

## Workday- Marriage Event

### Requesting Changes

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

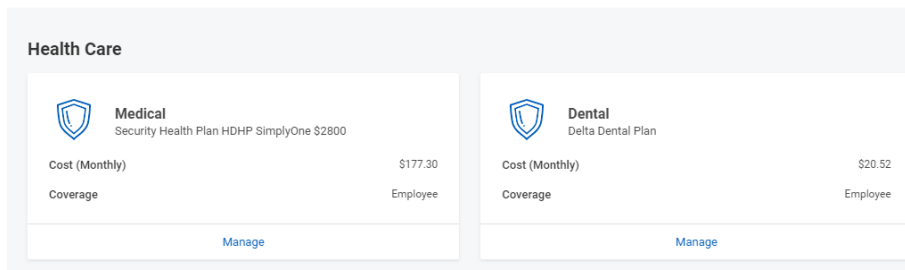
This benefit event is to assist employees in adding their new spouse and/or dependent stepchildren to existing MCHS insurance plans they are enrolled in. If you are attempting to remove your MCHS insurance because you were added to your new spouse's insurance, please complete the Gain of Other Coverage event instead.

If you do not request changes and/or submit your marriage license 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- Marriage
  - Benefit Event Date- Date of the marriage
- Attach supporting documentation (marriage certificate)
- Click **Submit** then **Open**
- Click **Let's Get Started**:

Let's Get Started

1. Click on **Manage** under the insurance you need to make changes to:



Health Care

Plan Name	Cost (Monthly)	Coverage	Manage
<b>Medical</b> Security Health Plan HDHP SimplyOne \$2800	\$177.30	Employee	Manage
<b>Dental</b> Delta Dental Plan	\$20.52	Employee	Manage

2. Click the **Confirm and Continue** button

Confirm and Continue

Cancel

3. Click **Add New Dependent** to enter any dependents you are needing to add to insurance and complete each section where the red star ( \* ) is located:

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### Add Dependent

Relationship \*

Use as Dependent

Use as Beneficiary

Inactive Date (empty)

Date of Birth \*

Age (empty)

Gender \*

Citizenship Status

Legal Name    Contact Information    National IDs    Additional Government IDs    Other IDs

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

4. Click **Save** and then repeat for any other insurance if needed.
5. Once you have finished, you can click on
6. **Review and Sign:**

**Review and Sign**

Save for Later

7. 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