# Add Coverage to Your New Dependent

## Overview

This job aid outlines the process for an Employee to add or edit Dependents and add or remove those Dependents from benefits coverages in Workday

**Prerequisites:** N/A

**Important Information:**

* + Supporting documentation is required when a Dependent is added or information is updated
  + In case of a **DIVORCE**, you must change the relationship of your spouse to ex-spouse and any stepchildren to ex-stepchildren in order for them to be offered COBRA continuation coverage
  + The required information for this process is the **Effective Date**, **Reason**, **Legal Name**, **Gender**, **Date of Birth**, **Relationship** and **Contact Information**
  + You must enter life event changes within 60 days of the life event
  + You must add a Dependent or edit a Dependent’s personal information before starting a benefit change

### Steps

To begin, you need to enter the person’s information into Workday and identify them as a Dependent

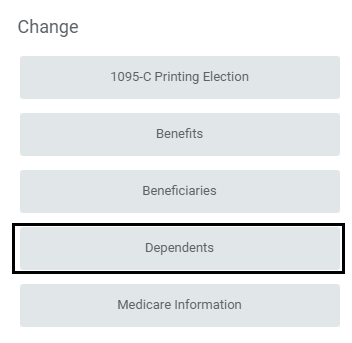
#### Add the Dependent to Your Profile

From the Workday Home page:

1. Click the **Benefits** worklet

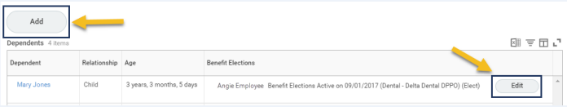


1. Click the **Dependents** link



1. On the **Dependents** page, perform one of the following actions:

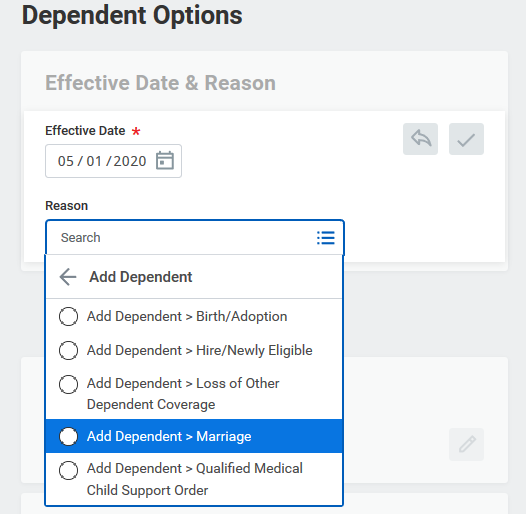
* Click **Add** to add a new Dependent
* Click **Edit** to update existing Dependent



1. In the **Dependent Options** section, add or edit the information including:

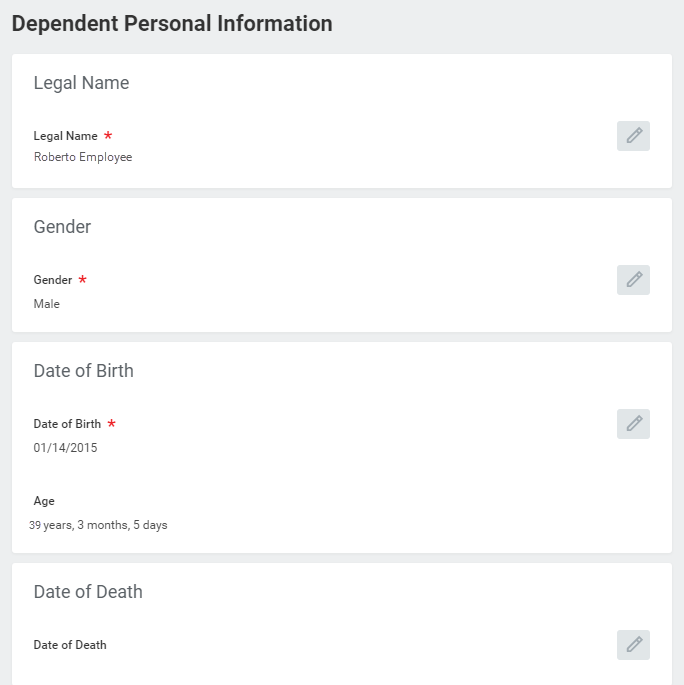
* **Effective Date.** Enter today’s date or the date this person can legally be identified as a Dependent for benefits purposes
* **Reason.** Enter the reason for adding the Dependent or making changes

