

Workday: Changing Your Coverage Mid-Year

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What Is a Qualifying Life Event?

Associates are eligible to make changes to their benefits once a year during annual open enrollment. However, if you experience a qualifying life event that changes your life circumstances, you may request to make changes to your benefits in Workday. There is a 30-day eligibility window to submit the request in Workday.

Qualifying life events include:

- Change in legal marital status, including marriage, divorce, legal separation, annulment, and death of a spouse
- Change in number of dependents, including birth, adoption, placement for adoption, or death of a dependent child
- Change in a child's dependent status, either newly satisfying the requirements as a dependent child status or ceasing to satisfy them
- Change in place of residence or worksite that affects the eligibility for coverage or accessibility of network providers
- Change in your health coverage or your spouse's/domestic partner's coverage attributable to your spouse's/domestic partner's employment
- Change in an individual's eligibility for Medicare or Medicaid
- A court order requiring health coverage for your child
- Changes in your coverage impacted by your spouse's/domestic partner's employer or employment status
- Change in work schedule or employment status such as an increase or decrease in hours or a switch between a Part Time non-benefit eligible position to a benefit eligible position

How to Submit a Request in Workday



Step 1: Click on “View All Apps” from the Home Page in Workday

MENU | CHOC

Q Search

It's Friday, March 1, 2024

Hello There

Awaiting Your Action ...

You're all caught up on your tasks.

Quick Tasks

- My Payslips
- Time Off Balance
- My Goals
- [View All Apps](#)

Timely Suggestions

- Keep Your Work Contact Information Updated**
We would like you to review your Contact Information and ensure it's up to date. [Update Contact Info](#)
- Keep Your Emergency Contacts Updated**
We would like you to review your Emergency Contact Information and [Update Contacts](#)

Announcements

- 2023 W-2 Tax Documents

W

Step 2: Click on the “Benefits and Pay” icon

The image shows a web application interface. On the left, there is a 'Menu' sidebar with a close button (X) at the top. The menu is divided into 'Apps' and 'Shortcuts' tabs. Under 'Apps', there is a section for 'Your Saved Order' with a refresh icon. Below this, a list of application icons and labels is shown: Jobs Hub, Benefits and Pay (highlighted with a red arrow), Learning, Help, Meal Period Waiver Election, Talent and Performance, Pay, Associate Giving, Absence, Directory, Favorites, and Benefits. At the bottom of the menu are 'Add Apps' and 'Edit' buttons. The main dashboard area on the right is dimmed. It features a search bar at the top, a header with the text 'Afternoon, On Behalf of: Choco Bear' and the date 'It's Friday, March 1, 2024'. Below the header, there are sections for 'Quick Tasks' (My Payslips, Time Off Balance, My Goals), 'Suggestions' (Keep Your Work Contact Information Updated, Keep Your Emergency Contacts Updated), and 'Announcements' (2023 W-2 Tax Documents). A 'View All Apps' button is also visible.

Step 3: Click on “Change Benefits”

The screenshot shows the CHOC employee portal dashboard. The top navigation bar includes a menu icon, the CHOC logo, a search bar, and notification icons. The left sidebar contains a 'Benefits and Pay' section with sub-links for Overview, Benefits, Pay, and Compensation, as well as 'Suggested Links' for CHOC Benefits Web... and CHOC Fit Enrollment. The main content area is titled 'Overview' and features three primary cards: 'Most Recent Pay' showing a take-home pay of \$1,569.14, 'Deductions' totaling \$574.46, and 'Current Benefit Costs' of \$147.07. A red arrow points to the 'Change Benefits' link in the 'Tasks and Reports' section.

Tasks and Reports

[Payment Elections](#) [Change Benefits](#) [My Tax Documents](#)

Overview

Most Recent Pay
Your next pay day is February 22, 2024.

\$1,569.14
Take Home Pay

Gross Pay \$2,143.60

[View Most Recent Pay](#)

Deductions
Taxes and deductions from your most recent payslip.

\$574.46
Total

Federal Withholding (Federal)	\$159.22
Medical Pretax	\$138.84
OASDI (Federal)	\$124.32
State Tax (California)	\$57.67

[More \(7\)](#)

Current Benefit Costs

\$147.07
Employee Cost (Biweekly)

[View Benefit Details](#)

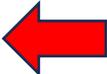
Annual Total Rewards Package
A summarization of your annual Total Rewards package.

741	129
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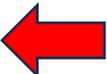
Step 4: Select a Change Reason

Change Benefits Choco Bear (999999) [More]

Change Reason * Birth/Adoption [Dropdown Arrow]



Benefit Event Date * 02/13/2024 [Calendar Icon]



Enter Benefit Event Date

Submit Elections By 03/14/2024

Benefits Offered (empty)

Instructions

If you are electing a Divorce/Separation event, you first must change your spouse/domestic partner to ex-spouse/domestic partner under the Dependents page. Please use this [link](#) to make this change.

Attachments

Drop files here
or
Select files [Arrow]

Attach proof of the life event.

enter your comment
Submit Save for Later Cancel

Click "Submit"



Step 5: Click "Open"

The screenshot displays the CHOC portal interface. At the top left, there is a 'MENU' button and the CHOC logo. A search bar is located at the top center. On the right side of the header, there are icons for chat, notifications (with a '16' badge), and a user profile (with a '1' badge). The left sidebar contains a navigation menu with 'Benefits and Pay' selected, and sub-items: 'Overview' (highlighted), 'Benefits', 'Pay', 'Compensation', and 'Suggested Links'. The main content area features a notification modal titled 'You have submitted' with the text 'Up Next: Choco Bear | Change Benefit Elections' and a blue 'Open' button. A red arrow points to this button. Below the modal, there is a 'Needs Attention' section with a 'Benefit Event: Spouse/Dependent...' card containing an 'Enroll' button. The 'Overview' section at the bottom includes 'Most Recent Pay', 'Deductions', and 'Current Benefit Costs' (displaying '€10105').

Step 6: Click “Let’s Get Started”

Navigation bar: MENU | CHOC | Search | Chat | Notifications | Mail (1)

Change Benefit Elections ⌵

Initiated On 02/13/2024

Submit Elections By 03/14/2024

[Let's Get Started](#) ←

Step 7: Click “Manage”

☰ MENU  🗨️ 🔔 📧 1

Birth/Adoption 🗨️

Projected Total Cost Per Paycheck \$147.07 Projected Total Credits \$8.65

Health Care and Accounts

 Medical Cigna PPO Cost per paycheck \$138.84 Coverage Employee Only Manage	 Dental Delta Dental HMO Cost per paycheck \$3.37 Coverage Employee Only Manage	 Vision VSP Buy-Up Plan Cost per paycheck \$4.86 Coverage Employee Only Manage
 Accident Waived Enroll	 Hospital Indemnity Waived Enroll	 Critical Illness Waived Enroll
 Surcharge CHOC Spouse Cost per paycheck Included Review and Sign Save for Later	 Health Savings Account Waived Enroll	 FSA Medical Waived Enroll

Spouse/DP is not a dependent.

Step 8: Click “Confirm and Continue”

Medical

Projected Total Cost Per Paycheck
\$147.07

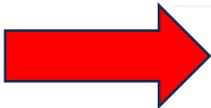
Projected Total Credits
\$8.65

Plans Available

5 items



Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)	Credits (Biweekly)
Cigna HDHP 2000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$107.93	\$276.22	\$8.65
Cigna HDHP 6000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$18.10	\$236.46	\$8.65
Cigna HMO Full Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$71.41	\$302.56	\$8.65
Cigna HMO Select Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$24.65	\$312.75	\$8.65
Cigna PPO	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$138.84	\$366.56	\$8.65



Confirm and Continue

Cancel

Step 9: Click “Add New Dependent”

Medical - Cigna HMO Full Network

Projected Total Cost Per Paycheck
\$124.67

Projected Total Credits
\$0.00

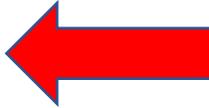
Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$93.93

Add New Dependent



1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Choco Latte	Spouse	05/31/1992

Health Care Instructions

General Instructions

When you select the Cigna HMO Select, HMO Full or PPO plans, you may also enroll in the Health Care Flexible Spending Account (FSA).
When you select the Cigna HDHP plan, you may also enroll in the Health Savings Account (HSA) and the Limited Purpose FSA.

