

Manage Your Dependents



Please note that in addition to the date of birth and Social Security Number of your Dependent, Dependent Documentation must be submitted and approved before you will be able to make new benefit elections for them:

- **For a spouse:**

The front page of your current jointly filed federal or state tax return confirming your spouse as a dependent, or
A copy of your state- or county-issued marriage certificate.

- **For a child¹:**

The front page of your current filed federal or state tax return confirming your child as a dependent, or
A copy of the child's birth certificate naming you as the child's parent.

- **For a Stepchild²:**

The front page of your current filed federal or state tax return confirming your stepchild as a dependent, or
A copy of the child's birth certificate naming your spouse as the child's parent, and
A copy of your state- or county-issued marriage certificate.

You may redact any financial information on your submitted documentation such as your income.

Do not wait until the last minute to submit your Dependent Documentation - the approval of your Dependents will take up to two business days.

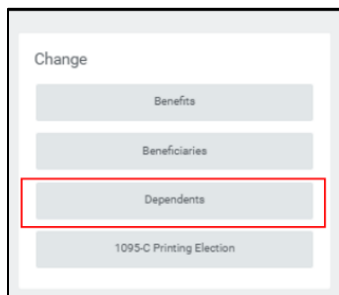
1. To get started, click on the **Benefits** application on your Workday homepage.



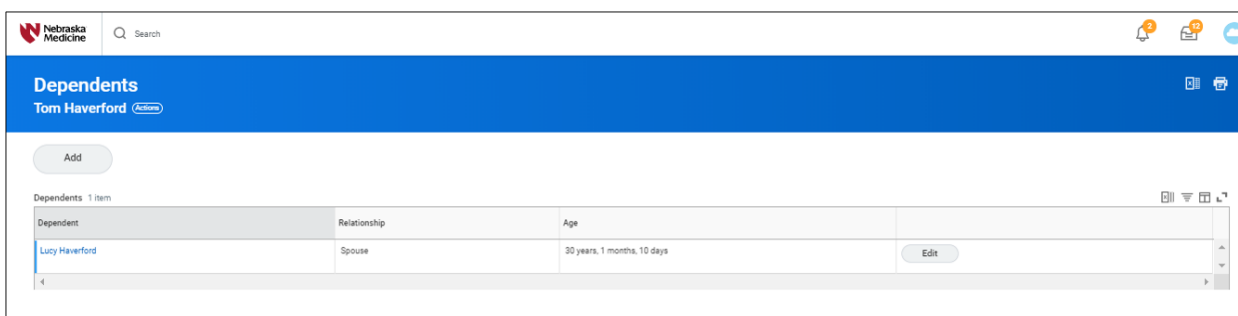
¹ In the case the adoption or guardianship of a child, provide the appropriate court order/adoption decree naming you as the child's legal guardian.

² In the case of adoption or guardianship of a stepchild, provide the appropriate court order/adoption decree naming you as the child's legal guardian.

2. Click on **Dependents** under the **Change** column.

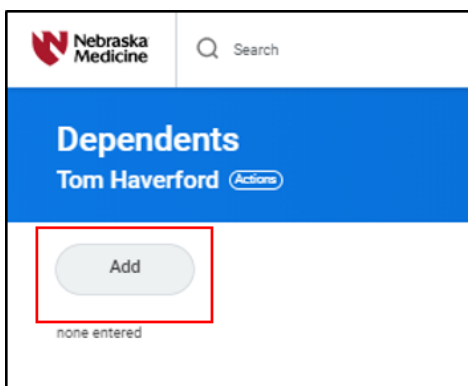


3. You will be brought to your **Dependents** page. Here you will see your currently listed **Dependents**, if any, and the plans you have enrolled them in.



Add a Dependent

1. To add a **Dependent**, click **Add**.



2. You will be brought to the **Add My Dependent** page. Click on the pencil icon (✎) beside the various fields to input your **Dependent Options** and **Dependent Personal Information**. Click on the checkmark icon (✓) to save your entry for the field. Note that fields marked with a red asterisk (*) are required.

