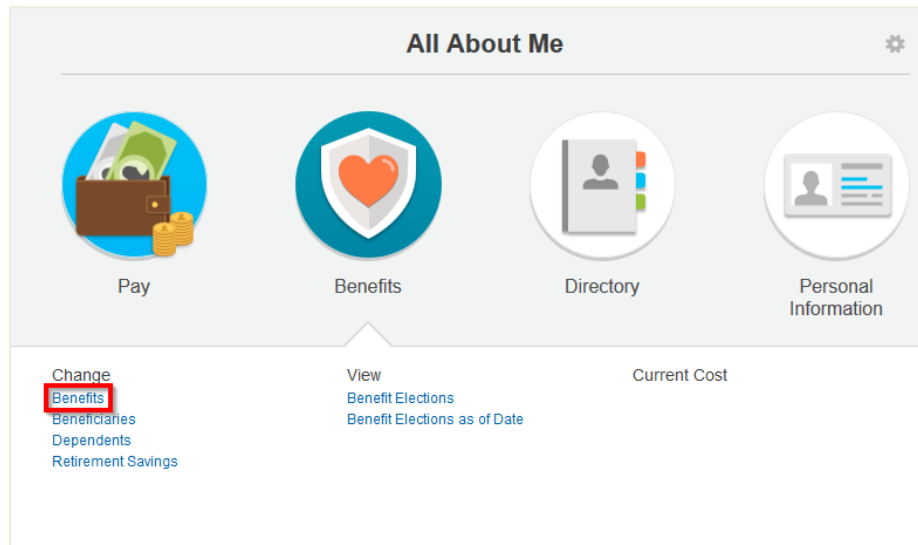


## STAFF AND FACULTY: ADD LIFE INSURANCE BENEFICIARY

Follow the steps below to add or change a beneficiary to your Life Insurance in Workday. Once you have entered a beneficiary for Life Insurance, this/these beneficiary/beneficiaries will be utilized for all LifeMap insurances whether College paid or Voluntary including Employee or Spouse Life or Employee or Family AD&D. To add beneficiaries for TIAA-CREF 403(b) plan, you need to add in the TIAA-CREF website at [www.tiaa-cref.org](http://www.tiaa-cref.org).

1. Open the **Benefits** worklet on your Workday **All About Me** screen and select the **Benefits** link in the **Change** section of the pop-up window.



2. Select the **Benefit Event Type “Change Life Insurance Beneficiary”** and **Date**. For this type of event you do not need to attach any documents. Click **Submit**.

### Change Benefits

Wonder Woman ⋮

Qualifying Events

You may change your benefit plans outside of open enrollment for special circumstances and if you notify Human Resources within 31 days. Before you are able to proceed to make changes you will need to attach documents as described. For Marriage, add a marriage certificate. For Divorce, add your divorce decree. For Birth or Adoption, add a birth/adoption certificate. For Loss of Coverage, add proof of loss which will provide information of prior coverage and loss date. For Gain of Coverage, please provide proof of new insurance with start dates.

Benefit Event Type \*

Benefit Event Date \*

Submit Elections By 04/14/2014

Enrollment Offering Types Basic Life

3. The next screen will show the next step. Click on **Open**.

### Up Next

Wonder Woman

Change Benefit Elections

Due Date 04/16/2014

- The first screen of Change Benefit Elections will show what insurance plan you are currently enrolled in. Click **Continue** to move on to the next screen.

### Change Benefit Elections

#### Change Life Insurance Beneficiary for Wonder Woman - Step 1 of 3

Event Date: 04/14/2014      Initiated On: 04/14/2014  
 Submit Elections By: 04/14/2014

\$0.00 Monthly Cost    \$0.00 Monthly Credit  
Total Cost                      Total Credits

You are automatically entered into 1.5X your base salary for Life and Accidental Death and Dismemberment (AD&D) Insurance. In addition, you are entered automatically into Long Term Disability at 60% of base pay. There are many voluntary insurance options available to you. If you sign up within the first 31 days of employment, you are guaranteed up to \$100,000 amount of coverage (guarantee issue amount). You can sign up for voluntary insurance at anytime, but employees have to submit evidence of insurability (EOI) form (health statement). Otherwise, a spouse always needs to submit an EOI and an employee must submit if over the guarantee issue or if you sign up after your first 31 days of employment.

+ Insurance Plan Dependencies and Coverage Limitations

Insurance Elections

Benefit Plan	* Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employer Contribution (Monthly)	Benefit Credit (Monthly)	Provider Website
Basic Life - LifeMap Assurance Company (Employee)	<input type="radio"/> Elect <input type="radio"/> Waive	1.5 X Salary		\$53,000.00	\$7.26	0.00	LifeMap Assurance Company
<b>Total:</b>					7.26	0.00	

Continue   
 Save for Later   
 Cancel

- Click the **Add** icon in the **Beneficiary** column to designate a Life Insurance beneficiary.  
**Note:** To designate a beneficiary for TIAA-CREF Retirement elections, please sign in at <https://www.tiaa-cref.org/public/index.html>.

