Mid-Year Qualifying Event

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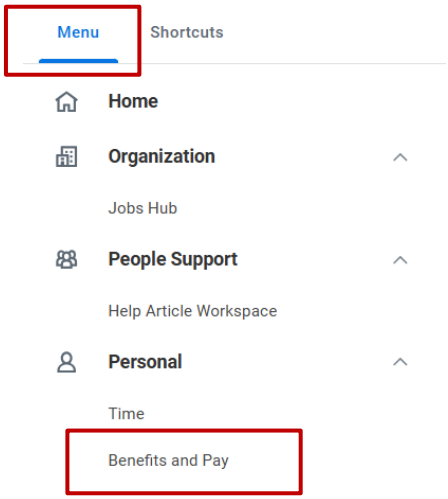
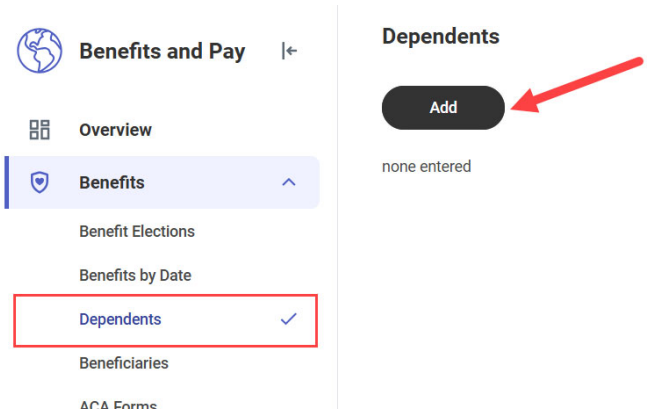
Follow these steps to initiate a mid-year qualifying event for benefits.

1. Select **Menu** and then **Benefits and Pay**.



2. If you are initiating a change due to a **separation, divorce, birth, or marriage**, navigate to your dependents screen. If you are initiating a change for a different reason, skip to step 4.



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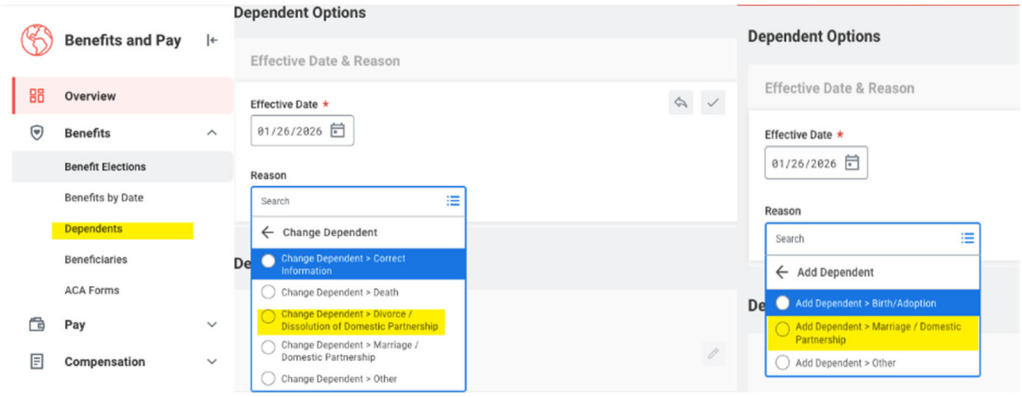
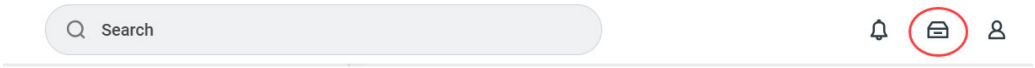
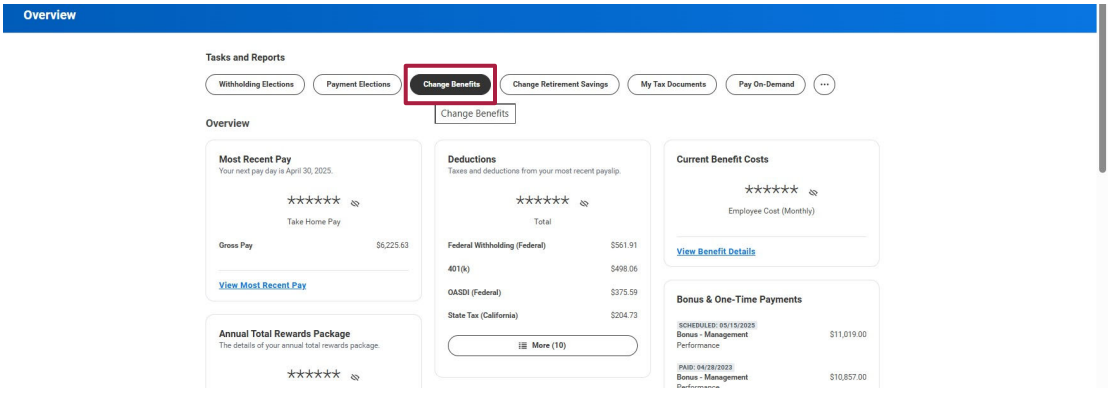
3. From there, you may **change the relationship status** of an existing dependent (Example: spouse to ex-spouse), or you may **add a new dependent** using the appropriate change reason and date of the change (Example: 'Add dependent> birth/adoption').



