OPEN ENROLLMENT STEPS

Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your Inbox. Follow these teps to complete your open enrollment:

SELECT YOUR BENEFITS

From your Workday Home page:

1. Click the **Inbox** icon 🗁.

2. Click the **Open Enrollment Change** task.

3. Select **Elect** or **Waive** for each Health Care Election choice. Your current elections, if you have any, will show as default values..

4. Click the **Plan Description** or **Provider Website** links to review.

5. Modify your coverage, if needed.

Health Care Elections
6 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)	Plan Description	Provider Website
Medical - Aetna HDHP (High Deductible Health Plan)	○ Elect ● Waive					0.00	Aetna Medical HDHP Summary	Aetna URL Address
Medical - Aetna HMO	○ Elect ● Waive					0.00	Aetna Medical HMO Summary	Aetna URL Address
Medical - Aetna PPO	● Elect ○ Waive		✕ EE - Employee Only ☰ search ● EE - Employee Only ○ EE + 1 Dependent ○ EE + Family ○ EE + Domestic Partner	$90.00	$264.00	45.00	Aetna Medical PPO Summary	Aetna URL Address
Dental - Aetna DMO	○ Elect ● Waive					0.00	Aetna Dental DMO Summary	Aetna URL Address
Dental - Aetna PPO	● Elect ○ Waive			$20.00	$24.00	0.00	Aetna Dental PPO Summary	Aetna URL Address
Vision - Vision Service Plan VSP	● Elect ○ Waive			$13.00	$25.00	0.00	VSP Summary	Vision Service Plan
				123.00	313.00	$45.00		

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ADD DEPENDENTS

If you elect or modify a benefit plan during open enrollment, you can also add dependents.

From the Change Benefits for Open Enrollment – Health Care Elections grid:

1. Click the **prompt** icon ☰ in the desired field in the Coverage column.

2. Select a health care Coverage target.

3. Click the **prompt** icon in the Enroll Dependents column.

4. Select **Existing Dependents** to add an existing dependent or **Add My Dependent From Enrollment** to add a new dependent. Complete all required information.

Health Care Elections
6 items

| Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)	Plan Description	Provider Website
Medical - Aetna HDHP (High Deductible Health Plan)	○ Elect ● Waive	Existing Dependents ＞ Add My Dependent From Enrollment				0.00	Aetna Medical HDHP Summary	Aetna URL Address
Medical - Aetna HMO	○ Elect ● Waive					0.00	Aetna Medical HMO Summary	Aetna URL Address
Medical - Aetna PPO	● Elect ○ Waive		EE + 1 Dependent	$222.00	$413.00	45.00	Aetna Medical PPO Summary	Aetna URL Address
Dental - Aetna DMO	○ Elect ● Waive					0.00	Aetna Dental DMO Summary	Aetna URL Address
Dental - Aetna PPO	● Elect ○ Waive	search ☰	EE - Employee Only	$20.00	$24.00	0.00	Aetna Dental PPO Summary	Aetna URL Address
Vision - Vision Service Plan VSP	● Elect ○ Waive		EE - Employee Only	$13.00	$25.00	0.00	VSP Summary	Vision Service Plan
				255.00	462.00	$45.00		

MODIFY DEPENDENTS

From the Change Benefits for Open Enrollment – Health Care Elections grid:

1. Click the **prompt** icon in the Enroll Dependent field.

2. Select **Existing Dependents**.

3. Select the dependent you want to add to the plan.

4. Click the **X** next to a dependent's name to remove them from the plan.
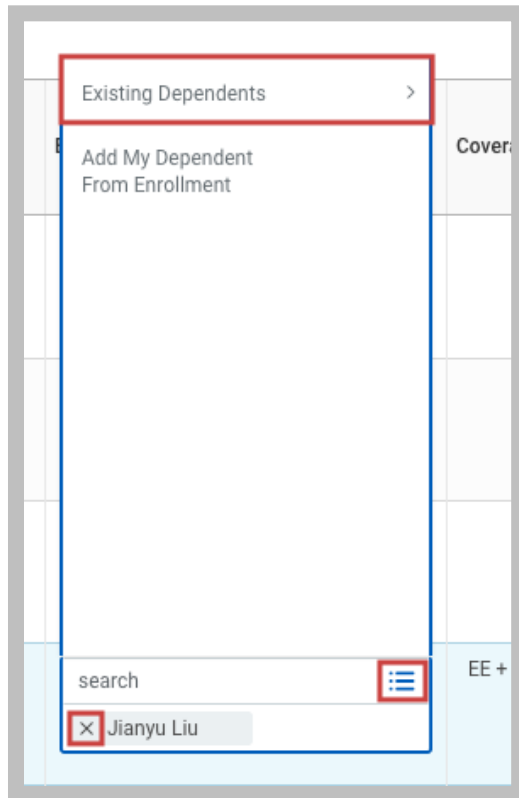
5. Click **Continue**.

