



Life Event Changes — 30 Day Window

Employee must notify, submit approved documentation (see page 2), and make benefit selections in Workday. Once documentation is submitted (step 1), employee will receive a task and must complete new benefit elections (step 2). All steps must be completed within 30 days following a life event.

STEP 1: INITIATE A LIFE EVENT IN WORKDAY

- 1 From your **Workday** home page, select **Menu** from the top left, and then select **Benefits and Pay**.
- 2 From the overview page, under Tasks and Reports, select button for **Change Benefits**.
- 3 Select the applicable **Change Reason** from the drop-down list.
- 4 Enter the **Benefit Event Date** using the **Calendar** icon.
Notes:
 - In general, the **Benefits Event Date** is the date that the life event occurred. For example, a child was born on January 15th — the Benefit Event Date is January 15th.
 - The **Benefits Event Date** cannot be greater than 30 days in the past.
- 5 Attach the applicable document for the event (see next page for examples of appropriate documentation).
 - a. In the **Attachments** section, click **Select files** to browse to your document and **upload** it, or you can **drag and drop** the file.
 - b. If needed, enter comments in the **Comment** section for the document attached.

- 6 Click **Submit**.

You may also click **Save for Later** to save the changes but not submit the event.

Click **Cancel** to cancel the process and start at another time.

Note: Supporting documentation will be reviewed for approval. Once approved, you will receive an inbox item to complete the next step – changing your benefit elections.

STEP 2: CHANGING YOUR BENEFIT ELECTIONS

- 1 From your Workday Inbox or home page, open the **Benefit Change Action** and click **Let's Get Started**.
- 2 You will see tiles for each benefit coverage available to you. Please click **Manage** within each tile to **Select** or **Waive** each benefit.
- 3 **Enrolling Dependents** (if applicable):
 - Once you select coverage, click **Add New Dependent**. Check the box for **Use as Beneficiary** (this allows you to use this person as a beneficiary for life insurance, but you'll still need to assign that beneficiary later in the enrollment process).
 - Once your dependent is added to one coverage, you can just check the box to add them to additional coverages.
- 4 **Removing Dependents** (if applicable):
 - Once you select coverage, you can uncheck the dependent you wish to remove to take them off the plan.
 - If you would like to remove this dependent from other plans, you will need to uncheck the box for each benefit.
- 5 Once you're ready to submit your elections, click **Review and Sign**.

REMINDER:

All steps must be completed within 30 days of the life event date for changes to go into effect.



Life Event Examples

If you have questions or concerns regarding whether your documentation is appropriate or would like to ensure your dependent is properly added, please reach out to your HR representative or benefits@oneoncology.com. If proper documentation is not uploaded and elections are not completed within 30 days, your elections cannot be adjusted until the next open enrollment period.

MARRIAGE:

- Marriage certificate

DIVORCE:

- Divorce decree
- Legal separation papers

BIRTH/ADOPTION:

- Birth certificate
- Mother's copy of birth certificate from hospital
- Notice of legal adoption

LOSS OF COVERAGE:

- Letter on company letterhead showing names of all insureds and date coverage termed
- Copy of COBRA letter

GAIN COVERAGE:

- Letter from insurance or company showing effective date of other benefits (ID card is not valid)

DEATH:

- Copy of death certificate

REACHING AGE 26:

- Copy of notice from parent's employer or insurance company advising no longer eligible and date coverage termed
- Copy of COBRA letter