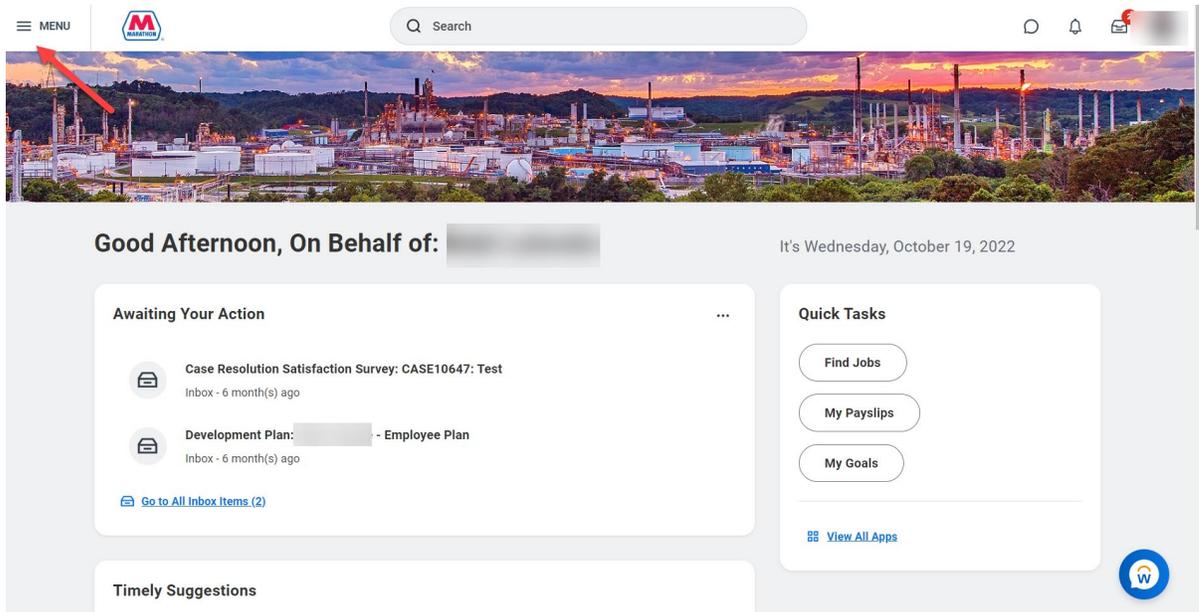




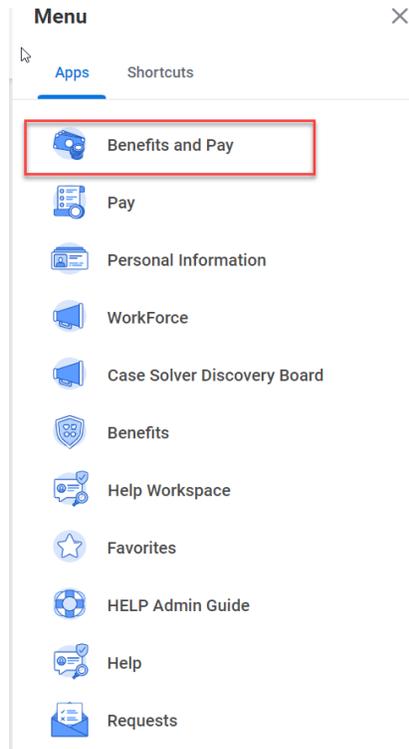
This guide provides guidance to employees who need to make changes to their benefits in Workday due to a divorce or termination of domestic partner relationship.

