

Benefits | Job Aid



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All Life Event changes must be completed within 30 days after the date the event occurred.
Examples of Significant Life Events include (but are not limited to):

- Marriage
- Birth/Adoption of a child
- Divorce
- Loss of primary healthcare coverage

Life Events are completed through Workday.

Questions? benefits@oakgov.com

Benefits website: [OakGov.com/benefits](https://oakgov.com/benefits)

LOG IN TO WORKDAY - CLICK HERE

Go to <https://myapps.oakgov.com> from an Internet connected computer.
For difficulty signing into Workday (Workday mobile) or MFA/OKTA,
please contact IT Self-Service or 248-858-8812.

If you have additional questions about how to use Workday, contact the
Workday Support center at 248-975-9665 or workday@oakgov.com



updated: 10/14/2022

MARRIAGE

must be completed within 30 days of event

1. From your Workday Dashboard, click menu and then click on the Benefits Application
2. Under the Change column, click Benefits
3. Select Marriage
4. Enter your marriage date as your Benefit Event Date
5. Under Attachments, upload your Marriage certificate - REQUIRED
Note: A marriage license will not be accepted
6. Click **Submit**
7. A pop-up will appear, click Open
8. Click Let's Get Started
9. Under Medical, click Manage
10. Keep your current plan selected, select a new plan, or elect no coverage
11. Click Confirm and Continue
12. Select the appropriate coverage level
13. Click Add New Dependent
14. Choose to Use an Existing Beneficiary or Emergency Contact or Create Dependent
15. Click Ok
16. Enter your spouse's Name and Personal Information (required fields marked with red asterisk*)
17. Under National ID, click Add
18. Enter your spouse's SSN
19. Click Save
20. Your newly added spouse will appear as a new dependent
21. Click Save
22. An alert will notify you that your spouse has been added to each healthcare plan that you are currently enrolled in
23. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary
24. If you would like to add your new spouse as a Life Insurance beneficiary, click Manage under Life Insurance
25. Click Confirm and Continue
26. Update primary and secondary beneficiaries (if applicable). Life insurance beneficiaries are also AD&D beneficiaries.
27. Click Save

Change

2

Benefits

4

Benefit Event Date * MM/DD/YYYY 

Attachments

5

Drag files here
or
[Select files](#)

9




Medical
ASR Health Benefits PPO 1

Cost per paycheck \$65.00
Coverage Emp + 1
Dependents 1

[Manage](#)

12

Coverage * Emp + 1 

Search

☐ Employee only
☒ Emp + 1
☐ Emp + Family

[Add New Dependent](#)

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Kennedy Travis	Child	01/12/2015

28. Click Review and Sign
29. Review a summary of your benefits, click “Cancel” if any changes need to be made. Click Submit to finalize.
30. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). Click Done
31. This process is complete! The Benefits team will approve the addition of your spouse or reach out if any additional information is needed

BIRTH/ADOPTION/GUARDIANSHIP OF CHILD

must be completed within 30 days of event, coverage will be effective as of the date of the event

1. From your Workday Dashboard, click menu and then click on the Benefits Application
2. Under the Change column, select Benefits
3. Select Birth/Adoption/Guardianship of Child
4. Enter your child's date of birth as the Benefit Event Date
5. Under Attachments, upload your Birth Certificate – REQUIRED
Verification of birth will not be accepted
6. Click **Submit**
7. A pop-up will appear, click Open
8. Click Let's Get Started
9. Under Medical, click Manage
10. Keep your current plan selected, select a new plan, or elect no coverage
11. Click Confirm and Continue
12. Select the appropriate coverage level
13. Click Add New Dependent
14. Check the box if you wish to use this dependent as a beneficiary to your life insurance
15. Click Ok
16. Enter your child's Name and Personal Information (required fields marked with red asterisk*)
17. Under National ID, click Add
18. Enter your child's SSN - REQUIRED
19. Click Save
20. Your newly added child will appear as a new dependent
21. Click Save
22. An alert will notify you that your child has been added to each healthcare plan that you are currently enrolled in.

