

# Annual Benefits Enrollment Workday User Guide

- 2 Introduction
- 3 Glossary of Terms and Icons
- 4 Access Workday and Launch Open Enrollment
- 5 Health Care and Accounts – Medical, Dental, Vision
- 6 How to Add a New Dependent Within the Enrollment Process
- 7 Health Care and Accounts – Flexible Spending Account (FSA)
- 8 Insurance – Basic Life, Basic AD&D, Voluntary Life, Voluntary AD&D
- 9 Insurance – Grandfathered Life
- 10 Beneficiary Designations
- 11 Additional Benefits – Prepaid Legal, Income Protection, Long Term Care
- 12 Review and Sign

## INTRODUCTION

Welcome to your annual benefits open enrollment period, which runs from October 29 through November 18, 2019. This is your opportunity to review your current benefit and decide if you would like to make any changes for next year, effective on January 1, 2020.

You have several resources to go to for your benefit questions. Please see our benefits page at [www.gcccd.edu/benefits](http://www.gcccd.edu/benefits) or contact the Benefits Department at 619-644-7643.

Open enrollment is launched through Workday. Should you wish to make a change for 2020, much of it can be done by logging into Workday and submitting your change online.

### Why We Love Workday for Benefits

#### Efficient and Minimizes Errors

Enrollment is elected in Workday – the system of record. No longer is Human Resources reviewing paper forms and entering data into multiple systems manually.

#### Transparent

You can view the monthly cost of your benefits – what you pay and what the District pays.

#### Access

You can log in any time to review your current benefits coverage and also your history.

#### Rules-Based Logic

Workday was configured to show you only the benefits you are eligible for. You will not be bogged down with information that does not apply to you.

**Excited? We are! Let's Take This Journey Together.**

# GLOSSARY OF TERMS AND ICONS

As with any new technology, you will be exposed to terminology and features that are different from what we had prior. We want you to understand and learn to speak this new language!

## Home Page

When you log in, this is the first page you will see. It will contain your in-box, applications and any general messages.

## In-box

This is located at the top right-hand corner and represented as a cloud. If you see a number next to the cloud, then you have items in your in-box.

## Task

Items in your in-box are referred to as tasks.

## Application

These are icons on your home page that represent a quick way to get to specific areas in Workday.



## Additional Icons

|               |   |  |
|---------------|---|--|
| Radio button  | <input checked="" type="radio"/> Elect<br><input type="radio"/> Waive | Click on these circles to indicate a choice        |
| Prompt        |   | Click on the prompt to expand on a list of options |
| X             |   | Click on the "X" to delete an option               |
| Plus or Minus |   | These are the symbols to add or delete rows        |

# ACCESS WORKDAY AND LAUNCH OPEN ENROLLMENT

You can access Workday at <https://www.myworkday.com/gcccd>.

If you wish to access Workday off-campus, please see these instructions using multi-factor authentication: <https://intranet/gcccd.edu/workday/set-up-workday-off-campus-login.html>.

Once you are logged in:

1. Click on your Workday In-box at the top right-hand corner.
2. On the left-hand side, find task titled **"Open Enrollment Change: Your Name on 01/01/2020"** and click on it. To start the enrollment process, click on "Let's Get Started".



Let's Get Started

3. You will now see all the benefits that you are eligible for separated into sections and each benefit type separated into boxes.



As you work through this guide, please remember that your eligibility is rules-based and you may not see some of these sections as they do not apply to you.

# HEALTH CARE AND ACCOUNTS

## **Medical, Dental and Vision**

To make changes to your medical, dental or vision plan, click “Manage” or “Enroll” under each benefit plan box. You will be able to add or drop qualified dependents for these plans.

To change plans:

1. Click the “Select” radio button for the plan you want to enroll in.
2. Click on Confirm and Continue.
3. You can select an existing dependent by selecting the box next to their name.
  - If you are enrolling new dependents, click on the prompt under “Add New Dependent”.
  - See page 6 for instructions on entering dependent information.
4. If you elected a United Healthcare HMO or PPO medical plan or the DeltaCare HMO dental plan, you will be asked to enter the Provider ID number for yourself and each dependent.
  - Please see our webpage on how to search for a provider.
5. Click on Save.



The system will require that you enter a Provider ID number. If you changed to a United Healthcare HMO or PPO plan or switched to the DeltaCare HMO plan, please enter the provider number. If you did not make a change, simply enter **seven zeros** to get past this required screen.

