📝How to Update Your Basic Life Insurance Beneficiaries in Workday

1. Log into Workday
2. From the Workday homepage, click “Benefits and Pay”
3. Click “Change Benefits” under the “Task and Reports” icon
4. For the Change Reason, select “Change Beneficiaries” from the drop-down menu
5. Enter the effective date of the change and click “Submit”
6. Click on the blue “Open” button
7. Click on the blue “Let’s Get Started” button
8. Click “Manage under the “Basic Life and AD&D” tile
9. The box will be grayed out, click “Confirm and Continue”

Adding an existing or new beneficiary:

1. To a beneficiary, click the plus symbol (+) on the far left
2. In the selection field, click the three lines to choose a person or add new a new person
3. Enter the beneficiary’s contact information and save

Removing an existing or new beneficiary:

1. Click the minus symbol (–) on the far left next to the person’s name

Assign Percentage:

1. Under Percentage enter how much each beneficiary should receive. Please note: You want to ensure that the total adds up to 100%.

Save and Review:

1. Click “Save”
2. Click “Review and Sign”
3. After you have reviewed your changes, check the box that says “I accept” towards the very bottom, then “Submit”

***Please note: **Primary beneficiaries** are the first individuals or entities who will receive the life insurance benefit. If all primary beneficiaries are deceased or otherwise unable to accept the benefit, then the proceeds will go to the **Contingent beneficiaries**, who serve as the backup recipients.*