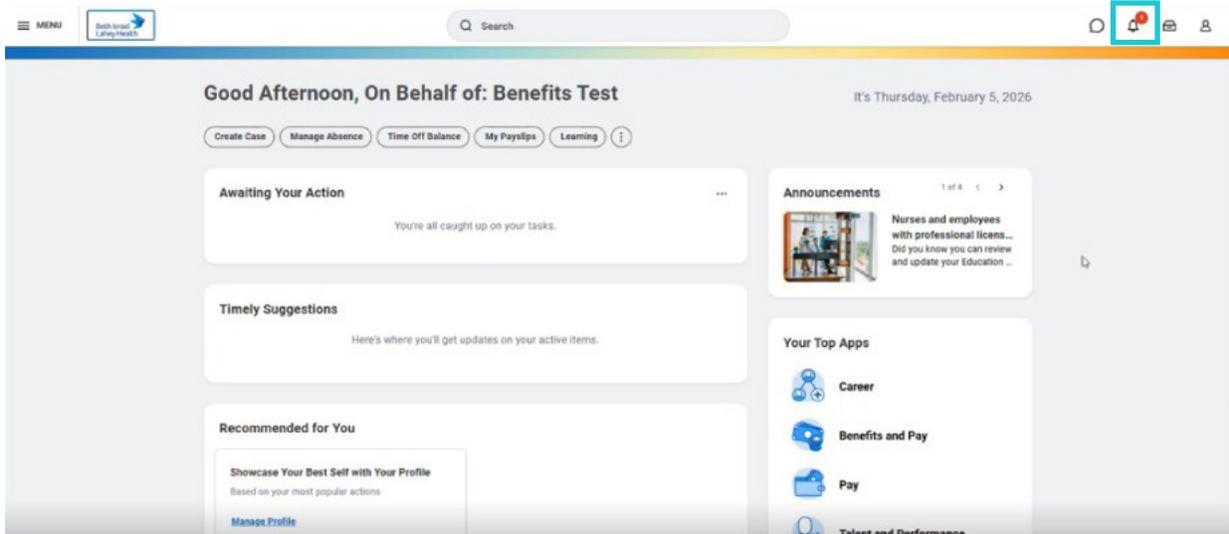
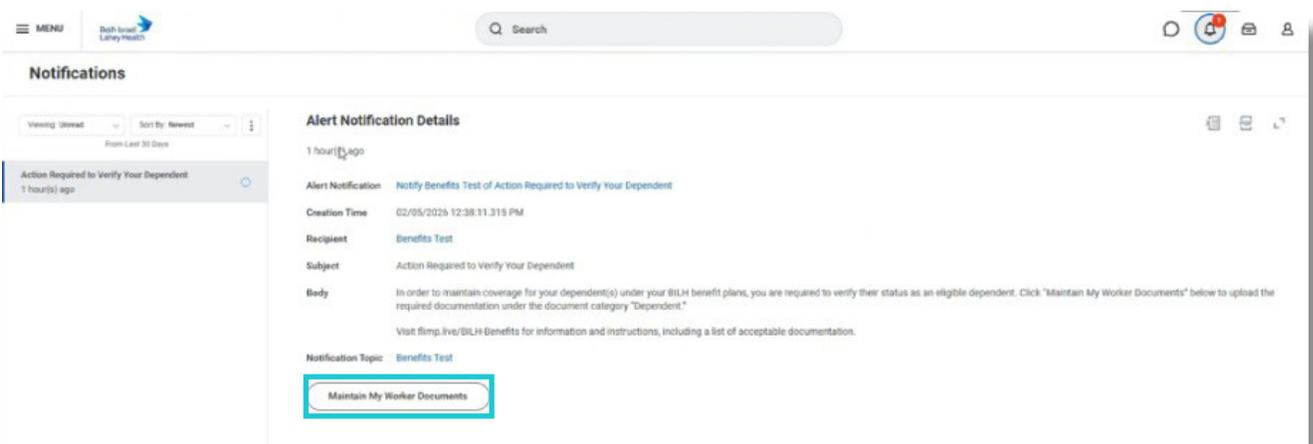


Uploading Dependent Verification Documents in Workday

- 1 Once the dependent verification window opens, you will see a **bell notification alert** in your Workday account. This will direct you along the process for submitting documentation.



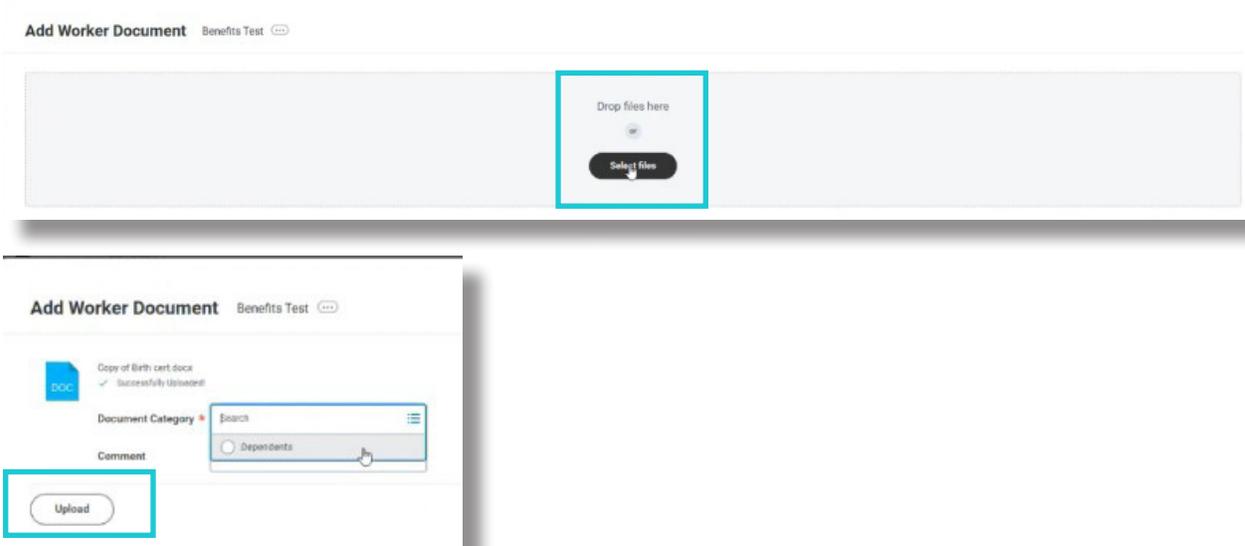
- 2 Click the button **"Maintain My Worker Documents"** within the alert. This will route you to where you can upload your documentation.



