Benefits Change in Workday - Qualifying Life Event

Reason for change:

- Birth/Adoption
- Marriage
- Loss of other coverage
- Gain eligibility to other coverage
- Foreign National Dependent's entry into the USA
- Foreign National Dependent's leaves USA
- Death of Spouse or Dependent
- Divorce/Legal Separation

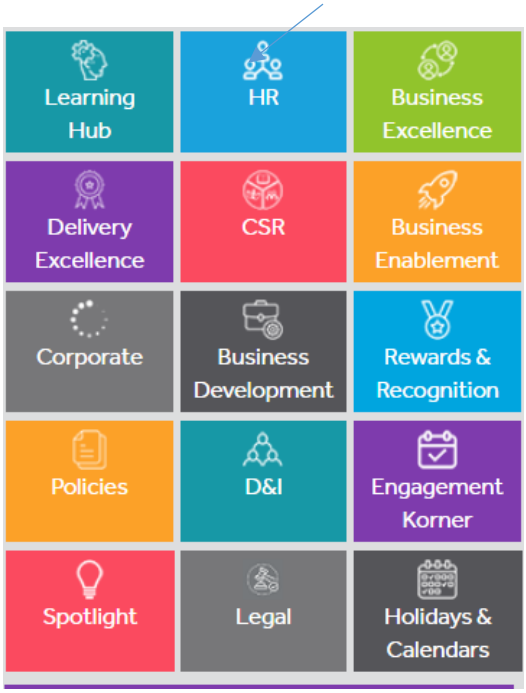
Must submit Qualifying Life Event within 30 days of the event.
Require attaching document supporting the change to complete change

Below are qualifying life events:

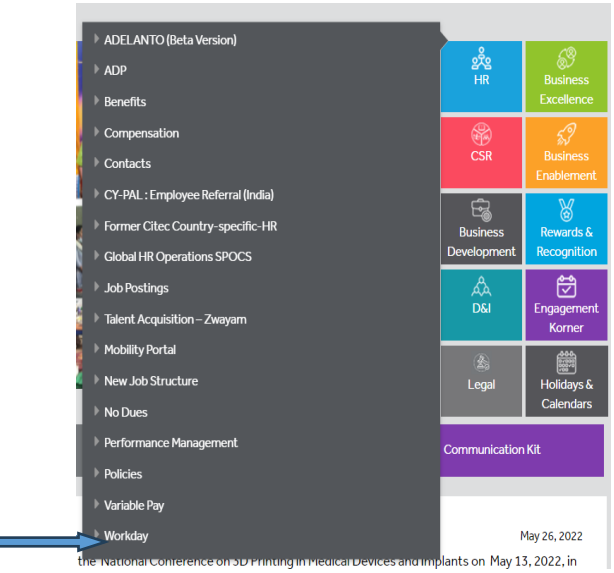
Here are some examples of qualifying life events:

- Birth, legal adoption or placement for adoption.
- Marriage, divorce or legal separation.
- Dependent child reaches age 26.
- Spouse or dependent loses or gains coverage elsewhere.
- Death of your spouse or dependent child.
- Spouse or dependent becomes eligible or ineligible.
- Medicare/Medicaid or the state children's health insurance program.
- Change in residence that changes coverage eligibility.
- Court-ordered change.
- Spouse's open enrollment that occurs at a different time than yours.

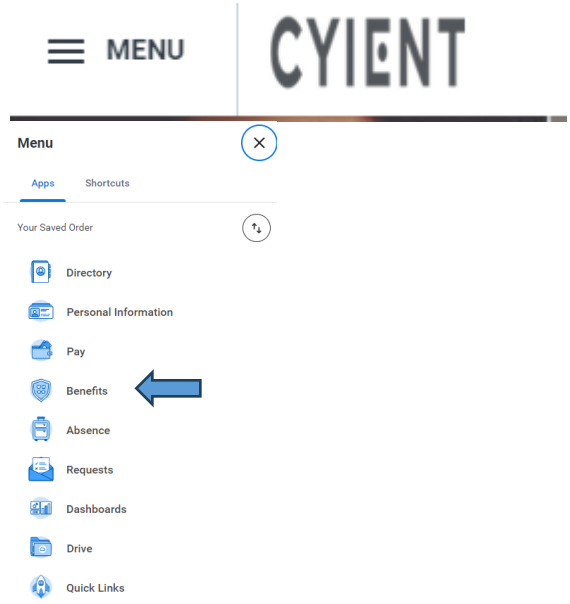
- Log in My Cyient page https://my.cyient.com/Pages/default.aspx
  Select HR tab.



