

Dependent Information Workday

For Singapore, Thailand, Taiwan, Hong Kong Employees Only

Please follow the steps below to Add your dependents in Workday within 30 days of the life event to ensure they are enrolled under Medical Insurance:

You can also change or view the dependent information in Workday

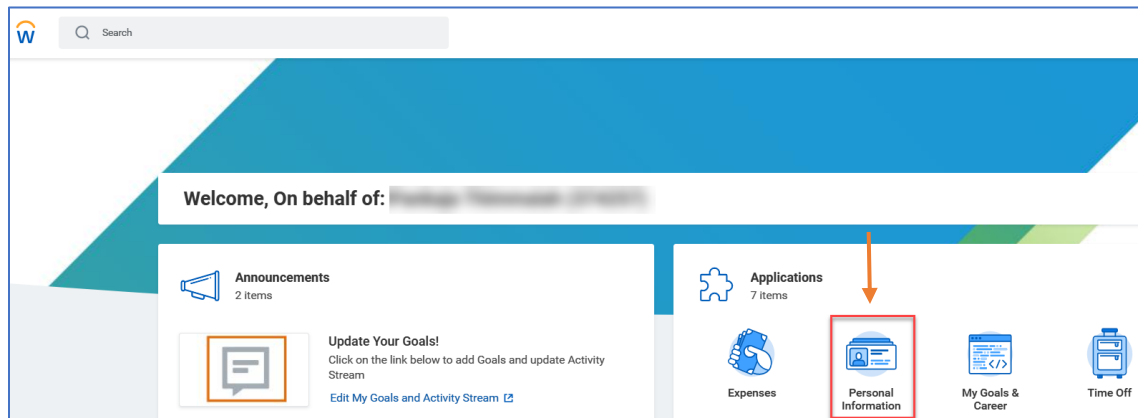
Please ensure you attach the relevant documents (e.g: marriage certificate or birth certificate or student certificate etc. as applicable) in order to successfully enroll your dependents into health insurance:

1. [Add Dependent Information](#)
2. [Change Dependent Information](#)
3. [View Dependent Information](#)

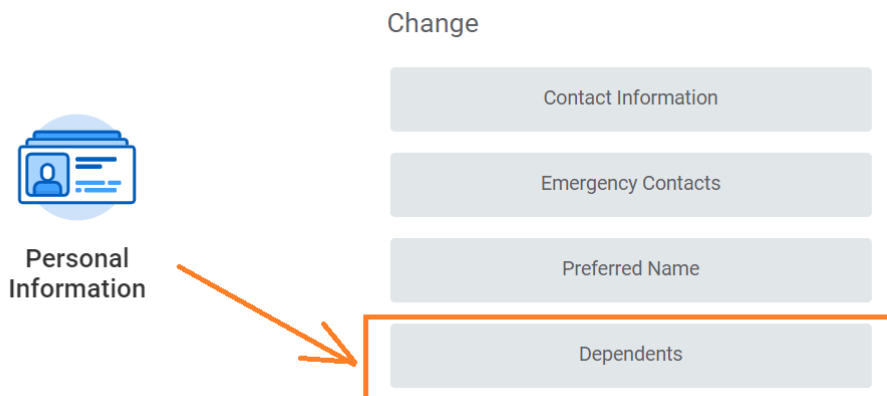
1. Add Dependent Information

1: Login to [Workday](#)

2: On your Workday Home Page, navigate to the “Personal Information” worklet




3: Select “Dependents”



4: Click on the “Add” icon to **enter** new dependent details

5: Review the **help-text** at the top of the screen and enter the below details:

- a. **Effective Date:** This is the date of when the Life Event took place, such as a newborn date, marriage date, etc.

Click on the  to enter the information

Effective Date & Reason


Effective Date *

11/09/2020



Reason

- b. **Enter Dependent Personal Information:** such as **Legal Name** (same as the name in the passport), **Gender**, **Date of Birth**, **Citizenship** and **Relationship**

Click on the  to **enter** the dependent personal information

Legal Name

Legal Name *
(empty)



Gender

Gender *
(empty)



Date of Birth

Date of Birth *
(empty)



Citizenship

Citizenship Status *
(empty)




Relationship

Relationship *
(empty)



C. Contact & Address Information:

Click on the  to enter the dependent contact information

Contact Information

Primary Address

Use Existing Address



Search



Address

(empty)

Country *

Search



Address Line 1 *

Address Line 2

d. National ID of your dependent:

Click on the  to enter the dependent National ID information

Identifier Information

National IDs

Country *



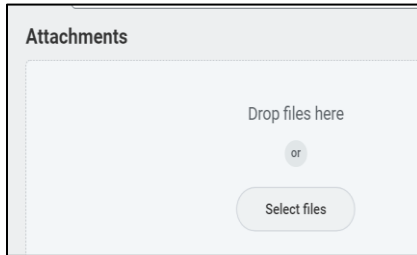
Search



National ID Type *

Add/Edit ID *

e. Attachments (if applicable): You can add multiple attachments if necessary



6: Click “Submit” and “Done”