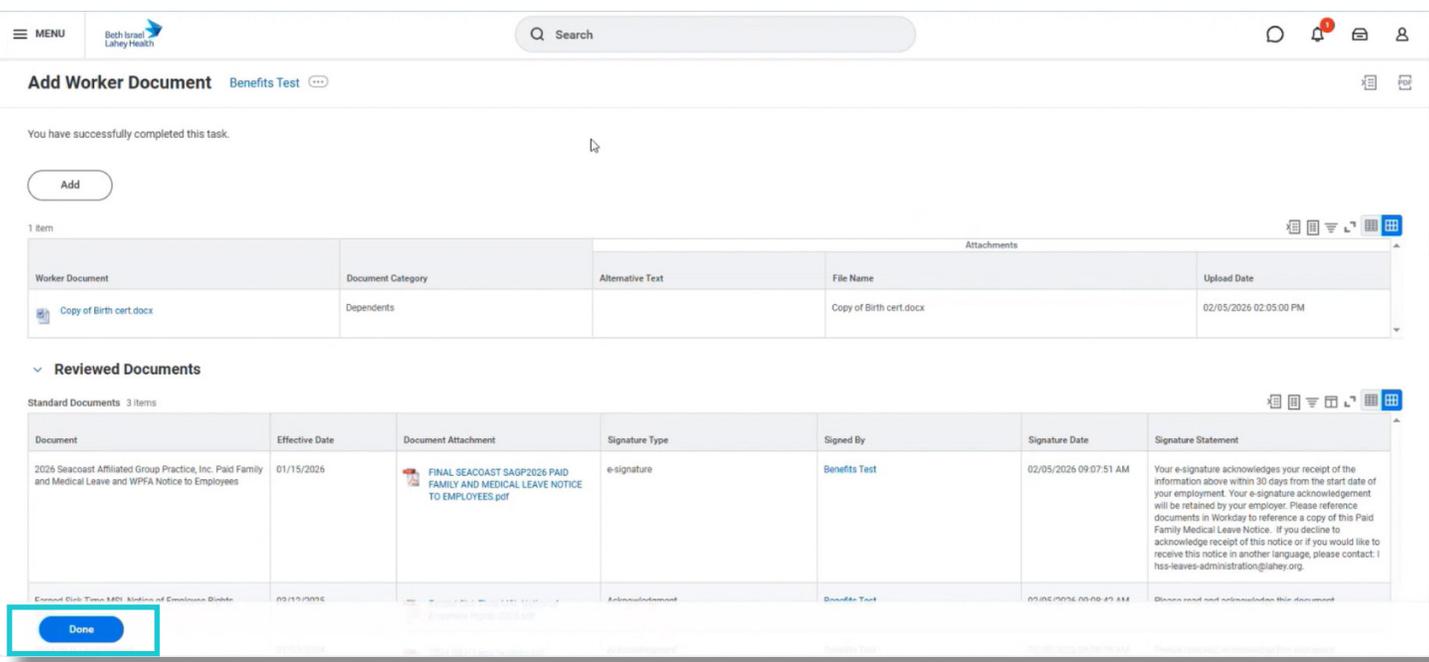
- 3 Click **"Add"** on the top left.



4 Drop or Select file to upload and press "OK". Then, select "Document Category." This should always be selected as "Dependents." Press "OK" if more documents need to be uploaded, then click the "Upload" button.

