

To Add New Dependent or Edit Existing Dependent

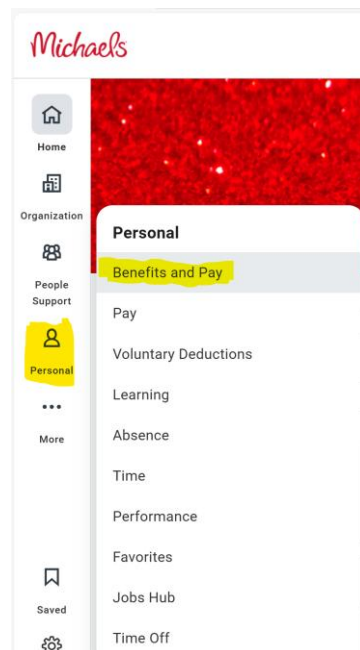
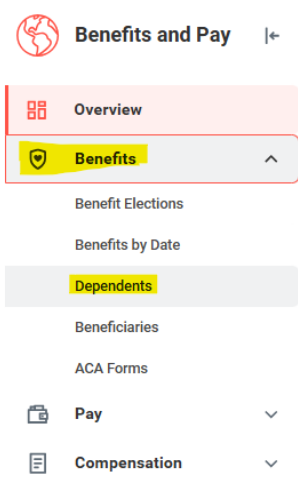
To Add New Dependents

This job aid will provide instructors on how to add and edit dependents information.

Locating the Dependent Page:

If you need to add or edit your dependent information, use the following steps.

1. Go to the Workday homepage
2. Locate the 'Personal' tab on the lefthand side >>>>
3. While on the 'Benefits and Pay' page, press on the down arrow next to 'Benefits' and select 'Dependents'.



1. **To add dependents**, select the 'Add' button and proceed to fill out the necessary information with an asterisk (*) to submit the changes.
2. Be sure to note if your dependent is:
 - a. A student
 - b. Disabled
 - c. Eligible for coverage elsewhere
3. If your spouse or domestic partner could be covered elsewhere, ensure you check the box.
4. Ensure you mark the date your spouse or domestic partner last lost/gained eligibility.

This person is or could be enrolled in Health Care coverage elsewhere?

Could Be Covered For Health Care Coverage Elsewhere

☐

Effective Date *

11/18/2025

5. If you get an error message when trying to submit the newly added dependent, ensure you filled out all of the required fields with an asterisk (*).

To Edit Existing Dependents

1. To edit your already added dependents, instead of pressing 'Add', you will scroll to find their name and press edit within the dependent
2. Information that can be edited is, but not limited to:
 - a. Student Status
 - b. Relationship Status
 - c. Date of Death
 - d. Tobacco Use
 - e. Disability Status
 - f. Government Identification (SSN/SIN)
 - g. Birth Date

Dependents

Add

Dependents 1 item

Dependent	Relationship	Age	
Spouse/Domestic Partner /Child Example	Spouse	25 years, 4 months, 20 days	Edit

3. Once you are finished making edits, press the blue button 'Submit' in the bottom left corner.

*****If you are having any troubles adding or editing dependent information, please contact Team Member Services at 1-855-432-MIKE (6453), and press option 2. You can also open ticket in Knowledge Zone.*****