

Qualifying Life Events

This guide shows you how to submit a benefit change in Workday when you experience a qualifying life event. Whether you got married, had a baby, or lost coverage from another source, this job aid walks you through how to report the event, add or remove dependents, and update your benefit elections step by step.

Who is this for: All Employees and HR

Time to complete: 10 to 15 minutes

Before You Start

- You have an active Workday account and are logged into Workday
- You have supporting documentation ready for upload (see table below)
- You are within the required timeframe from the event date to make changes (31 days from the event)

Common Qualifying Life Events and Required Documentation

Life Event	Documentation Needed
Marriage	Marriage license issued by any State, U.S. Territory or Country
Divorce or Legal Separation	Divorce decree or legal separation agreement
Birth of a Child	Birth certificate, or hospital birth record
Adoption or Legal Guardianship	Adoption or legal guardianship papers
Loss/Gain of other Coverage	Loss/Gain-of-coverage letter from the other plan, showing the coverage end date
Adding a Domestic Partner	Affidavit of Domestic Partnership

Note: Some benefit changes are triggered automatically by the system when you experience a job-related change (e.g., transfer, promotion, change in work hours). This job aid covers employee-initiated life events only. If you have questions about a system-triggered benefit change, contact the Benefits Mailbox at benefits@ambient-enterprises.com.

Navigating to Benefits and Pay

STEP 1:

You can get to the Benefits and Pay section in three ways. All three take you to the same place.

