



# Open Enrollment Guide to Enrolling in Benefits

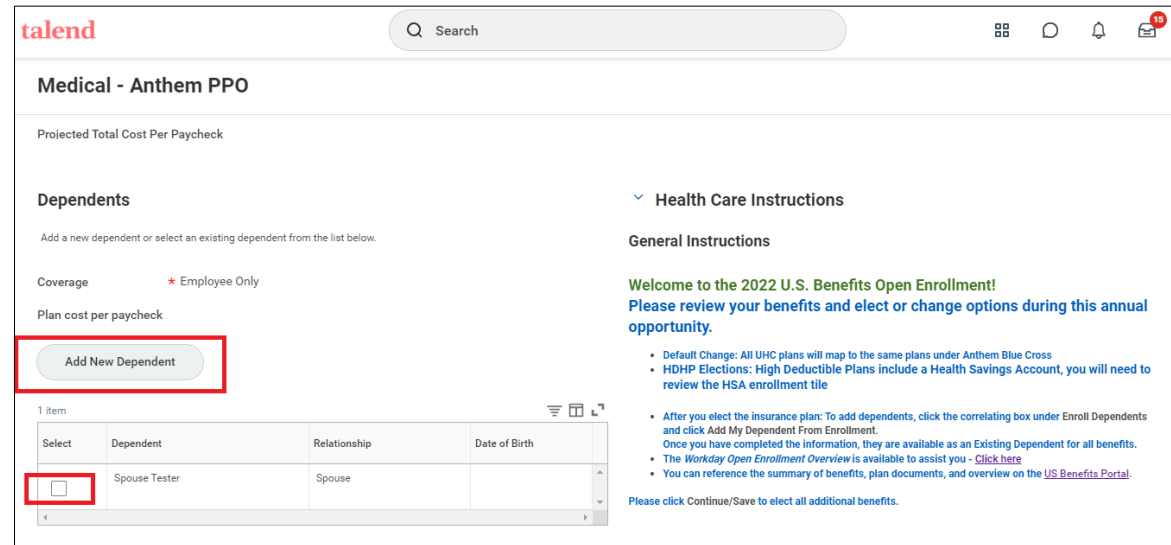
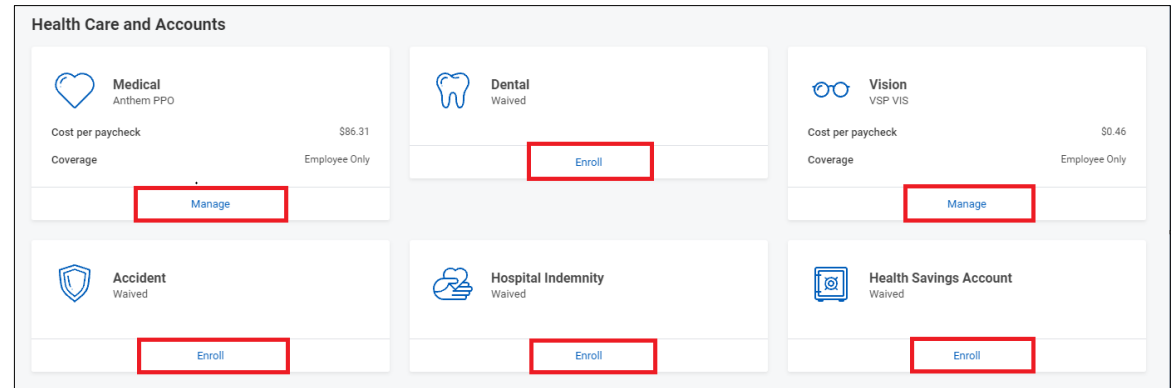


This job aid provides employees step-by-step instructions on how to use Workday to enroll in benefits during the Open Enrollment period.

You can begin enrolling in benefits on **Monday, November 1** until **Monday, November 15, 2021** to review or make elections.

Note: All **Life Events** that are effective in 2021 should be completed through the Benefits Change area **before** enrolling.

1. Sign into Workday via Okta
2. In your Inbox, click on the action item **Open Enrollment Change** to review and/or select/waive benefit elections.
3. Click **Manage** or **Enroll** for each benefit to show all details. Once you have finished, click **Confirm and Continue** to review dependents (if applicable).
  - a. If no dependent changes, click **Save**
  - b. **To add an eligible dependent for 2022:** Click the **Add New Dependent** button, enter your dependent's details, click **Save**. Or to add an existing dependent, check the box next to their name, click **Save**
    - o You will now be able to select this dependent to enroll in each benefit or use as a beneficiary.
  - c. **To remove a dependent for 2022:** Uncheck the box next to their name.





