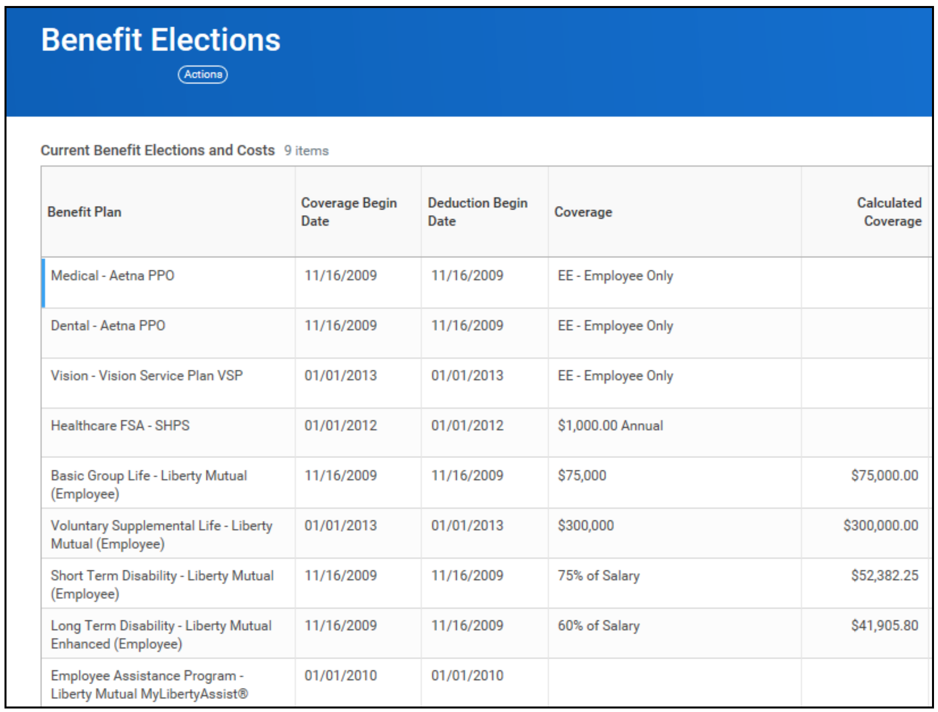
In Workday, you can manage your benefits by reporting coverage change events and viewing and editing your benefit elections. The university will define the steps to accomplish these objectives. This job aid covers generic events, so please contact the university's HR department or benefits representative if you have further questions.

View and Edit Benefit Elections

Employees can change benefit elections when a qualifying event occurs, such as a change in marital status, the birth or adoption of a child, or a beneficiary change.

From the Benefits application:

1. Click the **Benefit Elections** button under View.
2. Review your benefit elections and costs.



Benefit Elections

Actions

Current Benefit Elections and Costs 9 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage
Medical - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only	
Dental - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only	
Vision - Vision Service Plan VSP	01/01/2013	01/01/2013	EE - Employee Only	
Healthcare FSA - SHPS	01/01/2012	01/01/2012	$1,000.00 Annual	
Basic Group Life - Liberty Mutual (Employee)	11/16/2009	11/16/2009	$75,000	$75,000.00
Voluntary Supplemental Life - Liberty Mutual (Employee)	01/01/2013	01/01/2013	$300,000	$300,000.00
Short Term Disability - Liberty Mutual (Employee)	11/16/2009	11/16/2009	75% of Salary	$52,382.25
Long Term Disability - Liberty Mutual Enhanced (Employee)	11/16/2009	11/16/2009	60% of Salary	$41,905.80
Employee Assistance Program - Liberty Mutual MyLibertyAssist®	01/01/2010	01/01/2010		

3. Click your **Related Actions** Actions button.
4. Select **Benefits** > **Change Benefits**.
5. Enter all required information, denoted by asterisks, and make any permitted changes.
6. Click **Submit**.

Add Dependents

A dependent is an individual who receives benefits under your plan, such as a child or spouse.

From the Benefits application:

1. Click the **Dependents** button under Change.
2. Click **Add**.
3. Click the **Edit** icon or click in the field to modify. Asterisks denote required fields.
4. Click the **Add** button to add new information.
5. Click **Submit**.

> Note: If you add an additional dependent, you may need to update your Federal Tax elections, as well as your Benefit elections. If you add an additional beneficiary, you may need to update your Benefit elections.

