

Updating Your QTE Election

Change Benefits for Life Event: Transportation Change

This life event allows you to make changes to your QTE election, whether increasing, decreasing, or ceasing your contribution, anytime throughout the plan year. No approval or documentation is necessary for this event.

1. From the Home screen, click the **Personal** button on the left side of the screen.
2. In the menu, click the **Benefits and Pay** option.
3. Click the **Change Benefits** button at the top of the screen, under Tasks and Reports
4. Click the **Transportation Change** radio button.
5. Enter Today's Date or a future effective date using the calendar field. You have 4 days from the selected date to submit your elections as indicated by the Submit Elections By date. If your event is not submitted by the noted due date, it will be closed.

Note: Changes are effective the first of the month following the later of the event date or submission date. No catch-up deductions or refunds will be processed.

6. Click the **Submit** button.

Selecting Your Coverage

1. Once you've submitted your life event information, a pop-up window will display where you can begin to select/update your coverage based on your life event.
2. Click the **Open** button in the pop-up window.

Note: If the **On Hold** button appears instead, this means you either have a duplicate request for this life event or another change request must be completed first before proceeding with this one. To view recent change requests that were initiated but not completed, click the My Tasks icon in the top menu bar. For guidance on working with change requests in My Tasks click [here](#).

3. Click the **Let's Get Started** button in the Change Benefit Elections screen to make changes to your QTE election.
4. Complete and continue through all required screens. Once you have made all desired elections/changes, click the **Review and Sign** button.
5. Once you have reviewed your summary, select the **I Accept** checkbox to provide an electronic signature confirming your changes.
6. Click the **Submit** button.
7. It is recommended to click the **View XXXX Benefits Statement** button to review and print a summary of your benefits for your records. However, you may also simply click the **Done** button to complete the task.

Questions?

[Visit the Benefit Resource Center](#) or [Create a Workday Help Case \(MyHR\)](#)