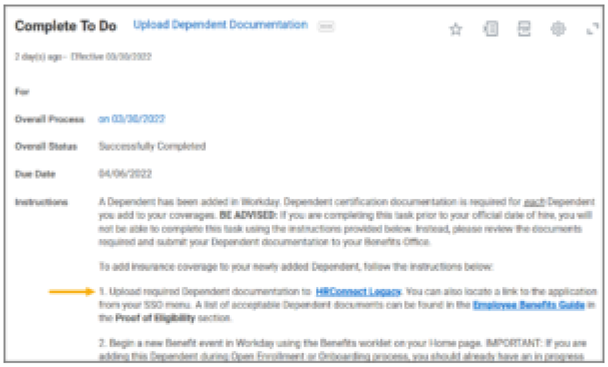
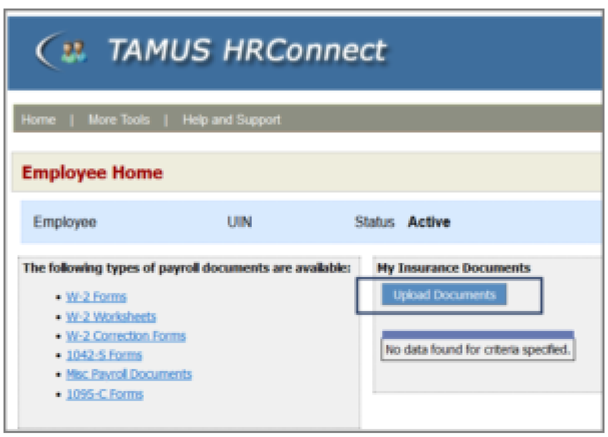
To Do: Upload Dependent Documentation

After submitting your new Dependent information in Workday, you will receive a To Do asking for supporting documentation to be uploaded into the **HRConnect system**. Search for the 'To Do' task in your Workday inbox and select the link provided in the To Do.



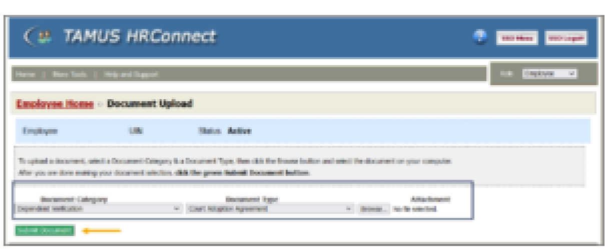
Click image to enlarge.

1. Select **Upload Documents**



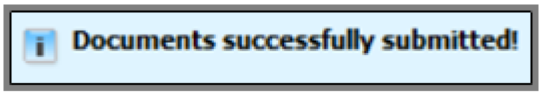
Click image to enlarge.

2. Select the **Document Category**, **Document Type** and upload the supporting documentation for the Dependent by selecting the **Browse** button.
3. Select **Submit Document** after attaching the document.

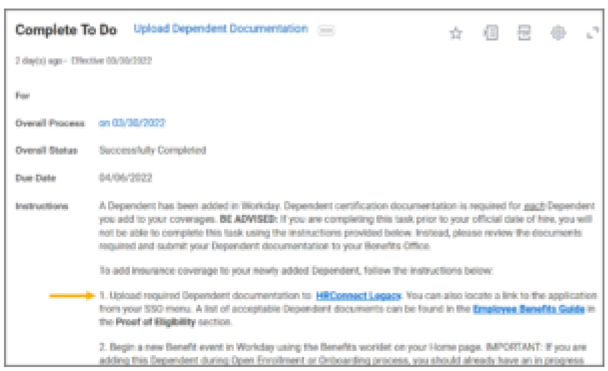


Click image to enlarge.

4. Select the **Submit For Approval** button after uploading the necessary documentation. Once you have uploaded the document, you will see a message display that the documents were submitted successfully.



5. Return to your Workday screen using the tabs at the top of your browser's screen.
6. Select **Submit** at the bottom of the **Upload Dependent Documentation** To Do after you have uploaded your documents on HRConnect**.**



Click image to enlarge.

IMPORTANT: You will need to repeat the processes on this page for ***each*** Dependent.

Your Benefits Partner will receive a To Do to review the Dependent documents you uploaded into HRConnect.