



## Benefits Trainer

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## Topics of Discussion

- View Current Benefit Elections
- View Benefits History
- Change Benefits (Healthcare, Life, Retirement, Additional Benefits)
- Add/Change Beneficiaries
- Add/Change Dependents
- Submitting Required Documentation
- Print Benefits Statement



## Benefit Security Groups

### Benefit Administrator

Approving Authority for the Benefits Business Processes. Unconstrained access to create, maintain, view, and report on all Benefit Data and Operations.

### Benefit Partner

Support the Benefits Team by initiating benefit functions for assigned organization. For example, making benefit elections for employees, reviewing current and historical benefit elections, change retirement savings, add or change beneficiaries and/or dependents.



## Job Aids

- View Benefit Elections
- Change Benefits
- Add/Change Beneficiaries
- Add/Change Dependents
- Print Benefits Statement
- Submitting Required Documents

Thank you for  
attending  
Workday  
Benefits  
Training!



Questions?