- When enrolling dependents, you must all be on the same medical, dental and vision plans.
- You cannot waive coverage and must be enrolled in medical, dental and vision. There are only two exceptions:
  1. Married employees (both working at GCCCD) who choose to all be enrolled under one employee instead of separately
  2. Employees who have submitted proof of other enrollment to the Benefits Technician.
- Children under age 26 may stay enrolled on your plan.
- If adding a new dependent, you will be required to submit proof of dependent eligibility to Human Resources.

# HOW TO ADD A NEW DEPENDENT WITHIN THE ENROLLMENT PROCESS

1. Click on “Add New Dependent”.

You will see instructions on this page that will guide you on which option to choose. Once you click OK, move to the next step.

2. You will need to enter these required fields:

- Country: United States of America
- First Name
- Last Name
- Relationship
- Date of Birth
- Gender

For “National IDs”, click on “Add” and enter these required fields:

- Country: United States of America
- National ID Type: Social Security Number (SSN)
- Identification #: Enter SSN

For “Address”, click on the prompt to use the existing address if you wish to default to your home address on file. To enter a new address, enter these required fields:

- Country: United States of America
- Address Line 1
- City
- State
- Postal Code

Click on Save at the bottom left – you will be returned back to the Dependents page. To add more dependents, complete these steps again.

3. Confirm your dependents and click Save.

## HEALTH CARE AND ACCOUNTS Continued

### **FSA Health Care & FSA Dependent Care**

Under each plan, click on “Enroll”.

To elect into a FSA Health Care benefit:

1. Click the “Select” radio button and click Confirm and Continue.
2. Enter the Per Paycheck or Annual amount you want to contribute.
3. Click Save.

To elect into a FSA Dependent Care benefit:

1. Click the “Select” radio button and click Confirm and Continue.
2. Enter the Per Paycheck or Annual amount you want to contribute.
3. Click Save.

# INSURANCE

## **Basic Life, Basic AD&D, Long Term Disability**

Eligible employees will see the District-paid Basic Life, Basic AD&D and Long Term Disability plans.

Click on “Manage” under Basic Life and Basic AD&D to review your assigned beneficiary. If blank, we encourage you to assign a beneficiary and have Workday track this as the system of record.

To add or update the beneficiary designations, see page 10 for instructions.

## **Voluntary Life (EE), Voluntary Life (SP/DP), Voluntary (CH) Voluntary AD&D (EE), Voluntary AD&D (FAM)**

To enroll or change amounts in Voluntary Term Life and Voluntary AD&D insurance:

- Click “Manage” or “Enroll” on the benefit plan.

To **newly** elect Voluntary Life or Voluntary AD&D:

1. Click the “Select” radio button for the plan(s) you want to enroll in and click Confirm and Continue.
2. Click on the prompt in the Coverage section to choose the coverage level you desire.
3. If applicable, enter which dependent(s) are covered in that plan.  
If your dependent is not in the list, follow these instructions found on page 6 of this booklet.
4. Designate your beneficiary, if needed.
5. Click Save.

To elect coverage for a spouse and/or child, you must also elect coverage for yourself.

Coverage levels for Spouse Life are limited to no more than 50% of the employee coverage level.

To **increase, decrease or waive** Voluntary Life or Voluntary AD&D:

1. Click the “Select” radio button for the plan(s) you want to change and click Confirm and Continue.
  - To increase or decrease coverage level, click the prompt in the Coverage section and choose your new coverage level.
  - To waive, click the “Waive” radio button and click Confirm and Continue.
2. Designate or update your beneficiary, if needed.
3. Click Save.



## INSURANCE Continued

### **Voluntary Life – Grandfathered**

### **Voluntary AD&D - Grandfathered**

Your only option is to continue to keep your grandfathered plan or to waive coverage. You cannot increase or decrease your existing coverage as that will cause you to lose grandfathered status.

Grandfathered Plans – Once you waive out of a grandfathered plan, you waive all grandfathered Life and AD&D plans.

You can always enroll back into the plans in the future but will no longer have access to the grandfathered rates.



**Paper Enrollment Forms:** Even though your election is in Workday, the Hartford still requires that paper forms be completed. You will also need to complete Evidence of Insurability with any new election or increase in coverage level. It is Hartford that determines if your coverage levels will be approved. These forms are available on the Insurance Elections Screen as links.