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4. **If you have elected a High Deductible Health Plan (HDHP):** Click **Manage** or **Enroll** in the Health Savings Account (HSA). All participants get the **employer** contributions per pay. **Employee** contributions: Choose an amount or enroll at \$0.00.  
*(Employee Maximum Contributions per year: Single \$2,250 or EE + Dependent(s): \$4,500. If 55 or older, you may make an additional \$1,000 "catch-up" contribution. (Workday will reflect rounding).*

5. To enroll in the applicable **flex spending account (FSA) plans:** Click **Manage** or **Enroll** for either FSA tile. Please review and **Select or Waive** the applicable flex spending account plans. Once you have finished, please click **Confirm and Continue**

- Health Care FSA plan can be elected if you have a PPO or opt out.
- Note:** If you enrolled in an HDHP and HSA, you are **only** able to enroll in the Limited Purpose Health Care FSA
- Dependent Care is not connected to any medical election.
- Enrollments do not rollover over year to year.

*Selection	Benefit Plan	You Contribute (Biweekly)	Company Contributi
<input checked="" type="radio"/> Waive	United Healthcare (FSA)		
<input checked="" type="radio"/> Waive	United Healthcare (Limited Purpose)		

**Spending Account Instructions**

**Important Information**

When you select Medical - Anthem HDHP, you can also select Health Care FSA - United Healthcare (Limited Purpose). If you waive any of these: Medical - Anthem HDHP, Workday automatically waives any of these: Health Care FSA - United Healthcare (Limited Purpose).

You can select either of the following plans, but not both: Health Care FSA - United Healthcare (FSA) or Health Savings Account - Optum. When you select one of the plans, Workday automatically waives any other plans.

When you select Health Savings Account - Optum, you can also select Health Care FSA - United Healthcare (Limited Purpose). If you waive any of these: Health Savings Account - Optum, Workday automatically waives any of these: Health Care FSA - United Healthcare (Limited Purpose).

**General Instructions**

**Flexible Spending Accounts Open Enrollment Elections (Pre-tax):**  
 Election Required to Participate in 2022  
**Healthcare FSA** can only be elected if you are in an HMO and PPO medical plans or if you have waived the medical plans.  
**Limited Purpose Health FSA (LP FSA)** can only be elected if you chose an **HDHP (High Deductible Health Plan with HSA)**:  
 - The Limited HFSA: Use towards qualified dental and vision expenses. Allows you to save HSA funds for future qualified medical expenses.





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- Click **Manage** or **Enroll** for the listed voluntary insurance plans. Please review and **Select or Waive** the applicable plan. Click **Confirm and Continue**. Select Coverage level, then an existing or add a new beneficiary, click **Save**.
  - To add a beneficiary to the appropriate benefit plan, click the **+ sign** and select a beneficiary or add a new one. Finally, you will designate primary percentages for each beneficiary (contingent percentage is optional). It will need to total to 100%. Click **Save**.
  - Note: Evidence of Insurability (EOI) may apply based on your voluntary life elections. If EOI is required, a link to Unum to complete your statement of health will be available under the Benefits worklet after November 15.*
- Once you have finished selecting/waiving all benefits, click **Review and Sign**
- Review your elections and costs carefully. Once the open enrollment period ends on **November 15**, you will **not be able to make any changes until the next open enrollment period (see page 4) or until you have another qualifying life event.**
- Please read through the legal notices and **click Submit** to complete your enrollment. **Elections will be effective January 1, 2022.**
  - Note: You may print a summary of your elections for any event (Benefits Statement).*

The screenshot displays the Workday Open Enrollment interface. The top section is titled "Insurance" and contains several benefit cards:

- Basic Life/AD&D** (Unum (Employee)): Cost per paycheck Included, Coverage 2 X Salary. Button: Manage.
- Voluntary Employee Life and AD&D** (Unum (Employee)): Cost per paycheck \$0.70, Coverage \$25,000. Button: Manage.
- Voluntary Spouse Life and AD&D**: Waived. Button: Enroll.
- Voluntary Child Life and AD&D**: Waived. Button: Enroll.
- Critical Illness (Employee)**: Waived. Button: Enroll.
- Critical Illness (Spouse)**: Waived. Button: Enroll.

The "Voluntary Employee Life and AD&D - Unum (Employee)" card is expanded, showing:

- Projected Total Cost Per Paycheck**
- Coverage**: Calculated Coverage section with a dropdown menu for Coverage and a plus sign to add more options.
- Plan cost per paycheck**
- Beneficiaries**: Section for selecting or adding beneficiaries, with a plus sign to add a new beneficiary.
- Insurance Instructions**: Provider Website Unum - Life and Disability.
- General Instructions**: Insurance Coverage Enrollment Elections: Your additional voluntary options are available here. Includes instructions to select or waive coverage, elect employee voluntary coverage, and select a beneficiary.
- UNUM Statement of Health**: Note that Evidence of Insurability (EOI) is required for any Unum benefits.