Change

2

Benefits

3

Change Reason *

☐ Birth/Adoption/Guardianship of Child
 ☐ Change Beneficiaries
 ☐ Death of Spouse/Dependent
 ☐ Divorce
 ☐ FSA - Dependent Care Mid-Year Election
 ☐ FSA - Health Care Mid-Year Election
 ☐ Loss/Gain of Other Coverage (Employee or Dependent)
 ☐ Marriage

4

Benefit Event Date *

MM/DD/YYYY

5

Attachments

Drag files here

or

Select files

9

Medical

ASR Health Benefits PPO 1

Cost per paycheck

\$65.00

Coverage

Emp + 1

Dependents

1

Manage

12

Coverage *

Emp + 1

Search

☐ Employee only
 ☒ Emp + 1
 ☐ Emp + Family

Plan cost per paycheck

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Kennedy Travis	Child	01/12/2015

23. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary.
24. If you would like to add your new child as a Life Insurance beneficiary, click Manage under Life Insurance
25. Click Confirm and Continue
26. Update primary and secondary beneficiaries (if applicable). Life insurance beneficiaries are also AD&D beneficiaries.
27. Click Save
28. Click Review and Sign
29. Review a summary of your benefits, click “Cancel” if any changes need to be made. Click Submit to finalize.
30. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). Click Done
31. This process is complete! The Benefits team will approve the addition of your child or reach out if any additional information is needed

DIVORCE

must be completed as soon as divorce is finalized

1. From your Workday Dashboard, click menu and then click on the Benefits Application
2. Under the Change column, select Benefits
3. Select Divorce
4. Enter the finalized divorce date as the Benefit Event Date.
5. Under Attachments, upload your divorce decree - REQUIRED
6. Click Submit
7. Benefits will approve the event within 24 hours. During this time, please monitor your Workday inbox for additional steps
8. In your Workday inbox, you will receive a task to submit the address of your ex-spouse. This is used for a COBRA notice.
9. Click Submit
10. A pop-up will appear, click Open
11. Click Let's Get Started
12. Click manage under Medical and select or waive new plan.
13. Click Confirm and Continue
14. Select the appropriate coverage level
15. Uncheck the box next to your ex-spouse
16. Click Save

Change

2

Benefits

Change Reason *

3

- ☐ Birth/Adoption/Guardianship of Child
- ☐ Change Beneficiaries
- ☐ Death of Spouse/Dependent
- ☐ Divorce
- ☐ FSA - Dependent Care Mid-Year Election
- ☐ FSA - Health Care Mid-Year Election
- ☐ Loss/Gain of Other Coverage (Employee or Dependent)
- ☐ Marriage

4

Benefit Event Date *

MM/DD/YYYY



5

Attachments

Drag files here

or

Select files

7



17. An alert will notify you that your ex-spouse has been removed to each healthcare plan that you are currently enrolled in.
18. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary
19. To remove your spouse as a beneficiary to your life insurance, click Manage under Life Insurance
20. Click Confirm and Continue
21. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
22. Enter your beneficiary's information (required fields marked with red asterisk*)
23. Click Save
24. Click Review and Sign
25. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
26. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). Click Done
27. This process is complete! The Benefits team will approve the addition of your spouse or reach out if any additional information is needed

LOSS/GAIN OF OTHER COVERAGE (EMPLOYEE OR DEPENDENT)

Must be completed within 30 days of event

1. From your Workday Dashboard, click Menu and then click on the Benefits Application
2. Under the Change column, select Benefits
3. Select Dependent Gains/Losses Dependent Status
4. Enter the date of your loss of coverage or gain of other coverage as the Benefit Event Date
5. Under Attachments, upload Proof of Gain/Loss of Coverage (contact benefits at benefits@oakgov.com or 248-892-3278 for specific details, if needed) – REQUIRED
6. Enter the name of individual losing or gaining coverage in the comments section
7. Click Submit
8. Benefits will approve the event within 24 hours. During this time, please monitor your Workday inbox for additional steps
9. In your Workday inbox, click Let's Get Started
10. Under Medical, click Manage
11. Keep your current plan selected, select a new plan, or elect no coverage
12. Click Confirm and Continue
13. Select the appropriate coverage level
14. TO REMOVE A DEPENDENT:
15. Under Select, uncheck the box next to your dependent that gained other coverage
16. Click Save
17. TO ADD A DEPENDENT:
18. Click Add New Dependent
19. Choose to Use an Existing Beneficiary or Emergency Contact or Create Dependent.
20. Click Ok
21. Enter your dependent's Name and Personal Information (required fields marked with red asterisk*)
22. Under National ID, click Add
23. Enter your dependent's SSN
24. Click Save
25. An alert will notify you that the change you made has been applied to each healthcare plan that you are currently enrolled in.

