Workday: How to Add a Dependent

CHOC

Table of Contents

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

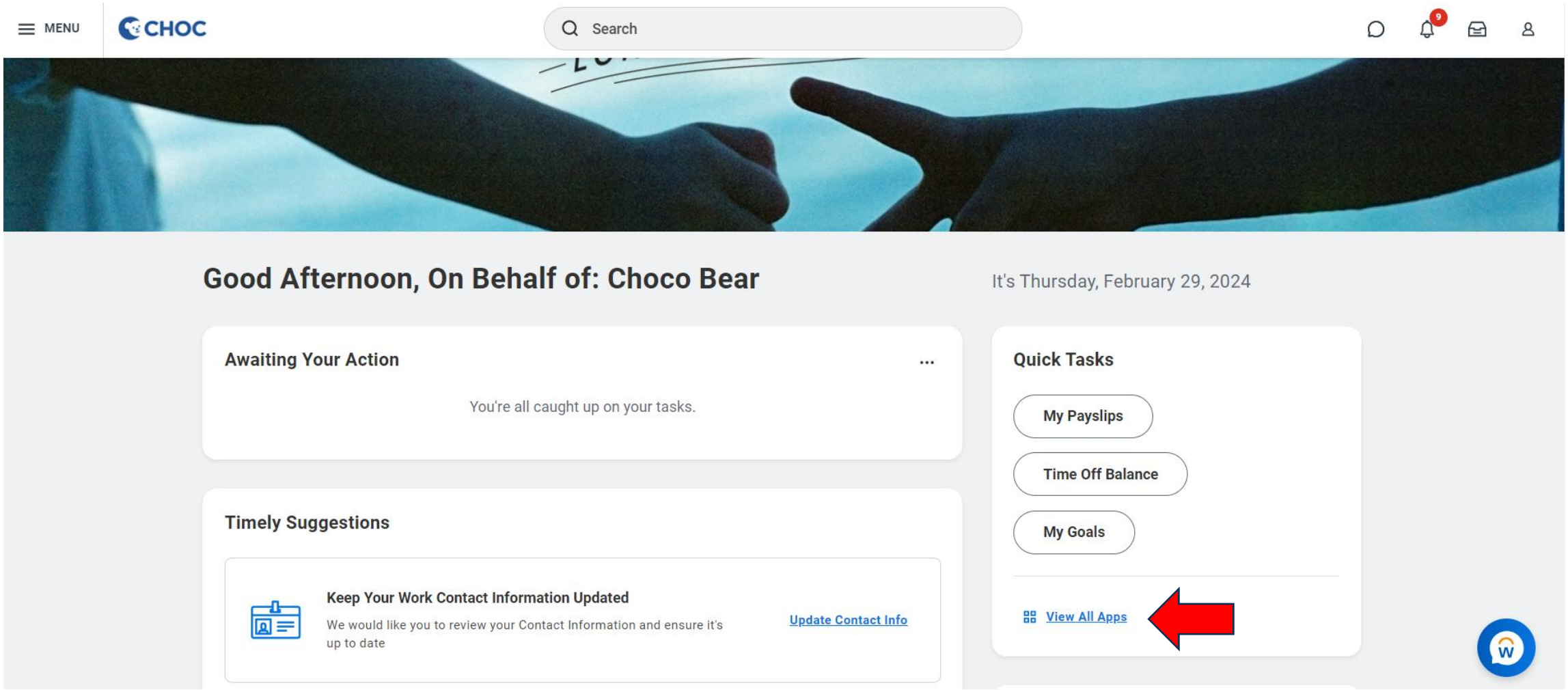
CHOC

Adding a Dependent

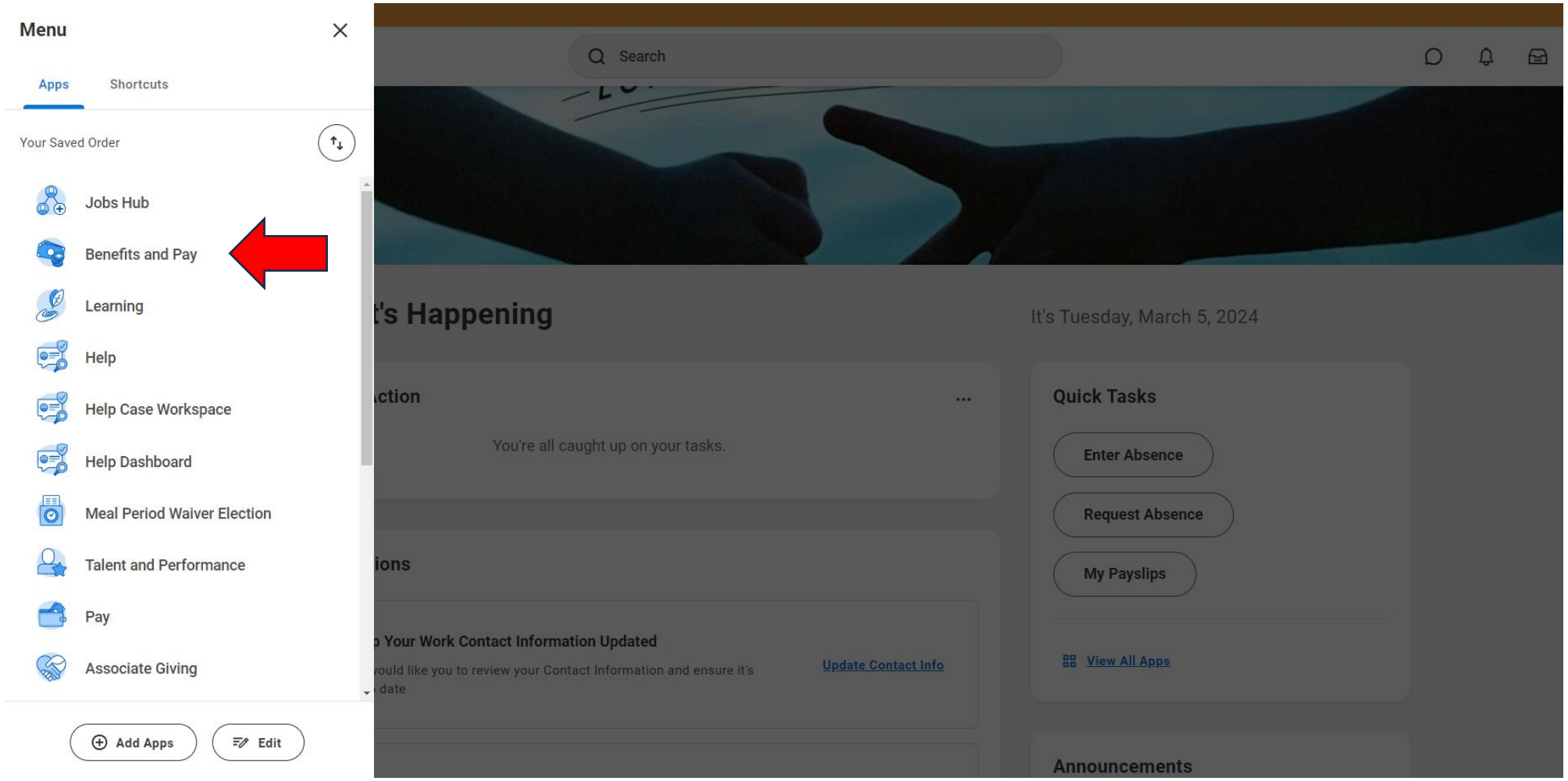
- You may add a dependent to your Workday profile for record-keeping purposes.
