

# *Workday: How to Add a Dependent*

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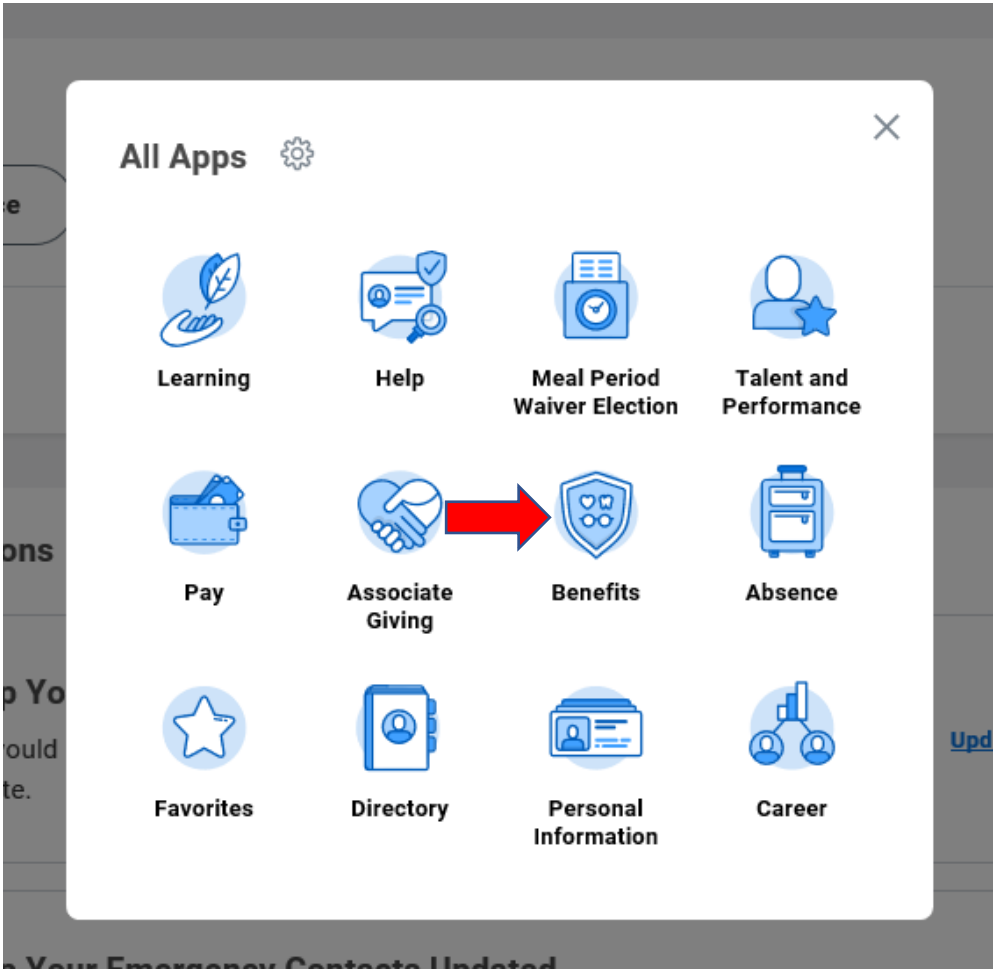
# Adding a Dependent

You may add a dependent to your Workday profile for record-keeping purposes. However, adding a dependent to your Workday profile is not the same as adding the dependent to your benefits. The instructions in the following slides are to walk you through how to add a dependent for record-keeping purposes only.

