

CHANGE BENEFICIARIES:

- From your Workday Dashboard, click Your HR/Pay Apps, and then click on the Benefits and Pay. *If you don't have this application, click on the gear icon at the bottom of the side bar on the left-hand side of the screen. Click on "Add Menu Item" on the right-hand side, search "Benefits and Pay," click the ⊕ sign to add the app, and click add item on the bottom right hand side, and then click on Save Changes on the bottom right hand side..*
- Under the Overview section, select View Benefit Details
- At the top of the screen, click Change Benefits
- Select Change Beneficiaries & enter today's date as the Benefit Event Date
- Click Submit
- Click Open
- Click Let's Get Started
- Click Manage under the Basic Life Plan
- Click Confirm and Continue
- Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
- Enter your beneficiary's information (required fields marked with red asterisk*)
- Click Save and then click Review and Sign
- Review a summary of your benefits, click "Cancel" if any changes need to be made or click Submit to finalize.
- Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). The process is now complete!

