

Workday- Birth Event

Requesting Changes

If you would like to request changes to your some of your benefits you must complete the Birth Event in Workday and submit the appropriate paperwork within 31 days of the birth. If you do not request changes within 31 days, you will need to wait until Open Enrollment.

This benefit event is intended to assist employees in adding a new dependent to existing MCHS insurance that they are currently enrolled in. If you need further assistance, please contact the HR Helpline at 715-387-5254 or ext.7-5254

- Click the **Menu** in the upper left corner of your Workday page
- Click the Benefits and Pay application then click the Change Benefits button
- Change Reason- Birth
- Benefit Event Date- Date of birth
- Attach supporting documentation
 - You will need to attach the birth certificate. If you are still waiting for the birth certificate to arrive, please contact the HR Helpline for assistance.
- Click Submit and then OK
- Click Let's Get Started:



To add dependent to insurance, click on the Manage button under Medical, Dental, or Vision

Review your benefit and then click the "Confirm and Continue" button



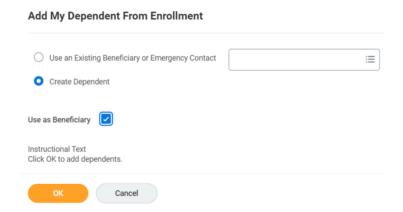
If you have not added your dependent's information into Workday already, click the Add New Dependent button:

Dependents Add a new dependent or select an existing dependent from the list below. Coverage * Employee + Family Plan cost (Monthly) Add New Dependent

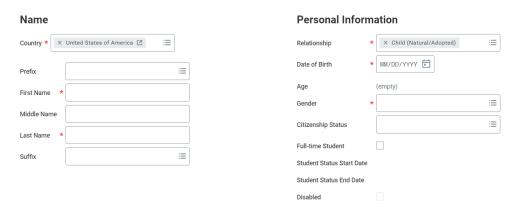
Then click on **Create Dependent** and if you would like to add them as a life insurance beneficiary later in the event, click the Use as Beneficiary button as well, then click **OK**:



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Enter any dependent information that has the red star next to it and then click Save:



This will add your new dependent to your first selected insurance. Click Save to continue.

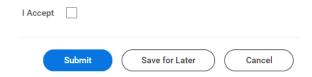
If you have already added your dependent's information into Workday, click **Manage** under medical and then click the check mark next to your dependents name to add to medical insurance. Then click **Save**.

Repeat for other insurances (if needed). Click **Manage** under the benefit 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**:



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**:





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