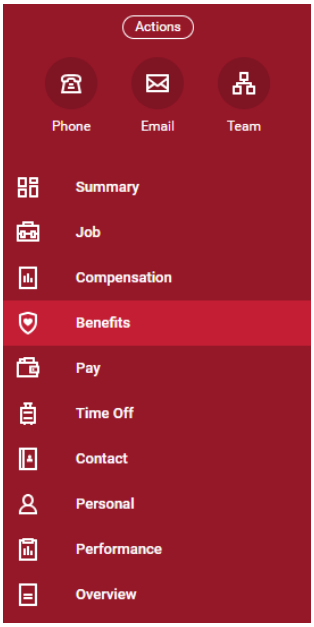
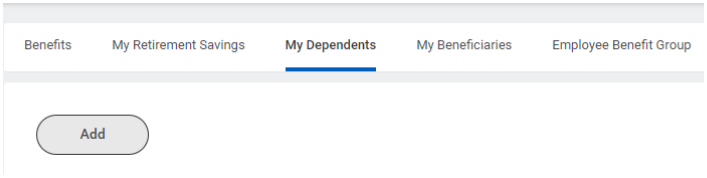
VASSAR

Add A Spouse, Domestic Partner or Child Under 26 as a Dependent

****Please note, failure to add dependent in Workday and provide required documentation will impact your ability to add them to Vassar insurance and obtain their Dependent ID card****

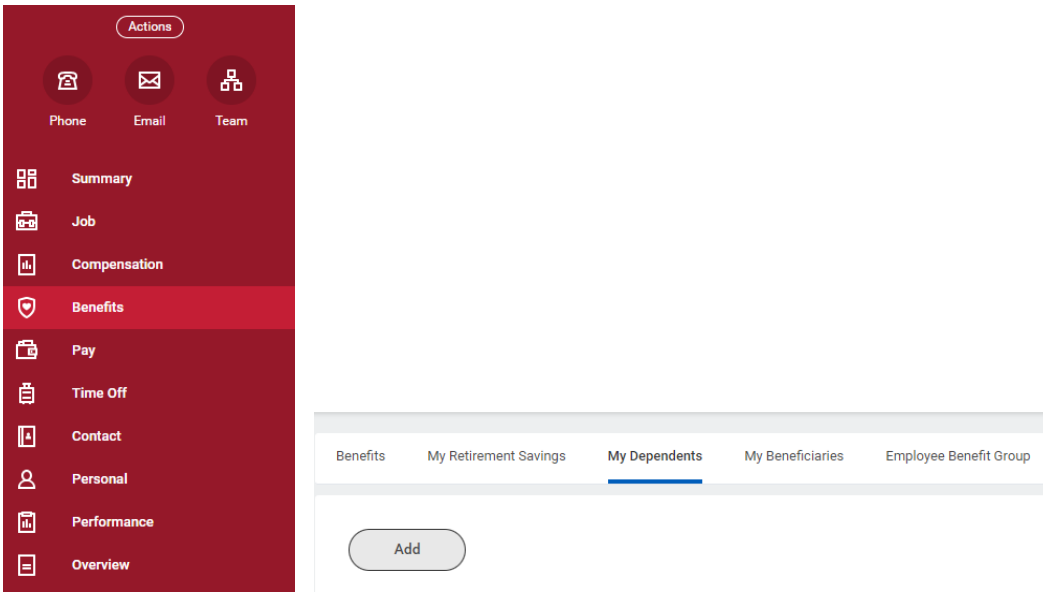
Domestic Partner:

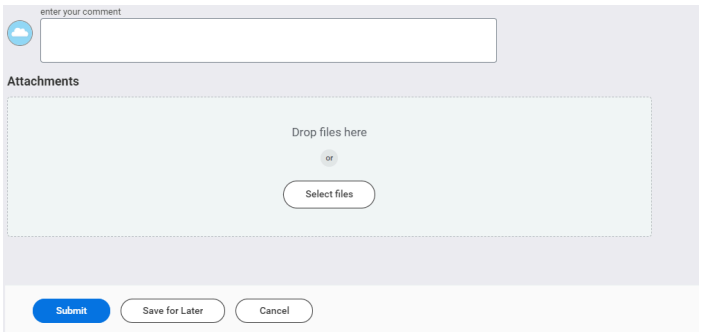
1. Affidavit of Domestic Partnership signed with the Benefits Representative or notary
    - Must Bring any of the Following to this Meeting, both Employee and Partner must be present for this meeting to sign
        - Shared lease with both names included
        - Shared utility or insurance bill
        - Shared mortgage with both names included
        - Domestic Partner Identification: Photo ID and social security card
2. Must Upload Domestic Partner's information to Workday under Dependent's Tab
    - 