**Note:** Click on the boxes or the **Edit** icon to add Dependent details



1. In the **Dependent Personal Information** section, add the following information:

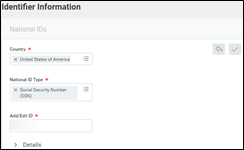
* Legal Name. Enter the Dependent’s full name
* Gender. Select one
* Date of Birth. Enter the birthdate
* Relationship. Select one
* Tobacco Usage. Select Yes or No



**IMPORTANT:** Only System Benefits Administration can update the **Disability Status** field. Contact your Benefits Office for assistance with this section

1. Add the necessary **Contact Information**
2. Add information in the **Identifier Information** section for the Dependent’s National ID

* **Country**
* **National ID Type (SSN/ ITIN)**
* **Add/Edit ID Number**

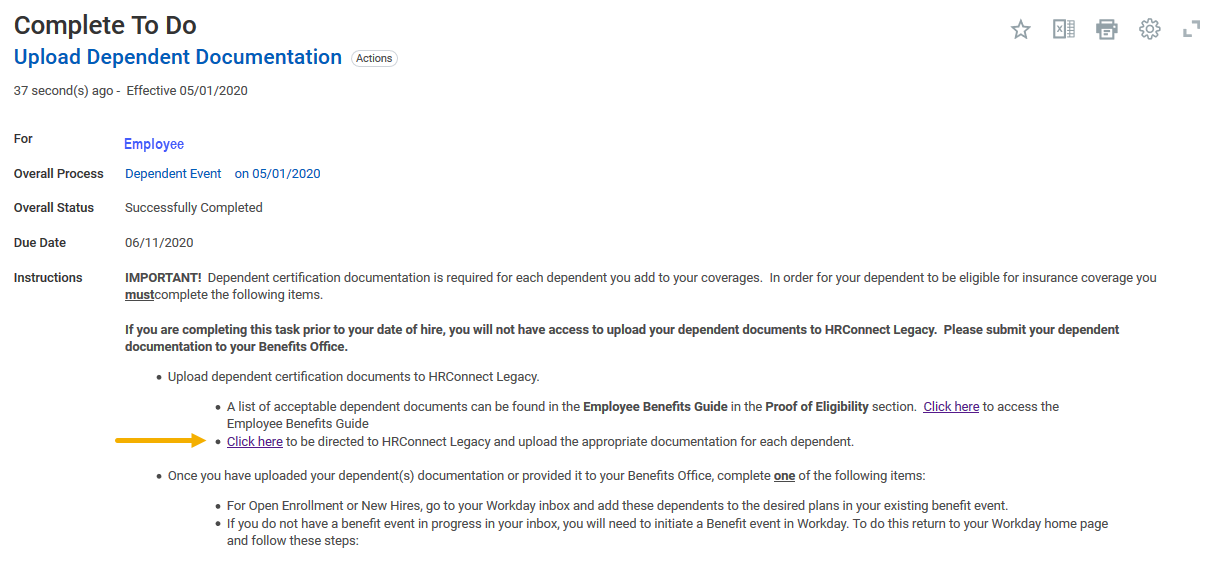


1. Click **Submit**

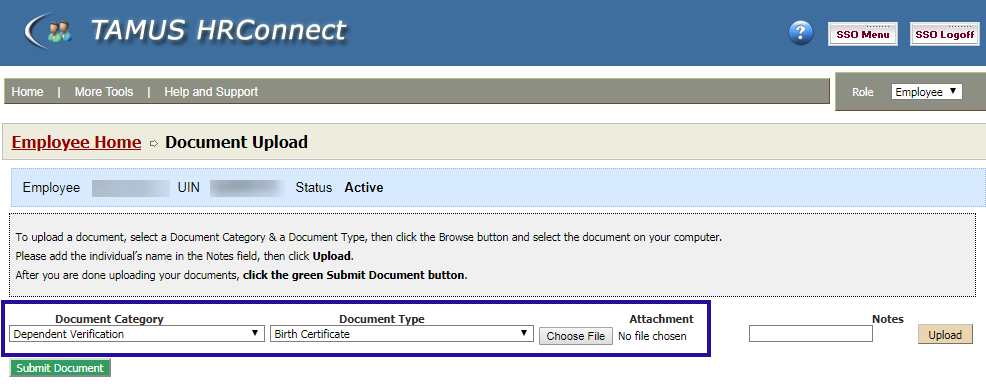
You will receive a To Do in your inbox to upload supporting documentation to **HRConnect**

##### Upload Supporting Documentation

1. Go to your Workday inbox
2. Click the To Do: Upload Dependent Documentation
3. On the **Complete To Do Upload Documentation** page, click the link to be directed to HRConnect



1. Select the **Document Category**, **Document Type** and upload the supporting documentation for the Dependent by clicking the **Choose File** button



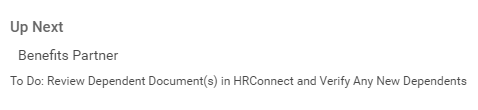
1. Click **Upload** after attaching the document
2. Click the **Submit For Approval** button after uploading the necessary documentation
