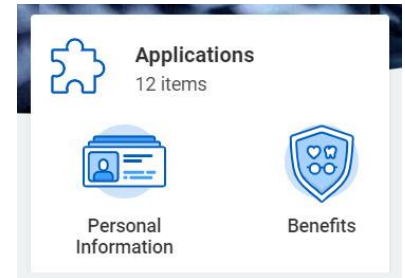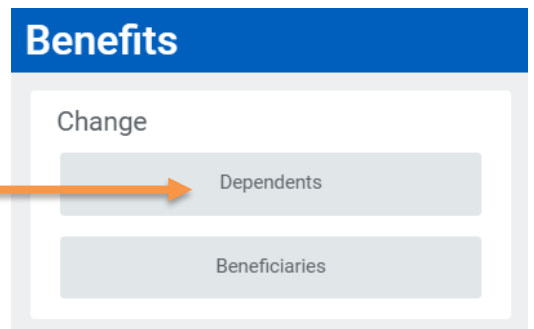**Tip Sheet:** *Updating Your Dependents & Beneficiaries*

Every employee is responsible for keeping their personal information accurate and up to date. Workday makes this easy by grouping your personal information in one place. Please follow the steps below to edit this data.

From your Workday Dashboard, select the **Benefits** worklet. This will take you to a page where you can change your health & welfare dependents and insurance plan beneficiaries.

To add or change your qualifying dependents, begin by clicking the **Dependents** button. If you have none entered, you can add them in a few easy steps.

You will be required to add your dependent's personal information, including their legal name, date of birth, social security number/government ID, and their contact information. As with other areas of Workday, clicking the **pencil** icon will open the data fields for your input. Click the orange **Submit** button when you are finished to forward the changes to your HR department for review and approvals.

Changes to your existing dependents is done by clicking the **Edit** button next to their name. This will open the same data fields as with the add option, but with your dependent's information already included. From here, make the necessary changes and submit for HR approvals.
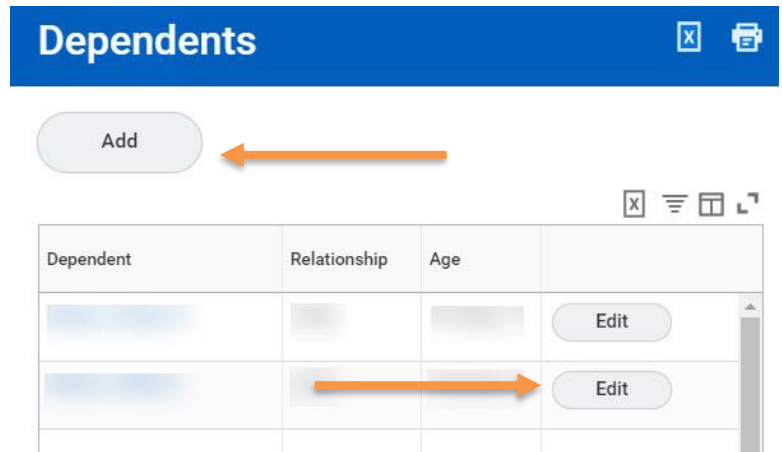
To add or update your insurance plan beneficiaries, follow the same procedures as above.

Click the Beneficiaries button to begin. If you have no beneficiaries entered, click the Add button to open the data fields.

Benefits

Change

Dependents
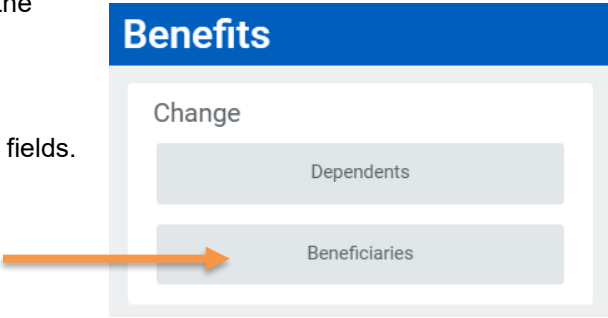
Beneficiaries

You have the option to select an **existing** Dependent or Emergency Contact already in the system or create a **new** entry.

To add a Beneficiary, you will need their legal name, date of birth, social security number/national ID and their contact information. Click the orange Submit button when you are finished to route this request to your HR department for approvals.

Add My Beneficiary

◯ Existing Dependent or Emergency Contact

◯ Create a New Beneficiary

◯ Create a New Trust as Beneficiary

If you have existing beneficiaries already entered in Workday, you can modify their information by clicking the edit button next to their name.

Beneficiaries

Add

Beneficiaries 2 items

Beneficiary	Relationship	Benefit Elections	
			Edit
			Edit
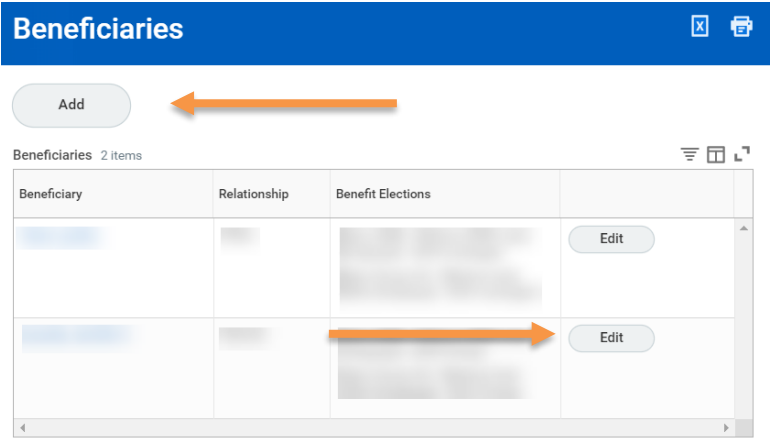
Your local Human Resources office is available to assist you with questions regarding your dependents and beneficiaries.