

When can I make changes to my enrollment?

Each year during the annual Open Enrollment period, usually in early November, you may change benefit elections, to be effective the following January 1. At any other time, a change may be made within 31 calendar days of a qualifying event. Examples of a qualifying event include Birth, Adoption, Change in Marital Status, Death of Spouse or Dependent, Change in Spouse Employment that results in a gain or loss of coverage, You or a Dependent turn age 26. Required documentation will be requested such as proof of new coverage, proof of loss of coverage, and dependent verification documents. Your elections will be sent for approval, and you will receive an email once they have been processed.

If I have a qualifying event, how do I get enrolled, change, or terminate my coverage?

- In your Workday apps, click on “Benefits and Pay”
- Then, click “Change Benefits”
- Under Change Reason, select the qualifying event
- Enter the event date, upload your documentation (such as birth record, coverage change documents, etc.) and click submit
- A window will appear, click Open then “Let’s Get Started”
- You will then be taken to the enrollment screen

Enrollment changes based upon a qualifying event must occur within 31 calendar days of that event and changes become effective on the first of the month following the event. Required documentation will be requested such as proof of new coverage, proof of loss of coverage, and dependent verification documents.

I am getting married soon. Can I add my spouse and/or stepchild(ren) to my coverage or do I have to wait until there is an Open Enrollment period?

Enrollment changes based on marriage must occur within 31 calendar days of that event. Follow the instructions above to launch an enrollment event in Workday. A copy of the marriage certificate and birth certificates for any enrolled stepchild(ren) will be required. Your elections will be sent for approval, and you will receive an email once they have been processed.

I am expecting a baby. When should I add my baby?

Enrollment changes based on the birth of a baby must occur within 31 calendar days of that event. For example, if your child is born on May 6, the completed information must be submitted by June 6. Follow the instructions above to launch an enrollment event in Workday. A copy of the birth letter from the hospital is considered sufficient documentation until the Birth Certificate is available. The effective date of coverage will be the first of the month following the date of birth. Your elections will be sent for approval, and you will receive an email in your Workday inbox once they have been processed.

My dependent is losing his/her current coverage and will no longer have insurance. When can I add them to my insurance?

Enrollment changes based on loss of coverage for you, your spouse, or dependent child(ren) must occur within 31 calendar days of that event. Follow the instructions above to launch an enrollment event in Workday. Proof of loss of coverage will be required. Your elections will be sent for approval, and you will receive an email once they have been processed.

Can I remove a dependent from my insurance?

Removing a dependent outside of annual Open Enrollment must be due to a qualifying event. Follow the instructions above to launch an enrollment event in Workday. Required documentation will be requested, such as proof of new coverage, proof of loss of coverage, and dependent verification documents. Your elections will be sent for approval, and you will receive an email once they have been processed.

Are there pre-existing condition limitations if I change health plans?

Pre-existing condition limitations no longer apply. Any condition for which you are receiving treatment prior to your coverage change will be covered immediately by your new plan.

How do I change my address on file?

Log into your Workday portal and click on "Personal Information." From here, you can edit your personal information. If you have issues, Contact TCCS Business Systems Unit Help Desk at workday.help@claremont.edu.

If I have a name change, how do I correct my name?

If you legally change your name because of marriage, divorce, court order or any other reason, you must tell Social Security so you can get a corrected Social Security card. Once you have a corrected Social Security card, you may submit a copy of the new SSN card to Human Resources.

What if I have a status change from full-time to part-time or part-time to full-time?

Eligibility rules change per institution, please contact your HR team. Please refer to Page 6 of the [Benefits Guide](#) for details.

If I transfer between departments or to another institution, what happens to my benefits?

The benefit plans cover employees who work for all institutions within TCC. If you terminate from one institution and are hired at a different institution during the plan year, your benefit coverage will generally remain the same. You will not be permitted to select a different level of coverage.