

Updating Direct Access Data due to Divorce, Annulment or Death of a Dependent

Overview

Introduction There are four areas in Direct Access that need to be updated in the below sequence when a member reports a change in marital status due to a divorce, annulment, or death of a spouse or dependent.

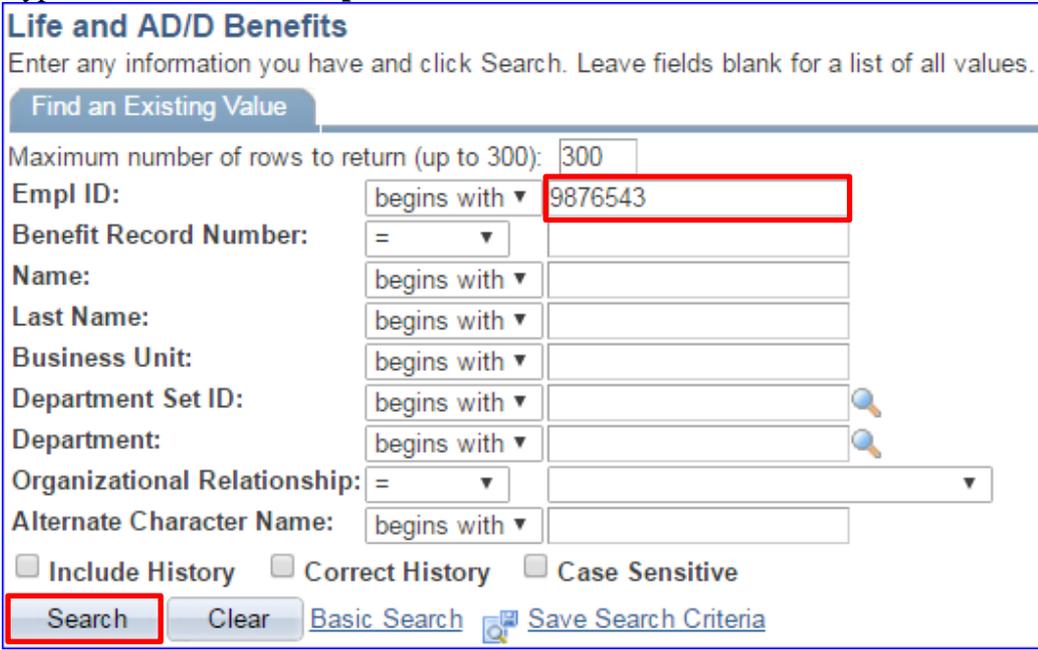
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SGLI and FSGLI

Introduction This guide provides the procedures for updating a member’s SGLI and FSGLI in Direct Access.

