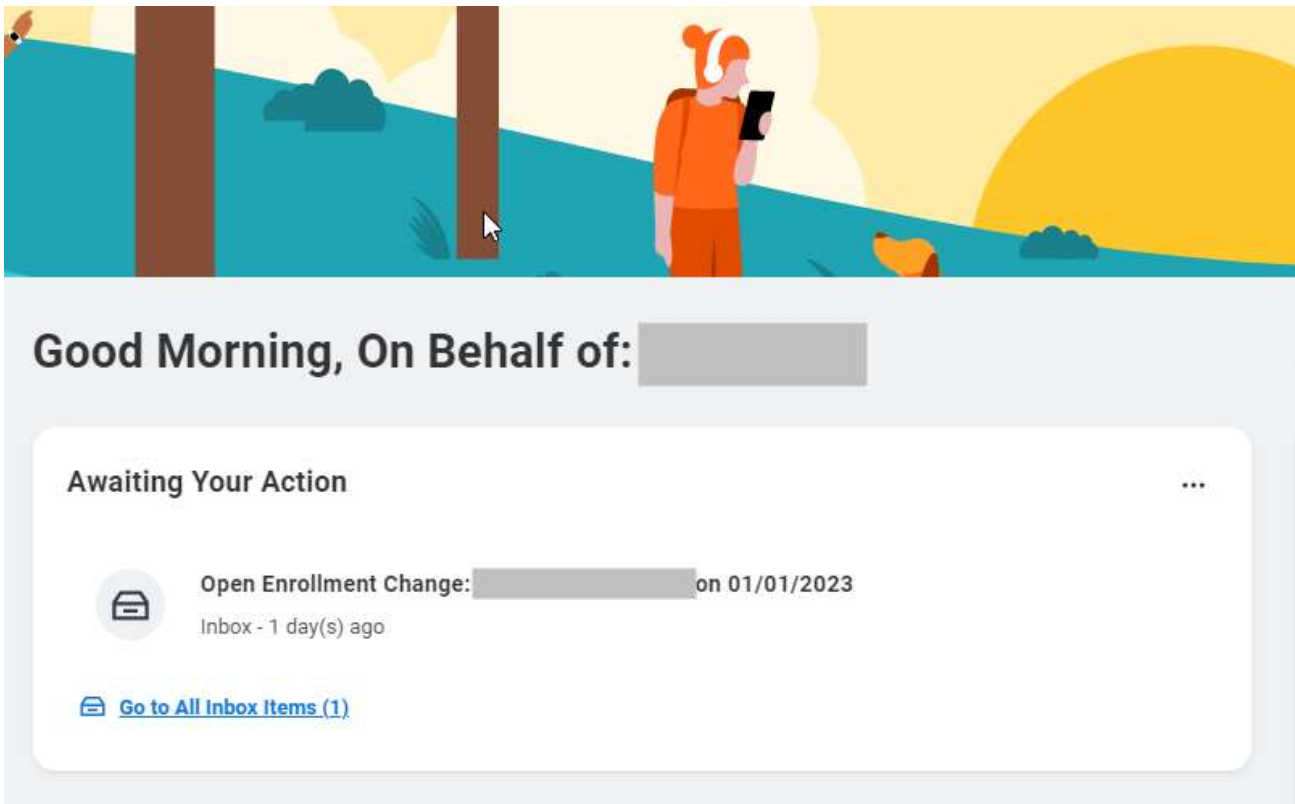


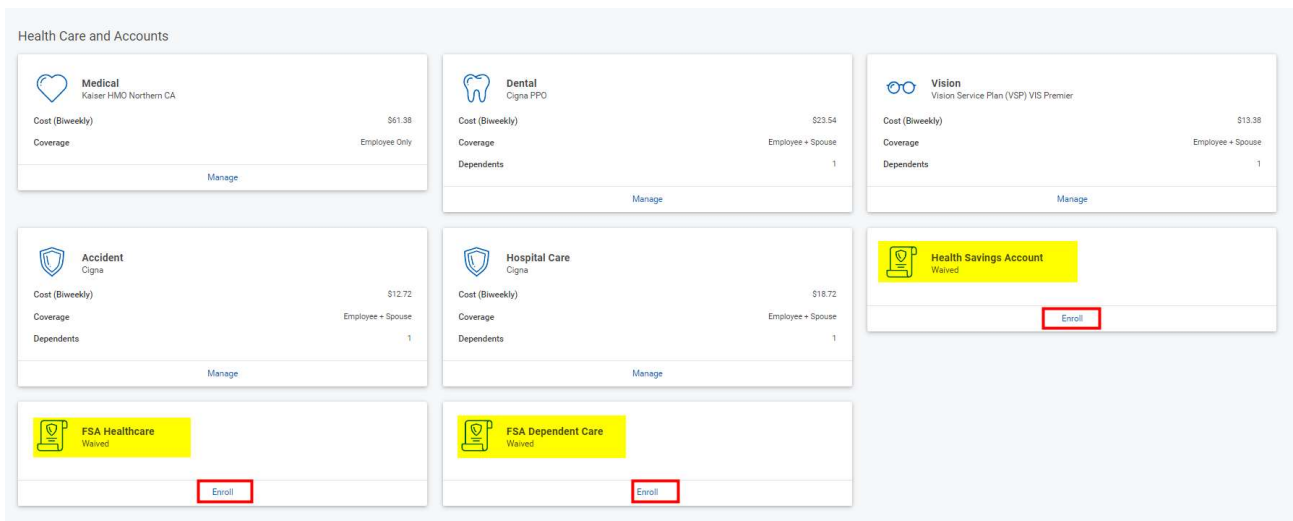
Workday Open Enrollment Instructions

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.

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 (Biweekly)
\$306.95

Please indicate your agreement with these elections by using the electronic signature checkbox next to "I Agree" at b

Selected Benefits 14 items

Plan	Coverage Begin Date	Deduction Begin Date
Medical Kaiser HMO Northern CA	01/01/2018	01/01/2018
Dental Cigna PPO	05/01/2018	05/01/2018
Vision Vision Service Plan (VSP) VIS Premier	05/01/2018	05/01/2018