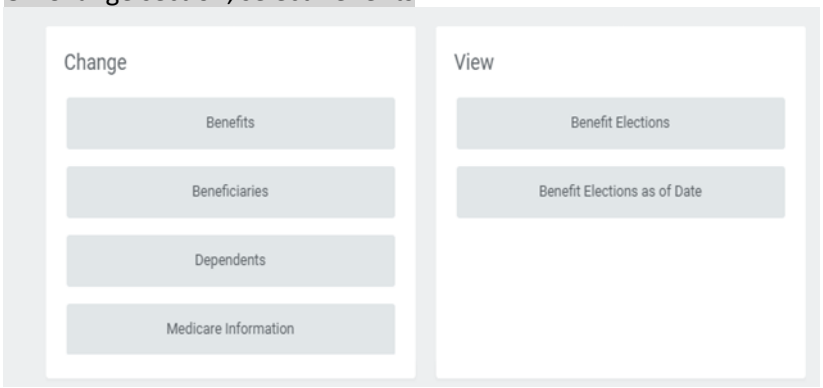
Select Workday



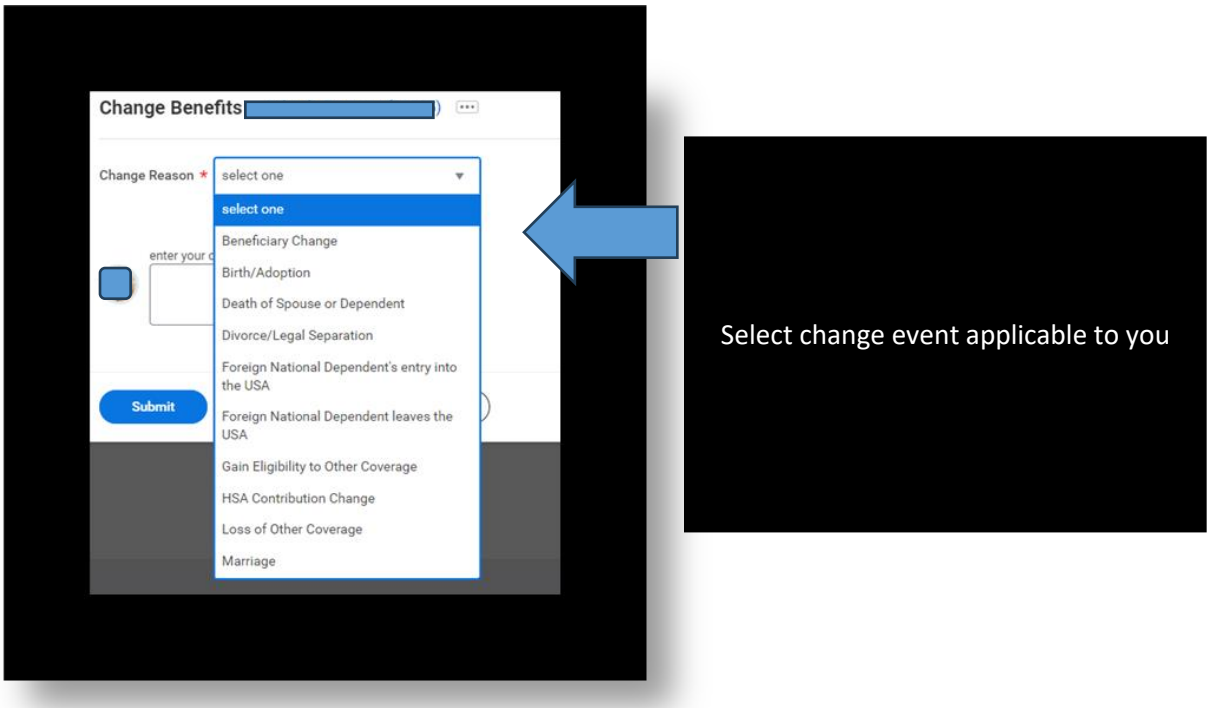
On Workday click on the top left corner on the Menu.
Select Benefits.



