## Workday Beneficiary Change Process Steps

# Log in My Cyient page <u>https://my.cyient.com/Pages/default.aspx</u> Select HR tab.

Cearning Hub	li se	8 Business Excellence		
Delivery Excellence	CSR	S Business Enablement		
Corporate	Business Development	Rewards & Recognition		
Policies	A D&I	Engagement Korner		
Ç Spotlight	کے Legal	Holidays & Calendars		
Communication Kit				

#### Select Workday



On Workday click on the top left corner for the Menu. Next click on the icon for Benefits.



Menu		×
Apps	Shortcuts	
Your Save	d Order	(†4)
٩	Directory	
	Personal Information	
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	Drive	
٩	Quick Links	

#### On Change section, select Benefits

Change	View
Benefits	Benefit Elections
Beneficiaries	Benefit Elections as of Date
Dependents	
Medicare Information	

# 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	Projected Total Cost Per Paycheck \$146.21				
Plans Available					
1 item	10 Junio			New Press (Pilling 11)	0
Denent Man	-belection			rou May (Bi-weekiy)	Company Contribution (Bi-weekly)
New York Life Group Benefits (Employee)	Select			manuded	32.57
	O Waive				
4					
Confirm and Continue Cancel Cancel Confirm and Continue Cancel Cancel Cancel Confirm and Continue Cancel Confirm and Continue Continue Confirm and Continue Con	Employee) Open Excellment - US for RAMESH to adjust the percentage allocation for each beneficiary.	XLMAR TATTA ▼ □ 4 <sup>3</sup> Perentge ▼ □ 4 <sup>3</sup> Perentge			
(+) Beneficiary	No Data	Percentage			
Projected Total Cost Per Paycheck \$146.21					
Coverage					
Calculated Coverage \$50,000.00					
Coverage \$50,000					
Plan cost per paycheck Included					
Beneficiaries	trust to this plan. You can also adjust #	e percentage allocation for each bandia			
Primary Reportations 4 in-			Add percentage	ΞΠ. <sup>1</sup>	
(+) Repatriary			Percentane		
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Θ				0	
Click	on the $\pm$ to			•	
Secol lary Beneficiaries 1 item				₹ □ ₽	
(+) Beneficiary	na your		Percentage		
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				F	

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

$\bigcirc$	Basic AD&D-US New York Life Group Benefits (Employee)	
Cost per paycheck Incl		Included
Coverage		\$50,000
	Manage	

## Select Submit.