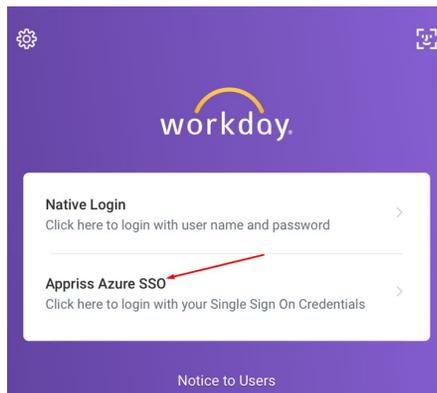


Completing Open Enrollment in Workday

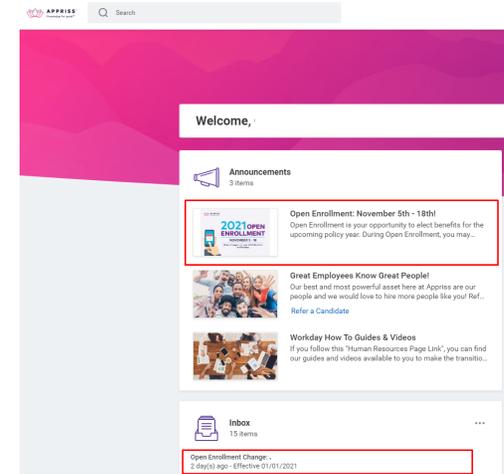
This job aid demonstrates how to complete your open enrollment elections in Workday. You will have from November 5th – 18th to make your elections. Please be sure to re-enroll in an HSA or FSA (Medical, Dependent Care, or Limited Purpose) if you are wanting to be enrolled again in 2021. These elections do not rollover. **YOU MUST SUBMIT YOUR ELECTIONS IN WORKDAY PRIOR TO OPEN ENROLLMENT CLOSE IN ORDER FOR YOUR ELECTIONS TO PROCESS; IF YOU LEAVE THEM AT “SAVE FOR LATER” THEY WILL NOT PROCESS THROUGH.**

GETTING STARTED ON OPEN ENROLLMENT ELECTIONS

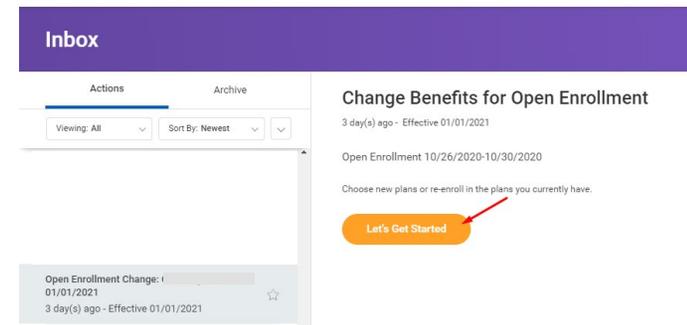
1. You will login to Workday at <https://www.myworkday.com/appriss/login-saml2.html> and select Appriss Azure SSO to login with your Microsoft credentials.



2. On the homepage of Workday, you will notice that there is an announcement regarding Open Enrollment and a link in the Inbox to begin.

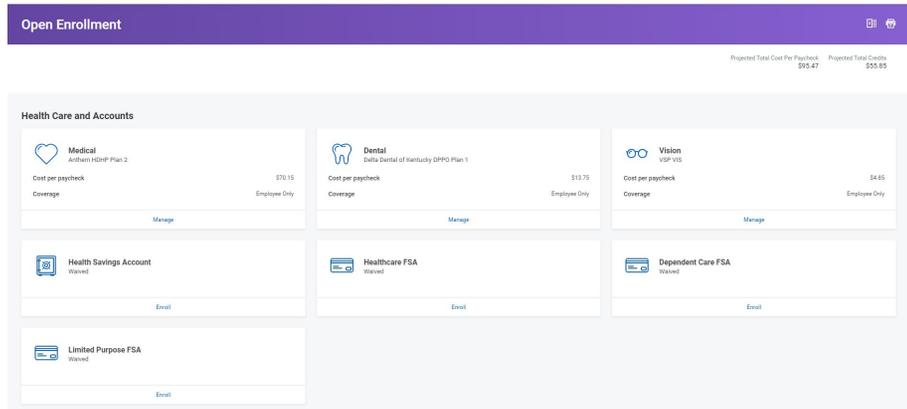


3. You will select the orange Let's Get Started link in your Inbox to begin making changes.



Completing Open Enrollment in Workday

- This next page will show you all benefit plan options that you can enroll in. It will also be populated with your current elections on each plan. You will notice if you were enrolled in an HSA or FSA for 2020 that it now shows you as waived due to these elections having to be made each year.



