

LIST OF QUALIFYING LIFE EVENTS

Timing and Required Supporting Documentation

A qualifying life event is a personal change in status which may allow you to change your benefit elections during the calendar year (outside of the New Hire or Open Enrollment periods).

If you need to change your coverage due to one of the reasons below, you can update your benefits **within 31 days of the event date** (unless noted otherwise in the table below) to better fit your needs. The events below apply to you, spouses/domestic partners and eligible dependents. See the chart for details.

To initiate a benefits change within the mandatory timeframe, log into Workday, go to the **Top Apps** section on the homepage, and select the **Benefits and Pay** app. In the **Tasks and Reports** section, click the **Change Benefits** button to begin the process. You are **required** to upload the specified supporting documentation listed below before you are allowed to submit your changes.

For questions, contact [Employee Hub](#) or call 1-800-303-0408.

Qualifying Life Event	Period to Initiate Benefits Change in Workday from Event Date*	Required Supporting Documentation
Marriage	31 days	<ul style="list-style-type: none"> • Marriage Certificate, • Spouse's Birth Certificate, Passport or Driver's License • Spouse's Social Security Card
Divorce/Legal Separation	31 days	<ul style="list-style-type: none"> • Divorce Decree or • Official court document
Name Change	Not applicable	<ul style="list-style-type: none"> • Social Security Card • To initiate, log into Workday and search for the Change My Legal Name task in the search box on the homepage.
Domestic Partnership	See form for details	<ul style="list-style-type: none"> • Domestic Partner Affidavit Form <ul style="list-style-type: none"> • Domestic Partner's Birth Certificate, Passport or Driver's License ▪ Domestic Partner's Social Security Card • Termination of Domestic Partnership Form
Birth	31 days	<ul style="list-style-type: none"> • Birth Certificate OR Confirmation of Birth Letter from the Hospital • Social Security Card
Adoption	31 days	<ul style="list-style-type: none"> • Official Court Adoption documents • Child(ren)'s Birth Certificate, Passport or Driver's License • Child(ren)'s Social Security Card
Award of Legal Custody/Guardianship	31 days	<ul style="list-style-type: none"> • Official Court Order documents and/or • Medical Support Order
Qualified Medical Child Support Order	Not applicable	<ul style="list-style-type: none"> • Medical Support Order (benefits will be provided based on the applicable requirements of the order)
Death	31 days	<ul style="list-style-type: none"> • Death certificate or • Letter from Coroner's Office • Letter from deceased's employer or health insurance provider

Gain/Loss of Coverage for Employee, Spouse/Domestic Partner, or Dependent Child	31 days	<ul style="list-style-type: none"> • If gaining coverage, <ul style="list-style-type: none"> ▪ Benefit Confirmation Statement of new coverage, including benefits start date • If losing coverage, <ul style="list-style-type: none"> ▪ HR Letter** or COBRA notification • Birth Certificate, Passport or Driver's License ▪ Social Security Card
Medicaid or Children's Health Insurance Program (CHIP) coverage because of gain or loss of eligibility	60 days	<ul style="list-style-type: none"> • Acceptance or loss of state insurance coverage • Acceptance letter from Medicaid • Notification of coverage loss from Medicaid

*When the period closes, benefit changes cannot be made until the annual Open Enrollment period or unless you experience a qualifying life event (QLE).

**A letter listing the event, name(s) of the individual(s) affected, the type of coverage(s) gained/lost, and the effective date of the change.



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