Adding a New Dependent in Infor HR Talent

To enroll new dependents in medical, dental, vision or spouse/child life insurance coverage, you must add them in Infor HR Talent from a **Children's Mercy work computer before** you complete your online Annual Enrollment.

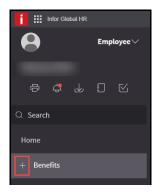
- Log in to the Scope.
- Click on MY LINKS

🚖 My links news events policies myhr education research

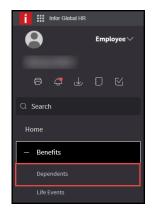
• Then, click on Infor HR Talent.

	HR CM WELL EDUCATION RESEARCH DI	RECTORY TOOLS & APPS FORMS Search Site
EDIT MY LINKS 🗡	MY PROFILE » SERVICENOW ONLINE HELP » UKG »	INFOR HR TALENT »

• On the left-hand side of the screen, click on the plus sign next to the *Benefits* link.



• Click on the Dependents link.



• Select Add Dependent.

\equiv Dependents			Print to File	
LRC Dependents And Be	eneficiaries		늰 Add Dependent	
Name	Relationship	Birthdate		Yes

• Complete the form and select *OK*. Required fields are indicated by a red star.

Effective Dat	e.*
Name	
First Nam	e. *
Middle Nam	e.
Last Nam	e.*
Suffi	х. 🖉
Additional	
	Enter the Social Security Number (SSN) found on your dependent's Social Security card. For a newborn without a SSN yet, enter 444-44-4444.
	For a non-citizen dependent without a SSN, enter 222-22-2222. Notify CM Benefits at 816-234-3200 as soon as you receive your dependent's SSN so the system can be update
Social Security Number (SSN	For a non-citizen dependent without a SSN, enter 222-22-2222. Notify CM Benefits at 816-234-3200 as soon as you receive your dependent's SSN so the system can be update
Social Security Number (SSN Birthdat	For a non-citizen dependent without a SSN, enter 222-22-2222. Notify CM Benefits at 816-234-3200 as soon as you receive your dependent's SSN so the system can be update
	For a non-citizen dependent without a SSN, enter 222-22-2222. Notify CM Benefits at 816-234-3200 as soon as you receive your dependent's SSN so the system can be update
Birthdat	For a non-citizen dependent without a SSN, enter 222-22-2222. Notify CM Benefits at 816-234-3200 as soon as you receive your dependent's SSN so the system can be update