



Adding a Spouse to your US Benefits in Workday

Congratulations on your recent marriage! You have 30 days from the date of marriage to enroll your new spouse 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 on our site: <http://nutanixbenefits.com/>

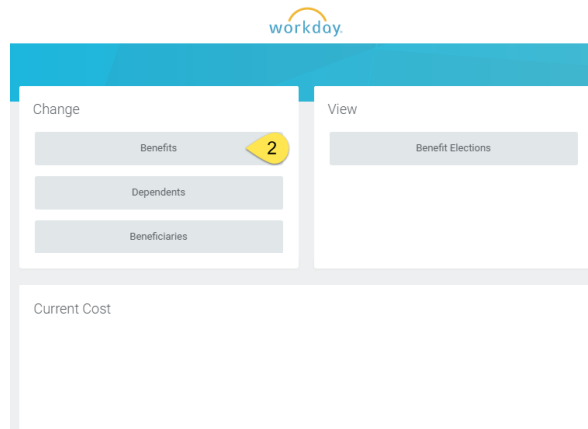
Log into your Workday account (Nutanix.okta.com)

STEP 1

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



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



Select the Benefit Event Type **(3)**; Marriage

The Benefit Event Date **(4)** is the date you were married

You can attach your marriage certificate **(5)** however it is not required.

Change Benefits Mickey Mouse Actions

All newly hired employees must enroll within 31 days of their hire date to receive benefits coverage. After 3

Qualifying Life Event
If you experience a qualifying life event, such as marriage, divorce, birth, adoption, or a change in your or yo


Benefit Event Type * Beneficiary Change
 Birth/Adoption of Child **3**
 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 03/16/2018

Enrollment Offering Types
Voluntary Spouse Life
Voluntary Spouse AD&D
Voluntary Employee Life
Voluntary Employee AD&D
Vision
 More (6)

Attachments

 Marriage_Certificate_Mouse_Mickey.pdf **5**

Comment

Click Submit once completed.

You have completed Step 1. To continue and enroll your spouse to individual benefits, click Open **(6)**

STEP 2

You have submitted Benefit Event: Mickey Mouse on 02/14/2018 Actions

Up Next

Mickey Mouse

Change Benefit Elections

Open

6

>

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.

Change Benefit Elections Marriage for Mickey Mouse - Step 1 of 5 Actions

Total Employee Net Cost/Credit
\$0.00 Semi-monthly Cost

Event Date 02/14/2018
Initiated On 02/22/2018
Submit Elections By 03/16/2018

More information about our benefits can be found at: www.nutanixbenefits.com

- [United Healthcare POS](#) - Our nationwide health plan!
- [Kaiser Permanente HMO](#) - If enrolling, also elect the [HRA Kaiser - Vita Medical](#) plan (available to CA residents only).
- [Medical Opt-Out - Nutanix](#) - If you would like to waive medical coverage, enroll in the Medical Opt-Out - Nutanix plan. This renders a medical waiver benefit of \$200 per month, paid on a semi-monthly basis. Please note that you will need to submit an attestation stating that you have coverage elsewhere.
- [Delta Dental PPQ](#) - Our nationwide dental plan!
- [VSP](#) - Vision - Our nationwide vision plan!

Health Care Plan Dependencies


Health Care Elections 6 Items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)
Medical - Kaiser Permanente HMO NorCal	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
Medical - United Healthcare POS Select Plus (CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee		\$317.59
HRA Kaiser - Vita Medical	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
Medical Opt-Out - Nutanix	<input type="radio"/> Elect				

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


Health Care Plan Dependencies

Health Care Elections 6 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Kaiser Permanente HMO NorCal	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - United Healthcare POS Select Plus (CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Search"/> 	Employee
HRA Kaiser - Vita Medical	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
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	<input type="text"/>	Employee
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee

This will open up the Dependent Dialogue box; click Add My Dependent From Enrollment **(8)** if you have not previously created your Spouse as a dependent in Workday

Health Care Elections 6 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Kaiser Permanente HMO NorCal	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - United Healthcare POS Select Plus (CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Search"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Existing Dependents ></p> <p>Add My Dependent From Enrollment </p> </div>	Employee
HRA Kaiser - Vita Medical	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
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	<input type="text"/>	Employee
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee

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.

