Workday Open Enrollment Instructions

Welcome	
Awaiting Your Action	
Open Enrollment Change: 01/01/2024 Inbox - 18 hour(s) ago	

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.

Health Care and Accounts						
Medical Kaiser HMO Northern CA		Cigna PP0		Vision Vision Service Plan (VSP) VIS Premier		
Cost (Biweekly)	\$61.38	Cost (Biweekly)	\$23.54	Cost (Biweekly)	\$13.38	
Coverage	Employee Only	Coverage	Employee + Spouse	Coverage	Employee + Spouse	
		Dependents		Dependents	1	
Manage						
		Manage		Menage		
Cost Elivershy Coverage Dependents	812.72 Employee + Spouse 1	Weightal Care Cons Cost (Biweekly) Coverage Dependents	S18.72 Employee + Spouse 1	Vision		
Manage			iðs			
PSA Healthcare Waved	_	FSA Dependent Care Walved	я			

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

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.



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.

Menu	×			XX
Apps Shortcuts				
Your Saved Order	(†			It's Tuesday, October 24, 202
Report Administrator	<u>^</u>			Quick Tasks
Reports				Request Time Off
Custom Reports				Time Off Palance
Help Workspace	_			
Personal Information	022			My Payslips
Time Off				B View All Apps
Benefits and Pay				
e Help				

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			
Change Open Enrollment			