

Workday- Adoption Event

Requesting Changes

If you would like to request changes to your some of your benefits you must complete the Adoption Event in Workday and submit the appropriate paperwork within 31 days of the adoption. 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 and then click the **Change Benefits** button
- Change Reason- “Adoption”
- Benefit Event Date- Date of adoption
- Attach supporting documentation
 - Documentation would be the documentation provided by the courts that show the adoption is final
- 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 whichever benefit you would like to add your dependent to.

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 *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

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 and vision insurance if needed. Click **Manage** under the benefits and then click the check mark next to your dependents name to add to the 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