Definitions:

Health Savings Account (HSA) is a tax-free savings account that works with the Cigna HDHP plan to help you pay for the cost of out-of-pocket health care and prescription expenses.

Health Care FSA reimburses medical, dental, and vision expenses.

Limited Purpose FSA reimburses for dental and vision expenses and may only be used with the Cigna HDHP plan.

Dependent Care FSA reimburses for day/night care expenses for qualifying dependents which include 1) children under the age of 13 who qualify as dependents on your federal tax return or 2) spouse or dependents of any age who are physically or mentally unable to care for themselves and who qualify as dependents on your Federal tax return.

To find information about CHOC Benefits Plans and Programs go to:
<https://benefits.choc.org/>

Save

Cancel



Step 10: Add a Dependent

Click "Create Dependent"

Then, click "Ok"

Step 11: Enter the required fields marked with an asterisk (*)



Search

Add My Dependent From Enrollment

Name

Country *  

Prefix 

First Name * 

Middle Name

Last Name * 

Suffix 

Allow Duplicate Name

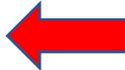
Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

Personal Information

Relationship *  

Date of Birth *  

Age (empty)

Gender *  

Full-time Student

Student Status Start Date

Student Status End Date

Disabled



Step 12: Select the dependent you wish to add

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Child(ren)

Plan cost per paycheck \$187.35

Add New Dependent

2 items

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Choco Latte	Spouse	05/31/1992
<input checked="" type="checkbox"/>	CHOCO Jr. Bear	Child	02/22/2023

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers 1 item

Dependent	*Social Security Number
CHOCO Jr. Bear	<p><input type="radio"/> Social Security Number (SSN) <input type="text" value="..."/></p> <p><input type="radio"/> Reason SSN is Not Available <input type="text"/></p>

Health Care Instructions

General Instructions

When you select the Cigna HMO Select, HMO Full or PPO plans, you may also enroll in the Health Care Flexible Spending Account (FSA). When you select the Cigna HDHP plan, you may also enroll in the Health Savings Account (HSA) and the Limited Purpose FSA.

Definitions:

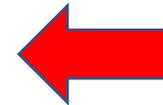
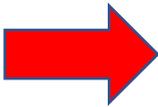
Health Savings Account (HSA) is a tax-free savings account that works with the Cigna HDHP plan to help you pay for the cost of out-of-pocket health care and prescription expenses.

Health Care FSA reimburses medical, dental, and vision expenses.

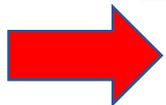
Limited Purpose FSA reimburses for dental and vision expenses and may only be used with the Cigna HDHP plan.

Dependent Care FSA reimburses for day/night care expenses for qualifying dependents which include 1) children under the age of 13 who qualify as dependents on your federal tax return or 2) spouse or dependents of any age who are physically or mentally unable to care for themselves and who qualify as dependents on your Federal tax return.

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<https://benefits.choc.org/>



Add the dependent's SSN or Reason SSN is Not Available



Save

Cancel

Click "Save"



