

<i>Benefit Event</i>	<i>When to use</i>	<i>Benefits Affected</i>	<i>Benefit screens</i>	<i>Form to use/Instructions</i>	<i>Additional documentation required</i>
<b>Birth/adoption of child</b>	Use this benefit event if you are adding a new child as a dependent on your health and dental plans.	Extended Heath Care Dental	1. Health Care Elections - add dependent to applicable extended health and dental plans 2. Review and accept	<a href="#">Birth/adoption of child user guide</a>	None
<b>Add Student Dependent</b>	Use this benefit event to add your child back onto your benefit plan if they have turned 21 and have been removed.	Extended Health Care Dental	1. Health Care Elections - add dependent to applicable extended health and dental plans 2. Review and accept	<a href="#">Overage dependent set up user guide</a>	None
<b>Marriage/Common Law</b>	Use this benefit event to add your new spouse as a dependent, as well as update beneficiaries.	Extended Heath Care Dental Life Insurance - Option to update life insurance amounts and update beneficiary Pension - option to update beneficiary	1. Health Care Elections - add dependent to applicable extended health and dental plans 2. Insurance plan - can update insurance plans (if increasing, will require evidence of insurability to be sent to Sun Life) or leave as is 3. Pension plan (review only) 4. Beneficiary Designations - can update beneficiaries for life insurance and pension 5. Review and Electronic Signature - triggers forms to be sent via Workday inbox (see Additional documentation required column)	<a href="#">Add a spouse for marriage or common law user guide</a>	1.Life Insurance Beneficiary Form (only required if changes made)  2.Pension Beneficiary Form (only required if changes made)  3.Declaration of Marital Status (required)  All Workday inbox items must be submitted to finalize this Benefit event, even if no beneficiary changes were made.
<b>Divorce/Dissolution of Common Law Partnership</b>	Use this benefit event to remove your ex-spouse as a dependent, as well as update beneficiaries.	Extended Heath Care Dental Life Insurance - Option to update life insurance amounts and update beneficiary Pension - option to update beneficiary	1. Health Care Elections - remove dependent from applicable extended health and dental plans 2. Insurance plan - can update insurance plans (if increasing, will require evidence of insurability to be sent to Sun Life) or leave as is 3. Pension plan (review only) 4. Beneficiary Designations - can update beneficiaries for life insurance and pension 5. Review and Electronic Signature - triggers forms to be sent via Workday inbox (see Additional documentation required column)	<a href="#">Remove an ex-spouse for Divorce/Dissolution of Common-law Partnership user guide</a>	1.Life Insurance Beneficiary Form (only required if changes made)  2.Pension Beneficiary Form (only required if changes made)  3.Declaration of Marital Status (required)  All Workday inbox items must be submitted to finalize this Benefit event, even if no beneficiary changes were made.

<b>Death of a Dependent</b>	Use this benefit event to remove a dependent, as well as update beneficiaries.	Extended Heath Care Dental Life Insurance - option to update life insurance amounts and update beneficiary Pension - option to update beneficiary	1. Health Care Elections - remove dependent from applicable extended health and dental plans 2. Insurance plan - can update insurance plans (if increasing, will require evidence of insurability to be sent to Sun Life) or leave as is 3. Pension plan (review only) 4. Beneficiary Designations - can update beneficiaries for life insurance and pension 5. Review and Electronic Signature - triggers forms to be sent via Workday inbox (see Additional documentation required column)	<a href="#">Enroll or Update Benefit Elections user guide</a>	1.Life Insurance Beneficiary Form (only required if changes made)  2.Pension Beneficiary Form (only required if changes made)  3.Declaration of Marital Status (required if spouse)  All Workday inbox items must be submitted to finalize this Benefit event, even if no beneficiary changes were made.
<b>Beneficiary Change</b>	Use this benefit event to update your life insurance and/or pension beneficiaries.	Life Insurance - option to update beneficiary Pension - option to update beneficiary	1. Insurance plan (review only) 2. Pension plan (review only) 3. Beneficiary Designations - ability to update beneficiaries for life insurance and pension 5. Review and Electronic Signature - triggers forms to be sent via Workday inbox (see Additional documentation required column)	<a href="#">Beneficiary Change user guide</a>	1.Life Insurance Beneficiary Form (only required if changes made)  2.Pension Beneficiary Form (only required if changes made)  All Workday inbox items must be submitted to finalize this Benefit event, even if no beneficiary changes were made on a specific plan.
<b>Elect or Change Life Insurance</b>	Use this benefit event to increase or decrease the amount of life insurance coverage.	Life Insurance - option to update life insurance amounts and update life insurance beneficiaries	1.Insurance plan - update insurance amounts (if increasing, will require evidence of insurability to be sent to Sun Life) 2. Beneficiary Designations - ability to update beneficiaries for life insurance 3. Review and Electronic Signature - triggers forms to be sent via Workday inbox (see Additional documentation required column)	<a href="#">Change life insurance Elections user guide</a>	1.Life Insurance Beneficiary Form (only required if changes made)  2. Evidence of Insurability (if increased life insurance - to be sent to Sun Life)  All Workday inbox items must be submitted to finalize this Benefit event, even if no beneficiary changes were made on a specific plan.
<b>Pension Enrollment</b>	Use this benefit event to enroll in the Pension plan if eligible and membership was previously waived.	Pension - option to opt in to the pension plan and update pension beneficiaries	1. Pension plan (opt in) 2. Beneficiary Designation - ability to update beneficiaries for the pension plan 3. Review and Electronic Signature - triggers forms to be sent via Workday inbox (see Additional documentation required column)	<a href="#">Pension enrollment user guide</a>	1.Pension Beneficiary Form  All Workday inbox items must be submitted to finalize this Benefit event.