



## Add a Dependent During an Enrollment Event

Use this procedure to add a dependent for benefits on behalf of an employee. Dependents can only be added to benefits when an enrollment event (i.e., New Hire Enrollment, Open Enrollment, Life Event Change) is being completed.

### Procedure:

#### 1 of 1 - Workday

← 1 of 1

### Change Benefit Elections

Birth/Adoption (Employee) for Christopher King (W2009364) - Step 1 of 4 Actions

Total Employee Net Cost/Credit: \$341.20 Monthly Cost

Event Date: 12/01/2017

Initiated On: 12/17/2017

Submit Elections By: 01/29/2018

42 second(s) ago - Effective 12/01/2017

#### Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Em
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Jillian King	Employee + Spouse	
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			

Continue Save for Later Cancel

1. On the **Health Care Elections** page of Change Benefits Elections, select the item(s) to elect under health care elections.



### 1 of 1 - Workday

12/17/2017

Submit Elections By

01/29/2018

42 second(s) ago - Effective 12/01/2017

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Em
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Jillian King	Employee + Spouse	
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			
Medical - Kaiser IHM	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			
Medical - UnitedHealthcare EPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			
Medical - UnitedHealthcare PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			

2. Use the prompt  in the **Enroll Dependents** field to enroll dependents for benefits.



If you are not enrolling the employee in medical coverage, follow the steps for the coverage type for which you want to enroll the dependent.



**Title:** Add a Dependent During an Enrollment Event  
**Functional Area:** Benefits Administration  
**Role:** Agency Benefit Coordinators

### 1 of 1 - Workday

Event Date  
01/01/2018

Initiated On  
06/29/2017

Submit Elections By  
11/15/2017

11 day(s) ago - Effective 01/01/2018

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO SLEOLA	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<div style="border: 1px solid #ccc; padding: 5px;"><input type="text"/> Existing Dependents &gt; Add Dependent</div>	Employee
Medical - CareFirst BCBS POS SLEOLA	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - CareFirst BCBS PPO SLEOLA	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Prescription - : RX SLEOLA Employee	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Continue Save for Later Cancel

- To add a new dependent, select the **Add Dependent** menu item.



If the employee already has an existing dependent, the dependent can be selected using the **Existing Dependents** menu item. **YOU SHOULD CHECK TO SEE IF THE DEPENDENT ALREADY EXISTS BEFORE ADDING A NEW DEPENDENT.**



**Title:** Add a Dependent During an Enrollment Event  
**Functional Area:** Benefits Administration  
**Role:** Agency Benefit Coordinators

### Add Dependent

## Add Dependent

Christopher King (W2009364)

Use as Beneficiary

Instructional Text  
Click OK to add dependents.

Existing Dependents 2 items

Dependent	Relationship
Katherine Leto	Spouse
JAY Leto - E	Child

OK Cancel

- Review the current dependents and then click the OK button to add the new dependent.  
**DO NOT** check the “Use as Beneficiary” checkbox.



## Add Dependent

### Add Dependent

1 minute(s) ago - Effective 02/19/2019

**Relationship** \*

**Use as Dependent**

**Use as Beneficiary**

**Inactive Date** (empty)

**Date of Birth** \*

**Age** (empty)

**Gender** \*

**Citizenship Status**

**Full-time Student**

**Student Status Start Date**

**Student Status End Date**

Allow Duplicate Names

5. On this screen, complete the following fields:

- Use the prompt to select the **Relationship** of the dependent.



NEVER select “**Employee**” or “**Other**” for the **Relationship** or any relationship that indicates it is for “**Internal Use Only**”.

- Enter or select the **Date of Birth** of the dependent.
- Select the **Gender** of the dependent.

