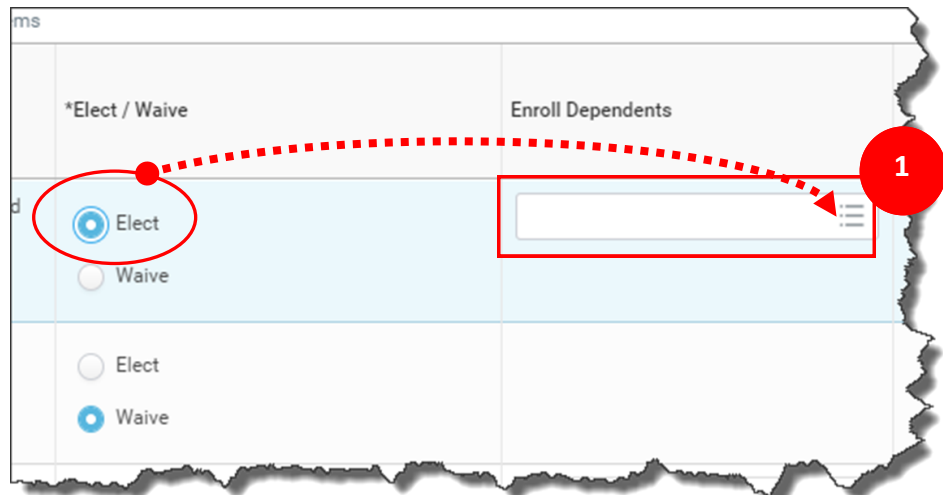# Adding Dependents

Team member

Dependents can only be added/changed to benefits when a Team Member is first eligible to enroll or during Open Enrollment unless the Team Member has a Qualifying Event, such as Birth/Adoption, Marriage, or Divorce. If you have a Qualifying Event and are unsure how to proceed, please see your HR Partner for assistance, and /or reference the "Changing Benefits Job Aid located on the Team Member Resource Site.

Whether you are adding a dependent when you are first eligible, during Open Enrollment, or because of a Qualifying Event, you add them from the "Health Care Plan Dependencies" screen in the Workday Benefit Event. This is the same screen where you make your benefit elections.

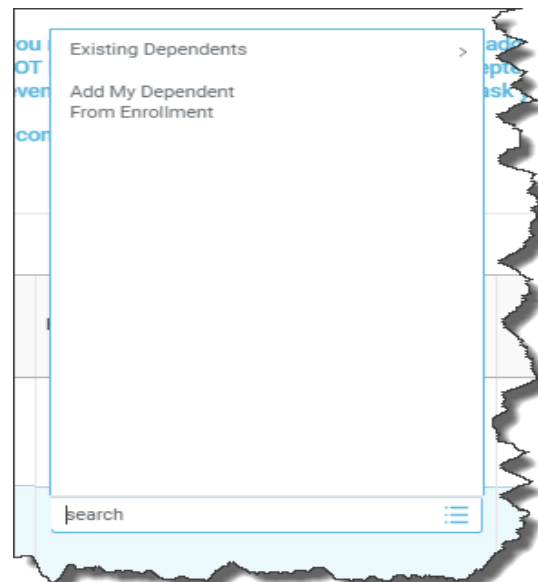**DO NOT** add dependents outside a benefits event. Doing so will not enroll them.

Note: You can only add dependents to elected coverages and you must elect coverage before you are able to add the dependent in the "Enroll Dependents" column. Once you have made a plan election a box appears in the "Enroll Dependents" column.

Step 1: Click on the three line icon to add dependents.

You will be able to either enroll an "Existing Dependent" or "Add My Dependent From Enrollment" if the dependent is not already entered in Workday.
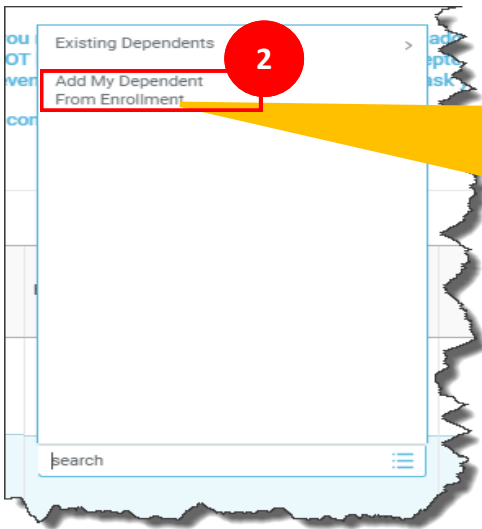
★ *Once entered into Workday, the Dependent immediately becomes an "Existing Dependent", and does not need to be entered again.*

Adding a New Dependent

Note: You will only need to add a "new" dependent once in Workday.

**Step 2:** Click on **"Add My Dependent From Enrollment."**

Add My Dependent From Enrollment.

Step 3: Workday will ask if you wish to use the Dependent as a Beneficiary. Please note that Five Star does NOT store beneficiary information in Workday. YOU MUST SELECT NO TO ADD A DEPENDENT. If you click "Yes", you will not be able to complete the enrollment.

Note: Five Star does not store beneficiary information in Workday.

If you wish to change your beneficiary information, please see your HR Partner.

Add My Dependent From Enrollmen

Use your new dependent as a beneficiary?

