



City of Dallas

View and Update Dependents

Job Aid

View and Update Dependents



The screenshot shows the Workday user interface for a City of Dallas employee. Three red arrows point to specific elements:

- Step 1:** Points to the user profile icon in the top right navigation bar.
- Step 2:** Points to the "View Profile" button in the user profile dropdown menu.
- Step 3:** Points to the "Benefits" option in the left-hand navigation sidebar.

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



View and Update Dependents



1. Click on "Dependents" under the Benefits section to see a list of your current dependents.
2. Edit a Dependent.
3. Select the Dependent you wish to update.
4. Click "Edit" next to their information.
5. Make the necessary changes.
6. Carefully review your changes and submit them for approval.

