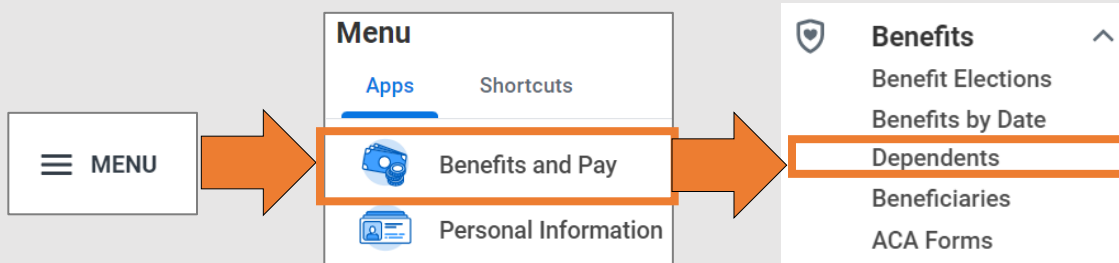


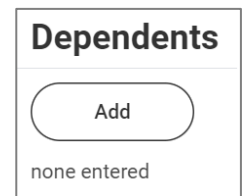
Introduction: This guide will show you how to create your dependents in Workday first, and then apply them to eligible learning plans. The process is the same when signing up for benefits for the first time, or when making changes after the initial enrollment.

Creating a Dependent

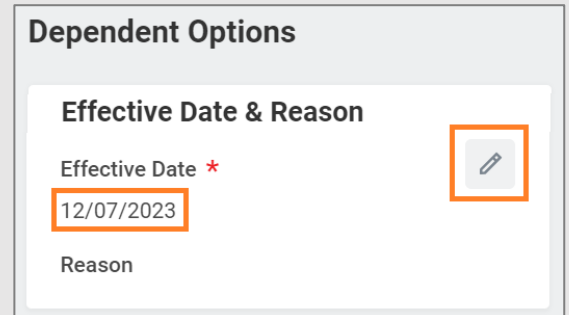
1. After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**. Click Benefits from the left hand navigation and then select Dependents from the resulting list.



2. Any existing dependents will be listed on the resulting page along with the benefits they have been enrolled in. Click **Add** to begin adding a new dependent.



3. Next, you will enter information about your dependent. The information is divided in blocks with subheadings. To enter or edit information you can either click the pencil icon or click in the field under each query.
Note that each item with an asterisk is required.



4. Below is a list of the items you will be required to enter
 - Effective date
 - Reason for change
 - Legal name
 - Biological Sex
 - Date of birth
 - Relationship
 - Contact informationIf desired, you can also register your dependents as beneficiaries for insurance plans here.

Adding a Dependent to a Benefit Plan

Once you have created dependents, you can add them to your benefit plans. Note that this example utilizes medical insurance, but the same process would apply if you wish to add dependents to other plans, such as dental insurance or life insurance plans. Once a dependent is added on one plan, they will appear on a list to add to other plans, so you do not have to enter their information more than once.

1. Upon reaching the screen displaying benefit tiles, click **Manage** on the tile you wish to add a dependent to.

Health Care and Accounts

Medical

Kaiser HMO

Cost per paycheck \$

Coverage Employee Only

[Manage](#)

2. Keep or make changes to your plan choice then click **Confirm and Continue**.

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage

2 items

*Selection	Benefit Plan	You Pay (Monthly)	Company Contribution (Month
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Kaiser HMO	\$	\$
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Kaiser PPO Added Choice	\$	\$

Confirm and Continue
Cancel

3. You will see a list of the dependents you have added in below the **Add New Dependent** button. Check the box next to the dependent(s) you wish to add to the plan then click **Save**.

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Alex Anderson	Spouse	01/01/1980

Save
Cancel

4. If you also wish to add the dependent as a beneficiary option for life, disability, and retirement plans, click the **Use as Beneficiary** box. Click **OK**.

Add My Dependent From Enrollment ⋮

Use as Beneficiary

Instructional Text
Click OK to add dependents.

OK
Cancel

Enrolling a Dependent

5. A list of the dependents you created will appear below the Add New Dependent button. Click the checkbox next the dependents you wish to add to the plan and then click **Submit**.

Note that if you have not previously entered a social security number for the dependent, you will be asked to do so here

If you have a new dependent that is not on your current list, you can click Add New Dependent and enter their information here.

Dependents

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

Coverage * Employee + 1

Plan cost per paycheck


Add New Dependent

1 item ☰ ☰ ↻

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Alexandria Taylor	Child	12/01/2023

Save
Cancel

6. You will receive a confirmation message and your benefit will update to show that a dependent has been added plus any additional cost.



Your Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

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7. When you are done entering your benefit plans, click the **Review and Sign** button. You will be presented with a summary of your benefits to review.

Scroll down the page to check the box next to **I Accept** after reading the agreement statement and then click the **Submit** button to finalize your changes.

Editing Dependent Information

Once a dependent is created, information about the dependent can be edited by clicking the **Edit** button after their insurance coverage information. You will be presented with the same form as described above with the current information present. Enter the effective date and the reason for the change, make your changes, and click **Submit**.

Dependents

☰ ☰ ↻ 📄 📄

Dependent	Relationship	Age	Benefit Elections	
Andrea Jones	Child	3 years, 2 months, 12 days	<p>Andrea Jones Benefit Elections Active on 02/01/2024 (Dental - The Standard) (Elect)</p> <p>Andrea Jones Benefit Elections Active on 02/01/2024 (Medical - Kaiser HMO) (Elect)</p>	<div style="border: 2px solid orange; border-radius: 10px; padding: 5px 15px; display: inline-block;">Edit</div>