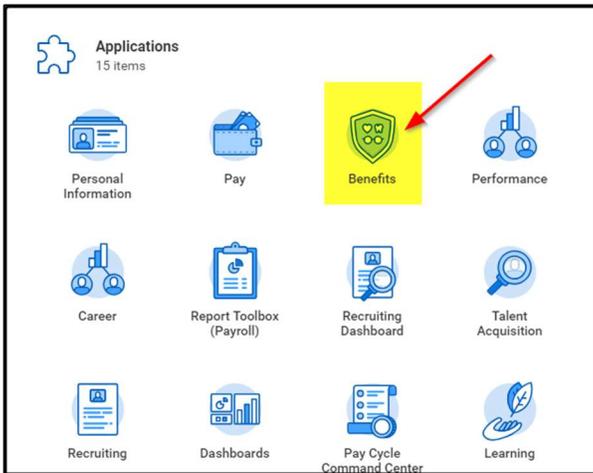


Changing Beneficiary in Workday:

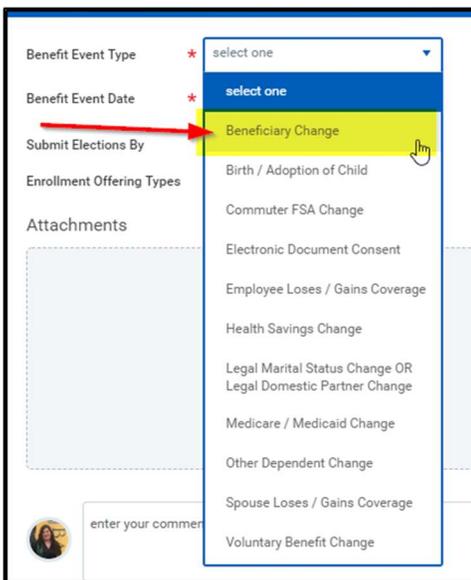
1. Login to Workday
2. On your home page under applications, select the **Benefits** tab



3. In the Benefits tab under the **Change** section select **Benefits**



4. Click the Drop down and select **Beneficiary Change**



5. Select a **date** you would like this to be effective and click **Submit** at the bottom of the page

Benefit Event Type * Beneficiary Change

Benefit Event Date * MM/DD/YYYY

Submit Elections By (empty)

Enrollment Offering Types (empty)

Attachments

March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

6. This will launch the event in the system. To immediately make the change, select the **Open** button to access your Beneficiary enrollment

Up Next

Change Benefit Elections

Open

7. Click **continue** at the bottom of the page

> Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 3 items

Benefit Plan	*Elect / Waive	Coverage Lev
Basic Life - Aetna (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	\$25,000
AD&D - Aetna (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	\$25,000
Supplemental Employee Life and AD&D - Aetna (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	\$60,000

Continue Save for Later Cancel

8. Now you are in the section to make your beneficiary changes.
 - a. Click the plus button to drop down a new section
 - b. Click the 3 lines to add a new Beneficiary or add an existing dependent as a beneficiary
 - i. If you are adding a new person you will need to add all of their personal information
 - c. Select the percentage you would like them to have.

Beneficiaries	
*Beneficiary	*Primary Percentage / Contingent Percentage
<input type="button" value="+"/>	<input type="radio"/> Primary Percentage <input type="text" value="0"/>
<input type="button" value="-"/>	<input type="radio"/> Contingent Percentage <input type="text" value="0"/>
<input type="button" value="-"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/>
<input type="button" value="-"/>	<input type="radio"/> Contingent Percentage <input type="text" value="0"/>

9. Click the Minus button to remove any unwanted beneficiaries

<input type="button" value="-"/>	<input type="radio"/> Primary Percentage <input type="text" value="100"/>
	<input type="radio"/> Contingent Percentage <input type="text" value="0"/>

10. Repeat steps 8 and 9 to all other insurances that need beneficiary's
 - a. Please note that TM's can only have themselves as a Beneficiary for Spouse insurance coverage and Child insurance coverage
11. Click **continue/submit** at the bottom of the page
12. This is the review page, double check that everything under the **beneficiary** column looks correct

Elected Coverages 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries
Basic Life - Aetna (Employee)	06/01/2018	06/01/2018	\$25,000	\$25,000.00		<input type="button" value="+"/>
AD&D - Aetna (Employee)	06/01/2018	06/01/2018	\$25,000	\$25,000.00		<input type="button" value="+"/>
Supplemental Employee Life and AD&D - Aetna (Employee)	01/01/2019	01/01/2019	\$60,000	\$60,000.00		<input type="button" value="+"/>

13. Scroll to the bottom of the page and click the "I Agree" button

I Agree

- 14 Click **Submit** to complete the process