

Change Beneficiaries

Purpose

This document explains how to designate or change beneficiaries for Basic Life Insurance, Supplemental Life Insurance, and/or Personal Accident Insurance.

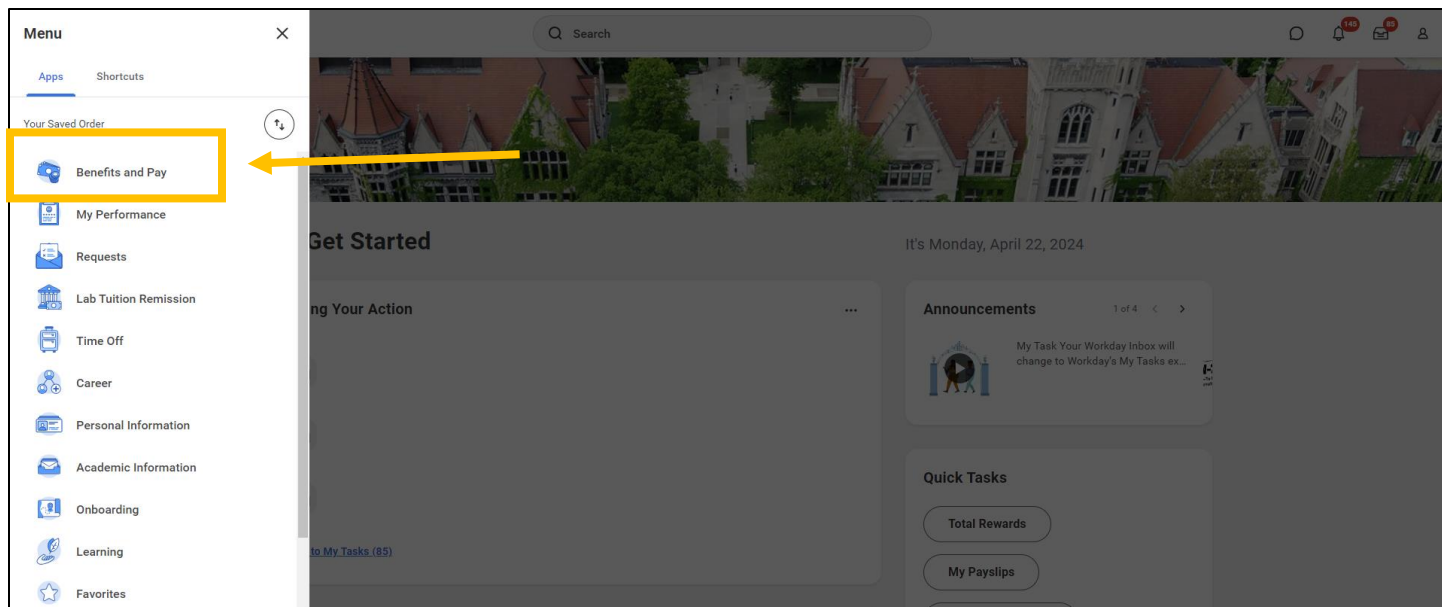
To designate or change beneficiaries for Retirement plans, log into your [TIAA account](#).