◯ Yes

◯ No
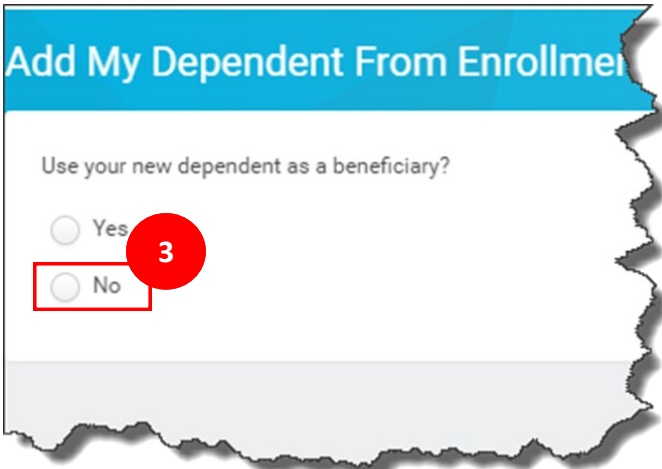
Step 4: You will be required to complete the demographic information for your dependent marked with a red asterisk (*). These required fields in the first section are as follows: Country, First Name, Last Name, Relationship, Date of Birth, and Gender.

Add My Dependent From Enrollment

Name

Country *	✕ United States of America
Prefix	
First Name *	
Middle Name	
Last Name *	
Suffix	

Personal Information ④

Relationship *	
Date of Birth *	MM / D
Age	(empty)
Gender *	select
Citizenship Status	
Region of Birth	
Full-time Student	☐
Student Status Start Date	
Student Status End Date	
Disabled	☐

Step 5: It is preferred that you enter the National ID (SSN) on this page by clicking "Add," however, it is not mandatory. If you do not provide you will be asked for a reason not provided later in the enrollment process.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

⑤ Add

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Step 6: You are able to use the existing address of the Team Member or you may manually fill out the correct address by clicking on "X" in the field you need to edit.

After you've entered the information on this page, click [OK] at the bottom left to be brought back to the Health Care Elections screen so you can continue with your elections.

Adding an Existing Dependent

Remember – once you've added your dependent ONCE in Workday, the dependent is in the system. For instance, if you selected "Add My Dependent From Enrollment" for medical you can add that dependent using "Existing Dependents" for dental and vision.

Step 1: Click on the three line icon to add dependents.

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Step 2: Click on the **"Existing Dependents."**

Existing Dependents
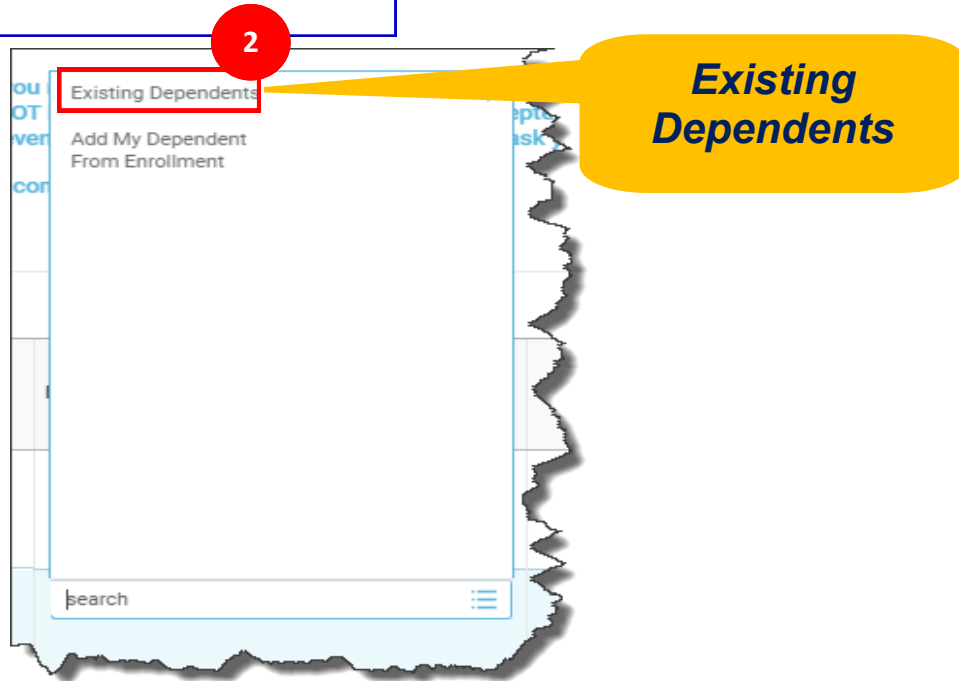
Step 3: A drop down appears listing the dependents already in Workday. Click the box for those dependents you wish to enroll in benefits.

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Request for Social Security Number

After you make your elections you will be prompted for missing SSNs. Please enter the SSN or enter a reason the SSN is not available by typing the reason in the box provided . Note: This is not a drop-down box. After you have entered the information click **Continue** at the bottom left of the page.

You have Dependents covered under your Health Care plans without a Social Security Number. You must enter their Social Security Number or choose Not Available if ...
You must follow up with the Benefits Department to update this missing information.

Dependent IDs 1 item

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Jody Arron	Social Security Number (SSN)	⭘ Identifier ID Entered - - ⭘ Reason ID is Not Available

Review

After you submit your elections, be sure to Review your elections closely before clicking "I Agree" and "Submit." Only those dependents listed in the "Dependents" column will have coverage. Click "Go Back" if you need to make any changes. **Once you click "I Agree" and "Submit" no changes can be made.**

Elected Coverages 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents
Medical - Value Plan - United HealthCare CDHP	10/01/2018	10/01/2018	Employee + Spouse	Jody Arron
Dental - United HealthCare DPO	10/01/2017	10/01/2017	Employee Only	
Vision - VSP VIS Choice Plan	10/01/2018	10/01/2018	Employee Only	

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