ON|DEMAND
PERSONAL NAVIGATOR

FEGLI Change

1.	Click the **Administer Workforce** link. ⊕ Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ⊕ Administer Workforce (USF)
3.	Click the **Use** link. ⊕ Use
4.	Click the **HR Processing** link. HR Processing
5.	Enter the appropriate variable in the field. (for example, **Last Name**) Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**KINGSLEY**".
7.	Click the **Search** button. Search
8.	Select the appropriate employee's record. 0058 0 KINGSLEY,DAN KINGSLEY
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button. +
10.	Click in the **Actual Effective Date** field. 12/15/2003
11.	In the **Actual Effective Date** field, enter the effective date of the FEGLI change. Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/16/2003**".
12.	Click in the ***Action** field.
13.	In the **Action** field, enter "FSC" (Family Benefits Change). Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**FSC**".
14.	Click in the ***Reason Code** field.
15.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**FBC**".
16.	Click in the **NOA Code** field.
17.	In the **NOA Code** field, enter "881." Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**881**".

18.	Click in the **NOA Ext** field.
19.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
20.	Click in the **Authority (1)** field.
21.	Enter the appropriate legal authority in the **Authority (1)** field. Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**DPM**".
22.	If applicable, enter **Authority (2)**.
23.	Click the **Job** tab.
24.	Click the **FEGLI/Retirement/FICA** link.
25.	Modify the **FEGLI Code** field, by selecting the appropriate FEGLI plan coverage. Click the **Lookup FEGLI Code** button.
26.	Click the **Lookup** button.
27.	Select the desired FEGLI code.
28.	Click the **Ok** button.
29.	Change the **PAR Status** according to your role. Click the **Save** button.
30.	The FEGLI change is saved. **End of Procedure.**