

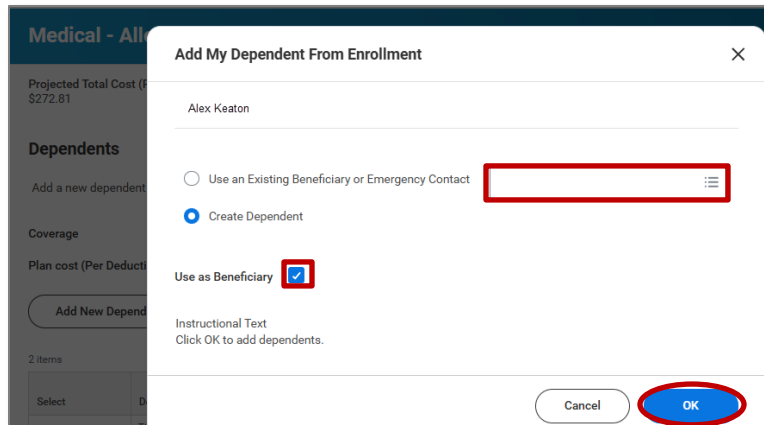
Adding and Managing Dependents

Adding New Dependents

When you click on **Add New Dependent**, the **Add My Dependent From Enrollment** pop-up will appear. Create dependent is selected by default. Below you'll see the checkbox **Use as Beneficiary**.

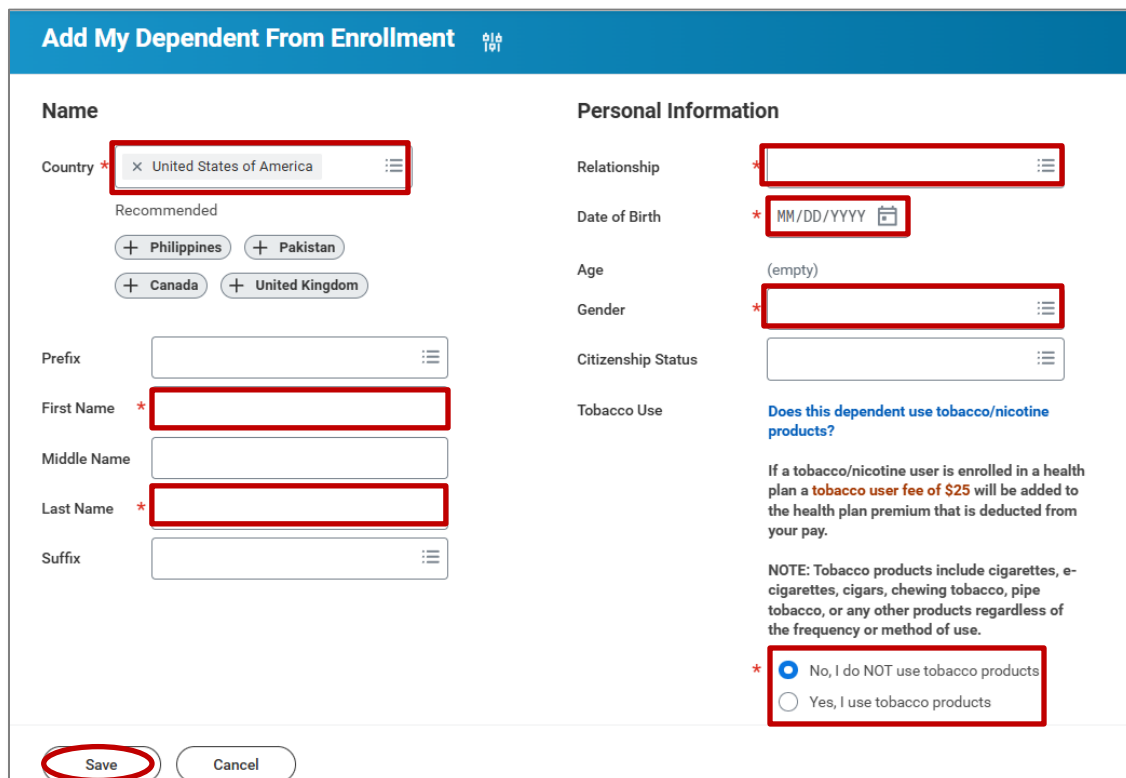
- **What this does:** Checking this box makes the person available to select as a beneficiary for insurance plans (e.g., Basic Life, Supplemental Life, AD&D).
- **What this does not do:** It does not assign beneficiary shares or apply them to any plan yet—you'll still review and designate beneficiaries in the plan's Manage/Beneficiaries step.

