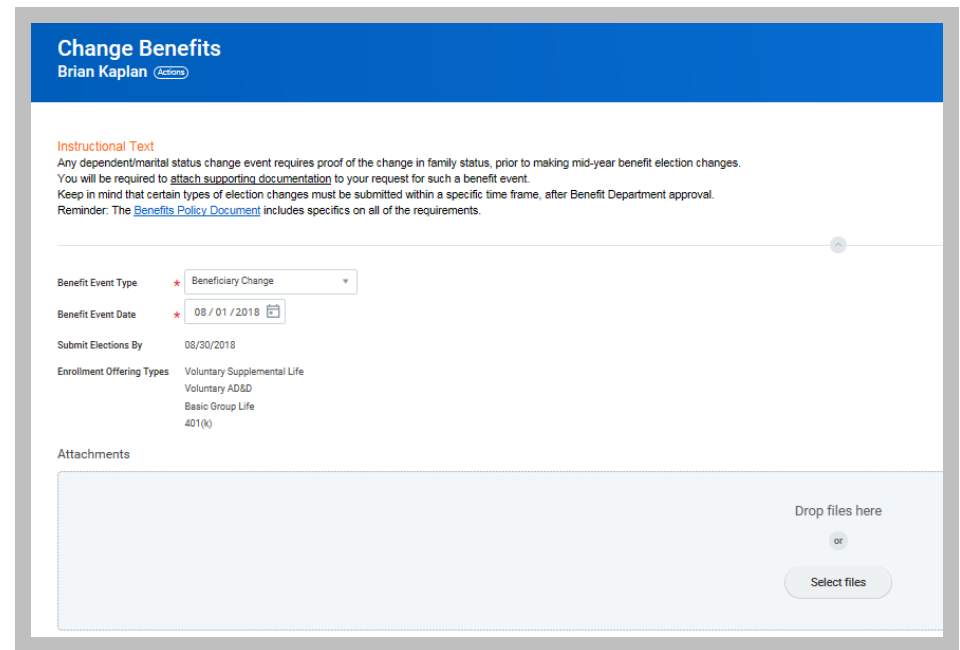
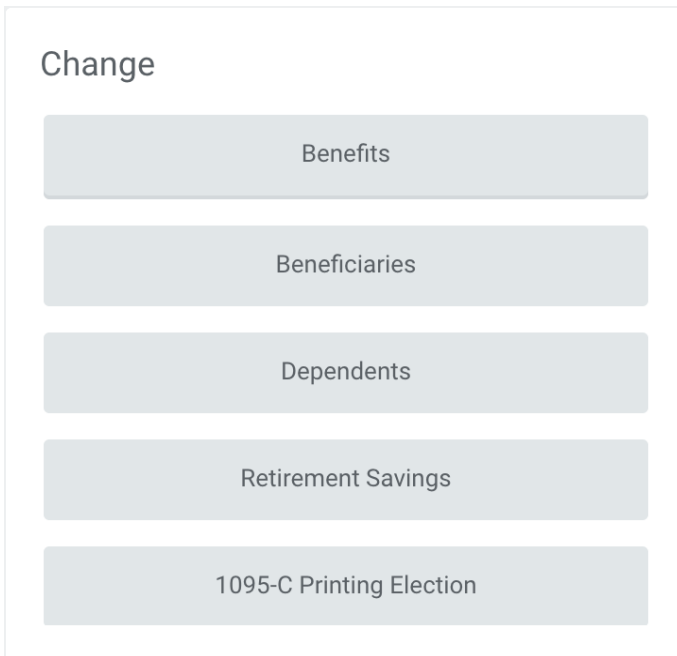


In Workday, you can manage your benefits by reporting coverage change events and viewing and editing your benefit elections. The university will define the steps to accomplish these objectives. This job aid covers the steps of how to report a coverage change event in Workday, such as the birth or adoption 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**.

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)