6. Scroll down to continue.



### Add Dependent

Legal Name    Contact Information    National IDs    Additional Government IDs    Other IDs

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Country \*

Prefix

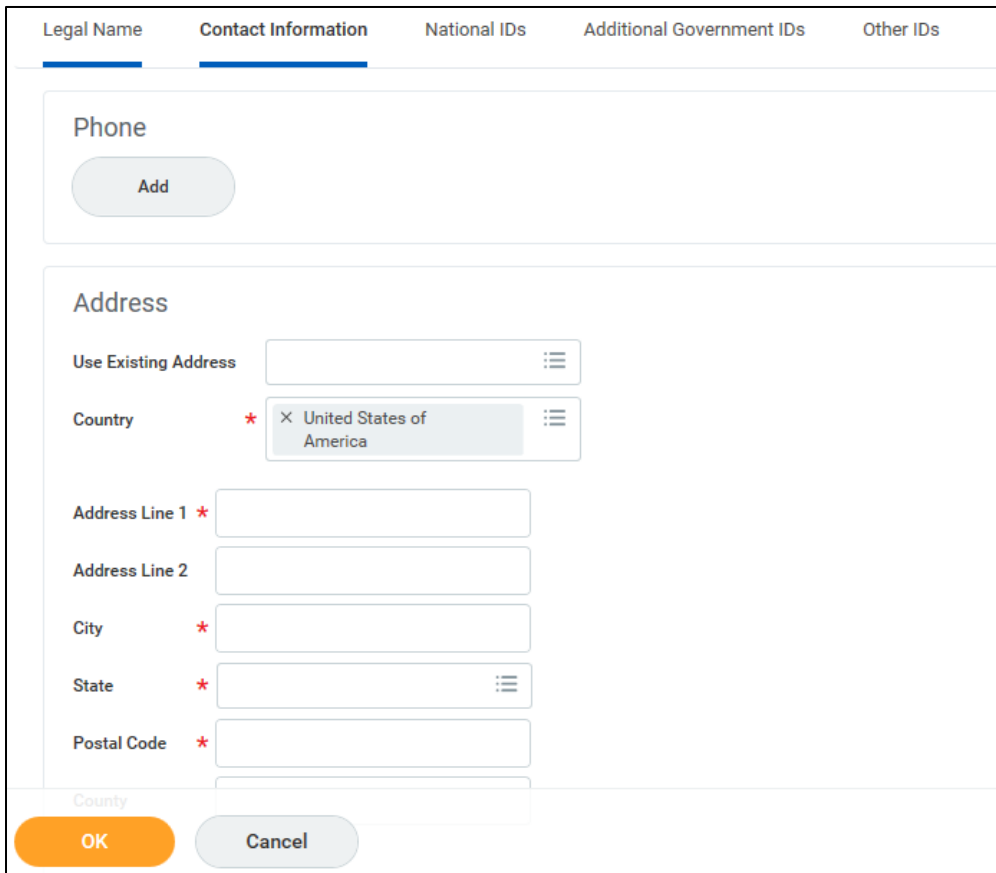
First Name \*

Middle Name

Last Name \*

Suffix

7. On the Legal Name tab:
  - Enter the first name of the dependent in the **First Name** field.
  - Enter the last name of the dependent in the **Last Name** field.



8. On the Contact Information tab, click the **Add** button in the Address section to enter the address for the dependent.


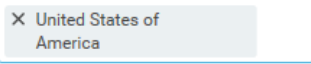



The **Use Existing Address** prompt can be used to select the address associated with the employee.

- Use the prompt to select the **Country**.
- Enter the street address in the **Address Line 1** field.
- Enter the city in the **City** field.
- Enter the state in the **State** field.
- Enter the zip code in the **Postal Code** field.
- Select the **Type**.


**National IDs**


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

Country \*    


National ID Type \*    


Identification #

Issued Date  

Expiration Date  

9. On the National IDs tab, complete the following fields:

- Use the prompt to select the **Country**.
- Select the **National ID Type** (either Social Security Number or Tax Identification Number for foreign nationals).
- Enter the Social Security Number for the dependent in the **Identification #** field OR enter the Tax Identification Number for foreign nationals.



Note that if you do not enter the Social Security Number or Tax Identification Number at this point, you will be prompted later to enter a reason for not entering it (e.g., birth of a child who does not yet have a Social Security Number).



10. Click the **OK**  button.



You have successfully added the dependent. When you or the employee completes subsequent elections, you will not have to add the dependent again. The dependent will be listed in the Existing Dependents menu item of the **Enroll Dependents** field.

11. The System Task is complete.

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