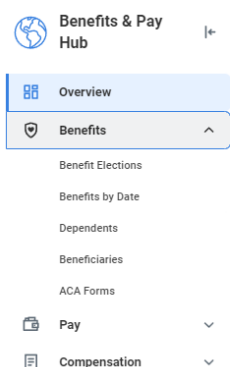# Benefits: Manage Your Dependents

A dependent is someone, like a child or a spouse, who is eligible to receive benefits under your plan.

ADDING OR EDITING A DEPENDENT

STEP 1: SELECT BENEFITS AND PAY FROM YOUR TOP APPS

1. Click **Benefits** from the left navigation pane and click **Dependents**.

2. Click **Add** to put in another dependent or click **Edit** next to an existing dependent to update information.

3. Click the **Edit** icon or click in the field to modify when adding. Red asterisks denote required fields.

4. Click **Submit**, then click **Open** in the pop-up box if one appears (this will depend on the reason you chose when adding the dependent).

5. Click the **Let's Get Started** button.

6. Answer the Health Information questions if they appear, then click **Continue**. Click **Continue** again on the screen that follows.

7. Click **Manage** or **Enroll** at the bottom of the tile for each benefit plan you would like to update.

8. Once all updates are made, click **Review and Sign**.

9. Review elections for accuracy. Click the **I Accept** check box to provide an electronic signature, confirming your changes, then click **Submit**.

When you add dependents, you may need to update your federal tax elections, as well as your benefit elections. **Adding a dependent does not automatically attach that dependent to benefit plans.**

VIEW DEPENDENT'S BENEFIT ELECTIONS

From the Benefits and Pay hub:

1. Click **Benefit Elections** under Benefits in the left navigation pane.

2. Review your existing dependents and their benefit plan coverages in the Dependent column.

STEP 2 (FOR CHANGES IN MARITAL STATUS ONLY):

If you are updating your dependent(s) because of a recent marriage or divorce, don't forget to also update your **Personal Information**

This process will give you the opportunity to change your **marital status** and then provide inbox tasks so you can:

- Change your Legal Name
- Update your Home Contact Information
- Update your Emergency Contact Information
- Update your Federal Withholdings
- Manage your Payment Elections (Direct Deposit)
- Change your Benefit Elections (if you are eligible)

Benefits: Manage Your Dependents

STEP 3: ADDING DEPENDENT(S) TO BENEFIT PLANS

If a benefit event did not automatically launch after adding your dependent, you may still be able to add them to your benefit plans depending on the type of life event you are experiencing.

See the Manage Your Benefits job aid for more information. Please contact Employee Benefits at 570-271-6640 or employeebenefits@geisinger.edu if you are unsure which benefit event to choose.

REMOVING A DEPENDENT

STEP 1: REMOVING DEPENDENT(S) FROM BENEFIT PLANS

Certain life events may require you to remove a dependent from your benefit plans (i.e., divorce, dissolution of a domestic partnership, etc.)

From the **Benefits and Pay hub**:

1. Click the **Dependents** on the left navigation pane.

2. Click the **Edit** button next to the dependent you are changing.

3. Choose the **Effective Date** of the change and the **Reason** (under Change Dependent or Remove Dependent).

4. **If the change is due to a death,** be sure to include the **Date of Death** (Note: In these circumstances, the effective date of the change will be the day **after** the date of death)

5. **For Divorce or Domestic Partner Dissolution,** edit the **Relationship** field.

6. Click **Submit**, then click **Open** in the pop-up box if one appears.

7. Click the **Let's Get Started** button.

8. Answer the Health Information questions if they appear, then click **Continue**. Click **Continue** again on the screen that follows.

9. Click **Manage** or **Enroll** at the bottom of the tile for each benefit plan you would like to update.

10. Once all updates are made, click **Review and Sign**.

11. Review elections for accuracy. Click the **I Accept** check box to provide an electronic signature, confirming your changes, then click **Submit**.

> When a child/stepchild who is a dependent on your benefit plans reaches the age of 26, they are no longer eligible to be covered.
>
> Workday will automatically send a benefit event to your Workday inbox on that child's birthday to remove the dependent from your elections.

STEP 2: INACTIVATING A DEPENDENT

Once removed from all benefit plans, a dependent can be inactivated. When a dependent is inactivated, they will no longer appear on your Dependents screen.

From the **Benefits and Pay hub**:

1. Click the **Dependents** on the left navigation pane.

2. Click the **Related Actions** button next to the dependent's name.

3. Hover over **Dependent** then select **Inactivate**.

4. Enter the **Inactive Date** (this can be any date after the dependent was removed from your benefit plans).

5. Click **Submit**.