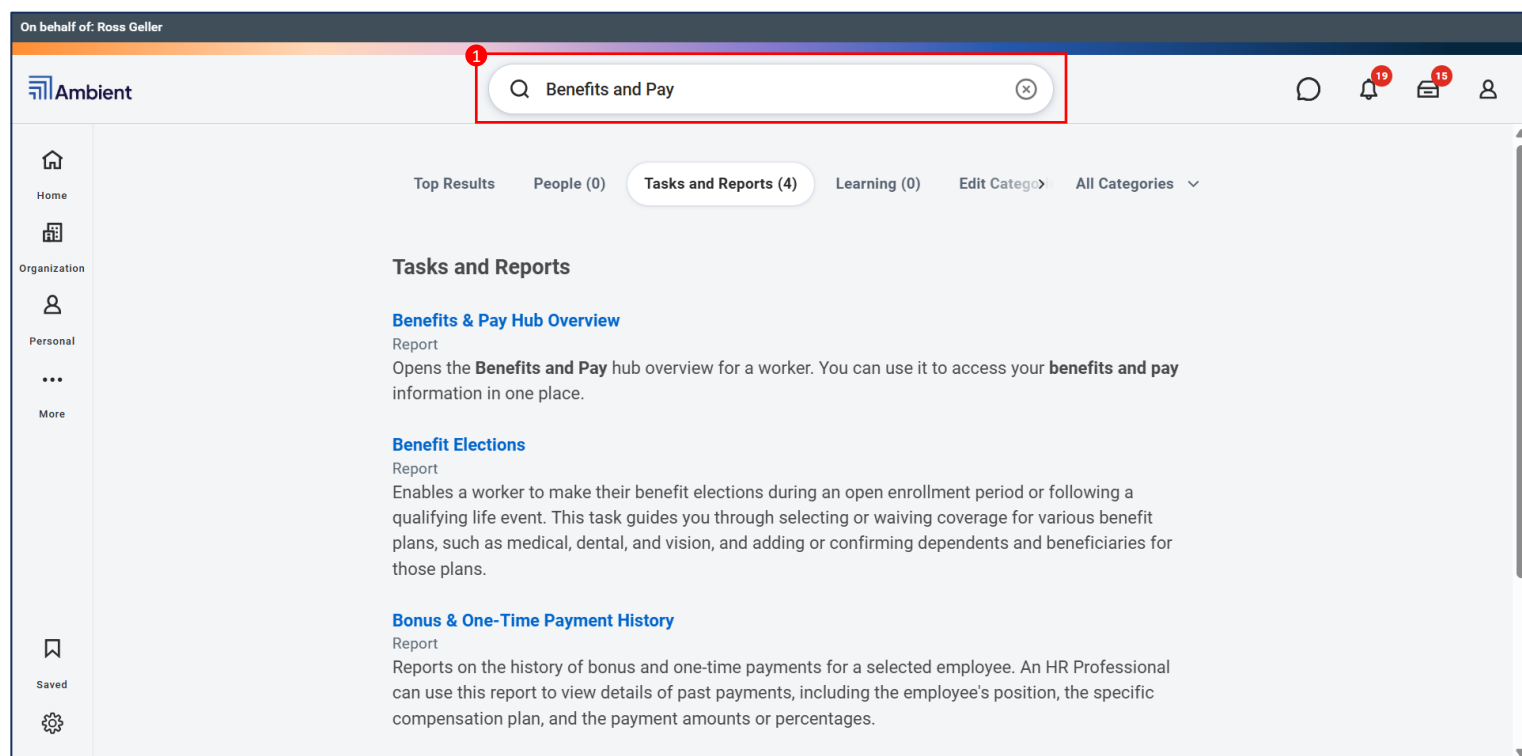
Method 1: Using the Search Bar

Method 2: Using The Personal Icon From The Left-Hand Side Navigation Bar

