

# Job Aid: Adding Dependent SSN's in Workday



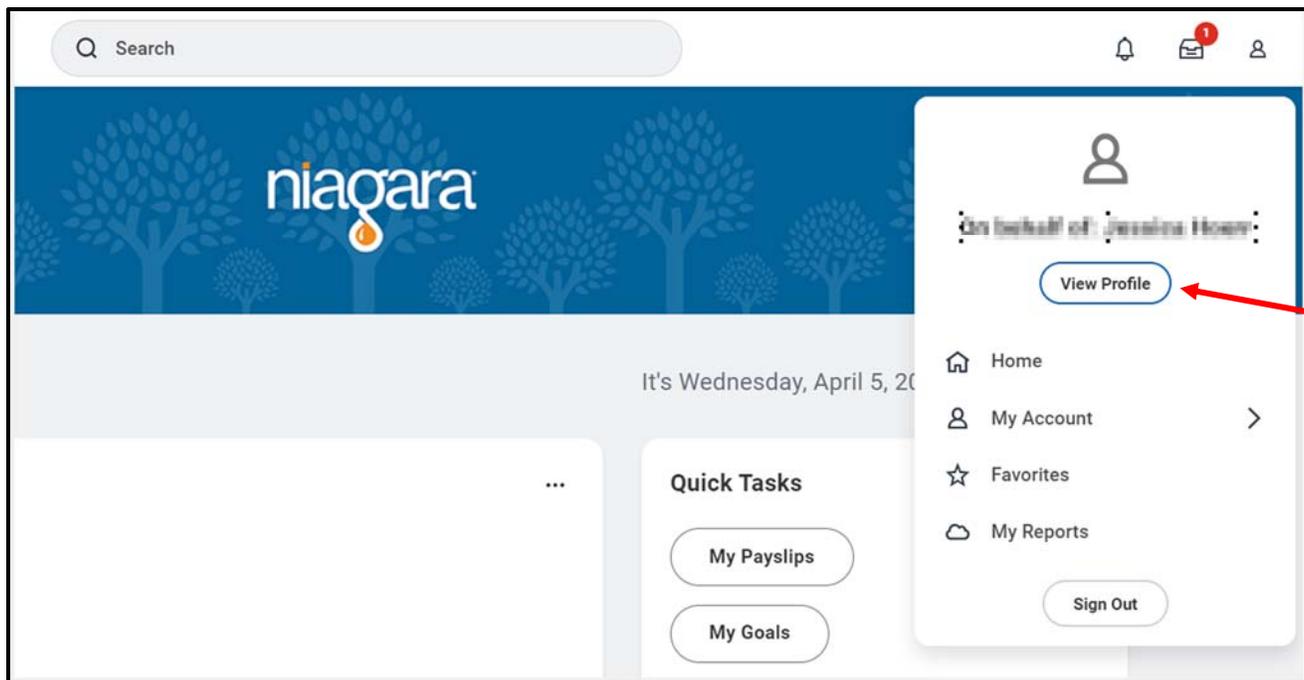
Document Name: Adding Dependent SSN's in Workday		
Date Written: 4/5/2023	Written by: Victoria Jeon	Approved by:

## Overview

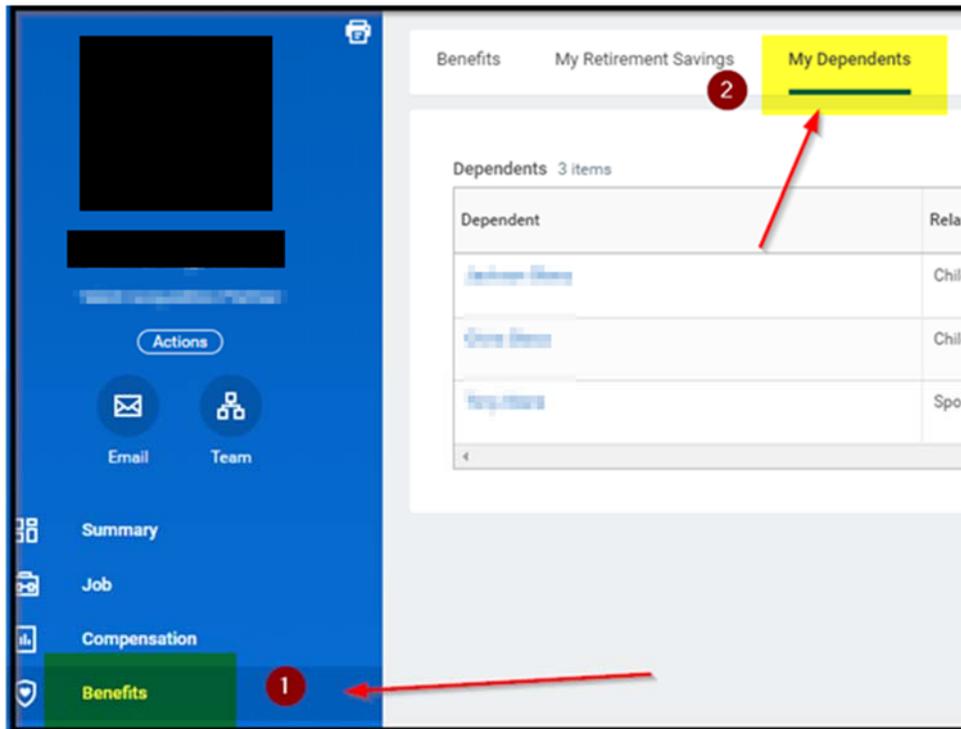
This job aid will walk you through the steps of adding your dependent's SSN's in Workday.

## Procedure

1. Login to Workday. On your home page click the Picture of yourself in the top right corner and select "**View Profile.**"



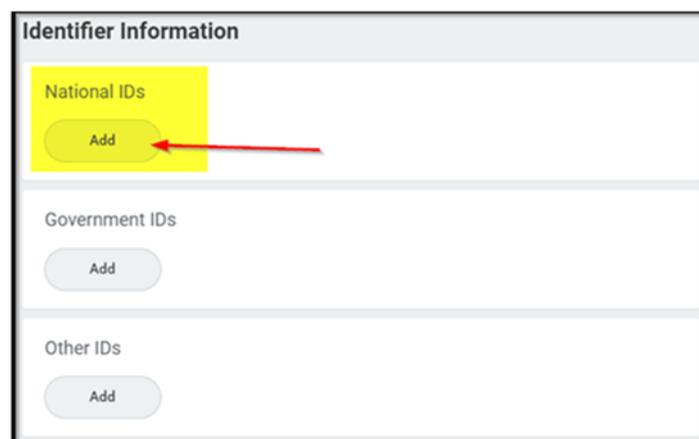
2. Once you are on your profile, navigate to the **Benefits** tab on the left and then **My Dependents** tab at the top.



3. Once you are on the dependents Page, you can click the **Edit** button next to each of your dependents to open up their information.

Dependent	Relationship	Age	
<a href="#">[Redacted]</a>	Child	[Redacted]	<b>Edit</b>
<a href="#">[Redacted]</a>	Child	[Redacted]	Edit
<a href="#">[Redacted]</a>	Spouse	[Redacted]	Edit

4. Once you Click Edit, scroll all the way to the bottom and you will see the header "**Identifier Information**". Under that header you will see the "**National ID's**" and you want to click the **ADD** button



- Once you click add, it will open up that section. You click the little **drop down emblem** in the text field and enter the correct information. Once you complete filling everything out, click the **check mark** to close out that section.

The screenshot shows a form titled "Identifier Information" with a sub-section "National IDs". It contains three main input areas: "Country" with a dropdown menu showing "United States of America" and a checkmark icon; "National ID Type" with a dropdown menu showing "Social Security Number (SSN)"; and "Add/Edit ID" with a text input field containing "123-45-6789". A "Details" link is below the ID field. At the bottom is an "Add" button. Red numbered callouts (1, 2, 3) point to the dropdown menus and the ID field. A yellow box highlights the checkmark icon in the top right corner.

- Once you click the check mark, click the orange **submit** button at the bottom left corner to complete the task. **Repeat** steps 3-6 for any other dependents.

