

Change of Benefits due to Qualifying Event

You may make changes to your benefits due to a qualifying event within 60 days of the event. You will need to upload proof of the event in order to make changes.

Birth

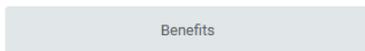
1. From the Workday homepage, under Applications, click on the icon below;



Benefits

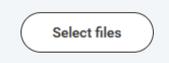
2. Click on Benefits under the header “Change”

Change



3. On the Change Benefits page, select **“Birth”** from the dropdown menu as the Change Reason

4. Enter the baby’s date of birth for the Benefit Event Date

5. Under the header “Attachments” Click on  and upload a document showing verification of birth (examples; hospital discharge paperwork, birth certificate etc)

6. Click “Submit”

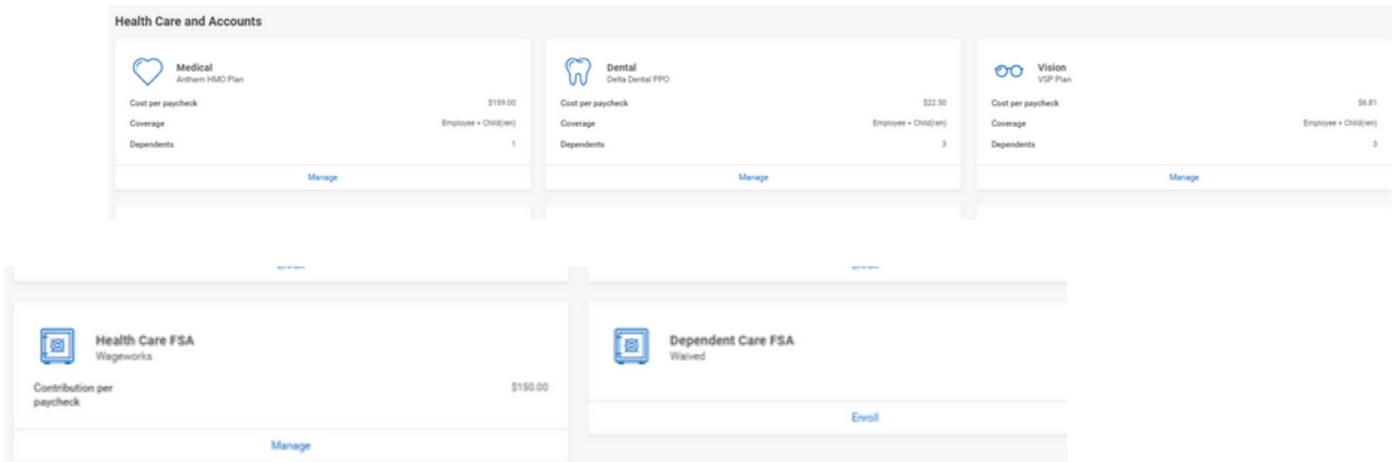
7. Next, Click on “Open”

8. Next, Click on 

Important Notes:

Once you click “Let’s Get Started” you will be prompted to make your selections from tiles that are labeled for each available benefit (ex: medical, dental, vision, Health care FSA, Dependent Care)

Here's an example of what the Benefits Enrollment tiles will look like:



If you are currently enrolled in a benefit the bottom of each benefit tile will state **“Manage”** With this option you are able to add dependent(s) to your existing coverage.

If you are currently not enrolled in a benefit, the bottom of each benefit tile will state **“Enroll”** With this option, you will be enrolling in the benefit for the first time.

If you are currently not enrolled in benefit, the bottom of each benefit tile will state **“View”**. You will not be able to make any changes to benefits for tiles stating **“view”**

9. To add dependent to your existing medical coverage, click on **“Manage”**. You should see your current medical election pre-populated with **“select”**

10. Click on 

11. Next, update your Coverage level under the header **“Coverage”** if applicable, by clicking inside the box. If your existing coverage level was **“family”** and if you are just adding another dependent to your existing family coverage, there is no change to

your coverage level. If your current coverage is Employee + Spouse, and you are now adding your newborn, the coverage level needs to be updated to “Family”

Add New Dependent

12. Next click on  and follow the prompts to add dependent. All of the “red” asterisk fields must be populated. Add all of the baby’s information, including full name, date of birth, relationship, address, and your phone number. After you have completed all of the required fields, click “Save”
13. Next, review the page to make sure the coverage level is accurate and that all dependents who should be covered has a check mark next to their name.
14. Next, enter the SSN for your new born child, if you have it. If not select the option SSN not available, and enter n/a.
15. Click on “Save and Continue”.
16. Next, select the next Benefit Tile that you would like to add your newborn baby. Please note, that once you have added the dependent on a previous benefit tile (medical or dental or vision), the dependent will be visible on the next benefit tile(s). All you have to do is update the coverage level, if applicable and click on the box next to your newborn’s name.
17. Next, click on “Save”
18. You will see the following message after you “save” each Benefit Tile
Next steps: Update another plan, or click Review and Sign once you’re ready to submit your changes.
19. Once you have added your newborn to all of the coverage(s) you wish to, click on Review and Sign
20. Click on the Box, **I Accept** under the header “Electronic Signature”
21. Next, click on Submit for your new elections to take place. Please note, if you do not click on “submit” your elections will not be updated.
22. Next. Click on “view 2022 Benefits Statement” review and then click on “Print”, download document and save a copy for your records.