Method 3: Using Your Profile Icon

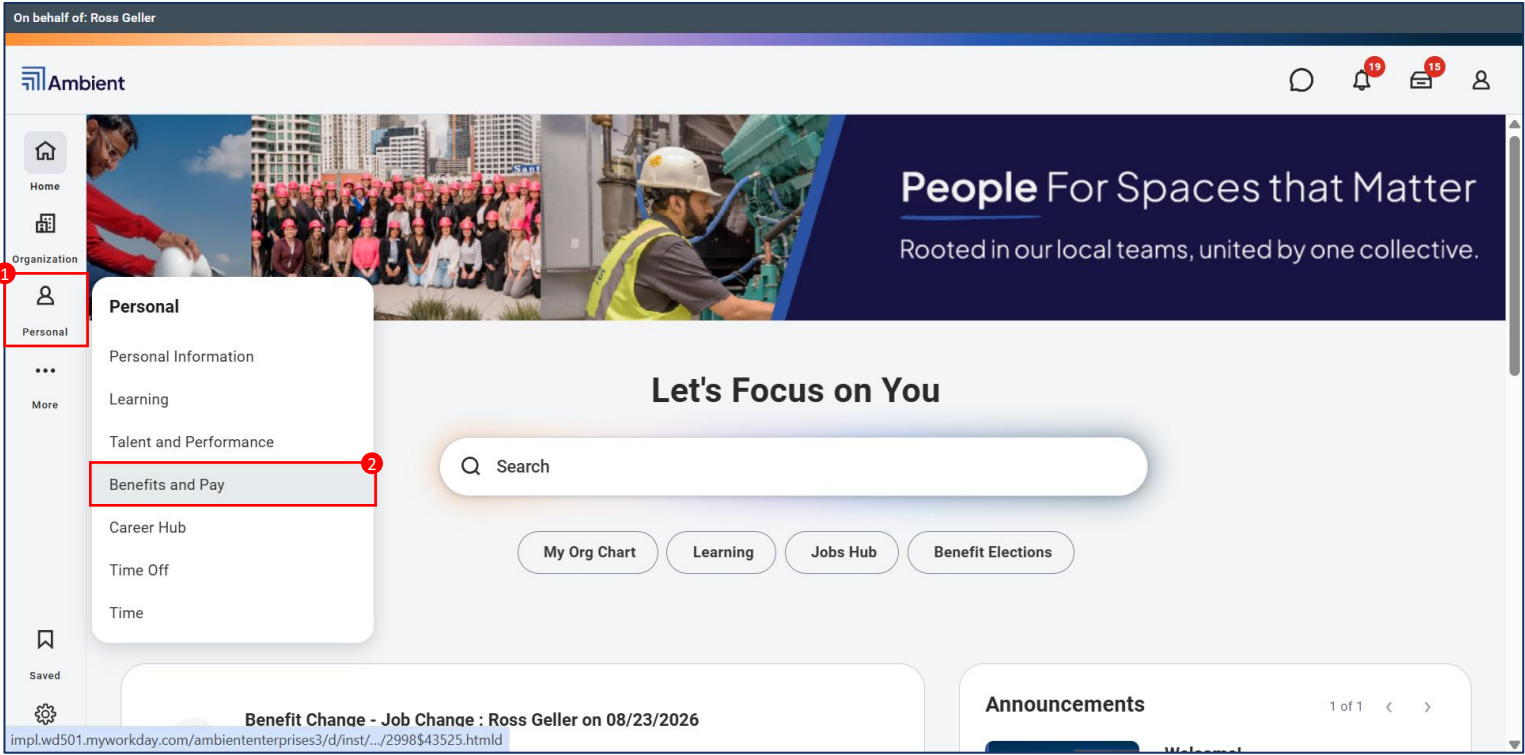
Method 1 (Search Bar) is the quickest way to get anywhere in Workday.

