

WORKDAY | BENEFITS CHANGE: QUALIFYING LIFE EVENT

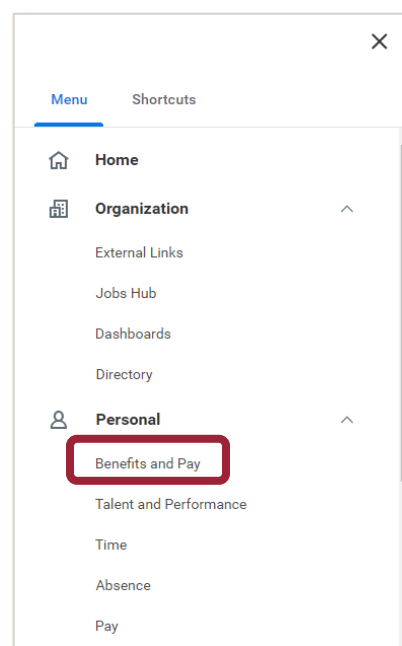
Use this process to **update your Benefits** elections when you experience a **Qualifying Life Event**.

What is a Qualifying Life Event (QLE)?

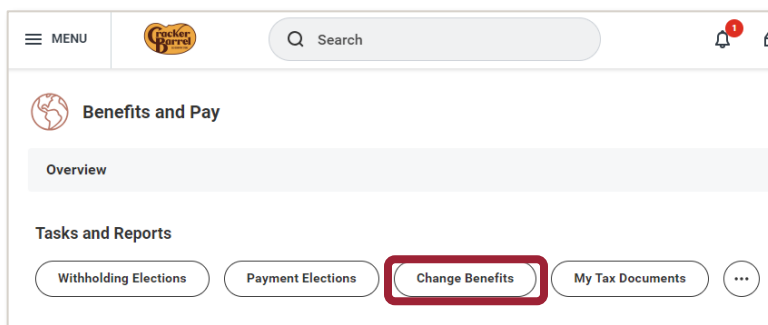
A qualifying life event is a **significant life change** that impacts your health insurance needs, allowing you to enroll in or change your health plan outside of the annual Open Enrollment Period. Common QLEs include:

- Marital Status Changes (e.g., marriage, divorce, legal separation)
- Family Changes (e.g., birth or adoption of a child)
- Employment changes (e.g., promotion, reduction in hours)

1 Access the **Benefits and Pay** App from your Menu.



2 Select **Change Benefits**.



3 Select the appropriate **Change Reason** from the dropdown menu.

Required fields will populate based on your selection.

Example shown here:
Marriage.

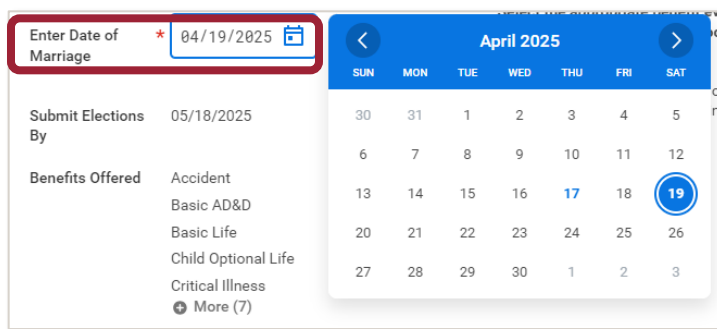
A screenshot of the 'Change Benefits' form for 'Abriel Livermore'. The form has a title 'Change Benefits' and the name 'Abriel Livermore' below it. The main section is 'Change Reason *', which has a dropdown menu open. The dropdown menu shows a list of reasons: 'select one' (highlighted in blue), 'Birth or Adoption', 'Cancel Voluntary Benefits', 'Change Beneficiaries', 'Change Commuter Contribution', 'Change HSA Contribution', 'Change in Day Care Provider', 'Death of Child / Spouse', 'Dependent Gains Other Coverage', 'Divorce / Legal Separation', 'Employee Gains Other Coverage', 'Employee or Dependent Loses Other Coverage', 'End of Domestic Partnership - CA, OR, WA Only', 'Gain / Loss of Medicare/Medicaid/CHIP', 'Marriage', 'New Domestic Partnership - CA, OR, WA Only', and 'Significant Reduction in Hours'. To the left of the dropdown, there is a text input field with a placeholder 'enter your c...' and a blue cloud icon.

WORKDAY | BENEFITS CHANGE: QUALIFYING LIFE EVENT

4 Enter **Date** of qualifying event.

Deadline for submitting elections will populate based on event date.

You may need to click outside of the calendar pop-up for other sections to populate.



