Change of Benefits due to Qualifying Event

You may make changes to your benefits due to a qualifying event within 30 days of the event. You will need to upload proof of the event in order to make changes.
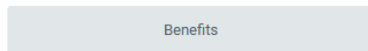
Loss of Coverage

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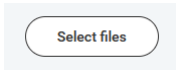
   Benefits

2. Click on Benefits under the header "Change"

   Change

   Benefits

3. On the Change Benefits page, select **"Loss of Coverage"** from the dropdown menu as the change reason.

4. Enter the loss of coverage date for the Benefit Event Date.

5. Under the header "Attachments" Click on Select files and upload a document showing verification of loss of coverage (Proof must include the names of all individuals losing coverage, the specific types of coverage they lost, and the effective date of loss of coverage)**.** Please note we can only add coverages at HCPSS that are specifically lost elsewhere.

6. Click "Submit"

7. Next, click on "Open"

8. Next, Click on   Let's Get Started

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, etc)

Here's an example of what the Benefits Enrollment tiles will look like:
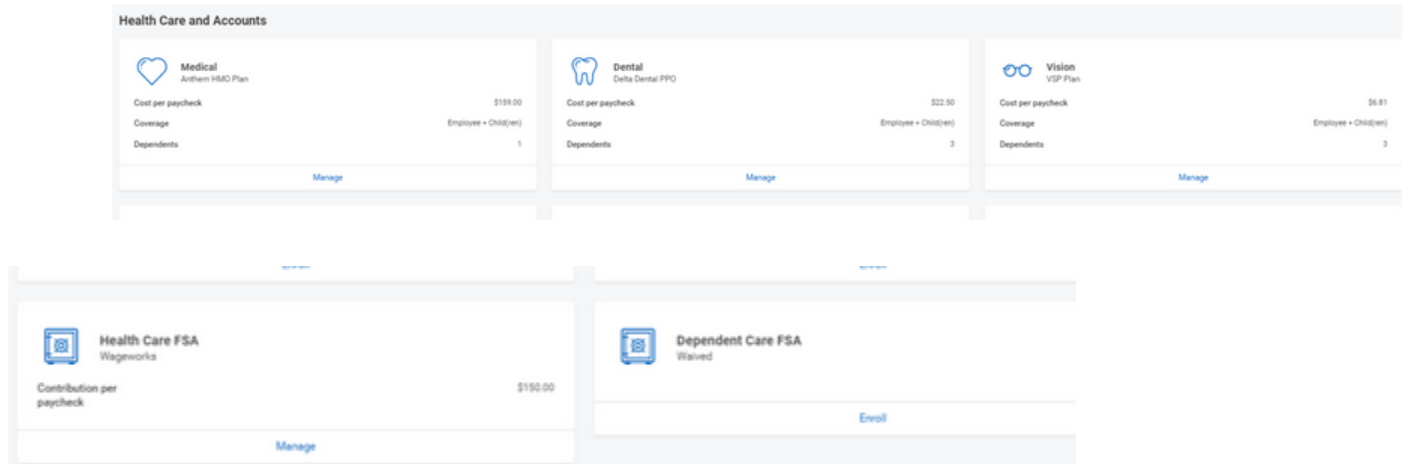
If you are currently enrolled in a benefit the bottom of each benefit tile will state "Manage" With this option you are able to add dependent(s) to your existing coverage.

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"

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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 [Confirm and Continue]

11. Update your Coverage level under the header "Coverage" if applicable by clicking inside the box. If existing coverage 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 a new dependent, 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 dependent'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". Repeat the process of "Add New Dependent" to add more than one dependent.

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 the new dependent, 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 dependent(s). Please note, that once you have added the dependent(s) on a previous benefit tile, the dependent(s) 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 dependent's name.

17. Next, click on "Save"

18. You will see the following message after you "save" for 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 dependent(s) 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.