Method 1:



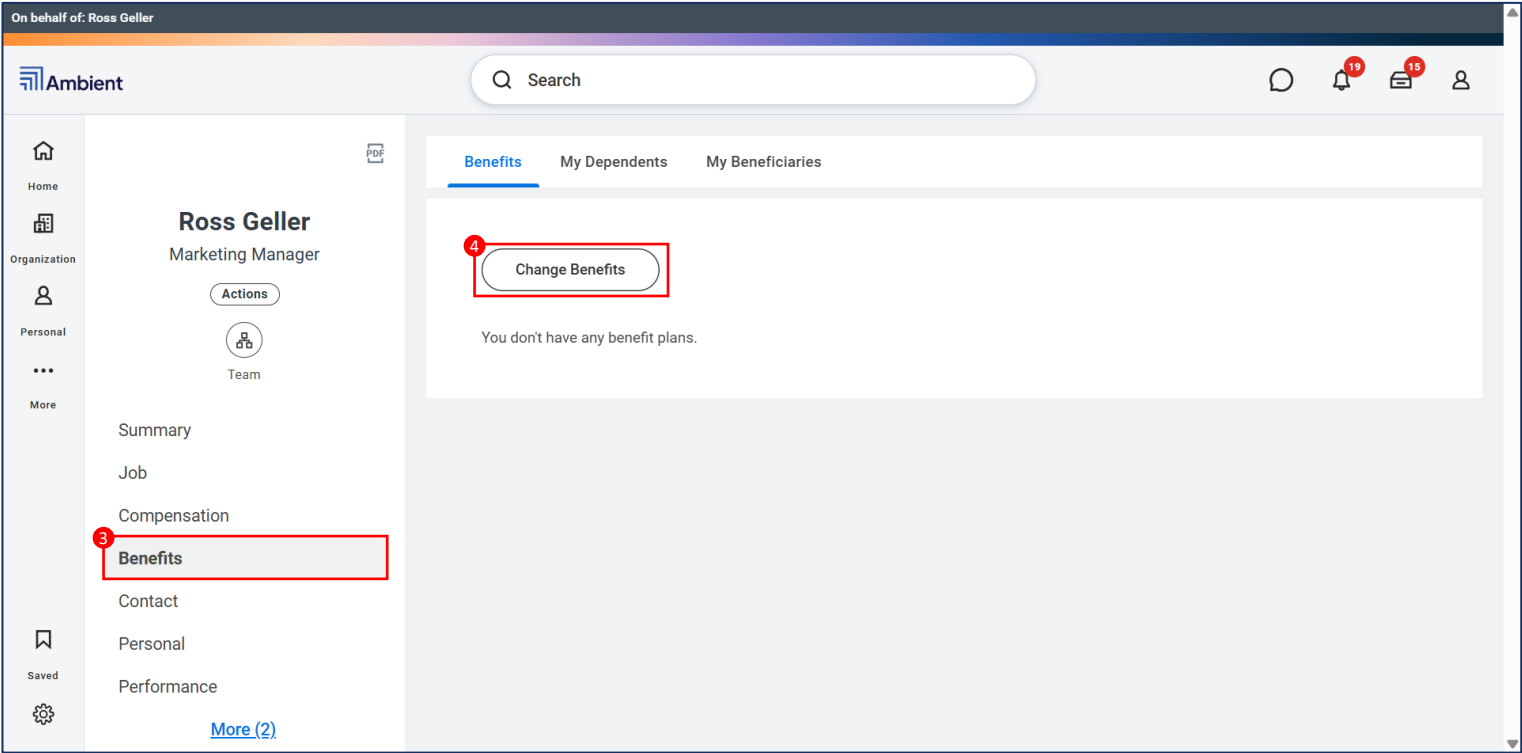
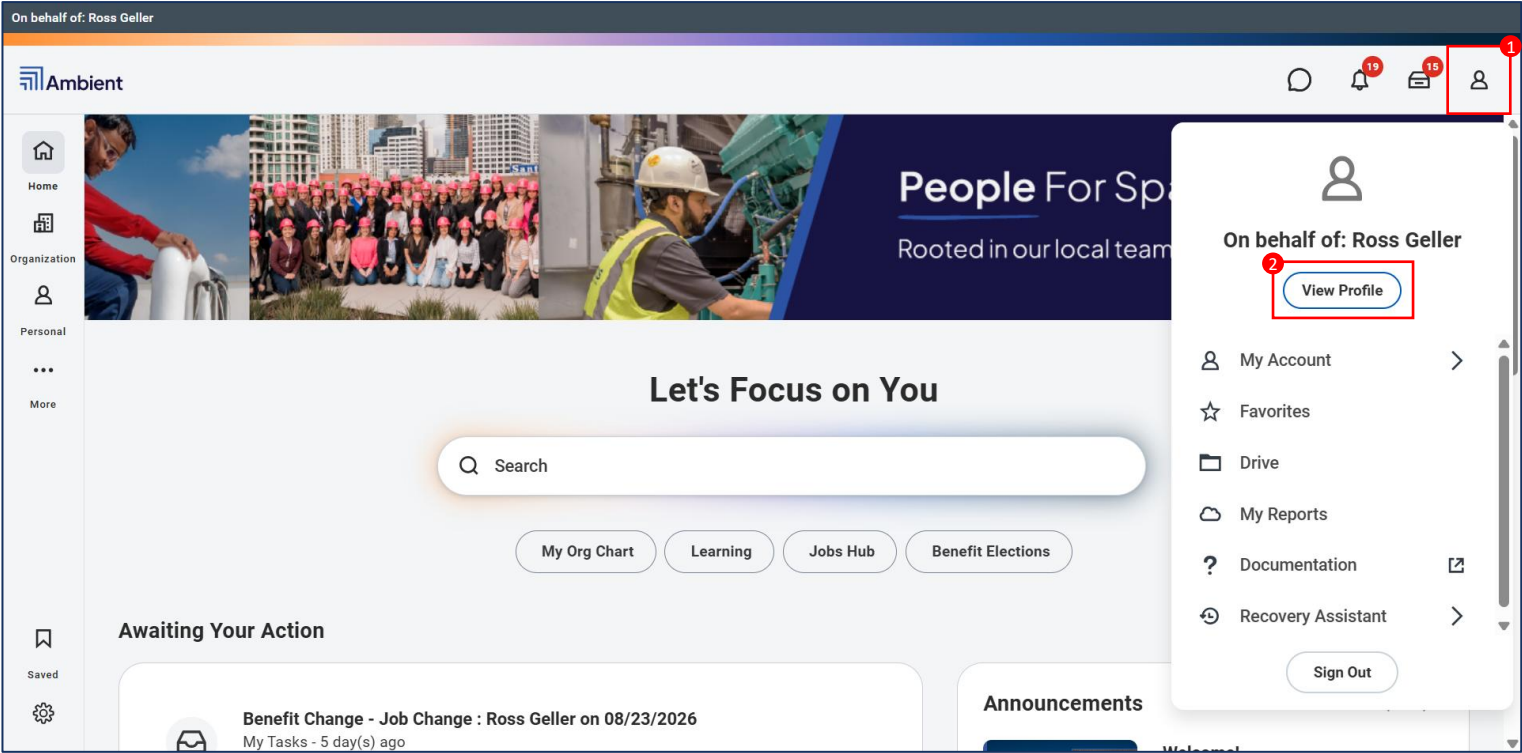
Navigating to Benefits and Pay

