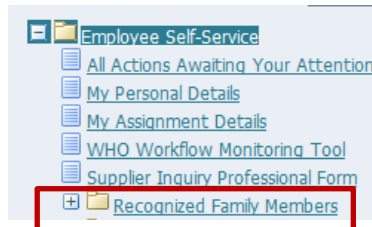


## UPDATING FAMILY MEMBER DETAILS

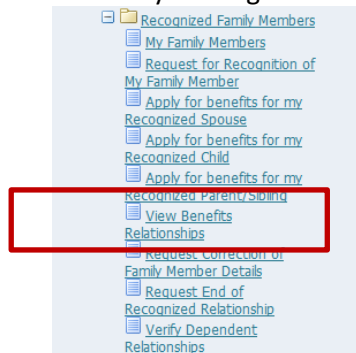
Please find below brief instructions with regards to updating family member details. For more detailed information please refer to [HR.SOP.III.080 Register, Request Recognition and Apply for Benefits for Family Members](#).

### ➤ Review the current status of your family members

- i. Login to GSM and select Employee Self Service.
- ii. Go to **Recognized Family Members**



- iii. Review your family members status by clicking on **View Benefits Relationships**.



- iv. Here you can check whether your family members are recognized dependents or non-dependent and/or benefitting from SHI e.g..

Employee Name [REDACTED]

Benefits Relationships	
Full Name	Relationship
[REDACTED]	Dependant Spouse
[REDACTED]	Dependant Child (up to 18 years)
[REDACTED]	Dependant Child in full-time schooling (18 to 21 years)
[REDACTED]	Dependant Child (up to 18 years)

### ➤ To add a new family member

- i. Go to **My Family Members** folder,
- ii. Click on **Add**, complete the fields. In **Relationship Start Date** field, enter the start date of your contract or start date of the relationship if later. If applicable, complete the information on Spouse (Partner) or Adopted/Step Child.
- iii. Under **Additional Family Member Information**, select the **Gender** and enter **Date of Birth** of family member.

### ➤ To request recognition of your family member i.e. spouse, child, (parent, sibling<sup>1</sup>)

- i. Go to **Request for recognition of My Family Member**.
- ii. Select the appropriate family member, click on **Add**, complete the fields using the drop down menus

<sup>1</sup> Special requirements apply to request a secondary dependent, father, mother, brother, sister – please contact your HR focal point prior to submitting a request.

- iii. **Attach** the appropriate document in the Overview screen, click on Next and **Submit**. The request will be sent to Global Human Resources for approval. You will receive an approval notification or a request for further information in your GSM worklist.

***N.B.** In GSM, you can find additional assistance by clicking on the Red button “Click to avoid rejection” on the Request for recognition page.*

➤ **To apply for benefits for your family member**

- i. Upon receipt of the approval notification in your GSM worklist you may request dependency status for the family member or Staff Health Insurance coverage only for a non-dependent spouse, or for a child 18-28 yrs who is not in full time schooling.
- ii. Go to Apply for benefits for Recognized Spouse/Child as appropriate.
- iii. Select the appropriate family member, click on **Add**, complete the fields using the drop down menus.
- iv. Follow the standard GSM procedures, click on **Apply**, then click on the **Managed Attachments** button to attach the relevant documents, click **Next** to review your submission, then click on **Submit**.
- v. The request will be sent to Global Human Resources for approval. You will receive an approval notification or a request for further information in your GSM worklist.