

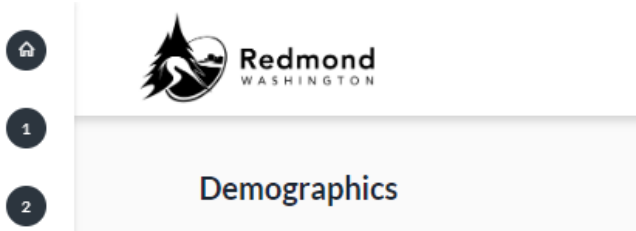
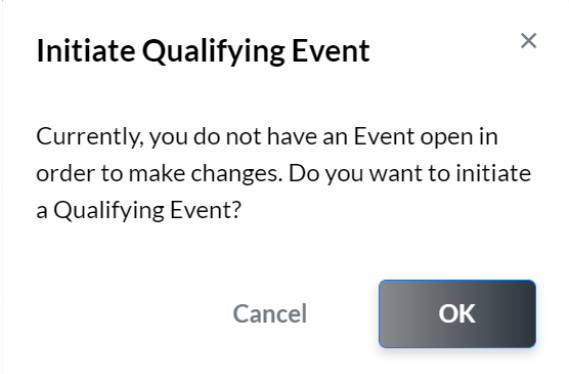
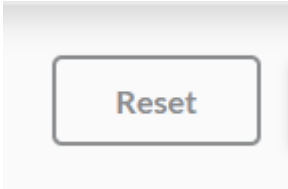
Standard Operating Procedure: Workterra

Personal Demographics



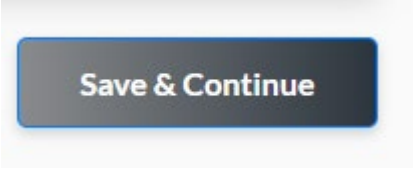
Purpose: The Demographics page allows you to review your personal information for accuracy. No demographic changes can be made in the Workterra Benefits system.

Audience: Benefits eligible employees

Step	What to do	Visual Aid
1.	Access Demographics information via an Enrollment workflow, the 'My Profile' dropdown, or via a quick link on the home page	
2.	When reviewing your Demographics outside of the Enrollment workflow, a popup message displays asking if you want to open a Qualifying Event. If a Qualifying Event does not need to be initiated, select Cancel	
3.	Review your Employee Information , Contact Information , and Employment Information for accuracy. If you need to make any changes, please fill out the Employee Information Form and return it to the City of Redmond HR at redmondbenefits@redmond.gov	
3b.	The Employee Information Form can be on Connect2MyBenefits or in HR Actions employee self-service .	
4.	The Reset button at the bottom of the page will not clear the information on the Demographics page as it is view-only.	

Standard Operating Procedure: Workterra Personal Demographics



5.	Click Save or Save & Continue once you have reviewed your demographic information.	

Revision History		
Revision Date	Summary of revision	Revision Author
11/22/2022	SME Review	N Bruce