

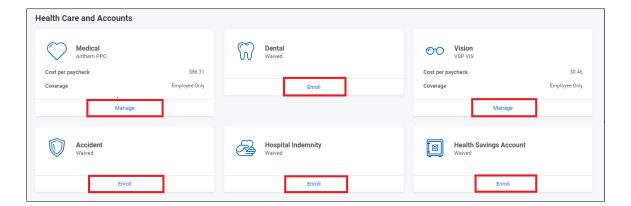


This job aid provides step-by-step instructions on how to use Workday to enroll in benefits during the Open Enrollment period.

You can begin enrolling in benefits on **Monday, November 7** and have until **Friday, November 18, 2022** to review or make elections.

Note: All Life Events that are effective in 2022 should be completed through the Benefits Change area prior to completing Open Enrollment

- a. Sign into Workday via Okta
- In your Inbox, click on the action item Open
   Enrollment Change to review and/or select/waive benefit elections.
- c. Click *Manage* or *Enroll* for <u>each</u> benefit to show all details. Once you have finished, click
   Confirm and Continue to review dependents (if applicable).
  - If no dependent changes, click Save
  - To add an eligible dependent for 2023:
     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
    - You will now be able to select this dependent for each benefit or use as a beneficiary.
  - To remove a dependent for 2023:
     Uncheck the box next to their name.











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.

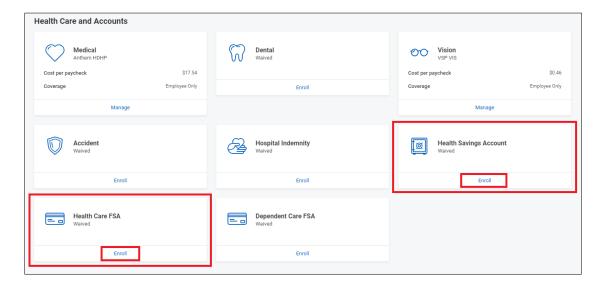
(Employee Maximum Contributions per year:

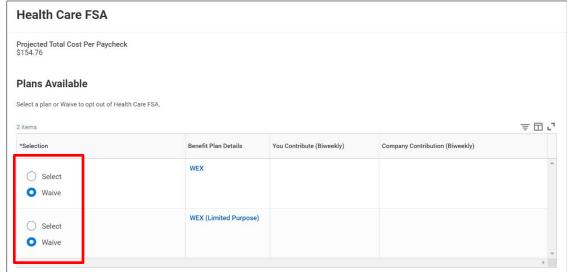
Single: \$2,650 or EE + Dependent(s): \$5,350.

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 on either FSA tile. Please review and Select or Waive the applicable Flex Spending Account plans. Once you have finished, please click Confirm and Continue
  - a. Health Care FSA plan can be elected if you have a PPO, HMO or opt out of medical.
    - Note: If you enrolled in an HDHP and HSA, you are only able to enroll in the <u>Limited Purpose</u> Health Care FSA
  - Dependent Care is not connected to any medical election and is only for child or adult day care related expenses.
  - NOTE: FSA Enrollments do <u>not</u> rollover over year to year. You must select or re-enroll to participate in an FSA in 2023.



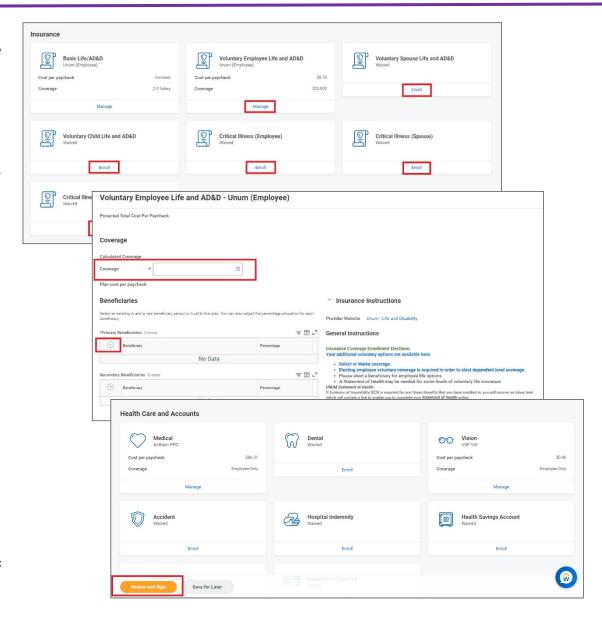








- Click Manage or Enroll for the listed voluntary insurance plans. Please review and Select or Waive the applicable plan. Click Confirm and Continue. Select Coverage level, then assign a beneficiary.
  - a. To add a beneficiary, click the + sign and select a beneficiary or add a new one. Finally, you will designate primary percentages for each beneficiary (contingent percentage is optional).
     It will need to total to 100%. Click Save.
  - b. **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 21.
- Once you have finished selecting/waiving <u>all</u> benefits, click **Review and Sign**
- 8. Review your elections and costs carefully. Once the open enrollment period ends on **November 18**, 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.
- 9. Please read through the legal notices and <u>click Submit</u> to complete your enrollment. **Elections will be effective January 1, 2023.** 
  - a. **Note:** You may print a summary of your elections for any event (Benefits Statement).







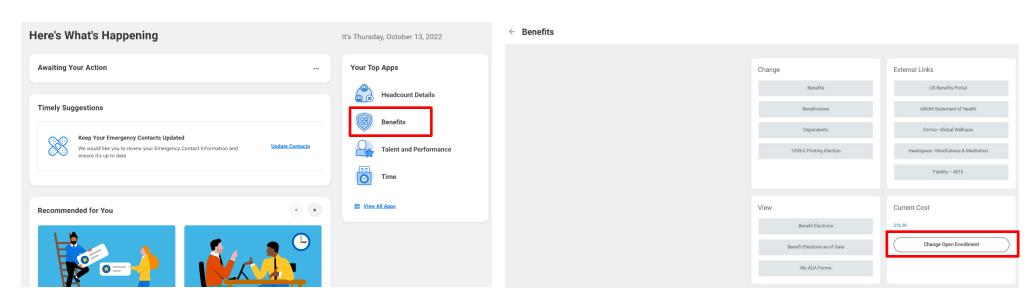


# **Changes before Open Enrollment Ends (After you have Submitted)**

If you've submitted your elections **prior to November 18** and you want to change them before the open enrollment period ends:

1. Please go to your landing page and click the Benefits worklet under 'Apps'

2. Click **Change Open Enrollment** and repeat the steps listed above.



If you have any system questions or run into any issues, please contact <a href="mailto:benefitsNORAM@talend.com">benefitsNORAM@talend.com</a>.

