Adding Dependents, Beneficiaries, and Emergency Contacts

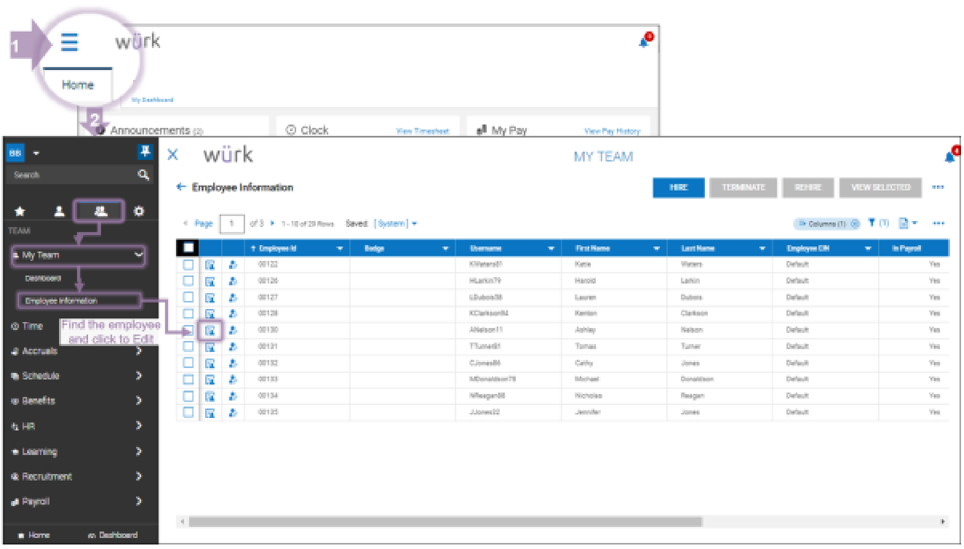
Last Modified on 10/08/2021 3:33 pm EDT

These instructions guide you in adding a dependent,
beneficiary, or
emergency contact (such as a spouse or child) to an employee's profile in Wurk, on systems upgraded to the latest release. This enables you to add these individuals to the employee's benefit plan as appropriate. You will typically do this when an employee has a
Life Event, such as a birth, death, marriage, or divorce. Your Admin Settings for how the employee can log such events in Wurk may automate this process. For details, contact your Administrator.

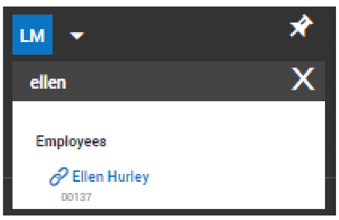
Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

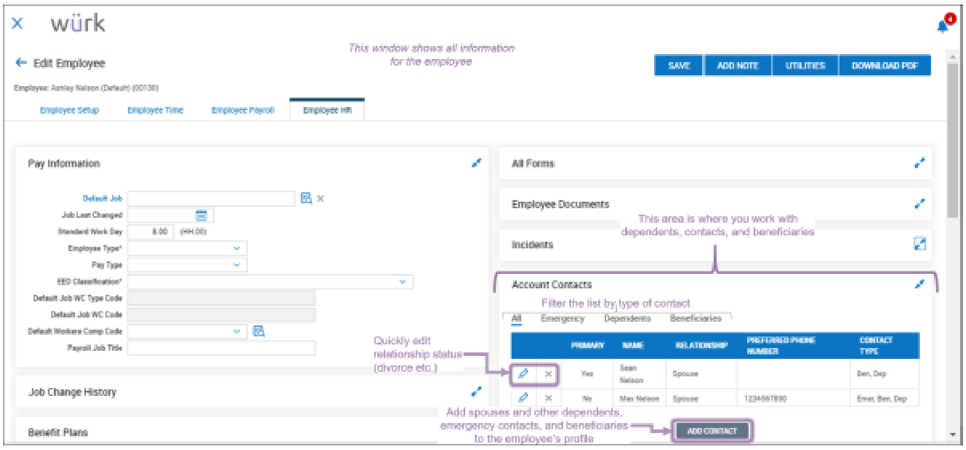
1. From the Main Menu, click Team>My Team>Employee Information and click the Employee Information icon next to the employee to whom you want add the dependent, beneficiary, or emergency contact.



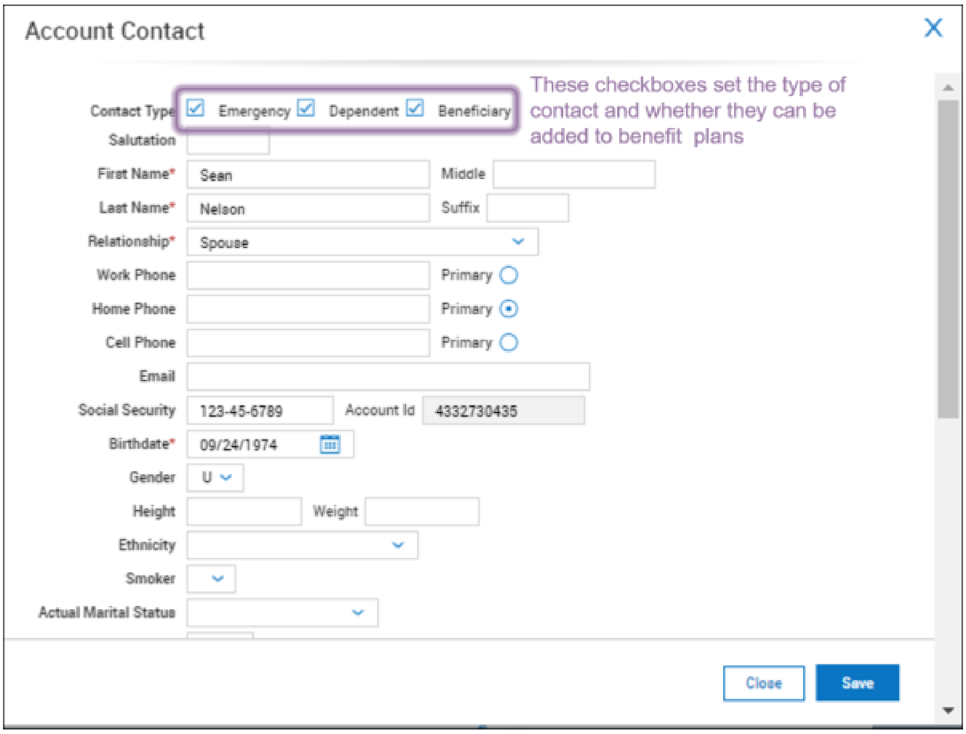
To quickly navigate to an employee record, you can search for them by name in the Search field at the top of the main menu.



2. On the screen that follows, you can work with existing dependents/beneficiaries and add new ones.



3. Click
ADD CONTACT to add a new contact, or the pencil icon next to an existing one to work with their settings, such as setting an emergency contact.



4. Click SAVE to finish.