



## Adding a Baby to your US Benefits in Workday

Congratulations on your newest addition! You have 30 days from the date of birth or adoption to enroll your new baby in your Nutanix benefits. Use the instructions below as a guide and open a ServiceNow ticket if you have any questions.

You can also look over our benefit offerings at: <http://nutanixbenefits.com/>

Log into your Workday account ([Nutanix.okta.com](http://Nutanix.okta.com))

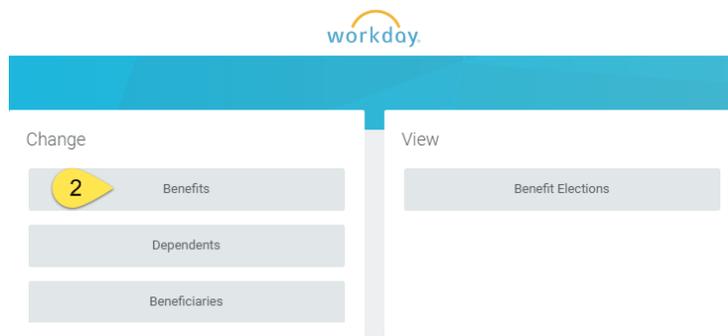
### STEP 1

Log into your Workday account

On your Home page, click on the Benefits icon (1)



When the Benefits icon opens up, click on the Benefits button (2) under Change.



Select the Benefit Event Type (3); select Birth/Adoption of Child

The Benefit Event Date (4) is the date of birth of the baby, or date of adoption.

You may attach a birth certificate or hospital record (5) or for adoption you may attach the court documents, however it is not required.

Click Submit.

**Change Benefits AI Bundy** Actions

All newly hired employees must enroll within 31 days of their hire date to receive benefits coverage. After 31 days, you will not be able to enroll or make changes to your benefits until ne

[Qualifying Life Event](#)  
If you experience a qualifying life event, such as marriage, divorce, birth, adoption, or a change in your or your spouse's employment status that affects your benefits eligibility, you will h

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Benefit Event Type \*  Beneficiary Change **3**  
 Birth/Adoption of Child  
 Change Commuter Benefits  
 Change Dependent Care FSA  
 Death of Dependent  
 Dependent Gains Eligibility to Outside Plans  
 Dependent Loses Eligibility to Outside Plans  
 Divorce/Dissolution of Domestic Partnership  
 Marriage

Benefit Event Date \*  **4**

Submit Elections By 03/21/2018

Enrollment Offering Types  
Voluntary Spouse Life  
Voluntary Spouse AD&D  
Voluntary Employee Life  
Voluntary Employee AD&D  
Voluntary Child Life  
[More \(9\)](#)

Attachments **5**

Drop files here

You have completed Step 1.

## STEP 2

To continue and enroll baby to individual benefits, click Open (6)

You have submitted Benefit Event: Al Bundy on 02/19/2018 [Actions](#)

**Up Next**

 Al Bundy

Change Benefit Elections

[Open](#) 

[Details and Process](#)

\*\*If you missed (6) above (or closed out of it), go to your Workday inbox. You will find the action waiting for you there to complete.

Your current elections will show on the screen. To add baby to the Enrolled Dependents list, click on the bubble (7) under Enroll Dependents.

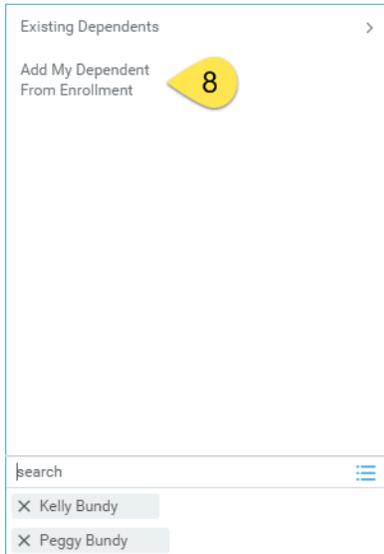
Who you enter in the Enroll Dependents column will determine what Coverage level shows up in the column next to the Dependents (Example: EE + Spouse becomes EE + Family when you add baby if it was you and your spouse previously on the plan).