Accident	01/01/2021	01/01/2021

6. Download your Benefits Statement and save it for your records. This is your confirmation that your Open Enrollment elections have been submitted.

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 2023 benefits on January 1, 2023.

Important Dates:

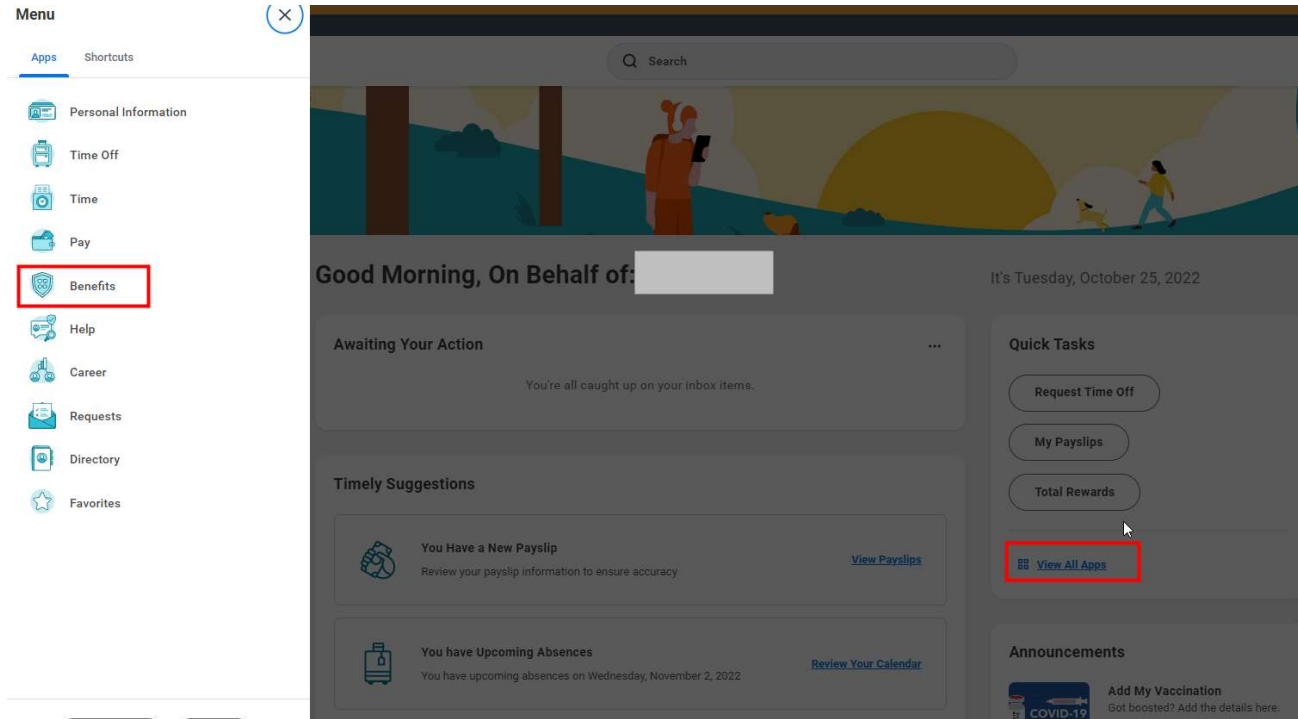
Benefits go into effect 01/01/2023

Final day to update benefits 10/31/2022

[View 2023 Benefits Statement](#)



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



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

