

Adding Dependents, Beneficiaries, and Emergency Contacts

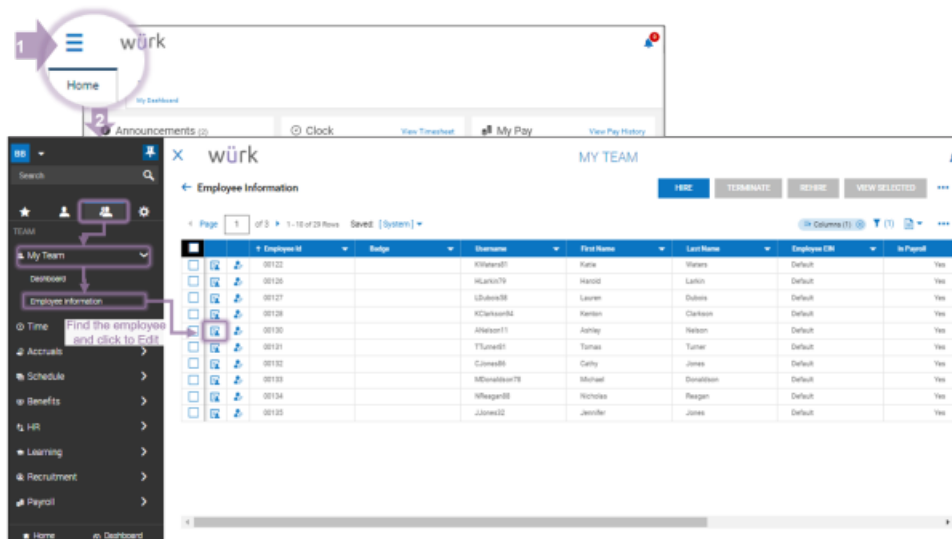
Last Modified on 10/08/2021 3:33 pm EDT

These instructions guide you in adding a dependent, beneficiary, or emergency contact (such as a spouse or child) to an employee's profile in Würk, 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 Würk may automate this process. For details, contact your Administrator.

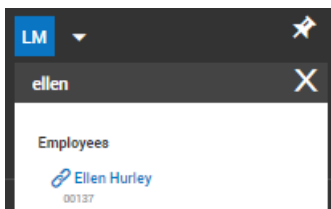
Menu items and on-screen options may vary depending on your configuration and Security Profile.

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.

würk

This window shows all information for the employee

← Edit Employee SAVE ADD NOTE UTILITIES DOWNLOAD PDF

Employee: Ashley Nelson (Default) (00130)

Employee Setup Employee Time Employee Payroll **Employee HR**

Pay Information

Default Job [X]
 Job Last Changed [X]
 Standard Work Day 8.00 (HH:00)
 Employee Type* [v]
 Pay Type [v]
 EEO Classification* [v]
 Default Job WC Type Code [X]
 Default Job WC Code [X]
 Default Workers Comp Code [v]
 Payroll Job Title [X]

Job Change History

Benefit Plans

All Forms

Employee Documents

This area is where you work with dependents, contacts, and beneficiaries

Incidents

Account Contacts

Filter the list by type of contact
 All Emergency Dependents Beneficiaries

PRIMARY	NAME	RELATIONSHIP	PREFERRED PHONE NUMBER	CONTACT TYPE
<input checked="" type="checkbox"/>	Sean Nelson	Spouse		Ben. Dep
<input checked="" type="checkbox"/>	Max Nelson	Spouse	1234567890	Emer. Ben. Dep

Quickly edit relationship status (divorce etc.)

Add spouses and other dependents, emergency contacts, and beneficiaries to the employee's profile ADD CONTACT

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.

Account Contact

Contact Type Emergency Dependent Beneficiary

Salutation [v]

First Name* Sean Middle [v]

Last Name* Nelson Suffix [v]

Relationship* Spouse [v]

Work Phone [v] Primary

Home Phone [v] Primary

Cell Phone [v] Primary

Email [v]

Social Security 123-45-6789 Account Id 4332730435

Birthdate* 09/24/1974 [v]

Gender U [v]

Height [v] Weight [v]

Ethnicity [v]

Smoker [v]

Actual Marital Status [v]

These checkboxes set the type of contact and whether they can be added to benefit plans

Close Save

4. Click SAVE to finish.