## **Workday Open Enrollment Instructions**

1. The Open Enrollment task will be available in your Workday inbox.

Welcome,				- - 
Inbox I tiem Open Enrollment Change: 2 day(e) ago - Effective 09/30/2020 Go to Inbox	Application: 9 items Dersonal Information Benefits Examples Favorites	The said Barrier of	Time Requests	Pay Directory

2. Click on "Let's Get Started".

Actions	Archive	Change Benefits for Open Enrollment
iewing: All 🗸 🗸	Sort By: Newest 🛛 🗸	2 day(s) ago - Effective 09/30/2020
en Enrollment Change: 09/30/2020		Open Enrollment 09/29/2020-09/30/2020
ay(s) ago - Effective 09/3	0/2020	Choose new plans or re-enroll in the plans you currently have.
		Let's Get Started

3. Complete the Health Information question for Tobacco Use. Your answer to this question will affect your Critical Illness insurance rates only.

4. Review your plan coverages. Your elections from 2020 will be reflected on this page except for your Health Savings Account, FSA Healthcare and FSA Dependent Care. These elections will automatically be waived during open enrollment. You must make an election if you would like to continue contributing to these spending accounts.

Health Care and Accounts		
Medical Olgana HDHP           Cost (Semimonthy)         SS1.00           Coverage         Employee Only	Dental Cigna PPO         Cigna PPO           Cost (Semimonthly)         \$10.50           Coverage         Employee Only	Vision Vision Service Plan (VSP) VIS Standard Cost (Semimonthy) Coverage Employee Only
Manage	Manage	Manage
Accident     Waived Envol	Waived Erroll	Health Savings Account Waved
FSA Healthcare Waived	FSA Dependent Care Walved	

If you enroll in the Cigna Medical plan, you must also enroll in the Health Savings Account. If you do not wish to contribution the Health Savings Account, please enroll with a \$0 contribution.

Health Care and Accounts					
Medical Cigna HDHP		Dental Cigna PPO		Vision Vision Service Plan (VSP) VIS Standard	
Cost (Semimonthly)	\$51.00	Cost (Semimonthly)	\$10.50	Cost (Semimonthly)	\$2.00
Coverage	Employee Only	Coverage	Employee Only	Coverage	Employee Only
Manage		Manage		Manage	
C Accident Walved		Walved		Health Savings Account Cigna Under 55	\$120.42
Enroll		Enroll		(Semimonthly)	
				Manage	

5. When all changes are made, click "Review and Sign".

6. Review all plans and coverages in the "View Summary" page, provide your electronic signature, then "Submit".

Please indicate your agreement with these elections by using	ng the electronic signature check	pox next to "I Agree" at bo	ttom of this page.
elected Benefits 6 items			
Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical	11/12/2018	11/12/2018	Employee Only
Kaiser HMO Northern CA			
Dental	11/12/2018	11/12/2018	Employee Only
Cigna PPO			
Basic Life	11/12/2018	11/12/2018	1 X Salary
Cigna Non Member (Employee)			
Basic Accidental Death and Dismemberment (AD&D)	11/12/2018	11/12/2018	1 X Salary
Cigna (Employee)			
Long Term Disability (LTD)	11/12/2018	11/12/2018	60% of Salary
Cigna Non Members (TAX ME WHEN BENEFITS ARE PAID) (Employee)			
Employee Assistance Program	11/12/2018	11/12/2018	

7. Download your Benefits Statement.

8. If you would like to make additional changes during the Open Enrollment period, you can go back to the task. From your Workday homepage, click on the Benefits application



Then on Change Open Enrollment towards the bottom of the screen. For any changes you will need to review and sign before submitting again.

Change	View
Benefits	My ACA Forms
Beneficiaries	Benefit Elections
Dependents	Benefit Elections as of Date
1095-C Printing Election	
Current Cost	/
184.48	
Change Op	een Enrollment