

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.

Death of Dependent

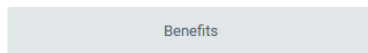
1. From the Workday homepage, under Applications, click on the icon below;



Benefits

2. Click on Benefits under the header “Change”

Change




3. On the Change Benefits page, select **“Death of Dependent”** from the dropdown menu as the change reason.

4. Enter the date of death for the Benefit Event Date.

5. Under the header “Attachments” Click on  and upload the death certificate.

6. Click “Submit”

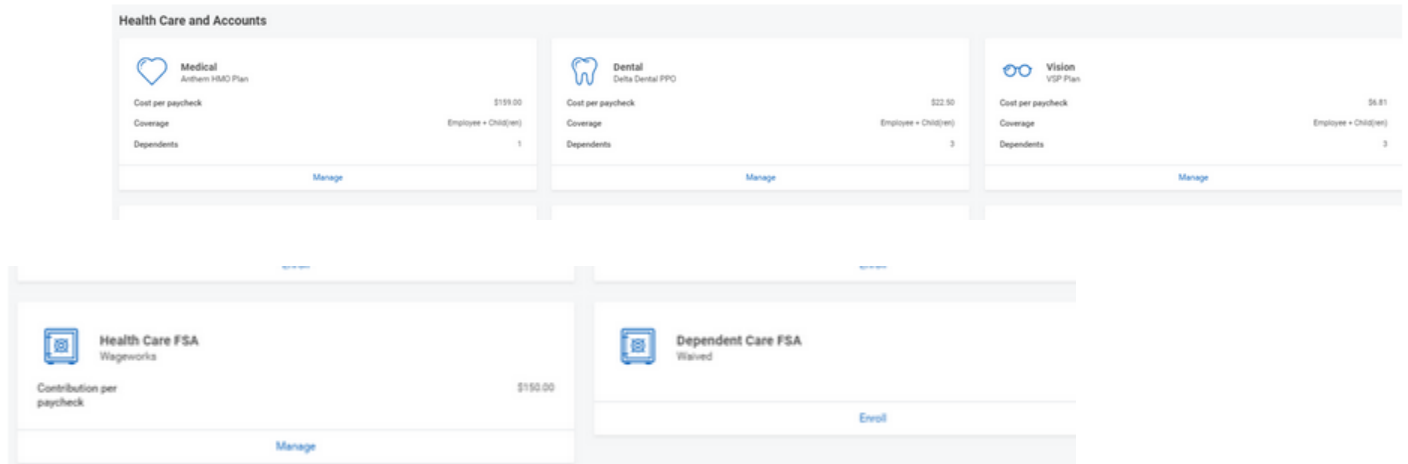
7. Next, click on “Open”

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, 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”**

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

10. Click on 
11. Update your Coverage level under the header “Coverage” by clicking inside of the box, depending on whom you are removing.
12. After you have updated the ‘coverage level’ if applicable, uncheck the box by the dependent’s name to remove the dependent from coverage.
13. Click on “Save and Continue”
14. Repeat steps 9 through 12 for each benefit tile, where you would be updating coverage level.
15. Next, click on “Save”
16. 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.
17. Once you have removed the dependent from all applicable coverage(s), click on 
18. Click on the Box, **I Accept** under the header “Electronic Signature”
19. Next, click on  for your new elections to take place. Please note, if you do not click on “submit” your elections will not be updated.
20. Next. Click on “view 2022 Benefits Statement” review and then click on “Print”, download document and save a copy for your records.