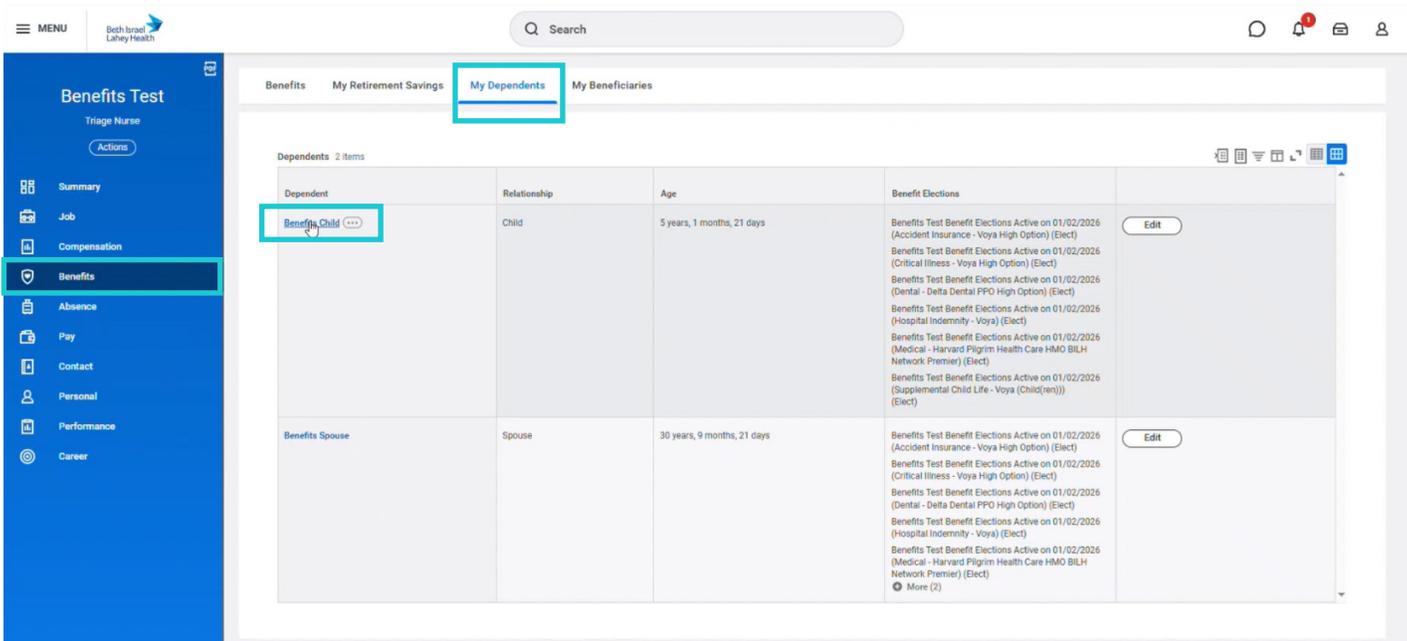


5 Now that the document is uploaded, press "Done" at the bottom.



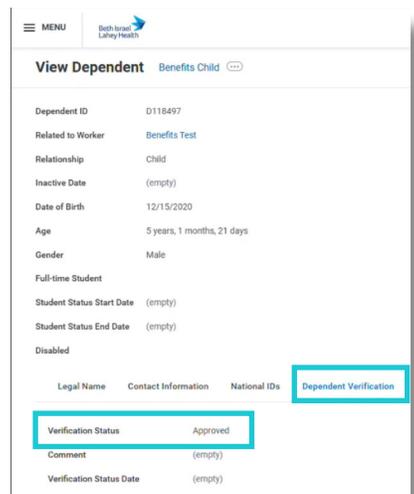
Checking your Dependent(s)' Verification Status in Workday

- 1 In Workday, navigate to your Profile, and click on the Benefits tab on the left-hand side.
 - A. Click on the **"My Dependents"** tab on the top of the screen.
 - B. Click on the dependent's name of who's status you want to review.



- 2 Once that dependent's profile pops up, you want to find the **"Dependent Verification"** tab at the bottom (this is the last tab, listed next to **"National Ids"**).

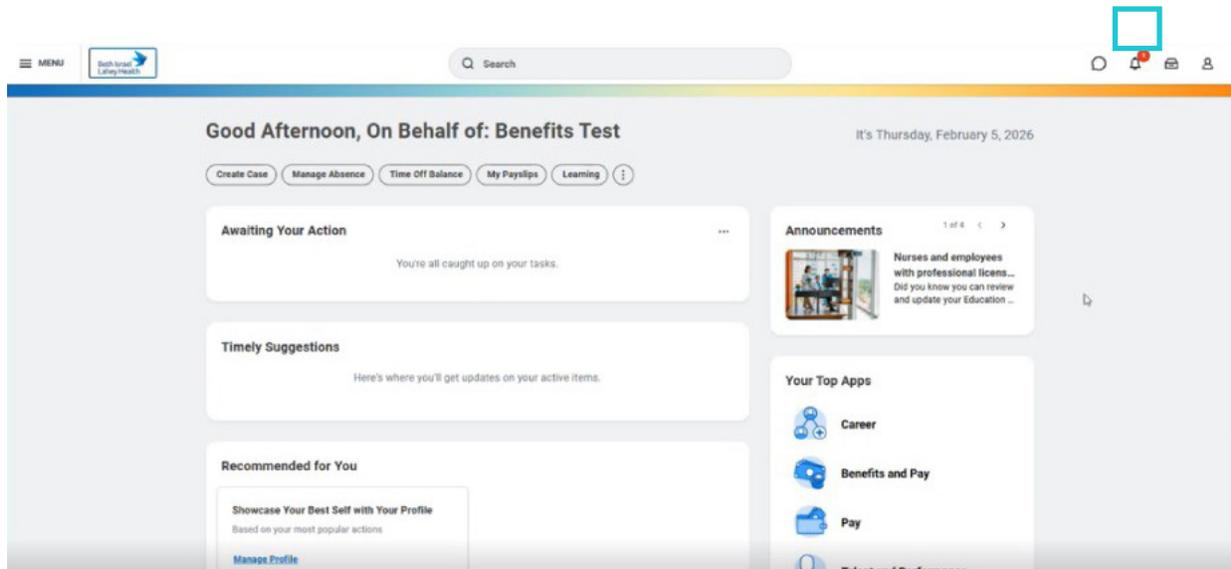
After clicking on the **"Dependent Verification"** tab, the verification status of **"Approved"**, **"Denied"** or **"Pending"** will be shown.