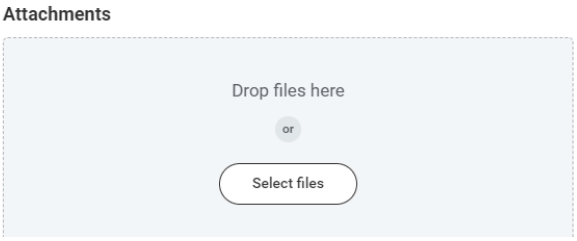
On Change section, select Benefits

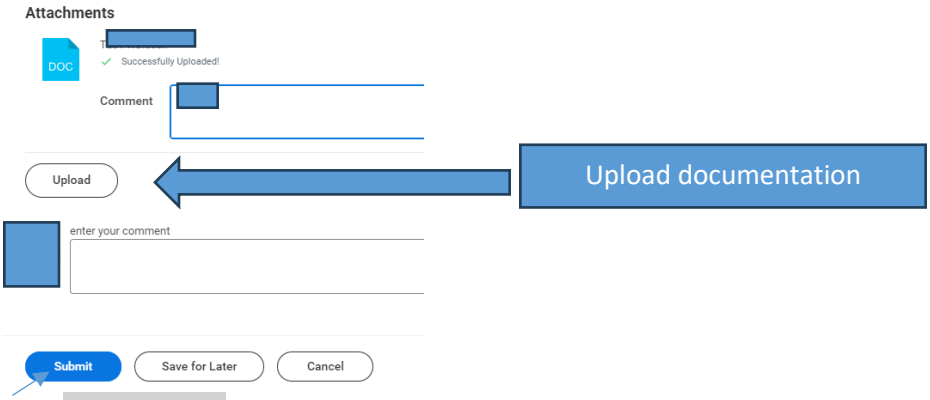


On the Change Benefits select the event type applicable to you



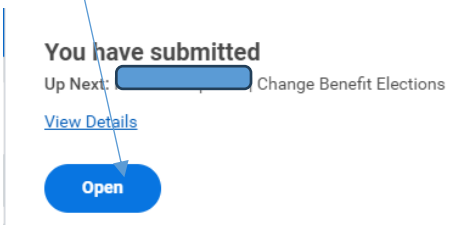
Attach documentation.