- Adding a dependent to your Workday profile is not the same as adding the dependent to your benefits.
- The instructions in the following slides are to walk you through how to add a dependent for record-keeping purposes only.

How to Add a Dependent to Workday Profile

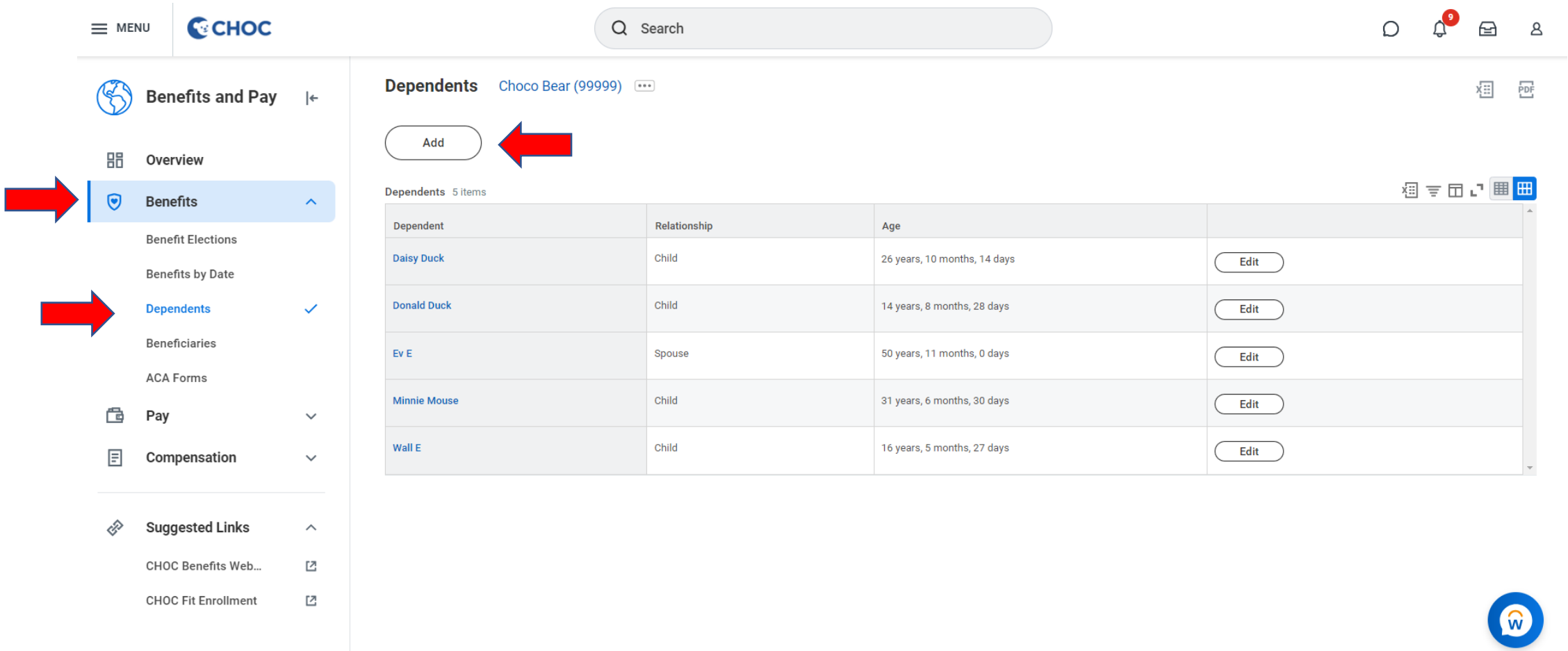
Step 1: Log in to Workday and click “View All Apps”



