

Workday- Marriage Event

Requesting Changes

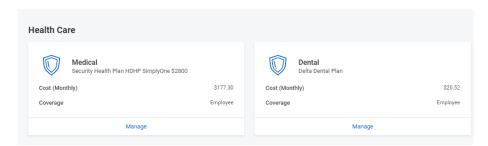
If you would like to request changes to some of your benefits you must complete the marriage benefit event in Workday and submit a copy of your marriage license within 31 days of your marriage.

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:



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



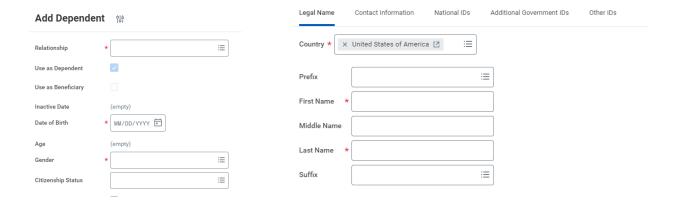
2. Click the "Confirm and Continue" button





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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:



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



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:

