

How to Complete a Benefit Life Event in Workday

The following guide will provide some tips on requesting and submitting a Qualified Life Event in Workday. Most events will require documentation to substantiate the request being made. You will also need to submit proper documentation showing relationship to any dependent you may add.

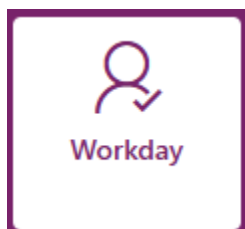
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Questions on a life event or any of your benefits, please [Contact | HonorHealth Employee Benefits](#).

How To Get to the Workday Application

Workday is a Single Sign-on (SSO) application. This means you will need to know your HonorHealth network username and password. If you do not know this or have trouble accessing Workday, please contact the IT help desk at 480-882-4357 for assistance

From HonorHub: click on the Workday tile to the right of your screen.



From the Employee Benefits website:

[HonorHealth Employee Benefits](#): scroll down a bit to the **Workday** heading on the right side of your screen.

- Workday is LIVE! [Click Here](#) to access Workday. Staff Member Self-Service (Ultipro) is now only available as [read only](#).

Download the Workday Mobile App:

- Log into Workday on your desktop.
- Open your profile at the top right and then click My Account.
- From My Account, select Organization ID.
- Download the Workday Mobile Application from App Store or Google Play.
- Scan the QR code and use the Organization ID to connect.
- Enter your username and password. This will be the same as your network login.
- You may be prompted to create and confirm a six-digit pin number to use for future log in attempts.



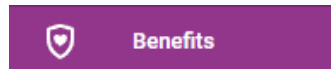
Note: The directions in this document will direct you to your profile when on a desktop. If using the mobile app, your profile will be at the bottom of the screen on your phone.



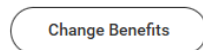
How to Complete a Life Event in Workday
Adding a Newborn or Adoption of a Child

Very Important: you have 30 days from the life event date to update your benefit elections.

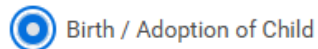
1. Once logged into Workday, select your profile icon at the top right of the screen.
Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Birth/Adoption of Child



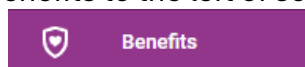
5. Enter the date of birth or date of adoption of child. Hit your tab button. You can enter a comment if needed. If you are adopting a child, you will need to attach the adoption court documents.
6. Click Submit.
7. You will then be prompted to start the life event. Click Open.
8. Click on Manage under each benefit you would like to add your child to. The plan you are currently enrolled in will show as Selected. Click Confirm and Continue.
9. You will add your dependent. Click Add. Enter the required information for your child such as First Name, Last Name, Date of Birth, Gender, Address, and social security number, if available. Save.
10. Check the box to the left of the name to enroll in coverage for the tile you are in. Save.
11. Once you have made the needed updates to benefits, click Review and Sign.
12. A summary page of elections will come up. Review this page carefully.
13. Click the box for I Accept.
14. Click Submit.
15. You've submitted your elections. Click Done.
16. This will go to the benefit team to review and approve.

Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

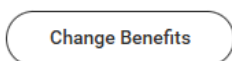
How to Complete a Life Event in Workday
Cancel Dependent Care FSA

Very Important: you have 30 days from the life event date to update your benefit elections.

1. Once logged into Workday, select your profile icon at the top right of the screen.
Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Change Dependent Care FSA



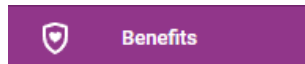
5. Enter today's date as the Benefit Event Date. Hit your tab button.
6. Upload documentation with the reason for the request to cancel your dependent care benefit.
7. Click Submit.
8. You will then be prompted to start the life event. Click Open.
9. Click on Manage under the Dependent Care FSA tile.
10. Click on Waive to cancel the benefit. Submit.
11. Once you have made the needed updates to benefits, click Review and Sign.
12. A summary page of elections will come up. Review this page carefully.
13. Click the box for *I Accept*.
14. Click Submit.
15. You've submitted your election. Click Done.
16. This will go to the benefit team to review and approve.

Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

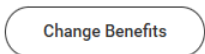
How to Complete a Life Event in Workday
Change Health Savings Account (HSA) Contribution

Very Important: you can only request to update your HSA contribution election up to 1x per month. Additional requests will be denied.