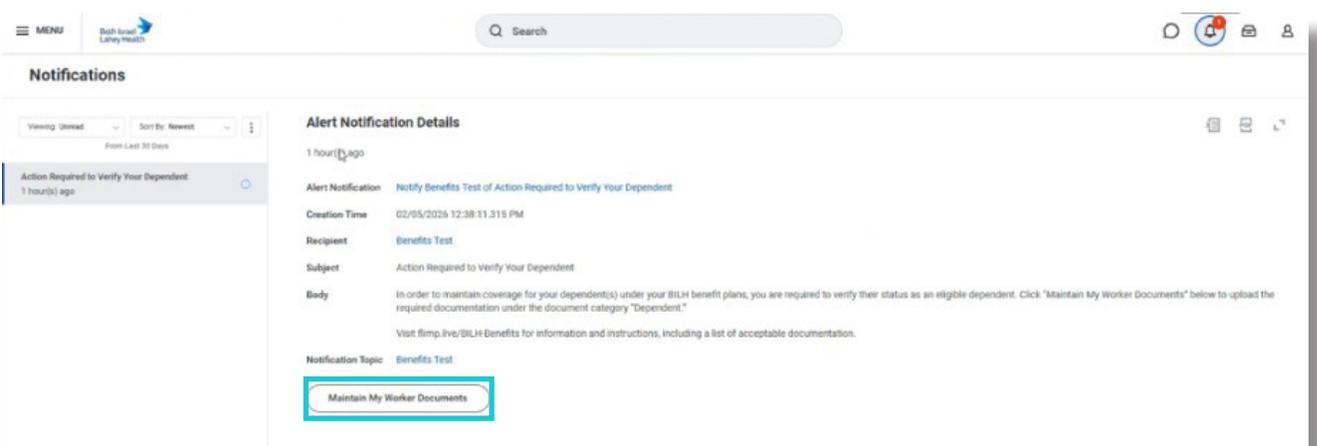
NOTE: If no Dependent Verification Tab is present, assume your dependent is not verified, or you do not have a dependent that needs verification.

Subir documentos de verificación de dependientes en Workday

- 1 Una vez que se abra la ventana de verificación de dependientes, verá **una notificación con forma de campana** en su cuenta de Workday. Esta le guiará a lo largo del proceso para enviar la documentación.



- 2 Haga clic en el botón **"Maintain My Worker Documents"** dentro de la alerta. Esto le llevará a la página donde podrá cargar su documentación.

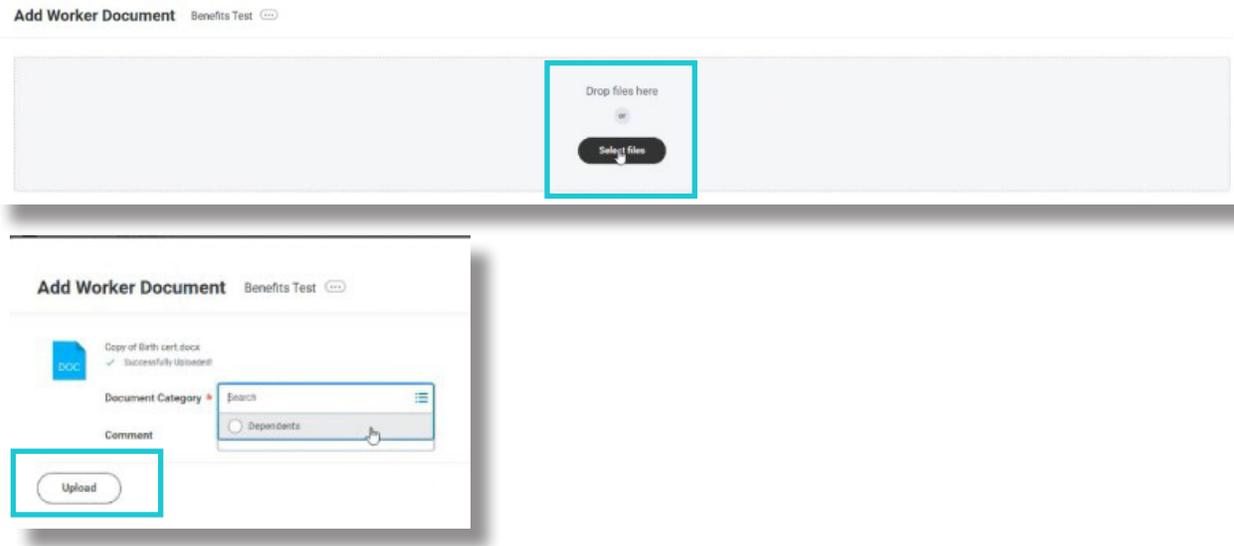


- 3 Haga clic en **"Add"** en la parte perior izquierda.