ADD THE HEALTH SAVINGS ELECTION

The next step displays the Health Savings Election information. Depending on your elections from the previous screen, you may or may not be eligible for this plan.

From the Change Benefits for Open Enrollment – Health Savings Account Plan Dependencies section:

1. Click the **Arrow** › to expand the section. The Plan details display.

2. Click the **Go Back** button to modify your original elections, if needed.

3. Select **Elect** or **Waive** for the Health Savings election.

4. Enter the amount you want to contribute.

5. Click **Continue.**

ADD GROUP LIFE INSURANCE

Depending on your organization's policy and local, state, and federal laws, you may be required to complete a physical examination in order to qualify for life insurance during open enrollment. Ask your HR or benefits representative for additional information.

From the Change Benefits for Open Enrollment – Insurance Plan Dependencies and Coverage Limitations section:

1. Click the **Arrow** to expand the Insurance Plan Dependencies and Coverage Limitations section.

2. Select **Elect** or **Waive** for each insurance election and modify your Coverage Levels, as needed.

3. Click **Continue**.

DESIGNATE LIFE INSURANCE BENEFICIARIES

If your life insurance plan requires beneficiaries, the Requires Beneficiaries checkbox will be marked. This means that you must designate one or more beneficiaries for each plan.

From the Change Benefits for Open Enrollment – Beneficiary Designations section:

1. Click the **Add Row** icon ⊕ to add a beneficiary.

2. Click the **prompt** icon ☰ in the Beneficiary field to select from a list of existing beneficiaries. Or, select **Create** to add a new beneficiary. To remove a beneficiary, click the **Remove Row** icon ⊖ next to that beneficiary.

3. Enter the percentage of benefits for each beneficiary in the Primary Percentage / Contingent Percentage column. Your primary beneficiary and contingent beneficiaries must add up to 100%.

4. Click **Continue**.

ADD ADDITIONAL BENEFITS

The additional benefits section is where you can elect supplemental coverage. .

From the Change Benefits for Open Enrollment – Additional Benefits Elections section:

1. Review your elections for accuracy. Notice your monthly cost in the upper-right corner.

2. Scroll down and confirm that your coverage information is accurate.

3. Click **Continue**.

Change Benefits for Open Enrollment Open Enrollment for Betty Liu - Step 6 of 7 (Actions)

	Total Cost	Total Credits	Total Employee Net Cost/Credit
	$323.00 Monthly Cost	$55.50 Monthly Credit	$267.50 Monthly Cost

Event Date   08/15/2018

Initiated On   08/08/2018

Submit Elections By   08/15/2018

                     1 day(s) ago - Effective 08/15/2018

Additional Benefits Elections 2 items

Benefit Plan	*Elect / Waive	Coverage	Amount (Monthly)	Percent	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)	Plan Description	Provider Website
Employee Assistance Program - Liberty Mutual MyLibertyAssist®	◉ Elect ○ Waive		0.00	0				Liberty Mutual MyLibertyAssist®	Liberty Mutual
Legal Assistance - ARAG UltimateAdvisor®	○ Elect ◉ Waive		0.00	0				ARAG UltimateAdvisor®	ARAG
					0	0	0		

COMPLETE YOUR ENROLLMENT

1. Select the **I Agree** checkbox to confirm your electronic signature, if required.

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2. Click **Submit**. A confirmation page displays.

3. Click **Print** to generate a PDF version for your records or click **Done** to complete the task.

If you wish to make changes to your benefit elections after completing the above steps, but **before the Open Enrollment period ends**, you may modify your elections from the benefits Worklet by clicking Change **Open Enrollment**.