3. Once you have uploaded the document, you will see a message display that the documents were submitted successfully

HR Connect message that says Documents successfully submitted

1. Return to your Workday inbox using the tabs at the top of your browser’s screen
2. Click **Submit** at the bottom of the **Upload Dependent Documentation** To Do after you have uploaded your documents on HRConnect

#### Up Next

The **Benefits Partner** receives a To Do to review the Dependent documents



#### Add Coverage to Dependent

You are now ready to add the Dependent to coverage. This process involves two steps. First you will initiate a Benefit event, then you will make your changes to coverage for the Dependent

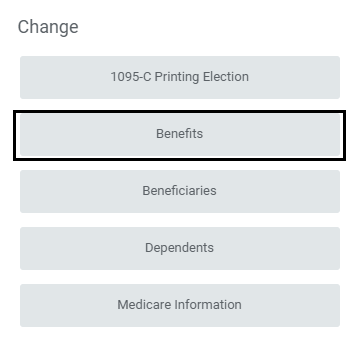
**IMPORTANT**: If your new Dependent is a grandchild, your Benefits Office must review and certify the Dependent *before* coverages can be added

##### Initiate Benefit Event in Workday

1. From the Workday Home page, click the **Benefits** worklet

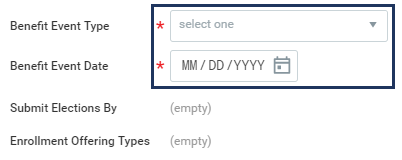


1. Click the **Benefits** link

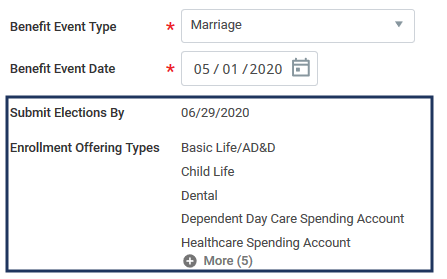


1. Read all of the instructions at the top of the **Change Benefits** page before making a benefits change
2. Complete the following fields:

* **Benefit Event Type.** Select a type
* **Benefit Event Date.** Enterthedate of the event



**Note:** The **Submit Elections By** and **Enrollment Offering Types** fields will auto-populate depending on the entries in the first two fields