Method 2:



Navigating to Benefits and Pay

Method 3:



Submitting a Life Event

STEP 2:

On the Benefits and Pay page, click **Change Benefits** under Tasks and Reports at the top. Report your life event:

1. Select the **Change Reason type** that applies to your situation (e.g., Marriage, Birth/Adoption, Loss of Other Coverage)
2. Enter the **Benefit Event Date** (the actual date the event occurred)
3. Upload the required **supporting documentation** in the attachment section
4. Click **Submit** to send the request to the Benefits team for review

Ross Geller

1

Change Reason * Marriage / Domestic Partnership

2

Date of Marriage or Beginning of Domestic Partnership * 08 / 15 / 2026

Submit Elections By 09/14/2026

Benefits Offered

- Accident Insurance
- Basic AD&D
- Basic Life
- Critical Illness - Child(ren)
- Critical Illness - Employee
- + More (23)

3

Attachments

Drop files here

4

Submit

Save for Later

Cancel

Updating Your Benefit Elections

STEP 3:

Once your life event is approved, you will receive a task to update your benefits. Open **My Tasks** and locate the benefit enrollment task. Click on the task to open the enrollment screens

All Items15 Items

Search: All Items

↑↓

Advanced Search

Benefit Change - Marriage / Domestic Partnership : Ross Geller on 07/20/202608/17/2026☆

Effective: 07/20/2026

Benefit Change - Marriage / Domestic Partnership : Ross Geller on 08/15/202608/17/2026☆

Effective: 08/15/2026

Benefit Change - Job Change : Ross Geller on 08/23/202608/11/2026☆

Due: 08/13/2026

Effective: 08/23/2026

Click Let's Get Started to begin enrolling in your benefits. On the enrollment page you will see tiles for each benefit. Click each tile to Enroll, Manage, or View your options.

• Enroll: Select or change your benefit

• Manage: You cannot change the benefit but you must click Manage to add beneficiary information. Basic Life and AD&D require this step.

• View: You can see your election but no changes can be made

Review every tile to make sure you have seen all benefits available to you. When finished, click Review and Sign to confirm your elections and complete your Electronic Signature. Scroll down and read all messages before submitting.

Initiated On08/17/2026

Submit Elections By08/19/2026

Let's Get Started

 Ambient

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Updating Your Benefit Elections

STEP 4:

You will see each benefit plan you are enrolled in (e.g., medical, dental, vision, life insurance)

Marriage / Domestic Partnership

Projected Total Cost Per Paycheck
\$0.00

Health Care and Accounts

**Medical**
Waived

Enroll >

**Dental**
Waived

Enroll >

**Vision**
Waived

Enroll >

**Hospital Indemnity**
Waived

Enroll >

**Accident Insurance**
Waived

Enroll >

**Health Savings Account**
Waived

Enroll >

Review and Sign

Save for Later

Updating Your Benefit Elections

STEP 5:

- 1. For each plan, select **Elect** to enroll or update coverage, or leave as **Waive** if you do not want that coverage. Select the appropriate **coverage level** (e.g., Employee Only, Employee + Spouse, Employee + Family)
- 2. Click **Confirm and Continue**

Projected Total Cost Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

3 items

Benefit Plan	*Selection	You Pay (Biweekly)
Cigna HDHP 2500	☐ Select ☒ Waive	\$51.50
Cigna PPO 1000	☒ Select ☐ Waive	\$153.96
Cigna PPO 2000	☐ Select ☒ Waive	\$132.43

Confirm and Continue

Cancel

Updating Your Benefit Elections

STEP 6:

- Once you have selected a plan you can add or remove dependents and submit:
1. If you are adding a new dependent (e.g., spouse, child), click **Add New Dependent** in the dependents section

