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**.

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**Who can be covered under your medical, dental, and/or vision 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, dental, and/or vision 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, dental, and/or vision 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, dental, and/or vision plan 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 here.

Open Enrollment for 2023: November 1 - November 21, 2022

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