

## Workday- Marriage Event

### Requesting Changes

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

If you do not request changes and/or submit your marriage license 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- “Marriage”
- Benefit Event Date- Date of the marriage
- Attach supporting documentation
- Click Submit then Open
- Click Let’s Get Started:

Let's Get Started

1. Click on Manage under the insurance you need to make changes to:

Health Care

 <b>Medical</b> Security Health Plan HDHP SimplyOne \$2800	 <b>Dental</b> Delta Dental Plan
Cost (Monthly) \$177.30	Cost (Monthly) \$20.52
Coverage Employee	Coverage Employee
<a href="#">Manage</a>	<a href="#">Manage</a>

2. Click the “Confirm and Continue” button

Confirm and Continue

Cancel

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3. Click Add New Dependent to enter any dependents you are needing to add to insurance and complete each section where the red star ( \* ) is located:

### Add Dependent 01/10/2021

Relationship *	<input type="text"/>
Use as Dependent	<input checked="" type="checkbox"/>
Use as Beneficiary	<input type="checkbox"/>
Inactive Date	(empty)
Date of Birth *	<input type="text" value="MM/DD/YYYY"/>
Age	(empty)
Gender *	<input type="text"/>
Citizenship Status	<input type="text"/>

Legal Name	Contact Information	National IDs	Additional Government IDs	Other IDs
Country *	<input type="text" value="United States of America"/>			
Prefix	<input type="text"/>			
First Name *	<input type="text"/>			
Middle Name	<input type="text"/>			
Last Name *	<input type="text"/>			
Suffix	<input type="text"/>			

4. Click "Save" and then repeat for any other insurance if needed.
5. Once you have finished, you can click on Review and Sign:

Review and Sign

Save for Later

6. 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