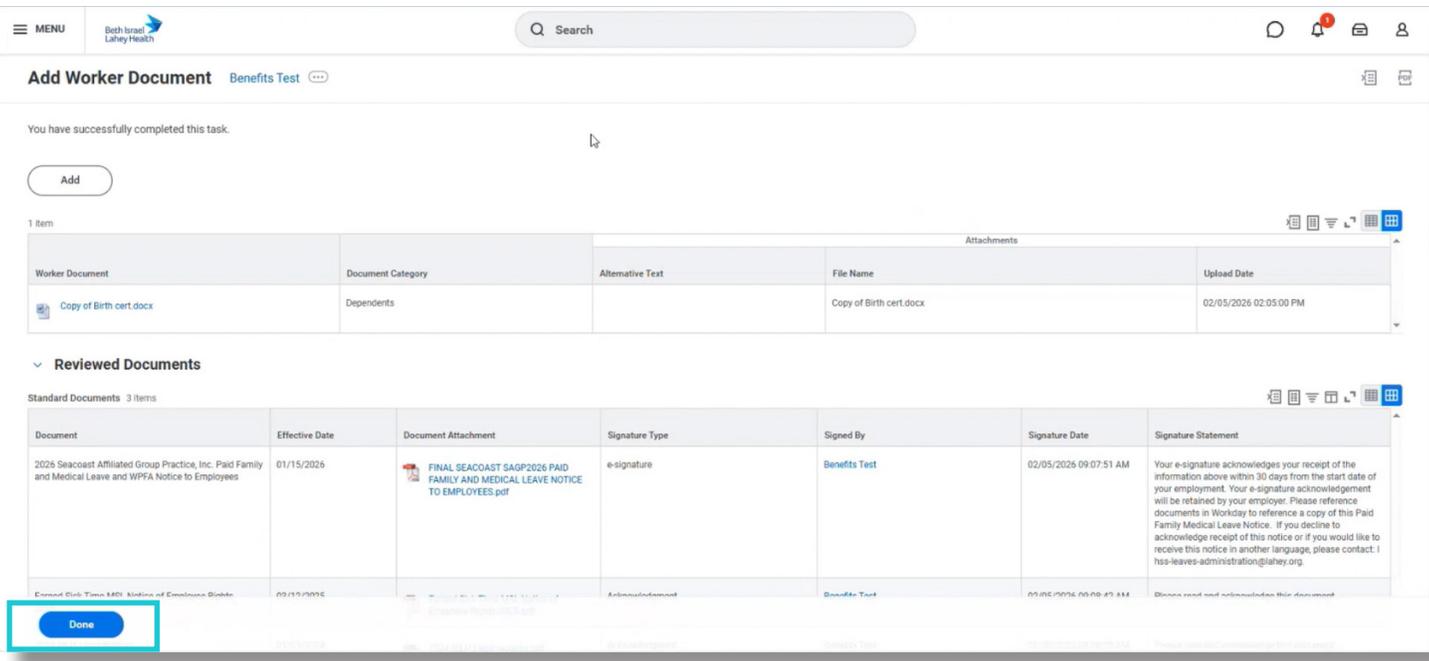
4

Sulte o seleccione el archivo que desea cargar y pulse "OK". A continuación, seleccione "Document Category." Esta opción siempre debe seleccionarse como "Dependents." Pulse "OK" si necesita cargar más documentos y, a continuación, haga clic en el botón "Upload."



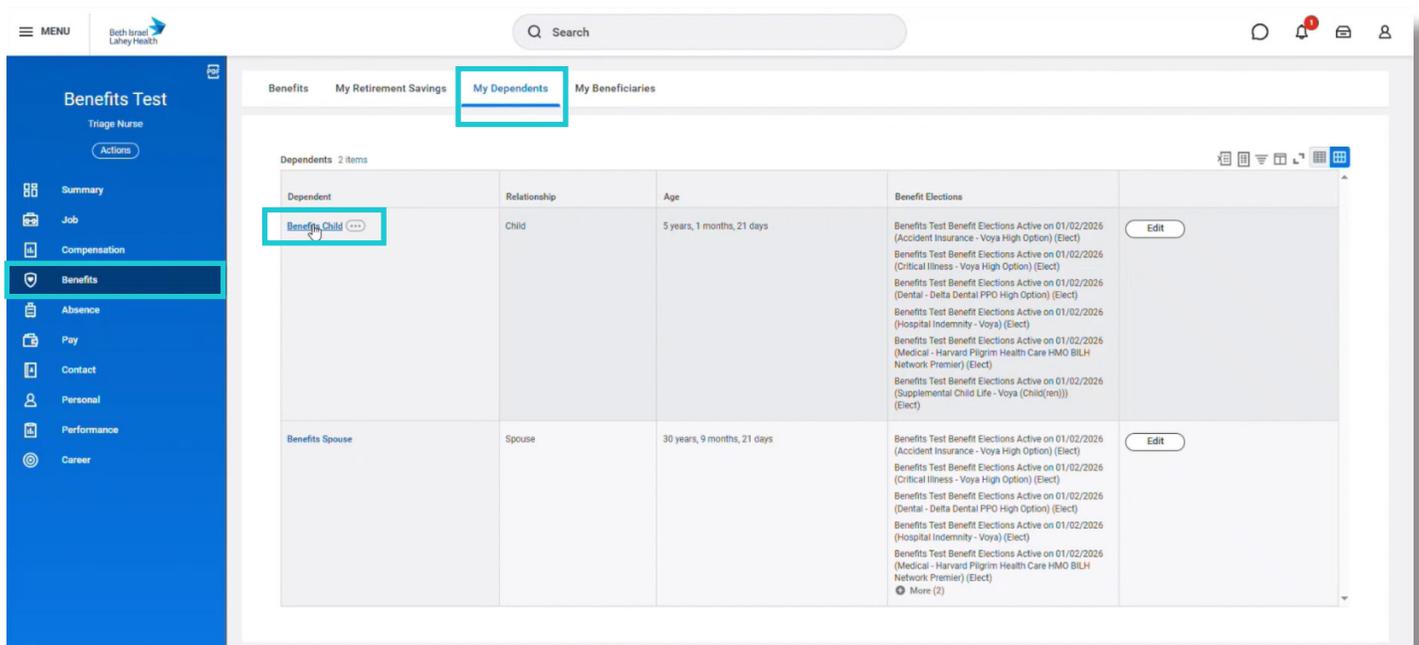
5

Ahora que el documento está cargado, pulsa "Done" en la parte inferior.



