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.

1. Select **Upload Documents**

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.
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.

![Documents successfully submitted!]

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.

**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.