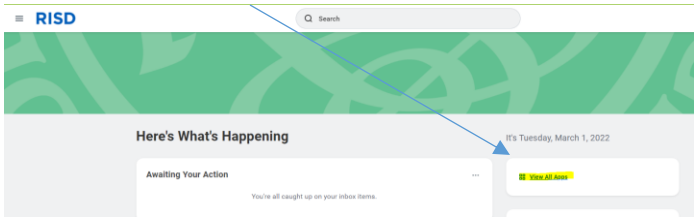
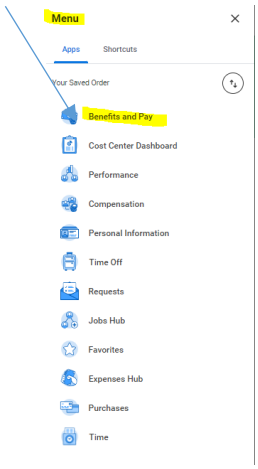
Ending/Changing Benefits Due to Birth / Adoption / Legal custody

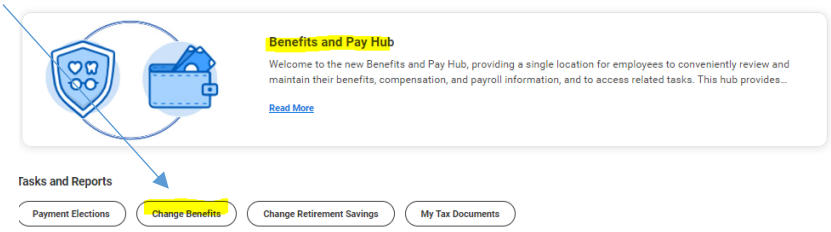
1. Log into Workday
2. Click on view all apps



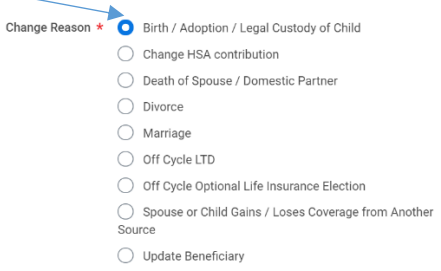
3. Click on **Benefits and Pay**



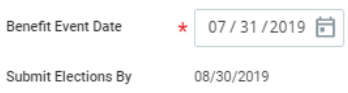
4. Click **Change Benefits**



5. Click radio dial next to **Birth/ Adoption / Legal Custody of child**



Benefit event date: Enter in the date of birth/ adoption/ legal custody



6. Attach documentation showing birth/ adoption/ legal custody
7. Click Submit

Next it will go to the benefit partner to review benefit changes

- *Benefit partner will review benefit documentation and information and approve or send back (if something else is needed)*

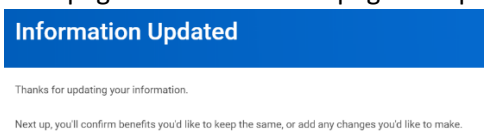
1. Once approved you will get an item in My Tasks to update benefits- click on the item- and then click let's get started



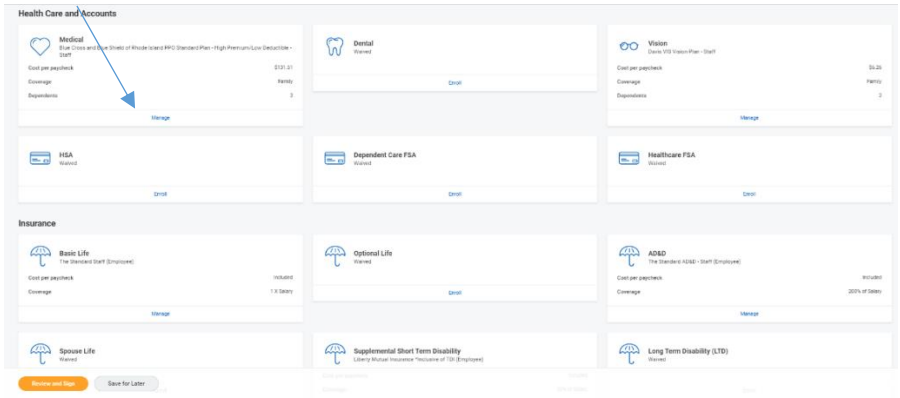
2. First page is to input social security numbers for any dependents who are currently on your benefits and a SSN is not in the system. If you do not have their SSN you can simply enter "N/A" and click ok
    - If you do not have any dependents already in Workday, or if you do and their SSN is already in the system this page will not appear



3. Next page is a confirmation page for updating the dependent information- just click continue

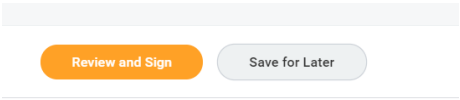


4. Next you will brought to the main screen which lists all the benefits you may update at this time- click manage on the benefit card you wish to update and follow instructions on each page

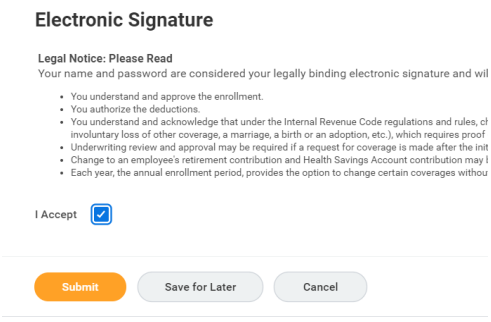


- If you are electing to end benefits due to birth, just click **waive** next to the benefits you wish to end.
- Once you make your changes to each benefit click confirm and continue, and then save on the next page

5. Continue to go through all benefit cards to review elections, and make changes/adds/cancelations if needed
6. Once you have gone through all click review and sign and you have finished
    - Click save for later if you need to make any other changes



7. The next page is to review elected and waived benefits and electronically sign by check the box next to I agree and clicking submit



8. The final page is a confirmation of what benefits you still have enrolled in, and which you have waived.