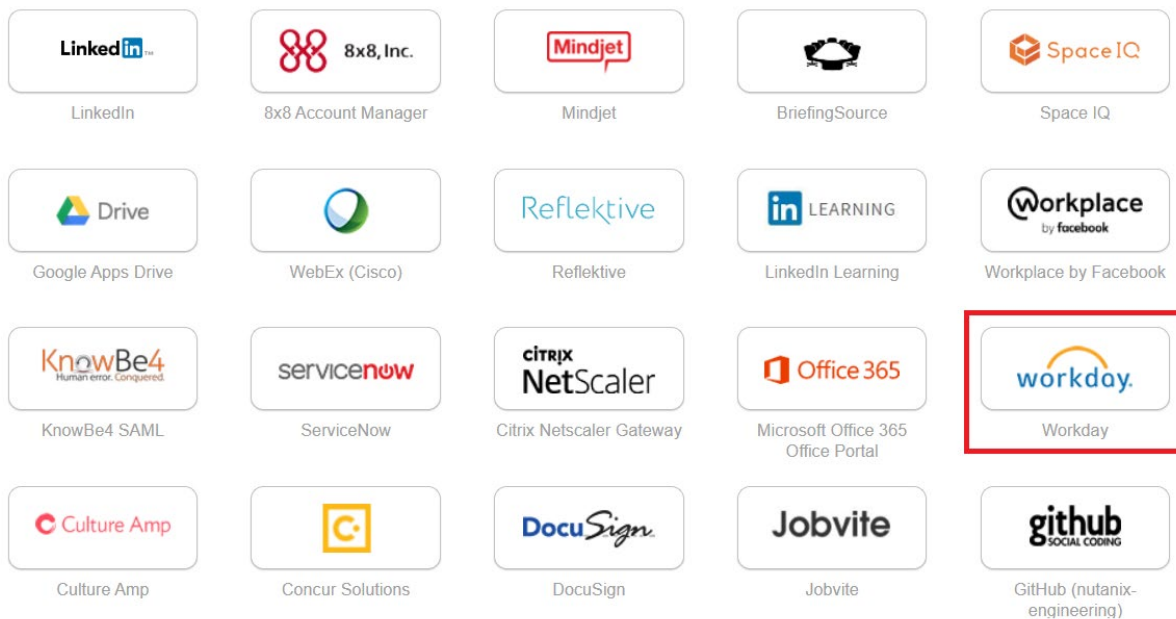




How to add a baby in Workday

- You have **30 days** from the date of adoption, or your baby is born to enroll them in your benefits plan.
- Before you start the enrollment process, please review our offerings at www.NutanixBenefits.com.

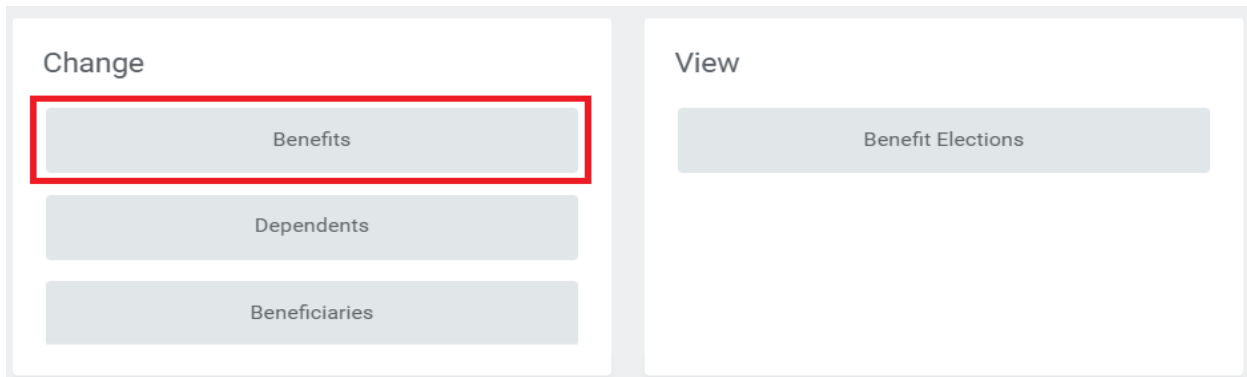
Step 1 – Log into your Workday Account via [Okta](#).



Step 2 – On the main Workday page, click on the Benefits Icon.



Step 3 – Under Change, click on Benefits.



Step 4 – Select Birth/Adoption of Child from the Benefit event type and enter the Event Date (Birth or adoption date for your child).