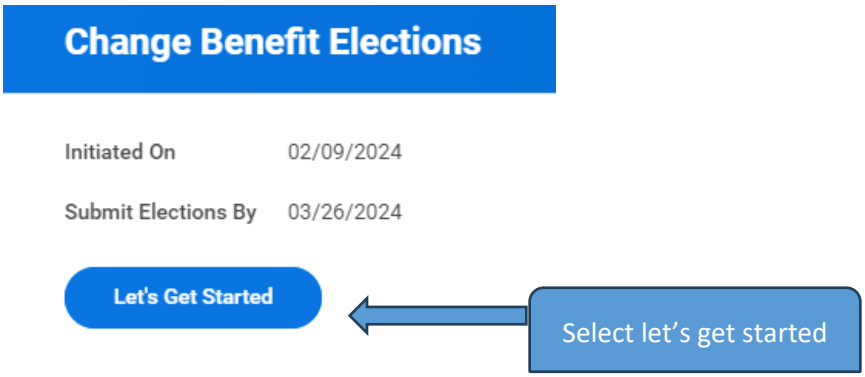


Select Submit

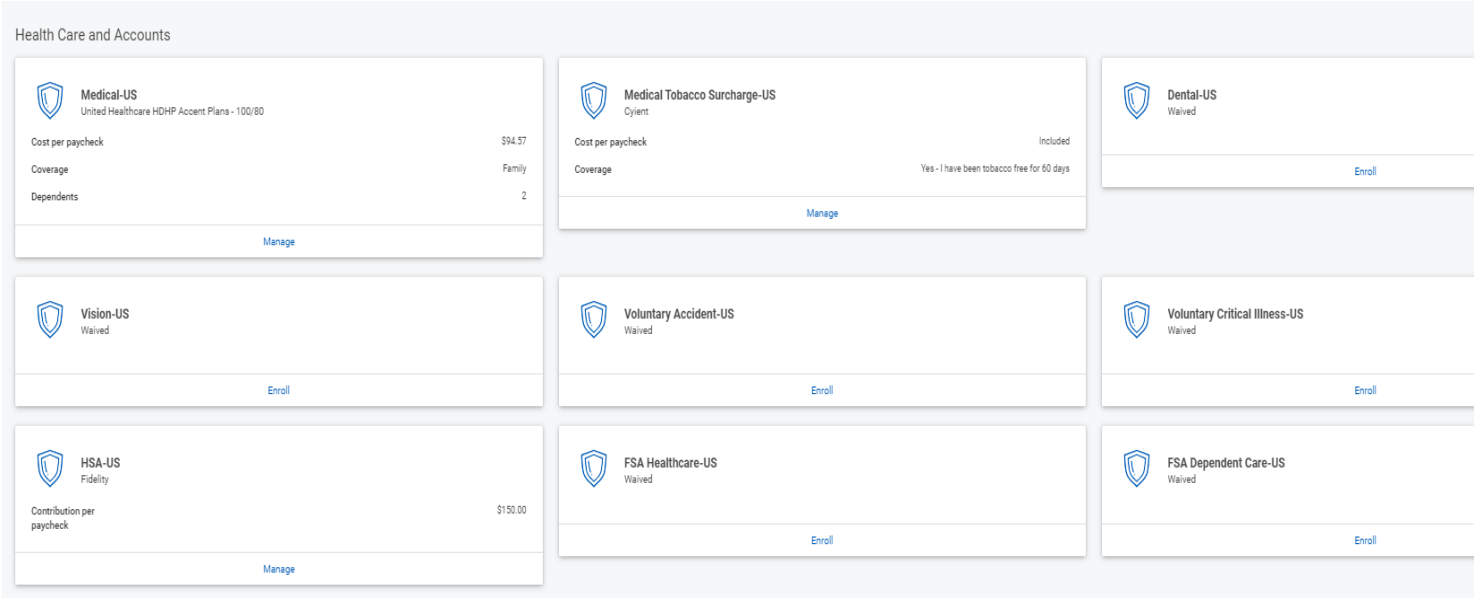
You will see this message:
Select Open



Below is the screen after you select Open .

