

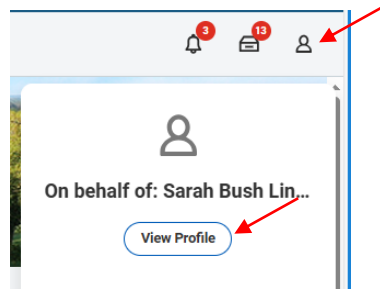
Guide – Add Dependent SSN

Employee User Guide

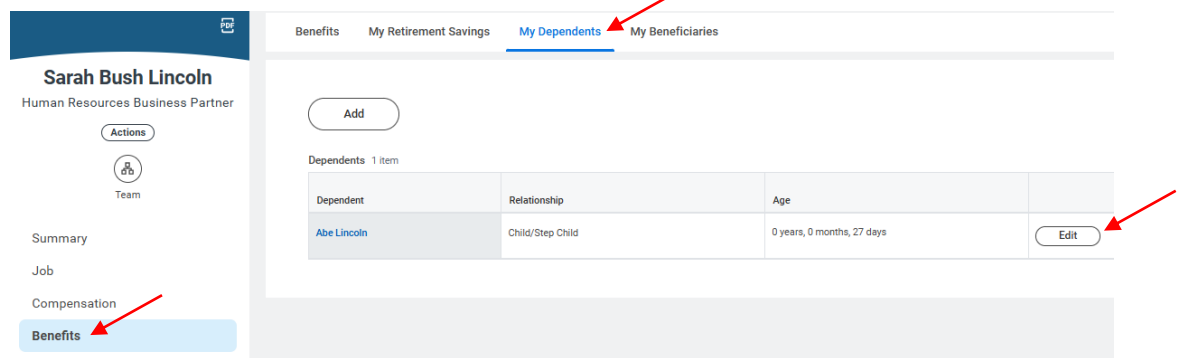
Purpose: Add or Edit Dependent SSN outside of a Life Event

1. Getting Started

- a. In the top right corner of Workday, click on your 'Picture' button & click 'View Profile'

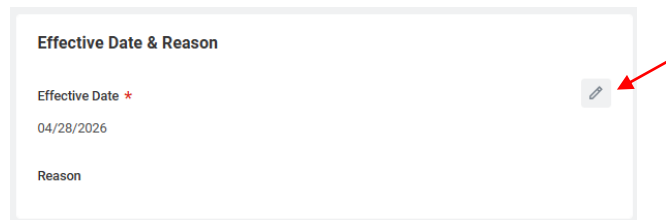


- b. On the left hand menus, click on 'Benefits', click 'My Dependents' tab, & then 'Edit' next to the dependent to be updated

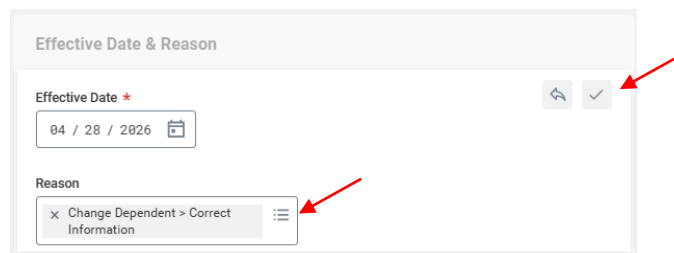


2. Adding SSN

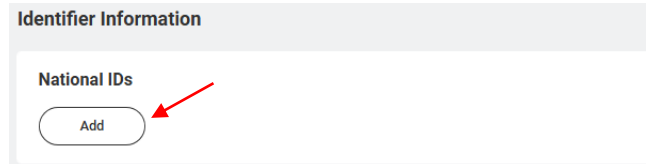
- a. In the 'Effective Date & Reason' section, click on the Pencil icon,



- b. In the 'Reason' drop down, choose 'Change Dependent', select 'Change Dependent > Correct Information', then click the 'Checkmark'



- c. Scroll all the way down to the 'Identifier Information' section & click on 'Add' button under 'National IDs'

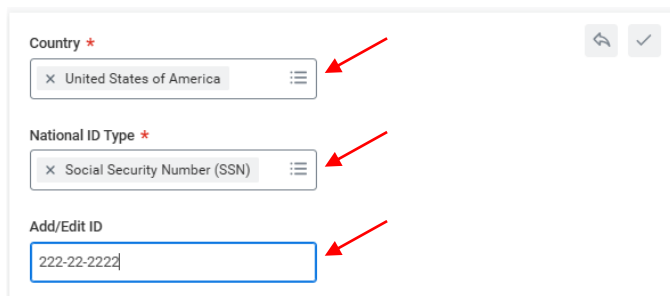


Identifier Information

National IDs

Add

- d. Select the following if you are adding SSN from USA:
- Country:** United States of America
 - National ID Type:** Social Security Number (SSN)
 - Add/Edit ID:** add the SSN



Country *

United States of America

National ID Type *

Social Security Number (SSN)

Add/Edit ID

222-22-2222

- e. Once everything is updated, scroll to the bottom & click 'Submit'



Submit Save for Later Cancel