

Workday: How to Add a Dependent

Table of Contents

Adding a Dependent.....	3
How to add a Dependent to your Workday profile.....	4-8
Need Help?.....	9

Adding a Dependent

- You may add a dependent to your Workday profile for record-keeping purposes.
- 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 a Dependent to Workday Profile



Step 1: Log in to Workday and click “View All Apps”

The screenshot displays the Workday user interface for a user named Choco Bear. At the top left, there is a 'MENU' icon and the CHOC logo. A search bar is located at the top center. On the top right, there are icons for chat, notifications (with a red '9' badge), email, and a user profile icon. The main content area features a large blue banner image of two hands. Below the banner, the user is greeted with 'Good Afternoon, On Behalf of: Choco Bear' and the date 'It's Thursday, February 29, 2024'. The dashboard is divided into several sections: 'Awaiting Your Action' with a message 'You're all caught up on your tasks.' and a three-dot menu; 'Timely Suggestions' with a card titled 'Keep Your Work Contact Information Updated' and a link to 'Update Contact Info'; and 'Quick Tasks' with buttons for 'My Payslips', 'Time Off Balance', and 'My Goals'. A red arrow points to the 'View All Apps' link in the Quick Tasks section. A circular Workday logo is visible in the bottom right corner.

Step 2: Click on the “Benefits and Pay” app.

The image shows a screenshot of a web application interface. On the left, a 'Menu' sidebar is open, displaying a list of apps under the 'Apps' tab. The 'Benefits and Pay' app is highlighted with a red arrow. The main content area is dimmed, showing a search bar at the top, a date 'It's Tuesday, March 5, 2024', and various task and announcement cards. The 'Quick Tasks' section includes buttons for 'Enter Absence', 'Request Absence', and 'My Payslips'. A 'View All Apps' link is also visible.

Menu

Apps Shortcuts

Your Saved Order

- Jobs Hub
- Benefits and Pay**
- Learning
- Help
- Help Case Workspace
- Help Dashboard
- Meal Period Waiver Election
- Talent and Performance
- Pay
- Associate Giving

+ Add Apps Edit

Search

It's Tuesday, March 5, 2024

Quick Tasks

- Enter Absence
- Request Absence
- My Payslips

[View All Apps](#)

Step 3: Click “Benefits”, click “Dependents” then click “Add”.


The screenshot shows the CHOC employee benefits portal. The left sidebar contains a 'Benefits and Pay' section with a sub-menu where 'Benefits' is highlighted with a red arrow. Below 'Benefits', 'Dependents' is also highlighted with a red arrow. The main content area is titled 'Dependents' for 'Choco Bear (99999)'. An 'Add' button is highlighted with a red arrow. Below it is a table with 5 items:

Dependent	Relationship	Age	
Daisy Duck	Child	26 years, 10 months, 14 days	Edit
Donald Duck	Child	14 years, 8 months, 28 days	Edit
Ev E	Spouse	50 years, 11 months, 0 days	Edit
Minnie Mouse	Child	31 years, 6 months, 30 days	Edit
Wall E	Child	16 years, 5 months, 27 days	Edit


Step 4: Enter the required information with an asterisk (*)

Add My Dependent Choco Bear (99999) PDF

Dependent Options


Is your new dependent already a beneficiary or emergency contact?
If yes, which one? 

Effective Date & Reason

Effective Date * 
02/29/2024


Reason

Use your new dependent as a beneficiary?


Use as Beneficiary 
No

Dependent Personal Information


Legal Name


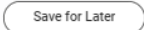
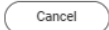

Legal Name * 
(empty)

Gender

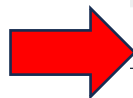
Gender * 
(empty)

Date of Birth

Date of Birth * 
(empty)

   student? 

Then, click "Submit"



LONG LIVE CHILDHOOD

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