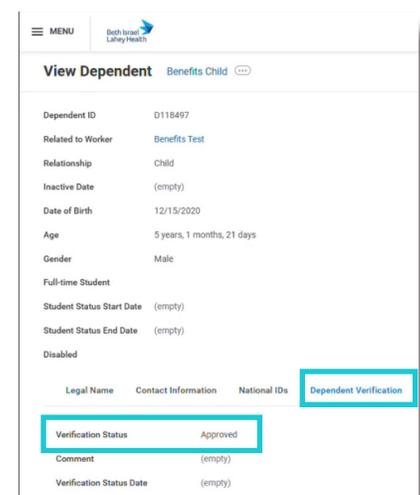
Comprobación del estado de verificación de sus dependientes en Workday

- 1 En Workday, vaya a su perfil y haga clic en la pestaña Beneficios situada en la parte izquierda.
 - A. Haga clic en la pestaña **"My Dependents"** situada en la parte superior de la pantalla.
 - B. Haga clic en el nombre del dependiente cuyo estado desea revisar.



- 2 Una vez que aparezca el perfil del dependiente, busque la pestaña **"Dependent Verification"** en la parte inferior (es la última pestaña, junto a **"National Ids"**).

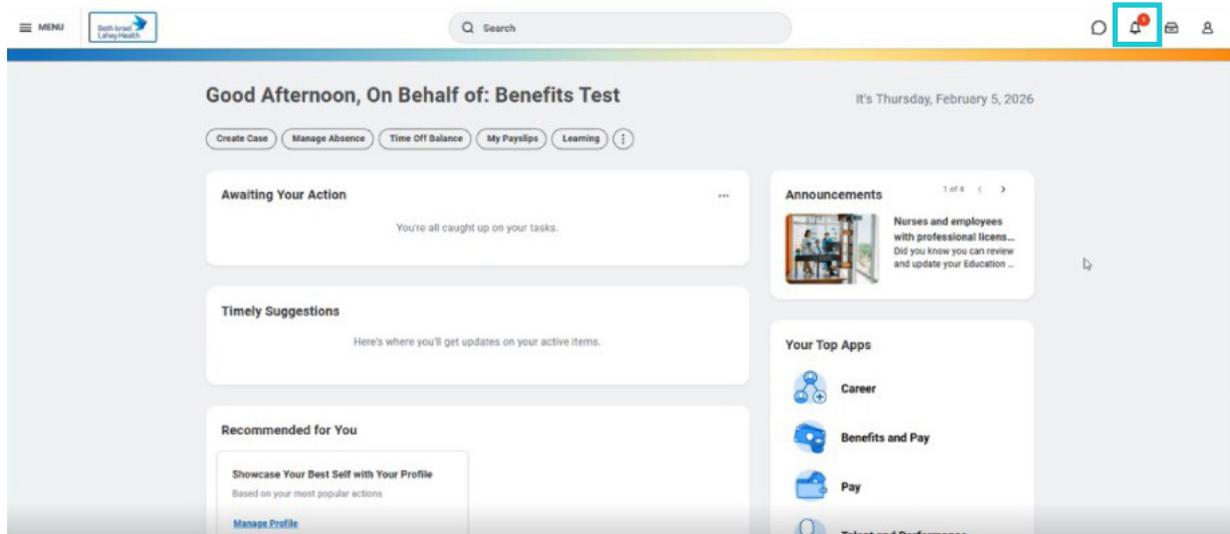
Después de hacer clic en la pestaña **"Dependent Verification,"** se mostrará el estado de verificación: **"Approved"**, **"Denied"** o **"Pending."**



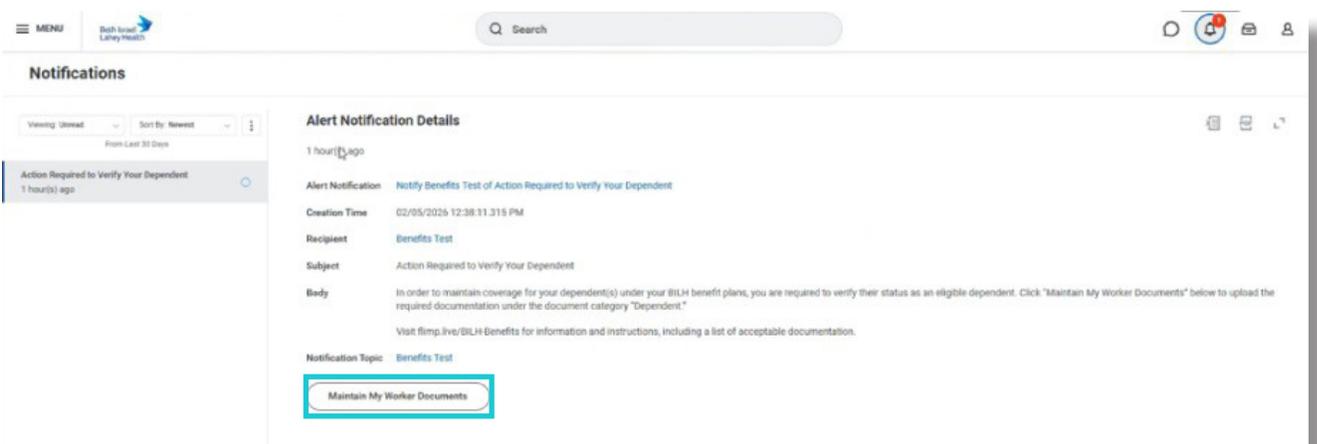
NOTA: Si no aparece la pestaña Dependent Verification, considere que su dependiente no está verificado o que no tiene ningún dependiente que requiera verificación.

