

Birth of a Child or Adoption Life Event

*Please remember all changes must be made within 31 days of the date of birth or adoption, and will require supporting documentation.

How to Make Changes:

1. Log in to Workday through Okta
2. Click the Benefits button
3. Click Benefits under the Change column
4. Choose Birth/Adoption of Child
5. Enter the Benefit Event Date (date of birth or adoption)
6. Attach documentation (birth certificate or adoption certificate) by clicking the plus sign under Attachments
7. Click Submit
8. The "Up Next" window will open, click Open
9. Choose your elections
10. You can add the dependent by clicking the open box under Enroll Dependents
11. Click Add My Dependent From Enrollment
12. Choose if you'd like them to also be a beneficiary
13. Enter your new dependent's info, including SSN
14. Click Continue through to the last step
15. Click the "I Agree" box
16. Click Submit
17. Print or Click Done

Supporting Documentation:

For this life event, you need to submit copies of all pertinent paperwork regarding the birth within 31 days of the date of birth or adoption. You can attach this directly in Workday.

Please email benefits@maxar.com or call 303-684-4088 with any questions.