Click OK

Add My Dependent From Enrollment Mickey Mouse Actions

Use your new dependent as a beneficiary?

Yes

No

Next you will enter all required information (*)

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

Enter all of the information and click OK.

Add My Dependent From Enrollment

Name Country * <input type="text" value="United States of America"/> Prefix <input type="text"/> First Name * <input type="text" value="Minnie"/> Middle Name <input type="text"/> Last Name * <input type="text" value="Mouse"/> Suffix <input type="text"/> <input type="checkbox"/> Allow Duplicate Name <small>Check this box only when there is more than one dependent with the same name.</small> Additional Nationalities <input type="text"/> National IDs <small>Click the Add button to enter one or more National Identifiers for this dependent.</small>	Personal Information Relationship * <input type="text" value="Spouse"/> Date of Birth * <input type="text" value="11 / 20 / 1993"/> Age <input type="text" value="24 years, 3 months, 2 days"/> Gender * <input type="text" value="Female"/> Primary Nationality <input type="text"/> Citizenship Status <input type="text"/> Country of Birth <input type="text"/> Region of Birth <input type="text"/> City of Birth <input type="text"/> Full-time Student <input type="checkbox"/> Student Status Start Date <input type="text"/> Student Status End Date <input type="text"/> Disabled <input type="checkbox"/>
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Address Use Existing Address <input type="text" value="1234 Pluto Lane for Mickey Mouse"/> Country * <input type="text" value="United States of America"/> Address Line 1 <input type="text" value="1234 Pluto Lane"/> Address Line 2 <input type="text"/> City <input type="text" value="ToonTown"/> State <input type="text" value="California"/> Postal Code <input type="text" value="95110"/> County <input type="text"/>	Phone & Email Use Existing Phone <input type="text"/> Country Phone Code <input type="text"/> Area Code <input type="text"/> Phone Number <input type="text"/> Phone Extension <input type="text"/> Email Address <input type="text"/>
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You will be taken back to your enrollment form. You will see that your Spouse is already showing up in the “Enroll Dependents” column (9). You will also see that the Coverage level (10) has changed from Employee to EE + Spouse. (Workday will automatically do this based on who you have added to the “Enroll Dependents” column for each plan.)

**You only need to create them once; for all other elections you will click on Existing Dependents and select their name from the list (11).

Health Care Elections 6 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Kaiser Permanente HMO NorCal	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - United Healthcare POS Select Plus (CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Minnie Mouse 9	EE + Spouse 10
HRA Kaiser - Vita Medical	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
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		Employee
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee

Health Care Elections 6 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Kaiser Permanente HMO NorCal	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	<div style="border: 1px solid #ccc; padding: 5px;"> Existing Dependents > Add My Dependent From Enrollment 11 </div>	
Medical - United Healthcare POS Select Plus (CA)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		EE + Spouse
HRA Kaiser - Vita Medical	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
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		Employee
Vision - VSP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee

Be sure to add your new dependent to all of the plans that you would like them covered on.

Click Continue

Because Mickey is enrolled in the United Healthcare plan, he needs to add the Provider ID number to Minnie Mouse's account.

Copy the number: 00003924974001 (shown in the red box) and enter it in to Minnie Mouse'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 Select Plus (CA)	00003924974001	Minnie Mouse	

Mickey Mouse is also seeing this page because he does not have a Social Security Number in for the following Dependents: Minnie Mouse

Dependent IDs 1 item

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Minnie Mouse	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text" value="..."/> <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 may elect to enroll spouse in Voluntary Life Insurance or Voluntary Accidental Death & Dismemberment Insurance at this time.

