

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

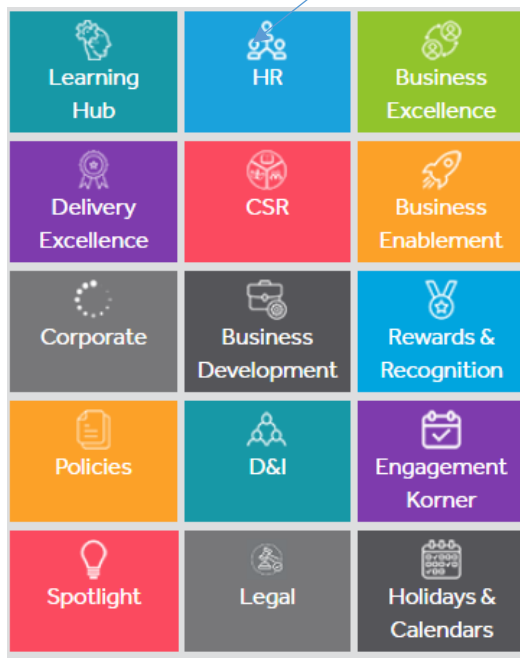
Must submit Qualifying Life Event within 30 days of the event.
Require attaching document supporting the change to complete change

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

ADELANTO (Beta Version)
ADP
Benefits
Compensation
Contacts
CY-PAL : Employee Referral (India)
Former Citec Country-specific-HR
Global HR Operations SPOCS
Job Postings
Talent Acquisition – Zwayam
Mobility Portal
New Job Structure
No Dues
Performance Management
Policies
Variable Pay
Workday

HR
Business Excellence
CSR
Business Enablement
Business Development
Rewards & Recognition
D&I
Engagement Korner
Legal
Holidays & Calendars
Communication Kit

May 26, 2022

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

MENU

CYIENT

Menu

Apps Shortcuts

Your Saved Order

Directory
Personal Information
Pay
Benefits
Absence
Requests
Dashboards
Drive
Quick Links

On Change section, select Benefits

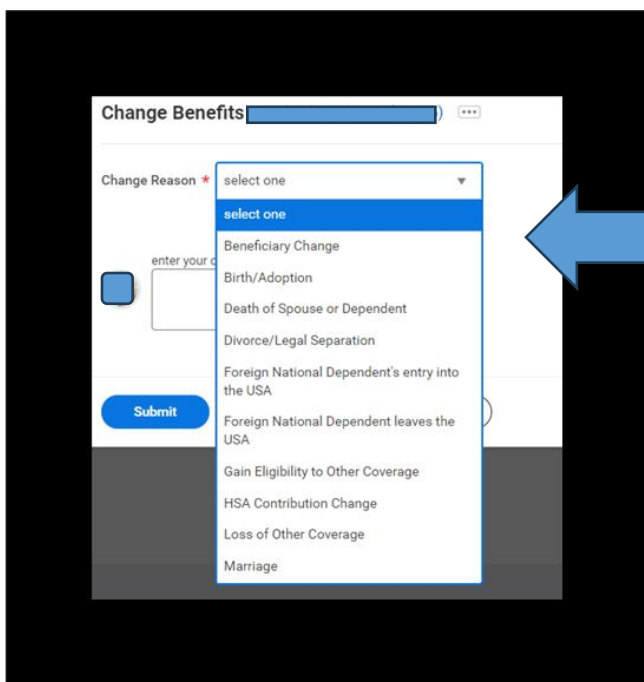
Change

Benefits
Beneficiaries
Dependents
Medicare Information

View

Benefit Elections
Benefit Elections as of Date

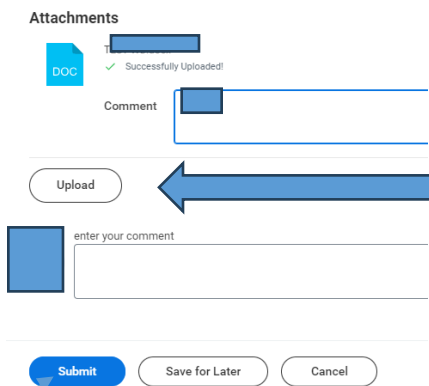
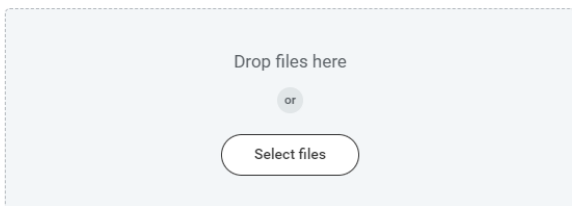
On the Change Benefits select the event type applicable to you



Select change event applicable to you

Attach documentation.

