

# Workday Instructions: Up-date Dependent Information

(In this instruction handout, dependent includes spouse and children.)



Benefits

**Important: To Add a new dependent to your file, a new dependent record must be added. DO NOT take an existing dependent record and change the information.**

Step 1: Go to your Workday home page and click on the **Benefits** worklet.

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

Step 3: To review dependent's information **without making changes** click on the dependent's name. Be sure to click and review information under the Contact Information tab, National IDs tab, etc. Click on the back arrow (upper left corner) to return to the previous screen.



## Dependents

Actions

Add

Dependents 2 items

Dependent	Relationship	Age	Delete	Edit
Child 1 Test	Child (Natural/Adopted)	13 years, 4 months, 14 days	Delete	Edit
Child 2 Test	Child (Natural/Adopted)	18 years, 4 months, 14 days	Delete	Edit

To view the full Social Security Number and/or make changes click the **Edit** button.

Step 4: When editing dependent's information, a **Reason** must be selected. Either click on the word **Reason** or the **Edit** icon located on the right side of the screen.

Under **Reason**, click on the search icon, select **Change Dependent**, select the appropriate reason, and

## Dependent Options

### Effective Date & Reason

Effective Date \*  
08/15/2018

Reason



click on the  to save.

**Scroll down the page and amend information, as necessary.**

To add a Social Security Number go to **Identifier Information, National IDs** and click **Add**.

Country should be **United States of America** and **National ID Type** should be Social Security Number (SSN).

After you have entered the social security number, click the **Submit** button located in the bottom left corner. On the next page click **Done**.

## Identifier Information

### National IDs

Country \*

× United States of America

National ID Type \*

× Social Security Number (SSN)

Identification # \*

999-99-9999