**Note:** Do not attach or upload any documents on this screen

1. Click **Submit**

Next, you will receive an inbox task to **Change Benefit Elections**

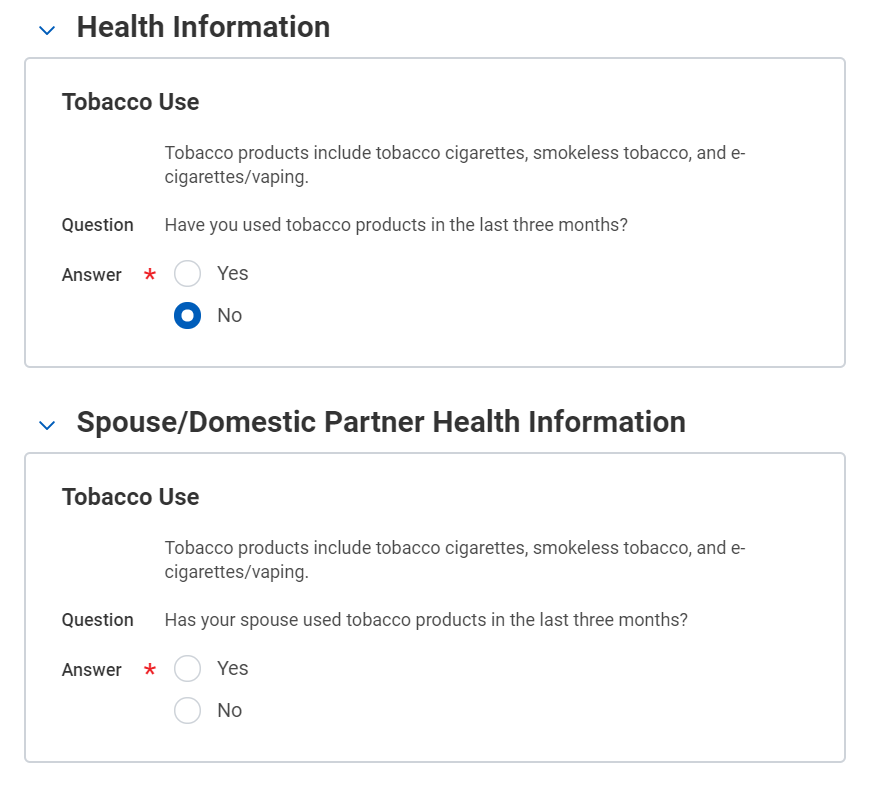
##### Change Benefits Elections

1. Navigate to your inbox
2. Click the “**Benefit Change**” inbox action item

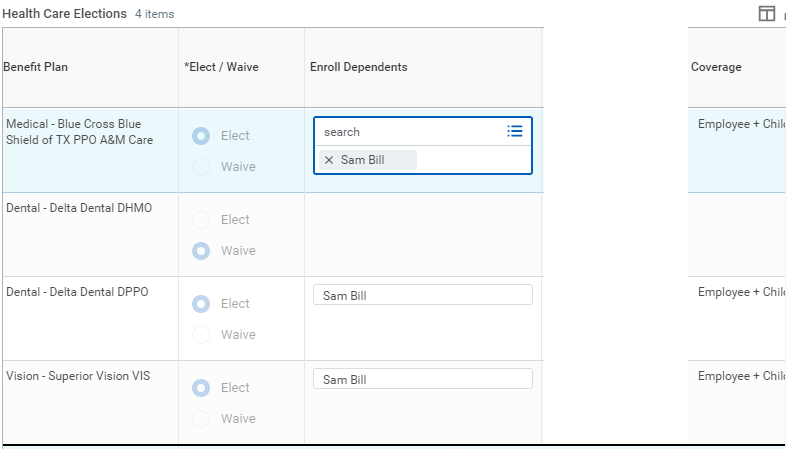
**Note:** The Change Benefit Elections task is a multi-step process