Dependent Options

Effective Date & Reason

Effective Date *

04/16/2020

Reason

Dependent Options

Effective Date & Reason

Effective Date *

04 / 18 / 2020

Reason

3. In the **Dependent Options** section, enter the **Effective Date**, keeping in mind:

- When adding **children**, use the date of birth,
- When adding a **spouse**, use the date of marriage, and

Dependent Options

Effective Date & Reason

Effective Date *

04/21/2020

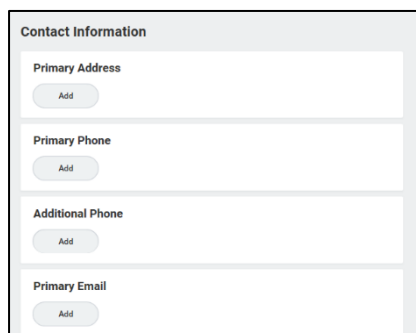
Reason

4. If you would like to designate your new **Dependent** as a beneficiary, check the box under **Use as Beneficiary** in the **Dependent Options Section**.

Use your new dependent as a beneficiary?

Use as Beneficiary

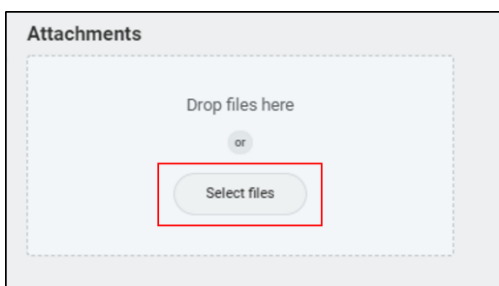
- You can fill out **Contact Information** for your **Dependent**, but it isn't mandatory. Click **Add** if you wish to.



The 'Contact Information' form contains four sections, each with an 'Add' button:

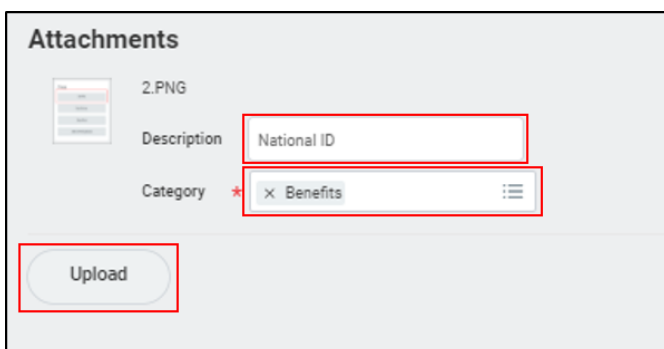
- Primary Address**: Add
- Primary Phone**: Add
- Additional Phone**: Add
- Primary Email**: Add

- Attach all required **Dependent** documentation by either dragging and dropping it over the **Attachments** window or by clicking **Select Files**. Note that required **Dependent** documentation must be submitted prior to making new benefit elections. Allow up to two business days for your **Dependent** to be approved.



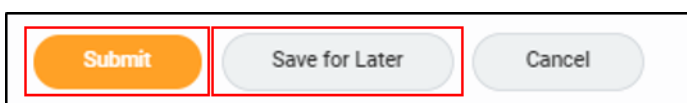
The 'Attachments' window features a dashed box for dropping files, with the text 'Drop files here' and 'or' above a button labeled 'Select files'.

- Provide a **Description** and indicate the document's **Category** as "**Benefits**" using the dropdown menu. Click **Upload**.



