

Florida Tech Workday Job Aid

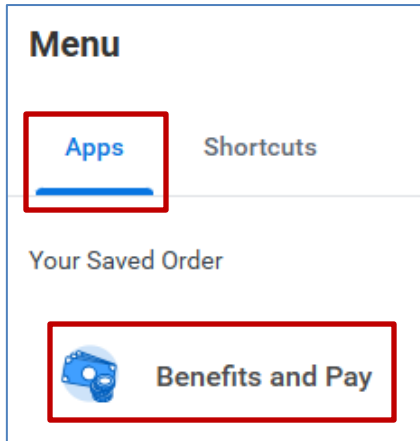
Benefits- Edit Dependent Information

Overview

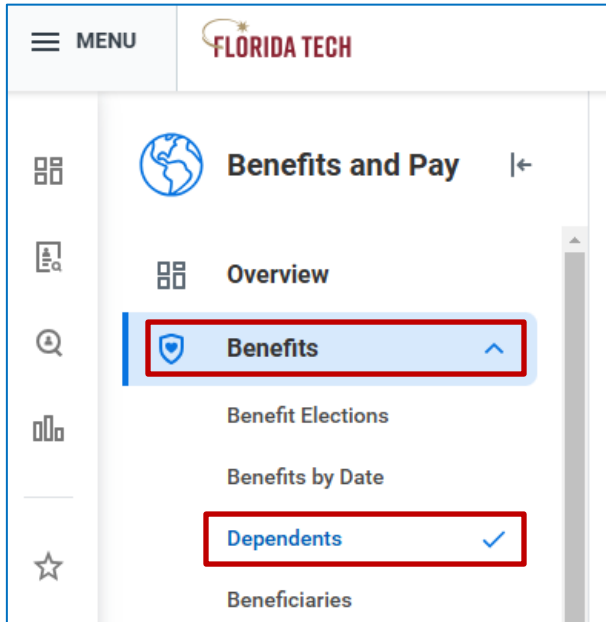
You can edit dependent personal information such as address, phone number, legal name, etc. This process is **not** to add or remove dependents from benefit plans; see Benefits – Life Event Change Benefit job aid.

Steps

1. Navigate to the **Menu** at the top left corner next to the Florida Tech logo.
2. Select **Apps > Benefits and Pay**



3. Expand the **Benefits section** to select **Dependents**.



4. Click the **Edit** button to the right of your dependent's information.
5. The edit screen will open. Effective date and reason are required. Today's date should be used for the effective date.
6. Click **Submit** to save any changes made.

IMPORTANT: Editing the Relationship box in this process does not add or remove a dependent from your benefits. You must follow the Benefits – Life Event Change Benefit job aid to add or remove a dependent. Example editing a Spouse to an Ex-Spouse.