###### Select Health Care Elections

1. Change your election if necessary, for the tobacco usage question

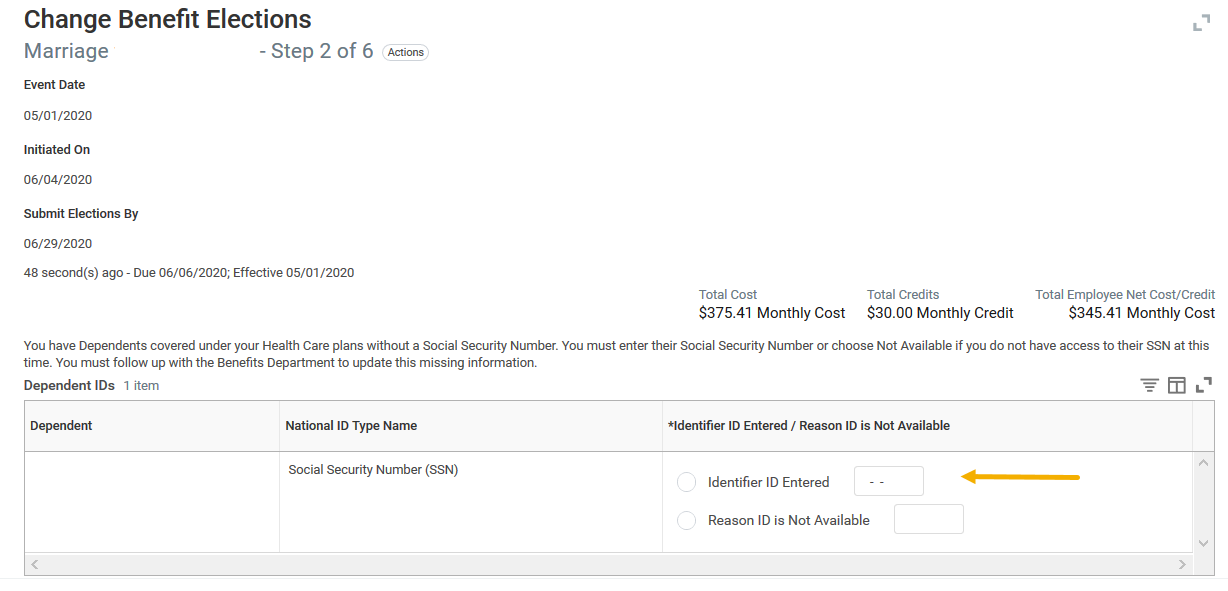


1. In the **Health Care Elections** section, do the following:
   * Make changes to elections as needed. Any plans in which you are already enrolled will appear as elected, all other plans will be waived.
   * Add a Dependent to a plan by clicking the cell in the column **Enroll Dependents.** This will provide a prompt for you to make selections.



**IMPORTANT:** Only people you have formally added as a Dependent in Workday will appear as options

1. Click **Continue**
2. Enter a Social Security Number (SSN) for each Dependent

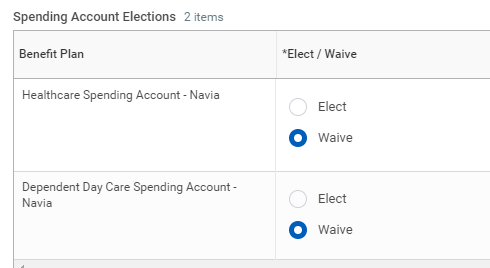


**Note**: If you have already provided an SSN for your Dependent, this screen will not display

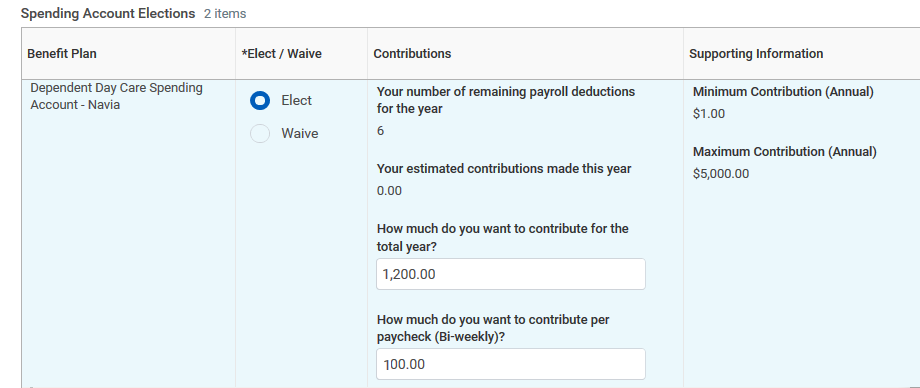
1. Click **Continue**

###### Spending Account Elections

1. Select coverage for Healthcare or Dependent Day Care Spending Accounts



1. If a Spending Account is elected, enter an amount for *either* a yearly contribution *or* per pay check. Workday will automatically calculate remaining fields

