Add Beneficiaries in Workday

Step 1: Log in to Workday located in Aloha.

Step 2: Under “All About Me,” click on the Benefits icon.

Step 3: Click Benefits in the Change column.

Step 4: Click Add at the top left corner of the screen.
**Step 5:** Select one of the options.

**Add Beneficiary**

- Existing Dependent or Emergency Contact
- New Person as Beneficiary
- New Trust as Beneficiary

**Step 6:** Enter your beneficiary’s general information, Legal Name, Contact Information and National ID. (Fill in all the * red asterisks).

Don’t forget to add the Social Security Number by clicking the in the left-hand column.