Attachments



Upload documentation

Select Submit

You will see this message:
Select Open

You have submitted

Up Next: [Change Benefit Elections](#)

[View Details](#)

[Open](#)

Below is the screen after you select Open .

Change Benefit Elections

Initiated On 02/09/2024

Submit Elections By 03/26/2024

[Let's Get Started](#)

[Select let's get started](#)

Under Health Care and Accounts update benefits .

Health Care and Accounts

<p>Medical-US United Healthcare HDHP Accent Plans - 100/80</p> <p>Cost per paycheck \$94.57</p> <p>Coverage Family</p> <p>Dependents 2</p> <p>Manage</p>	<p>Medical Tobacco Surcharge-US Cylent</p> <p>Cost per paycheck Included</p> <p>Coverage Yes - I have been tobacco free for 60 days</p> <p>Manage</p>	<p>Dental-US Waived</p> <p>Enroll</p>
<p>Vision-US Waived</p> <p>Enroll</p>	<p>Voluntary Accident-US Waived</p> <p>Enroll</p>	<p>Voluntary Critical Illness-US Waived</p> <p>Enroll</p>
<p>HSA-US Fidelity</p> <p>Contribution per paycheck \$150.00</p> <p>Manage</p>	<p>FSA Healthcare-US Waived</p> <p>Enroll</p>	<p>FSA Dependent Care-US Waived</p> <p>Enroll</p>

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.

Medical-US

Projected Total Cost Per Paycheck
\$244.57

Plans Available

Select a plan or Waive to opt out of Medical-US. The displayed cost of waived plans assumes coverage for Family.

3 items

Benefit Plan	*Selection	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)
United Healthcare HDHP Accent Plans - 100/80	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$94.57	\$624.04
United Healthcare HDHP Encore Plans - 80/60	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$179.77	\$615.03
United Healthcare POS UHC Horizon PPO Plan	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$310.12	\$617.64

Select confirm and continue to make the change.

Confirm and Continue

Cancel

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.

Medical-US - United Healthcare HDHP Accent Plans - 100/80

Projected Total Cost Per Paycheck
\$244.57

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage *

X Family ...

Plan cost per paycheck

- Search
- Employee
 - Employee + Child(ren)
 - Employee + Spouse

2 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="radio"/>	Family ...		

Select add Dependent from enrollment.

Add My Dependent From Enrollment

Instructional Text
Click OK to add dependents.

OK

Cancel

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

Add My Dependent From Enrollment

Name

Country * x United States of America ⋮

Prefix *

First Name *

Middle Name

Last Name *

Suffix

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Personal Information

Relationship *

Date of Birth * 📅

Age (empty)

Gender *

Citizenship Status

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

The Country MUST be selected as United States of America

Add the appropriate Prefix for Dependent - examples are Mrs for married female, Miss for female daughter, Mr for son or husband

Make sure to add a First and Last Name

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

Medical Tobacco Surcharge-US

Cyient

Cost per paycheck Included

Coverage Yes - I have been tobacco free for 60 days

Manage

Choose Select

Medical Tobacco Surcharge-US

Projected Total Cost Per Paycheck
\$244.57

Plans Available

Select a plan or Waive to opt out of Medical Tobacco Surcharge-US.

1 item

Benefit Plan	*Selection	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)
Cyient	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$0.00

4

Medical Tobacco Surcharge-US - Cyient

Projected Total Cost Per Paycheck
\$244.57

Coverage

* Yes - I have been tobacco free for 60 days

Search

Yes - I have been tobacco free for 60 days

No - I have not been tobacco free for 60 days

Plan cost per paycheck

Choose YES if you don't use tobacco/or did not use in the past 60 days
Choose No if you use tobacco

Click Save

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

Review and Sign

Save for Later

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

The screenshot shows the Cyient Workday interface. At the top left, there is a 'MENU' button with a hamburger icon. Below it, the 'Menu' is expanded, showing a list of options: Directory, Personal Information, Pay, Benefits, Absence, Requests, Dashboards, Drive, and Quick Links. A blue arrow points to the 'Benefits' option. In the center, there is a 'CYIENT' logo. Below the logo, there are two main sections: 'Change' and 'View'. The 'Change' section contains buttons for Benefits, Beneficiaries, Dependents, and Medicare Information. The 'View' section contains buttons for Benefit Elections and Benefit Elections as of Date. A blue arrow points to the 'Benefit Elections' button in the 'View' section.