Check the **Use as Beneficiary** box if you might name this person as a beneficiary now or in the future. You can change this later.



After this screen, you will be prompted to complete your dependent's information.

1. Complete the required fields: Country, First Name, Last Name, Relationship, Date of Birth, Gender, and Tobacco Use.



2. Click **Save** to continue.

3. Enter the **Social Security Number** or **Reason SSN Not Available** (required).

Add New Dependent

3 items

Select	Dependent	Relationship	Date of Birth
☐	Jane Keaton	Spouse	01/01/2001
☐	Alex Keaton	Child	01/01/2024
☒	John Keaton	Step-Child	02/04/2025

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers 1 item

Dependent	*Social Security Number
John Keaton	☒ Social Security Number (SSN) ☐ Reason SSN is Not Available

Save

Cancel

Note: An error message will display if a Social Security Number or a Reason SSN is Not Available is entered.

Errors and Alerts Found

Error - Social Security Number (SSN) / Reason SSN is Not Available (Row 1 Column 2)

One of the following options must be selected:

- Social Security Number (SSN)
- Reason SSN is Not Available

- Confirm the dependent's address. You can reuse addresses for multiple dependents. If the address needs to be updated, use the **Update Existing Dependents** instructions below.
- You'll return to the plan to select from newly added dependent(s).

Update Existing Dependents

If you need to correct or update a dependent's details (e.g., name, SSN, date of birth, relationship), follow these steps:

- In the Workday search bar, type **Dependents** to select and open the Dependents page.

Dependents

Dependents Report

(B02) Data Validation - Dependents Report

- Find the person you want to update, click Actions (at the end of their row), and choose **Edit**.

Dependent	Relationship	Age	Benefit Elections	
Alex Keaton	Child	1 years, 9 months, 21 days	Alex Keaton Benefit Elections Active on 01/01/2025 (Accident - Voya Financial/ReliaStar Life Insurance Company) (Elect) Alex Keaton Benefit Elections Active on 01/01/2025 (Medical - Health Alliance Medical Plans (HAMP) PPO Carle Health Network (Includes Basic Vision)) (Elect)	Edit
John Keaton	Step-Child	0 years, 8 months, 19 days		Edit
Jane Keaton	Spouse	24 years, 9 months, 23 days	Alex Keaton Benefit Elections Active on 01/01/2025 (Accident - Voya Financial/ReliaStar Life Insurance Company) (Elect)	Edit

3. In the **Edit My Dependent** window:
 - a. Set the **Effective Date** to the date the change should take effect (usually today or as instructed by HR/Benefits).
 - b. Review the notice and make your changes.

When you enter or update your Dependent's information, please confirm the **Social Security Number** you enter is accurate. Inaccurate numbers may cause issues with coverage.

Please note that changing any of the below information on your dependent(s) record will require documentation and approval:

- Date of Birth
- Date of Death
- Social Security Number
- Gender
- Disabled Status
- Relationship (unless related to a Divorce)

Dependent Options

Effective Date & Reason
 Effective Date *
 10/23/2025



Submit

Save for Later

Cancel

- c. Click Submit.

For certain fields—Date of Birth, Date of Death, Social Security Number, Gender, Disabled Status, Relationship—Workday may require documentation and approval. Be prepared to upload supporting documents if prompted.

Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

Important

Changes to a dependent can affect eligibility and your cost per deduction. After saving, return to your Open Enrollment tiles and confirm the dependent is included on each plan you want to cover.