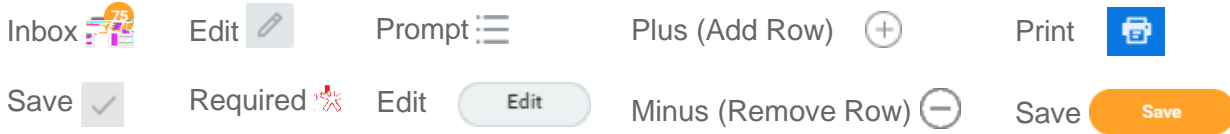


ICONS REFERRED TO IN THIS JOB AID



Open Enrollment for the 2021 Plan Year begins on October 1, 2020 and ends on November 30, 2020. On October 1st, you will receive a notification in your Workday inbox that you will use to access your elections. During the Annual Open Enrollment period, you can view and edit your benefit elections within Workday. Any changes you successfully submit will take effect on 1/1/2021.

2021 Plan Affidavit, all will be viewable on the benefit tile, these will be carried over to the 2021 Plan Affidavit, and you can make a change during Open Enrollment.




Prerequisites:

Adding Dependents :

- x If you are adding a new dependent to your coverage, you must add the dependent in Workday prior to completing the open enrollment process. Please see the Add Dependent Job Aid for instructions on adding your new dependent.

INITIATE OPEN ENROLLMENT EVENT

From the home page:

1. Click the Inbox in the top right corner
2. Select the Open Enrollment Change action
3. Click / H W 

Benefits: Open

MEDICAL PLAN AFFIDAVIT *

Required if you elect medical coverage. (even if you are not married or do not have spousal coverage)

1. Click Enroll
2. Click Select
3. Click Confirm and Continue
4. Click Prompt
5. Click the applicable option
6. Click Save



Note: If your

employer will be required to complete the Medical Plan Affidavit. You will need to upload the completed form as part of Open Enrollment.

HEALTH SAVINGS ACCOUNT

This is only available if you elect the HDHP (High Deductible Health Plan)

1. Click Select to elect your coverage choice or Waive to decline coverage.
2. Click Confirm and Continue
3. Enter the contribution amount. You may enter a per paycheck amount or an annual amount.
4. Click Save

HEALTHCARE FSA

This is not available to you if you elect the HDHP (High Deductible Health Plan)

1. Click Select to elect your coverage choice or Waive to decline coverage.
2. Click Confirm and Continue
3. Enter the contribution amount. You may enter a per paycheck amount or an annual amount.
4. Click Save

DEPENDENT CARE FSA

1. Click Select to elect your coverage choice or Waive to decline coverage.
2. Click Confirm and Continue
3. Enter the contribution amount. You may enter a per paycheck amount or an annual amount.
4. Click Save