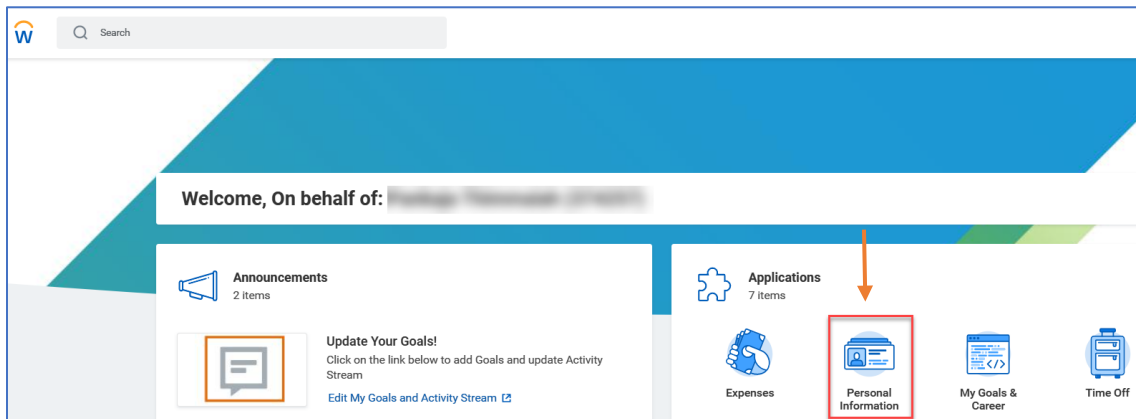
7: Click the "Add" button to add more than one dependent and follow the above steps.

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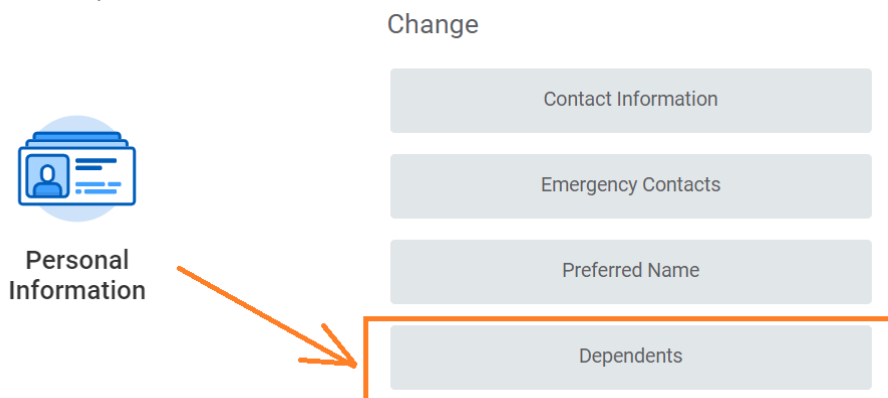
2. [Change Dependent Information](#)

1: Login to [Workday](#)





2: On your Workday Home Page, navigate to the “Personal Information” worklet



3: Select Dependents



4: Click on the “Delete or Edit” to update the existing dependent details

| Dependent | Relationship | Age | |
|-----------|--------------|----------------------------|---|
| AB (\$*) | Child | 0 years, 1 months, 3 days |   |
| CD (@*) | Child | 30 years, 2 months, 9 days |   |

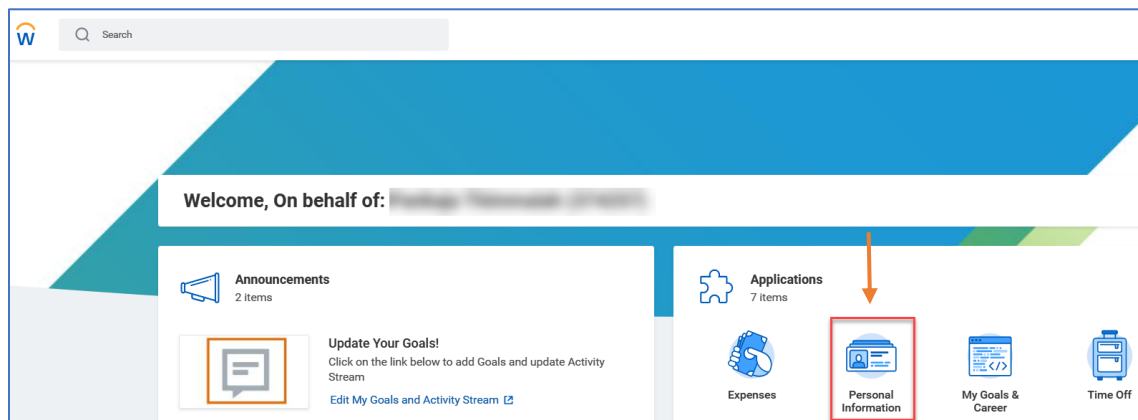
5: Update the necessary details and Click “Submit” and “Done”

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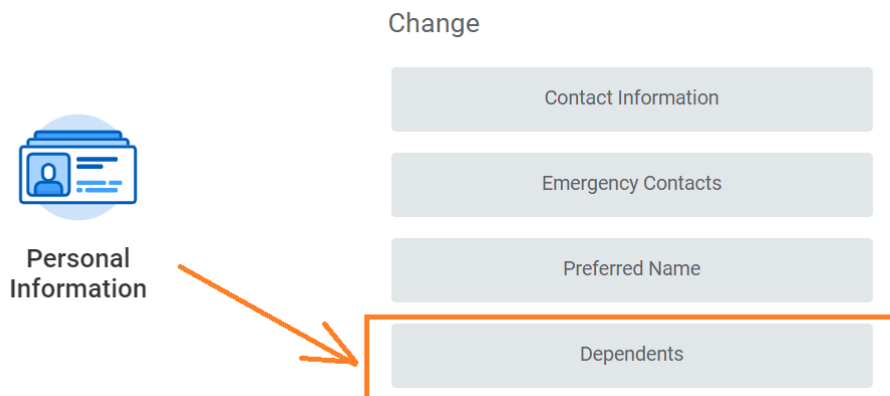
3. View the Dependent Information

1: Login to [Workday](#)

2: On your Workday Home Page, navigate to the “Personal Information” worklet



3: Select Dependents



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