FLORIDA TECH

workday.

Benefits – Adding or removing a Dependent

Overview

This process is for Employee who have an IRS qualified life event. Changes to benefits must be made within 30 days of the life event.

Before starting this process in Workday be sure to have any required documents as they will be required as uploads during this process.

Required Document* Examples -

Marriage Certificate, Divorce Decree, Insurance Coverage Effective Letter, Birth Certificate, or Insurance Coverage Effective Letter

Life event change reason details* -

a. Beneficiary Change – Select this to add a new person as a beneficiary
b. Birth/Adoption/Legal Child Custody
   i. Select this to add a child to current benefits
   ii. Must use the date of birth or adoption
   iii. Required - Birth certificate, hospital release document, or adoption agreement must be uploaded during this step
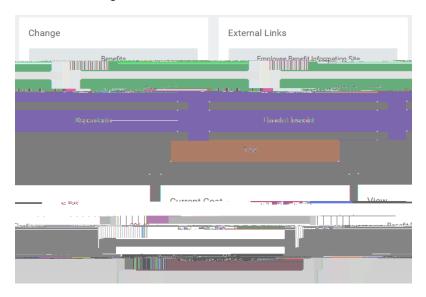   iv. This type of Life retep(m)-4(ent)10(*)-3(E)10(xam)4(p1rF-7)10( )]Tfs

      ii.   **Required**   Marriage Certificate must be uploaded during this step

      iii.   This type of Life Event must be completed within 30 days of the event
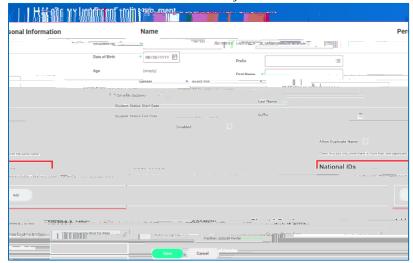
From Workday main screen

2. Select the Benefits Application, it looks like a shield.
3. Select the Benefits link in the Change box

4. Select a Change Reason - *must upload document to prove life event, see list above

Medical
Waived

Enroll

Medical
BlueCross BlueShield PPO

Coverage:
Dependents:

Attachments

Drop files here

Select files

18.