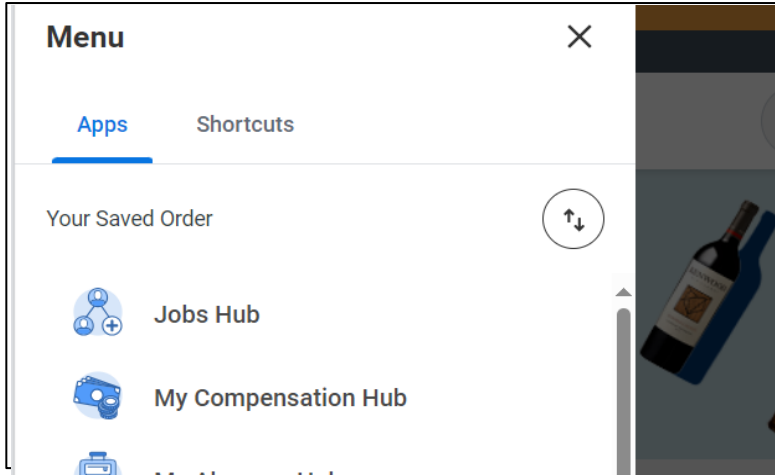
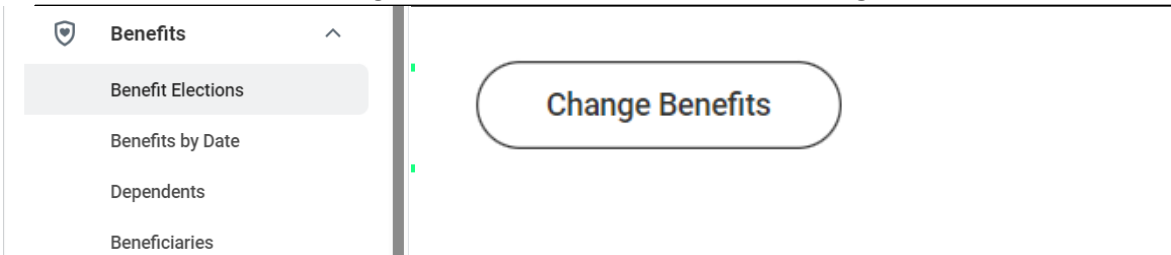


Adding a Beneficiary in Workday

1. Log into [Workday](#)
2. Choose the **My Compensation Hub** from your menu on the homescreen.



3. Under the “Benefits” heading, select “**Benefits Elections**” then **Change Benefits**

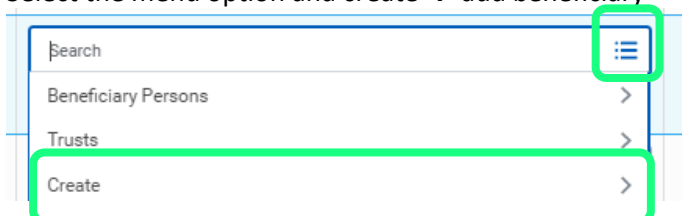


4. From the Benefit Event Type Drop Down select: **Add / Change Beneficiary**
5. Benefit Event date: **enter today’s date**
6. Click **Submit**
7. Click **Open**
8. You will have the option to review your life insurance elections, click “**Continue**”
9. To add a beneficiary:

- a. Click the plus sign next to the plan you would like to associate them with

Beneficiary Designations 1 item			
Benefit Plan	Requires Beneficiary	*Beneficiary	
Basic Life - Canada Salaried (Employee)	<input checked="" type="checkbox"/>	+	

- b. Select the menu option and create → add beneficiary





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- c. Complete the following information:
 - i. Relationship
 - ii. First & Last Name
 - iii. Under contact information, add an address or phone number
 - iv. Click OK
- d. Repeat this step for each beneficiary you would like to add
- e. Designate each beneficiary as either a primary or contingent beneficiary
- f. Allocate a percentage (if you have multiple primary beneficiaries, the total of all percentages combined must equal 100)
- g. Continue for additional coverages if required
- h. When complete, click **Continue**
- i. Review and select "**I Agree**" as your electronic signature
- j. Hit **Submit**
- k. If you are taken to a confirmation page your changes have been processed
- l. You can select **PRINT** to download a copy of your election for your records