Chaje Dokiman Verifikasyon Depandan nan Workday

- 1 Yon fwa fenèt verifikasyon depandan an louvri, w ap wè yon **Alèt notifikasyon klòch** nan kont Workday ou a. Sa a pral gide ou nan pwosesis pou soumèt dokiman yo.



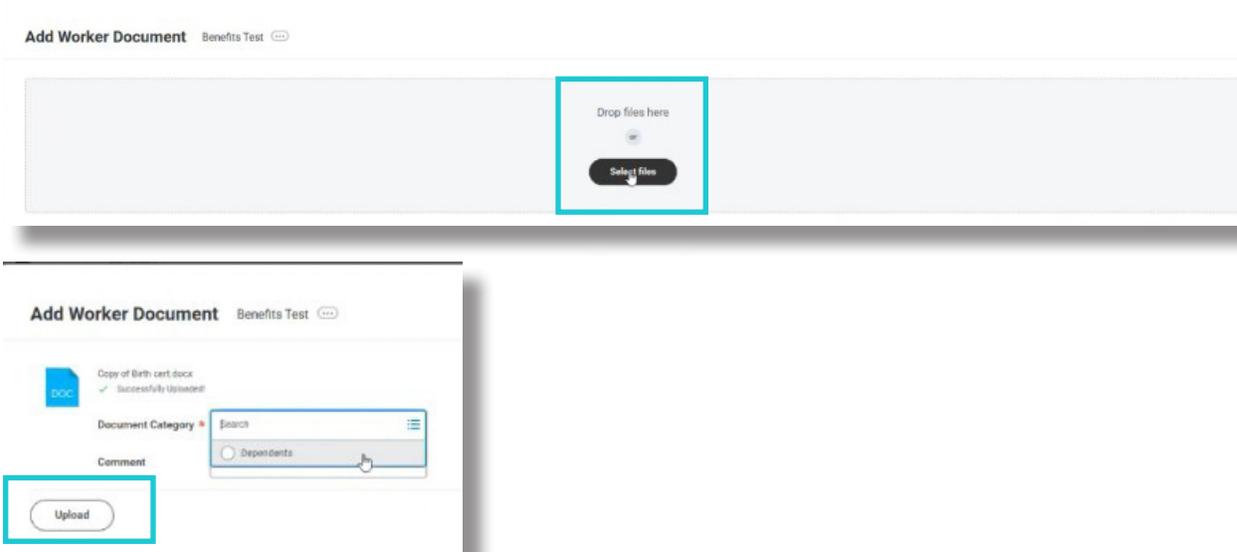
- 2 Klike sou bouton an **"Maintain My Worker Documents"** nan alèt la. Sa ap mennen ou kote ou ka telechaje dokiman ou yo.



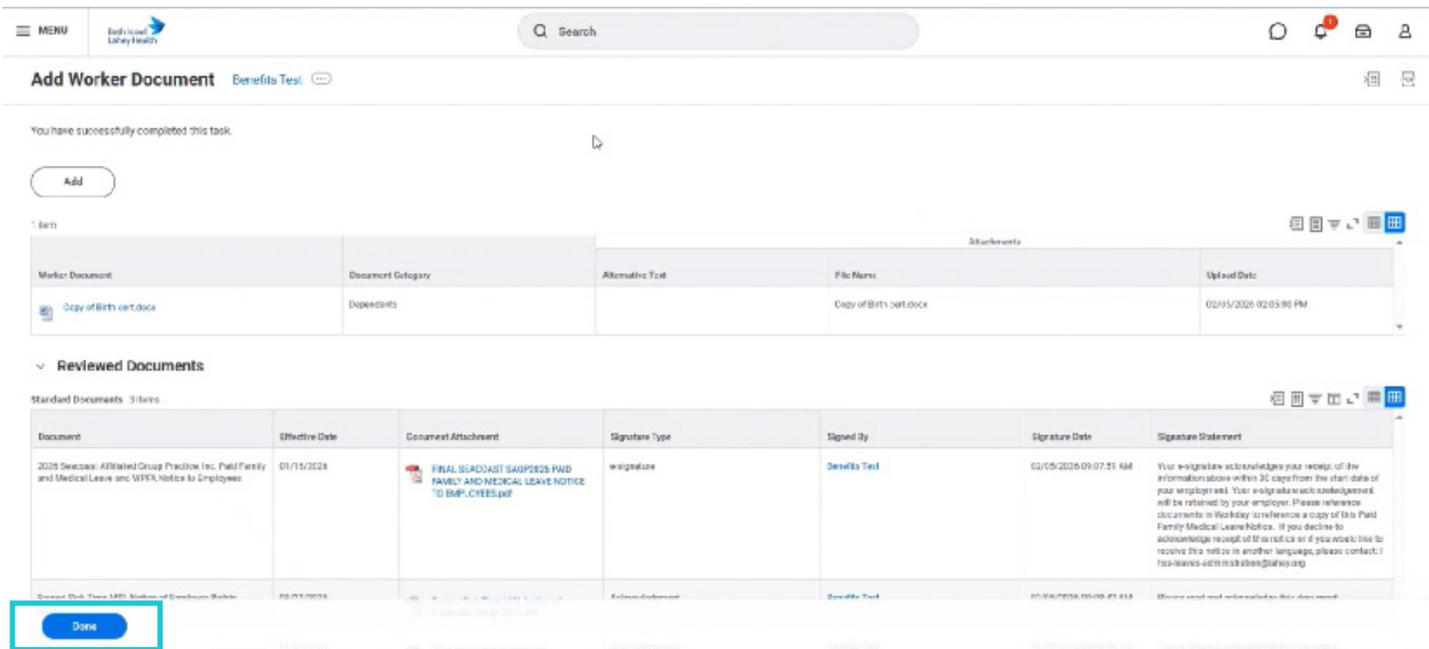
- 3 Klike **"Add"** anwo agoch.