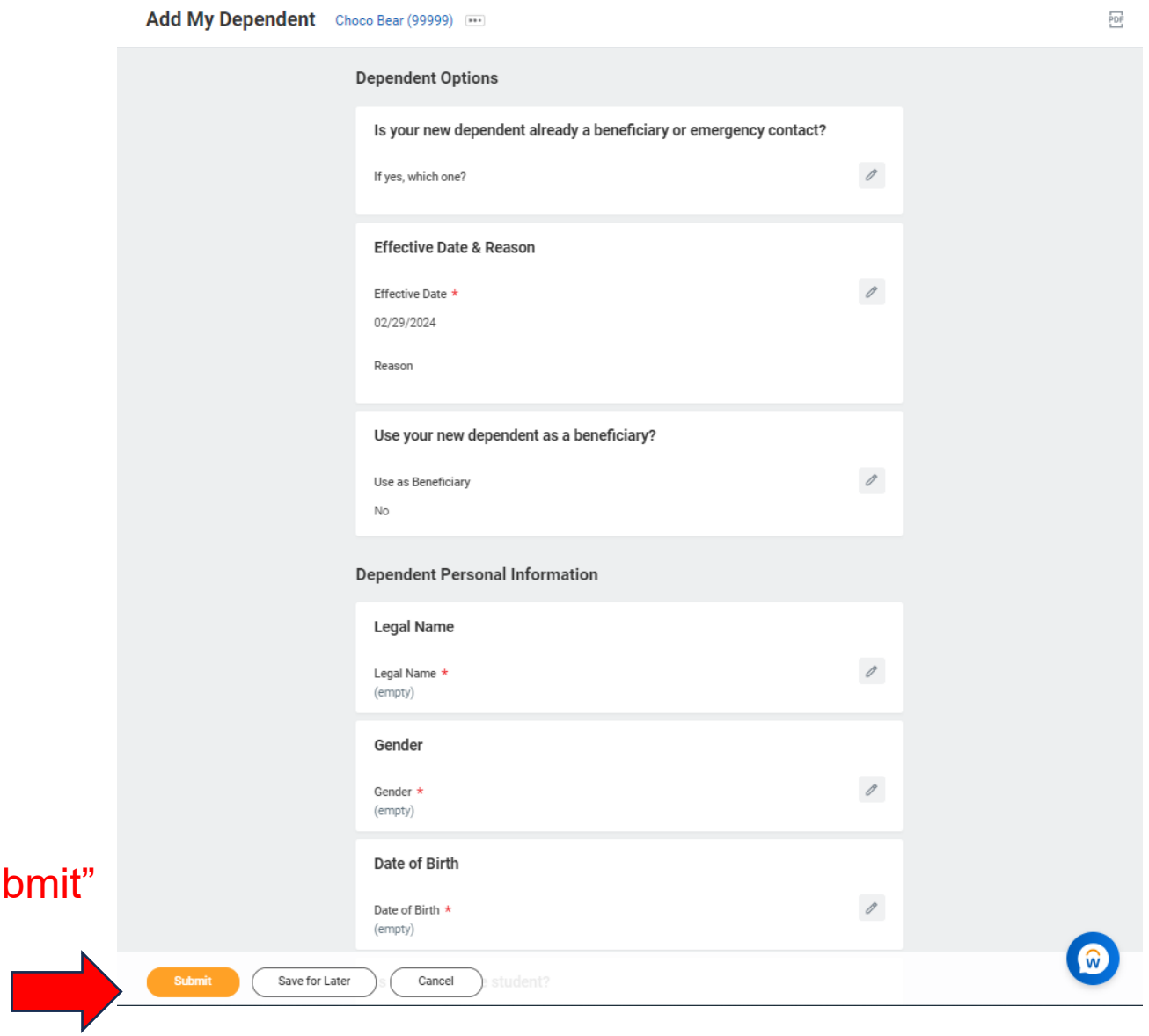
Step 2: Click on the “Benefits and Pay” app.



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



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



Then, click “Submit”

LONG LIVE CHILDHOOD

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

CHOC