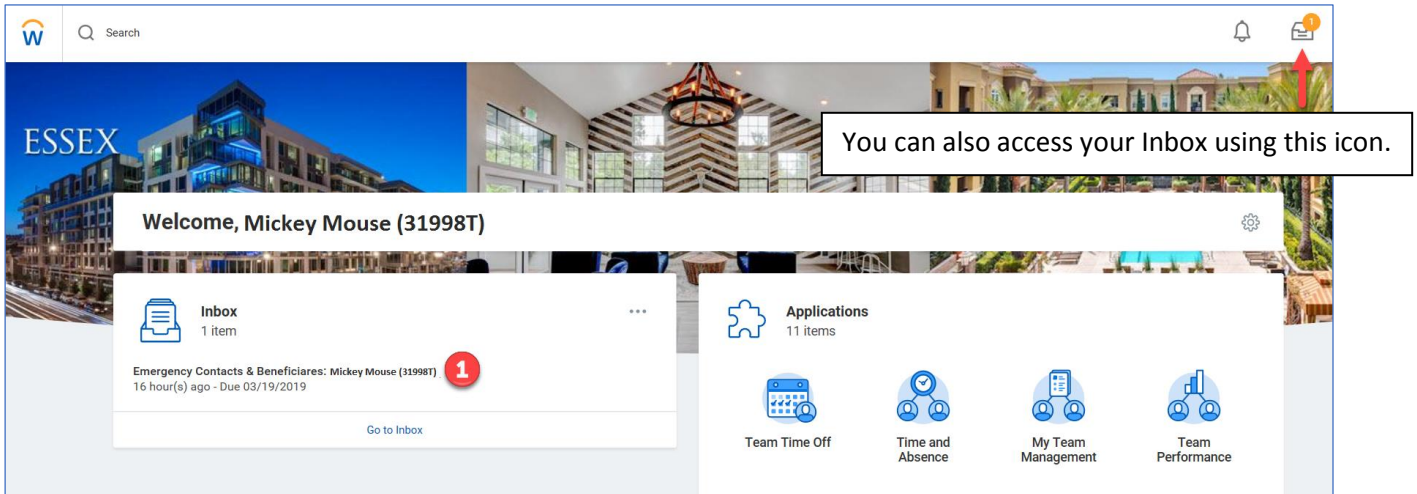


Upon launch of Workday all Essex Associates will be required to update their Emergency Contacts and Insurance Beneficiaries.

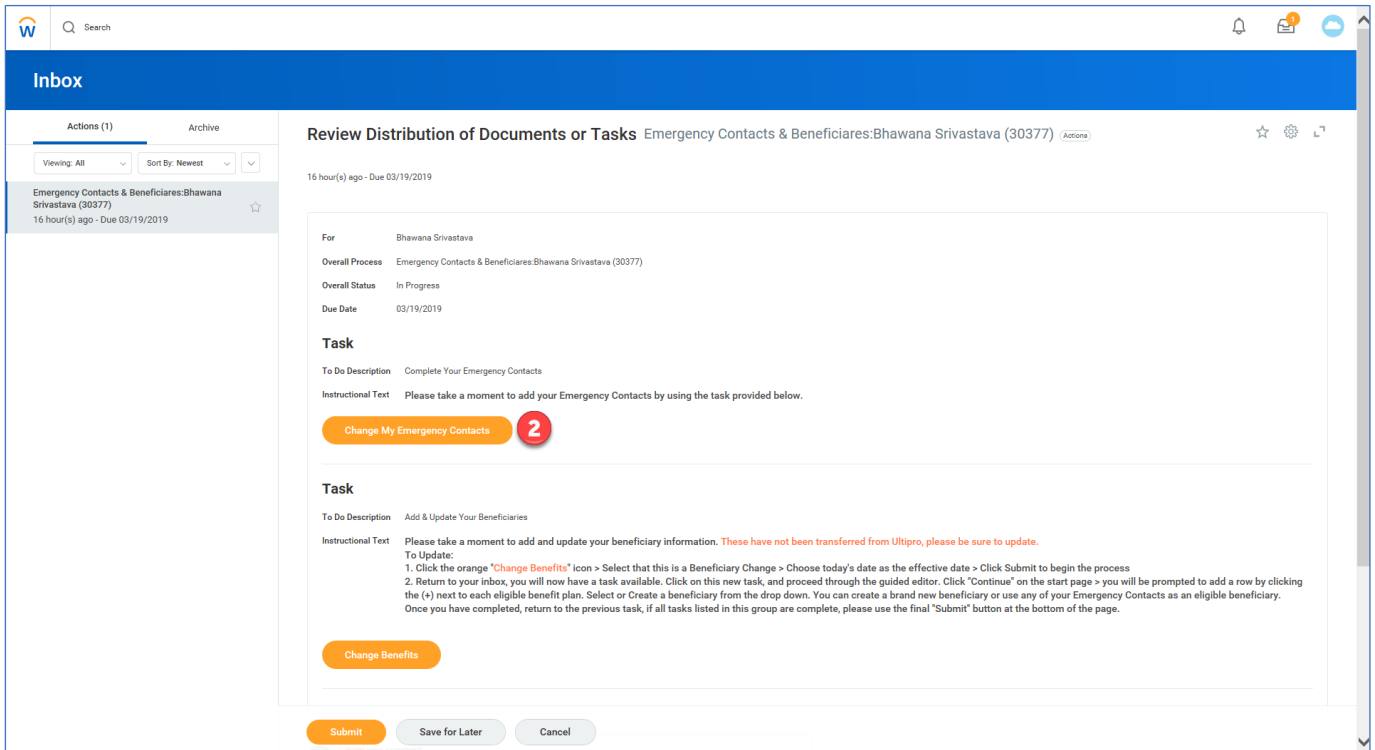
Every Associate will have an **Action Item** in their Workday **Inbox** to complete this task.

