



2019 U.S. Open Enrollment Workday Tip Sheet

Oct. 30 – Nov. 19, 2018



How to Elect Benefits through Workday

1. Log-in to Workday via Single Sign On.
2. Click on the Open Enrollment task in your Inbox.
3. Make your Healthcare Elections.
4. Make your Flexible Spending/Healthcare Savings Account elections.
5. Make all supplemental plan account elections.
6. Review your elections, sign the electronic signature and **Submit** your elections.

Note:

*If you do not submit your elections in Workday by November 19, 2018, you will not have coverage effective January 1, 2019.

The BCBS Consumer Directed Health Plan (CDHP) was formerly called BCBS High Deductible Health Plan (HDHP). The plan has been part of Maxim's benefit offering; the naming has simply been changed.

Open Enrollment Checklist

- ☑ Review 2019 Options - Medical, Dental, Vision. Check Plan Comparison & Plan Overviews on Maxim InSite
- ☑ Review the FSA/HSA plans and determine your FSA Healthcare/HSA & Dependent Care Elections for 2019
- ☑ Contact HRES or benefits representative with any questions you may have
- ☑ Gather documentation for any dependents you plan to add this year
- ☑ Log-in to Workday between Oct. 30 – Nov. 19 to elect your benefits coverage
- ☑ **Submit your Open Enrollment elections along with any required documentation by November 19, 2018 .**
- ☑ If you have any benefit changes before January 1st (including life insurance change) after you completed your open enrollment, it will open up your open enrollment event again and you will need to re-elect your 2019 benefits.

Questions?

Skype: HRES.Maxim / Dial: (408) 601-6500

Submit a Footprints Ticket: <https://eshelpdesk.maxim-ic.com>

Detailed Information: <https://intranet.maxim-ic.com/hr/Pages/Home.aspx>



maxim
integrated™