Additional coverage levels for Voluntary Employee Life and Voluntary Spouse Life will require completion of an Evidence of Insurability (EOI) form if above the Guaranteed Issue amount. 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). The Guaranteed Issue amount for Voluntary Life \$500,000.
- 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). ‡ The Guaranteed Issue amount for spousal life is \$25,000.
- 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

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

Yes

No

Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 6 Items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)
Basic AD&D - The Hartford (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	3 X Salary		\$180,000.00		\$1.35
Basic Life - The Hartford (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	3 X Salary		\$180,000.00		\$3.60
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					
Voluntary Spouse Life - The Hartford (Spouse/Domestic Partner)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					
Voluntary Spouse AD&D - The Hartford	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					

As you progress through the screens, you can also update your beneficiaries and percentages. (If you elected to use your new dependent as a beneficiary when you created them 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 2 Items

Benefit Plan	Requires Beneficiary		*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Life - The Hartford (Employee)	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>		
		<input type="radio"/>	Donald Duck	<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 checked="" type="radio"/>		
		<input type="radio"/>	Donald Duck	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>

Once the new line is created, click on the lines (under the Beneficiary column) and then on Beneficiary Persons to see who is already in Workday to select from. You can also designate Trusts if you have one set up. Click on Create to add more people or Trusts to select from.

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

← Beneficiary Persons

- Donald Duck
- Minnie Mouse

search

You may only select one person per line.

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

Beneficiary Designations 2 items

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

Click Continue

Review your elections; click "I Agree" and Submit.

Change Benefit Elections Benefit Elections Review for Marriage - Step 5 of 5 [Actions](#)

Worker Mickey Mouse Total Employee Net Cost/Credit
\$0.00 Semi-monthly Cost

Event Date 02/14/2018

Initiated On 02/22/2018

Submit Elections By 03/16/2018

Please review your elections

Not enrolling in the UHC or Kaiser Plan?
If you have decided to not participate in one of our medical plans, please be sure to elect the Medical Opt-Out plan (first page). HR will request that you attest to having coverage elsewhere. This will be a task to complete in Workday.

Adding a Domestic Partner?
If you are enrolling a Domestic Partner, you will need to submit a Domestic Partnership Affidavit; please complete the following form and return it to hr@nutanix.com.
https://nutanixbenefits.com/-/media/Mercer/Nutanix/Documents/Statement_Domestic_Partnership_ashx?la=en

****Please note that this will need to be notarized and submitted within 30 days of the event date.**

Electing Coverages 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employer Contribution (Semi-monthly)
Medical - United Healthcare POS Select Plus (CA)	02/14/2018	02/14/2018	EE + Spouse		Minnie Mouse		\$730.44
Dental - Delta Dental PPO	02/14/2018	02/14/2018	EE + Spouse		Minnie Mouse		\$54.68
Vision - VSP	02/14/2018	02/14/2018	EE + Spouse		Minnie Mouse		\$15.88
Basic AD&D - The Hartford (Employee)	01/02/2018	01/02/2018	3 X Salary	\$255,000.00		Donald Duck Minnie Mouse	\$1.91
Basic Life - The Hartford (Employee)	01/02/2018	01/02/2018	3 X Salary	\$255,000.00		Donald Duck Minnie Mouse	\$5.10
Total:							\$808.01

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" check box, you are certifying that:

- You understand that your benefit elections are legal and binding transactions.
- You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Agree

enter your comment

Once submitted, you will see the confirmation statement. HR will review and approve the form and will reach out if they have any questions.

Submit Elections Confirmation Marriage for Mickey Mouse Actions

Total Employee Cost/Credit
\$0.00 Semi-monthly Cost

Initiated On 02/22/2018
Submit Elections By 03/16/2018
Event Date 02/14/2018

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Elected Coverages 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employer Contribution (Semi-monthly)
Medical - United Healthcare POS Select Plus (CA)	02/14/2018	02/14/2018	EE + Spouse		Minnie Mouse		\$730.44
Dental - Delta Dental PPO	02/14/2018	02/14/2018	EE + Spouse		Minnie Mouse		\$54.68
Vision - VSP	02/14/2018	02/14/2018	EE + Spouse		Minnie Mouse		\$15.88
Basic AD&D - The Hartford (Employee)	01/02/2018	01/02/2018	3 X Salary	\$255,000.00		Donald Duck Minnie Mouse	\$1.91
Basic Life - The Hartford (Employee)	01/02/2018	01/02/2018	3 X Salary	\$255,000.00		Donald Duck Minnie Mouse	\$5.10
Total:							\$808.01

Congratulations!

Other things to consider can be found on our site under the Getting Married heading: <https://www.nutanixbenefits.com/en/Life-Events>