1. Select **Emergency Contacts & Beneficiary** under the **Inbox** section.



The Action Item in Inbox requires three steps as shown in the screenshot below – **Change My Emergency Contacts**, **Change Benefits**, and **Submit** the Action Item for processing.

2. Select the **Change My Emergency Contacts** button to start.




Workday Job Aid – How to Update Emergency Contact and Beneficiary Information


You'll be directed to the **Change My Emergency Contacts** screen.


3. Enter your **Primary Emergency Contact**. Items with a red * are required.
 - a. Select the pencil icon to enter data into each section.
4. Click the **Submit** button to complete the process.

Change My Emergency Contacts
Mickey Mouse (31998T) [Actions](#)

Primary Emergency Contact 3

Legal Name
Legal Name * 

Relationship
Relationship * 

Preferred Language
Preferred Language 

Primary Address
[Add](#)

Primary Phone
[Add](#)

Additional Phone
[Add](#)

4 [Submit](#) [Save for Later](#) [Cancel](#)

You'll be taken back to the Action Item screen in your Inbox.

5. Select the **Change Benefits** button.

Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

Emergency Contacts & Beneficiaries: Bhawana Srivastava (30377)
16 hour(s) ago - Due 03/19/2019

Review Distribution of Documents or Tasks Emergency Contacts & Beneficiaries: Bhawana Srivastava (30377) [Actions](#)

16 hour(s) ago - Due 03/19/2019

For Bhawana Srivastava

Overall Process Emergency Contacts & Beneficiaries: Bhawana Srivastava (30377)

Overall Status In Progress

Due Date 03/19/2019

Task

To Do Description Complete Your Emergency Contacts

Instructional Text Please take a moment to add your Emergency Contacts by using the task provided below.

[Change My Emergency Contacts](#)

Task

To Do Description Add & Update Your Beneficiaries

Instructional Text Please take a moment to add and update your beneficiary information. **These have not been transferred from Ultipro, please be sure to update.**

To Update:
1. Click the orange "Change Benefits" icon > Select that this is a Beneficiary Change > Choose today's date as the effective date > Click Submit to begin the process
2. Return to your inbox, you will now have a task available. Click on this new task, and proceed through the guided editor. Click "Continue" on the start page > you will be prompted to add a row by clicking the (+) next to each eligible benefit plan. Select or Create a beneficiary from the drop down. You can create a brand new beneficiary or use any of your Emergency Contacts as an eligible beneficiary. Once you have completed, return to the previous task, if all tasks listed in this group are complete, please use the final "Submit" button at the bottom of the page.

[Change Benefits](#) 5

You'll be directed to the **Change Benefits** screen.

6. Select **Beneficiary Change**.
7. Enter today's date in the **Benefit Event Date** field.
8. Click the **Submit** button.

Change Benefits
Mickey Mouse (31998T) [Actions](#)

If you need to make benefit changes based on a Life Event of Marital Status Change (Divorce/Dissolution), please go to the your Home Page > Benefits Worklet > Change Dependents > Edit. Click on the pencil icon in the Relationship section to edit the relationship. This will automatically flow into the Benefit Enrollment process so you can remove this dependent from your Benefits.

Benefit Event Type * Beneficiary Change **6**
 Birth/Adoption of a Child
 Change Gym Membership
 Death of Spouse/Child
 Gain or Loss of Coverage
 Marital Status - Marriage

Benefit Event Date * **7**

Submit Elections By 04/17/2019

Enrollment Offering Types Associate Voluntary Life
Basic AD&D
Basic Life

Attachments

Drop files here
or
[Select files](#)

enter your comment

8
[Submit](#) [Save for Later](#) [Cancel](#)

You'll be taken to a screen to open the election.

