

# 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.

## Gains Other Coverage

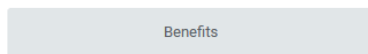
1. From the Workday homepage, under Applications, click on the icon below;

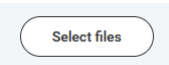


Benefits


2. Click on Benefits under the header “Change”

Change



3. On the Change Benefits page, select **“Gains Other Coverage”** from the dropdown menu as the change reason.
4. Enter the date of the event will be the day you/dependents will be covered under the new insurance for the Benefit Event Date. Please note we cannot retro-terminate benefits, so coverage will be terminated at HCPSS at the end of the month in which the event is submitted.
5. Under the header “Attachments” Click on  and upload a document showing verification of gaining other coverage (Proof must include the names of all individuals gaining other coverage, the specific types of coverage gaining, and the effective date of gaining other coverage). Please note we can only add coverages at HCPSS that are specifically lost elsewhere.
6. Click “Submit”

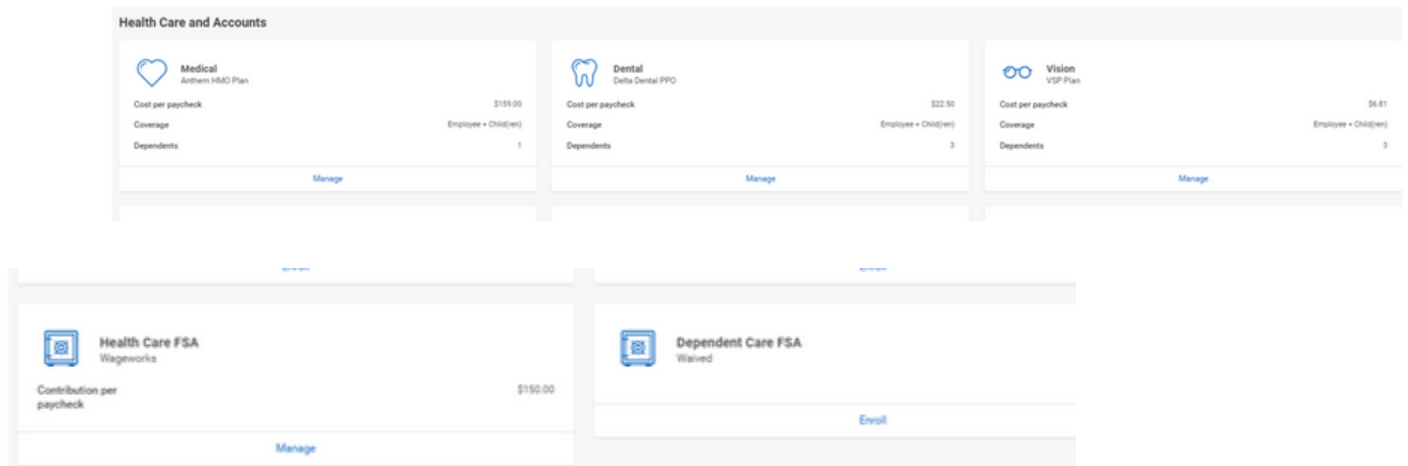
7. Next, click on “Open”

8. Next, Click on 

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**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”

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9. To remove your existing medical coverage for you and / or dependent(s) click on “Manage”. You should see your current medical election pre-populated with “select”. If only a covered dependent(s) gained other coverage, the pre-populated option of select should not be changed. If all gained other coverage, the pre-populated “select” should be changed to “waive”. If the “waive” option is selected, benefit will end for all covered.

10. Click on 

11. Update your Coverage level under the header “Coverage” by clicking inside of the box, depending on whom you are removing. For example, if you currently have “family” coverage and you are removing a dependent, but you still will have “family” coverage, the coverage level will be the same. If your current coverage is “family” and by removing a dependent, it is only you / spouse, the coverage level must be updated to Employee + Spouse.

12. After you have updated the ‘coverage level” if applicable, uncheck the box by the dependent’s name to remove the dependent(s) 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 yourself and /or dependent (s) from all applicable coverage(s), click on 

18. Click on the Box, **I Accept**  under the header “Electronic Signature”

An orange rounded rectangular button with the word "Submit" written in white text.

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.