1. From your home screen, select **Menu**.

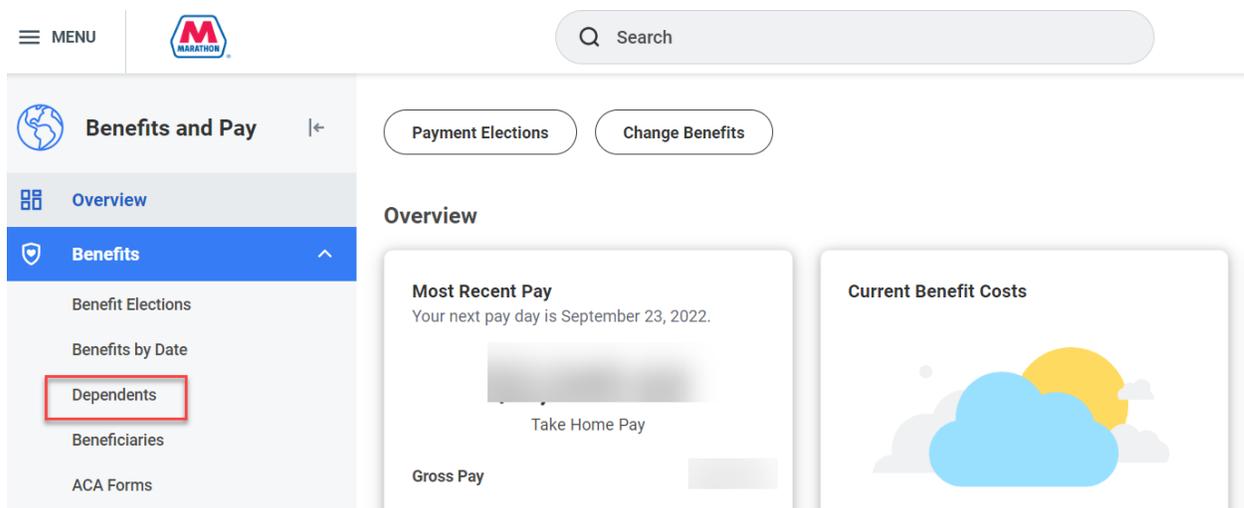




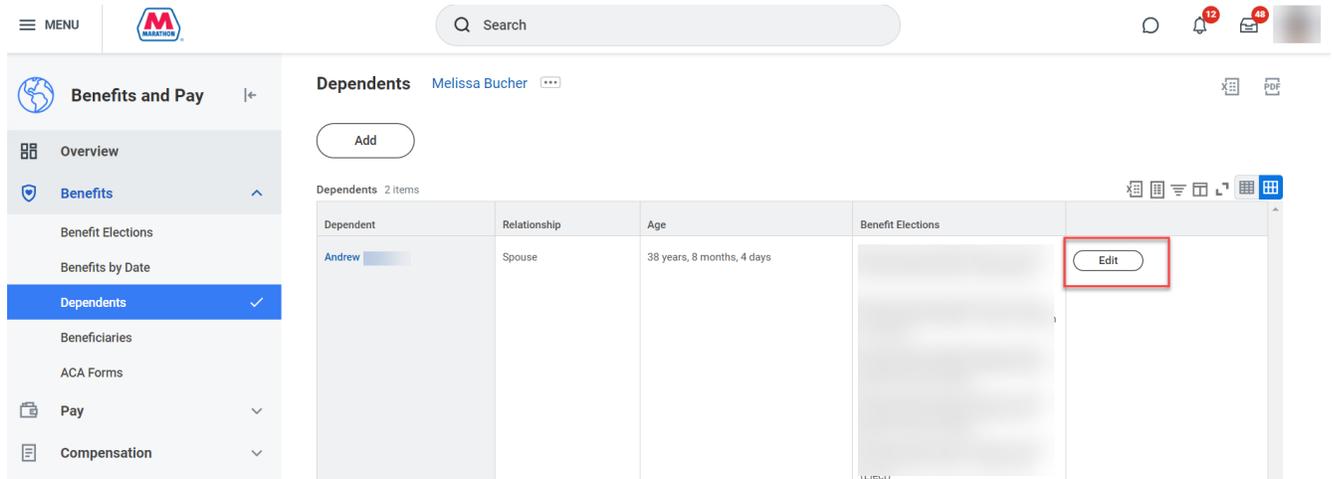
2. Select the **Benefits and Pay** app.



