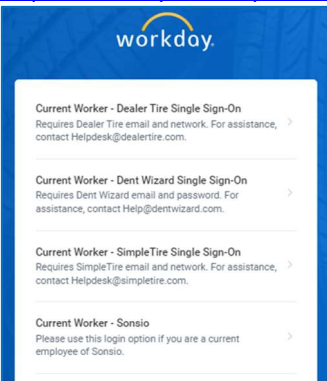


# Title: Life Event – “Divorce”

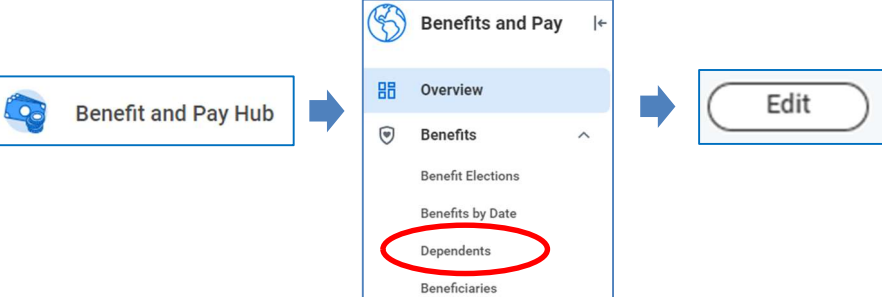
Last Update Date: 03/15/2024

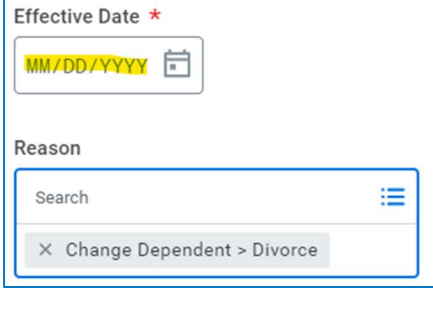
## Life Event – Divorce

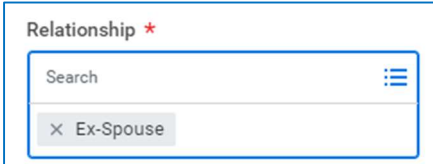
### SECTION 1 – LOGGING IN

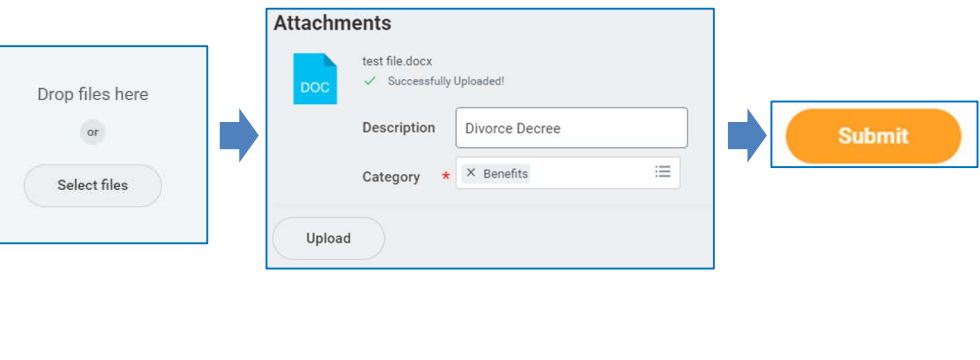
<p><b>Log into to your Workday Account.</b></p> <p><b>Workday username and password are the same as your computer login you use every day.</b></p>	<p style="text-align: center;"><a href="https://wd5.myworkday.com/wday/authgw/dealertire/login.html">https://wd5.myworkday.com/wday/authgw/dealertire/login.html</a></p> 
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### SECTION 2 – EDIT DEPENDENT