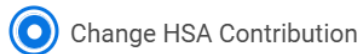
1. Once logged into Workday, select your profile icon at the top right of the screen. Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Change HSA Contribution



5. Enter the today's date as the Benefit Event Date. Hit your tab button.
6. Enter a comment if you would like.
7. Click Submit.
8. You will then be prompted to start the Life Event. Click Open.
9. Click on Manage under the Health Savings Account tile.
10. If benefit is not elected, click Elect. Click Submit.
11. You will now be prompted to enter a per pay amount or annual amount. Submit.
(Note: while the annual amount showing will be higher than the IRS max allowed, our system will stop your deduction once the IRS max allowed is reached). 2025 Limits: Individual \$4,300, Family \$8,550. Age 55+ allows for an additional \$1,000.
12. A summary page of elections will come up. Review this page carefully.
13. Scroll down and click the box for *I Accept*.
14. Click Submit.
15. You've submitted your election. Click Done.
16. This will go to the benefit team to review and approve.

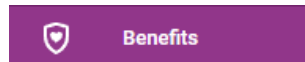
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How to Complete a Life Event in Workday

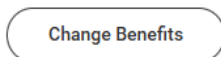
Adding a Domestic Partner

Very Important: a Domestic Partner Enrollment Form must be completed and uploaded to Workday along with the required documentation stated on the form. The Domestic Partner Enrollment form can be found at: [Health & Wellness | HonorHealth Employee Benefits](#). Children of domestic partners are not eligible for enrollment.

1. Once logged into Workday, select your profile icon at the top right of the screen. Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Domestic Partnership.
 - ☒ Domestic Partnership
5. Enter the today's date as the Benefit Event Date. Hit your tab button.
 - a. Note: coverage will begin the day after your event is submitted provided all the required documentation is received.
6. Upload your domestic partner enrollment form and backup documentation.
7. Click Submit.
8. You will then be prompted to start the Life Event. Click Open.
9. Click on Manage under each benefit you would like to enroll your domestic partner in. Click Confirm and Continue.
10. If your domestic partner is not listed, click Add dependent and enter the required personal information. You will only need to add the personal information 1x.
11. Click Submit.
12. Once you have enrolled your domestic partner to your benefits, click Review and Sign.
13. A summary page of elections will come up. Review this page carefully.
14. Scroll down and click the box for *I Accept*.
15. Click Submit.
16. You've submitted your elections. Click Done.
17. This will go to the benefit team to review and approve.

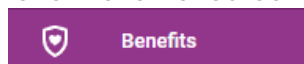
Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

How to Complete a Life Event in Workday You or Your Dependent Gains Other Coverage

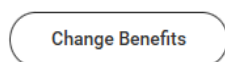
Very Important: you have 30 days from the life event date to update your benefit elections.

If you do not currently have a beneficiary on file for your company paid Basic Life and/or Supplemental Life insurance, you will be prompted to complete this.

1. Once logged into Workday, select your profile icon at the top right of the screen.
Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Employee or Dependent Gains Other Coverage.

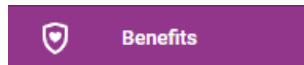
☒ Employee or Dependent Gains Other Coverage
5. Enter the day prior to your new coverage start date. Hit tab.
 - a. Note: coverage ends at the end of the month of your event date provided the documentation substantiates the date entered.
6. Upload documentation that shows the new coverage with name(s), coverage enrolled in, and the coverage effective date.
7. Click Submit.
8. You will then be prompted to start the Life Event. Click Open.
9. Click Manage under each benefit you would like Waive.
10. The plan you are currently enrolled in will show as Selected.
11. If you are waiving coverage for yourself and dependents click Waive. If you are only removing dependents, keep the selected benefit.
12. Click Confirm and Continue.
13. If removing a dependent from coverage uncheck the box to the left of their name.
(this step will not show if you waived the plan for yourself).
14. Click Save.
15. Once you have made your updates to each benefit, click Review and Sign.
16. A summary page of elections will come up. Review this page carefully.
17. Scroll down and click the box for I Accept.
18. Click Submit.
19. You've submitted your elections. Click Done.
20. This will go to the benefit team to review and approve.

Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

How to Complete a Life Event in Workday You Lose Coverage from Another Source

Very Important: you have 30 days from the life event date to update your benefit elections.

