

# LOSS/GAIN OF PET

1. 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.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen, click Change Benefits
4. Select Loss/Gain of Pet & enter the day of the event date.
5. Click Submit
6. Click Open
7. Click Let's Get Started
8. Click Enroll/Manage under either coverage for Cat and/or Dog.
9. If going from one pet to no pets: Select waive and then confirm and continue
10. If going from several pets to more or one less, click confirm and continue.  
Select the correct number of pets you would like covered.
11. Click Save
12. Click Review and Sign
13. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
14. Click Submit
15. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
16. This process is complete!

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Benefit Event Date \* MM/DD/YYYY

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Coverage \*

Plan cost per paycheck

<input type="radio"/> 1 Cat	
<input checked="" type="radio"/> 2 Cats	
<input type="radio"/> 3 Cats	
<input type="radio"/> 4 Cats	
<input type="radio"/> 5 Cats	