Enter Date of Marriage * 04/19/2025

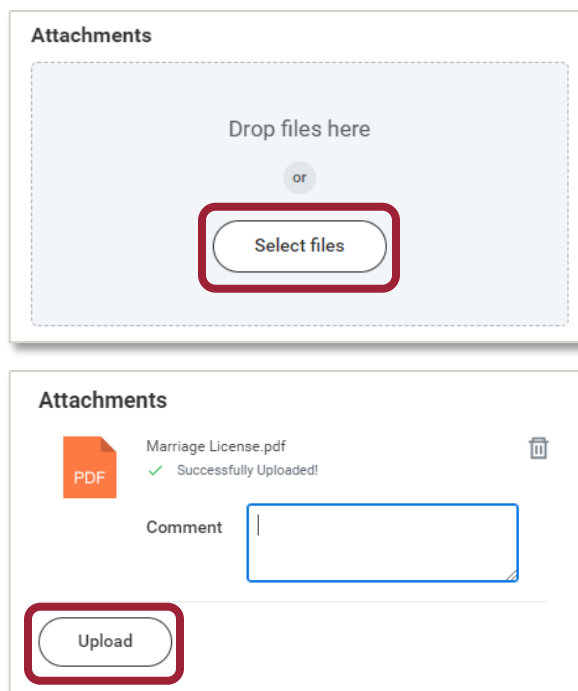
Submit Elections By 05/18/2025

Benefits Offered

- Accident
- Basic AD&D
- Basic Life
- Child Optional Life
- Critical Illness
- More (7)

5 Attach any required documentation to support qualifying event (e.g., Birth Certificate, Marriage Certificate).

Select **Upload** to add additional files as needed.



Attachments

Drop files here

or

Select files

Attachments

Marriage License.pdf

Successfully Uploaded!

Comment

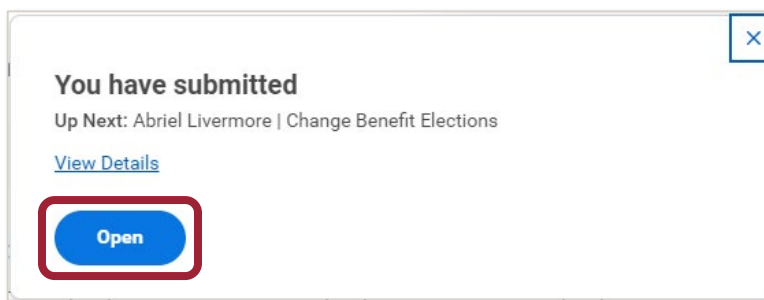
Upload

6 Select **Submit**.

Next, you will be prompted to add or update your Benefit Elections.

WORKDAY | BENEFITS CHANGE: QUALIFYING LIFE EVENT

- 7 Click **Open** to begin your Benefit Elections.



You have submitted

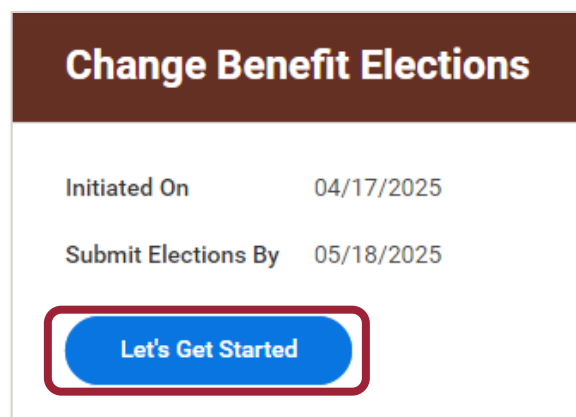
Up Next: Abriel Livermore | Change Benefit Elections

[View Details](#)

Open

- 8 Click **Let's Get Started**.

*Clicking **Let's Get Started** will initiate an enrollment process. If you choose not to complete your enrollment, you must **submit a ticket** to the **HR Service Desk** for a Home Office Benefits member to **cancel the task**.*



