Workday- Gain of Other Coverage Event

Requesting Changes

If you would like to request changes to your some of your benefits you must complete the gain of other coverage benefit event in Workday and submit the appropriate paperwork within 31 days of the new coverage start date.
If you do not request changes within the first 31 days, you will need to wait until Open Enrollment.

- Click Benefits Application
- Under Change column, click the Benefits button
- Change Reason- "Gain of Other Coverage"
- Benefit Event Date- Effective date of new plan
    - For example, if new coverage begins on 09/01, the effective date for the benefit event in Workday should be 09/01
- Attach supporting documentation
- Click Submit
- Click Let's Get Started:

Let's Get Started

1. Click on the "Manage" button under the benefit you would like to make changes to.
    - Click "Waive" if you are removing coverage completely for yourself and any dependents (if applicable).
        - Click the "Confirm and Continue" button

Confirm and Continue   Cancel

    - If you are just removing dependent(s), unselect them from coverage after clicking "Confirm and Continue". Then Click Save.
2. Repeat for any other insurance if needed.
3. Once you have finished, click on Review and Sign:

Review and Sign   Save for Later

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4. 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