

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.

Divorce/Legal Separation

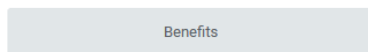
1. From the Workday homepage, under Applications, click on the icon below;



Benefits

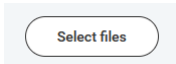
2. Click on Benefits under the header “Change”

Change



3. On the Change Benefits page, select **“Divorce/Legal Separation”** from the dropdown menu as the Change Reason.

4. Enter the date of divorce / legal separation, for the Benefits Event Date

5. Under the header “Attachments” Click on  and upload a document showing proof of finalized divorce / legal separation.

6. Click Submit

7. Next, click Open

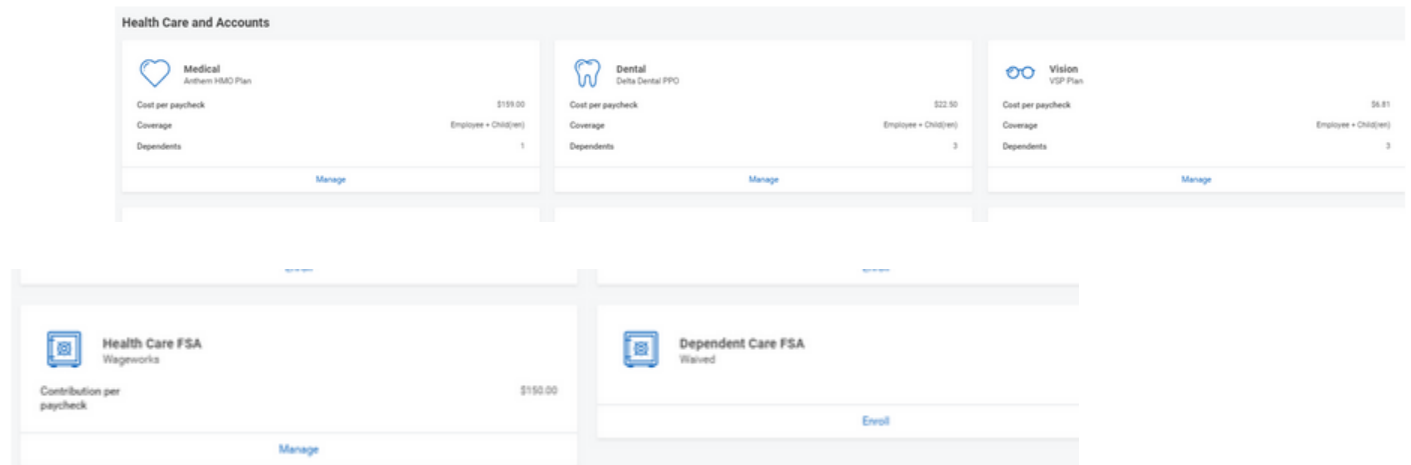
8. Next, Click on

Let's Get Started

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 current coverage(s) click on “Manage” under each benefit tile.
10. You should see your current medical election pre-populated with “select”
11. Click on 
12. Update your Coverage level by clicking inside the box, under the header “Coverage”
13. Next, uncheck the box next to your spouse’s name, and click “Save”
14. Next, select the next benefit tile, and repeat the process on steps 9 through 13 above.
15. Once you have removed the spouse from all of the benefits, click on 
16. Click on the Box, **I Accept** under the header “Electronic Signature”
17. 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.
18. Next. Click on “view 2022 Benefits Statement” review and then click on “Print”, download document and save a copy for your records.