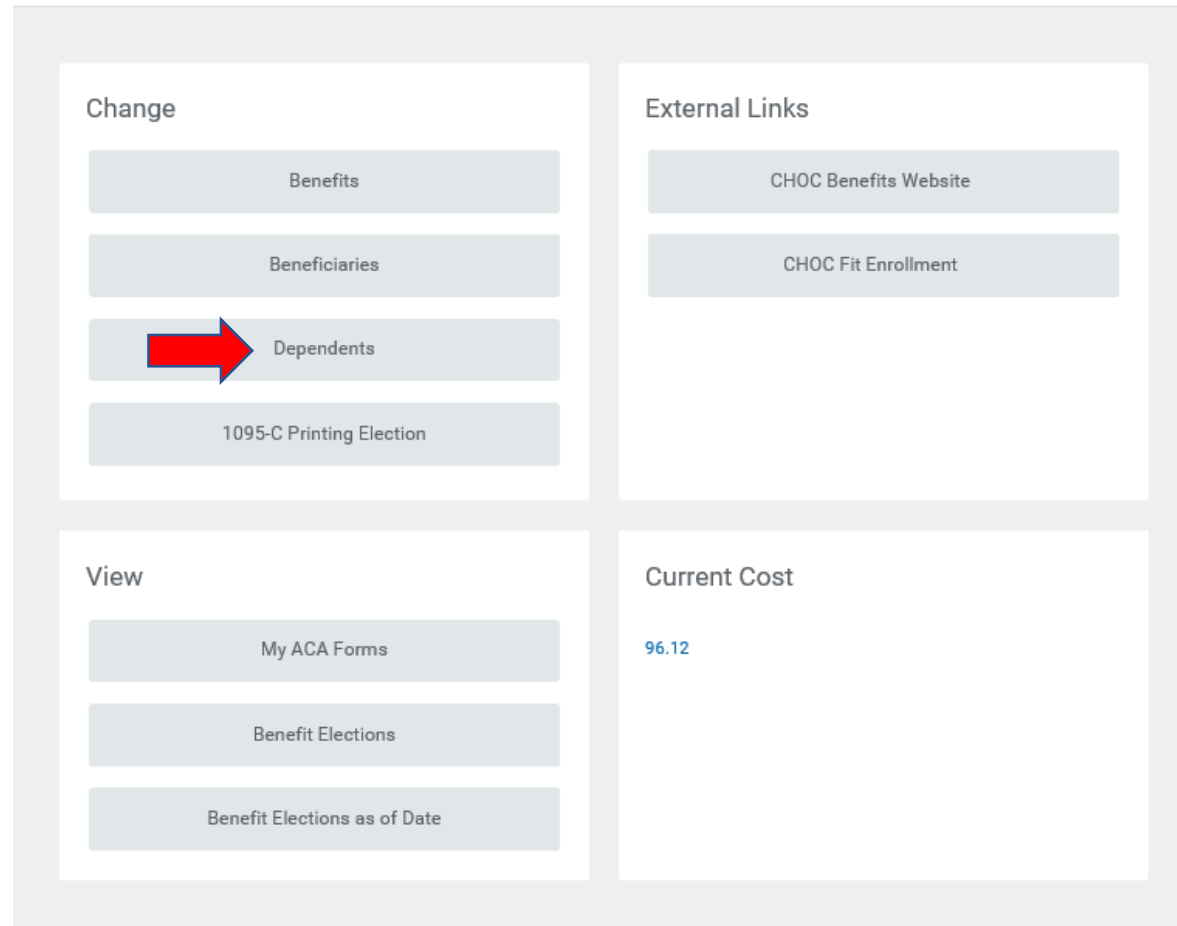
## How to Add Adding a Dependent



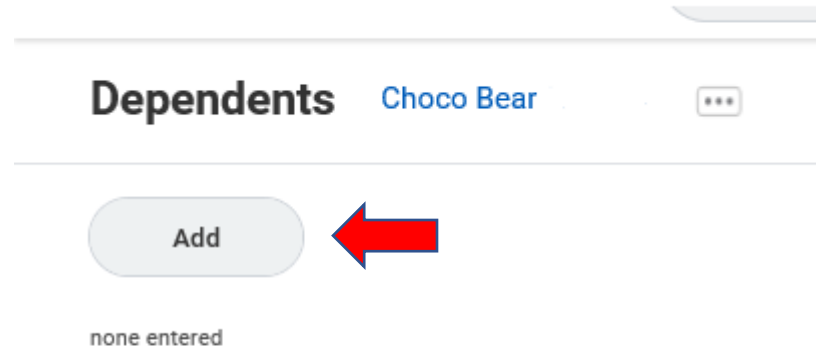
# Step 1: Log in to Workday and go to the Benefits worklet.



## Step 2: Click Dependents under the column Change.



## Step 3: Click Add



# Step 4: Enter the required information with an asterisk (\*) and click Submit.

**Add My Dependent** Choco Bear ⋮

### Dependent Options

**Is your new dependent already a beneficiary or emergency contact?**

If yes, which one? ✎

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**Effective Date & Reason**

Effective Date \* ✎  
02/25/2022

Reason

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**Use your new dependent as a beneficiary?**

Use as Beneficiary ✎  
No

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### Dependent Personal Information

**Legal Name**

Legal Name \* ✎  
(empty)

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**Gender**

Gender \* ✎  
(empty)

Submit Save for Later Cancel



# LONG LIVE CHILDHOOD

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