<p>To remove an ex-spouse:</p> <ul style="list-style-type: none"> <li>- Click on <b>Benefit and Pay Hub</b>.</li> <li>- Under Benefits, click <b>Dependents</b>.</li> </ul> <p>On the next screen, click the <b>Edit</b> button in the dependent’s record.</p>	
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<p>Select <b>Effective Date &amp; Reason:</b></p> <p><b>Enter the Effective Date:</b> The official date of the Divorce.</p> <p><b>Enter Reason:</b></p> <ul style="list-style-type: none"> <li>- Click <b>Reason</b> box.</li> <li>- Click <b>Change Dependent</b>.</li> <li>- Select <b>Change Dependent &gt; Divorce</b>.</li> </ul>	
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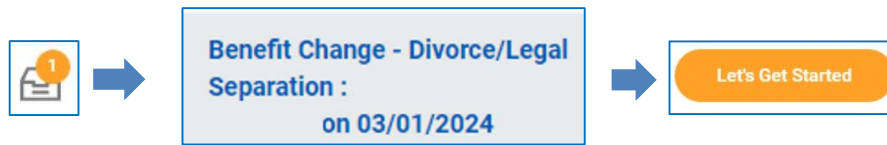
<p>Change dependent’s Relationship to <b>Ex-Spouse</b>.</p>	
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<p><b>You must upload a copy of your divorce decree including the last page with the judgement of entry (Office date of Divorce)</b></p> <ul style="list-style-type: none"> <li>- Click <b>Select files</b>.</li> <li>- Choose the file you want to upload.</li> <li>- Enter Description: <b>Divorce Decree</b>.</li> <li>- Select Category: <b>Benefits</b>.</li> <li>- Click <b>Upload</b>.</li> <li>- Click <b>Submit</b> at bottom of page.</li> </ul>	
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**ATTENTION: YOU ARE NOT FINISHED** - The Benefits Team will review your documentation and Approve ONCE APPROVED, you will have Benefit Change To Do in your **WORKDAY INBOX**.

Once approved, a **Benefit Change TO DO** will appear in your Workday Inbox.

Click **Let's Get Started**.



**Instructions Continued - Life Event - Divorce**

**Note:** your ex-spouse will no longer appear as a dependent on your plan(s).

**However,** you can also make changes to other benefits including FSA and HSA, (if enrolled in HSA Plan).

Click **Manage** for each benefit plan you want to update.

Health Care and Accounts

**Medical**  
Aetna HDHP Health Savings Medical Plan

Cost per paycheck \$133.63

Coverage **Associate + Child(ren)**

Dependents 1

[Manage](#)

**At this time, you may want to change your life insurance beneficiaries.**

- Click **Manage** for each benefit plan.

Insurance

<p><b>Basic Associate Term Life and AD&amp;D</b> Metlife (Associate)</p> <p>Cost per paycheck Included</p> <p>Coverage 1 X Salary</p> <p style="text-align: center;"><a href="#">Manage</a></p>	<p><b>Voluntary Associate Life</b> Metlife (Associate)</p> <p>Cost per paycheck \$3.69</p> <p>Coverage \$100,000</p> <p style="text-align: center;"><a href="#">Manage</a></p>
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- Click **Confirm and Continue**.

[Confirm and Continue](#)

- Click the + to add a new beneficiary.

Primary Beneficiaries 0 items

+ **Beneficiary**

- Choose from an **Existing Beneficiary** or **Add New Beneficiary**.

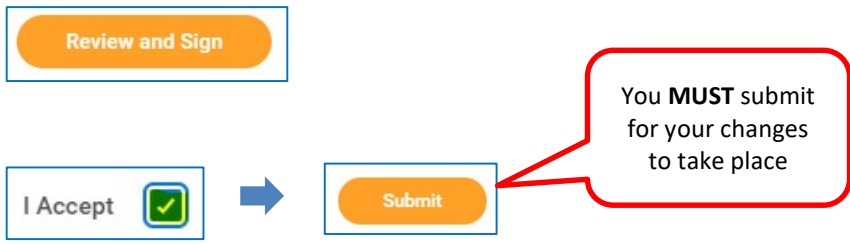

- **Enter percentage %**. If you have multiple primary beneficiaries, the total % **needs to add up to 100%**.

Primary Beneficiaries 1 item

Beneficiary	Percentage
<div style="border: 1px solid #ccc; padding: 2px;"> <p>Search</p> <p><b>Existing Beneficiary Persons</b></p> <p>Existing Trusts</p> <p><b>Add New Beneficiary or Trust</b></p> </div>	0

- When finished, Click **Save**.

[Save](#)

<p>At the bottom of the page, <b>Click Review and Sign</b> button to continue.</p> <p>Review your changes. Scroll to the bottom of the page and check the box <b>I Accept</b>.</p> <p>Click <b>Submit</b> to complete your enrollment.</p>	
<p>Click <b>View 20YY Benefits Statement</b> to view, print or save a summary of your benefits.</p>	
<p><b>Your Benefit Changes are now complete.</b> <b>If your coverage was effective in the past, you will be charged for changes retroactively in your next paycheck.</b></p>	