Life Event Benefit Changes
Workday Instructions

1. Select the **Benefits** Worklet from the Menu on the left hand side of the page

![Apps Menu]

2. Select **Benefits** from the Change menu

![Change Menu]

3. Select a **Change Reason** from the drop down menu. Then select the **Benefit Event Date**, or effective date of the change, from the calendar below the change reason. Here are some common change reasons:
   a. Birth/Adoption/Legal Guardianship of Child
   b. Gain or Loss of Coverage (Employee/Spouse/Dependent)
   c. Marriage
4. Click **Submit** at the bottom of the page to open the event

5. Select **Open** on the next page to start making your changes

6. Then click on **Let's get Started** to make your new selections

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**Change Benefit Elections**

Initiated On 05/30/2023

Submit Elections By 06/30/2023

**Let's Get Started**
7. If you are currently enrolled into coverage and looking to drop or make a change to that insurance select **Manage** under that insurance

![Medical](Cost_per_paycheck: $625.29, Coverage: Family, Dependents: 3)

8. To drop your insurance completely select **Waive**

<table>
<thead>
<tr>
<th>Selection</th>
<th>Benefit Plan Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Harvard Pilgrim Health Care HMO HPHC</td>
</tr>
<tr>
<td>Waive</td>
<td>Harvard Pilgrim Health Care PPO Plus HPHC</td>
</tr>
</tbody>
</table>

9. Select **Confirm and Continue** to complete the change to this benefit

![Confirm and Continue](button)

10. If you are looking to add any benefits you weren’t previously enrolled into there is a slightly different process.
   a. Any insurance you are not currently enrolled into will say Enroll under it, select **Enroll**

![Vision](Waived)

b. Choose the **Select** button to choose to enroll into the coverage
c. Select confirm and continue to complete the change to this benefit.

d. The next page allows you to add dependents if you’d like to. If they are already existing you can check off their name or you can select Add New Dependent to add a new one.

**Dependents**

Add a new dependent or select an existing dependent from the list below.

**Coverage**

* Employee Only

**Plan cost per paycheck** $6.18

**Add New Dependent**

e. You will need to enter name, date of birth, social security number and address for new dependents.
f. Select Save at the bottom of the page to continue

11. Once all of your changes are completed select **Review and Sign** at the bottom of the main page. (you may need to scroll down)

![Review and Sign button](image)

12. A confirmation page will show up to review your changes and confirm they are correct. There is an **Attachments** section to upload the documentation that details the date of the change and if you lost or gained coverage and any dependents effected.

![Attachments section](image)

13. Scroll down and check the **I Accept** button and click **Submit** to complete this event

![I Accept button and Submit button](image)

14. This event will go to a Benefits Team member to review and complete the enrollment process. You may be contacted if there are questions about your benefit changes.