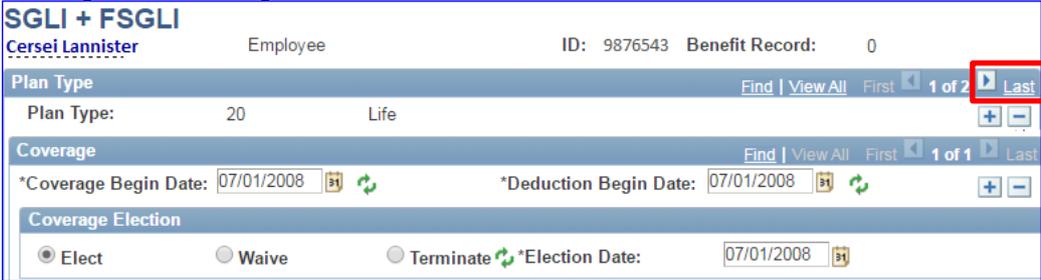
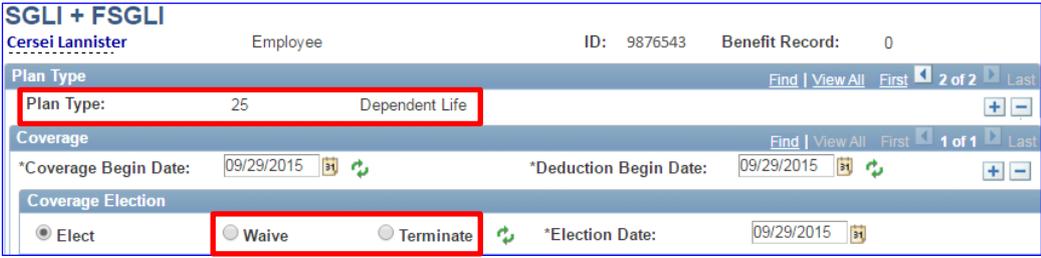
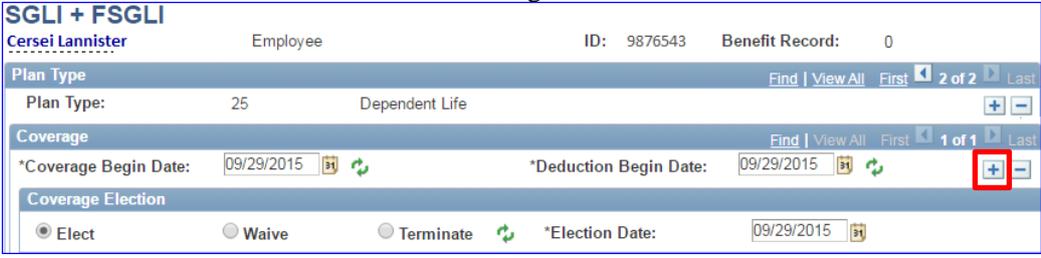
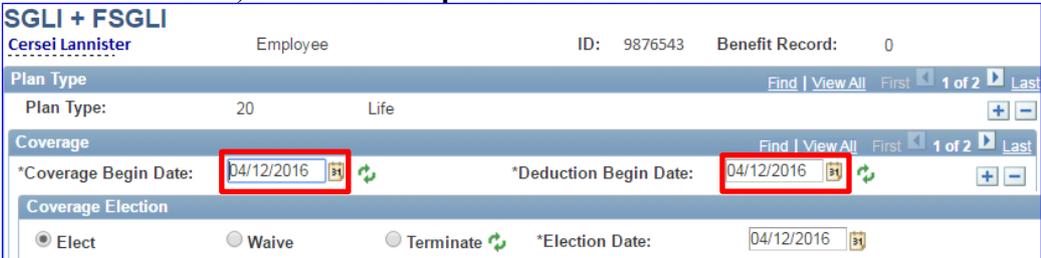
Procedures See Below.

Step	Action
1	<p>Select the SGLI + FSGLI link in the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "SGLI + FSGLI" is highlighted with a red rectangular box.</p>
2	<p>Type in the member’s Empl ID and then click the Search button.</p>  <p>The screenshot shows the "Life and AD/D Benefits" search interface. The "Empl ID" field is set to "9876543" and is highlighted with a red rectangular box. The "Search" button at the bottom left is also highlighted with a red rectangular box.</p>

