Workday- Birth Event

Requesting Changes

If you would like to request changes to your some of your benefits you must complete the Birth Event in Workday and submit the appropriate paperwork within 31 days of the birth. If you do not request changes within 31 days, you will need to wait until Open Enrollment.

- Click the Menu in the upper left corner of your Workday page
- Click the Benefits and Pay application
- Click the Change Benefits button
- Change Reason- "Birth"
- Benefit Event Date- Date of birth
- Attach supporting documentation
  - If your dependent has different last name from yours you will need to attach a birth certificate
- Click Submit and then OK
- Click Let's Get Started:

Let's Get Started

To add dependent to insurance, click on the "Manage" button under Medical

Review your benefits and then click the "Confirm and Continue" button

Confirm and Continue   Cancel

If you have not added your dependent's information into Workday already, click the Add New Dependent button:

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage   * Employee + Family

Plan cost (Monthly)

Add New Dependent

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Then click on Create Dependent and if you would like to add them as a life insurance beneficiary later in the event, click the Use as Beneficiary button as well, then click OK:

Add My Dependent From Enrollment

○ Use an Existing Beneficiary or Emergency Contact   [☰]

● Create Dependent

Use as Beneficiary   ☑

Instructional Text
Click OK to add dependents.

[OK] [Cancel]

Enter any dependent information that has the red star next to it and then click Save:

Name

Country *	✕ United States of America 🔗 ☰
Prefix	☰
First Name *	
Middle Name	
Last Name *	
Suffix	☰

Personal Information

Relationship *	✕ Child (Natural/Adopted) ☰
Date of Birth *	MM/DD/YYYY 📅
Age	(empty)
Gender *	☰
Citizenship Status	☰
Full-time Student	☐
Student Status Start Date	
Student Status End Date	
Disabled	☐

This will add your new dependent to your medical insurance. Click Save to continue. If you have already added your dependent's information into Workday, click Manage under medical and then click the check mark next to your dependents name to add to medical insurance. Then Click Save.

Repeat for dental insurance if needed. Click Manage under dental and then click the check mark next to your dependents name to add to dental insurance (or if you have already added their information into Workday). Then click Save.

Continue through the event and make necessary changes to your benefits. Once you have finished, you can click on Review and Sign:

[Review and Sign] [Save for Later]

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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