



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



Important: If you will be adding dependent(s), you will need to add them first prior to enrolling into benefits. To do so, follow the below steps. (**If no dependents need to be added, skip to 'Enrolling into Benefits with No Dependents' section on page 2*)

Adding Dependents:

1. In Workday, click on the Benefits app.



Benefits

2. In the Change box, click Dependents
3. Click 'Add'. You will need to change the Effective Date to the date of the qualifying event (i.e. hire date, date of birth, marriage date, etc.)
4. Enter all dependent information (**Note: If you are adding a new born and do not have the SSN yet, please enter the SSN as 000-00-0000. Once you obtain it you can go in and update it at a later time*)
5. All the way at the bottom of the page, you will be required to attach dependent verification documents (i.e. marriage cert, birth cert, domestic partner cert, etc.)
6. Click Submit. The next page will say 'Up Next', click the To Do button under your name. You will then be notified of appropriate documentation that you may be required to provide during the enrollment process. No action is needed, just click Submit.
7. The next page will then say 'Up Next Benefits Administrator', this lets you know that your dependent event as been sent for review. Click Done (**Note: Your dependent will not appear until after approval is provided.*)

Enrolling into Benefits:

Once your dependent event is approved, you will receive a task in your Workday inbox.

1. To access your Workday inbox, click on the middle icon in the upper right hand corner of the Workday homepage.



2. Open the task that is called 'Change Benefits- Employee: Dependent Event'.
 - a. New Hires: Since you will already have an open enrollment event in your Workday inbox, **do not** click Change Benefits, just click 'Submit' then 'Done' and open the task in your inbox called 'Change Benefits for Life Event' to enter your benefit elections. There will be a total of 8 steps in the enrollment process (**Note: You will not see your benefit elections until it is approved by a benefits administrator*).
 - b. Non-New Hires: Click the Change Benefits button to enter your life event. After entering the Event Type and Event Date, attach supporting documentation. Click Submit, the next page will say Up Next with your name, click the To Do button underneath. The next page will notify you of appropriate supporting documentation that may be needed. No action is needed, just click submit. The next page will then say Up Next with your name, click the Open button to make your changes. (**Note: You will not see your benefit changes until it is approved by a benefits administrator*).

Enrolling into Benefits with No Dependents:

- **New Hires:**

1. To access your New Hire Enrollment event, click the middle icon in the upper right hand corner of the Workday homepage.



2. Open the task in your inbox called '**Change Benefits for Life Event**' to enter your benefit elections. There will be a total of 8 steps in the enrollment process (**Note: You will not see your benefit elections until it is approved by a benefits administrator*).

- **Non-New Hires:**

1. Click the Change Benefits button to enter your life event.
2. After entering the Event Type and Event Date, attach supporting documentation.
3. Click Submit, the next page will say Up Next with your name, click the To Do button underneath.
4. The next page will notify you of appropriate supporting documentation that may be needed. No action is needed, just click Submit.
5. The next page will then say Up Next with your name, click the Open button to make your changes. There will be a total of 7 steps in the enrollment process. (**Note: You will not see your benefit changes until it is approved by a benefits administrator*).