Workday- Gain of Other Coverage Event

Requesting Changes

If you would like to request changes to your some of your benefits you must complete the gain of other coverage benefit event in Workday and submit the appropriate paperwork within 31 days of the new coverage start date. If you do not request changes within the first 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 then click the **Change Benefits** button
- Change Reason- Gain of Other Coverage
- Benefit Event Date
    - If new coverage starts at the beginning of the month, the effective date for the benefit event in Workday should be the first of the month
    - If new coverage starts mid-month, the effective date for the benefit event in Workday should be the first of the month following
- Attach supporting documentation
    - Documentation should include the type of insurance that has started, names of the individuals enrolled in that insurance, and the starting date of that insurance.
- Click **Submit**
- Click **Let's Get Started**:

Let's Get Started

1. Click on the **Manage** button under the benefit you would like to make changes to.
    - Click **Waive** if you are removing coverage completely for yourself and any dependents (if applicable).
        - Click the **Confirm and Continue** button

Confirm and Continue   Cancel

    - If you are just removing dependent(s), unselect them from coverage after clicking **Confirm and Continue.** Then click **Save.**
2. Repeat for any other insurance if needed.
3. Once you have finished, click on **Review and Sign**:

Review and Sign   Save for Later

4. 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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I Accept ☐

Submit   Save for Later   Cancel