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SGLI and FSGLI, Continued

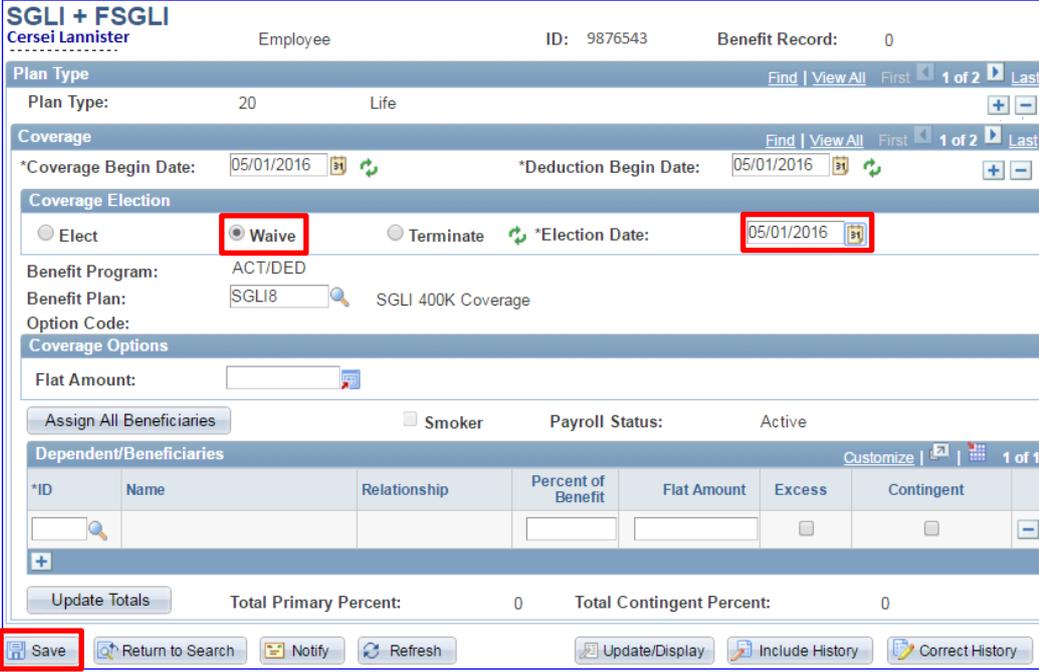
Procedures,
continued

Step	Action
3	<p>Click the arrow in the Plan Type section until the Dependent Life Plan Type appears. If the Current Election is Waive or Terminate, the member does not have FSGLI coverage and no changes need to be made.</p>  
4	<p>Select the Plus “+” button within the Coverage section to enter a new row.</p> 
5	<p>The Coverage Begin Date and the Deduction Begin Date fields will default to the current date. These dates must be changed to the first day of the month following the date of the divorce, annulment or spouse’s date of death.</p> 

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SGLI and FSGLI, Continued

Procedures,
continued

Step	Action
6	<p>Select “Waive” for the Coverage Election. Then enter the first day of the month following the date of the divorce/annulment or spouse’s death as the Election Date. Click the Save button.</p>  <p>Note: While “Terminate” may seem more appropriate for the Coverage Election it is only used by PPC when administratively terminating coverage. SPOs must always use “Waive” to indicate no FSGLI coverage.</p>

Dependent Information

Introduction This guide provides the procedures to change the status of BAH Eligible dependents.

Before you Begin **Dependents are not deleted from the member's record when their status changes.** For example, if a member reports a divorce, a new row is inserted and the relationship to employee is changed to "Ex-Spouse". If recording the death of a spouse, a new row is inserted and the relationship to employee is changed to "Former Spouse". In the case of stepchildren, add a new row with the date of divorce, leave the relationship the same and check the Dependent Data link to make sure the BAH Eligibility box is not checked.

Procedures See Below.

Step	Action
1	<p>Select Dependent Information in the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a list of links. The link "Dependent Information" is highlighted with a red rectangular box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, ACIP, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>

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Dependent Information, Continued

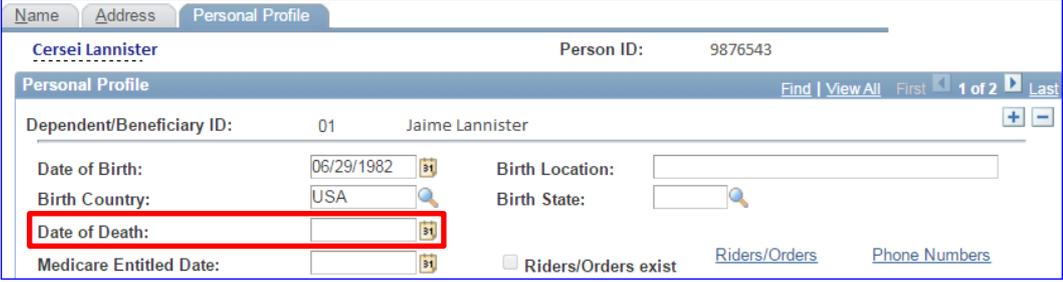
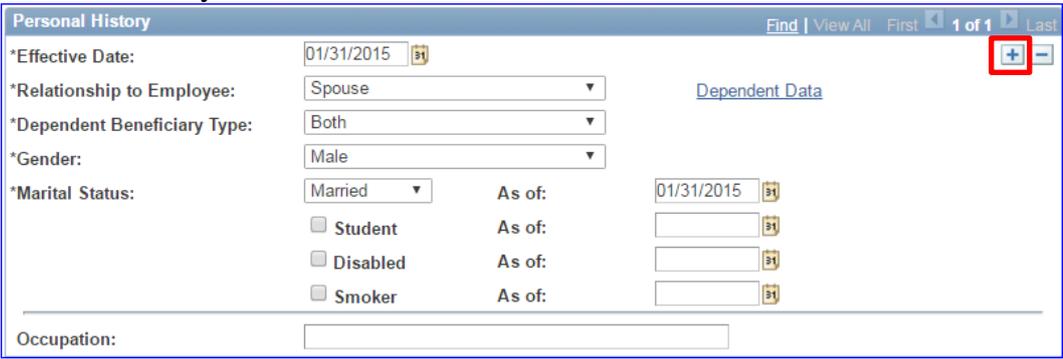
Proceduress,
continued

