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)

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.
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** 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.