(To translate this text, copy/paste into Google Translate.)

Change Benefits
UVA Workday Training

TRANSCRIPT

So how do you change your benefit elections? From your Workday homepage, click on Benefits. From the Benefits page, find the Change Menu and click on Benefits. This will bring you to the Change Benefits page. Note that at the top of the page, you have a list of documents required for life event changes such as marriage, birth or adoption of a child, or divorce.

The menu for change benefits starts with the selections for benefit event type. From here, select the benefit you want to change for open enrollment or add for a life event. Please note, changing benefits may only occur for current employees during the open enrollment period or directly after a life event. Next, input the benefit event date. For a life event, input the date of occurrence, or for change benefits, indicate the current day. You may also post or future date it if you need to adapt it to a life event. For new hires, the 'Submit Elections By' and 'Enrollment Benefits Types' will be populated for the benefit election.

Finally at the bottom of the page, you may attach any required documentation based on the request you are submitting. Please see the link at the top of the page for a list of changes requiring documentation. Once you are done, click Submit. If you have outstanding documentation, Workday will prompt you on this screen.

This is a way that Workday wins. You can view your benefits, change them for a life event, or change them during open enrollment for yourself, your spouse, or your children. This is now all accessible from one easy to use application.