# WORKDAY ENROLLMENT
LIFE EVENT ENROLLMENT CHANGE

1. Login to Workday using your single sign-on credentials provided by your IT department.

2. On your Workday home page, scroll down to the Benefits shield under Your Top Apps and click to open your benefits information.
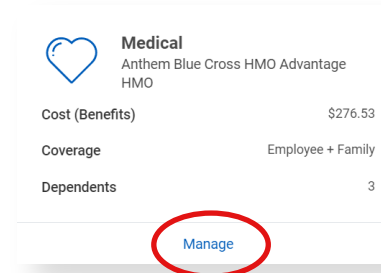

Benefits

3. Under Change, click [Benefits]

4. For the Change Reason, select the appropriate reason from the drop-down list for the change you're making such as "Birth/Adoption/Legal Guardian" for a new child or "Employee/Dependent Loses/Gains Coverage" if you or one of your dependents recently gained or lost coverage. Then, use the calendar to select the date you want your change to take effect. Some types of changes will require you to upload documentation (such as a hospital "keepsake" certificate for a newborn or information showing the new or lost coverage). You may also add a note in the Comments section. Then click Submit.
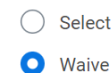

Change Reason *   select one   ▼

select one
Birth / Adoption/Legal Guardian
Change Beneficiaries
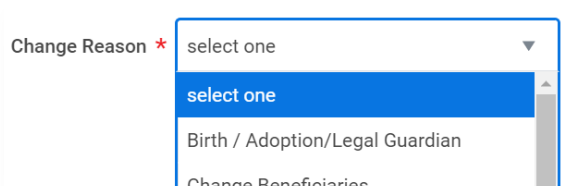
5. To make the change to your current election, click the **Open** button to open your current enrollment.

6. Then, click the **Let's Get Started** button to elect your changes.

7. You will see tiles for the benefit plans relating to the benefit event type you have elected. To make changes to a plan you are already enrolled in, click Manage. To select a plan you are not yet enrolled in, click Enroll.

Medical
Anthem Blue Cross HMO Advantage HMO

Cost (Benefits)	$276.53
Coverage	Employee + Family
Dependents	3

Manage

8. Select or waive your plan and then click Confirm and Continue.

○ Select
● Waive

9. Add or remove dependents by checking or unchecking your dependent's names or click the button for **Add New Dependent** to enter a new dependent. Then click **Save**. If you changed your mind or selected the wrong benefit plan tile, click **Cancel** to discard any changes without saving.

THE CLAREMONT COLLEGES

Workday Enrollment

Life Event Enrollment Change

10. Once you've saved (or canceled), you will go back to the tile page and the tile you have recently worked on will show `REVIEWED` .

11. Be sure to enter your provider IDs if you have the Anthem HMO or Cigna dental HMO (if you are continuing coverage with the same plan, you may enter NA in the boxes for Provider ID as your insurance provider already has you assigned to a primary care doctor or dentist). Kaiser members, be sure you have accepted the Kaiser arbitration agreement by "Enrolling" in that plan as well. HDHP participants will need to answer the Medicare question by electing the Medicare Acknowledgement. These steps should prevent any errors in your enrollment.

12. When you have finished making changes for this enrollment event, click `Review and Sign` at the bottom of the page. If you are still thinking about your changes, you may click `Save for Later` and come back later to complete your changes.

13. Review the changes to your enrollment, click the ☐ button for **I Accept** and then click `Submit` to submit your changes.

14. You may save a copy of your elections by clicking `View 2023 Benefits Statement` and then clicking Print and downloading.

15. Your change is routed to Benefits Administration for approval. In most cases, you will receive a notification from Workday once your change has been approved. If a correction is needed, the benefits administrator may send back your enrollment through Workday.

16. If you saved your enrollment for later and would like to reopen it, you should find your In Progress enrollment change in your Workday inbox. Click it to reopen and follow the steps above to resume your enrollment.

> **Benefit Change - Start/Change Retirement Plans Deductions :** ▇▇▇▇▇▇▇▇ on 09/06/2022 ☆
> 1 day(s) ago - Effective 09/06/2022