Do you need to change coverage for your spouse, partner, or dependent children? You have two choices:

1. **You can add dependents** to your coverage for any reason during open enrollment.
2. **You can remove dependents** from your coverage for any reason during open enrollment.

Throughout the year, you can only add or remove dependents following a qualified life status change.

[accordion]

**Who can be covered under your medical or dental plans?**

You may enroll the following dependents:

- Your dependent children
- Your legal spouse or
- Your domestic partner who meets the criteria set forth in the Statement of Domestic Partnership

**Who is considered a dependent child?**

To be eligible, a dependent child must be under age 26, and be one of the following:

- Your legally adopted child
- Your biological child
- Your step child
- Your domestic partner’s child
- A child for whom you are responsible under a court order*
- Your grandchild in your court ordered custody*
- Any other child who lives with you in a parent-child relationship.*
- Other children who are chiefly dependent on you and for whom you have assumed legal responsibility in place of the parent also are eligible.*

*Note: Children marked with an * above, require completion of a Special Dependent Form.

**How do you add dependents to your plans?**

To enroll dependents in health and/or dental insurance, you must first complete the enrollment process online in Workday. Please refer to the Workday Enrollment Decision Guide for screen-by-screen instructions of how to first add a dependent to Workday (if they are not yet there) and how to add that dependent to health and/or dental coverage on the health screen. You might also find it helpful to first complete the Dependent Worksheet page in the Guide – including all information about the dependent(s) you are adding –
PRIOR to accessing Workday to process the change.

**How do you remove dependents to your plans?**

To remove dependents from health and/or dental insurance, you must first complete the enrollment process online in Workday. Please refer to the Workday Enrollment Decision Guide for screen-by-screen instructions of how to remove a dependent from existing health and/or dental coverage on the health screen.

**What documentation is needed, and how to submit it?**

In addition to completing the applicable endowed health and/or dental enrollment in Workday (or enrollment form(s) if applicable), you must provide documents to support your dependent’s eligibility for coverage. **Specific documentation is outlined in this pdf.**

We encourage you to use this Workday Decision/Enrollment Guide before going into Workday.

Ready? Workday enrollment is open Nov. 1 through 4 p.m. Nov. 17.