Add Dependent

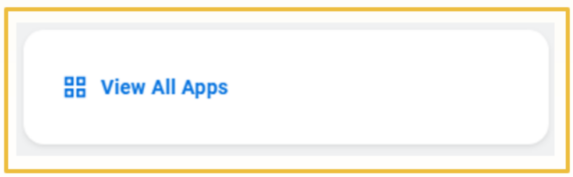
Overview

This process will show users how to add dependents via the Benefits application. All benefit-eligible employees can initiate this process.

Add a Dependent

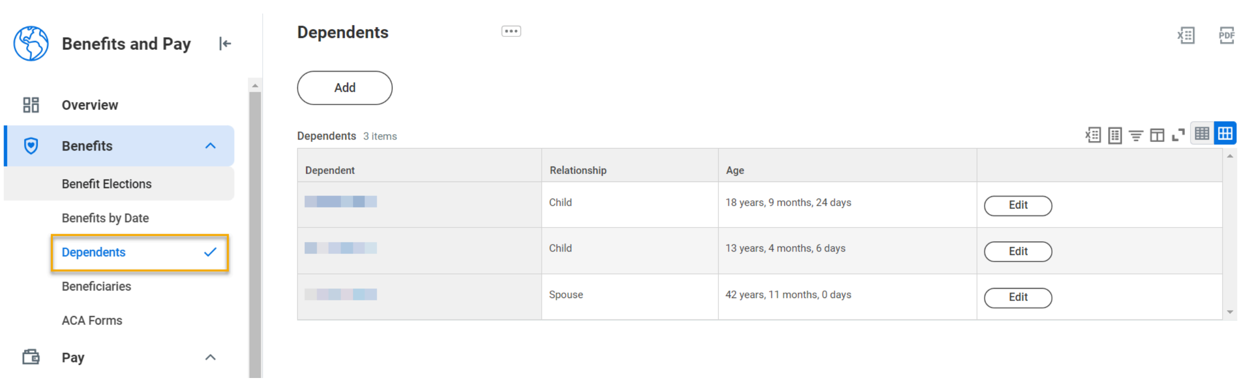
Security Role(s): Employee as Self

1. From the Workday Landing Page, select **View All Apps**.

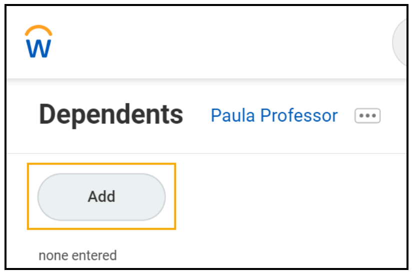


2. Navigate to the **Benefits and Pay** application.

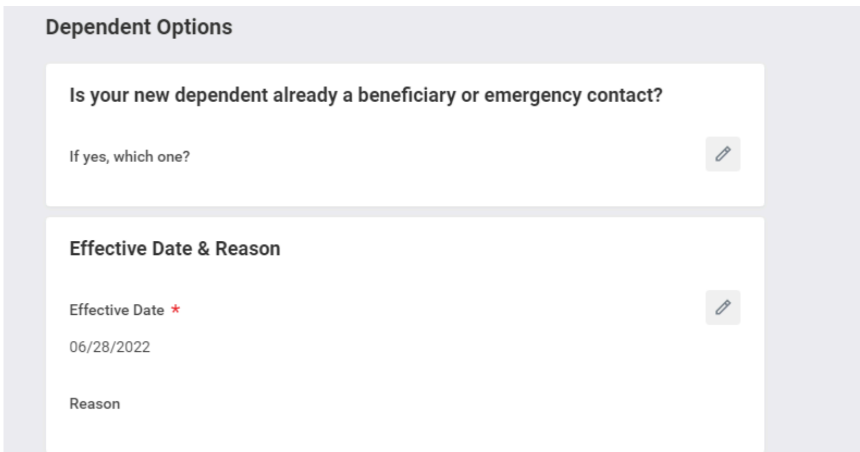
3. Select **Dependents** from the list of menu options under the Benefits section.



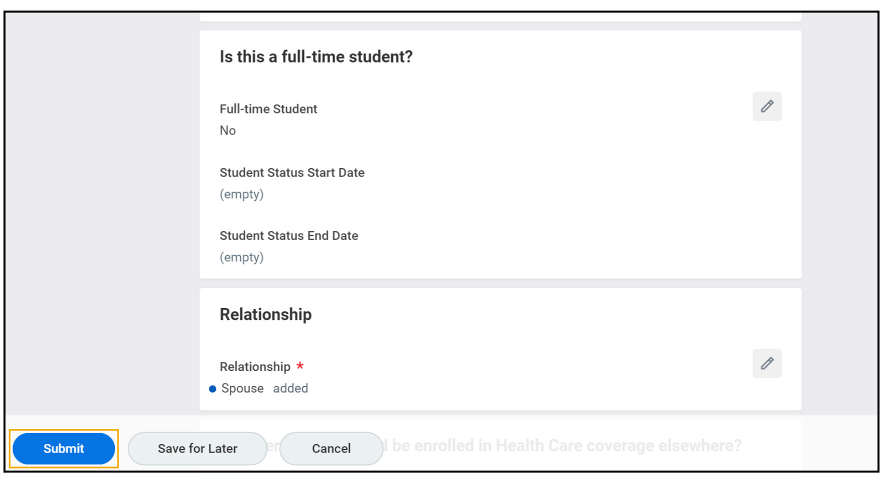
4. Select the **Add** button.



5. Populate the fields with your dependent's information by clicking the **pencil icon** in the upper-right corner of each section, to enable editing.
   Note: *Fields marked by a red asterisk are required. Select an option (**Beneficiary** or **Emergency Contact**) from the drop-down menu in the **Dependent Options** section to auto-populate the fields with your beneficiary's / emergency contact's information.*



6. Select the **Submit** button near the bottom of the screen to save and complete the process.



7. You can view and manage your list of dependents from the **Dependents** task (Step 2), accessible from the **Benefits** application.