



## Benefits Blast: April – Benefit Life Events

**Don't miss the 30-day window to make changes!**

### Life Happens – Benefits can Change

Certain life events allow updates to benefits outside of Open Enrollment. These are called **Benefit Life Events**, and they come with an important deadline.

- **There is a 30-day window from the effective date of the life event** to make necessary benefit changes. If changes are not submitted by the 30-day deadline, the next chance to update elections and enrollments will be during Open Enrollment.

### What is a Benefit Life Event?

A Benefit Life Event is a qualifying change in a personal or family situation that allows you to review and update benefit elections. Common life events include but are not limited to:

- Marriage or Divorce
- Birth, adoption, or placement of a child
- Gain or Loss of Other Coverage (such as a change in spouse coverage or a child turning 26)

***Important: Documentation of the life event will be required to submit benefit changes, and changes must be consistent with the life event.***

### Timing Matters: The 30-Day Rule

- The 30-day clock starts on the date of the life event – not the date the event is reported to HR.
  - Example: A spouse started a new job on Feb 19<sup>th</sup>. They choose to enroll in benefits, which have an effective date of March 1<sup>st</sup>, and inform their spouse of these changes on March 15<sup>th</sup>.
  - **The Life Event date is March 1<sup>st</sup> and all related benefit changes must be submitted by March 30<sup>th</sup>.**
- Election changes and associated documentation must be submitted within this 30-day window.

### How to Report a Life Event

1. Log into Workday, Select Personal, and then click on Benefits and Pay
2. Click on Change Benefits
3. Choose the Life Event Type, enter the Life Event effective date, & upload documentation.
4. Submit, click Open on the pop-up, and click Let's Get Started

### More Resources

- The [Benefit Resource Center](#) is the hub for all benefits information
- Please submit a Case in [Workday](#) with any benefit questions