Retiree Benefits Partner can change benefits of a retiree if necessary.

CHANGE BENEFITS FOR RETIREES WITH LIFE EVENTS

Retirees that have life events (i.e., birth, death, marriage, divorce, etc.) will need to have their benefits updated in Workday.

From the home page:
1. Enter the retiree's name in the search field.
2. Click on Actions under the retiree's name.
3. Click on Benefits > Change Benefits.
4. Select Pension Contribution Change (this would be for Pension Plan enrollment; the other ones would say either select 401(a) Contribution Change, select DCP Pre-Tax 457(b) Contribution Change, or select DCP Roth 457(b) Contribution Change)

5. The Other forms would be:
   - 401 (a) Contribution Change
   - Pre-Tax 457 (b) Contribution Change
   - Roth 457 (b) Contribution Change

6. Enter Benefit Event Date (This is the date where deduction should begin)

Note: submit elections box is not relevant for retirement plan elections since our members are not making the elections themselves in Workday
7. Click on Open to enter the Benefit Elections
8. Click on Let's Get Started
9. Click on Enroll for Pension
10. Select the appropriate Pension Plan (or 401(a)/DCP Plan)

   **Note:** Retiree Partners can enroll members in plans they have been granted security access to enroll a member in the respective retirement plan. If a retiree should be enrolled in a DCP Plan, please refer to the plans listed below:

   DCP Plans:
   - Enroll in Pre-Tax 457 (b) **OR**
   - Enroll in Roth 457 (b)

11. Input the Percentage (or Contribution Amount for DCP/457(b) plans)
12. Click Review and sign
13. Click submit

**STILL HAVE QUESTIONS ABOUT WORKDAY**
For additional support and questions about Workday please email Workday.Baltimorecity.gov.