Benefit Event Type

- Beneficiary Change
- 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

MM / DD / YYYY

Step 5 – Click on Let’s Get Started.

Change Benefit Elections

1 hour(s) ago - Effective 09/08/2021

Initiated On 09/17/2021

Submit Elections By 10/07/2021

Let's Get Started

Step 6 – Update your Tobacco use Information and click on Continue.

Update Your Information

Health Information

Tobacco Use

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

Answer * Yes
 No

Continue

Cancel

Step 7 – Click on Continue.

Information Updated

Thanks for updating your information.


Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Continue

Cancel

Step 8 – Under the Medical Tile, click on Manage.

Health Care and Accounts



Medical
United Healthcare POS Select Plus (CA)

Cost (Monthly) Included

Coverage EE + Spouse

Dependents 1

[Manage](#)

Step 9 – Elect the medical plan you want to be enrolled in and click on Confirm and Continue.

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for EE + Spouse.

2 items

*Selection	Benefit Plan	You Pay (Monthly)	Company Contribution (Monthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Kaiser Permanente HMO NorCal	Included	\$1,336.39
<input checked="" type="radio"/> Select <input type="radio"/> Waive	United Healthcare POS Select Plus (CA)	Included	\$1,769.99

[Confirm and Continue](#) [Cancel](#)

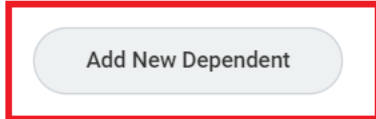
Step 10 – Click on Add New Dependent.

Dependents

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

Coverage * EE + Spouse

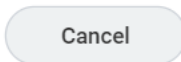
Plan cost (Monthly)



1 item



Select	Dependent	Relationship	Date of Birth	
<input checked="" type="checkbox"/>	Marlon Montillano	Spouse	08/06/1976	▲ ▼



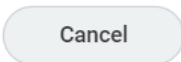
Step 11 – On the pop-up window, click on OK.

Add My Dependent From Enrollment

Use as Beneficiary

Eligible dependents of employees include:

- Your legal spouse or domestic partner.
- Your children under age 26 and/or those of a domestic partner.
- Your disabled children who meet certain criteria.



step 12 - Update fields with your child's personal and contact information. Make sure all starred * fields are completed.

Add My Dependent From Enrollment

25 minute(s) ago - Effective 10/01/2019

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Primary Nationality

Citizenship Status

Country of Birth

Region of Birth

City of Birth

Under the address section, you have the choice to use your address or a separate address for your baby.

Address

Use Existing Address

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Step 13 – Confirm the dependents you want enrolled in the plan and make sure there is a check mark next to their name. Then add your baby’s Social Security Number or you can note “Do not have yet” and click on Save.

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Marlon Montillano	Spouse	08/06/1976
<input checked="" type="checkbox"/>	Carl Jeglum	Child	09/06/2021

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 Numbers 1 item

Dependent	*Social Security Number
Carl Jeglum	<input type="radio"/> Social Security Number (SSN) -- <input type="radio"/> Reason SSN is Not Available

Step 14 – Repeat this process for all Benefit plans you wish to enroll your spouse, via the Benefits tile. Once complete, click on Review and Sign.

The screenshot displays a grid of benefit selection cards. Each card includes an icon, a title, a description, and a status. At the bottom of the grid, there are three buttons: 'Review and Sign' (highlighted in red), 'Save for Later', and 'Voluntary Employee AD&D'.

- Medical:** United Healthcare POS Select Plus (CA). Cost (Monthly). Coverage. Included Employee. [Manage](#)
- HRA Kaiser:** Waived. [Enroll](#)
- Dental:** Delta Dental PPO. Cost (Monthly). Coverage. Included Employee. [Manage](#)
- Vision:** VSP. Cost (Monthly). Coverage. Included Employee. [Manage](#)
- FSA Healthcare:** Waived. [Enroll](#)
- FSA Dependent Care:** Waived. [Enroll](#)
- Basic AD&D:** The Hartford (Employee). Cost (Monthly). Coverage. Included 3 X Salary. [Manage](#)
- Basic Life:** The Hartford (Employee). Cost (Monthly). Coverage. Included 3 X Salary. [Manage](#)
- Voluntary Employee AD&D:** Waived.

Step 15 – The View Summary page, will give you a recap of all your elections. Scroll down to the bottom and click “I Agree” electronically signing your new elections and click on Submit.

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:

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

I Accept

enter your comment

The bottom navigation bar contains three buttons: 'Submit' (highlighted in red), 'Save for Later', and 'Cancel'.