THIS JOB AID IS FOR: TEAMMATES

TASK: MARRIAGE

The following steps outline how to input your qualifying event, getting married in Workday.

Note: Please ensure you have your marriage certificate or license in electronic format. You are required to upload the document(s).

From the Home Page:

1. Select the **Benefits and Pay** app.

    Note: if the **Benefits and Pay** app does not appear on your home page, go to the upper left of the page and select **MENU.**

2. Under **Tasks and Reports**, select **Change Benefits**.

On the Change Benefits screen

3. Select **Marriage** in **Change Reason** Box

4. Enter the date you were married from your Marriage Certificate or License in the **Date of Marriage box**

    Note: what is listed in **Benefits offered** are the benefits you can update.

5. Enter your Marriage documents by either dragging and dropping the file in the **Attachments** box or selecting **Select Files** and uploading the documents **(REQUIRED)**

    Note: **REQUIRED DOCUMENTS:** Government Issued Marriage Certificate and one of the following items:

    - Prior Year Tax Return
        or
    - Recent Bank Statement
        or
    - Recent Utility Bills

    If none of the above is available, we will accept the following:

    - *Mortgages statement (within 30 days prior to the QE date or New Hire date showing the same address)
        or
    - *Current Lease agreement (Showing both at the same address)
        or
    - *Credit Card statements (within 30 days prior of the QE date or New Hire date showing the same address)
        or
    - *Some other financial documents (within 30 days prior of the QE date or New Hire date showing the same address)

6. Enter any comments you would like for the benefits to consider (optional)

7. Select **Submit**

8. Select **Open** in the **You have submitted** window

Questions? Contact the benefits Hotline: 888-403-6089

Note: If you did not select **Open** and you closed the **You have submitted** box, go to your Task Inbox and find the task

From your Task Inbox

9. Select **Let's Get Started** on the **Change Benefit Elections** page

10. Select **Enroll** or **Manage** for the benefits you want to add your spouse to

    Note: you cannot change plans already enrolled in; only add your spouse or elect those you had not been enrolled in before

11. **Select** on the plan you want to enroll in

12. Select **Confirm and Continue**; workday will take you to the dependents page

To Add New Dependents

13. Select **Add New Dependent** and enter your dependent's information

    Note: Be sure to update your beneficiary, if needed for Basic Life and Optional Life (if elected)

14. Once you finish updating your benefits, select **Review and Sign**

15. Review your coverage on the **View Summary** page

16. Enter your marriage documents by either dragging and dropping the file in the Attachments box or selecting **Select Files** and uploading the document(s).

17. Read the Legal Notice **(MANDATORY)**

18. Click the box next to **I Accept**

19. 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 of the page 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**

20. **Select Done**

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