9. Select the **Open** button.

You have submitted
Benefit Event: Mickey Mouse (31998T) on 03/16/2019 [Actions](#)

Up Next

Mickey Mouse

Change Benefit Elections

[Open](#) **9**

> **Details and Process**

You'll be taken to the **Change Benefit Elections** screen.

10. Select the **Continue** button to proceed.

Change Benefit Elections Beneficiary Change for Mickey Mouse (31998T) - Step 1 of 3 [Actions](#)

Total Employee Net Cost/Credit
\$0.00 Semimonthly Cost

Event Date 03/18/2019
 Initiated On 03/18/2019
 Submit Elections By 04/17/2019

> **Insurance Plan Dependencies and Coverage Limitations**

Insurance Elections 3 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Semimonthly)	Employer Contribution (Semimonthly)	Provider Website
Basic Life - Guardian (Associate)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	1 X Salary		\$101,000.00		\$4.04	Guardian
Basic AD&D - Guardian (Associate)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	1 X Salary		\$101,000.00		\$1.01	Guardian
Associate Voluntary Life - Guardian (Associate)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Guardian
						0	5.05

10

Continue
Save for Later
Cancel

11. On the next page, select the + icon to enter beneficiaries.

12. Click the **Continue** button.

Change Benefit Elections Beneficiary Change for - Step 2 of 3 [Actions](#)

Total Employee Net Cost/Credit
\$0.00 Semimonthly Cost

Event Date 03/18/2019
 Initiated On 03/18/2019
 Submit Elections By 04/17/2019

Beneficiary Designations 2 items

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Basic AD&D - Guardian (Associate)	Guardian	<input type="checkbox"/>	+ 11	
Basic Life - Guardian (Associate)	Guardian	<input type="checkbox"/>	+	

12

Continue
Save for Later
Go Back
Cancel

Workday Job Aid – How to Update Emergency Contact and Beneficiary Information

You'll be directed to the following screen where you'll confirm your beneficiaries.

13. Select **I Agree**.

14. Click the **Submit** button.

Worker: Bhawana Srivastava (30377)
 Event Date: 03/19/2019
 Initiated On: 03/19/2019
 Submit Elections By: 04/17/2019

Before submitting your elections, you will be prompted for an electronic signature. Please scroll down to check this box.

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries
Basic Life - Guardian (Associate)	03/02/2016	03/02/2016	1 X Salary	\$101,000.00		
Basic AD&D - Guardian (Associate)	03/02/2016	03/02/2016	1 X Salary	\$101,000.00		

< Total: _____

> Waived Coverages
 > Beneficiary Designations

Attachments

Drop files here
 or
 Select files

Electronic Signature

Legal Notice: Please Read
 Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Agree **13**

14 Submit Save for Later Go Back Cancel

15. Click the **Done** button on the next screen. You'll be directed to the Action Items screen in your Inbox.

16. Once you have completed entering Emergency Contacts and Beneficiaries, select the **Submit** button at the bottom of the Action Item page.

Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

Emergency Contacts & Beneficiaries: Bhawana Srivastava (30377)
 16 hour(s) ago - Due 03/19/2019

Review Distribution of Documents or Tasks Emergency Contacts & Beneficiaries: Bhawana Srivastava (30377) Actions

16 hour(s) ago - Due 03/19/2019

For: Bhawana Srivastava

Overall Process: Emergency Contacts & Beneficiaries Bhawana Srivastava (30377)

Overall Status: In Progress

Due Date: 03/19/2019

Task

To Do Description: Complete Your Emergency Contacts

Instructional Text: Please take a moment to add your Emergency Contacts by using the task provided below.

Change My Emergency Contacts

Task

To Do Description: Add & Update Your Beneficiaries

Instructional Text: Please take a moment to add and update your beneficiary information. **These have not been transferred from Ultipro, please be sure to update.**

To Update:

- Click the orange "Change Benefits" icon > Select that this is a Beneficiary Change > Choose today's date as the effective date > Click Submit to begin the process
- Return to your inbox, you will now have a task available. Click on this new task, and proceed through the guided editor. Click "Continue" on the start page > you will be prompted to add a row by clicking the (+) next to each eligible benefit plan. Select or Create a beneficiary from the drop down. You can create a brand new beneficiary or use any of your Emergency Contacts as an eligible beneficiary. Once you have completed, return to the previous task, if all tasks listed in this group are complete, please use the final "Submit" button at the bottom of the page.

16 Change Benefits

Submit Save for Later Cancel