

## Documenting Life Events

Life Event Type	Days to Initiate	Required Documentation for Life Events
Birth	45	<p><u>Adding Child's Coverage</u> No documentation required</p> <p><u>Dropping Child's Coverage</u> Proof of new coverage for child</p>
Adoption, Foster Care, Legal Custody	31	<p><u>Adding Child's Coverage</u> Adoption agreement <i>OR</i> court order for foster care/legal custody</p> <p><u>Dropping Child's Coverage</u> Proof of other coverage for the impacted child</p>
Marriage or Domestic Partnership	31	<p><u>Adding Spouse or Domestic Partner's Coverage</u> No documentation required</p> <p><u>Dropping Your Coverage</u> Insurance card or letter from insurance company or spouse or domestic partner's employer stating effective date of insurance</p>

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Legal Separation*  <i>*Available only in states that recognize legal separation</i>	31	Legal separation must state that spouse will be dropped from your coverage and cannot be re-enrolled until open enrollment in the event of reconciliation
Divorce	31	Divorce Decree signed by a judge and proof of loss of coverage, if applicable
Spouse or Domestic Partner Gaining Other Coverage Due to Change in Employment Status	31	Copy of insurance ID card with spouse's new coverage effective date <i>OR</i> other documentation from spouse's employer stating their coverage effective date ( <i>Any form of documentation must have all covered dependents listed</i> )
Spouse or Domestic Partner Losing Other Coverage Due to Change in Employment Status	31	Documentation from spouse or domestic partner's employer stating the termination date of employee and/or dependents <i>OR</i> HIPAA certificate from insurance company stating the termination date for employee and/or dependents <i>OR</i> COBRA notification

**NOTE:** Coverage gain or loss through the Exchange or non-employer coverage is not a qualified Life Event Change.

You must initiate your life event in Workday within 31 days even if you don't have the supporting documentation. The event must be started within 31 days of the gain or loss of coverage.

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