Step	Action
2	<p>Enter the Empl ID and hit Search.</p> <div data-bbox="327 526 1385 1160"> <p>Dependent Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text" value="9876543"/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>Second Last Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p>Middle Name: <input type="text" value="begins with"/></p> <p>Business Unit: <input type="text" value="begins with"/></p> <p>Department Set ID: <input type="text" value="begins with"/></p> <p>Department: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Dependent Information, Continued

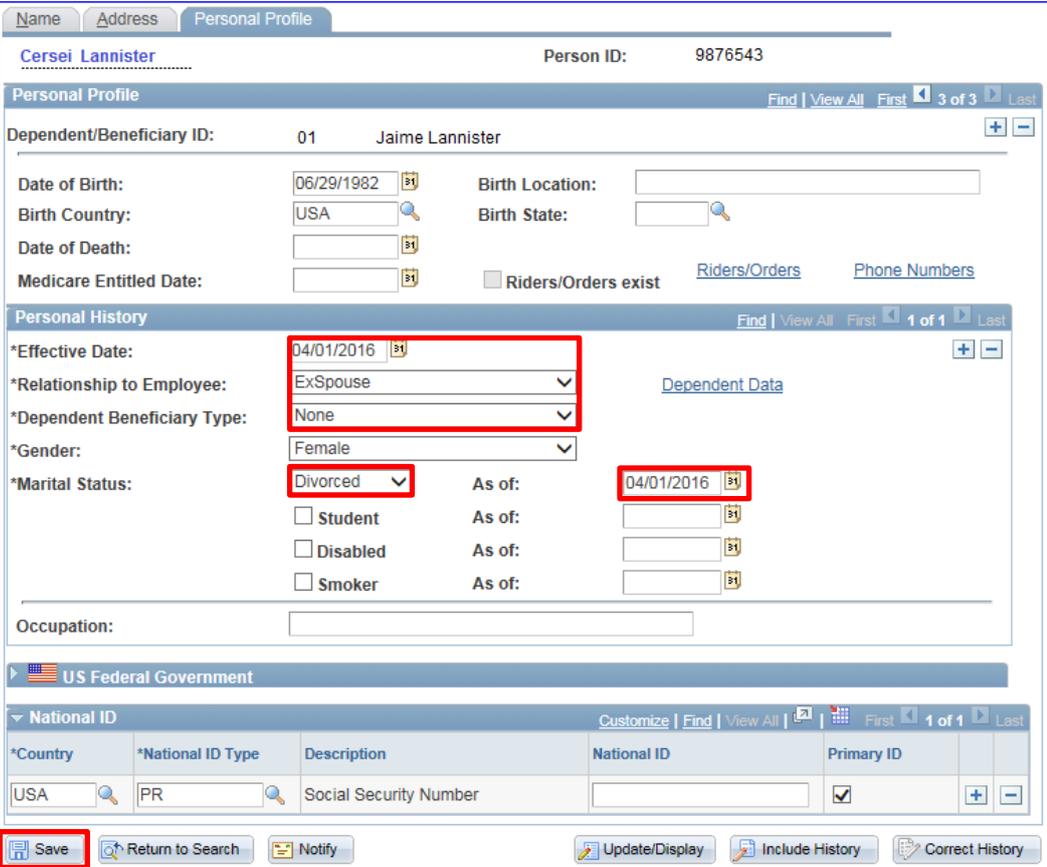
Procedures,
continued

Step	Action
4	<p>If recording the death of a dependent, be sure to select the Correct History button before making changes. In the Personal Profile section, enter the date of death in the Date of Death field.</p>  <p>The screenshot shows the 'Personal Profile' section for Cersei Lannister (Person ID: 9876543). The 'Date of Death' field is highlighted with a red box. Other fields include Date of Birth (06/29/1982), Birth Country (USA), and Medicare Entitled Date.</p>
