

# Title: Life Event – “Divorce”

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/>

## Life Event – Divorce

### 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/authgw/dealertire/login.html>

### SECTION 2 – EDIT DEPENDENT

To remove an ex-spouse:

- Click on **Benefit and Pay Hub**.
- Under Benefits, click **Dependents**.

On the next screen, click the **Edit** button in the dependent’s record.

Select **Effective Date & Reason:**

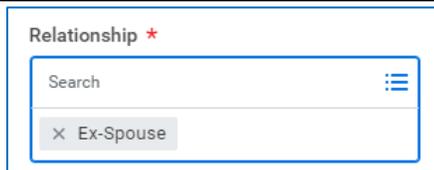
**Enter the Effective Date: The official date of the Divorce.**

**Enter Reason:**

- Click **Reason** box.
- Click **Change Dependent**.
- Select **Change Dependent > Divorce**.

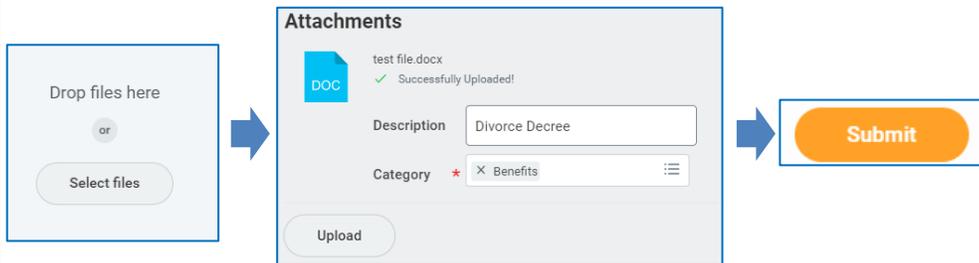
**Instructions Continued - Life Event - Divorce**

Change dependent's Relationship to **Ex-Spouse**.



**You must upload a copy of your divorce decree including the last page with the judgement of entry (Office date of Divorce)**

- Click **Select files**.
- Choose the file you want to upload (i.e., **final divorce decree or separation order stating you are no longer responsible to provide spouse's health coverage**).
- Enter Description: **Divorce Decree**.
- Select Category: **Benefits**.
- Click **Upload**.
- Click **Submit** at bottom of page.



**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**.

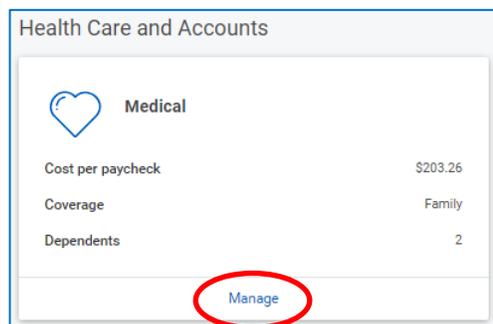


**Note:** your ex-spouse will no longer appear as a dependent on your plan(s).

**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.

Continue on next page...



### Instructions Continued - Life Event - Divorce

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

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

The screenshot shows two insurance plans side-by-side. The first is 'Basic Associate Term Life and AD&D' with a cost of '\$3.69' and '1 X Salary' coverage. The second is 'Voluntary Associate Life' with a cost of '\$100,000' and '\$100,000' coverage. Both plans have a 'Manage' button at the bottom, which is circled in red.

- Click **Confirm and Continue**.

This section shows an orange 'Confirm and Continue' button. Below it is a section titled 'Primary Beneficiaries 0 items' with a '+' button circled in red, indicating where to click to add a beneficiary.

- Click the + to add a new beneficiary.

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

The screenshot shows a dropdown menu for 'Primary Beneficiaries 1 item'. The menu options are: '+ Beneficiary', 'Search', 'Existing Beneficiary Persons' (circled in red), 'Existing Trusts', and 'Add New Beneficiary or Trust' (circled in red). There is also a 'Percentage' field with the value '0'.

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

A simple orange 'Save' button.

- When finished, Click **Save**.

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

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

Click **Submit** to complete your enrollment.

This section shows the final steps: an orange 'Review and Sign' button, an 'I Accept' checkbox with a green checkmark, and a blue arrow pointing to an orange 'Submit' button. A red callout box points to the 'Submit' button with the text: 'You **MUST** submit for your changes to take place'.

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

A button labeled '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.**