### Health Care Plan Dependencies

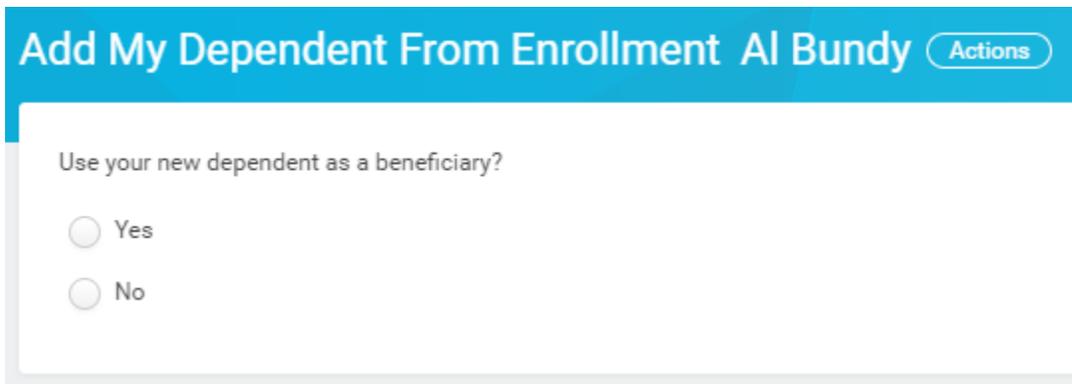
Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - United Healthcare POS Choice Plus (Non-CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Search"/>  X Kelly Bundy X Peggy Bundy	EE + Family
Medical Opt-Out - Nutanix	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Delta Dental PPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kelly Bundy Peggy Bundy	EE + Family
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kelly Bundy Peggy Bundy	EE + Family

This will open up the Dependent Dialogue box; click You may either choose an “Existing Dependent” if you have already created your new family addition or click on “Add My Dependent From Enrollment” (8) if you have not previously created your baby as a dependent in Workday.



You will have the option of making your new dependent available as a beneficiary as well. This does not mean they are automatically set up, but you will be able to see them and choose them later if you wish to designate them as a beneficiary.



Next you will enter all the required information (\*)

If you have their SSN, please be sure to add it in under National IDs.

### Add My Dependent From Enrollment

**Name**

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Allow Duplicate Name

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

Additional Nationalities

**National IDs**

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

**Personal Information**

Relationship \*

Date of Birth \*

Age 0 years, 0 months, 3 days

Gender \*

Primary Nationality

Citizenship Status

Country of Birth

Region of Birth

City of Birth

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

**Address**

Use Existing Address

Country \*

Address Line 1

Address Line 2

City

State

Postal Code

County

**Phone & Email**

Country Phone Code

Area Code

Phone Number

Phone Extension

Email Address

Review your information and click "Submit/Done".

You will be taken back to your enrollment form. Your new family member should now show as an Enrolled Dependent in the plan you started with. (9)

\*\*You only need to create them once. They now show in the list of Existing Dependents to use for other plans.

Health Care Plan Dependencies

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - United Healthcare POS Choice Plus (Non-CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kelly Bundy Peggy Bundy Bud Bundy	EE + Family
Medical Opt-Out - Nutanix	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Delta Dental PPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kelly Bundy Peggy Bundy	EE + Family
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kelly Bundy Peggy Bundy	EE + Family

Select Existing Dependents (10) and then Select Baby's name from the list (11)

Existing Dependents 10

Add My Dependent From Enrollment

search

- X Kelly Bundy
- X Peggy Bundy

← Existing Dependents

- Bud Bundy 11
- Kelly Bundy
- Peggy Bundy

search

- X Kelly Bundy
- X Peggy Bundy

Al Bundy has enrolled his new baby Bud in the medical, dental and vision plans.

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - United Healthcare POS Choice Plus (Non-CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kelly Bundy Peggy Bundy Bud Bundy	EE + Family
Medical Opt-Out - Nutanix	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Delta Dental PPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Bud Bundy Kelly Bundy Peggy Bundy	EE + Family
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Bud Bundy Kelly Bundy Peggy Bundy	EE + Family

Click "Continue"

Because Al is enrolled in the United Healthcare plan, he needs to add the Provider ID number to Bud Bundy's account.

Copy the number: 00003924974001 (shown in the red box) and enter it in to Bud Bundy's Dependent Provider ID box. (This number tells UHC that a Primary Care Physician code is not needed for the plan).

Both UHC and Kaiser enrollees must provide Social Security Numbers for your dependents.  
Social Security Numbers are required for ACA reporting.

UHC enrollees, you must add the Provider ID.