- Depoze oswa chwazi yon fichye pou telechaje epi peze **"OK"**. Apre sa, chwazi **"Document Category."** Sa a ta dwe toujou chwazi kòm **"Dependents."** Lapwès **"OK"** si gen plis dokiman ki bezwen telechaje, epi klike sou **"Upload"** bouton.



- Kounye a ke dokiman an fin telechaje, peze **"Done"** anba a.

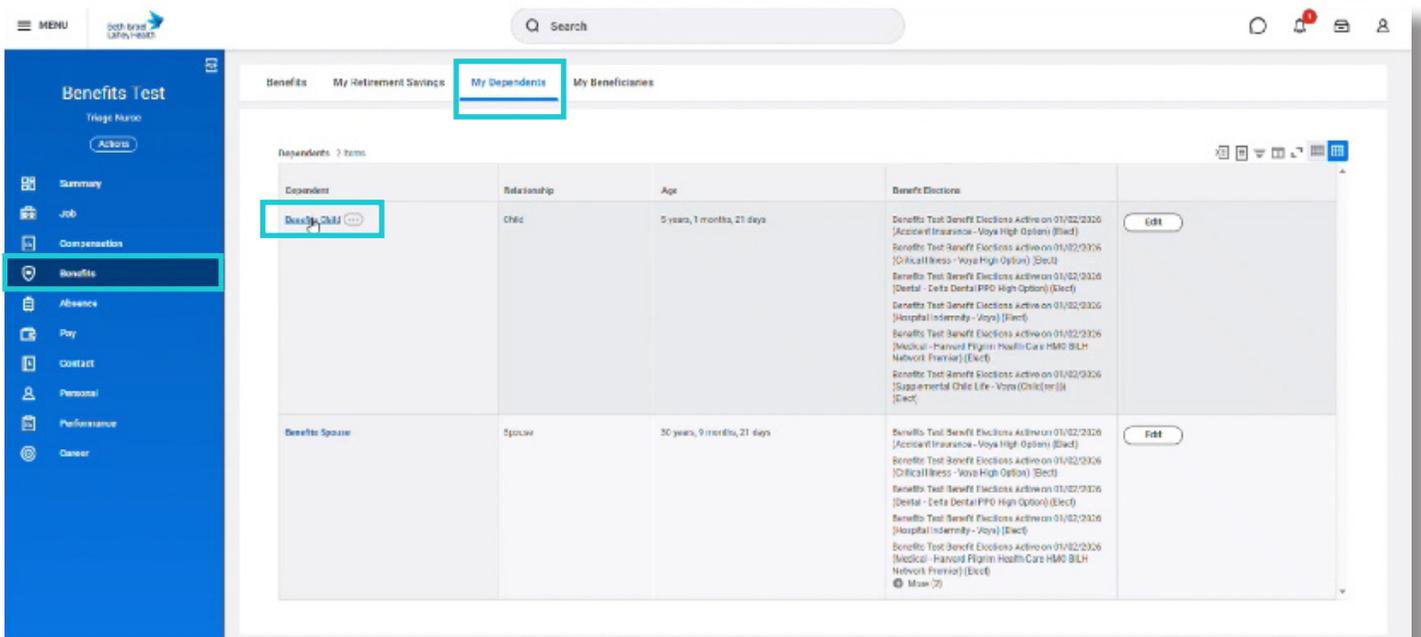


Tcheke estati verifikasyon depandan ou yo nan Workday

1 Nan Workday, navige nan Pwofil ou, epi klike sou tab Avantaj yo sou bò gòch la.

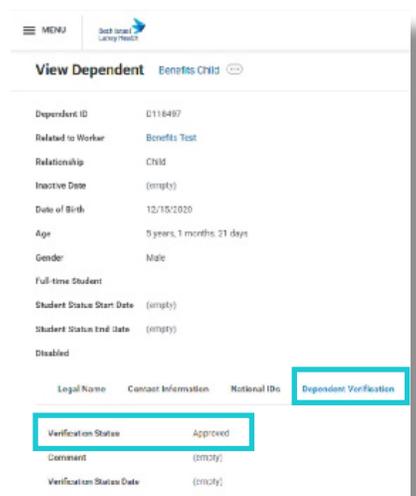
A. Klike sou **"My Dependents"** Tab ki anlè ekran an.

B. Klike sou non depandan an pou w revize estati li.



2 Yon fwa pwofil depandan sa a parèt, ou vle jwenn **"Dependent Verification"** tab ki anba a (sa a se dènye tab la, ki make bò kote **"National Ids"**).

Aprè ou fin klike sou **"Dependent Verification"** tab, estati verifikasyon an **"Approved"**, **"Denied"** oswa **"Pending"** ap parèt.



NÒT: Si pa gen onglet Verifikasyon Depandan, sipoze depandan ou a pa verifye, oswa ou pa gen okenn depandan ki bezwen verifikasyon.