How to Add a Dependent in Workday

WORKDAY

1. From your Workday Home page, Click the “Benefits” icon

2. Click “Dependents” under the “Change” column

3. Click “Add” to add your dependent information

4. Under “Dependent Options”, the “Effective Date” will auto populate. Do not change this date. No additional information is required to be completed.

5. Scroll down to “Dependent Personal Information” and click the icon to update the following required fields:
   a. Legal Name of your dependent you are adding
   b. Gender of the dependent
   c. Date of Birth of the dependent
   d. Relationship of the dependent to you

   “Is this a full-time student?” and “Is this a person with a disability?” is optional and not required to be completed.
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6. Scroll down to “Contact Information”. The primary address will auto populate to your primary address that is on Workday. If the primary address is different for the dependent, click the icon to update. All other fields are not required.

7. Scroll down to “Identifier Information”. Click “Add” in “National IDs.” For “Country” type “United States of America.” Under “National ID Type” click the radio sign for “Social Security Number (SSN)” then add your spouse/domestic partner’s SSN. Then click the checkbox to finalize. The SSN is required to be completed.
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8. Click “Submit” on the lower left-hand corner. You successfully added a dependent when you see a green check mark and “Process Successfully Completed” on the next screen.