Workday Instructions: **Add or Edit a Dependent** (spouse or child)

A Dependent Event is the process used to add or edit a spouse or dependent's information. A Dependent Event DOES NOT add or remove your dependent to or from your benefit plans. A dependent can be added or removed from your health and dental plans in the change benefit – hire, birth, marriage or divorce events.

1. **Log into Workday and click on the Benefits worklet**.

2. **Under Change, click on Dependents**

3. To **Add** a family member click on **Add.** To **edit** an existing family member's file click on **Edit**.

4. **Complete each section**. Note, red * are required.

To enter or edit a section click on the pencil.
Click on the search button to access and select the appropriate reason. Make sure the effective date is correct (start date, date of marriage, birth, adoption, etc.).

5. **Enter a Reason.** Date should be the date you are completing the event.
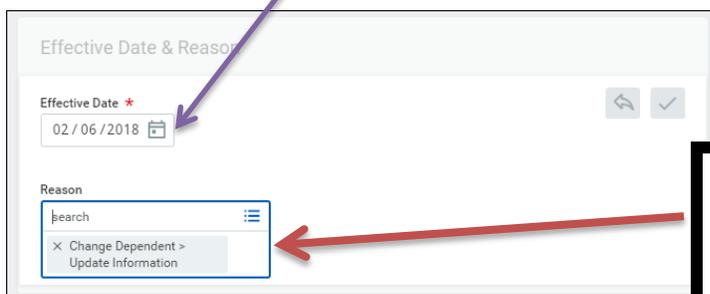
> **The Reason will be based on why you are adding or updating the dependent.**
> ****If you are a new employee, use Add Dependent >Other**.

Spousal Surcharge:
Does your spouse have access to health insurance through his/her own employer? If so and they are included on your MCHS health insurance plan, your premium will include a $100 (pre-tax) per month spousal surcharge. You are responsible for maintaining your spouse's eligibility status should his/her coverage change at any time throughout the year.

Complete and save the **Relationship** section.
If the relationship is spouse, the "*This person is or could be enrolled in Health Care coverage elsewhere*?" question appears.

Check the box to indicate that your spouse HAS access to health insurance through his/her own employer, regardless if they are full or part-time.

The box should remain unchecked if they do not have access to health insurance through his/her own employer, regardless if they are full or part-time.

If both you and your spouse are employed with MCHS, the box should remain unchecked.

The effective date should be a current or future date reflecting the date he/she became eligible for coverage through his/her own employer or the date they became eligible for coverage under your plan, i.e.; date of marriage, date you became benefit eligible, etc.

To complete the event, click on **Submit** in the bottom left corner of the screen.

IMPORTANT:
A family member's information can be updated at any time. It is important that you do not replace an existing family member's information with another person's information. For example, in the event of a divorce and new marriage, the ex-spouse's relationship should be modified to reflect ex-spouse. The new spouse should be added as a new family member. Do not change/edit the ex-spouse's information to reflect the new spouse's information. The same applies when reassigning beneficiaries. Do not replace someone's information with another person's information. Add a new person.

If you have questions or need assistance with your event please contact the Human Resources Helpline at hrshared@marshfieldclinic.org or 715-387-5254 or extension 7-5254.

Thank you.