

Title: Life Event – “Associate or Dependent Gains or Loses Other Coverage”

Last Update Date: 09/04/2024

Important Information

- You must complete the enrollment process in Workday **within 30 days of the life event**, or you will have to wait until the next Open Enrollment to make change to benefits that will be effective January 1st of next year.
- **Only eligible dependents can be covered on your benefit plans.** [Click here](#) to learn more!
- If you completed your enrollment after your effective date, **benefit deductions will be retroactively** taken back to your effective date. This means **additional benefit deduction amounts** will be taken on your next paycheck.

Learn about your Benefit Options

- Visit the DTFOC Benefits Website to learn about your benefits and to access the following resources:
- **DTFOC Benefits Website:** <https://dtfamilybenefits.com/new-hires-and-life-events/>
 - **Access Alex:** interactive tool to learn about your benefits: <https://start.myalex.com/dtfamily>
 - Schedule a call with **Benefits Educators** and representatives will be available via phone to educate you on your benefits and assist with enrolling you in Workday <https://dtfamily.mybenefits.pro/>

SECTION 1 – LOGGING IN

From a computer, log into your Workday Account.

Workday username and password are the same as your work computer.

<https://wd5.myworkday.com/wday/authgwy/dealertire/login.html>

To begin a new Life Event.

- Click on **Benefit and Pay Hub**.
- Under Benefits, click **Benefit Elections**.
- Click **Change Benefits** button.

Select Associate or Dependent Gains/Loses Other Coverage.

Enter the Benefit Event Date:

- If coverage **GAIN**, enter first date of coverage on DT plan.
- If coverage **LOSS**, enter first day **NOT** covered on the DT plan.

Instructions Continued - Life Event - Associate or Dependent Gains or Loses Other Coverage

You must attach supporting documentation showing the gain or loss of coverage.

- Click **Select files**.
- Select the document saved on your hard drive.
- Click **Open** to attach document (**i.e., letter from employer with date coverage starts/ends, letter from insurance company with date coverage starts/ends, or letter from Medicaid with date coverage starts/ends**).
- Click **Submit**.

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**.

You must select your new dependent for each plan to be covered:

Pay careful attention to each screen.

1. Click **Manage** to begin.
2. The next screen shows your current enrollment - click **Confirm and Continue**.
3. Check the box next to each dependent you wish to cover, or un-check box next to each dependent you wish to remove.
4. Click **Save**.

Repeat steps 1 - 3 for each plan: (Medical, Dental, Vision, etc.).

See steps below to Add New Dependents.

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Jane Doe	Spouse	01/01/1970

Below the table is a 'Save' button.

To Add a New Dependent:

1. Click **Add New Dependent**.
2. Click **OK** to continue.

Instructions Continued - Life Event - Associate or Dependent Gains or Loses Other Coverage

Enter Dependent's Name required fields:

- First name
- Last Name

Name

Country * x United States of America ⋮

Prefix ⋮

First Name *

Middle Name

Last Name *

Suffix ⋮

Enter Dependent's Personal Information required fields:

- Relationship
- Date of Birth
- Gender

Personal Information

Relationship * ⋮

Date of Birth * 📅

Age (empty)

Gender * Select one ▼

Citizenship Status ⋮

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Enter Dependent's National IDs (SSN):

1. Click **Add**.
2. Country: click **Frequently Used** by, select **United State of America**.
3. National ID Type: select **Social Security Number (SSN)**.
4. Add/Edit ID: enter **SSN number**
5. Click **Save**.

Note: Social security numbers are required for all covered spouse and children. If you do not have the SSN at the time of enrollment, you must enter the "Reason SSN is Not Available" to continue. Once you have obtained the SSN, you can update your dependent's record later.

National IDs

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

Add

Country * Search ⋮

National ID Type * ⋮

Current ID (empty)

Add/Edit ID *

***Social Security Number**

Social Security Number (SSN)

Reason SSN is Not Available

Save

Instructions Continued - Life Event - Associate or Dependent Gains or Loses Other Coverage

Check the box next to each dependent you wish to cover, then click **Save**.

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Jane Doe	Spouse	01/01/1970

Reminder! Repeat steps for each plan your dependent(s) will be covered: (Medical, Dental and Vision)

Medical

Cost per paycheck: \$203.26

Coverage: Family

Dependents: 2

[Manage](#)

Dental

Cost per paycheck: \$23.75

Coverage: Family

Dependents: 2

[Manage](#)

Vision

Cost per paycheck: \$10.87

Coverage: Family

Dependents: 2

[Manage](#)

At the bottom of the page, click **Review and Sign** to continue.

Review your changes. Scroll to the bottom of the page and check the box **I Accept**.

Click **Submit** to complete your enrollment.

Review and Sign

I Accept

➔

Submit

You **MUST** submit for your changes to take place

Click **View 20YY Benefits Statement** to view, print or save a summary of your benefits.

[View 20YY Benefits Statement](#)

Your Benefit Changes are now complete.
 If your coverage was effective in the past, you will be charged for changes retroactively in your next paycheck.