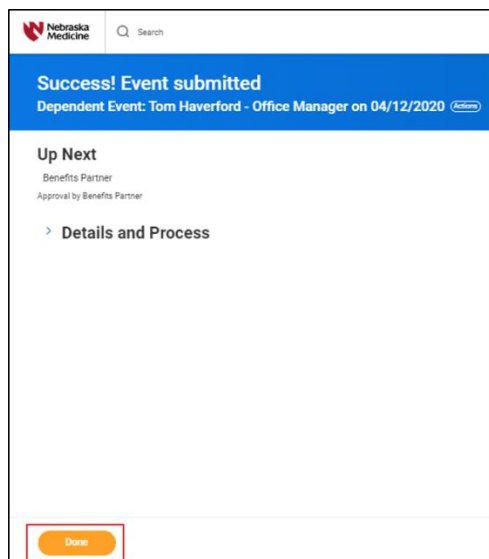
The 'Attachments' form shows a file icon labeled '2.PNG'. Below it are fields for 'Description' (containing 'National ID') and 'Category' (a dropdown menu with 'Benefits' selected). An 'Upload' button is at the bottom.

- When you are finished, click **Submit** to finalize or **Save for Later** to complete at a later time.

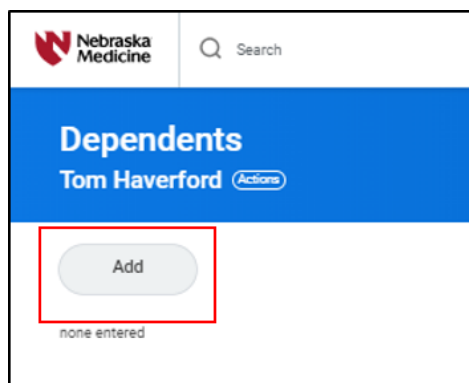


A row of three buttons: 'Submit' (orange), 'Save for Later' (light blue), and 'Cancel' (light blue).

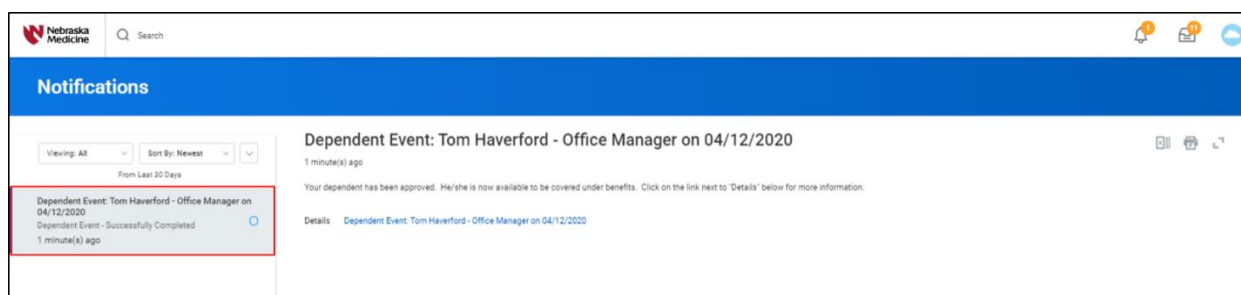
- When successfully completed, a confirmation page will appear. Click **Done** to be automatically returned to the **Dependents** page.



- Continue to add each dependent you wish to cover on benefits.



- Once the Benefit Department has approved your **Dependent(s)**, you will receive a notification confirming the addition. Your new **Dependent(s)** will now automatically be listed on your **Dependents** page. If you selected the **Use as a Beneficiary** check box, your **Dependent(s)** will also be listed on your **Beneficiaries** page.



Nebraska Medicine

dependents

Dependents

Tom Haverford

Add

Dependents 1 item

Dependent	Relationship	Age	
Lucy Smith	Spouse	30 years, 1 months, 5 days	Edit

Edit a Dependent

1. To make changes to an existing **Dependent**, click **Edit**.

Nebraska Medicine

Search

Dependents

Tom Haverford

Add

Dependents 1 item

Dependent	Relationship	Age	
Lucy Smith	Spouse	30 years, 1 months, 5 days	Edit

2. Click on the pencil icon (✎) of the various fields to input your **Dependent's** information. Click on the checkmark icon (✓) to save your entry for the field. Note that fields marked with a red asterisk (*), as well as your **Dependent's** contact and address information are required.

Dependent Personal Information

Legal Name

Legal Name *

Lucy Smith

Dependent Personal Information

Legal Name

Name

Lucy Smith

Country *

United States of America

Allow Duplicate Name

☐

Check this box only when there is more than one dependent with the same name.

