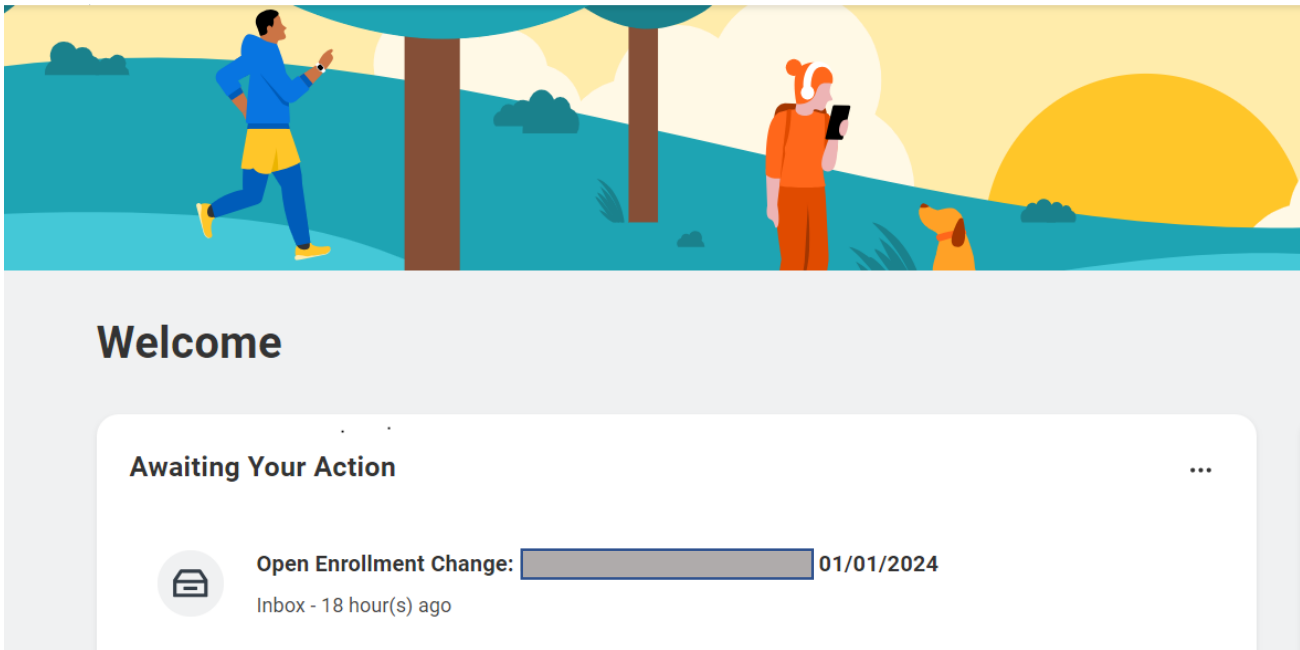


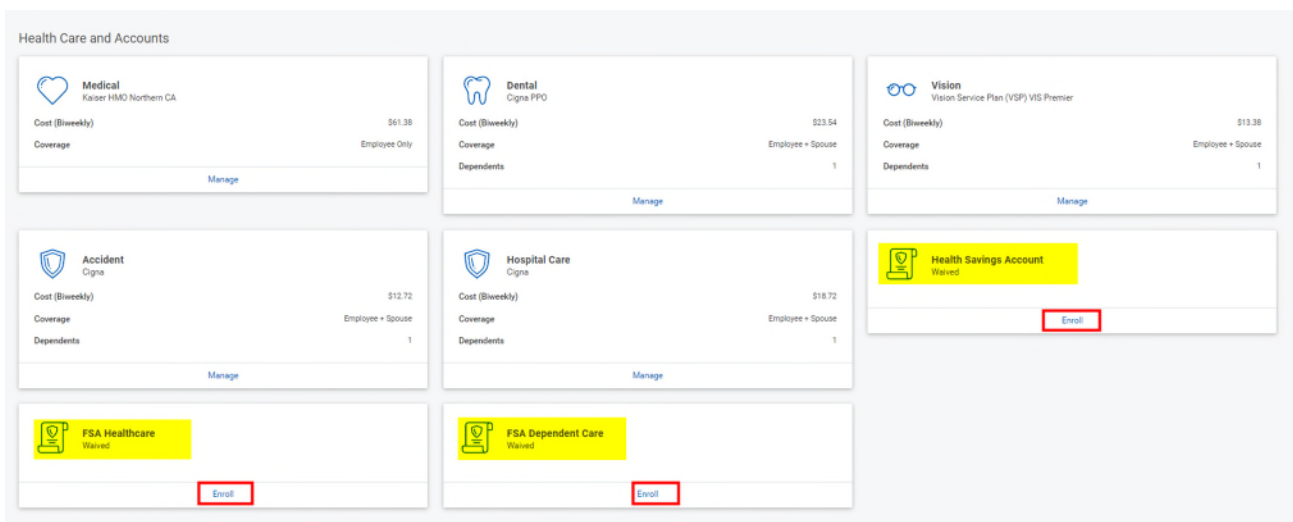
Workday Open Enrollment Instructions

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



2. Click on “Let’s Get Started” then complete the Health Information question for Tobacco Use. Your answer to this question will affect your Critical Illness insurance rates only.

3. Review your plan coverages. Your elections from the current year 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 accounts.**



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

Note: some plans are not part of Open Enrollment - Member plans, Long Term Care (LTC), Parking/Transit and 401(k). Rest assured you are still enrolled in these plans if you had a prior election.

4. When all changes are made, click “Review and Sign”.

5. Review all plans and coverages in the “View Summary” page, provide your electronic signature, then “Submit”.

View Summary

Projected Total Cost Per Paycheck
\$87.00

Please indicate your agreement with these elections by using the electronic signature checkbox next to “I Agree”

Selected Benefits 6 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical USA Kaiser HMO Northern CA	08/16/2021	08/16/2021	Employee Only
Dental Cigna PPO	08/16/2021	08/16/2021	Employee Only
Vision Vision Service Plan (VSP) VIS Premier	08/16/2021	08/16/2021	Employee Only
Basic Life Reliance Matrix Non Member (Employee)	01/01/2024	01/01/2024	1 X Salary

6. Download your Benefits Statement and save it for your records. This is your confirmation that your Open Enrollment elections have been submitted. Note: Any new elections will not show up under Workday Benefits until 1/1/2024.


Submitted

You've submitted your elections.

Please print and download your benefits summary. This will be your confirmation that your elections for Open Enrollment have been submitted. You will be able to see your 2024 benefits on January 1, 2024.

Important Dates:

Benefits go into effect 01/01/2024



[View 2024 Benefits Statement](#)

7. If you would like to make changes after your original submission, please go back to your Workday homepage and click on “View All Apps”, then on the Benefits & Pay.



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