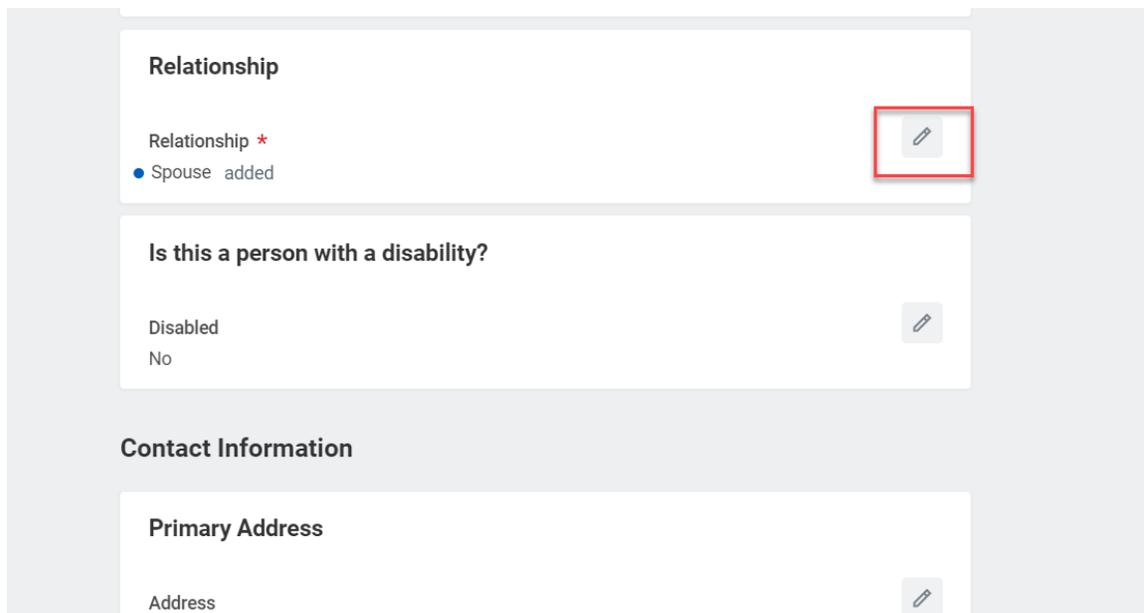
3. Select "Dependents" under the Benefits menu and update the relationship of your **spouse** to **ex-spouse** (or domestic partner to ex-domestic partner) **prior** to selecting Change Benefits.



4. Locate your ex-spouse / domestic partner's name, then click **Edit**.



5. A new page will appear, scroll down and click the **pencil** icon next to the Relationship field.





6. Click in the **Search** field and select the **Ex-Spouse** relationship status (or **Ex-Domestic Partner** if applicable).

The screenshot shows a form titled "Relationship" with a dropdown menu open. The dropdown menu has a search field and a list of options: Domestic Partner Child, Step Child, Legal Guardian Child, Ex-Spouse (highlighted with a red box), Ex-Domestic Partner, Domestic Partner, Child, and Spouse. There are also navigation icons (back and checkmark) in the top right of the dropdown.

7. Scroll down and click **Submit**. You will be prompted to upload attachments but are not required to do so at this point. You will be required to upload documentation later in the process. (Note: If you do add an attachment here, it will be saved to your Workday profile, but it will not be applied to your request to change benefits)

The screenshot shows the "Attachments" section of a form. It features a dashed border area with the text "Drop files here" and "or" above a "Select files" button. Below this area, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".



- You may now begin to change your benefits. Select **Overview** on the lefthand side of the screen, then select **Change Benefits**. You can also find the **Change Benefits** icon by clicking on **Benefit Elections** under the Benefits menu.

The screenshot displays the Marathon Benefits and Pay portal. On the left, a navigation menu is visible with the following items: **Benefits and Pay** (selected), **Overview** (highlighted with a red box), **Benefits**, **Pay**, and **Compensation**. Under the **Benefits** section, there are sub-items: **Benefit Elections**, **Benefits by Date**, **Dependents**, **Beneficiaries**, and **ACA Forms**. At the top right, there is a search bar and two buttons: **Payment Elections** and **Change Benefits** (highlighted with a red box). The main content area is titled **Overview** and contains two cards: **Most Recent Pay** (showing the next pay day as September 23, 2022, and a **View Most Recent Pay** link) and **Current Benefit Costs** (with a **View Benefit Details** link).





