Welcome to Workday Self Service. Within Workday, you can manage your benefits by reporting qualified life event changes viewing and editing your benefit elections. This guide covers general information on how to make a qualified life event change. If you have any questions please contact your Benefits Team.

MAKE A LIFE EVENT CHANGE

A qualified life event is a birth, death, marriage, divorce, or similar change. If you have a qualified life event, you are eligible to make changes to your benefits within 30 days of the event.

If your event requires to add or remove a dependent continue on to the next step. If you are not making any changes to your dependent’s coverage please skip to Change Benefits Section.

ADD DEPENDENTS

A dependent is someone, like a child or a spouse, who receives benefits under your plan.

From the Benefits application:

1. Click the Dependents button under Change.
2. Click Add.
3. Click the Edit icon or click in the field to modify. Asterisks denote required fields
4. Click the Add button to add new information.
5. Drop or Select Files to upload required document.
6. Select a Category

7. Click Submit.

Note: Please be sure to add social security number and contact information for your dependents and beneficiaries.

Once the Benefit Event is approved by the Benefit Partner you will receive a task in your inbox to continue to the next steps.

VIEW AND EDIT BENEFIT ELECTIONS

Employees can view their benefit elections and update beneficiary and dependent information.

From the Inbox:

1. Click the Benefit Change task.
2. Review your benefit elections and costs.

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Coverage Begin Date</th>
<th>Deduction Begin Date</th>
<th>Coverage Amount</th>
<th>Calculated Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical: Blue Shield HMO Accraon Plan</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td>Employee Only</td>
<td></td>
</tr>
<tr>
<td>Dental: Delta Dental HMO</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td>Employee Only</td>
<td></td>
</tr>
<tr>
<td>Vision: Aetna</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td>Employee Only</td>
<td></td>
</tr>
<tr>
<td>Basic Life and AD&amp;D: Anthem Blue Cross</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Long Term Disability (LTD): Reliance Standard</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td>80% of Salary</td>
<td>$2,777.02</td>
</tr>
<tr>
<td>401(k) - Fidelity Defined Contribution Retirement Plan</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>403(b) - Fidelity Personal</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td></td>
<td></td>
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<tr>
<td>Workers Compensation - American Zurich</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td></td>
<td></td>
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<tr>
<td>Employee Assistance Program (EAP) -</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting Services - Benefit Wealth (BWI) -</td>
<td>06/01/2019</td>
<td>06/01/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Elect or Waive on each benefit type.
4. Click Enroll Dependent for each plan your select to enroll dependent(s)
5. Enter all required information denoted by asterisks and make any
permitted changes.

Note: You will need to assign beneficiaries to your Life Insurance. You may add already added dependents.

6. Review your benefit election and costs. Check the I Agree checkbox to provide an electronic signature, confirming your changes.

7. Click Submit.

CHANGE BENEFITS

From the Benefits application:

1. Click the Benefits button under Change.
2. Select the Benefit Event Type.
3. Click the Calendar icon to enter the date of the Benefit event.
4. Attach required documents, if applicable.

5. Click Submit, then click Done. A task will route to your Inbox, if applicable.

6. Navigate to your Inbox.

7. Click the Benefit Event task.

8. Complete and continue through all required screens. Check the I Agree checkbox to provide an electronic signature, confirming your changes.

9. Click Submit.

10. Click Done to complete the task or Print to launch a printable version of the summary for your records.

VIEW AND EDIT BENEFIT ELECTIONS

Employees can view their benefit elections and update beneficiary and dependent information.

From the Benefits application:

1. Click the Benefit Elections button under View.
2. Review your benefit elections and costs.

MANAGE BENEFICIARIES

A beneficiary is a designated individual who would receive your Life Insurance Benefit. You can change, edit, and add beneficiaries from the Benefits application.

From the Benefits application:
1. Click the **Beneficiaries** button under **Change**.
2. View existing beneficiaries for enrollment benefit plans or modify the existing information by clicking **Edit**.
3. Click **Add** to add a new beneficiary. The Add Beneficiary page displays.
4. Select **Existing Dependent or Emergency Contact, New Person as Beneficiary**, or **New Trust as Beneficiary**.
5. Click **OK**.
6. Enter all required information, denoted by an asterisk.
7. Click **Submit**.

PRINT BENEFITS STATEMENT

From the Home page:
1. Click the **Profile** menu > **View Profile**.
2. Click the **Actions** button.
3. Select **Benefits** > **View My Benefit Statement**.
4. Click the **prompt** in the Benefit Event field.
5. Select the desired Benefit Event you would like to view and print.
6. Click **OK**.
7. Click the **Print** icon. The selected Benefit Event will open as a PDF document, which can be saved and printed.