



People, not applica
make businesses s
belief drives Work
to help customers
the most out of ou
We're dedicated to
great resources, to



BENEFICIARY ENROLLMENT

Please follow these steps to update your address in workday.

From the Benefits worklet:

1. Click the **Benefits** button under Applications



Benefits



Team Time



Absence

2. Click the **Beneficiaries** button under Change.
3. Click on the Add button
4. Choose your Beneficiary type, Example below

Add My Beneficiary

- Existing Dependent or Emergency Contact
- New Person as Beneficiary
- New Trust as Beneficiary

5. Click on the OK button
6. Complete all required fields for Beneficiary
7. Click on the Submit button