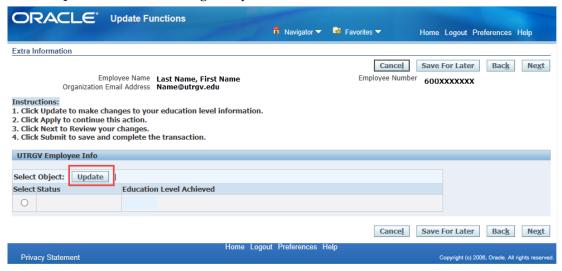
7.9 Once you submitted, a Confirmation page will appear and your changes have been applied.



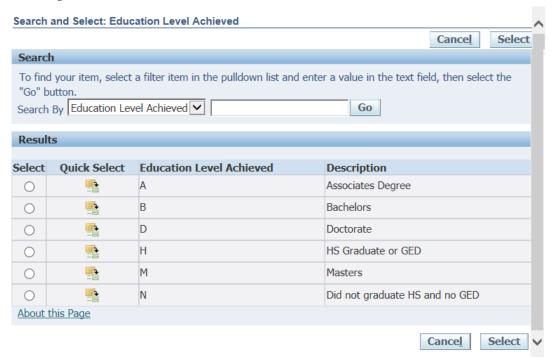
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- 8.0 Update Employee Education Level
 - 8.1 To update employee educational level, go back to the Navigator page and click the UTRGV Employee Self Service → Update Functions, click the Other Employee Info function.
 - 8.2 Click "Update" to make changes to your education level information.



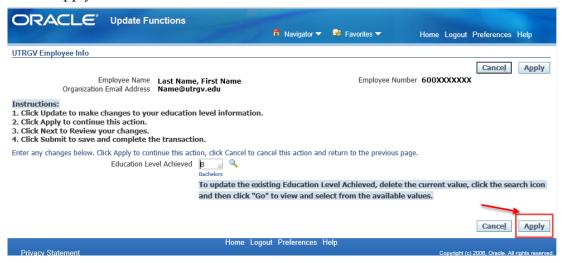
8.3 Select you Education Level Achieved by click the Quick Select icon from list of values presented.



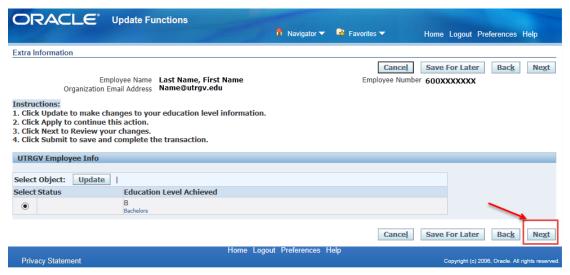
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8.4 Click "Apply".



- 8.5 Click "Next" to review changes.
- 8.6 Review the information and click "Submit" to save your changes if information is correct. Click "Cancel" if information is not correct.



8.7 A confirmation page with message "Your changes have been applies" will be displayed once you click "Submit".



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9.0 Manage Dependents

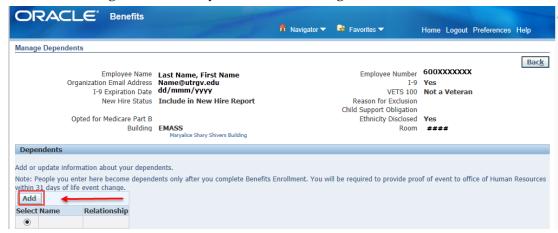
9.1 To add dependents, go back to the Navigator page and click the UTRGV Employee Self Service → Benefits, click the Mange Dependents function.





9.2 Click the "Add" button to add your dependent.

NOTE: Mange Dependents is only for demographic record purposes. You should contact Human Resources and complete paperwork to add new dependents for benefits coverage within 31 days of life event change.

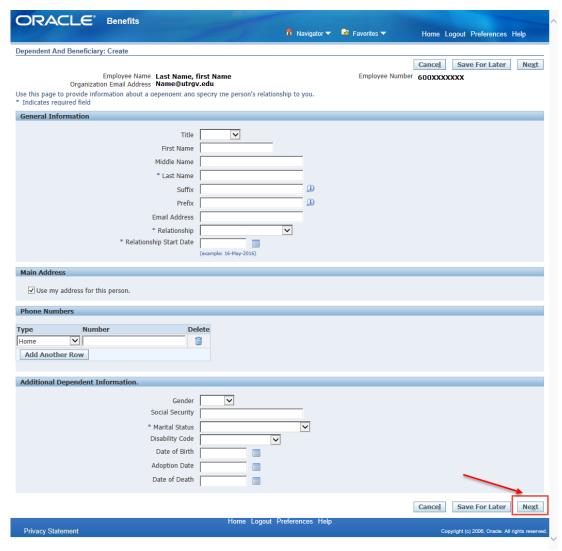


- 9.3 A new page will be displayed. Fill in all the required information about your new dependent and specify the relationship. Fields indicated with * are required.
- 9.4 If you wish to update or remove existing dependent, please contact Human Resources.

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- 9.5 Once you have finished input the required information, click "Next".
- 9.6 On the next Page, review your input information. If all the information is correct, click "Submit". If correction is needed, click "Back" and make the correction.



9.7 A confirmation page will be displayed which means your changes have been applied to your records. Your next step is to provide proper documentations in person at Human Resources so that the new dependent will be added to your benefits.

* * * End of Document * * *