

ADD BENEFICIARY

From the **Benefits** worklet:

- 1. Click Benefits under Change.
- 2. Complete the following fields and then click Submit.
 - a. In the **Benefit Event Type** field, select Beneficiary Change.
 - b. In the Benefit Event Date field, select Today's date.

Mike The Tiger ((00044967) (Actiona)
If you're adding a dependen	t please use the dependent event.
Benefit Event Type 😽	★ Beneficiary Change ▼
Benefit Event Date	* 12/01/2018
Submit Elections By	12/30/2018
Enrollment Offering Types	Basic Group Life Critical Illness Critical Illness Child(ren) Critical Illness Spouse Stand Alone AD&D More (2)
Attachments	
	ent



3. You will see the next task to complete, "Change Benefit Elections." Click the **Open** button to continue.

You have submitted Benefit Event: Mike The Tiger (00044967)
Up Next Mike The Tiger Change Benefit Elections Due Date 12/08/2018	
Open Details and Process Done	

4. Here, you have the option to Elect or Waive the Stand Alone AD&D United Healthcare Plan. Click **Continue** to proceed to the next step.

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Monthly)
Basic Group Life -	C Elect				
(Employee)	O Waive				
Basic Group Life - OGB Plus	C Elect				
Supplemental (Employee)	O Waive				
Basic Group Life - OGB Plus	C Elect				
Supplemental (Frozen Plan) (Employee)	 Waive 				
Stand Alone AD&D - United	Elect				
Healthcare Employee &	O Waive				
Family (Employee + Family)					
Stand Alone AD&D - United	O Elect				
Healthcare Employee (Employee)	 Waive 				

Stand Alone AD&D is the only Benefit Plan you may add at any point during the year. All other plans require a Qualifying Event or Annual Enrollment.

LSU Workday

- 5. On the Beneficiary Designation screen, click the Plus icon to add a Beneficiary.
 - a. Click the **Prompt Icon** under Beneficiary and select **Create** to add a new Beneficiary.
 - b. Then select Add Beneficiary.

				Beneficiaries	
Benefit Plan	Provider Website	Requires Beneficiary		*Beneficiary	* Primary Percentage / Contingen Percentage
Voluntary Life - United Healthcare (Employee)	LSU Benefits		\oplus		
			\bigcirc		 Primary Percentage 0 Contingent Percentage 0
Continue Save for Later	Go Back	Cancel			

- 6. On the Add Beneficiary screen, complete the following mandatory fields and then click **OK**.
 - a. Using the prompt, select the **Relationship** of the Beneficiary.
 - b. Enter the Beneficiary's **Legal Name** under the Legal Name tab.
 - c. Under the Contact Information tab, enter the **Primary Address** and **Primary Phone** for the new Beneficiary. You can select an existing address and phone number if the same.

Legal Name Contact Information	National IDs
Country * X United States of America	:=
Prefix	=
First Name * Baby	
Middle Name	
Last Name * Tiger	
Suffix	:=
OK Cancel	

Enter your beneficiary information.						
Relationship	* × Child ∷					
Use as Beneficiary						
Date of Birth	05 / 02 / 2016					
Age	0 years, 0 months, 3 days					
Gender	Female 🗸					
Full-time Student						
Student Status Start Date						
Student Status End Date						
Disabled						
Allow Duplicate Name						



7. Once you click OK, you will then be directed back to the Beneficiary Designation screen. The new Beneficiary will populate in the Beneficiary field. Select **Primary** or **Contingent** along with percentage distribution. Click **Continue**.

				Beneficiaries	
Benefit Plan	Provider Website	Requires Beneficiary		*Beneficiary	* Primary Percentage / Continger Percentage
Voluntary Life - United Healthcare (Employee)	LSU Benefits		(+)		
			\bigcirc	X Baby Tiger	 Primary Percentage 101 Contingent Percentage

- 8. Review the summary of your **Elected Coverages**, **Waived Coverages**, and **Beneficiary Designations**. Select the arrow next to each heading to view that section. Then click **Submit** to continue.
 - a. To make changes to your elections, click Go Back.
 - b. If your elections are correct, check **I Agree** to provide an electronic signature confirming your changes.
- 9. Click **Print** at the bottom of your screen to print and save a PDF copy of your Elections Confirmation for your records, then click **Done** to finish the process.

EDIT BENEFICIARY

From the **Benefits** worklet:

1. Click **Beneficiaries** under Change.

÷	Benefits			
	Change		View	
	onaligo	Dependents		Benefit Elections
		Benefits		Benefit Elections as of Date
		Beneficiaries		
		Retirement Savings		



Beneficiari Mike The Tiger	es (00044967) Actions			
Add Beneficiaries 5 items			図題	≅ 🛙 ⊾¹
Beneficiary	Relationship	Benefit Elections		
Baby Tiger	Child		Edit	*

3. Enter all appropriate information and then click Submit.

SU Workday

Edit My Mike The	r Beneficiary Tiger (00044967) (actions)	e	
During this change, y plans, please initiate A job aide for this pro	ou are only adding your beneficiaries to the Workday system and NOT to your insurance plans. In a Change Benefit task and select Beneficiary Change as the reason. beess can be found at LSU.edu/Workday.	n order to add your beneficiaries to your insuranc	se
	Beneficiary Personal Information		
	Legal Name		
	Legal Name * Baby Tiger	1	
	Relationship		
	Relationship * Child	I	
Submit	Save for Later Cancel		

4. Click **Done** to complete the task.