3. If you choose to do so, you may now add your Domestic Partner to Vassar insurance plans if you are in an enrolment state (New Hire, Qualified Life Event, Open Enrollment)
4. If you choose to do so, you may now also apply for a dependent ID card for your Domestic Partner with our HR Generalists.
    - An application must be filled out for this after the affidavit is completed and the required dependent event is completed in Workday

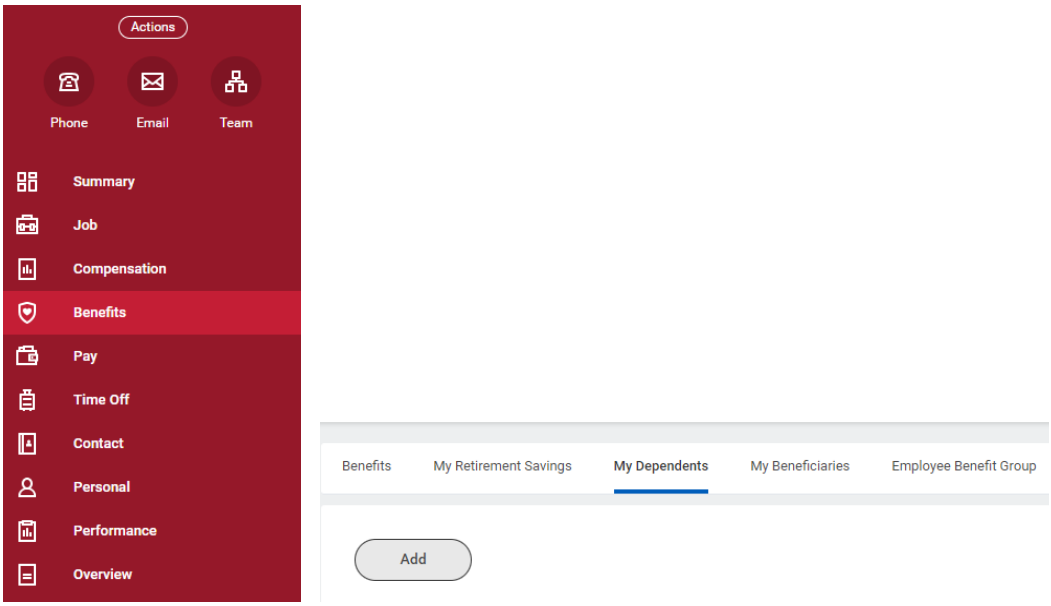
Legally Married Spouse:

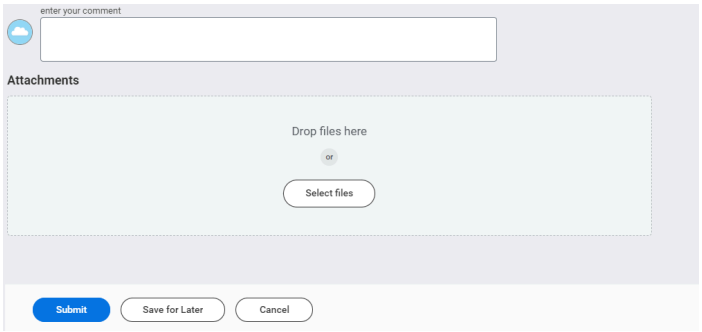
1. Must Upload Spouse's information to Workday under Dependent's Tab
   - 

   - **When adding the Spouse, you must upload a copy of your marriage certificate and social security card to the event. Please reach out to your Benefits Representative if you have trouble with this step.**
   - 

2. If you choose to do so, you may now add your Spouse to Vassar insurance plans if you are in an enrolment state (New Hire, Qualified Life Event, Open Enrollment)
3. If you choose to do so, you may now also apply for a dependent ID card for your Spouse with our HR Generalists.
   - An application must be filled out for this after the required dependent event is completed in Workday

Dependent Child Under The Age of 26:

1. Must Upload Child's information to Workday under Dependent's Tab
   - 

   - **When adding the child, you must upload a copy of the birth certificate and social security card to the event. Please reach out to your Benefits Representative if you have trouble with this step.**
   - 

2. If you choose to do so, you may now add your child under the age of 26 to Vassar insurance plans if you are in an enrolment state (New Hire, Qualified Life Event, Open Enrollment)
3. If you choose to do so, you may now also apply for a dependent ID card for your child under the age of 26 with our HR Generalists.
   - An application must be filled out for this after the required dependent event is completed in Workday

Need Help? Contact Us!

Benefits Department - benefits@vassar.edu or 845-437-5851
HR Generalist Department - humanresources@vassar.edu or 845-437-5820