

Title: Life Event – “Marriage”

Last Update Date: 09/04/2024

Important Information

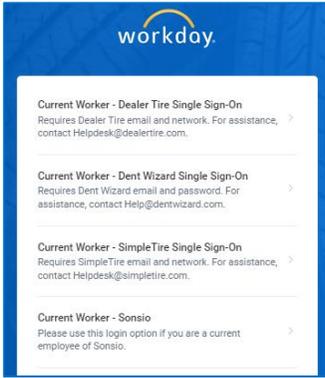
- You must complete the enrollment process in Workday **within 30 days of the life event**, or you will have to wait until the next Open Enrollment to make change to benefits that will be effective January 1st of next year.
- **Only eligible dependents can be covered on your benefit plans.** [Click here](#) 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

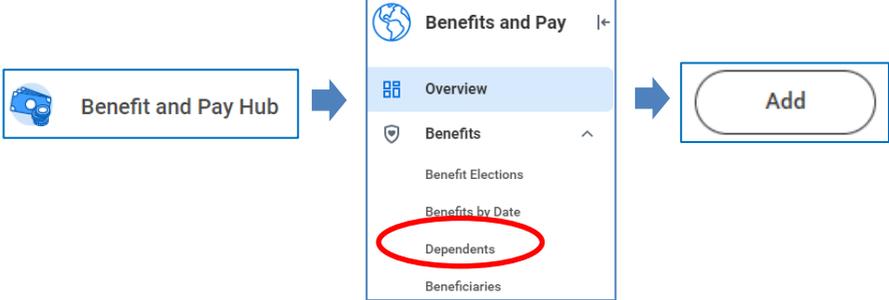
<p>Visit the DTFOC Benefits Website to learn about your benefits and to access the following resources:</p>	<ul style="list-style-type: none"> • DTFOC Benefits Website: https://dtfamilybenefits.com/new-hires-and-life-events/ • Access Alex: interactive tool to learn about your benefits: https://start.myalex.com/dtfamily • 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/
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Life Event – Marriage

SECTION 1 – LOGGING IN

<p>From a computer, log into your Workday Account.</p> <p>Workday username and password are the same as your <u>work</u> computer.</p>	<p>https://wd5.myworkday.com/wday/authgwy/dealertire/login.html</p> 
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SECTION 2 – ADDING YOUR DEPENDENT

<p>To add your dependent.</p> <ul style="list-style-type: none"> - Click on Benefit and Pay Hub. - Under Benefits, click Dependents. - Click Add button. 	
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Instructions Continued - Life Event – Marriage

Effective Date & Reason:

Click edit icon.



Enter the Effective Date: Date of Marriage.

Enter Reason:

- Click **Reason** box.
- Click **Add Dependent**.
- Select **Add Dependent > Marriage**.

Effective Date *

10/09/2020

Add Dependent >

Change Dependent >

Search

Reason

Search

← Add Dependent

Add Dependent > Birth/Adoption

Add Dependent > Marriage

Add Dependent > New Hire

Add Dependent > Other

Use your new dependent as a beneficiary?: (for Company provided and Voluntary Life Insurance plans)

- If yes, click edit icon, then check box **Use as Beneficiary**

Use your new dependent as a beneficiary?

Use as Beneficiary

Dependent Personal Information, complete all Required Fields*:

Click edit icon:



- Legal Name
- Gender
- Date of Birth
- Relationship = Spouse

Legal Name

Legal Name * (empty)

Gender

Gender * (empty)

Date of Birth

Date of Birth * (empty)

Relationship

Relationship * (empty)

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**.

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)

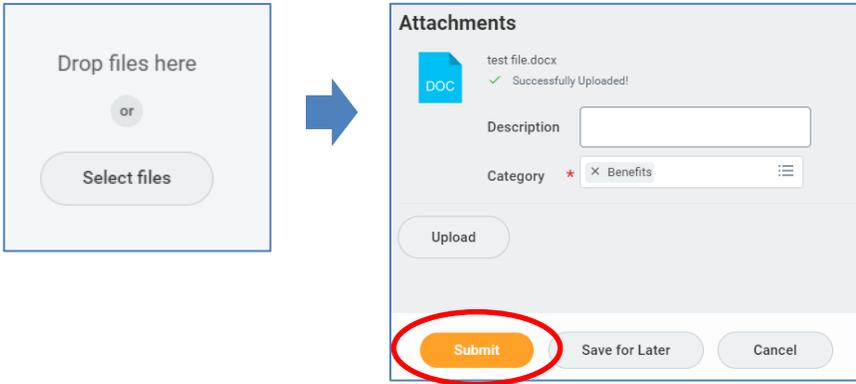
Add/Edit ID *



Instructions Continued - Life Event - Marriage

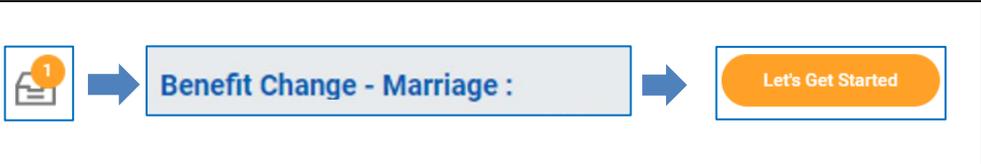
You must attach supporting documentation (i.e., marriage license or marriage certificate)

- Click **Select files**
- Select the document saved on your hard drive (i.e., **marriage certificate**).
- Click **Open** to attach document
- Under **Category** select **Benefits**
- 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** .