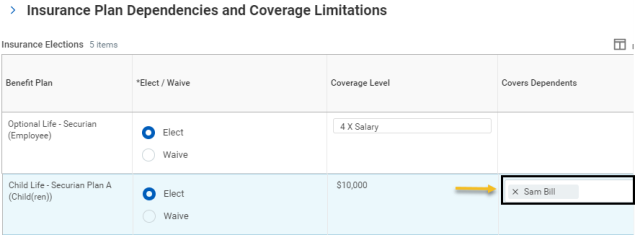


**Note**: Mid-year changes may result in discrepancies with the calculated bi-weekly premium. Contact your Benefits Partner if the amount does not calculate correctly

1. Click **Continue**

###### Insurance Elections

1. Select coverage for Dependents for the elected plan, as needed
2. Click the prompt menu in the box for Dependents to get a list of Dependents that can be added



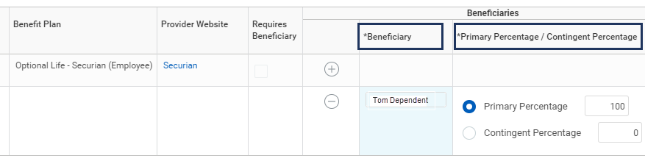
**Note:** Any plans in which you are already enrolled will appear as elected, all other plans will be waived

1. Click **Continue**

###### Select Beneficiary Designations

In the **Beneficiary Designations** section, do the following, as needed:

1. Add one or more **Beneficiaries**
2. Select Primary or Contingent Percentage and enter the percentage using whole numbers

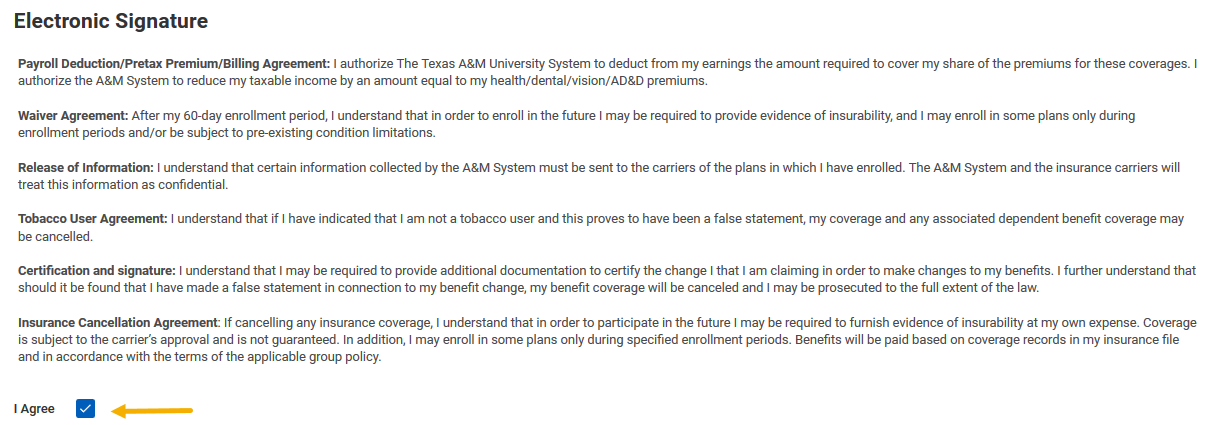


**Note:** You must elect one or more Primary Beneficiaries totaling 100%

1. Click **Continue**

###### Review Benefit Elections

1. Review all of the Benefit Elections made on the previous pages including elected or waived coverages, beneficiary designations, etc.
2. In the **Electronic Signature** section, review the statements and click the **I Agree** checkbox



1. Click **Submit**

###### Submit Elections Confirmation

1. You can see the additional cost and view the change you have made

**Note:** You may print your coverages if desired. Click the **Print** button. The details will be saved in a PDF format from which you can print the document

1. Click **Done**

This completes the **Add Coverage to New Dependent** process