9. Select the Change Reason of **Divorce / Termination of Domestic Partnership** and enter in the **date of the divorce / domestic partnership termination**. Click on your screen, then an attachment section will appear. Upload a copy of your divorce decree / [Termination of Domestic Partnership Form](#) by clicking **Select files**. Then click **Submit**.

Change Reason *

- Birth/Adoption/Placement for Adoption
- Divorce/Termination of Domestic Partnership
- Gain of Other Coverage
- HSA Election Change
- Loss of Other Coverage - Dependent
- Loss of Other Coverage - Employee
- Marriage/Domestic Partnership

Benefit Event Date *

Submit Elections By 12/01/2022

- Benefits Offered
- Dental
 - FSA
 - HSA
 - Medical
 - Optional AD&D Child
 - More (6)

Attachments

Drop files here

or

Instructions

- You may request a change to your benefits if you have experienced a qualifying life event within the last 31 days. You are required to update your benefits, due to divorce, even if outside of the 31 day window.
- HSA contribution changes (available only to active employees) can be updated at any time.
- Documentation is required for all benefit changes. Click here to view a list of acceptable documentation - (hyperlink added later to provide list of acceptable documentation - not available at this time)
- Divorce Events: Before initiating a divorce event, you will need to navigate back to the previous screen by utilizing the cancel button below. Then click on "Dependents" and update the relationship for your spouse to ex-spouse. You may then return to this screen to begin your benefit changes.
- Retirees/Non-employees: Dependents acquired after retirement are not eligible for MPC Benefits. Therefore, you are not able to submit a marriage/domestic partnership or birth/adoption event.



10. A message will appear that your event has been submitted. Click on **Open**. (If you miss this pop up or accidentally "x" out of it, please refer to step 11 b).

The screenshot shows the Marathon Benefits and Pay portal. On the left is a navigation menu with 'Benefits and Pay' selected. The main content area has a search bar and a 'Needs Attention' section. A 'Success! Event submitted' pop-up is displayed, with the 'Open' button highlighted. Below the pop-up, a 'NOT STARTED Benefit Event' notification for 'Divorce/ Termination of Domestic Partnership' is visible, with a submission deadline of October 31, 2022, and an 'Enroll' link.