Open Enrollment

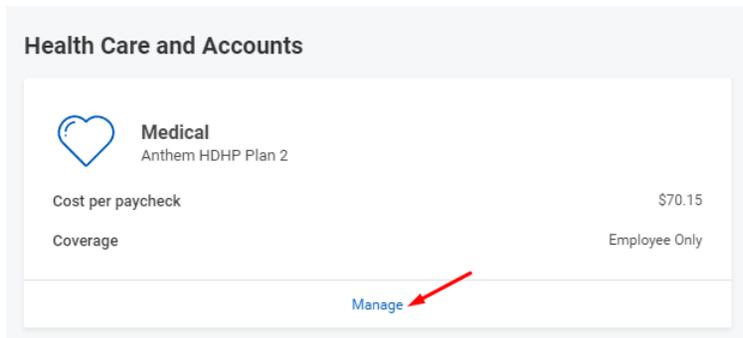
Projected Total Cost Per Paycheck: \$95.47 Projected Total Credits: \$55.85

Health Care and Accounts

- Medical** (Anthem HDHP Plan 2): Cost per paycheck \$70.15, Coverage Employee Only. [Manage](#)
- Dental** (Delta Dental of Kentucky DDPD Plan 1): Cost per paycheck \$13.75, Coverage Employee Only. [Manage](#)
- Vision** (VSP VIS): Cost per paycheck \$4.85, Coverage Employee Only. [Manage](#)
- Health Savings Account**: Waived. [Enroll](#)
- Healthcare FSA**: Waived. [Enroll](#)
- Dependent Care FSA**: Waived. [Enroll](#)
- Limited Purpose FSA**: Waived. [Enroll](#)

MAKING CHANGES TO EXISTING PLANS

- If you would like to make a change to an existing plan, you will choose **Manage**.



Health Care and Accounts

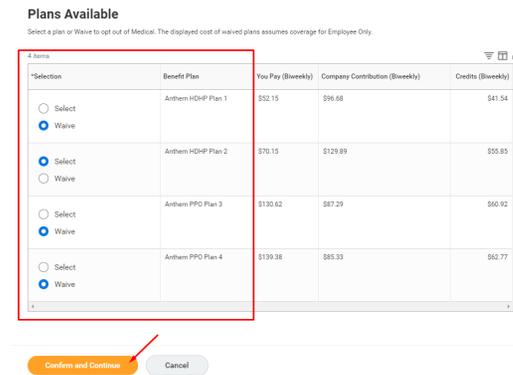
Medical
Anthem HDHP Plan 2

Cost per paycheck: \$70.15

Coverage: Employee Only

[Manage](#)

- You can choose a new plan by choosing the Select radio icon to the left. You can also choose Waive if you would like to now waive that benefit plan. The prices on the page will show the cost for each plan at your current Coverage Level (Employee Only, Employee + Spouse, and so on). Once done reviewing, choose the orange **Confirm and Continue** at the bottom of the screen.

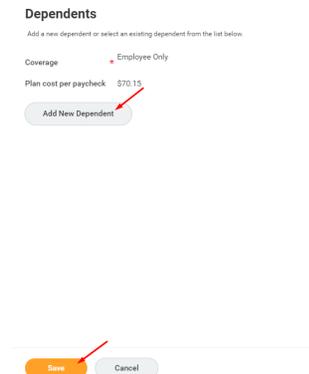


Plans Available
Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

*Selection	Benefit Plan	You Pay (Biweekly)	Company Contribution (Biweekly)	Credits (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem HDHP Plan 1	\$52.15	\$96.68	\$41.34
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Anthem HDHP Plan 2	\$70.15	\$129.89	\$55.85
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem PPO Plan 3	\$130.62	\$87.29	\$60.92
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem PPO Plan 4	\$139.38	\$85.33	\$62.77

[Confirm and Continue](#) [Cancel](#)

- The next screen will allow you to add new dependents or continue with your current coverage level.



Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage: + Employee Only

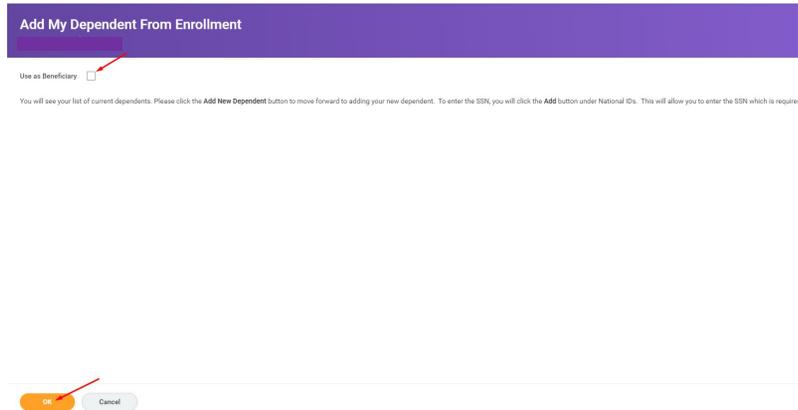
Plan cost per paycheck: \$70.15

[Add New Dependent](#)

[Save](#) [Cancel](#)

Completing Open Enrollment in Workday

- The first screen to add a dependent will ask you if you would like to also use that person as a beneficiary. Choose **OK** at the bottom of the screen.



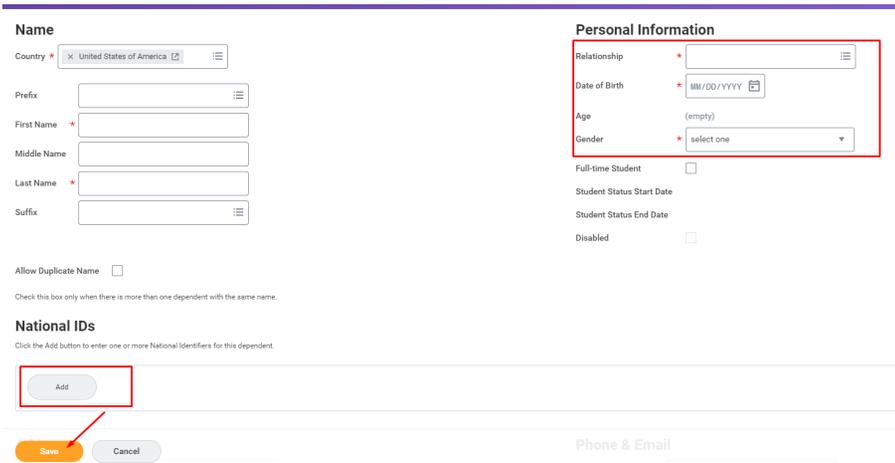
Add My Dependent From Enrollment

Use as Beneficiary

You will see your list of current dependents. Please click the **Add New Dependent** button to move forward to adding your new dependent. To enter the SSN, you will click the **Add** button under National IDs. This will allow you to enter the SSN which is required.

OK **Cancel**

- Populate all required information. Ensure you have also added a National ID (SSN) as this is required for dependents. Choose **Save** at the bottom when finished.



Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

Save **Cancel**

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Full-time Student

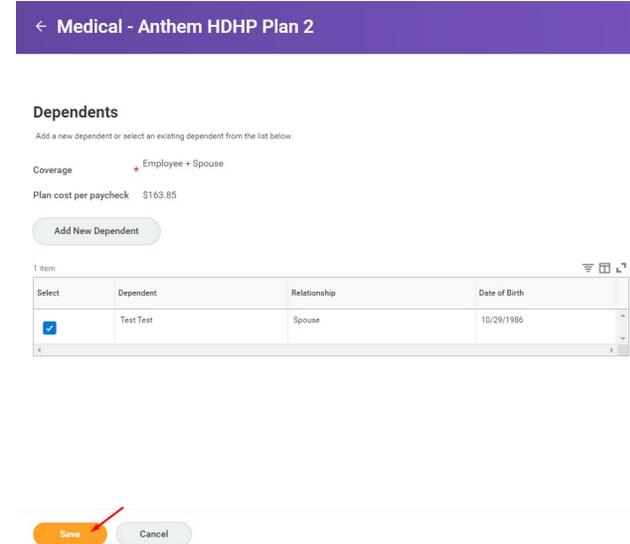
Student Status Start Date

Student Status End Date

Disabled

Phone & Email

- You will then see that your new dependent has been flagged on that specific plan and the cost associated has updated. Choose **Save** on this screen.



