***Please distribute this alert to any users within your agency who are responsible for benefit enrollments.***

**Incorrect Dependent Date of Birth and Social Security Number Information on Infotype 0021 – Family Member/Dependents in SAP**

* Information regarding incorrect dependent date of the birth and/or social security number information on the Infotype 0021 – Family Member/Dependents in SAP

Effective immediately, when correcting a dependent’s date of birth and/or social security number in SAP, the original date or birth and/or social security number input in SAP should be overwritten by utilizing the “CHANGE” icon instead of copying the record utilizing the “COPY” icon  regardless if the change is prior to the earliest retro date in SAP on the Infotype 0003 – Payroll Status. Maintain text should be added to the record in SAP to identify why the original record was updated.

Please note: If either of these data cleansing updates is made prior to the earliest retro date in SAP on the Infotype 00003 – Payroll Status, the record should be disregarded when present on the earliest retro spool report Z\_HR\_REPO\_0408A\_OA\_FILE\_DLY.

Any policy questions regarding this process should be directed to ra-benhelp@pa.gov.

**Questions?**
If you have any questions regarding the Incorrect Dependent Date of Birth and Social Security Number on Infotype 0021 – Family Member/Dependents in SAP alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category.