

Life Events

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.

Life Event Type	Days to Initiate	Required Documentation	Effective Date of Coverage Change
Birth	45	<ul style="list-style-type: none"> Adding Child's Coverage: No documentation required Dropping Child's Coverage: Proof of new coverage for child 	Date of event
Adoption, Foster care, Legal Custody	31	<ul style="list-style-type: none"> Adding Child's Coverage: Adoption agreement OR court order for foster care/legal custody Dropping Child's Coverage: Proof of other coverage for the impacted child 	Date of event
Marriage or Domestic Partnership	31	<ul style="list-style-type: none"> Adding Spouse or Domestic Partner's Coverage: No documentation required Dropping Your Coverage: Insurance card or letter from insurance company or spouse or domestic partner's employer stating effective date of insurance 	First of the month on or after event date
Legal Separation (available only in states that recognize legal separation)	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	First of the month on or after event date
Divorce	31	Divorce Decree signed by a judge and proof of loss of coverage, if applicable	Date of event
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 OR other documentation from spouse's employer stating their coverage effective date (Any form of documentation must have all covered dependents listed)	First of the month on or after event date
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 OR HIPAA certificate from insurance company stating the termination date for employee and/or dependents OR COBRA notification	First of the month on or after event date

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