Prefix

First Name *

Lucy

Middle Name

Anne

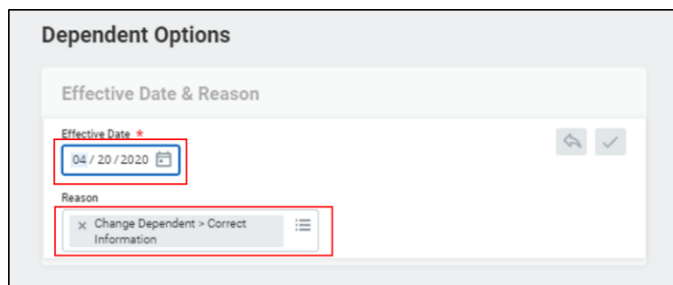
Last Name *

Haverford

Suffix

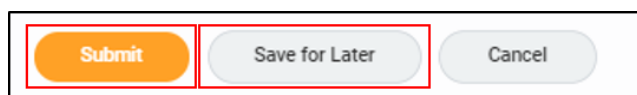
- Under **Dependent Options**, make sure to input the **Effective Date & Reason** for your requested changes.

In the case of a **divorce**, re-categorize your spouse as an **ex-spouse** and use the date of the divorce decree.



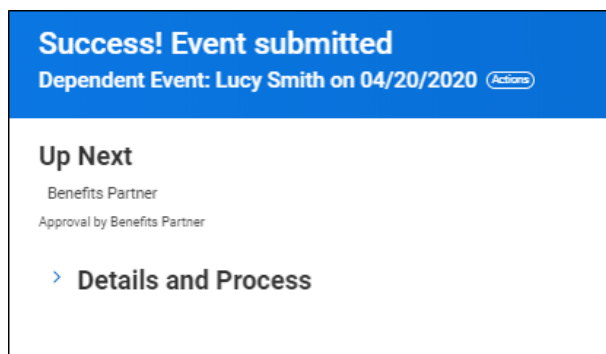
The screenshot shows a 'Dependent Options' form. Under the 'Effective Date & Reason' section, the 'Effective Date' is set to 04/20/2020. The 'Reason' is 'Change Dependent > Correct Information'.

- When you are finished, click **Submit** to finalize or **Save for Later** to complete at a later time.



The screenshot shows three buttons: 'Submit' (orange), 'Save for Later' (gray), and 'Cancel' (gray).

- When successfully completed, a confirmation page will appear. Click **Done** to be automatically returned to your **Dependents** page.



The screenshot shows a confirmation page titled 'Success! Event submitted'. It displays the event details: 'Dependent Event: Lucy Smith on 04/20/2020'. Below this, it lists 'Up Next' steps: 'Benefits Partner' and 'Approval by Benefits Partner'. A link for 'Details and Process' is also visible.

- Once the Benefit Department has approved the changes to your **Dependent**, you will receive a notification confirming their approval. Your **Dependent's** new information will now be automatically updated on your **Dependents** page. If you selected the **Use as a Beneficiary** check box, your **Dependent's** information will also be updated on your **Beneficiaries** page.

Nebraska
Medicine

Search

Notifications

Viewing: All

Sort By: Newest

From Last 30 Days

Dependent Event: Lucy Haverford on 04/20/2020

Dependent Event - Successfully Completed

6 minute(s) ago

Dependent Event: Tom Haverford - Office Manager on 04/12/2020

Dependent Event - Successfully Completed

3 day(s) ago

Dependent Event: Lucy Haverford on 04/20/2020

6 minute(s) ago

Your dependent has been approved. He/she is now available to be covered under benefits. Click on the link next to "Details" below for more information.

Details [Dependent Event: Lucy Haverford on 04/20/2020](#)

Dependents

Tom Haverford [Actions](#)

Add

Dependents 1 item

Dependent	Relationship	Age	
Lucy Smith	Spouse	30 years, 1 months, 8 days	Edit