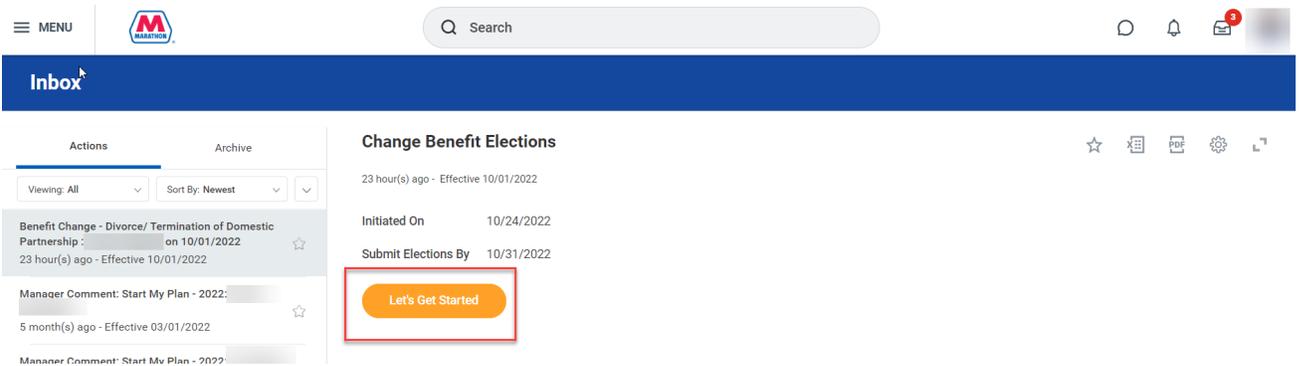
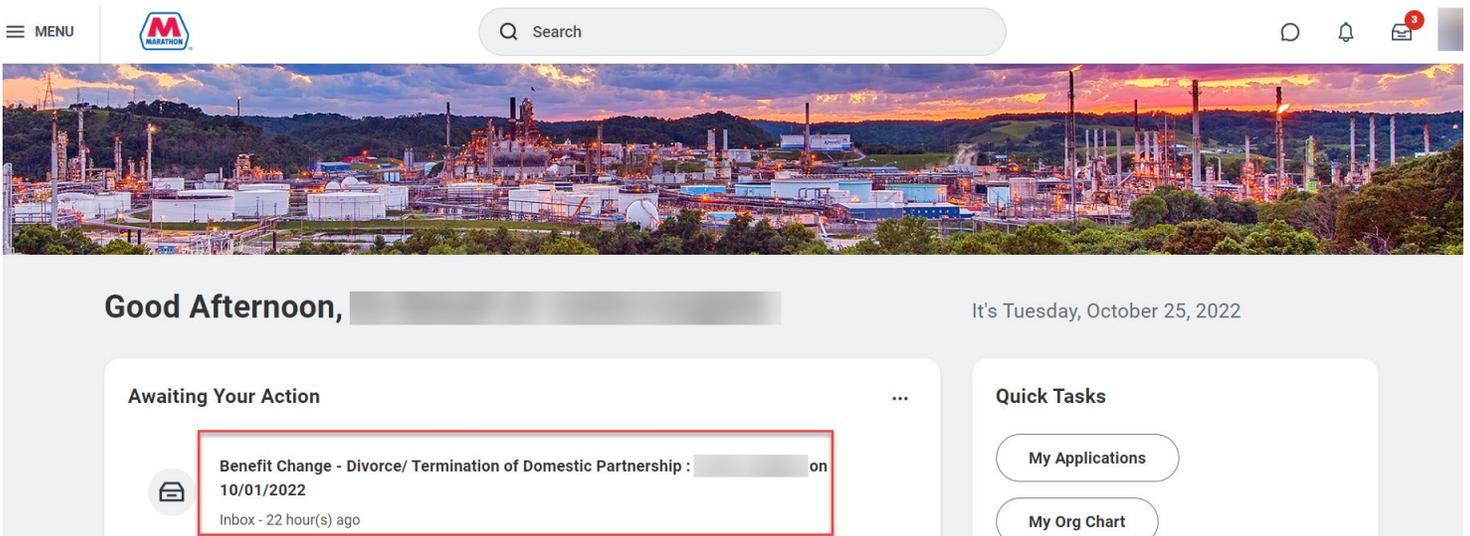




11. a. A new window should appear, click **Let's Get Started**.



b. If you get off track, navigate back to your Workday home screen by clicking on the Marathon logo. Under **Awaiting Your Action**, select the **Benefit Change** task. Then click **Let's Get Started**.





- 12. You will notice that your spouse is no longer covered on your benefit plans. Any stepchildren/children of your domestic partner who may be enrolled will also need to be removed. To remove them as well as make other changes, click **Manage** under the desired benefit.

Health Care and Accounts

Medical
Anthem - Classic

Cost per paycheck: \$114.65
Coverage: EE + Child
Dependents: 4

Manage

Dental
Delta

Cost per paycheck: \$15.51
Coverage: EE + Child
Dependents: 4

Manage

Vision
Anthem VIS

Cost per paycheck: \$5.08
Coverage: EE + Child
Dependents: 4

Manage

HSA
Waived

Enroll

FSA
Payflex Healthcare

Contribution per paycheck: \$57.69

Manage

- 13. The Plan you selected to manage, will appear. Click **Confirm and Continue**. (Note: You cannot switch Health Plans mid-year)

Medical

Projected Total Cost Per Paycheck
\$156.21

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for EE + Child.

2 Items

*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Anthem - Classic	\$114.65	\$458.58
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem - Saver HSA	\$71.31	\$404.08

Confirm and Continue
Cancel





14. A listing of your dependents will appear. To remove dependents from coverage, uncheck the box next to their name. Once you are done, click **Save**.