Change Benefit Elections

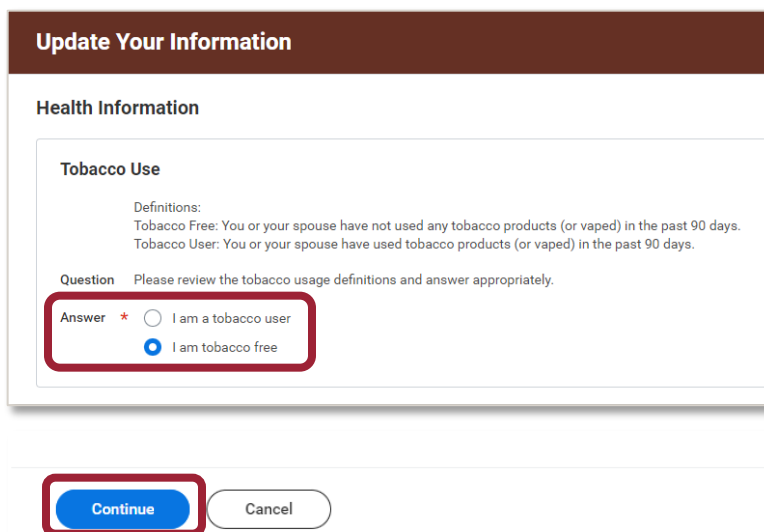
Initiated On 04/17/2025

Submit Elections By 05/18/2025

Let's Get Started

- 9 Answer the pre-screening question on **Tobacco Use** to see accurate prices for your Benefit Elections.

Click **Continue**.



Update Your Information

Health Information

Tobacco Use

Definitions:
Tobacco Free: You or your spouse have not used any tobacco products (or vaped) in the past 90 days.
Tobacco User: You or your spouse have used tobacco products (or vaped) in the past 90 days.

Question Please review the tobacco usage definitions and answer appropriately.

Answer * ☐ I am a tobacco user
☒ I am tobacco free

Continue Cancel

WORKDAY | BENEFITS CHANGE: QUALIFYING LIFE EVENT

10 Click **Continue**.

Information Updated

Thanks for updating your information.

Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Continue

Cancel

11 Carefully review all onscreen Enrollment Instructions.

Click each tile to View, Enroll, or Manage your Benefit Elections.

Marriage

Projected Total Cost Per Paycheck
\$0.00

▼ Enrollment Instructions

Review your benefit options available by clicking the link to your [Employee Benefits Center](#).

Click each tile below to **Enroll**, **Manage** or **View** the benefit options available.

For some benefits such as Basic Life/AD&D you will not be able to change the option, but you should **Manage** it to add beneficiary allocations. For other options, you will only be able to **View** the election and no changes may be made. Please ensure you review each tile for all the benefit options available to you and the status will update to **Reviewed** or **Updated** for each tile when you have done so.

When you are done with your elections, click the **Review and Sign** button to review your final elections and complete the **Electronic Signature**. Scroll down the page and review any messages and your overall cost.

Health Care

 Medical Waived Enroll	 Dental Waived Enroll
 Vision Review and Sign	 Accident Waived Save for Later

WORKDAY | BENEFITS CHANGE: QUALIFYING LIFE EVENT

- 12** For each tile, select the coverage that best fits your situation. If your updated coverage involves a Dependent or Spouse, you will be prompted to enter their information on subsequent screens.

When selecting Life Coverage, you will need to choose a Beneficiary.

For full details on each available plan, please review your Benefits Enrollment Guide.

After each plan selection, click **Confirm and Continue**.

The screenshot shows the 'Medical' section of the Workday benefits enrollment interface. At the top, it displays 'Projected Total Cost Per Paycheck \$0.00'. Below this, the 'Plans Available' section instructs the user to 'Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.' There are 3 items listed in a table:

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
BCBSTN PPO Traditional Health Care	☐ Select ☒ Waive	\$45.60	\$138.65
BCBSTN PPO Value Health	☐ Select ☒ Waive	\$24.23	\$111.04
Symetra Limited Plan Health Basics	☐ Select ☒ Waive	\$13.52	\$8.76

Below the table, there is a section for 'Health Care Instructions' with 'General Instructions'. At the bottom, there are two buttons: 'Confirm and Continue' (highlighted with a red box) and 'Cancel'.

- 13** Review the summary of all your Elections, then click **Submit**.

The screenshot shows the 'View Summary' section of the Workday benefits enrollment interface. It displays 'Projected Total Cost Per Paycheck \$0.00'. Below this, there is a message: 'Review your elections below for accuracy and scroll to review any messages and errors as well as the Total Benefits Cost – both the company contribution and your cost per pay period.' Another message states: 'Scroll to the bottom and read and check the electronic signature. Click the Submit button when complete. Please note if you click Cancel on this page, this does NOT cancel the event, only returns you to the election page. You may only cancel events that you initiated – to do so, return to your Inbox and select this event; using the gear icon, select Cancel.' There are two sections: 'Selected Benefits 0 items' and 'Waived Benefits 12 items'. The 'Waived Benefits' section shows a table with the following data:

Plan	Calculated Coverage Begin Date	Coverage Begin Date	Calculated Deduction Begin Date
No items available.			

Below the table, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

14 Click **Done**.

The Benefits Team will review your documentation and reach out if they need further information.

Submitted

You've submitted your elections.

You have submitted your benefit elections. If they require approval, they have been routed to the Benefits Department. You may want to print these elections for your own records.

View 2025 Benefits Statement

Done