



Change Benefit Elections, Dependents, or Beneficiaries

The Change Benefit Elections, Dependents, or Beneficiaries tip sheet is for all employees.

Each employee has an opportunity to update their benefit elections, dependents, and beneficiaries during open enrollment. Use these instructions to make a change due to an eligible life event. This is for New Hires, Open Enrollment, Change in Employment, and Change of Status.

You have 30 days after a qualifying life event to either make the changes within Workday or notify your HR/Benefits team. Requests made after 30 days may require you wait until the next open enrollment period.

Change Benefit Elections

Please follow the steps below to update your benefit elections.

If you are adding or removing a dependent from coverage, you must attach the appropriate documentation such as a birth certificate, marriage certificate, or proof of loss of coverage.

1. Beginning on the Workday home page, select **View all Apps > Benefits**.
2. On the **Change** menu, select **Benefits**.

NOTE: You may also access the **Change Benefits** task via the Workday search bar on the home page. Type “**Change Benefits**” and select the task.

3. Select the radio button to select the appropriate **Benefit Change Reason**. Available reasons for change are listed below:
 - Birth/Adoption/Guardianship of a Child
 - Change Beneficiaries
 - Death of a Child / Spouse
 - Employee or Dependent Gains / Losses Outside Coverage
 - Marriage / Domestic Partnership

Note: Each college may have additional options based on status changes.

4. Follow the outlined steps to select or alter new coverages. Please note any special enrollment instructions at the top or right side of each new screen.

5. Select **Submit**.
OR
Select **Save for Later** to save changes and return to this process later.
OR
Select **Cancel** to exit the process and not save changes.

Add or Edit Existing Dependents or Beneficiaries

Please follow the steps below to change to dependents and beneficiaries.

1. Beginning on the Workday home page, select your **View all Apps > Benefits**.

NOTE: You may also access the **Benefits Application** by using the Global Navigation Menu.

2. Under the **Change** header, select **Dependents** or **Beneficiaries**.
3. Select **Add** to add a new dependent or beneficiary. You will only see the **Add** option, if you do not currently have dependents or beneficiaries listed.
4. Workday will display existing dependents or beneficiaries in a table format. Each row of data will have a corresponding **Edit** button. Select **Edit** to open a new window where you may alter existing information.
5. Once all relevant information has been updated, select **Submit**.

NOTE: When adding a new dependent, it will have to be submitted for approval first, before it generates in the dependent list. To check the status of any updates, go to your Workday Inbox and select the **Archives** folder.