- Please enter the following number in the Employee Provider ID column: 00003924974001
- Please enter the same code for your dependents under Dependent Provider ID 00003924974001
- (This provides UHC with a generic Primary Care Physician code to place on your ID cards. You may still use the Primary Care Physician of your choice.)

Designate the Provider ID (Primary Care Physician) for yourself and any covered dependents based on your health care elections. Select the Provider Website link to find your doctor's Provider ID.

Health Care Elections 1 item

Benefit Plan	*Employee Provider ID	Dependents	
		Dependent	*Dependent Provider ID
Medical - United Healthcare POS Choice Plus (Non-CA)	00003924974001	Kelly Bundy	00003924974001
		Peggy Bundy	00003924974001
		Bud Bundy	<span style="border: 1px solid red; padding: 2px;"></span>

Al Bundy is also seeing this page because he does not have a Social Security Number in for the following Dependents: Peggy, Kelly and Bud.

Dependent IDs 3 items

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Peggy Bundy	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text"/> <input checked="" type="radio"/> Reason ID is Not Available <input type="text" value="Not Real"/>
Kelly Bundy	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text"/> <input checked="" type="radio"/> Reason ID is Not Available <input type="text" value="Not Real"/>
Bud Bundy	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text"/> <input type="radio"/> Reason ID is Not Available <input type="text"/>

Enter in their Social Security Numbers or check Reason ID is not Available and type a short reason why they do not have a Social Security Number.

Click Continue

You have the chance to enroll in Dependent Care FSA for the remainder of the calendar year if you plan on using daycare or another qualified child care.

This is your chance to put aside pre-tax to use for medical expenses not covered by our plans or to pay for dependent care.

- **Healthcare Flex Spending Account (FSA)**- An annual pre-tax election used for eligible medical expenses such as: co-pays, co-insurance, certain over-the-counter medical devices and supplies.
- **Dependent Care Flex Spending Account (FSA)**- An annual pre-tax election used for eligible dependent care expenses such as: child-care, pre-k, after-school care and adult dependent care. \*Note, overnight camps are not eligible. -- Contribute up to \$2,500 if married and filing separately.

Spending Account Elections 1 item

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
FSA Dependent Care - Vita	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 21  Your estimated contributions made this year 0.00  How much do you want to contribute for the total year? 0.00  How much do you want to contribute per paycheck (Semi-monthly)? 0.00	Minimum Contribution (Annual) \$100.00  Maximum Contribution (Annual) \$5,000.00

You may elect to enroll baby in Voluntary Life Insurance or Voluntary Accidental Death & Dismemberment Insurance at this time.

Coverage levels for Voluntary Employee Life and Voluntary Spouse Life will require completion of an Evidence of Insurability (EOI) form.

You will receive more information on the EOI from the Hartford via email.

- Employee Voluntary Life and/or AD&D coverage in \$10,000 increments (maximum will be the lesser of six times your annual earnings or \$1,000,000).
- Spouse Voluntary Life and/or AD&D coverage up to 100% of employee coverage amount in \$5,000 increments (maximum will be the lesser of employee's Basic and Voluntary Life/AD&D amount or \$500,000).
- Child Voluntary Life and/or AD&D coverage up to 100% of employee coverage amount in \$2,000 increments (maximum will be \$10,000).

Health Information

1 item

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Have you used tobacco in any form in the past 12 months?

Yes  
 No

Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 8 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Semi-monthly)
Basic AD&D - The Hartford (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	3 X Salary		\$195,000.00	
Basic Life - The Hartford (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	3 X Salary		\$195,000.00	
Voluntary Employee Life - The Hartford (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
Voluntary Employee AD&D - The Hartford (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				

You can also update your beneficiaries and percentages. (If you elected to use your new dependent as a beneficiary when you created baby in Workday, they will automatically show up in the Beneficiary Person list.)

To add a new beneficiary (either Primary or Contingent), click on the plus sign (red box). This will create a new line.

Please enter your Beneficiaries for your Life and AD&D insurance as well as Voluntary Life and AD&D if applicable.

Primary Beneficiary: The individual, or trust, that is first in line to receive named benefits.

Contingent Beneficiary: The individual, or trust, that will receive benefits if the primary is no longer living.