1. Once logged into Workday, select your profile icon at the top right of the screen.
Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Loses Coverage from Another Source



5. Enter the date your lost other coverage.
Note: coverage will begin the day after date entered.
6. Upload documentation that shows you had other coverage, and the coverage end date. If adding eligible dependents, you will also need to update documentation. For spouse, marriage certificate or 1st page of federal tax return within the past 2 years. For children, birth certificate.
7. Click Submit.
8. You will then be prompted to start the Life Event. Click Open.
9. Click Manage under each benefit you would like to enroll in.
Note: you can only enroll in the coverage(s) you have lost.
10. Select a plan you would like to enroll in.
11. Click Submit.
12. You can add eligible dependents to coverage if they have also lost coverage.
If their name is listed check the box to the left of their name. Click Add if you are newly adding your dependent and enter the required information. Save. You can now check the box to the left of their name.
13. Confirm and Continue
14. Once you have made your updates to your benefits, click Review and Sign.
15. A summary page of elections will come up. Review this page carefully.
16. Scroll down and click the box for *I Accept*.
17. Click Submit. You've submitted your elections.
18. This will go to the benefit team to review and approve.

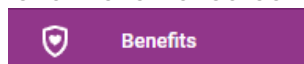
Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

How to Complete a Life Event in Workday You Recently Got Married

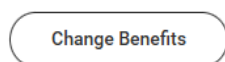
Very Important: you have 30 days from the life event date to update your benefit elections.

If you do not currently have a beneficiary on file for your company paid Basic Life and/or Supplemental Life insurance, you will be prompted to complete this.

1. Once logged into Workday, select your profile icon at the top right of the screen.
Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.



4. In the Change Reason select Marriage



5. Enter today's date.

Note: coverage will begin the day after date entered provided the documentation substantiates the date entered.

6. Upload your marriage license.

7. Click Submit.

8. You will then be prompted to start the Life Event. Click Open.

9. Click Manage under each benefit you would like to enroll in.

Note: you can only enroll your spouse in the coverages you are currently enrolled in.

10. The plan you are enrolled in will be selected.

11. Click Confirm and Continue.

12. You can now enroll your spouse.

If their name is listed, check the box to the left of their name. If your spouse is not shown, click Add and enter the required information and Save. You can now elect them.

13. Once you have made your update to each benefit, click Review and Sign.

14. A summary page of elections will come up. Review this page carefully.

15. Scroll down and click the box for *I Accept*.

16. Click Submit.

17. You've submitted your elections. Click Done.

18. This will go to the benefit team to review and approve.

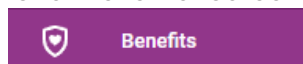
Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

How to Complete a Life Event in Workday Your Spouse/Dependent Loses Other Coverage

Very Important: you have 30 days from the life event date to update your benefit elections.

If you do not currently have a beneficiary on file for your company paid Basic Life and/or Supplemental Life insurance, you will be prompted to complete this.

1. Once logged into Workday, select your profile icon at the top right of the screen.
Click View Profile.
2. Click Benefits to the left of screen.



3. Click on Change Benefits in the center of screen.

Change Benefits

4. In the Change Reason select Loses Coverage from Another Source

☒ Spouse/Dependent Loses Coverage

5. Enter the date your other coverage ends.
Note: coverage will begin the day after date entered provided the documentation substantiates the date entered.
6. Upload documentation that shows you had other coverage, and the coverage end date. You will also need to update documents for any dependent that you will be enrolling. For your spouse, marriage license or 1st page of your federal tax return within the past 2 years. For children, their birth certificate.
7. Click Submit.
8. You will then be prompted to start the Life Event. Click Open.
9. Click Manage under each benefit you would like to enroll in.
Note: you can only enroll in the coverage(s) you have lost.
10. Select the plan you want to enroll in.
11. Click Confirm and Continue.
12. You can now enroll your eligible dependents.
If their name is listed, check the box to the left of their name. If your dependents are not shown, click Add and enter the required information and Save. You can now elect them.
13. Once you have made your updates, click Review and Sign.
14. A summary page of elections will come up. Review this page carefully.
15. Scroll down and click the box for *I Accept*.
16. Click Submit.
17. You've submitted your elections. Click Done.
18. This will go to the benefit team to review and approve.

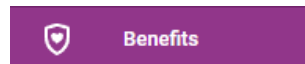
Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

How to Complete a Life Event in Workday
You Recently Divorced or ended your Domestic Partnership

Very Important: you have 30 days from the life event date to update your benefit elections.

If you need to update your beneficiaries, please see How to Update Your Beneficiary tip sheet.

1. Once logged into Workday, select your profile icon at the top right of the screen. Click View Profile.
2. Click Benefits to the left of screen.



