

THIS JOB AID IS FOR: TEAMMATES**TASK: QUALIFYING EVENT: DIVORCE**

The following steps outline how to divorce a spouse in Workday to remove them from benefits

From the Home Page:

1. Go to the upper left of the page and select **MENU**
2. Select the **Benefits and Pay** app.
3. At the top part of the page, click the down arrow next to **Benefits**
4. Scroll down and select **Dependents**
5. Select **Edit** for the individual you've divorced

On the Edit My Dependent Page:

6. In the **Effective Date & Reason**, select the pencil icon
7. On **Effective Date & Reason**, enter the divorce date in the **Effective Date** block. Make sure to enter the date the divorce was effective.
8. Under Reason, Reason use the prompt, select, **Change Dependent>divorce**
9. Click on the check mark
10. Scroll to **Relationship** and select the pencil icon
11. Under Relationship, click on the **prompt**, select **Ex-Spouse**.
12. Click on the **Check Mark**
13. Attach the required divorce document(s) by dragging or dropping them or selecting the files on your computer **(REQUIRED)**

Note: **REQUIRED DOCUMENTS:** *Signed and certified copy of the Divorce Decree*

- Add the description of the document, i.e., John Smith, Divorce Decree
- Category: click on the prompt and select **Benefit Qualifying Events**

Note: You must attach your divorce documents, or you will receive an error

14. Then click the **Submit** button
15. Go to the upper left of the page and select **MENU**
16. Select the **Benefits and Pay** app.
17. Under **Tasks and Reports**, select **Change Benefits**.

On the Change Benefits Screen:

18. Using the dropdown arrow, select **Divorce** in the **Change Reason** box



19. Enter the **Divorce Date** in the **Date of Divorce** block. make sure you use the same date as you did above

Note: Please note the Submit Elections date because this is the deadline for removing your ex-spouse from your benefits and submitting it.

20. Add documents **(REQUIRED)** Same as above
21. Select, **Submit**

From the Home Page:

22. Select your **Task Inbox** icon
23. On the left side of the page, select the Task named **Benefit Change-Divorce: Your Name on “date submitted.”**
24. Select, **Let’s Get Started**
25. Spouse should be auto-removed, and you should see your coverage changed. Select Manage on each tile for the benefits you need to remove any stepchildren from (if any). Remember to update your basic and optional life insurance beneficiaries by selecting manage > Confirm and continue > follow prompts
26. Select **Review and Sign**

On the View Summary Page

27. Read the Legal Notice
28. Check the box next to **I Accept**
29. Select, **Submit**

Note: you may view and print your benefit statements by selecting *View 20XX Benefits Statement*; if you view it, select the McLane icon at the top to go to your profile page. This will complete the process, and you do not have to go back to the page to hit **Done**

30. Select Done

Notes

- Please get in touch with your supporting HR representative if you have any questions