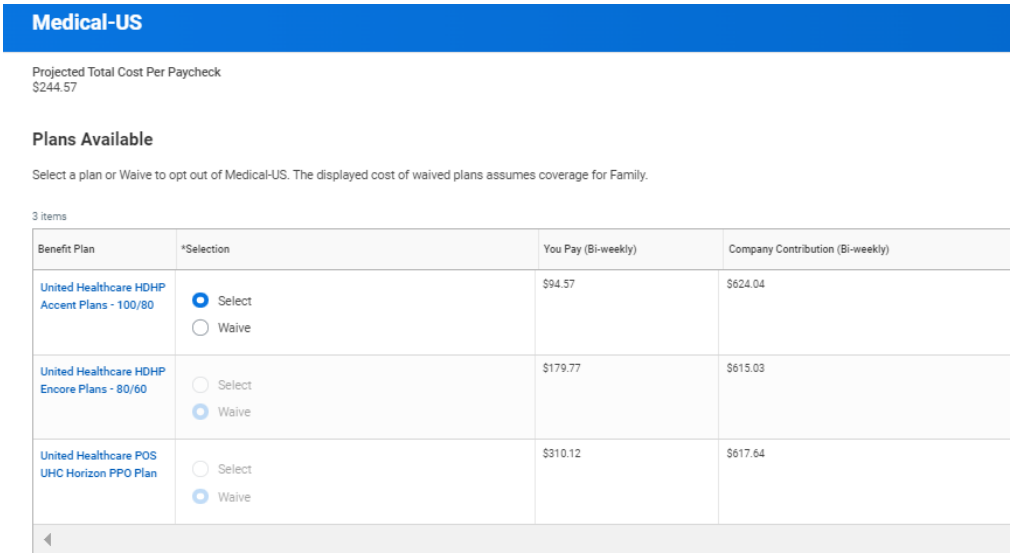


Under Health Care and Accounts update benefits .



You have the option to select Manage or Enroll. Use Manage for any updates in benefits and use Enroll to enroll 1st time in benefits.

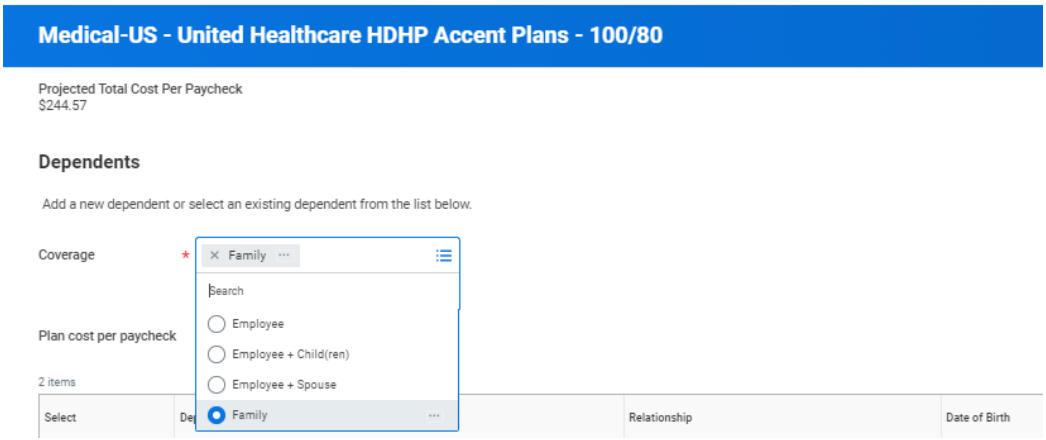
Select Manage under Medical- Us or any other benefits and make the change . The below screen will show.



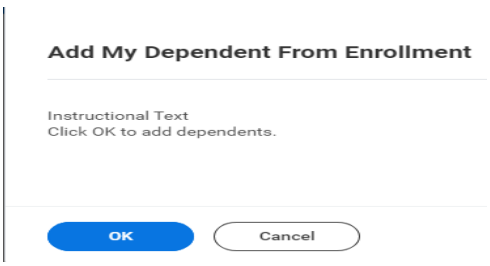
Select confirm and continue to make the change.

If changing the coverage to Employee & Children, Employee & Spouse, or Family, you will need to add any new dependents that are not currently listed.

