workday.

Working with Your Dependents

This document contains instructions in the following areas for working with your dependents' information:
- Overview
- Viewing Dependents
- Adding Dependents
- Editing Dependents
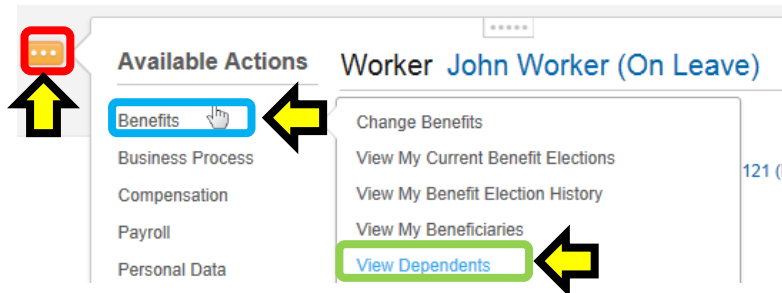- Deleting Dependents

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Overview of Dependents

Your dependents are objects within Workday that you are able to maintain within the system. Dependents can also be maintained "on-the-fly" when changing benefits (refer to instructions titled "Changing Your Benefits – Adding a Dependent" and/or "Changing Your Benefits – Removing a Dependent" for details).

There are many means to get to where you can work with your Dependents. Two methods will be shown in these instructions: using the Related Actions off of your Workday Profile screen and using the Workday Landing Page.
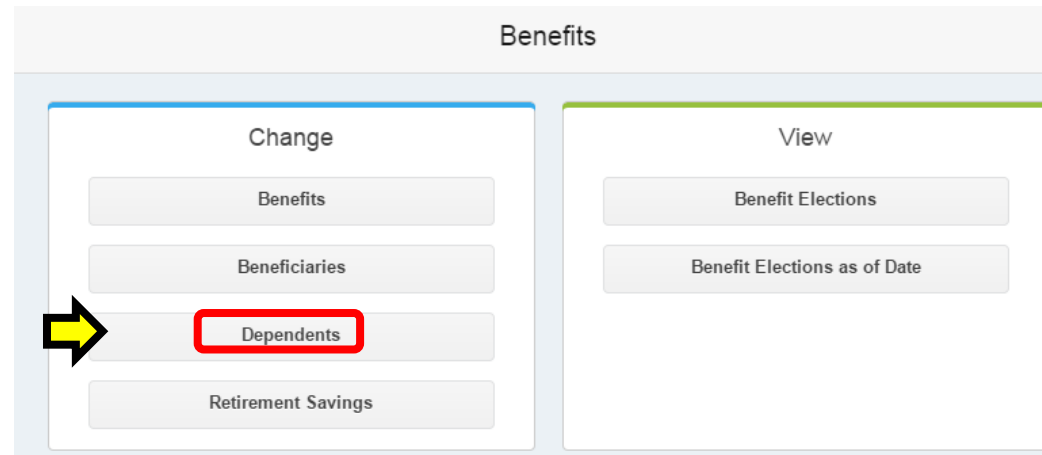
Workday Profile Screen

Select the related actions icon ->Benefits ->View Dependents

Workday Landing Page

Click the Benefits Worklet -> Change -> Dependents

Viewing Dependents

1. Your Dependents screen will appear listing any beneficiaries you have setup within the system. Click a dependent name to see more details about that dependent. The benefit elections for which a dependent is enrolled in are listed in the Benefit Elections column. The next pages in this document will detail how to add, edit, and delete dependents.

Dependents John Worker (On Leave) ⋯

Add

3 items

Dependent	Relationship	Age	Benefit Elections	
Annie Worker	Ex-Spouse	34 years, 0 months, 19 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Jake Worker	Child	5 years, 7 months, 26 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Jessica Doe	Legal Dependent	0 years, 4 months, 26 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit

Adding Dependents

1. Click Add to start the steps to add a dependent.

Beneficiaries John Worker ⋯

Add

workday.

Adding Dependents

2. Complete the Add My Dependent screen by filling out all required and any desired fields. When finished, click Submit.

Add My Dependent John Worker (On Leave) ⋯

An event reason is required for Dependent events. Please enter a valid reason from the selection list to proceed.

