

Employee Self Service: Dependents

Key points

This page describes the key points to bear in mind when using the Dependent/Beneficiary Personal Information form on PeopleSoft's Employee Self Service page.

Add/drop dependents

You cannot add/drop dependents (or beneficiaries) using Employee Self Service. To add/drop dependents (or beneficiaries), please contact the Benefit Services Group at 617-496-4001.

Fields you can modify through ESS

Through Employee Self Service, employees can modify the following dependent fields:

- **Gender**
- **Social Security Number**
- **Marital Status**
- **Address.**

For changes to the **Dependent Name, Birthdate, Relationship** or **Disabled Status** fields, please contact the Benefit Services Group at 617-496-4001.

Modifying dependent information

If you have a dependent that is in both your medical and dental plan, you do not need to modify the dependent's information in both plans. When you modify a dependent's information within your medical plan, the change(s) will be reflected in the dental plan as well.

Cannot see a recently added dependent?

If you have recently added a dependent and do not see them listed on the **Health Plans** page, check to see if the **Future Changes** link is active. If the link is available, click the link and you should see any recently added dependents.

If the dependent is not listed, please contact Benefits Services group at 617-496-4001.