Medical - Anthem - Classic

Projected Total Cost Per Paycheck
\$156.21

Dependents Health Care Instructions

Add a new dependent or select an existing dependent from the list below. Provider Website [Anthem URL Address](#)

Coverage * EE + Child

Plan cost per paycheck \$114.65

[Add New Dependent](#)

3 Items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Javion	Child	09/15/2003
<input checked="" type="checkbox"/>	Aniya	Child	02/19/2006
<input checked="" type="checkbox"/>	Christian	Child	11/24/2009

[Save](#) [Cancel](#)

15. After you have completed your benefit changes, click **Review and Sign**.

Health Care and Accounts

Medical
Anthem - Classic

Cost per paycheck \$114.65

Coverage EE + Child

Dependents 4

[Manage](#)

Dental
Delta

Cost per paycheck \$15.51

Coverage EE + Child

Dependents 4

[Manage](#)

Vision
Anthem VIS

Cost per paycheck \$5.08

Coverage EE + Child

Dependents 4

[Manage](#)

HSA
Waived

[Enroll](#)

FSA
Payflex Healthcare

Contribution per paycheck \$57.69

[Manage](#)

Insurance

Optional Employee Life
MetLife (Employee)

Cost per paycheck \$26.69

Coverage 5 X Salary

[Review and Sign](#) [Save for Later](#)

Optional Spouse Life
Waived

[Enroll](#)

Optional Child Life
MetLife (Child)

Cost per paycheck \$1.23

Coverage \$30.00

[Manage](#)





16. A View Summary screen will appear. You will need to scroll down, and click **I Accept**. Then click **Submit**.

ment form any information that plan requests related to health care information, claims, and other payments.

4. Subrogation. I agree to complete and sign any documents reasonably necessary to enable the Company to subordinate itself into my or my dependents position so as to be able to pursue my or my covered dependents legal rights to collect from said third party any costs the Company benefit plan(s) incurred to the extent that I have first been compensated for the same by the plan(s) for the same.

5. Agreement to Benefit Plan Terms and Conditions and Deduction Authorization. I have reviewed the benefit plan enrollment materials and I agree to the terms and conditions listed there and as otherwise provided for under the benefit plans (including, but not limited to, all benefit plan provisions that bar me from assigning to a third party any of my rights or claims under a benefit plan). I voluntarily authorize deductions (pre-tax or otherwise, as applicable) from my pay for my benefit plan choices that require me to pay all or a portion of the cost of coverage based on the current rate and any future or retroactive rate changes (increases or decreases), and that my authorization here constitutes a salary reduction agreement under applicable laws.

6. Over-payments. I agree that if the Company determines I have been overpaid wages, such over-payments may be recalled from my bank if done by the date paid, or deducted from my future wages and/or any other form of compensation or payroll disbursements, as permitted by applicable laws. If I terminate employment prior to full repayment through payroll deduction, I agree that any unpaid balance of the debt will be deducted from my final paycheck, as permitted by applicable laws, and that I will be responsible for paying the Company directly for any remaining outstanding balance owed.

7. Affirmation and Understanding. I affirm under penalty of perjury that my statements in the benefit plan enrollment materials above as to dependent eligibility are true and complete to the best of my knowledge. I further understand that any misrepresentation of any of the statements, or my submission of a false claim under any Company benefit plan, may result in serious consequences to me and/or the individuals that I claim as eligible dependents, including loss of benefits, discipline up to and including termination of my Company employment, or other appropriate legal or employment action.

Every effort has been made to report information accurately, but the possibility of error exists. In case of any conflict between your benefits election confirmation and an official plan document, the plan document will be the final authority. Please note, some insurance coverage elections only become effective upon approval of your evidence of insurability (EOI) by the carrier. If you are not actively at work on the date the new or increased multiple of coverage for you and/or your covered dependents would normally become effective, coverage will become effective after you are returned from leave (including intermittent leave) and complete ten workdays. Actively at work means you are not on a leave, including intermittent leave, and are performing the usual and customary duties of your job on a Full-time or Part-time basis. More information on this provision of the Plan can be found in the Plan documents.

I Accept

enter your comment

Process History

Change Benefits for Life Event- Awaiting Action

Submit Save for Later Cancel

17. Please note that all benefit change requests are subject to approval of the Benefits Service Center and require documentation (Divorce Decree / [Termination of Domestic Partnership form](#)) within 31 days of the life event (including the date of the event). Benefit changes for **divorces** that are reported after the 31 day window will still be processed, but employees will be subject to paying for the same Tier Level of coverage for the remainder of the Plan year, unless another life event occurs.

