

Workday- Divorce Event

Requesting Changes

If you would like to request changes to some of your benefits you must complete the divorce benefit event in Workday and submit a copy of the divorce decree within 31 days of the divorce.

If you do not request changes and/or submit your **divorce decree** within the 31 days, you will need to wait until Open Enrollment.

- Click Benefits Application
- Under Change column, click the Dependents button
- Click Edit next to your former spouse's name
- Under Effective Date and Reason click on the pencil icon to update the effective date to the date your divorce was finalized
- Click on the search bar under Reason then click Change Dependent and then click Change Dependent > Change Relationship Type

Dependent Options

Effective Date & Reason

Effective Date *  

09/10/2021 

Reason 

- Scroll down to the Relationship and click the pencil icon to update the information from Spouse to Ex-Spouse

Relationship

Relationship * 

Spouse

- Click Submit

Workday- Divorce Event

Then complete the Divorce event in Workday:

- Click Benefits Application
- Under Change column, click the Benefits button
- Change Reason- “Divorce”
- Benefit Event Date- Date the divorce was finalized
- Attach supporting documentation
- Click Submit and then Open
- Click Let’s Get Started:

Let's Get Started

1. Your former spouse will be automatically be removed from your insurance
2. Click Review and Sign:

Review and Sign

Save for Later

3. After reviewing your changes, scroll to the bottom of the page and click the I Agree button to agree with the Legal Notice and then click Submit:

I Accept

Submit

Save for Later

Cancel