### Change Benefit Elections

#### Change Life Insurance Beneficiary for Wonder Woman - Step 2 of 3

Event Date: 04/14/2014      Initiated On: 04/14/2014  
 Submit Elections By: 04/14/2014

\$0.00 Monthly Cost    \$0.00 Monthly Credit  
Total Cost                      Total Credits

Beneficiary Designations

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Life - LifeMap Assurance Company (Employee)	LifeMap Assurance Company	<input type="checkbox"/>	<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">+</span>	

Continue   
 Save for Later   
 Go Back   
 Cancel

- Click the **Prompt** icon next to the Beneficiary field. If you designated your dependents as beneficiaries in the past, they will be listed here. Click a name to select it, or click **Create -> Add Beneficiary** to add additional beneficiaries.

**Change Benefit Elections**  
 Change Life Insurance Beneficiary for Wonder Woman - Step 2 of 3  
 Event Date: 04/14/2014      Initiated On: 04/14/2014  
 Submit Elections By: 04/14/2014

> **\$0.00 Monthly Cost**    **\$0.00 Monthly Credit**  
Total Cost                      Total Credits

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Life - LifeMap Assurance Company (Employee)	LifeMap Assurance Company	<input type="checkbox"/>	<input type="text" value="search"/>	<input type="radio"/> Primary Percentage <input type="text" value="0"/> <input type="radio"/> Contingent Percentage

Buttons: **Continue** | Save for Later | Go Back | Cancel

- Complete Add Beneficiary form. Required fields are marked with a red asterisk. After completing **Legal Name** screen, click on **Contact Information** to add an address. At least one address is required for beneficiaries. When done, click **OK**.

**Add Beneficiary**  
 Wonder Woman ...

Enter your beneficiary information.

Relationship \* Sibling

Use as Beneficiary

Date of Birth 02/28/1950

Age 64 years, 1 months, 17 days

Gender Male

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Allow Duplicate Name

Legal Name | **Contact Information** | National IDs | Additional Government IDs | Other IDs

Country \* United States of America

Prefix search

First Name \* Super

Middle Name

Last Name \* Man

Suffix search

**OK** | Cancel

- Enter **Percentage** amounts for selected beneficiaries. You may add additional beneficiaries at this point by clicking on the + under Beneficiary and going through the original process again. Both Primary and Contingent percentages need to add up to 100% each. When done, click **Continue**.

**Change Benefit Elections**  
**Change Life Insurance Beneficiary for Wonder Woman - Step 2 of 3**  
 Event Date: 04/14/2014 Initiated On: 04/14/2014  
 Submit Elections By: 04/14/2014

> **\$0.00 Monthly Cost** **\$0.00 Monthly Credit**  
Total Cost Total Credits

**Beneficiary Designations**

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Life - LifeMap Assurance Company (Employee)	LifeMap Assurance Company	<input type="checkbox"/>	+	
			-	Super Man
				<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>

**Continue** Save for Later Go Back Cancel

- Check **Electronic Signature** box at bottom of screen next to "I Agree". Click **Submit**.

**Change Benefit Elections**  
**Benefit Elections Review for Change Life Insurance Beneficiary - Step 3 of 3**  
 Worker: Wonder Woman Event Date: 04/14/2014  
 Initiated On: 04/14/2014 Submit Elections By: 04/14/2014

> **\$0.00 Monthly Cost** **\$0.00 Monthly Credit** **\$0.00 Monthly Cost**  
Total Cost Total Credits Total Employee Net Cost/Credit

**Elected Coverages**

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employer Contribution (Monthly)	Benefit Credit (Monthly)
Basic Life - LifeMap Assurance Company (Employee)	04/01/2013	04/01/2013	1.5 X Salary	\$53,000.00		Super Man	\$7.26	
<b>Total:</b>							<b>7.26</b>	<b>0.00</b>

**Beneficiary Designations**

**Attachments**

Attachment	Comment	File
No Data		

**Electronic Signature**

Clicking the checkbox is considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that

- You declare that you have examined your elections and to the best of your knowledge and belief, they are true, correct, and complete.
- You understand that all submissions are contingent upon acceptance by your benefits representative.

These elections are not valid without an electronic signature.

I Agree

enter your comment View Comments (0)  
Process History  
Related Links

**Submit** Save for Later Go Back Cancel

- Close next screen. You now have beneficiaries attached to your Life Insurance. In the future, you can edit Beneficiary information (such as address) by going to the **Benefits** worklet on your Workday **All About Me** screen and selecting the **Beneficiary** link in the **Change** section of the pop-up window.