

## ESS – Maintain Family Members/Dependents and Emergency Contacts

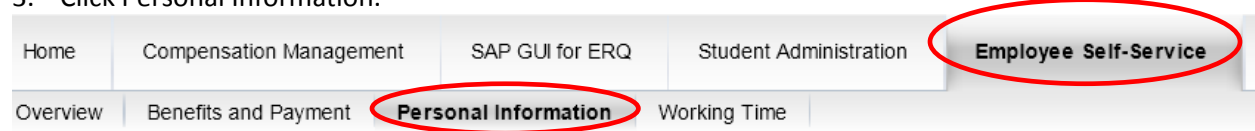
Query Technical Name: N/A

### Location(s):

#### Employee Self Service


**Purpose: Employee Self Service** (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include a variety of functions that pertain to Benefits, Payment, and Personal Information. The information contained in this document is for maintaining family members and/or dependents. **Virtual Private Network** (VPN) is not necessary to access ESS.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the Employee Self Service tab.
3. Click Personal Information.



4. Click Family Members/Dependents

**Personal Information**



**Personal Information**

- [Addresses](#)  
Enter, change, or delete your addresses.
- [Bank Information](#)  
Enter or change your bank information.  
Contact PAYROLL for effective date questions.  
Contact PAYROLL to delete your bank information.
- [Family Members/Dependents and Emergency Contacts](#)  
Enter or change your family members/dependents and/or emergency contacts.  
Contact BENEFITS to delete family members/dependents

## Edit Family Member / Dependent

1. Click Edit for the dependent to maintain.

**Family Member/Dependents**

1
2
3
4

Overview
Edit
Review and Save
Confirmation

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**Spouse**

First Name: Steven  
 Last Name: Dawson  
 Date of Birth: 5/9/1959

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**Child**

**Daniel**  
 First Name: Daniel  
 Last Name: Dawson  
 Date of Birth: 4/10/1987

2. Maintain the dependent.

3. Click Review.

Reference Personnel Number:

**Address**

Country:

Street and House Number:

Address Line 2:

City:

State:

Zip Code:

Telephone:

ID Number:

**Status and Challenge**

Status:  Student

Challenge

Notification Date:

Gender:

**Tax Status**

Non-Taxable

4. Click Save.

Country:  
Street and House Number:  
Address Line 2:  
City:  
State:  
Zip Code:  
Telephone: 000  
ID Number:

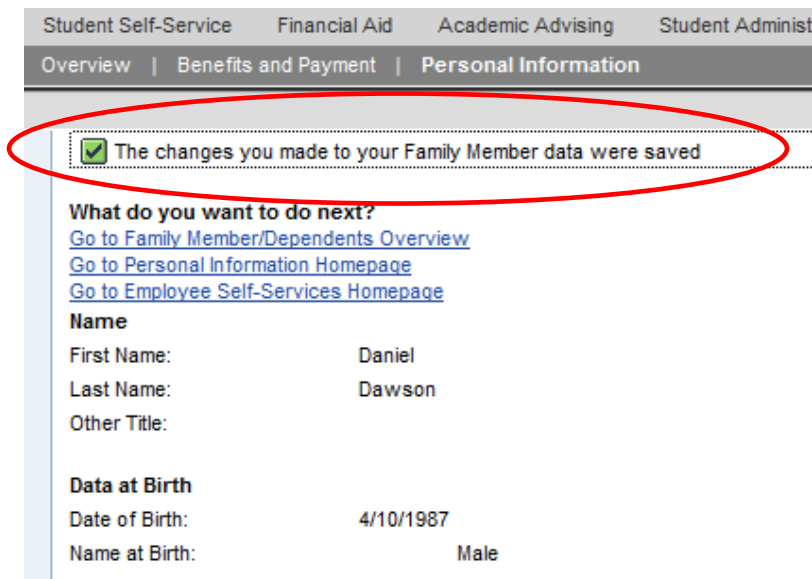
**Status and Challenge**

Status:  
Challenged: No  
Notification Date:

Gender:

[Previous Step](#) **Save** [Exit](#)

A confirmation appears at the top of the page.



Student Self-Service | Financial Aid | Academic Advising | Student Administration

Overview | Benefits and Payment | **Personal Information**

The changes you made to your Family Member data were saved

**What do you want to do next?**  
[Go to Family Member/Dependents Overview](#)  
[Go to Personal Information Homepage](#)  
[Go to Employee Self-Services Homepage](#)

**Name**  
First Name: Daniel  
Last Name: Dawson  
Other Title:

**Data at Birth**  
Date of Birth: 4/10/1987  
Name at Birth: Male

## New Family Member / Dependent

1. Click the appropriate button at the bottom of the page.

**Child**

<b>Daniel</b>	
First Name:	Daniel
Last Name:	Dawson
Date of Birth:	4/10/1987
<input type="button" value="Edit"/>	

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<b>Noah</b>	
First Name:	Noah
Last Name:	Dawson
Date of Birth:	10/3/1999
<input type="button" value="Edit"/>	

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<b>Isabella</b>	
First Name:	Isabella
Last Name:	Dawson
Date of Birth:	6/11/2003
<input type="button" value="Edit"/>	

2. Complete all necessary information.
3. Click Review.

4. Click Save.

A confirmation appears at the top of the page.

Overview | Benefits and Payment | Personal Information

The changes you made to your Family Member data were saved

**What do you want to do next?**

[Go to Family Member/Dependents Overview](#)

[Go to Personal Information Homepage](#)

[Go to Employee Self-Services Homepage](#)