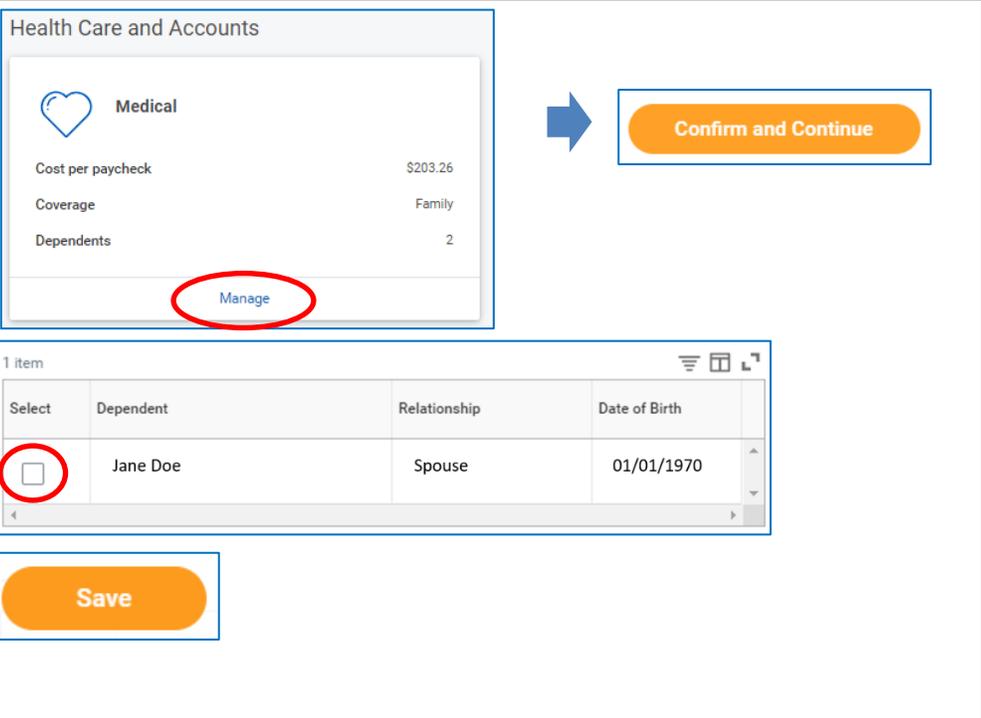


You must select your new dependent for each plan to be covered:

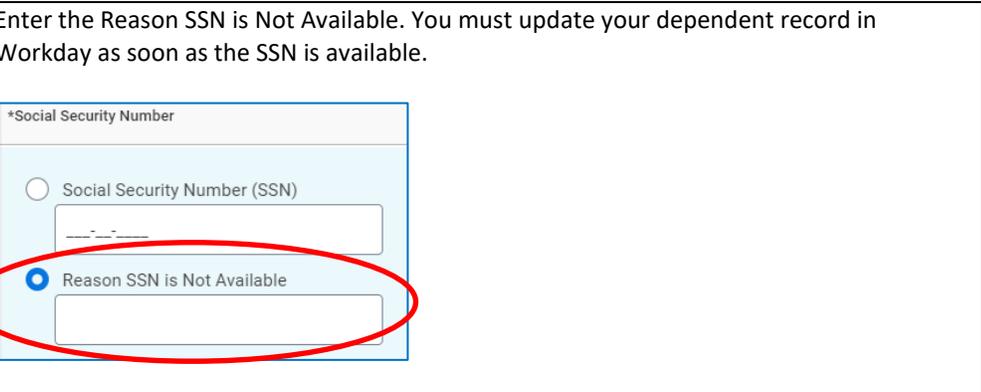
Pay careful attention to each screen.

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, then click **Save**.

Repeat steps 1 - 3 for each plan your dependent will be covered: (Medical, Dental and Vision).



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.

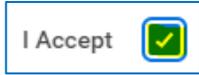


Instructions Continued - Life Event - Marriage

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

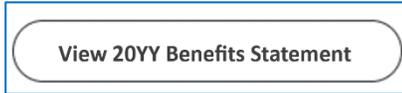
Review your changes. Scroll to the bottom of the page and check the box **I Accept**.

Click **Submit** to complete your enrollment.



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

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



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.