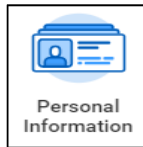
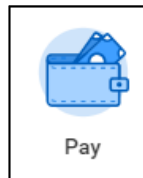


## Workday Instructions: Marriage/Divorce Life Changing Events

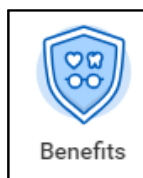
It is recommended that changes are completed **after the event** has taken place. Deadline to make changes is 31 days from the event date. Start on your Workday home page.



Go to your **Personal Information** worklet. Review and change as needed your 1) Contact Information, 2) Personal Information, 3) Emergency Contacts, 4) Legal Name and 5) Preferred Name. Changes to your Legal Name will be shared with IS for purposes of updating your email and the phone directory.



Go to your **Pay** worklet. Review and change as needed your 1) withholding elections and 2) payment elections.



Last, go to your **Benefits** worklet.



1. Under **Change**, click on **Dependents**. In the event of marriage, do you need to add your new spouse and, if applicable, step-children? (Dependents **MUST** be added **BEFORE** you can make the below benefit changes.) In the event of divorce, **Edit** records to reflect changes in address, changes in relationship, etc. The effective date should be the date of your marriage/divorce event.
2. Under **Change**, click on **Beneficiaries**. If your Dependents are also your beneficiaries, you updated their records in the above step. If your beneficiaries are not your dependents, review and update records as needed.
3. Under **Change**, click on **Benefits**. Select the appropriate event. The **Benefit Event Date** is the date of the event. Do not enter the date you are completing the event. Click Submit.

The next screen will acknowledge that you have submitted a benefit event. To complete the event click **OPEN**.

The marriage and divorce events allow you to make changes to current plans only. As you **Continue** through the multiple screens/steps you will notice the other plans are grayed out and not available to select. If you have questions while completing your event please contact a benefits representative at extension 9-3318 or 7-5486 or 715-389-3318 or 715-387-5486.

A screenshot of the "Change Benefits" form for a "Test Employee". The form has a blue header with the title "Change Benefits" and "Test Employee" with an "Actions" button. Below the header, there are several sections: "Benefit Event Type" with a red asterisk and a list of radio button options: Adoption, Beneficiary Change, Birth, Divorce, Gain of Other Coverage, HSA - Amend Election, Loss of Other Coverage, Marriage, and Voluntary Life and ADD Insurance. "Benefit Event Date" with a red asterisk and a date input field showing "MM / DD / YYYY" and a calendar icon. "Submit Elections By" with "(empty)" next to it. "Enrollment Offering Types" with "(empty)" next to it. Blue arrows point from the "Benefit Event Type" and "Benefit Event Date" sections to the text in the previous block. A red arrow points from the "Benefit Event Date" section to the text in the previous block.

Depending on your circumstances you may need to complete an additional event.

Once completed, click "I agree" and **Submit**.