



# Open Enrollment Guide to Enrolling in Benefits



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

- Sign into Workday via [Okta](#)
- In your Inbox, click on the action item **Open Enrollment Change** to review and/or select/waive benefit elections.
- Click **Manage** or **Enroll** for each 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.

**Health Care and Accounts**

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

**Medical - Anthem HDHP**

Projected Total Cost Per Paycheck \$74.92

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage \* Employee Only

Plan cost per paycheck \$17.54

**Add New Dependent**

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Name Schrute	Spouse	01/01/1980



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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:** \$2,650 **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 Limited Purpose Health Care FSA*
  - b. Dependent Care is not connected to any medical election and is only for child or adult day care related expenses.
  - c. **NOTE:** FSA Enrollments do **not** rollover over year to year. **You must select or re-enroll to participate in an FSA in 2023.**

*Selection	Benefit Plan Details	You Contribute (Biweekly)	Company Contribution (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	WEX		
<input type="radio"/> Select <input checked="" type="radio"/> Waive	WEX (Limited Purpose)		



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6. 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.
7. Once you have finished selecting/waiving all 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 **click Submit** 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).

The screenshot displays the Workday Open Enrollment interface. At the top, there is an 'Insurance' section with several plan cards: 'Basic Life/AD&D Unum (Employee)' (Included, 2 X Salary), 'Voluntary Employee Life and AD&D Unum (Employee)' (Cost per paycheck \$0.70, Coverage \$25,000), 'Voluntary Spouse Life and AD&D' (Waived), 'Voluntary Child Life and AD&D' (Waived), 'Critical Illness (Employee)' (Waived), and 'Critical Illness (Spouse)' (Waived). Each card has a 'Manage' or 'Enroll' button. A red box highlights the 'Enroll' button on the 'Voluntary Employee Life and AD&D' plan.

A modal window titled 'Voluntary Employee Life and AD&D - Unum (Employee)' is open, showing 'Projected Total Cost Per Paycheck' and 'Coverage' options. The 'Coverage' dropdown is set to 'No Data'. Below this is a 'Beneficiaries' section with a table for 'Primary Beneficiaries' and 'Secondary Beneficiaries'. A red box highlights the '+ sign' button to add a beneficiary. To the right, there are 'Insurance Instructions' and 'General Instructions' sections.

At the bottom, there is a 'Health Care and Accounts' section with cards for 'Medical Anthem PPO' (Cost per paycheck \$86.31, Employee Only), 'Dental' (Waived), 'Vision VSP-VIS' (Cost per paycheck \$0.46, Employee Only), 'Accident' (Waived), 'Hospital Indemnity' (Waived), and 'Health Savings Account' (Waived). Each card has a 'Manage' or 'Enroll' button. A red box highlights the 'Review and Sign' button at the bottom left of the interface.



## 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.

The screenshot shows the Workday user interface. On the left, the 'Here's What's Happening' dashboard includes sections for 'Awaiting Your Action', 'Timely Suggestions' (with a 'Keep Your Emergency Contacts Updated' notification), and 'Recommended for You'. The 'Your Top Apps' section on the right lists 'Headcount Details', 'Benefits' (highlighted with a red box), 'Talent and Performance', and 'Time'. A 'View All Apps' link is at the bottom of this list. On the right side of the interface, the 'Benefits' page is open, showing a 'Change' section with buttons for 'Benefits', 'Beneficiaries', 'Dependents', and '1095-C Printing Election'. Below this is a 'View' section with buttons for 'Benefit Elections', 'Benefit Elections as of Date', and 'My ACA Forms'. To the right of the 'View' section is the 'Current Cost' section, which shows a cost of 216.30 and a 'Change Open Enrollment' button (highlighted with a red box). The 'External Links' section includes 'US Benefits Portal', 'UNJM Statement of Health', 'Forma - Global Wellness', 'Headspace - Mindfulness & Meditation', and 'Fidelity - 401k'.

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