Dependent Options

Effective Date & Reason	Effective Date ★ 08/27/2014	✎
	Reason Dependent Change > Birth of a child	
Use your new dependent as a beneficiary?	Use as Beneficiary Yes	✎

Dependent Personal Information

Legal Name	Legal Name ★ Logan Worker	✎
Gender	Gender ★ Male	✎
Date of Birth	Date of Birth ★ 08/27/2014	✎
Citizenship	Citizenship Status Citizen (United States of America)	✎
Is this a full-time student?	Full-time Student No Student Status Start Date - Student Status End Date	✎
Relationship	Relationship ★ Child	✎
Is this a person with a disability?	Disabled No	✎

Contact Information

Primary Address	Address 3 Over There Street, Elizabethtown, PA 17022	✎
Additional Address	⊕	
Primary Phone	⊕	
Additional Phone	⊕	
Primary Email	⊕	
Additional Email	⊕	
Primary Instant Messenger	⊕	
Additional Instant Messenger	⊕	
Primary Web Address	⊕	
Additional Web Address	⊕	

Identifier Information

National IDs	⊕	
	Issued by Country United States of America National ID Type Social Security Number (SSN) Identifier ID Entered ★ 555-55-5555	✎
Government IDs	⊕	
Other IDs	⊕	

When you add a dependent your address may auto-populate. Do nothing if you would like to use your address for your dependent. If your dependent has a different address than you click the edit icon to modify the address for the dependent.

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Tips

enter your comment

Submit Save for Later Cancel View Comments (0) Process History Related Links

Adding Dependents

3. If you wish to add your new dependent to any of your benefit elections click To Do. Follow individual instructions in the "Changing Your Benefits – Adding a Dependent" documentation. If you will not be adding your new dependent to your benefits click Skip.

You have submitted Dependent Event: John Worker (On Leave) - LPN on 08/27/2014 ⋯

Up Next

John Worker

Change Benefit Elections

To Do   Skip

⊙ **Details and Process**

Done

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Editing Dependents

1. On your dependents screen click Edit to the left of the dependent that you wish to edit.

Dependents John Worker (On Leave) ⋯

Add

4 items

Dependent	Relationship	Age	Benefit Elections	
Annie Worker	Ex-Spouse	34 years, 0 months, 19 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Jake Worker	Child	5 years, 7 months, 26 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Jessica Doe	Legal Dependent	0 years, 4 months, 26 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Logan Worker	Child	0 years, 0 months, 0 days		Edit Delete

2. The dependent will open up in the Edit Dependent screen. Make the necessary changes (making sure all required fields are filled out) and click **Submit**.

| enter your comment | Submit | Save for Later | Cancel | View Comments (0)
Process History
Related Links |

3. Depending on the change reason you selected in the previous step your edit request may need to route to Human Resources for approval and you may be required to update your benefits and/or provide proof of the dependent change to Human Resources. Pay careful attention to the screens and notifications that appear.

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Deleting Dependents

1. On your dependent screen click Delete to the left of the dependent you wish to edit.

> NOTE:
> - You cannot delete a dependent that has benefits listed in the Benefit Elections section. You must complete the tasks in the "Changing Your Benefits – Removing a Dependent" document prior to being able to delete the dependent from this screen.

Dependents John Worker (On Leave) ⋯

[Add]

4 items

Dependent	Relationship	Age	Benefit Elections	
Annie Worker	Ex-Spouse	34 years, 0 months, 19 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Jake Worker	Child	5 years, 7 months, 26 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Jessica Doe	Legal Dependent	0 years, 4 months, 26 days	John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Dental - Delta Dental DEN Plan B) (Elect) John Worker (On Leave) Benefit Elections Active on 08/21/2014 (Medical - Highmark PPO Plan B) (Elect)	Edit
Logan Worker	Child	0 years, 0 months, 0 days		Edit Delete

2. The Delete Dependent screen will appear. Enter an effective date in the Effective Date field. Choose a reason in the Reason drop-down list. Enter a comment, if desired, then click Submit.

Delete Dependent Logan Worker

An event reason is required for Dependent events. Please enter a valid reason from the selection list to proceed.

Effective Date ★ 08/27/2014

Reason   ✖ Dependent Change > Dependent

enter your comment   [Submit] [Cancel]   View Comments (0)
Process History
Related Links

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Deleting Dependents

3. Depending on the change reason you selected in the previous step your dependent delete request may need to route to Human Resources for approval and you may be required to update your benefits and/or provide proof of the dependent change to Human Resources. Pay careful attention to the screens and notifications that appear.