5	<p>In this example we will process a divorce. Select the Plus “+” button in the Personal History Section to add a new row.</p>  <p>The screenshot shows the 'Personal History' section. The Plus (+) button is highlighted with a red box. Fields include Effective Date (01/31/2015), Relationship to Employee (Spouse), Dependent Beneficiary Type (Both), Gender (Male), and Marital Status (Married).</p>

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Dependent Information, Continued

Proceduress,
continued

Step	Action
6	<p>Change the following four fields in the Personal History Section:</p> <ul style="list-style-type: none"> • Effective Date - date of divorce (annulment or date of the dependent’s death) • Relationship to Employee - ExSpouse for divorce (annulment) Former Spouse for death Leave relationship for any other dependent • Dependent Beneficiary – None Note: If recording a spouse’s death, click Save after this step and go to the instructions for updating the member’s Personal Information. • Marital Status – divorced for divorce and annulment. Do not change for death status. • As of: Enter the effective date of the Marital Status change. <p>Click Save.</p> 

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Dependent Information, Continued

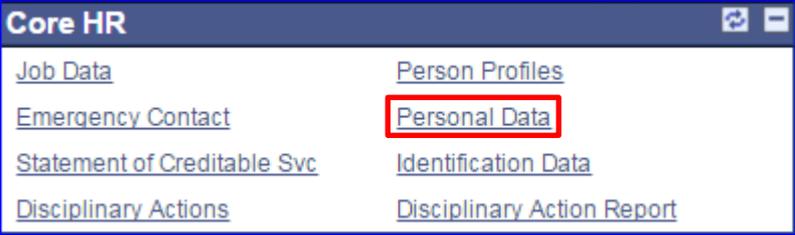
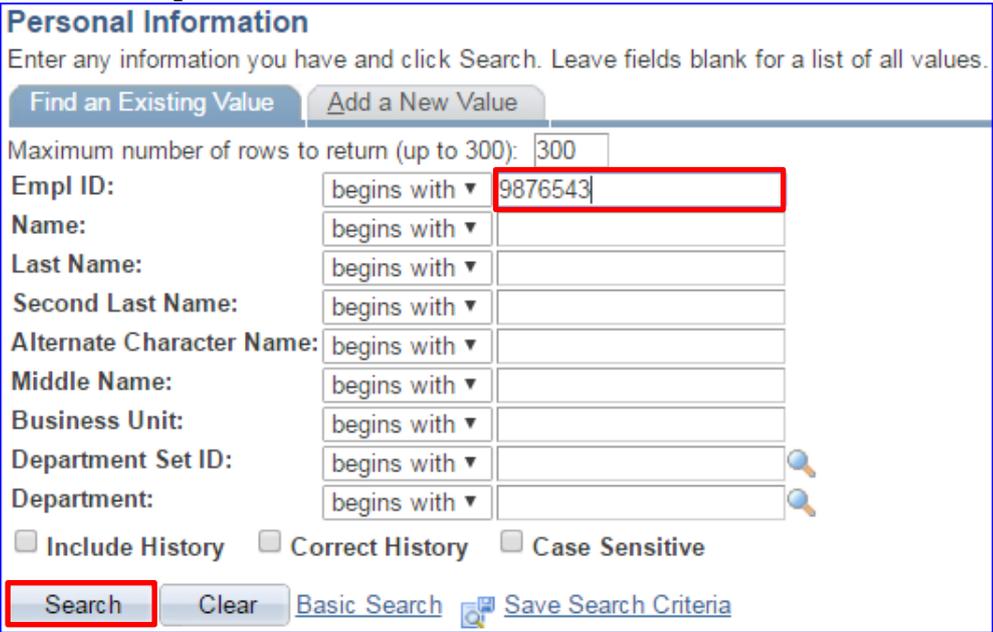
Procedures,
continued

