



Change Benefit Elections or Dependents



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

Each employee has an opportunity to update their benefit elections and dependents 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. In Workday, select the **Menu > Benefits and Pay Hub**.
2. In the menu, select **Benefits > Benefit Elections**

NOTE: You may also access the **Change Benefits** task via the Workday Search bar. Type "**Change Benefits**" and select the task.

3. Select the **Change Benefits** button. Instructions will be displayed to the right of the options.
4. Select the appropriate Benefit **Change Reason**. Available reasons for change are listed below:
 - Birth/Adoption/Guardianship of a Child
 - Change or Waive Voluntary Insurance
 - 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.

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

6. Enter a comment if necessary.
7. 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

Please follow the steps below to change dependents.

1. In Workday, select the **Menu > Benefits and Pay Hub**.
2. Select **Dependents** from the menu. Workday displays existing dependents in a table.
3. Select **Add** to add a new dependent.
OR
Select **Edit** next to the dependent whose information you want to alter.
4. Select **Edit**  in the section you want to change.
5. Make the relevant change and select **Save** .
6. Once all relevant information has been updated, select **Submit**.

NOTE: Adding a new dependent must be submitted for approval before it is displayed in the dependent list. To check the status of any updates, go to your Workday **My Tasks**, select the **Archive**, select the dependent change task, and select the **Process** tab.