



IMPORTANT DETAILS ABOUT LIFE EVENT CHANGES

Federal law says you cannot change your benefit elections during the calendar year unless you have a qualifying life event such as a change in family or employment status. **Once the life event happens, you have 30 days to access Workday and change your benefit coverage levels.** Below is a list of qualifying life event scenarios that will enable you to change benefit coverage:

If your life event is.....		Required Documentation
Loss of health care coverage due to.....	Divorce	<ul style="list-style-type: none"> Divorce Decree or Certificate
	Legal Separation or Annulment (where allowed by state law)	<ul style="list-style-type: none"> Copy of agreed order or legal separation Certificate filed copy or divorce petition Affidavit of marital separation status
	Change in full time employment status	<ul style="list-style-type: none"> Written documentation from employer on company letterhead indicating change in full time employment status COBRA Continuation Coverage Election Notice from prior carrier Certificate of Credible Coverage
	Loss of employer sponsored insurance	<ul style="list-style-type: none"> Written documentation from employer on company letterhead indicating employer no longer providing insurance Certificate of credible coverage COBRA Continuation Coverage Election Notice from prior carrier
	Death of Dependent	<ul style="list-style-type: none"> Copy of death certificate Certificate of Credible coverage COBRA Continuation Coverage Election Notice from prior carrier
Change in employee or dependent eligibility due to.....	Marriage	<ul style="list-style-type: none"> Copy of signed marriage license Copy of marriage certificate
	Birth of child/children	<ul style="list-style-type: none"> Copy of birth certificate Copy of birth verification letter Copy of footprint certificate from the hospital
	Adoption of child/children	<ul style="list-style-type: none"> Copy of court order granting adoption or Adoption certificate
	Guardianship/court order	<ul style="list-style-type: none"> Copy of decree and order of appointment of guardianship of a minor or Letter of authority or guardianship signed by a judge
	A change in residence that affects you or your dependents' eligibility for health care coverage	<ul style="list-style-type: none"> Copy of rental agreement; or Copy of utility bill from former address (gas, electric, cable, phone, sewer, water)

If your specific life event is not listed, we will contact you for the required documentation.

QUICKSTART

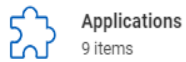
Life Event Changes



Read on for step-by-step instructions to complete your Life Event Change in Workday. You must follow all of the steps below in order to complete the change.

Step 1: SUBMIT YOUR LIFE EVENT CHANGE

Your life event must be initiated in Workday within 30 days of the actual event.



Career



Personal Information



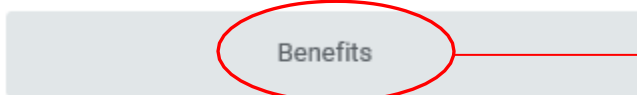
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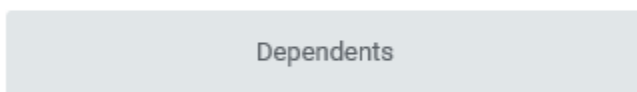
Benefits

Log in to **Workday** and click the **Benefits** icon

Change



Benefits



Dependents

Click **Benefits**

QUICKSTART

Life Event Changes



Instructional Text

Any dependent/marital status change event requires proof of the change in family status, prior to making benefit election changes. You will be required to [attach supporting documentation](#) to your request for such a benefit event. Reminder: Your election changes must be submitted within 30 days of the benefit event along with your supporting documentation.

The screenshot shows a form with the following fields and buttons:

- Benefit Event Type**: A dropdown menu with "select one" selected. A red arrow points to it from the right.
- Benefit Event Date**: A date picker with "MM / DD / YYYY" format. A red arrow points to it from the right.
- Submit Elections By**: A text field with "(empty)" as a placeholder.
- Enrollment Offering Types**: A text field with "(empty)" as a placeholder.
- Attachments**: A large area with "Drop files here" text, "or" text, and a "Select files" button. A red arrow points to the "Select files" button from the right.
- Comments**: A text area with "enter your comment" as a placeholder.
- Buttons**: "Submit" (highlighted in orange), "Save for Later", and "Cancel". A red arrow points to the "Submit" button from the right.

Choose the Life Event most applicable to you from the **Benefit Event Type** drop down menu, then choose the **Benefit Event Date** by clicking the Calendar.

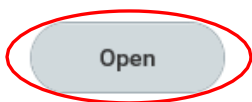
Drag and drop or upload any supporting documentation* for your Life Event Change

*No documentation is required to complete the life event for the birth of a child; but you are still required to provide a copy of the birth certificate when you receive it.

Click **Submit**

Once you have created the Life Event you will need to open the event to make the desired changes. Remember to list all of the dependents you wish to become or remain covered.

Step 1: SUBMIT YOUR LIFE EVENT CHANGE



Click **Open** to begin making your new benefit elections

> Details and Process

Once you have carefully reviewed the final summary page and you are satisfied with your new elections, scroll down to read over the disclosure statement and click **I Agree** to acknowledge your electronic signature and click **Submit**.

You can print or save a copy of your elections using the **Print** button at the bottom of your confirmation page. When you're finished, click **Done**.

The Total Rewards team will review all life event changes. If approved, changes will show in your Workday profile in the Benefits tab. Allow 7-10 business days to receive new benefits ID cards (as applicable). If the benefit event is denied you will be contacted by your local HR Business Partner.