Step	Action
7	<p>Select the Dependent Data link and verify the BAH Eligible box is not selected. Click OK or Cancel to escape.</p> <div data-bbox="327 562 1390 920"><p>Personal History Find View All First 1 of 1 Last</p><p>*Effective Date: 04/01/2016 </p><p>*Relationship to Employee: ExSpouse Dependent Data</p><p>*Dependent Beneficiary Type: None </p><p>*Gender: Male </p><p>*Marital Status: Divorced As of: 01/31/2015 </p><p><input type="checkbox"/> Student As of: </p><p><input type="checkbox"/> Disabled As of: </p><p><input type="checkbox"/> Smoker As of: </p><p>Occupation: <input type="text"/></p></div> <div data-bbox="327 965 1390 1402"><p>Dependent Allowance Data</p><p>Dependent Data</p><p><input type="checkbox"/> BAH Eligible BAH Eligibility Date: <input type="text"/> <input type="checkbox"/> Greater Than 50% Support</p><p><input type="checkbox"/> Spouse in Service</p><p>Branch: <input type="text"/> </p><p>If Branch CG/CGR - Spouse EMPLID: <input type="text"/> </p><p>Last Update: 2222222 When: 04/21/2016 2:40:28PM</p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>

Update Personal Data/Information

Introduction This guide provides the procedures to update a member's marital status.

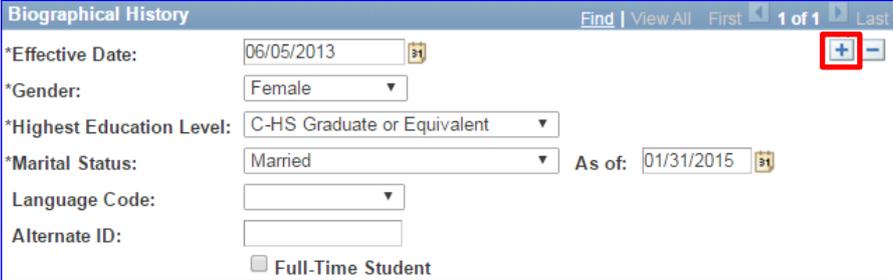
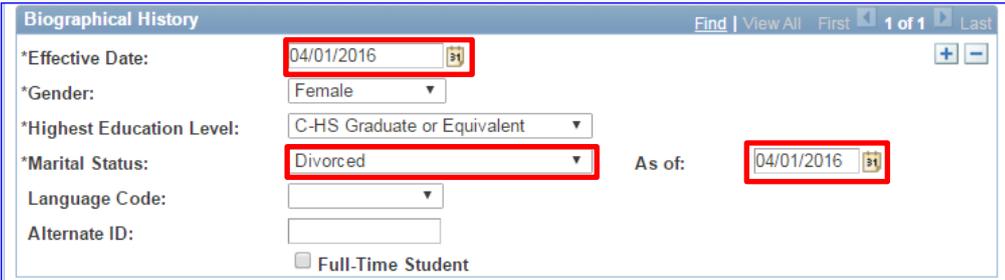
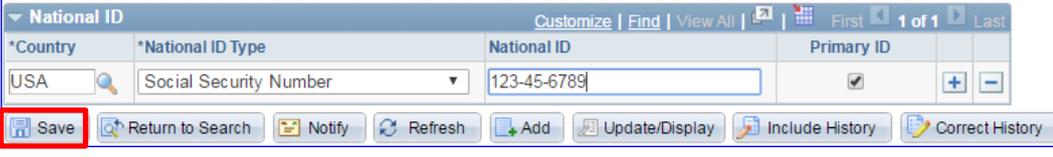
Procedures See Below.

Step	Action
<p>1</p>	<p>Select the Personal Data link in the Core HR pagelet.</p>  <p style="text-align: center;">OR</p> <p>Select the Personal Information link in the HR Data Shortcuts pagelet.</p> 
<p>2</p>	<p>Enter the Empl ID and hit Search.</p> 

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Update Personal Data/Information, Continued

