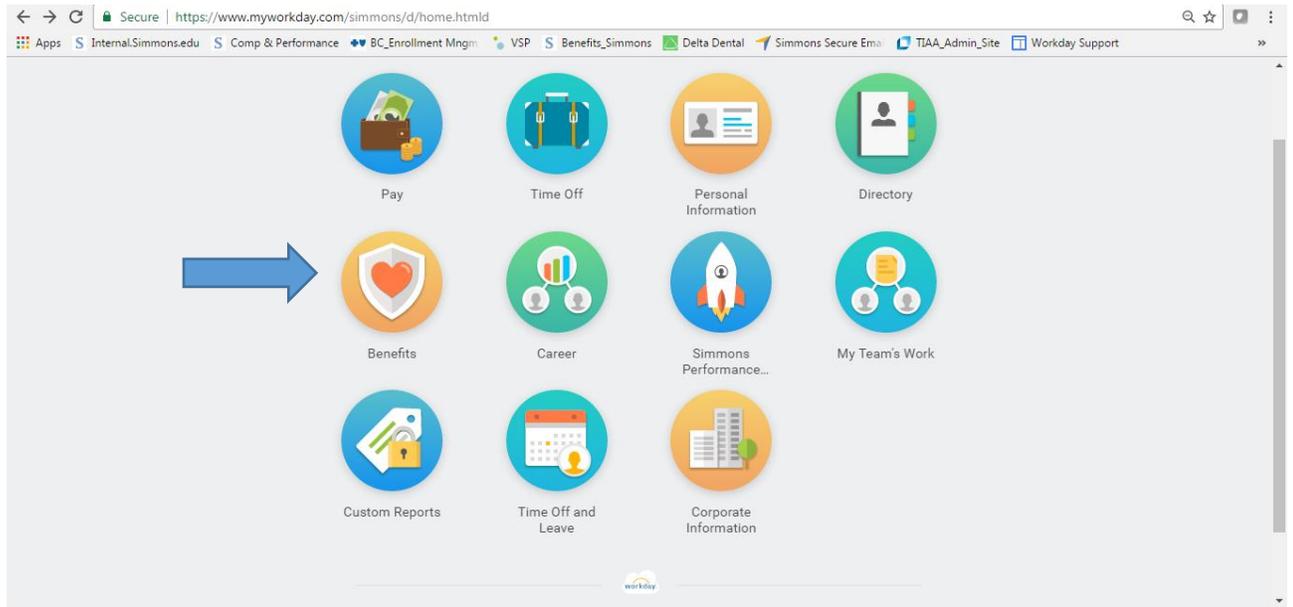
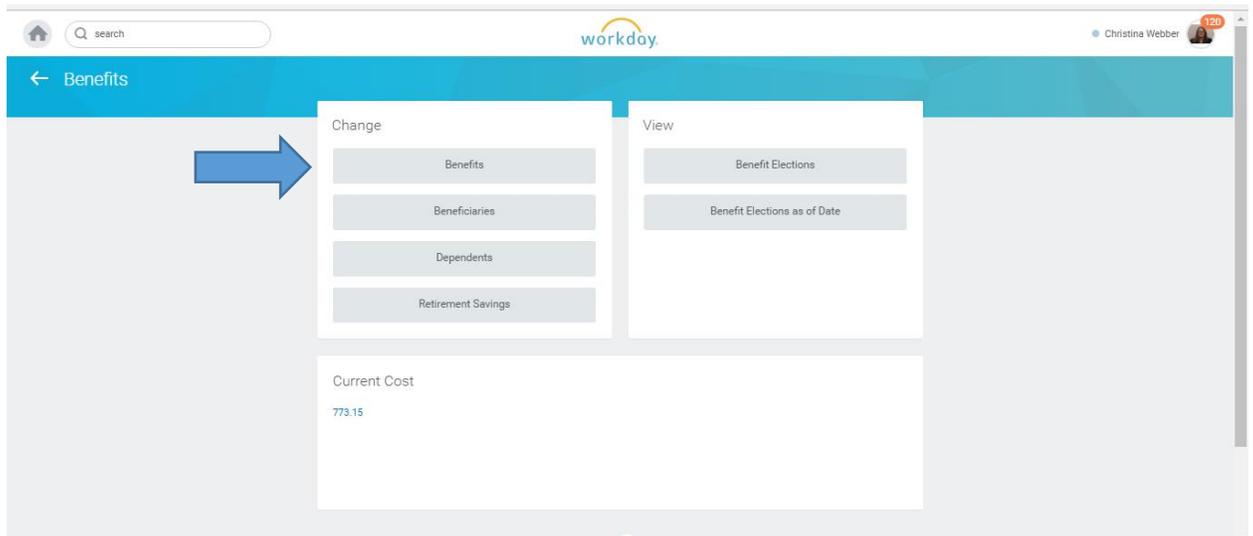


