

# CHANGING YOUR BENEFITS MID-YEAR

## Understanding Qualifying Life Events



Life's ups and downs contribute to who we are as individuals. At times, it brings significant changes—from the birth or adoption of a child to the loss of a loved one. Fortunately, your benefits can change with you. When you experience one of these qualifying life events, you can change your benefits to reflect your new circumstances—and don't have to wait until Open Enrollment to do it.

To make a change, go to Workday within 30 days of the event (the date the life event occurs is considered the first day of the 30-day period). In addition to changing your benefits, you must submit documentation in Workday that verifies your change in status.

Life Event in Workday	Benefit Changes to Consider	Required Documentation
<b>Marital Status - Marriage/ Domestic Partnership</b>	<ul style="list-style-type: none"> <li>Add your spouse/domestic partner to your health benefits</li> <li>Enroll your spouse/domestic partner in voluntary spouse life insurance</li> <li>Change your life and 401(k) beneficiary designations</li> <li>Waive coverage (if you are enrolling in your spouse or domestic partner's coverage)</li> </ul>	<ul style="list-style-type: none"> <li>Affidavit of domestic partnership</li> <li>Marriage certificate/license</li> </ul>
<b>Birth or Adoption of a Child</b>	<ul style="list-style-type: none"> <li>Add your child to your health benefits</li> <li>Enroll your child in voluntary child life insurance</li> <li>Change your beneficiary designations</li> <li>Increase your 401(k) contribution for your child's future</li> </ul>	<ul style="list-style-type: none"> <li>Adoption papers</li> <li>Birth certificate</li> </ul>
<b>Employee and/or Dependent Loses (or Gains) Coverage</b>	<ul style="list-style-type: none"> <li>Make changes to your health benefits</li> <li>Update your commuter benefit account contributions</li> <li>Waive coverage (if you are enrolling in your spouse or domestic partner's coverage)</li> <li>Review your beneficiary designations</li> </ul>	<ul style="list-style-type: none"> <li>Leave of absence verification</li> <li>Proof of eligibility for coverage for spouse/domestic partner under new employer</li> <li>Proof of termination of coverage for spouse/domestic partner from their employer</li> <li>Reduction in hours verification</li> </ul>
<b>Marital Status - Divorce/ Dissolution</b>	<ul style="list-style-type: none"> <li>Remove your spouse/domestic partner from your health benefits and voluntary spouse life insurance</li> <li>Change your life and 401(k) beneficiary designations</li> <li>Update your personal information</li> </ul>	<ul style="list-style-type: none"> <li>Affidavit of domestic partnership termination</li> <li>Divorce decree</li> <li>Legal separation papers</li> </ul>
<b>Death of Spouse/Child</b>	<ul style="list-style-type: none"> <li>Remove your loved one from your health benefits and voluntary life insurance</li> <li>Change your life and 401(k) beneficiary designations</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Remember:** you must submit a qualifying life event and the required documentation in Workday. Instructions can be found [here](#).

**Note:** There are limited circumstances involving the loss or gain of Medicare, Medicaid or Children's Health Insurance Program eligibility that may result in a 60-day window to request a change.