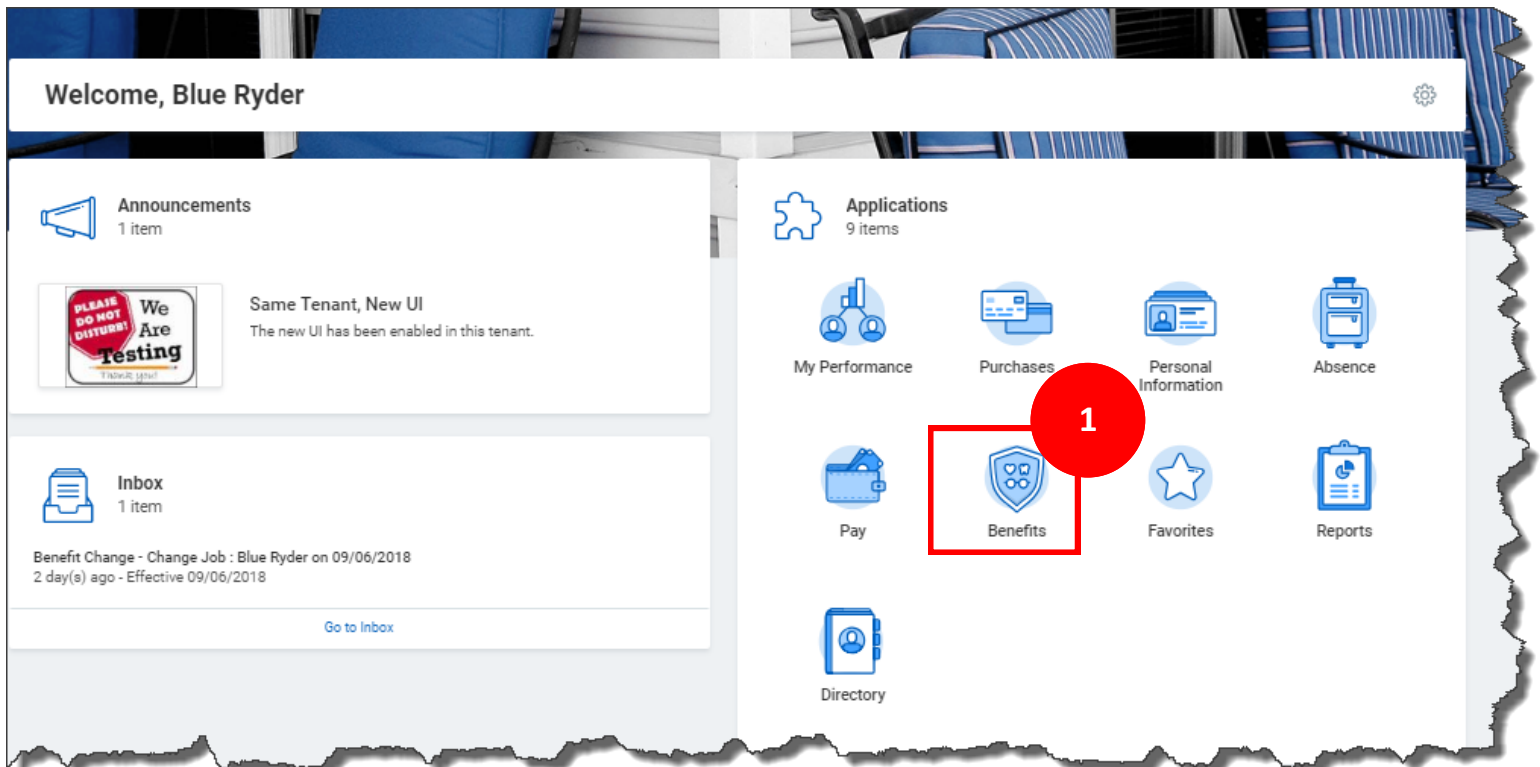


You can only make benefits changes outside open enrollment if you have a qualifying event. Please see your benefits partner about qualifying events.

Changing your benefits is a two part process. The first step is submitting the Benefit event type, which is telling Workday you want to make a change. The second step is completing your benefit election changes.

Part 1: Change Benefits

Step 1: Click on your benefits worklet.





Benefits

Changing Benefits

Team member

Step 2: Click on your benefits under the Change column.

← Benefits

Change **2** View

Benefits

Beneficiaries

Dependents

Benefit Elections

Benefit Elections as of Date

Current Cost

82.69

Step 3: Click on the Benefit Event Type.

Supporting documentation is required.