Medical - Anthem HDHP Plan 2

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Spouse

Plan cost per paycheck \$163.85

Add New Dependent

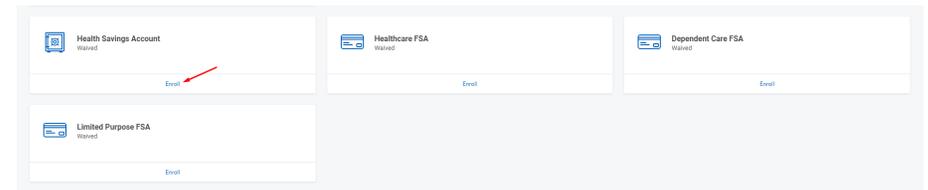
1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Test Test	Spouse	10/29/1986

Save **Cancel**

ELECTING AN HSA OR FSA PLAN

- You will choose Enroll under the plan in which you would like to Enroll in for 2021.



Health Savings Account Waived **Enroll**

Healthcare FSA Waived **Enroll**

Dependent Care FSA Waived **Enroll**

Limited Purpose FSA Waived **Enroll**

Completing Open Enrollment in Workday

- On the next screen, you will choose **Select** and **Confirm and Continue** at the bottom of the screen.

Plans Available
Select a plan or Waive to opt out of Health Savings Account.

*Selection	Benefit Plan	You Contribute (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Discovery Benefits	

- Enter the amount that you would like to contribute to the plan on a per paycheck or annual basis. The maximum contribution will prevent you from going over the allowed amount. Enter the amount and choose **Save**.

Contribute

Per Paycheck Annual

Total Paychecks 26

Maximum Annual Amount: \$7,200.00

Summary

Total Annual HSA Contribution \$5,600.00

ELECTING LIFE INSURANCE & ADDING BENEFICIARIES

- You will choose Enroll under the plan in which you would like to Enroll in for 2021.


Optional Life and AD&D
 Waived

- Select the Coverage you would like from the drop down. Remember that any amount over a \$10,000 increase on yourself or \$5,000 increase on your spouse will require an Evidence of Insurability unless this is your Initial Enrollment period.

Optional Life and AD&D - Hartford (Employee)

Coverage

Calculated Coverage

Coverage

Plan cost per paycheck

\$10,000
 \$20,000
 \$30,000
 \$40,000
 \$50,000
 \$60,000
 \$70,000
 \$80,000
 \$90,000
 \$100,000
 \$110,000
 \$120,000
 \$130,000

Beneficiaries

Select an existing or add a new

Primary Beneficiaries 0 items

Beneficiary	Percentage

Secondary Beneficiaries 0 items

Beneficiary	Percentage

Completing Open Enrollment in Workday

- You must attach a beneficiary to supplemental life and basic life coverage on yourself. You can do so by selecting the + sign under Beneficiaries. If you already have an existing beneficiary in the system you can choose that option. Otherwise, you will select **Add New Beneficiary or Trust**.

Coverage

Your guaranteed coverage amount for Optional Life and AD&D - Hartford (Employee) is \$10,000. Submit your Evidence of Insurability to Hartford to be considered for the coverage amount of \$400,000.

Calculated Coverage \$400,000.00

Coverage *

Plan cost per paycheck \$17.91

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiary	Existing Beneficiary Persons	Percentage
	Existing Tru	
	Add New Beneficiary or Trust	
	Search	0

Insurance In:

Provider Website <https://>

General Instructor

You are provided \$50,000 in **Continue** to allow you to th amount on yourself. If you v Once complete, please sele

If you elected to increase yn will be contacted by The Hc

- If you choose **Add New Beneficiary or Trust** a window will come up asking you to confirm which type you are wanting to add. Select **Continue**.

Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

Add New Beneficiary
 Add New Trust

Continue

- Populate the required information and select **OK**.

Add New Beneficiary or Trust

Relationship *

Use as Beneficiary

Date of Birth

Age (empty)

Gender

Allow Duplicate Name

Legal Name

Contact Information

National IDs

Additional Government IDs

Other IDs

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

OK

- Once added, you need to populate the percentage next to their name. This amount must equal to 100%, regardless of how many beneficiaries you have.

Coverage

Your guaranteed coverage amount for Optional Life and AD&D - Hartford (Employee) is \$10,000. Submit your Evidence of Insurability to Hartford to be considered for the co

Calculated Coverage \$400,000.00

Coverage *

Plan cost per paycheck \$17.91

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries	1 Item	Percentage
	Beneficiary	
	<input type="text" value="TEST TEST"/>	100

Secondary Beneficiaries	0 Items	Percentage
	Beneficiary	
No Data		

Save