Workday Beneficiary Change Process Steps

- **Log in My Cyient page https://my.cyient.com/Pages/default.aspx
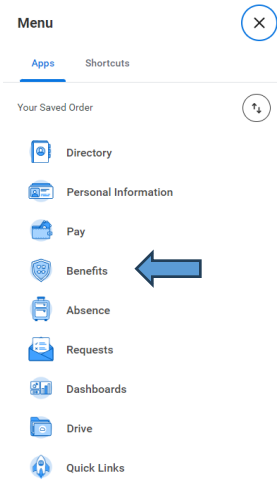Select HR tab.**
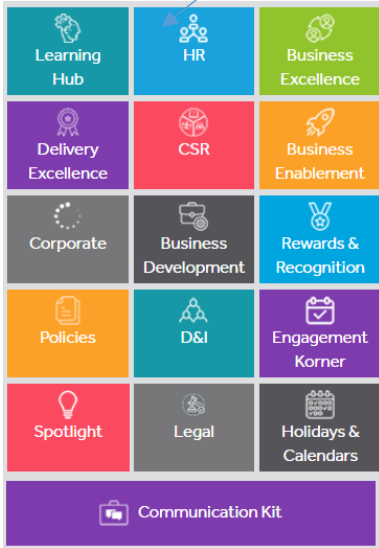
Select Workday
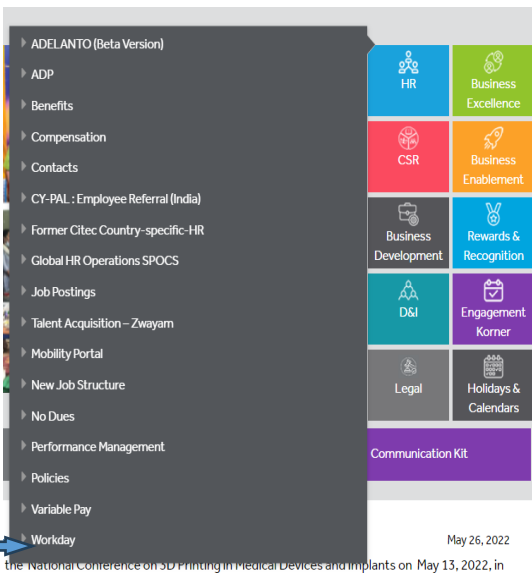
On Workday click on the top left corner for the Menu. Next click on the icon for Benefits.

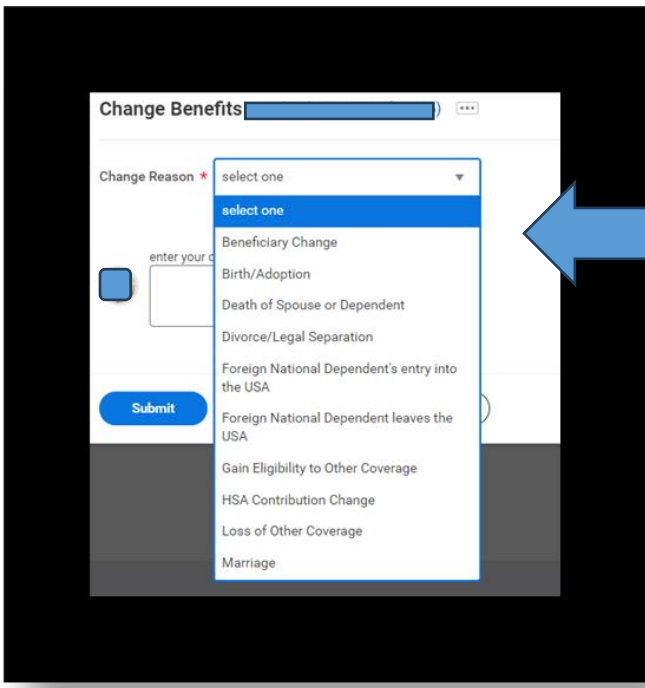**On Change section, select Benefits**

On the Change Benefits select the event select Beneficiary Change

Select change event applicable to you

Select Basic Life-US

Basic Life-US Open Enrollment - US for RAKESH KUMAR TATTARI (10168) •••

Projected Total Cost Per Paycheck
$146.21

Plans Available

1 item

Benefit Plan	*Selection	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)
New York Life Group Benefits (Employee)	○ Select ○ Waive	Included	$2.31

Confirm and Continue   Cancel

Basic Life-US - New York Life Group Benefits (Employee) Open Enrollment - US for RAKESH KUMAR TATTA

Projected Total Cost Per Paycheck
$146.21

Coverage

Calculated Coverage $50,000.00
Coverage $50,000
Plan cost per paycheck   Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Projected Total Cost Per Paycheck
$146.21

Coverage

Calculated Coverage $50,000.00
Coverage $50,000
Plan cost per paycheck   Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each benefi

Primary Beneficiaries 1 item

Beneficiary	Percentage
	0

Add percentage

Click on the + to add your beneficiary

Secondary Beneficiaries 1 item

Beneficiary	Percentage
	0

Use same steps for Basic AD&D to add beneficiary as the steps above.

🛡 **Basic AD&D-US**
New York Life Group Benefits (Employee)

Cost per paycheck   Included
Coverage $50,000

Manage

Select Submit.