Beneficiary Designations 3 items

Benefit Plan		Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Voluntary Employee Life - The Hartford (Employee)	<input checked="" type="checkbox"/>		<input type="text" value="X Peggy Bundy"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>
Basic Life - The Hartford (Employee)	<input checked="" type="checkbox"/>		<input type="text" value="Peggy Bundy"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>
Basic AD&D - The Hartford (Employee)	<input checked="" type="checkbox"/>		<input type="text" value="Peggy Bundy"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>

Click on the lines (12) to see your options.

Beneficiaries	
*Beneficiary	*Primary Percentage / Contingent Percentage
<input type="text" value=""/>	<input type="radio"/> Primary Percentage <input type="text" value="0"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>
<input type="text" value="Peggy Bundy"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>

Beneficiary Persons >

Trusts >

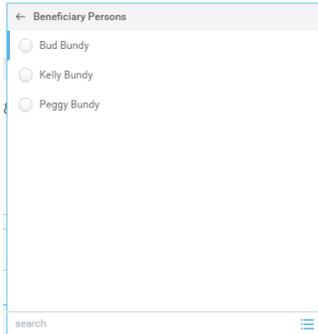
Create >

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Search

Al Bundy wants to add his kids in as beneficiaries, so he selected Beneficiary Persons.

These are his choices:



You may only select one person per line.

The Primary Percentage must add up to 100% (as well as the Contingent, if applicable) otherwise you will receive an error.

Beneficiary Designations 3 items

Benefit Plan	Requires Beneficiary	Beneficiaries		
			*Beneficiary	*Primary Percentage / Contingent Percentage
Voluntary Employee Life - The Hartford (Employee)	<input checked="" type="checkbox"/>	+		
		-	X Peggy Bundy	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>
Basic Life - The Hartford (Employee)	<input checked="" type="checkbox"/>	+		
		-	Peggy Bundy	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>
		-	Kelly Bundy	<input type="radio"/> Primary Percentage <input type="text" value="0"/> <input checked="" type="radio"/> Contingent Percentage <input type="text" value="50"/>
		-	Bud Bundy	<input type="radio"/> Primary Percentage <input type="text" value="0"/> <input checked="" type="radio"/> Contingent Percentage <input type="text" value="50"/>
Basic AD&D - The Hartford (Employee)	<input checked="" type="checkbox"/>	+		
		-	Peggy Bundy	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>

Click Continue

The next page is a reminder of our Employee Assistance Program. Details can be found here:

<https://www.nutanixbenefits.com/Work-or-Life/Employee-Assistance-Program>.

On the final page you will review your elections. Make sure you have everyone enrolled in the appropriate plans and then click “I Agree” and Submit.

Evidence of Insurability

1 item

Benefit Plan	Message
Voluntary Employee Life - The Hartford (Employee)	You must submit evidence of insurability for the \$150,000 election. Your election will be reduced to \$0 until evidence of insurability is received and approved. Your election will be waived if you are denied coverage.

Elected Coverages 7 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)
Medical - United Healthcare POS Choice Plus (Non-CA)	02/19/2018	02/19/2018	EE + Family		Bud Bundy Kelly Bundy Peggy Bundy			\$920.99
Dental - Delta Dental PPO	02/19/2018	02/19/2018	EE + Family		Bud Bundy Kelly Bundy Peggy Bundy			\$93.43
Vision - VSP	02/19/2018	02/19/2018	EE + Family		Bud Bundy Kelly Bundy Peggy Bundy			\$27.14
Basic AD&D - The Hartford (Employee)	01/02/2018	01/02/2018	3 X Salary	\$195,000.00		Peggy Bundy		\$1.46
Basic Life - The Hartford (Employee)	01/02/2018	01/02/2018	3 X Salary	\$195,000.00		Bud Bundy Kelly Bundy Peggy Bundy		\$3.90
Voluntary Employee Life - The Hartford (Employee)	02/19/2018	02/19/2018	\$150,000	\$150,000.00		Peggy Bundy	<b>13</b> \$7.58	
EAP - Optum	02/19/2018	02/19/2018						\$0.96
<b>Total:</b>							\$7.58	\$1,047.88

We can see that Al Bundy has an Employee Cost (**13**) of \$7.58 per pay period. This will start once he has completed his Evidence of Insurability (EOI) provided by The Hartford via email and they have approved it. Until then, it will be zero cost and zero coverage.

Congratulations!

**Other things to consider can be found on our site under the New Baby heading:**

<https://www.nutanixbenefits.com/en/Life-Events>