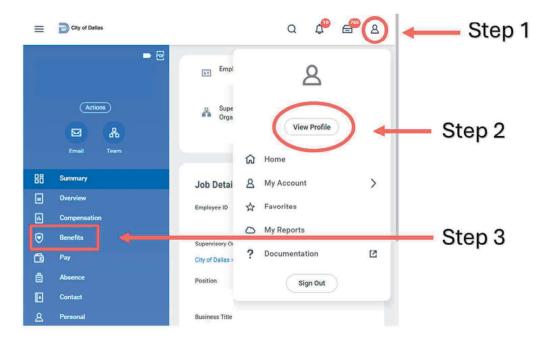# Qualifying Life Event

City of Dallas

Job Aid

Qualifying Life Event

Log in to Workday using your Workday credentials.

Follow the prompts below to continue to Navigate to the Benefits page.

1. Select Profile
2. Select View Profile
3. Select Benefits

Qualifying Life Event

1.**Click Change Benefits**: Select the appropriate qualifying event type (e.g., marriage, birth, adoption, gain/loss of another coverage).

2.**Enter Event Date**: Input the date of the qualifying event.

3.**Update Benefits**: Follow the prompts to update your benefits selections. Review and Submit: Carefully review your changes and submit them for approval.

Note: You must add (attach) any supporting documentation before you Submit.

Qualifying Life Events must be within 30 days of the event effective date and submitted by the 30th day.