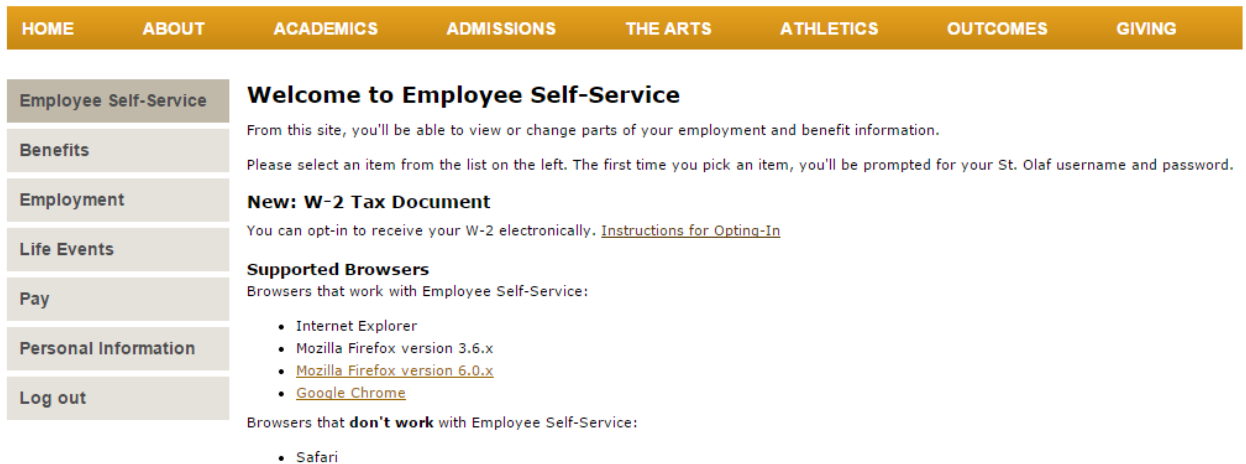


Adding/Editing Dependent Information in Employee Self-Service

1. Visit <http://wp.stolaf.edu/hr/accessing-employee-self-service/> to read how to access Employee Self-Service (ESS) from on or off campus and navigate to the ESS home page.



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Employee Self-Service **Welcome to Employee Self-Service**

From this site, you'll be able to view or change parts of your employment and benefit information.

Benefits Please select an item from the list on the left. The first time you pick an item, you'll be prompted for your St. Olaf username and password.

Employment **New: W-2 Tax Document**

You can opt-in to receive your W-2 electronically. [Instructions for Opting-In](#)

Life Events

Pay

Personal Information

Log out

Supported Browsers

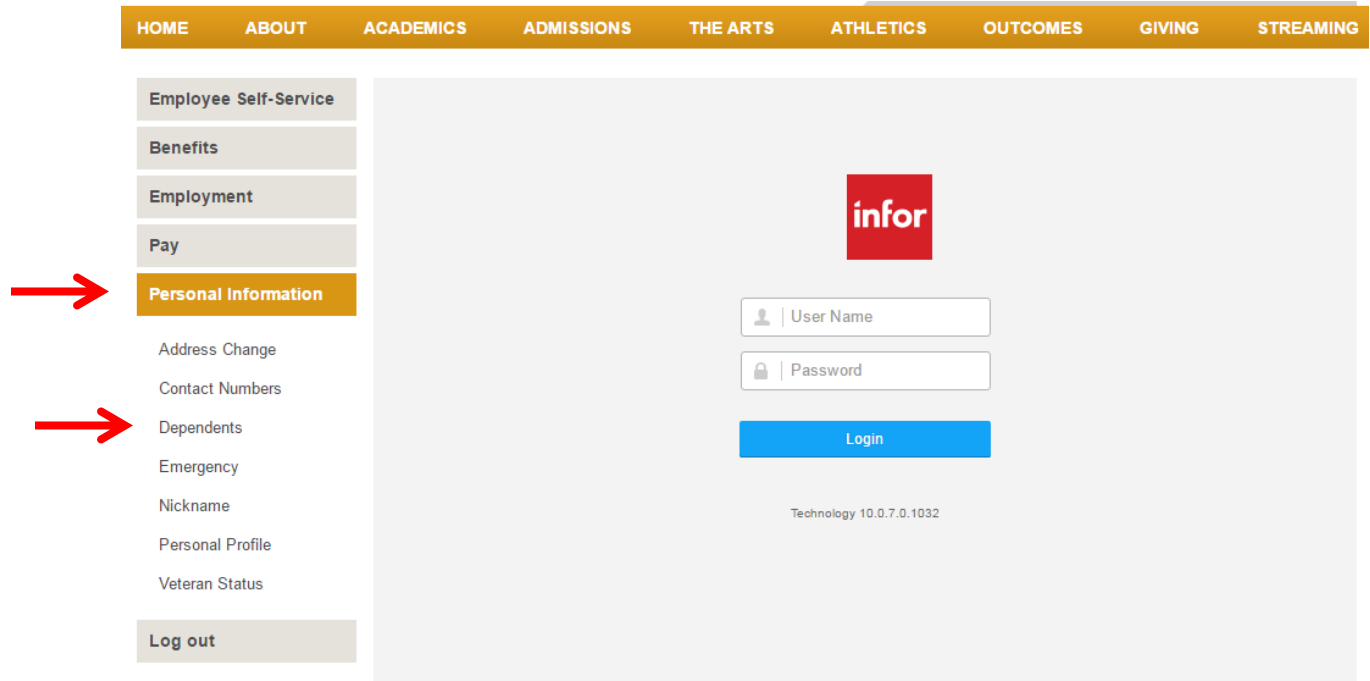
Browsers that work with Employee Self-Service:

- Internet Explorer
- Mozilla Firefox version 3.6.x
- [Mozilla Firefox version 6.0.x](#)
- [Google Chrome](#)

Browsers that **don't work** with Employee Self-Service:

- Safari

2. Click the Personal Information heading in the left navigation bar. It will expand. Then, click Dependents.



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infor

User Name

Password

Login

Technology 10.0.7.0.1032

3. Log in using your St. Olaf username and password.

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4. Your current dependent(s) may or may not be listed. If they are listed, please proceed to step eight. If they are not listed, follow the instructions below.

5. Click the Add button.

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Dependents

Current Dependents

To add a dependent, click on the Add button.
To change or view additional detail for the dependents listed here, click on a name.

Name	Social Number

Add

6. Fill in as much information as possible on the Detail screen, **including the social security number field**. Required fields are marked with a red asterisk. Then, click the Update button.

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Dependents

Current Dependents

To add a dependent, click on the Add button.

To change or view additional detail for the dependents listed here, click on a name.

Name	Social Number

Add

Detail

Main Address

*Required fields are indicated.

First Name* John

Middle Initial

Last Name* Doe

Name Suffix

Birth Date* 01/01/1981 MM/DD/YYYY

If Adopted, Date MM/DD/YYYY

If Adopted, Placement Date MM/DD/YYYY

Social Number 000-00-0000

Type* Spouse

Relationship* Spouse

Address* Home

Primary Care Physician

Gender* Male

Student No

Disabled No

Smoker No

Update Cancel

7. The dependent will be listed. Continue adding any remaining dependents. You may then log out by clicking Log out in the left navigation bar.

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Log out

Dependents

Current Dependents

To add a dependent, click on the Add button.

To change or view additional detail for the dependents listed here, click on a name.

Name	Social Number
John Doe	0000

Add

8. Verifying/updating dependent information:

- a. Click on the name of the dependent. The Detail screen will appear.
- b. If the dependent's social security number is listed, please verify it is correct. If it is correct, no further action is necessary. You may log out by clicking Log out in the left navigation bar.
- c. If it is incorrect or missing, type in or update the social security number of the dependent.
- d. Click the update button.

NOTE: If a dependent needs to be removed, please contact Human Resources or Payroll.

The screenshot displays the 'Dependents' section of an Employee Self-Service portal. On the left, a navigation menu includes 'Employee Self-Service', 'Benefits', 'Employment', 'Pay', 'Personal Information', and 'Log out'. The 'Personal Information' section is active, showing options like 'Address Change', 'Contact Numbers', 'Dependents', 'Emergency', 'Nickname', 'Personal Profile', and 'Veteran Status'. The main content area is titled 'Dependents' and contains instructions: 'To add a dependent, click on the Add button.' and 'To change or view additional detail for the dependents listed here, click on a name.' Below this is a table with columns 'Name' and 'Social Number'. A red arrow points to 'John Doe' in the 'Name' column. To the right of the table is an 'Add' button. The 'Detail' form for 'John Doe' is open, showing fields for 'First Name*' (John), 'Middle Initial', 'Last Name*' (Doe), 'Name Suffix', 'Birth Date*' (01/01/1981), 'If Adopted, Date', 'If Adopted, Placement Date', 'Social Number' (with a red arrow pointing to it), 'Type*' (Spouse), 'Status' (Active), 'Relationship*' (Spouse), 'Address*' (Home), 'Primary Care Physician', 'Gender*' (Male), 'Student' (No), 'Disabled' (No), and 'Smoker' (No). At the bottom of the form are 'Update' and 'Cancel' buttons, with a red arrow pointing to the 'Update' button.

9. Click Log out in the left navigation bar. The system will notify you that you have been logged out.

The screenshot displays a web interface with a top navigation bar containing the following items: HOME, ABOUT, ACADEMICS, ADMISSIONS, THE ARTS, ATHLETICS, OUTCOMES, GIVING, and STREAMING. Below this is a left-hand navigation menu with the following categories: Employee Self-Service, Benefits, Employment, Pay, Personal Information, Address Change, Contact Numbers, Dependents, Emergency, Nickname, Personal Profile, and Veteran Status. The 'Log out' button is located at the bottom of the left-hand menu and is highlighted with a red arrow pointing to it from the left. To the right of the navigation menu, a message reads: **You have been logged out.** Below this message, it states: "You are now logged out. If you select an item from the list on the left, you will be prompted to sign in again."