3. Click on My Dependents.

Benefits My Retirement Savings My Dependents My Beneficiaries Benefits Contact Information

4. Click on Edit to the right of your ex-spouse or ex-partner's name.
5. Click the pencil under Effective Date & Reason.
6. Enter date of divorce or end of partnership.
 Note: coverage ends at the end of the month.
7. Click on in the search bar under Reason. Select Change Dependent.
8. Select *Change Dependent>Divorce* or *Change Dependent>Dissolution of Domestic Partnership*.
9. Click the Save button (check mark).
10. Scroll to Relationship and click the Pencil.
11. Update relationship to Ex-Spouse or Ex-Domestic Partner. Click Save.
12. Update any other information needed.
13. Click Submit
14. This will prompt the Life Event and cancel coverages your ex was enrolled in.

Note: if you Save for Later or accidentally click out of the Event. You will find the pending event in My Tasks (Inbox) found in the upper right corner. Select the Benefit Change task, then Let's Get Started.

How to Complete a Life Event in Workday I am a New Hire

Very Important: you have 30 days from your hire date to enroll in benefits. If adding dependents, please be prepared to upload a copy of your marriage certificate if adding a spouse, and a copy of birth certificates for each child you add. If you will be adding a domestic partner you will need to complete a [Domestic Partner Enrollment Form](#).

1. You will enroll in your benefits in [Workday](#).
2. Once logged into Workday, you will want to be sure you are on the Home page. If you are not sure, please click on the HonorHealth logo at the top left of page.



3. In the center of the page, you see Benefit Change-New Hire under Awaiting Your Action.
4. Click on this Task. Let's Get Started.
5. You will see each of the benefits that you are eligible to enroll in.
Some will not require any action from you such as EAP, LTD, and STD. This shows you are eligible for these benefits.
6. Click on each tile where you see Enroll.
7. Select the plan you would like to enroll in. The other plans for that benefit will show as Waive.
8. Click Confirm and Continue.
9. You can now add any eligible dependent to coverage. Click Add New Dependent.
10. Enter the required information that is marked with a red asterisk.
11. Click Save.
12. You can now mark the box to the left of the dependent name to enroll them in coverage.
13. Click Save.
14. Repeat these steps for each benefit you would like to enroll yourself and your dependents in.
15. In the company Basic Life benefit, you will add 1 or more beneficiaries to receive this benefit in the event of your passing.
Please note you will complete this step if you elect Supplemental Life coverage for yourself.
 - a. Click on the plus sign, select Add New Beneficiary or Trust. Click Add New Beneficiary radial, then select Continue.
 - b. Complete the required fields that have a red asterisk. Click OK when complete.
 - c. Complete the above step if adding more than one beneficiary.
 - d. Allocate a percentage for each beneficiary. The total for all must be equal to 100%.

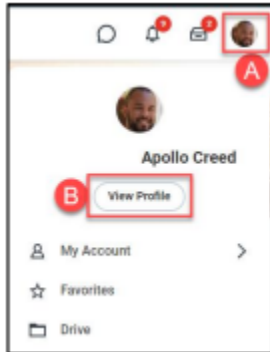
(continued from page 11 – I am a New Hire)

16. Click Save.
17. Review each of the benefits you are about to enroll in carefully.
18. Click Review and Sign.
19. A summary page will appear. This is another opportunity to review the benefits you are about to enroll in.
20. Once you have reviewed, scroll down and select the I Accept checkbox.
21. Click Submit.
22. The Submitted window will appear. Click Done. You can also view your Benefits Statement before clicking Done.
You will also be able to view your elected at View Profile, Benefit Future Elections.

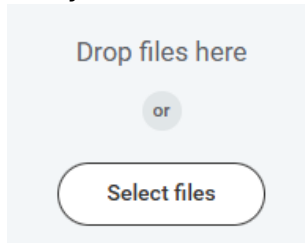
How to add a document to your Workday profile **after** submitting a life event
***EMAIL EMPLOYEE.BENEFITS@HONORHEALTH.COM ONCE YOU COMPLETE
SUBMISSION WITHIN 30 DAYS- THEY **WILL NOT** BE NOTIFIED BY WORKDAY THAT
YOU HAVE UPLOADED YOUR FILES

Add a document to your Workday profile.

1. Once logged into Workday, select your **profile icon (A)** at the top right of the screen and then select **View Profile (B)**.




2. On the left side of the screen, scroll down and select the **Overview** tab.
3. Along the top of the screen select **Documents**.
4. From the Documents tab, select **Add** to add a document, i.e. Marriage License, Birth Certificate, etc.
5. Add your document.



6. Select Benefits as the Document Category. Add a comment to identify the document. Click OK to submit the document.

Add Worker Document

 Delta-Dental-Enhanced-Plan_Summary_2025.pdf
✓ Successfully Uploaded!

Document Category *

Comment

Upload

OK

Cancel