

Job Aid: Adding Dependent SSN's in Workday

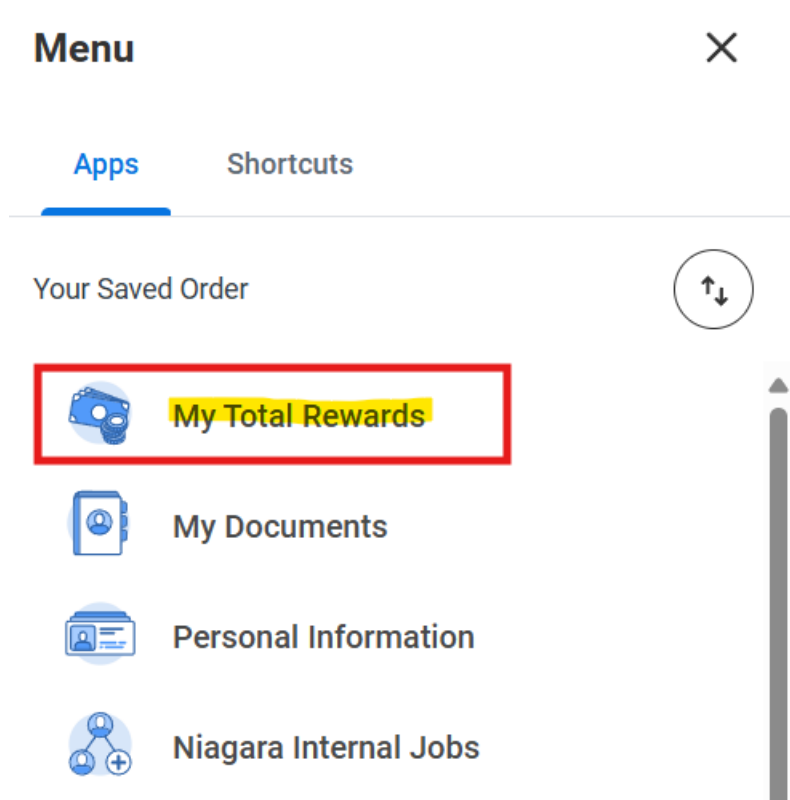
Document Name: Adding Dependent SSN's in Workday		
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Overview

This job aid will walk you through the steps of adding your dependent's SSN's in Workday.

Procedure

1. Login to Workday. On your home page click the Menu in the top left corner and select "**My Total Rewards.**"



2. Once you are in the Menu, drop down the **Benefits** tab on the left and then select **Dependents**.

W Search

My Total Rewards |<

- Overview
- Pay and Tax
- Benefits
 - Benefit Elections
 - Benefits by Date
 - Dependents** ✓
 - Beneficiaries
 - ACA Forms

Dependents

Current Dependents 4 Items

Dependent	Relationship	Age	Full-time Student	Benefit Elections	Actions
					Actions ▾ View Edit
					Actions ▾

- Once you are on the dependents Page, you can click the **Edit** button next to each of your dependents to open up their information.

Dependents 3 items

Dependent	Relationship	Age	
	Child		Edit
	Child		Edit
	Spouse		Edit

- Once you Click Edit, scroll all the way to the bottom and you will see the header **"Identifier Information"**. Under that header you will see the **"National ID's"** and you want to click the **ADD** button

Identifier Information

National IDs
Add

Government IDs
 Add

Other IDs
 Add

- Once you click add, it will open up that section. You click the little **drop down emblem** in the text field and enter the correct information. Once you complete filling everything out, click the **check mark** to close out that section.

Identifier Information

National IDs

Country * ↩ ✓

× United States of America 1

National ID Type * 2

× Social Security Number (SSN)

Add/Edit ID * 3

123-45-6789

> Details

Add

6. Once you click the check mark, click the orange **submit** button at the bottom left corner to complete the task. **Repeat** steps 3-6 for any other dependents.