View Dependents' Benefit Elections

From the Benefits application:

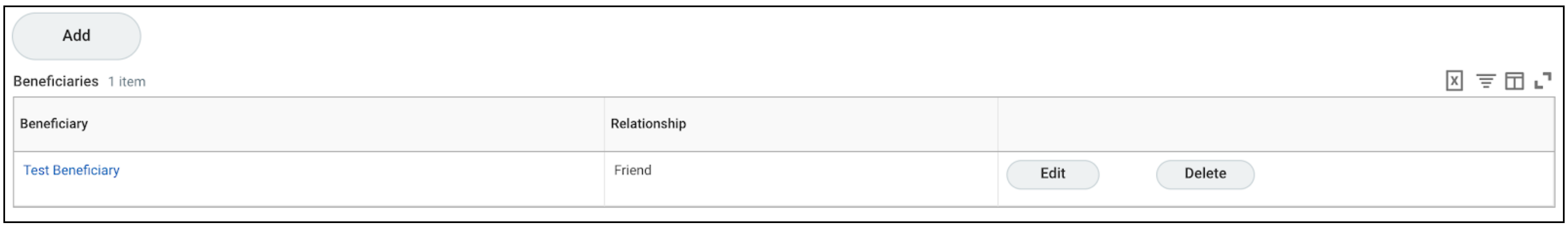
1. Click the **Dependents** button under Change.
2. Review your existing dependents and their benefit plan coverage.

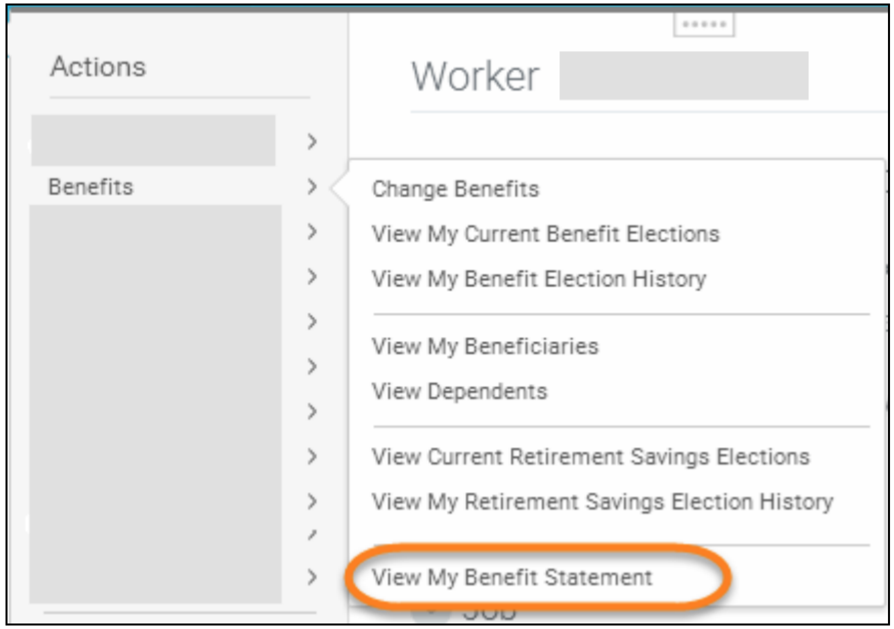
Manage Beneficiaries

A beneficiary is a designated individual who would receive your benefits if something were to happen to you. You can change, edit, and add beneficiaries from the Benefits application.

From the Benefits application:

1. Click the **Beneficiaries** button under **Change**.
2. View existing beneficiaries for enrollment benefit plans or modify the existing information by clicking **Edit**.
3. Click **Add** to add a new beneficiary. The Add Beneficiary page displays.
4. Select **Existing Dependent or Emergency Contact**, **New Person as Beneficiary**, or **New Trust as Beneficiary**.
5. Click **OK**.
6. Enter all required information, denoted by an asterisk.
7. Click **Submit**.





Print Benefits Statement

From the Home page:

1. Click the **Profile** menu > **View Profile**.
2. Click the **Actions** Actions button.
3. Select **Benefits** > **View My Benefit Statement**.
4. Click the **prompt** in the Benefit Event field.
5. Select the desired Benefit Event you would like to view and print.
6. Click **OK**.
7. Click the **Print** icon. The selected Benefit Event will open as a PDF document, which can be saved and printed.