

**Administrative Services**

2147-TAMU  
College Station, TX 77843-2147  
Tel. 979-845-2423



## **ADD A NEWBORN WITHIN 30 DAYS**

**Beginning on September 1, 2022, the new deadline to add a newborn is 30 days from the birth date. This rule is strictly enforced by the System Benefits Administration Office.**

### **STEP 1**

Upload the **VERIFICATION OF BIRTH FACTS** form that the hospital prepares for the birth certificate to your SSO/HRConnect Legacy account.

[Document Upload \(tamus.edu\)](https://tamus.edu)

**A Benefit Partner will send the correct Benefit Event to your Workday inbox once you upload the document.**

### **STEP 2**

**Add dependent information in Workday.**

- ✓ Log in to Workday
- ✓ In the SEARCH box, type “dependents”
- ✓ Select “**Dependents Report**”
- ✓ Select **ADD** to add the required dependent information:
  - Current date
  - Reason: BIRTH
  - Legal Name
  - Gender
  - Date of birth
  - Relationship
  - **National ID (SSN)**-enter SSN or add comment if pending receipt
  - Click **Submit**

**\*Note – this does not automatically add them to coverage. You must complete steps 3 & 4.**

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Go to your Workday inbox

Click the **Submit** button on the Workday Task about uploading document.

### **STEP 3**

Go to your Workday inbox to the **Benefit Change/ Birth task**

- ✓ Follow the steps to the Main page.
- ✓ Select **Manage** under the coverage.
- ✓ Click **Confirm & Continue**.
- ✓ Put a check mark by the baby's name.
- ✓ Click **SAVE**
- ✓ **Review** your final page before you **click Submit**.
- ✓ Make sure all other tasks in your inbox are submitted.

### **STEP 4**

Email the **Birth Certificate** to [agrilifebenefits@ag.tamu.edu](mailto:agrilifebenefits@ag.tamu.edu) as soon as you can pick it up from the county clerk's office.

The auditors only allow 30 days to do this, or the coverage will be cancelled.