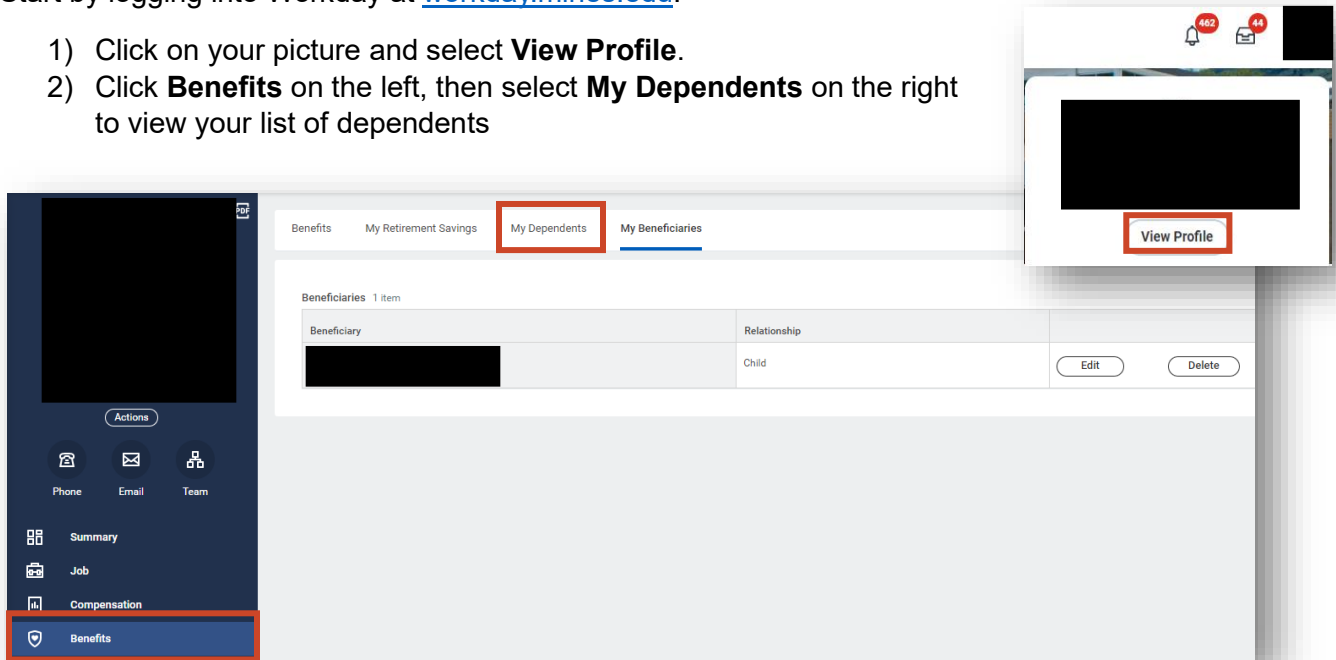


Workday: Update Dependent Information

In this job aid we will cover how to update information for your dependents.

Start by logging into Workday at workday.mines.edu.

- 1) Click on your picture and select **View Profile**.
- 2) Click **Benefits** on the left, then select **My Dependents** on the right to view your list of dependents



- 3) Scroll down to the dependent you want to update and click **Edit**.
- 4) On the **Edit My Dependent** page, click the pencil icon for **Effective Date & Reason**.

Dependent	Relationship	Age	Benefit Elections	
[REDACTED]	Child	[REDACTED]	[REDACTED]	Edit
[REDACTED]	Spouse	[REDACTED]	[REDACTED]	Edit

- a. The **Effective Date** will auto populate to today's date.
- b. Click the **Reason** drop-down menu and select **Change Dependent >Correct Information** or **Other**, whichever applies.

Dependent Options

Effective Date & Reason

Effective Date * ↩️

06/26/2024

Reason

Search ☰

← Change Dependent

Change Dependent > Correct Information

Change Dependent > Divorce

Change Dependent > Other

- 5) Update any sections listed under **Dependent Personal Information, Contact Information and Identifier Information.**
 - a. To edit, click the pencil for each section.
 - b. Once updated, click check mark to save the update.
- 6) To update the dependent Social Security Number (SSN), scroll down to the **National IDs** section. Click the pencil icon to edit.
 - a. Click **Add for National IDs.**
 - b. Enter **United States of America** in the **Country** field.
 - c. Enter **Social Security Number** in the **National ID Type** field.
 - d. Enter the **Social Security Number** then click the check mark.

National IDs

Country * ↩️

Search ☰

× United States of America

National ID Type * ↩️

× Social Security Number (SSN) ☰

Add/Edit ID

____-____-____

Submit
Save for Later
Cancel

7) Click **Submit.**