Steps to Change Beneficiaries

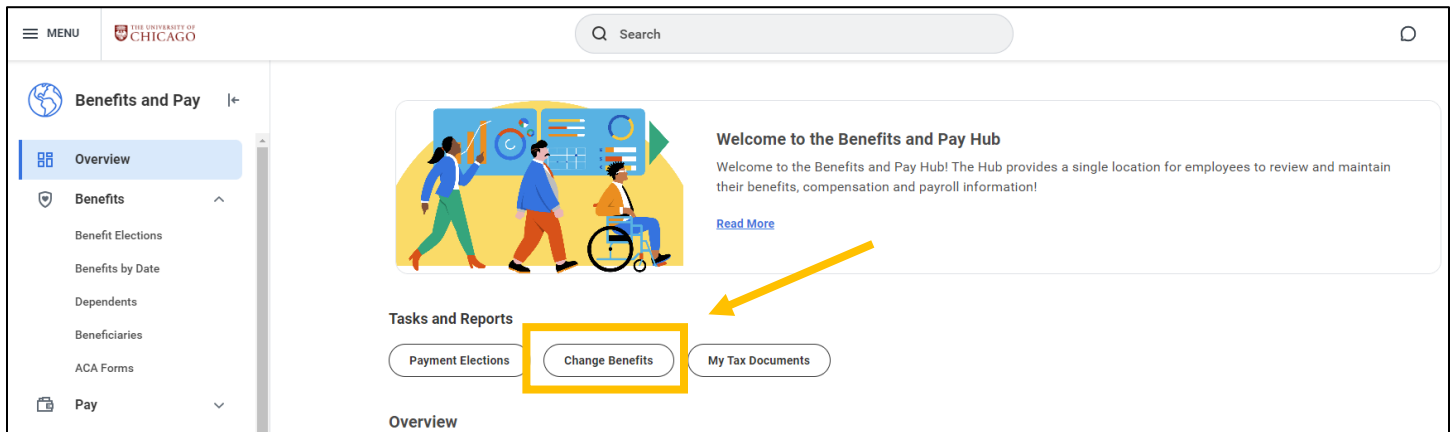
1. Log in to [Workday](#) using your CNet ID and Password.
2. From the Home page, click **Menu** at the top left of the screen. Click **Benefits and Pay**.

Keep in Mind

- You have 7 days to complete your beneficiary change. After 7 days, you will need to re-initiate the event.
- If you are modifying your beneficiaries or dependents, you must provide Social Security Numbers, Dates of Birth, and Addresses for those individuals.



- From the Overview page, click the Change Benefits button under Tasks and Reports.

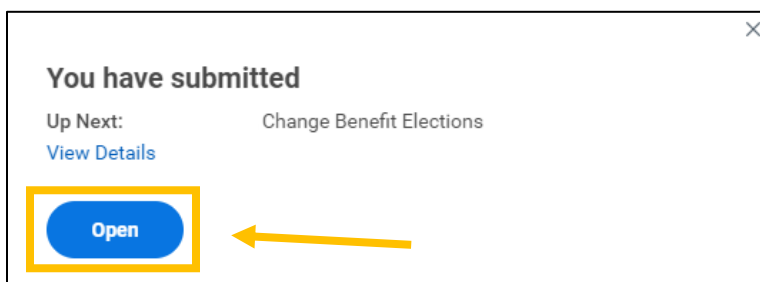


- From the **Change Reason** dropdown menu, choose **Beneficiary Change**.
- Enter today's date or a date in the future as the **Effective Date of Change** by typing in the prompt box or using the calendar icon.

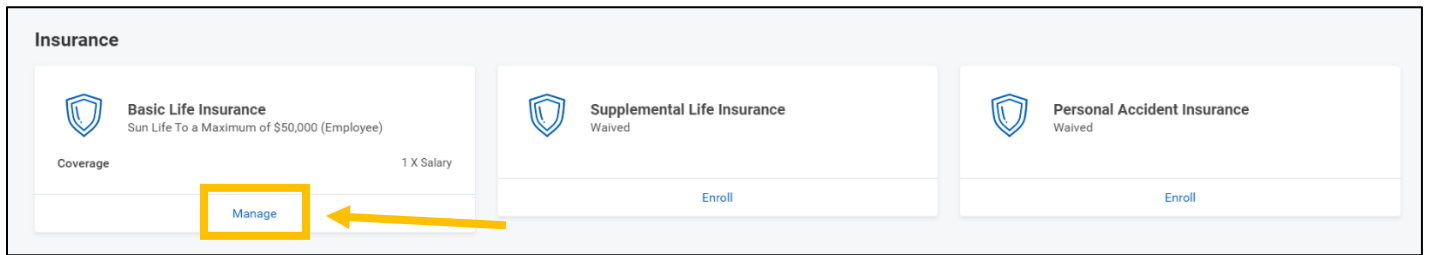
The 'Change Benefits' form is displayed. The 'Change Reason' dropdown is set to 'Beneficiary Change'. The 'Effective Date of Change' is set to 08/26/2021, with a calendar icon next to it. A calendar for August 2021 is shown, with the 26th selected. The 'Submit Elections By' date is 09/01/2021. The 'Benefits Offered' section lists Basic Life Insurance, Personal Accident Insurance, and Supplemental Life Insurance.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- Click the **Submit** button.
- You will see a pop-up with the next task to complete. Click **Open**.