Once you've updated your dependent, you'll receive a task in your Workday inbox to update your benefits.



4. If you are initiating a change due to any other type of life event, select **Change Benefits**.



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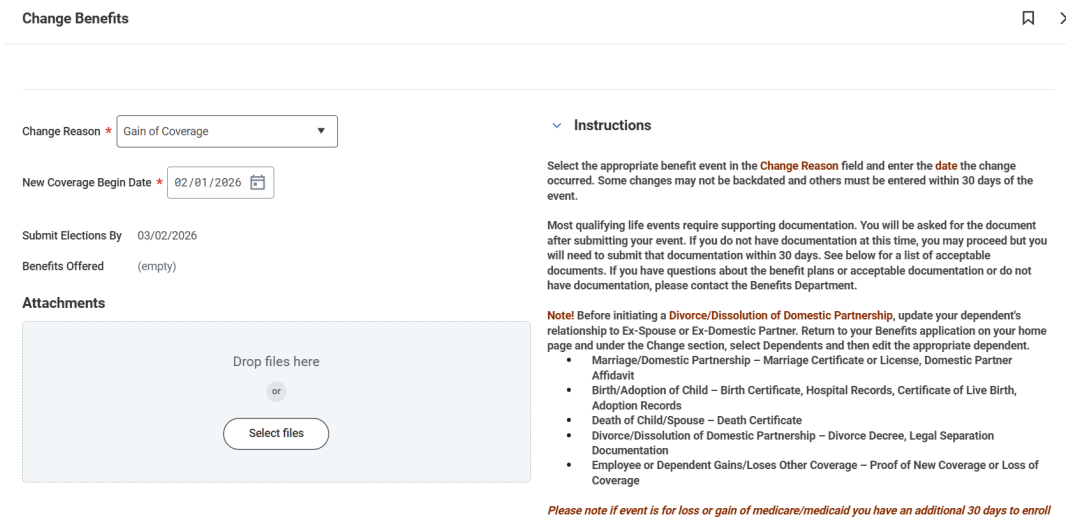
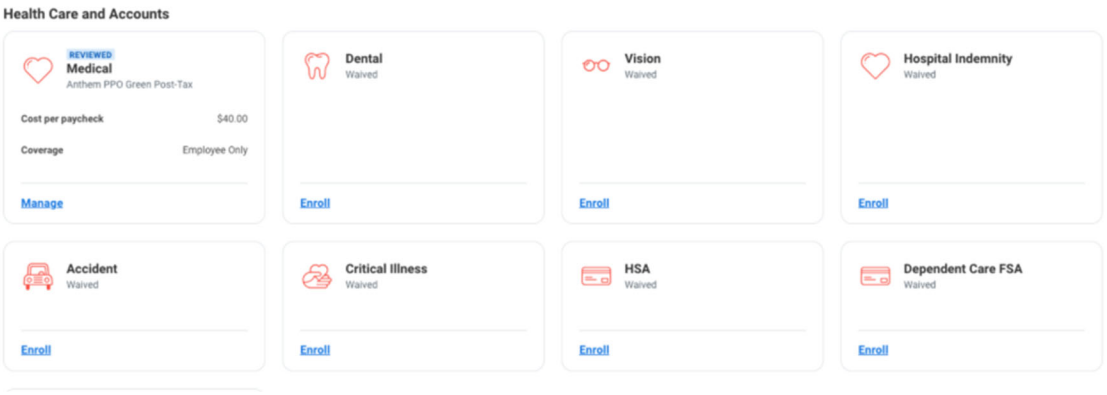
5. From the menu, select the appropriate **Change Reason** and the **Benefit Event Date** (Example: If you gained other insurance coverage on 2/1/2026, you'll select Gain of Coverage and enter 2/1/2026. The deadline will populate automatically. Comments are not required). Click **Submit** to proceed**.**



You may also upload documentation to support your change at this step. Documenation is required for any mid-year qualifying life event to be approved.

6. On the next screen, you'll see a variety of available cards for each type of coverage you are eligible to enroll in or change.



