

Summary

For use when an employee needs to change or edit a beneficiary.

Resources: <https://wd5.myworkday.com/scgov/d/home.html>

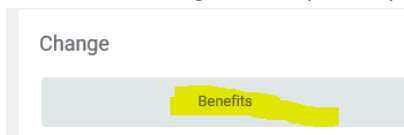
Related Procedures:

Procedure steps or situation

- 1) Employees can view the current beneficiaries by using the Change > Beneficiaries link



- 2) To make a change to the primary or contingent beneficiary use the Change > Benefits



- 3) Use the Benefit Event Type – Beneficiary Change and the Benefit Event Date

Benefit Event Type * ▼
 Benefit Event Date *

- 4) Click Submit and then Open the event
- 5) Step 1 will show the current coverage election for life insurance, i.e., 1X or 2X
- 6) Step 2 will show the current beneficiary(ies) and allow you to add (using the +) or remove (using the -) and adjust percentage for the primary and contingent beneficiary. Multiple beneficiaries may be added and percentage must total 100%

Requires Beneficiary	Beneficiaries		
		*Beneficiary	*Primary Percentage / Contingent Percentage
<input checked="" type="checkbox"/>			
		<input type="text" value="Robert Allen"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>

- 7) Step 3 will show a view, or the changes made and require the check in the box to agree to the change.

I Agree