



## Processing a Life Event

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar life event, you can update your benefits to better fit your needs. Specific instructions for **Divorce** can be found on page 3.

### Processing a Life Event

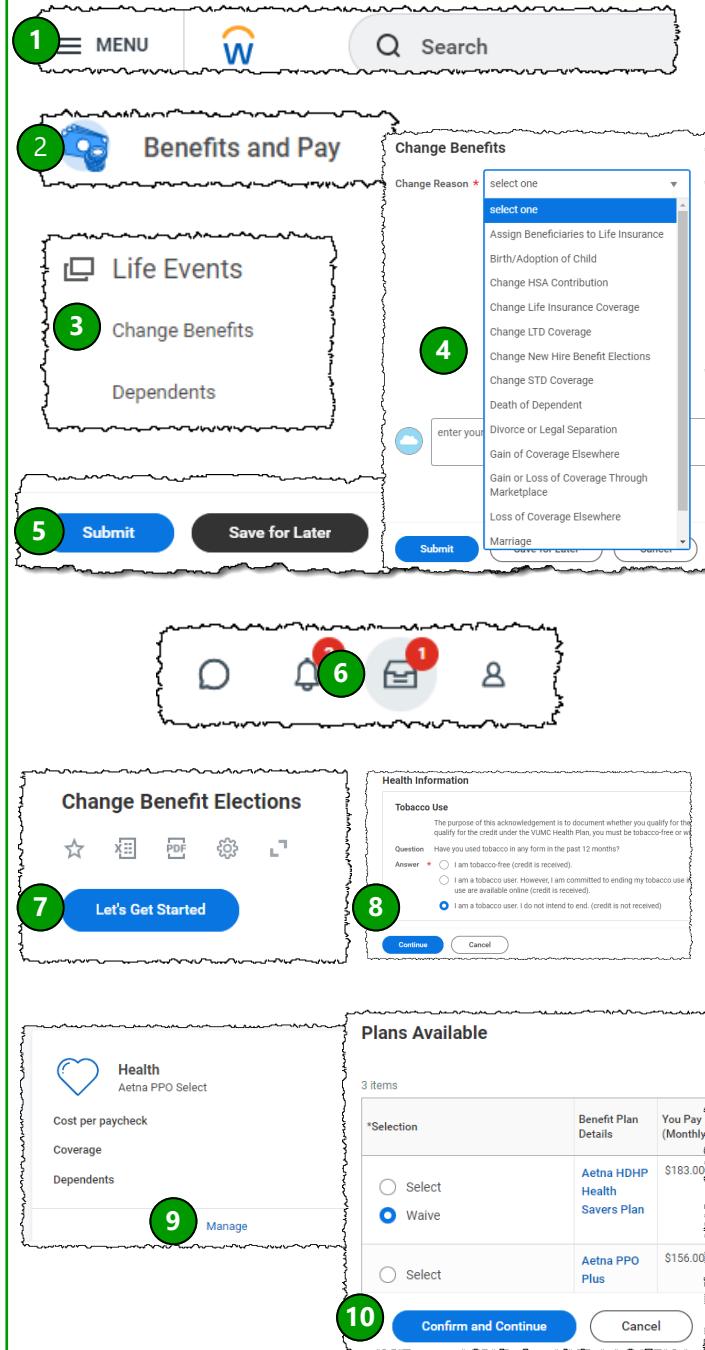
From your homepage:

1. Select **Menu**.
2. Select **Benefits**.
3. Select **Change Benefits**.
4. Use the Change Reason drop-down menu to select a **Change Reason** for the benefit change.
5. Select **Submit**.

*This now initiates an action item for you to make coverage changes.*

6. From the homepage, select **My Tasks**.
7. Select the **Change Benefit Election** action item and Select **Let's Get Started**.
8. Answer the Health Questionnaire for Tobacco Use and select **Continue**. Select **Continue** again to proceed with benefit selection.
9. Select **Manage** to update your elections.
10. Since we are Reporting a Life Event outside of open enrollment, you may only add or remove from the current elections you are enrolled in. Select **Confirm and Continue**.

**Note:** if you are completing a qualified life event from mid-October to December 21, you will need to complete your qualified event for the current benefits year. Then you will receive an open enrollment Workday event to update your next benefits year, as well.



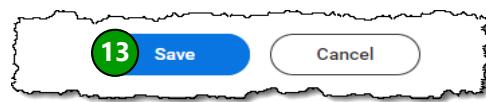


11. If you are adding a dependent that is not listed on your record, select **Add Dependent**. Then select **OK** to proceed.
12. Input all required information for dependent.
13. Select **Save**.
14. Enter the **Dependent's Social Security Number** and select **Save**.
15. Modify your remaining coverage options, if needed.
16. Once you have completed all coverage elections, select **Review and Sign**.
17. Now that your coverage elections are confirmed select the **Check Box** and proceed by selecting **Submit**.



**Personal Information**

12. Step 12 shows the 'Add My Dependent From Enrollment' form. It includes fields for Name (Country: United States of America, First Name: Chloe, Middle Name: Smith, Last Name: Smith, Suffix: ), Relationship (Spouse), Date of Birth (10/01/1989), Age (31 years, 3 months, 26 days), Gender (Female), Citizenship Status, Full-time Student (unchecked), Student Status Start Date, and Student Status End Date. The 'Save' and 'Cancel' buttons are at the bottom.



**Dependent Social Security Numbers 1 item**

| Dependent   | *Social Security Number   |
|-------------|---|
| Chloe Smith | <input type="radio"/> Social Security Number (SSN)<br><input type="radio"/> Reason SSN is Not Available |

14. Step 14 shows the 'Dependent Social Security Numbers' form. It lists 'Chloe Smith' and provides options for 'Social Security Number (SSN)' or 'Reason SSN is Not Available'. The 'Save' and 'Cancel' buttons are at the bottom.

**16 Review and Sign** **Save for Later**

I am making an election concerning the above described benefits. I authorize application is subject to any changes required to comply with federal or state tax laws.

I cannot revoke or change this election during the plan year unless there is a qualifying event. I understand that changing this election during the plan year may result in a tax liability.

I verify and affirm that the dependents enrolled for Health, Dental and/or Vision coverage are eligible. I understand that misrepresenting dependent eligibility is subject to disciplinary action, up to and including termination.

I Accept  17

enter your comment

17 **Submit** **Save for Later** **Cancel**



## Updating Benefit Elections: Divorce (All Employees)

This guide will provide how to effectively update your benefits in the event of divorce. Please follow the steps below to complete this process.

### Updating Benefit Elections: Divorce

From your homepage:

1. Select **Menu**.
2. Select **Benefits and Pay**.
3. Expand **Benefits**, and then select **Dependents**.
4. Select **Edit** beside the spousal record.
5. Select **Effective Date**, and then select **Change Dependent > Divorce** as the Reason.  
**Note:** *Effective Date* is the official date of divorce.
6. Scroll down to **Relationship** and change relationship from spouse to **Ex-Spouse**.
7. Select **Submit**.
8. This will automatically kick off the divorce event. The employee will see it in their My Tasks inbox and will enroll in benefits from there by selecting **Let's Get Started**.