To enroll or increase coverage for Voluntary Life/Voluntary AD&D, the Hartford still requires that paper forms be completed:

[ENROLLMENT FORM](#)

[EVIDENCE OF INSURABILITY FORM](#)

# BENEFICIARY DESIGNATIONS

To update your beneficiary information for the District-paid Basic Life, Basic AD&D and Long Term Disability plan, click “manage” on the benefit plan.

It is optional to designate a beneficiary in Workday. However, Human Resources always recommends that you complete this information.



During the initial load of information into Workday in December 2016, beneficiary information was not transferred. The most current paper form in your employee file is the beneficiary record. If you would like to track your beneficiary in Workday, please complete these steps in Workday.

**Entries you make in Workday will replace the paper form in your file and will become the current record for your beneficiary designation.**

To enter a beneficiary:

1. Click Confirm and Continue.
2. You will see two sections – Primary Beneficiaries and Secondary Beneficiaries
3. To enter a beneficiary, click on the plus sign to start a new row

Click on the prompt to find an existing beneficiary person or trust that you have already created in Workday

- Assign a percentage for that beneficiary
- You can click on the plus sign to add more rows
- You must have at least one primary beneficiary and all percentages must equal to 100%
- You may choose to assign one or more secondary beneficiaries in the event the primary beneficiary is no longer a valid beneficiary. All percentages must equal to 100%.

If your beneficiary is not listed, you can choose “Add New Beneficiary or Trust”

- Follow the instructions to add a new beneficiary or trust

4. Click Save.



Beneficiary information for your pension plan or retirement savings plan is not tracked in Workday. Those updates can only be made directly with the institution. Please contact PERS, STRS or your 403(b)/457(b) vendor directly to update your beneficiary information.

## ADDITIONAL BENEFITS

### **Prepaid Legal**

This plan is the pre-paid legal benefit through Hyatt. If you wish to elect or waive, click “Manage” or “Enroll”. Please note that this benefit is 100% paid for by you through a payroll deduction.

To elect pre-paid legal:

1. Click the “Select” radio button
2. Click Confirm and Continue.
3. Click on the prompt for Coverage and choose Employee.
4. Click Save.

If you are enrolled in the plan and wish to drop, click on “Waive”. Click Confirm and Continue.



All participants must be enrolled a continuous 12 months in the plan before they are allowed to waive coverage.

### **Income Protection – Colonial Life**

#### **Long Term Care – UNUM**

If already enrolled in a plan, you can choose to continue the plan or click on Waive to drop the coverage.

If you wish to enroll in any of the plans, you will need to do that outside of Workday. Follow the instructions as listed on the screen.

Your enrollment will be sent to the Benefits Department and it will be entered into Workday on your behalf.



You must contact Colonial or UNUM before the close of Open Enrollment.

Colonial Life Insurance

Web: <http://www.visityouville.com/en/GCCCD>.

Call: 1-800-325-4368

UNUM Long Term Care

Web: <http://www.unuminfo.com/consortium/index.aspx>.

## REVIEW AND SIGN

This is a summary of your benefits. Review it carefully to confirm that this is what you want for plan year 2020.

You will also see any costs that is paid for by you under the “Cost” column. A cost of “Included” is a benefit that is at no charge to you.

If you wish to make any changes, simply click on the “Cancel” button at the bottom and make your changes.

This section includes a place for you to upload any documents required as a result of your enrollment choices such as proof of dependent eligibility when adding a new dependent to your medical, dental and vision plans.

- Failure to attach required documents may result in your plan election to be revoked.
- Please read the instructions carefully on this screen in Workday.

Once you are satisfied, read the legal notices required for your benefits, click on the box for “**I Accept**” and click on **SUBMIT**.

Click on “View 2020 Benefits Statement” and print a copy of your statement for your records.

[View 2020 Benefits Statement](#)

Once complete, you can click on the house icon at the top left hand corner to get back to your home page.



Once open enrollment is closed, you cannot make any changes for 2020 unless you experience a qualifying life event and notify Human Resources within 31 days of that event.



If you submitted your open enrollment change but have a new update, **and it is still open enrollment (Oct. 28 – Nov. 18, 2019)**, you can make an update by doing the following:

1. Click on the Benefits application on your home page in Workday.
2. Click on “Change Open Enrollment”.
3. Make your change, review and sign, then Submit.