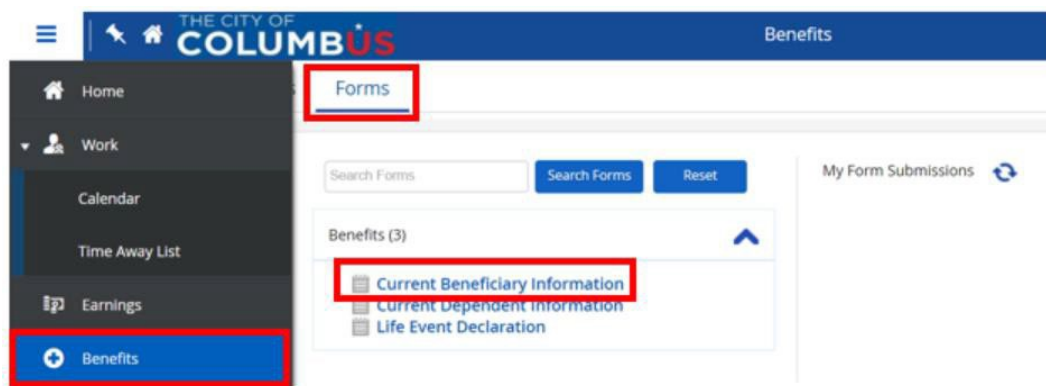


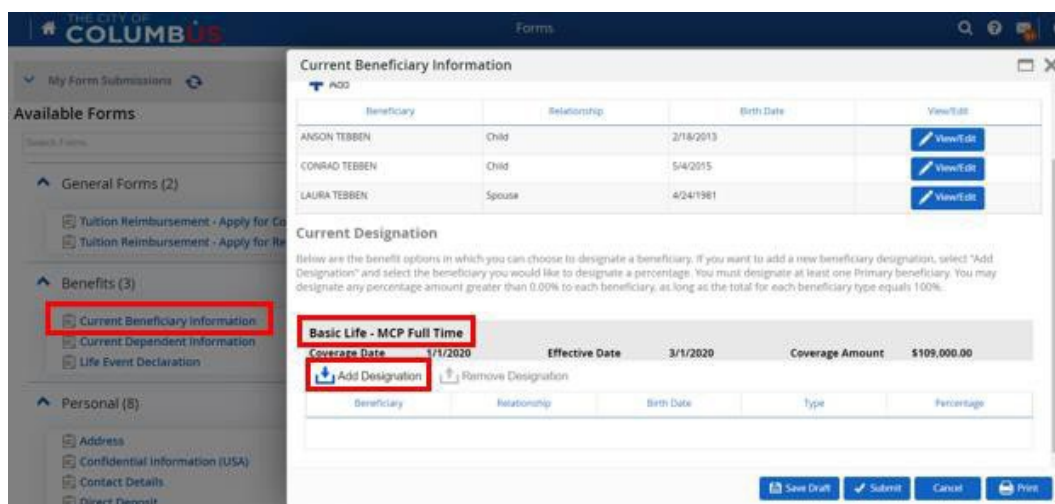
Updating Your Beneficiary Designation in Dayforce

Employees who have life insurance are required to list their beneficiaries in Dayforce as this information was available only in hardcopy previously. Adding beneficiaries is simple.

STEP 1. Click on Forms from the Benefits menu in your Employee Self Service (ESS) role.



STEP 2. Click on Current Beneficiary Information. Add Designation under Basic Life on the form to add the type and percentage.



STEP 3. Click Submit.