Change

2

Benefits

Change Reason *

3

- ☐ Birth/Adoption/Guardianship of Child
- ☐ Change Beneficiaries
- ☐ Death of Spouse/Dependent
- ☐ Divorce
- ☐ FSA - Dependent Care Mid-Year Election
- ☐ FSA - Health Care Mid-Year Election
- ☐ Loss/Gain of Other Coverage (Employee or Dependent)
- ☐ Marriage

4

Benefit Event Date *

MM/DD/YYYY



5

Attachments

Drag files here
or
Select files

6

enter your comment

8



26. For each plan you can keep your current plans selected, select new plans,
27. or waive coverage if necessary
28. Click Save
29. To make changes to your Life Insurance beneficiaries, click Manage under Life Insurance
30. Click Confirm and Continue
31. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
32. Click Save
33. Click Review and Sign
34. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
35. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
36. This process is complete! The Benefits team will approve the addition of your spouse or reach out if any additional information is needed

CHANGE BENEFICIARIES:

1. From your Workday Dashboard, click Menu then click on the Benefits Application
2. Under the Change column, select Benefits
3. Select Change Beneficiaries
4. Enter today's date as the Benefit Event Date
5. Click Submit
6. Click Open
7. Click Let's Get Started
8. Click Manage under the Basic Life Plan
9. Click Confirm and Continue
10. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
11. Enter your beneficiary's information (required fields marked with red asterisk*)
12. Click Save
13. Click Review and Sign
14. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
15. Click Submit
16. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
17. This process is complete! The Benefits team will approve this change.

Change

2

Benefits

Change Reason *

3

- ☐ Birth/Adoption/Guardianship of Child
- ☐ Change Beneficiaries
- ☐ Death of Spouse/Dependent
- ☐ Divorce
- ☐ FSA - Dependent Care Mid-Year Election
- ☐ FSA - Health Care Mid-Year Election
- ☐ Loss/Gain of Other Coverage (Employee or Dependent)
- ☐ Marriage

4

Benefit Event Date *

MM/DD/YYYY



8



Basic Life

The Hartford (Employee)

Cost per paycheck

Included

Coverage

1.5 X Salary

[Manage](#)

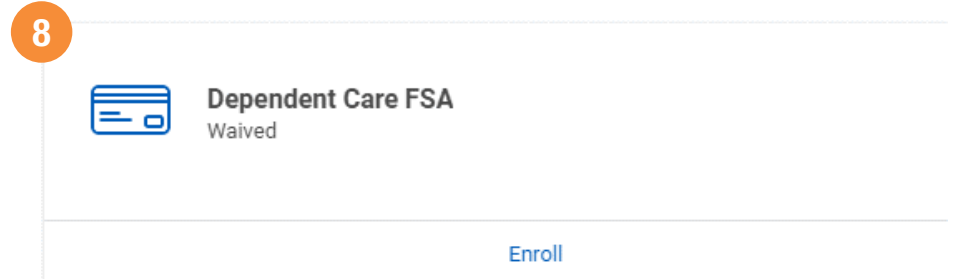
10

*Primary Beneficiaries 2 items

	Beneficiary	Percentage
+		0
-	<div> × Jill Saranas </div>	100

FSA – DEPENDENT CARE MID-YEAR ELECTION:

1. From the Workday Dashboard, click Menu then click on the Benefits Application
2. Under the Change column, click Benefits
3. Select FSA – Dependent Care Mid-Year Election
4. Enter today's date at the event date
5. Click Submit
6. Click Open
7. Click Let's Get Started
8. Click Enroll/Manage under Dependent Care FSA
9. Click Select
10. Enter Per Paycheck or Annual amount
11. Click Save
12. Click Review and Sign
13. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
14. Click Submit
15. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
16. This process is complete! The Benefits team will approve the addition of your spouse or reach out if any additional information is needed



VIEW BENEFIT ELECTIONS:

1. From the Workday Dashboard, click Menu then click on the Benefits Application
2. Under view, click benefit elections
3. To print – click on print icon