Medical - Cigna PPO 1000

Projected Total Cost Per Paycheck

\$153.96

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage

* Employee Only

Plan cost per paycheck

\$153.96

Add New Dependent

Updating Your Benefit Elections

STEP 7:

1. Enter their details (name, date of birth, relationship); If you are removing a dependent (e.g., after divorce), select the dependent and click **Remove** from the dependent list
2. Once the dependent details are added click **Save**

Add My Dependent From Enrollment

Name

Country *

X United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

MM / DD / YYYY

Age

(empty)

Gender *

Citizenship Status

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

Address

Use Existing Address

X 712 Maple Street for Ross Geller

Country *

United States of America

Address Line 1

712 Maple Street

Address Line 2

City

Miami

State

Florida

Postal Code

33101

County

Phone & Email

Use Existing Phone

X +1 (201) 7778899 for Ross Geller

Country Phone Code

United States of America (+1)

Phone Number

(201) 777-8899

Phone Extension

Email Address

Updating Your Benefit Elections

STEP 8:

- 1. Once the dependent details are added click **Save**
- 2. You can now see the **dependent details populated**; Input the SSN/ Reason for not having SSN and click **Save**

Medical - Cigna PPO 1000

Projected Total Cost Per Paycheck
\$323.34

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage

Employee + Domestic Partner

Plan cost per paycheck

\$323.34

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
☒	ABC XYZ	Domestic Partner	02/11/1996

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers1 item

Dependent	*Social Security Number
ABC XYZ	☒ Social Security Number (SSN) ☐ Reason SSN is Not Available 111-22-3333

Save

Cancel

Updating Your Benefit Elections

STEP 9:

Click **Review and Sign** to finalize your benefit elections. Review all your elections across each benefit plan to make sure they are correct

Marriage / Domestic Partnership

Projected Total Cost Per Paycheck
\$323.34

Health Care and Accounts

Updated

Medical

Cigna PPO 1000

Cost per paycheck\$323.34

CoverageEmployee + Domestic Partner

Dependents1

Manage >

Dental

Waived

Enroll >

Vision

Waived

Enroll >

Review and Sign

Save for Later

Accident Insurance

Health Savings Account

Ambient

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Updating Your Benefit Elections

STEP 10:

Check the **I Accept** checkbox and click **Submit** to provide your electronic signature confirming your changes

View Summary

Projected Total Cost Per Paycheck
\$323.34

Review your elections below for accuracy and scroll to review any messages and errors as well as the **Total Benefits Cost** – both the company contribution and your cost. If your elections are subject to Evidence of Insurability, you will be required to submit additional documentation for your elections to be approved.

Selected Benefits 5 Items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Basic Life	09/01/2026	08/23/2026	\$25,000			Included
Unum (Employee)						
Basic AD&D	07/20/2026	07/12/2026	\$25,000			Included
Unum (Employee)						
Long Term Disability	09/01/2026	08/23/2026	60% of Salary			Included
Unum (Employee)						
Employee Assistance Program	09/01/2026	09/01/2026				Included

Submit

Save for Later

Cancel

References

Key Things to Know

- You must submit your life event within **31 days** of the event date. If you miss this window, you may need to wait until the next Open Enrollment period to make changes
- The effective date of your benefit change is the date of the life event, not the date you submit it in Workday
- Benefit changes must be consistent with the qualifying event. You cannot make unrelated changes outside of Open Enrollment
- If you need to add a new dependent, make sure their details are entered in Workday before submitting your benefit change request
- If you are unsure whether your situation qualifies as a life event or what documentation is needed, please review your Benefits Guide.

If A Change Isn't Showing Up:

A change you made may not appear right away. This is usually a display issue, not a lost update. Before contacting support, try:

- Refreshing the page
- Logging out and logging back in
- Clearing your browser cache, cookies, and history

These steps fix most display glitches.

If you have questions or need support, here is how to get help

Resource	Details
Benefits Team	Please contact the benefits team through the following mail address: benefits@ambient-enterprises.com
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.