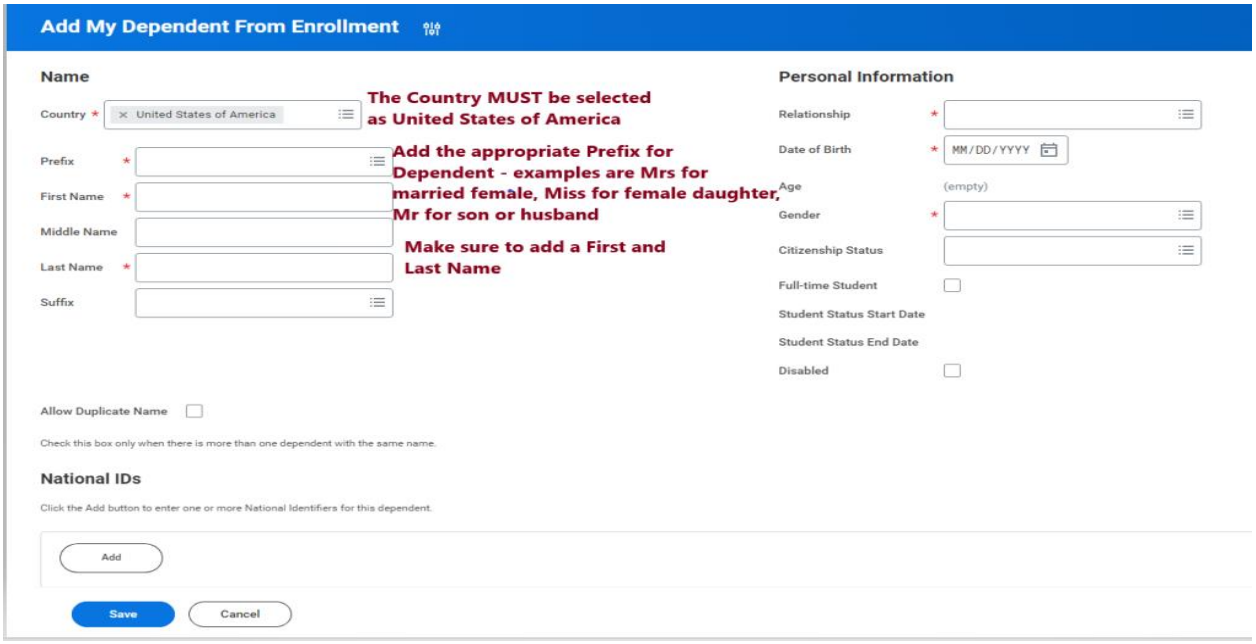
Select on Add New Dependent.



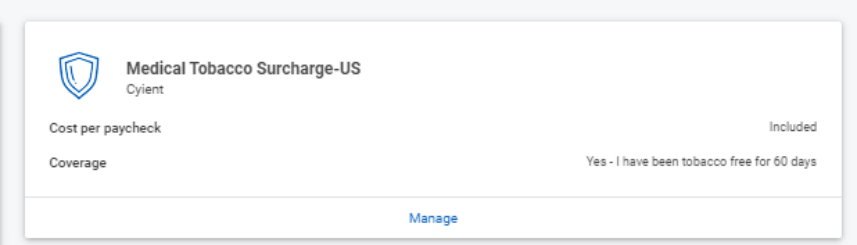
Select add Dependent from enrollment.



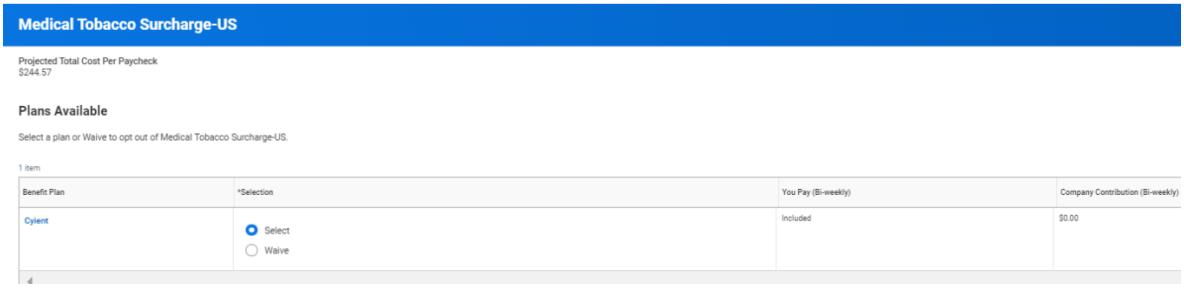
Enter personal details of the dependent.
The Country must be listed as the United States of America.