Proceduress,
continued

Step	Action
3	<p>Select the Plus “+” button in the Biographical History section to add a new row.</p>  <p>The screenshot shows the 'Biographical History' form with the following fields: *Effective Date: 06/05/2013, *Gender: Female, *Highest Education Level: C-HS Graduate or Equivalent, *Marital Status: Married, As of: 01/31/2015, Language Code, and Alternate ID. A red box highlights the plus (+) button in the top right corner of the form.</p>
4	<p>The Effective Date field will default to the current date.</p> <ul style="list-style-type: none"> Change the Effective Date field of the new row to the date of the divorce/death of the spouse. <p>Note: If the effective date in the existing first row is later than the date of divorce or death of spouse (e. g. Other transactions have been entered in Personal Data) use the current date as the Effective Date for this change. Dates cannot be entered out of sequence.</p> <p>In these cases click the “Correct History” button. The system will generate a Save Warning, click Cancel to continue. The page will reload, insert a new row (with the date of divorce or death of the spouse) and make the status change per the remainder of this procedure.</p> <ul style="list-style-type: none"> Change the Marital Status field to Divorced/Widowed. Change the As of field to the date of the divorce/death of the spouse. Click the Save button.  <p>The screenshot shows the 'Biographical History' form with the following fields: *Effective Date: 04/01/2016, *Gender: Female, *Highest Education Level: C-HS Graduate or Equivalent, *Marital Status: Divorced, As of: 04/01/2016, Language Code, and Alternate ID. Red boxes highlight the Effective Date, Marital Status, and As of fields.</p>  <p>The screenshot shows the 'National ID' section with the following fields: *Country: USA, *National ID Type: Social Security Number, National ID: 123-45-6789, and Primary ID: checked. A red box highlights the Save button at the bottom left of the page.</p>

Entitlement Information

Introduction

If member has no remaining BAH eligible dependents (e. g. No children or divorced and is not the primary custodian of a dependent child) BAH & COLA entitlements need to be changed from with dependents to without dependents. Members paying child support may be eligible for BAH-Child. Please refer to the following for guidance on determining and updating pay entitlements:

The following references provide additional information about Basic Allowance for Housing and Cost of Living Allowances:

- Joint Travel Regulations (JTR)
- U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- DA Knowledge Base > BAH Overview
- [PPC P&D E-Learning tab](#)- SPO Global Pay Earnings Section

Effective dates for entitlement entries and additional steps for Reserve members discussed below provide additional information due to divorce, annulment, death of spouse/dependent.

Entitlements Effective Dates

Effective Stop Dates:

- BAH entitlement at the with-dependents rate stops at 2400 on the date of the spouse's death or the date of divorce if the member's spouse was the sole BAH eligible dependent.
- In the case of an annulment, BAH with-dependents stops the day prior to the annulment decree.
- Entitlement to COLA at with dependents rate also terminates at the same time.

Effective Start Dates:

- BAH or COLA use the date the day after the date of death of the spouse or date of divorce as the effective date.

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Entitlement Information, Continued

Additional steps for Reserve members

If the member is reservist who has completed 20 years satisfactory service, and at that time elected to cover his/her spouse under the Reserve Component Survivor Benefit Plan (RCSBP), then the reservist needs to take the following action:

If Spouse is Lost Due to	Then Reservist may	Action to Take
Death	<p>(a) Suspend / terminate RCSBP coverage</p> <p>(b) Resume RCSBP coverage if reservist later remarries</p>	<p>(a) Send copy of spouse's death certificate to PPC (RAS).</p> <p>(b) Complete new Form CG- 11221 electing coverage for the new spouse. Form must be completed within one year of remarriage; Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original new CG-11221, death certificate, and marriage certificate must be sent to PPC (RAS)</p>
Divorce or Annulment	<p>(a) Suspend RCSBP coverage</p> <p>(b) Voluntarily elect to cover the former spouse under RCSBP</p>	<p>(a) Send copy of divorce decree to PPC (RAS).</p> <p>(b) Complete new Form CG- 11221 electing former spouse coverage. Form must be completed within one year of divorce; Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG- 11221 must be filed in the SPO PDR. The original new CG-11221 and divorce decree must be sent to PPC (RAS).</p>
Divorce or Annulment (cont'd)	<p>(c) Later remarry and elect to cover new spouse under RCSBP</p>	<p>(c) Complete new Form CG- 11221 electing coverage for the new spouse. Form must be completed within one year of remarriage; Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG PPC-11221 must be filed in the SPO PDR. The original new CG-11221, divorce decree, and marriage certificate must be sent to PPC (RAS)</p>