

Workday- Divorce Event

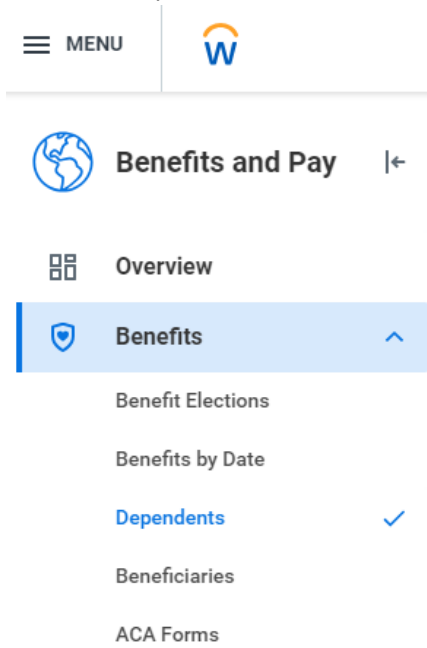
Requesting Changes

If you would like to request changes to some of your benefits you must complete the divorce benefit event in Workday and submit a copy of the divorce decree within 31 days of the divorce.

If you do not request changes and/or submit your **divorce decree** within the 31 days, you will need to wait until Open Enrollment.

This benefit event is to assist employees in removing their former spouse and/or dependent stepchildren from their existing MCHS insurance plans. If you are attempting to add MCHS insurance because you were removed from your former spouse’s insurance, please complete the Loss of Other Coverage event instead.

- Click the **Menu** in the upper left corner of your Workday page
- Click the **Benefits and Pay** application
- Click the dropdown arrow next to the Benefits and then click **Dependents**



- Click **Edit** next to your former spouse’s name
- Under Effective Date and Reason click on the pencil icon to update the effective date to the date your divorce was finalized
- Click on the search bar under Reason then click **Change Dependent** and then click **Change Dependent > Change Relationship Type**

Dependent Options

Effective Date & Reason

Effective Date * ↶ ✓


09/10/2021 📅

Reason ⋮

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- Scroll down to the Relationship and click the pencil icon to update the information from Spouse to Ex-Spouse

Relationship

Relationship * 

Spouse

- Click **Submit**
- Workday will prompt you to open the Divorce event and will automatically remove your former spouse from any insurance plans they were on. You will need to review and update your life insurance beneficiary information if you wish to remove them as a beneficiary.
- Click **Review and Sign**:

Review and Sign

Save for Later

1. Attach supporting documentation (your finalized divorce decree)
2. 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