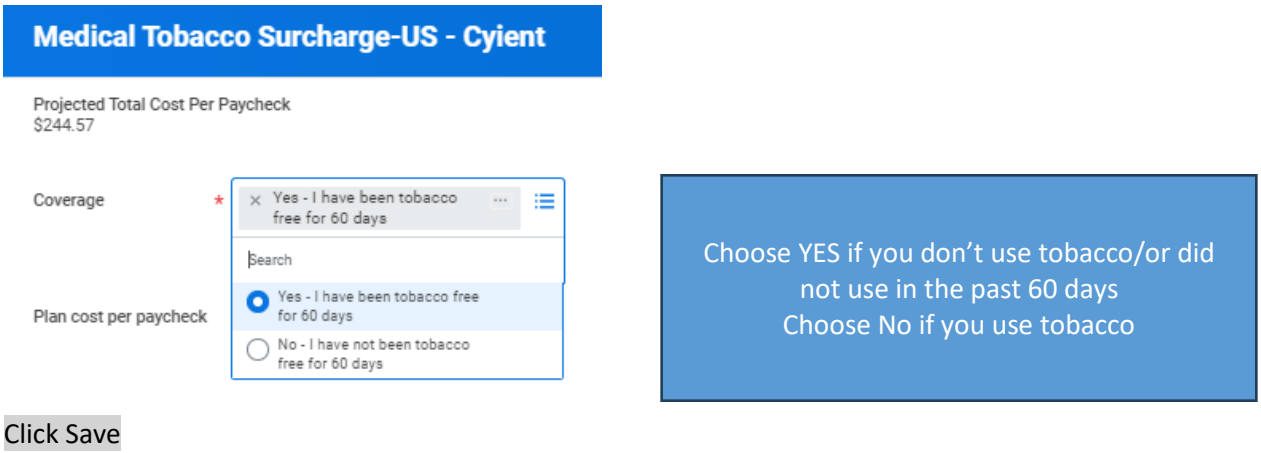


If you enroll in medical coverage, you must select Manage on Medical Tabacco Surcharge-US

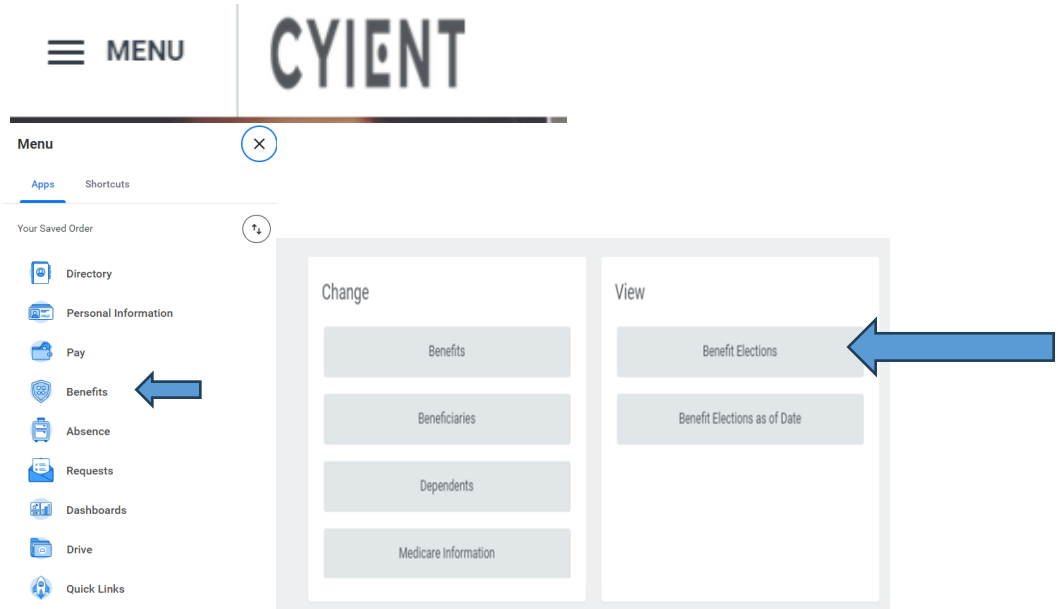


Choose Select





Click Save

Once finished updating your change , click at the bottom to Review and Sign.

Verify if you submitted your change.
Go to Workday click on the top left corner on the Menu.
Select Benefits.
On View section, select Benefit Election