The bottom section is titled "Health Care and Accounts" and contains several benefit cards:

- Medical** (Anthem PPO): Cost per paycheck \$86.31, Coverage Employee Only. Button: Manage.
- Dental**: Waived. Button: Enroll.
- Vision** (VSP VIS): Cost per paycheck \$0.46, Coverage Employee Only. Button: Manage.
- Accident**: Waived. Button: Enroll.
- Hospital Indemnity**: Waived. Button: Enroll.
- Health Savings Account**: Waived. Button: Enroll.

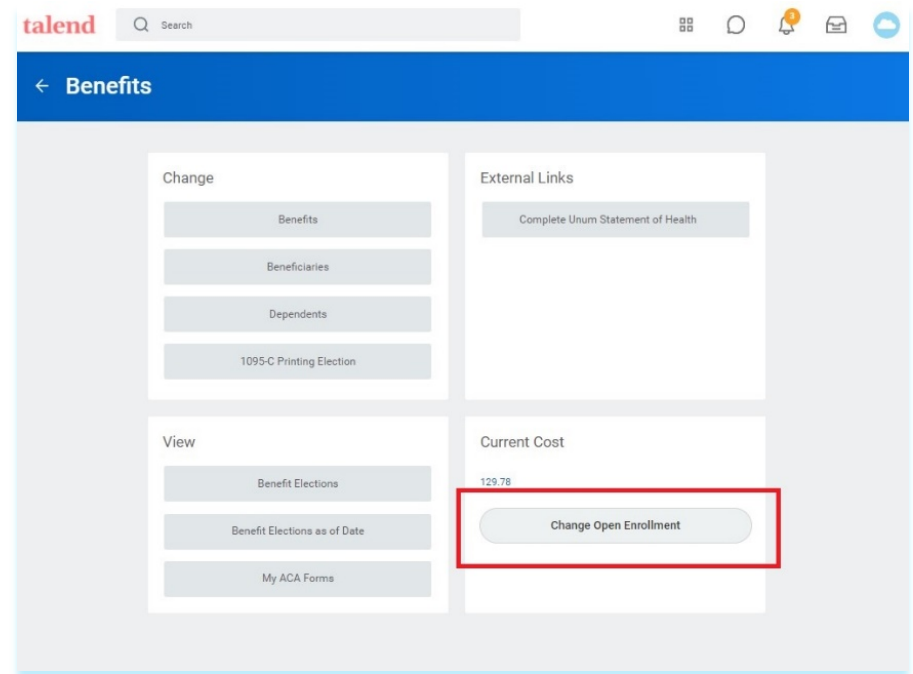
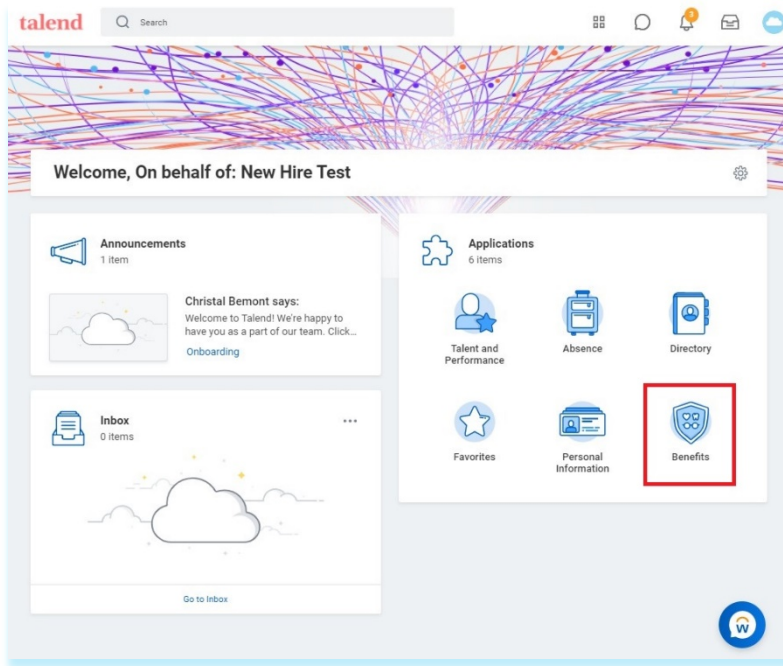
At the bottom of the interface, there are buttons for "Review and Sign" (highlighted with a red box), "Save for Later", and "Dependent Care FSA" (Waived). A Workday logo is in the bottom right corner.



## Changes before Open Enrollment Ends (After you have Submitted)

If you've submitted your elections **prior to November 15** and you want to change them before the open enrollment period ends:

1. Please go to your landing page and click the Benefits worklet
2. Please click **Change Open Enrollment** and repeat the steps listed above.



If you have any system questions or run into any issues, please contact [benefits@talend.com](mailto:benefits@talend.com).

Any technical issues: submit an atSpoke ticket