Benefits: Report a Coverage Change Event

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 the steps of how to report a coverage change event in Workday, such as the birth or adoption of a child, marriage, or divorce.

**REPORT A COVERAGE CHANGE EVENT**

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar life event, you can change your benefits to better fit your needs.

From the Benefits application:

1. Click the **Benefits** button under Change.
2. Select the **Benefit Event Type**.
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3. Click the Calendar icon to enter the date of the Benefit event.

4. Attach required documents, if applicable.

5. Click Submit, then click Done. A task will route to your Inbox, if applicable.

6. Navigate to your Inbox.

7. Click the Benefit Event task.

8. Complete and continue through all required screens. Check the I Agree checkbox, if required, to provide an electronic signature, confirming your changes.

9. Click Submit.

10. Click Done to complete the task or Print to launch a printable version of the summary for your records.

Benefit Event Type

* Benefits Allowed to Change Anytime
  * Birth / Adoption of Child
  * Change Beneficiaries
  * Change Retirement Savings
  * Divorce
  * Employee / Dependent Gains / Loses Coverage from Another Source
  * Marriage

Benefit Event Date

Submit Elections By

(Empty)

Enrollment Offering Types

(Empty)