

Workday Benefits Q&A

Q: How do I make a change to my benefits due to a benefit life event (marriage, birth of a child, loss or gain of coverage, etc.)? Is there a deadline for making this change?

A: Log into Workday, click on Benefits icon, drop down menu, select appropriate benefit change, enter effective date and follow directions as displayed. Changes must be made within 30 days of the event.

Q: Am I required to go into each Benefit tile?

A: You only need to click on the Benefit tiles you want to elect or make changes to.

Q: Is documentation required for a benefit life event?

A: Yes, certain events will require proof of the event. It is mentioned in directions in Workday.

Q: Is a Social Security Number required for a dependent?

A: No, it is not. If you don't have it available, you can put "NA" in the box Reason SSN is not available.

Q: In the event of marriage, what are some important things I need to keep in mind?

A: Examples are: am I adding my spouse to my insurances, am I making changes to an existing FSA or HSA account, are my beneficiaries up to date, changing in marital status in Workday, am I making tax changes and a name change that would affect Bentley e-mail address, log-ins, etc.?

Q: Do I have to sign up the dependent care account upon the birth of my child or can I sign up at a later time?

A: No, you don't have to sign up right away.

Q: What if I submit my benefit change and need to make a correction?

A: Once the benefit change is submitted to Benefits Partner, the correction has to be made by the Benefits Partner.

Questions?

Contact GA_benefits@bentley.edu