Step 13: Repeat the same process to enroll/change in other benefits

MENU CHOC Search

Birth/Adoption

Projected Total Cost Per Paycheck \$218.09 Projected Total Credits \$0.00

Health Care and Accounts

<p>REVIEWED</p> <p>Medical Cigna HMO Full Network</p> <p>Cost per paycheck \$187.35</p> <p>Coverage Employee + Child(ren)</p> <p>Dependents 1</p> <p>Manage</p>	<p>Dental Delta Dental PPO</p> <p>Cost per paycheck \$28.16</p> <p>Coverage Employee + 1</p> <p>Dependents 1</p> <p>Manage</p>	<p>Vision VSP Standard</p> <p>Cost per paycheck \$2.58</p> <p>Coverage Employee Only</p> <p>Manage</p>
<p>Accident Waived</p> <p>Enroll</p>	<p>Hospital Indemnity Waived</p> <p>Enroll</p>	<p>Critical Illness Waived</p> <p>Enroll</p>
<p>Surcharge CHOC Spouse</p> <p>Cost per paycheck Included</p> <p>Review and Sign Save for Later</p> <p>Spouse/DP is not a dependent.</p>	<p>Health Savings Account Waived</p> <p>Enroll</p>	<p>FSA Medical Waived</p> <p>Enroll</p>

CHOC

Step 14: Click "Review and Sign"

Birth/Adoption



Projected Total Cost Per Paycheck
\$218.09

Projected Total Credits
\$0.00

Health Care and Accounts

REVIEWED

 **Medical**
Cigna HMO Full Network

Cost per paycheck	\$187.35
Coverage	Employee + Child(ren)
Dependents	1

[Manage](#)

 **Dental**
Delta Dental PPO

Cost per paycheck	\$28.16
Coverage	Employee + 1
Dependents	1

[Manage](#)

 **Vision**
VSP Standard

Cost per paycheck	\$2.58
Coverage	Employee Only

[Manage](#)

 **Accident**
Waived

[Enroll](#)

 **Hospital Indemnity**
Waived

[Enroll](#)

 **Critical Illness**
Waived

[Enroll](#)

 **Surcharge**
CHOC Spouse

Cost per paycheck	Included
Coverage	Spouse/DP is not a dependent.

[Manage](#)

 **Health Savings Account**
Waived

[Enroll](#)

 **FSA Medical**
Waived

[Enroll](#)



[Review and Sign](#)

[Save for Later](#)



Step 15: Review your elections under View Summary

View Summary

Projected Total Cost Per Paycheck
\$218.09

Projected Total Credits
\$0.00

To find information about CHOC Benefits Plans and Programs go to:
<http://benefits.choc.org>

Please note, you have not completed your enrollment until you select, "I Agree" and "Submit" at the bottom of this page.

Selected Benefits 6 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Cigna HMO Full Network	03/01/2023	03/01/2023	Employee + Child(ren)	CHOCO Jr. Bear		\$187.35
Dental Delta Dental PPO	03/01/2023	03/01/2023	Employee + 1	Choco Latte		\$28.16
Vision VSP Standard	03/01/2023	03/01/2023	Employee Only			\$2.58
Surcharge CHOC Spouse	01/01/2020	01/01/2020	Spouse/DP is not a dependent.			Included
Basic Life The Hartford (Employee)	06/01/2018	05/20/2018	1 X Salary			Included
Basic AD&D The Hartford (Employee)	06/01/2018	05/20/2018	1 X Salary		Sharon Azzolini	Included

Submit

Save for Later

Cancel



Step 16: Scroll to the bottom of the page and click “I Accept” and “Submit”

Total Benefits Cost 1 item 🔍 📄 📱 📊 🗑️

Company Contribution	Employee Cost	Credits	Net Credits
\$0.55	\$0.00	\$0.00	\$0.00

Attachments

Drop files here

or

Select files

Electronic Signature

I acknowledge that I have been given the opportunity to enroll myself and/or eligible dependents in my employer's benefits plans. I hereby authorize CHOC Children's to take any applicable deductions from my salary with regard to these benefits plans, including applying any start, stop, increase, decrease or change in deduction amount.

I Accept

enter your comment



Process History

 Choco Bear (99999)
Change Benefits for Life Event - Awaiting Action



Step 17: Congratulations! You have completed the enrollment.

☰ MENU



🔍 Search

Submitted

You've submitted your elections.

To print a copy of your benefit elections, click on "View Benefits Statement" and select the "Print" button at the bottom of your page.

[View 2024 Benefits Statement](#)



LONG LIVE CHILDHOOD

Have Questions or Need Help?
Submit a Workday- Benefit
Elections Help Case