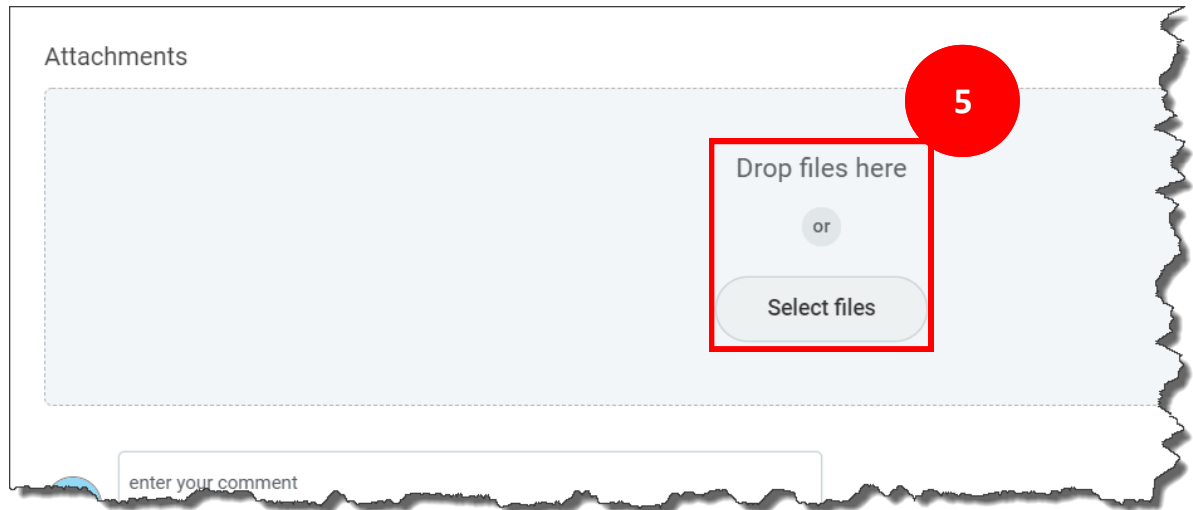
Benefit Event Type **3**

- * ☐ Birth / Adoption of Child
- ☐ Dependent Death
- ☐ Dependent Gains / Loses Coverage from Another Source
- ☐ Divorce / Legal Separation/ Remove Dependent
- ☐ Employee Gains/Loses Coverage from Another Source
- ☐ End of child's Medicaid/CHIP Eligibility
- ☐ Enrollment of child in Medicaid/CHIP
- ☐ Marriage

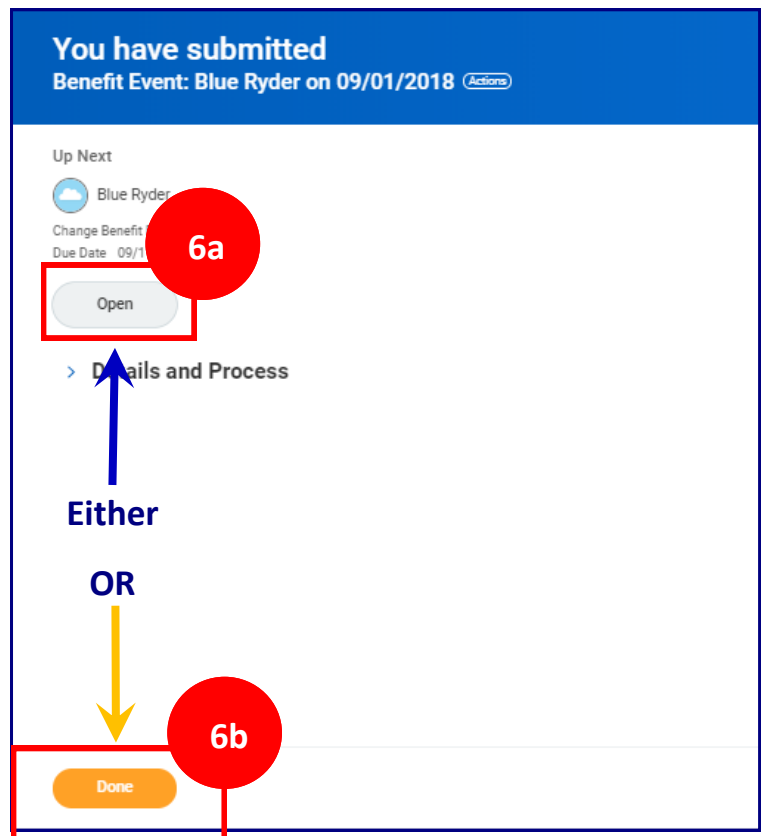
Step 4: Enter the Benefit Event Date.

Benefit Event Date **4** * MM / DD / YYYY

Step 5: Attach required documents by dragging and dropping the document to the attachment section, or searching for the file then click **Submit** at the bottom left of the



Step 6: You can either (A) click Open now and your form will open for you to complete, or (B) you can click done here and the event will be sent to your in box to be completed later.





Part 2: Completing your Benefit changes

Once you have submitted the Benefit Event Type, you then need to complete the Change Benefit Elections event. If you didn't click open on the last screen, this will be in your Workday Inbox

The Benefit Event Type determines what changes you may make to your benefits.

Note: You can only make changes that coincide with benefit event type selected.

If you are adding a dependent, please see the Adding a Dependent Job aid .

Change Benefit Elections Birth / Adoption of Child for Blue Ryder - Step 1 of 3 Actions

Event Date 09/01/2018
Initiated On 09/09/2018
Submit Elections By 10/01/2018
13 hour(s) ago - Due 09/11/2018; Effective 09/01/2018

• Please note that if you wish to enroll in Five Star Senior Living's health insurance plan, you must actively enroll in the plan you want. In addition, to add dependent given to you by your HR Partner at orientation.

> Health Care Plan Dependencies

Health Care Elections 5 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Value Plan - United HealthCare CDHP	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Premium - United HealthCare CDHP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee Only
Dental - United HealthCare DPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee Only
Vision - VSP VIS Choice Plan	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee Only
Vision - VSP VIS Signature Plan	<input type="radio"/> Elect		

Continue Save for Later Cancel

To complete your changes, make sure you go through each page and click continue at the bottom. Then review your changes, agree to the electronic signature and click submit.