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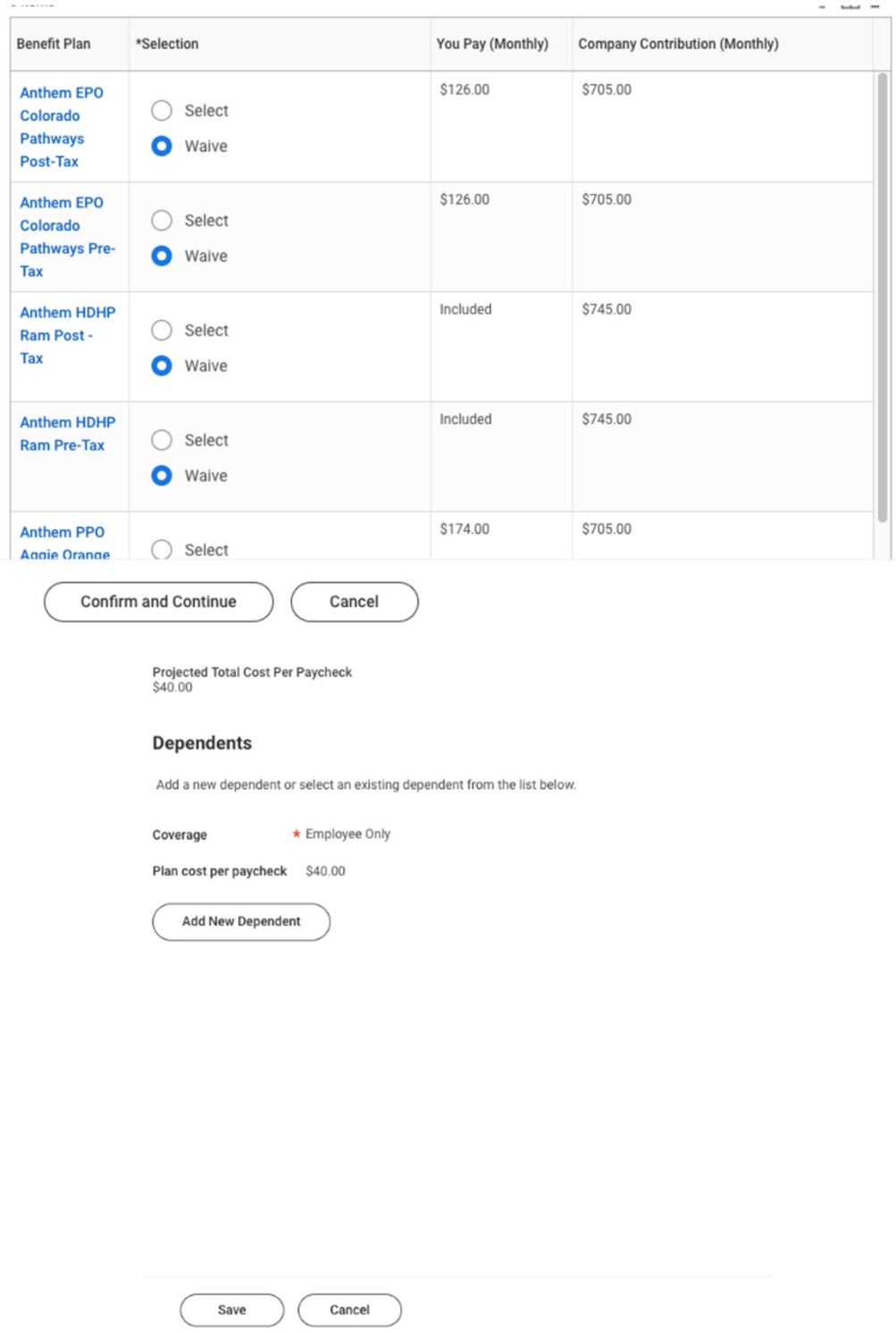
7. Once you've reviewed a specific card, Workday will let you know whether you have **reviewed** (did not make changes) or **updated** (made new elections) to that enrollment. Within each card, you must first select the plan you would like to enroll in and then add any eligible dependents on the following screen.



Benefit Plan	*Selection	You Pay (Monthly)	Company Contribution (Monthly)
Anthem EPO Colorado Pathways Post-Tax	○ Select ● Waive	$126.00	$705.00
Anthem EPO Colorado Pathways Pre-Tax	○ Select ● Waive	$126.00	$705.00
Anthem HDHP Ram Post - Tax	○ Select ● Waive	Included	$745.00
Anthem HDHP Ram Pre-Tax	○ Select ● Waive	Included	$745.00
Anthem PPO Aggie Orange	○ Select	$174.00	$705.00

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8. Once you have finished making your changes, you will need to select **Review and Sign** on the bottom of the page.

9. The next screen will show you an enrollment summary. It will also provide a link for you to upload the required documentation for your event. Documentation must be submitted within **30 days** of your event date.

You must select **I Accept** and **Submit** to finalize your changes.

Once submitted, your changes and documentation will be reviewed by the Benefits Team for approval.