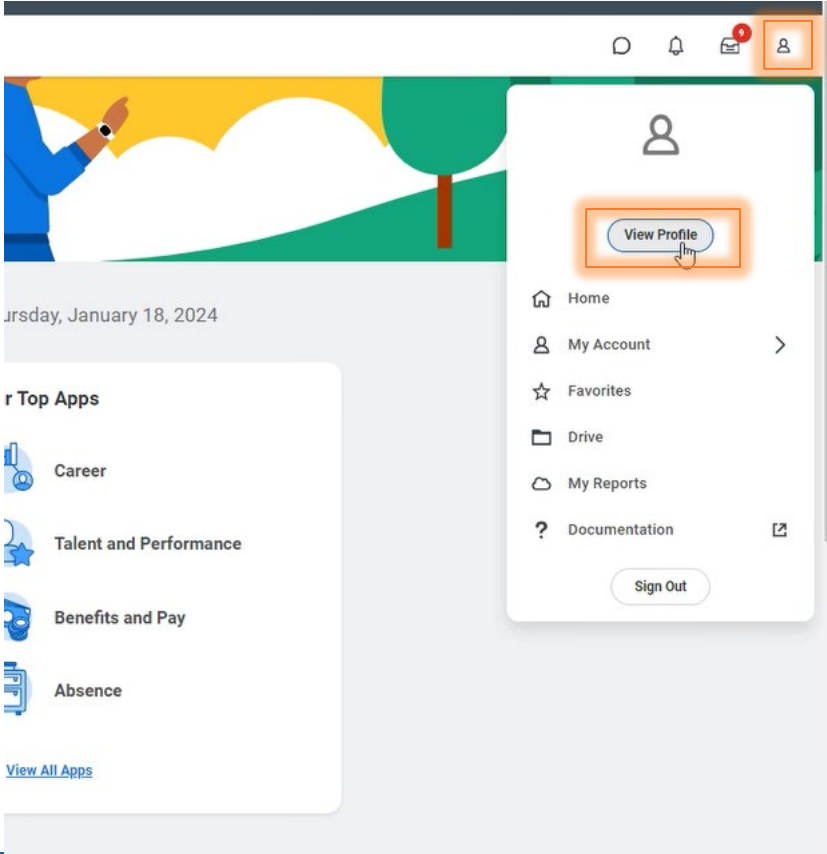




Beneficiary Changes

Action: Employee

Click on View Profile



Click on *Benefits* and *My Beneficiaries*

On behalf of:

MENU W

Actions

Team

Summary

Job

Compensation

Benefits

Absence

Pay

Contact

Personal

Performance

Career

Benefits My Dependents **My Beneficiaries**

Benefits 3 items

Benefit Plan	Coverage Begin Date
Basic Employee Life - Prudential (Employee)	01/01/2024
Short Term Disability - Prudential (Employee)	01/01/2024
Long Term Disability - Prudential (Employee)	01/01/2024

Add or edit beneficiary

Benefits My Dependents **My Beneficiaries**

Add

Beneficiaries 1 item

Beneficiary	Relationship	Benefit Elections	
	Child	Basic Employee Life - Prudential (Employee): 100% Primary	Edit

Add My Beneficiary

- Create a New Beneficiary
- Create a New Trust as Beneficiary

Fill out required info when adding

Add My Beneficiary

Beneficiary Personal Information

Legal Name

Legal Name *
(empty)



Edit

Relationship

Relationship *
(empty)



Date of Birth

Date of Birth
(empty)



Gender

Gender
(empty)



Contact Information

* = required

Make sure you indicate the % you'd like each beneficiary to receive. Total must equal 100%.

Add Address

Contact Information

Primary Address

Add

Additional Address

Add

Primary Phone

Add

Primary Email

Add

Contact Information

Primary Address

Use Existing Address ↻ ✓

Search ☰

Address

New Address

Country * ✕ United States of America ☰

Address Line 1 *

City *

State * ☰

Postal Code *

County

Type * ✕ Home ☰

> Details



Submit and click *To Do*

The screenshot shows the 'My Beneficiaries' page in the Workday interface. A notification box is overlaid on the page, containing the text 'You have submitted' and 'Up Next:'. Below this text is a blue button labeled 'To Do', which is highlighted with an orange border. The background page shows a table with two beneficiary entries, each with an 'Edit' button. The first entry has a 'Delete' button as well. The table columns are 'Beneficiary', 'Relationship', and 'Benefit Elections'.

Beneficiary	Relationship	Benefit Elections	
	Child	Basic Employee Life - Prudential (Employee); 100% Primary	<button>Edit</button>
	Child		<button>Edit</button> <button>Delete</button>



Adjust benefits for new beneficiary, if needed

Complete To Do [Change Benefits](#) ⋮

For

Overall Process [Change Beneficiary](#)

Overall Status Successfully Completed

Due Date 01/19/2024

Instructions You have successfully updated your Dependent record. Based on your selected reason for this change, you may also wish to update your Benefits to add or remove dependent(s) from coverage.

If you wish to do so, please click the link below to update your elections. Note that this inbox task will not disappear automatically once you have done so; you will need to return to your inbox and click "Submit" below.

If you do not need to update your elections, please select "Submit" below to remove this task from your inbox.

[Change Benefits](#)

enter your comment