8. On the next screen, click the **Let's Get Started** button.
9. To change or designate beneficiaries, click **Manage** on the appropriate plan card.



10. The Insurance Plan will be selected with no option to waive. Click the **Confirm and Continue** button at the bottom of the screen.
11. Use the Plus (+) radio button under Beneficiaries to add one or more beneficiary persons or trusts.
 - a. If you already created Beneficiary Persons or Trusts, or checked the **Use as Beneficiary** box when creating your dependent(s), they will be available to select. Otherwise, use Add New Beneficiary or Trust to create a new beneficiary person or trust.

The screenshot shows the 'Basic Life Insurance - Sun Life To a Maximum of \$50,000 (Employee)' page. It includes a 'Projected Total Cost (Monthly)' of \$300.39. The 'Coverage' section shows 'Calculated Coverage' of \$50,000.00 and 'Coverage' of '1 X Salary'. The 'Beneficiaries' section has a heading and a subtext: 'Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.' Below this is a list of options: 'Existing Beneficiary Persons', 'Existing Trusts', 'Add New Beneficiary or Trust', and 'Search'. A yellow box highlights the plus (+) button next to 'Add New Beneficiary or Trust'. To the right of the list is a 'Percentage' field with a value of 0.

- b. For each new beneficiary person, you must enter a first & last name, relationship to you, and an address. To enter an address, click on the Contact Information tab.

Add New Beneficiary or Trust

...

Relationship *

Use as Beneficiary



Date of Birth

MM/DD/YYYY



Age

(empty)

Gender

Allow Duplicate Name

☐

Legal Name

Contact Information

National IDs

Additional Government IDs

Other IDs

Country *

x United States of America



Prefix

First Name *

Middle Name

Last Name *

Suffix

Legal Name

Contact Information

National IDs

Additional Government IDs

Other IDs

Phone

Add

Address

Add

Email

Add

Instant Messenger

OK

Cancel

- c. You may add as many beneficiary persons or trusts as you wish, but the sum of Percentages must be equal to 100% for both Primary and Secondary Beneficiaries.

Basic Life Insurance - Sun Life To a Maximum of \$50,000 (Employee)

Projected Total Cost (Monthly)
\$305.13

Coverage

Calculated Coverage \$50,000.00
Coverage 1 X Salary

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

Beneficiary	Percentage
× Beneficiary Person 1 ...	100

Secondary Beneficiaries 3 items

Beneficiary	Percentage
× Beneficiary Person 2 ...	33
× Beneficiary Person 3 ...	33
× Beneficiary Person 4 ...	34

Save

Cancel

12. Click **Save**.

13. Once you have made all your beneficiary designations, click the **Review and Sign** button.

14. Review the Selected Benefits with your new list of beneficiaries.

15. Scroll down to the bottom of the page. Read the Electronic Signature and click the **I Accept** checkbox.

16. Click **Submit**.

Electronic Signature

I hereby apply for participation in the University of Chicago's benefits plan(s) for those benefits for which I am or may become eligible under the terms and conditions of said plan and any present or future amendments thereto, and subject to acceptance of my enrollment.

By selecting the I AGREE button, you certify that:

- You authorize the University of Chicago to deduct from your earnings the required contributions, if any, toward the cost of the plan(s); and
- You cannot change any of your elections for medical, dental, vision, or health and/or dependent care flexible spending accounts until the next open enrollment period, unless you have a qualified life event. Proof of the life event is required and must be submitted within 31 days of the life event effective date.

I Accept ☒

Submit

Save for Later

Cancel



17. Click the **View Benefits Statement** button to print your beneficiary change for your records.
 - a. You will be able to view your updated beneficiary designations on your Workday profile once the effective date has passed.