Create Dependent

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PURPOSE

Employees may need to create a new dependent that can be added to benefit coverage. The newly created dependent can then be added to Medical coverage through a Benefit Event, IF appropriate, as in the case of a Marriage or Divorce or Birth of a Child / Adoption.

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, http://link.nebraska.gov/.

   a. **If you have an @nebraska.gov email**, click the first link that says, "Log in with your @nebraska.gov email." On the next screen, type your email address and your email address password.

   b. **If you do NOT have an @nebraska.gov email**, click the second link that says, "Log in with your User Name / Workday password." On the next screen, type your User Name and Workday password.

2. Click Sign In (or press Enter).

CREATE DEPENDENT

1. On your Home Page, click the Benefits icon.

Create Dependent

2. On the left side of the screen, in the Change column, click Dependents.

3. Click Add to create a new dependent record.

4. Read the instructions on the Add My Dependent screen.

DEPENDENT OPTIONS

1. Fill out the fields in all sections listed below. You can either click below the header of each field where you need to enter information OR click the pencil icon (edit) at the far right of each line.

   ### IS YOUR NEW DEPENDENT ALREADY A BENEFICIARY OR EMERGENCY CONTACT?

   a. IF the Dependent you wish to add is already in Workday as either one of your Beneficiaries or an Emergency Contact, and is eligible to be used as a Dependent, click the "If yes, which one?" box at the top of the page, and select that person to add her/him as a Dependent.

   b. All relevant information about that person will be copied from the other existing file and populate on the Dependent screen.

   c. If you want to use a different Effective date instead of the current prepopulated date, type in a new Effective Date or select a date from the calendar icon.

   If you added these Dependent details from another record, you are done and can click Submit. If you see an Error message, click the message to see if you need to complete other fields on the page.

   Otherwise, continue to complete all relevant information about this new Dependent.

   ### DEPENDENT PERSONAL INFORMATION

   a. Legal Name

   b. Gender

   c. Date of Birth

   d. Citizenship Status

   e. Is this a full-time student?

   f. Relationship

   g. Is this a person with a disability?

   ### CONTACT INFORMATION

   a. Address

     i.   At least one address is required. Click Add under Primary Address to enter the dependent's address. Fields marked with a red asterisk are required.

    NOTE: You can choose to use your address, if the beneficiary lives with you. In the Use Existing Address field, click the prompt, and then click All. Your address should show up; click your address.

   b.   Primary phone, if applicable

   c.   Primary Email, if applicable

   d.   Any other field that is applicable

IDENTIFIER INFORMATION

   a.   Click the Add button below National IDs to add a Social Security Number.

    NOTE: This information is required to assign the dependent to any plan.

   b.   Click Government IDs to add other types of Government ID information, such as Certificate of Citizenship, Passport, Military ID, School ID, etc.

    NOTE: This information is required to assign the dependent to any plan.

    i.   DO NOT enter anything in the Other IDs section

2. When finished, click Submit.

3. Click Done.

4. You will be returned to the Dependent screen.

NOTE: If you forget to complete any required fields, you will see an error message. Click the error to see what you still need to complete.

ADD NEW DEPENDENT TO EXISTING MEDICAL PLANS, IF ALLOWED BASED ON THE LIFE EVENT

If you have a qualified life event allowing you to add this Dependent to any of your Medical Plans, go to the User Guide page, https://das.nebraska.gov/personnel/user-guides.html.

Click Workday (Employee Work Center) Benefits and Deductions, and then, in the Employee Self-Service section, find the "Initiate a Life Event" user guide.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234