How to process a Qualified Life Event in Workday:

- Log into Workday at workday.simmons.edu
- Click the Benefits Worklet



- Click “Benefits” under the change



- Drag down to find the applicable Benefit Event Type, Parking or MBTA

The screenshot shows a web form with the following fields and options:

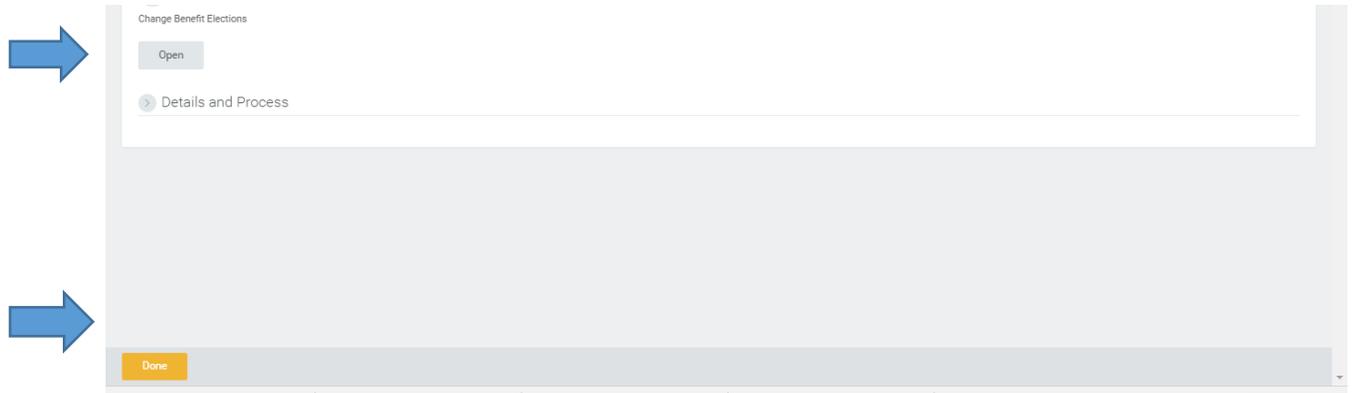
- Benefit Event Type:** A dropdown menu with a red asterisk and the text "select one". A blue arrow points to this dropdown.
- Benefit Event Date:** A red asterisk followed by a date selection field.
- Submit Elections By:** A text field.
- Enrollment Offering Types:** A text field.
- Attachments:** A section with "0 items" and a plus icon.
- Comment:** A text area with "No Data" displayed.
- File:** A text area.
- Buttons:** "Submit" (green), "Save for Later", and "Cancel".

- Enter the effective date of your change in the Event Date Field and hit submit. Please note, MBTA changes are due by the 10th of the month for the following month and Parking changes are due by the 25th of the month for the following month.

The screenshot shows the same web form with the following changes:

- Benefit Event Type:** The dropdown menu is now set to "Loss of Non-Simmons Coverage". A blue arrow points to this dropdown.
- Benefit Event Date:** A date selection field with a calendar icon.
- Submit Elections By:** A text field with "(empty)" below it.
- Enrollment Offering Types:** A text field with "(empty)" below it.
- Attachments:** A section with "0 items" and a plus icon.
- Comment:** A text area with "No Data" displayed.
- File:** A text area.
- Buttons:** "Submit" (green), "Save for Later", and "Cancel".

- Once submitted you will get an "Open" or "Revise" box on the second screen which will allow you to go into the system and make the changes to your benefits



- Once elections are made follow the prompts to complete the request
- Print or save your confirmation statement once you have finished your election