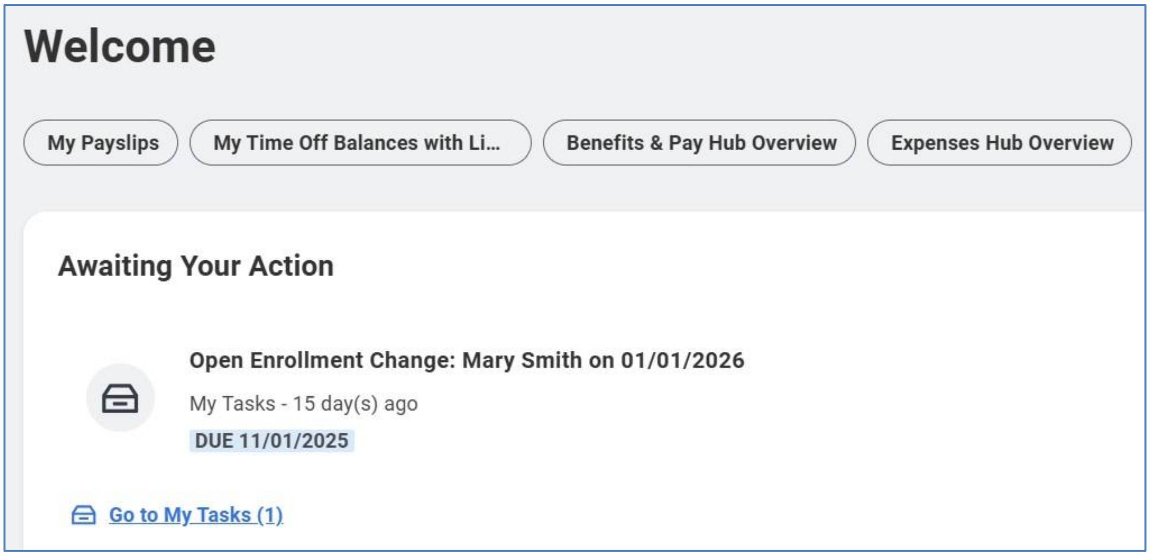
Open Enrollment Instructions

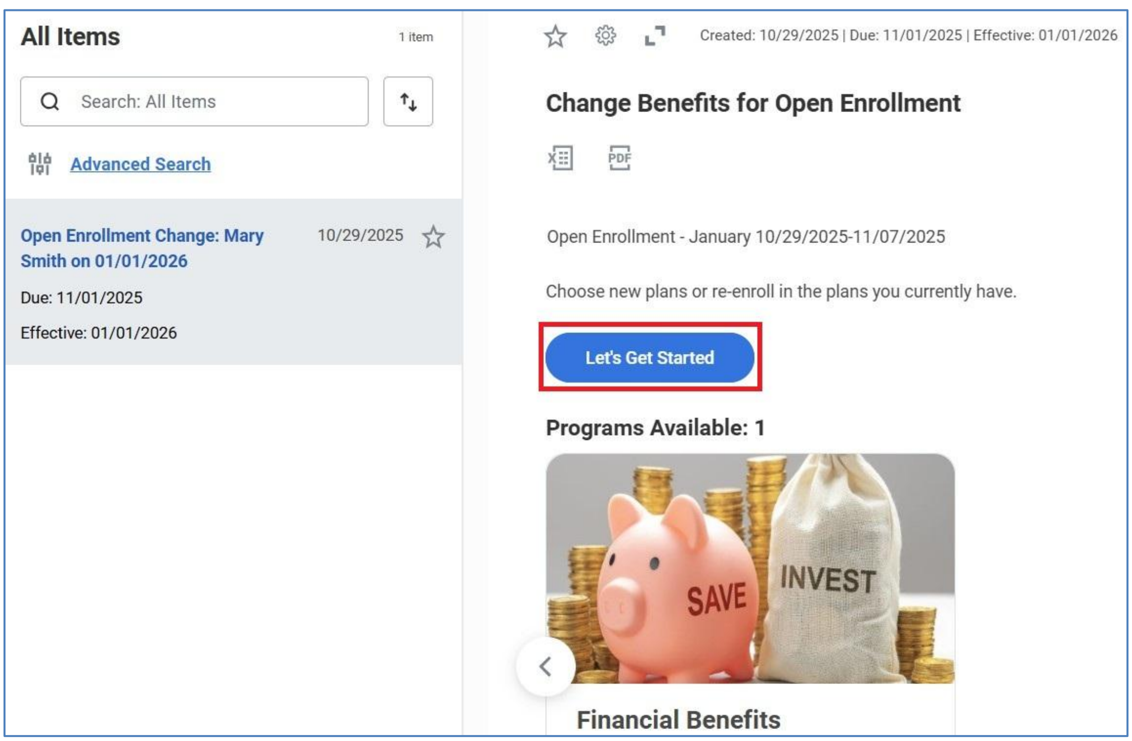
Selecting Your Benefits

When it is time for open enrollment, you will receive an Open Enrollment task in your Workday Inbox. To complete your open enrollment:

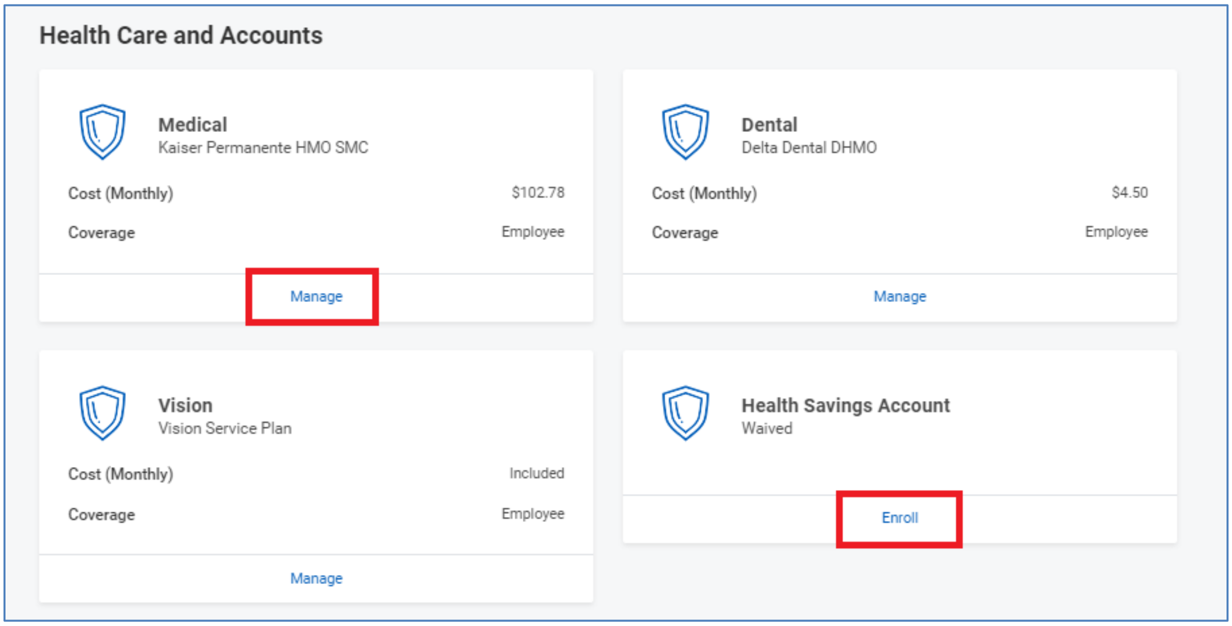
1. Go to your Workday homepage and click on your **Open Enrollment** in your inbox.



2. Click on **Let's Get Started**



3. Each benefit type is listed separately. Click on **Manage** to change an existing benefit or add a dependent, Click on **Enroll** to elect or re-enroll for the next benefit year. Please note that Health Savings Accounts, Flexible Spending and Dependent Care reset to zero every year.

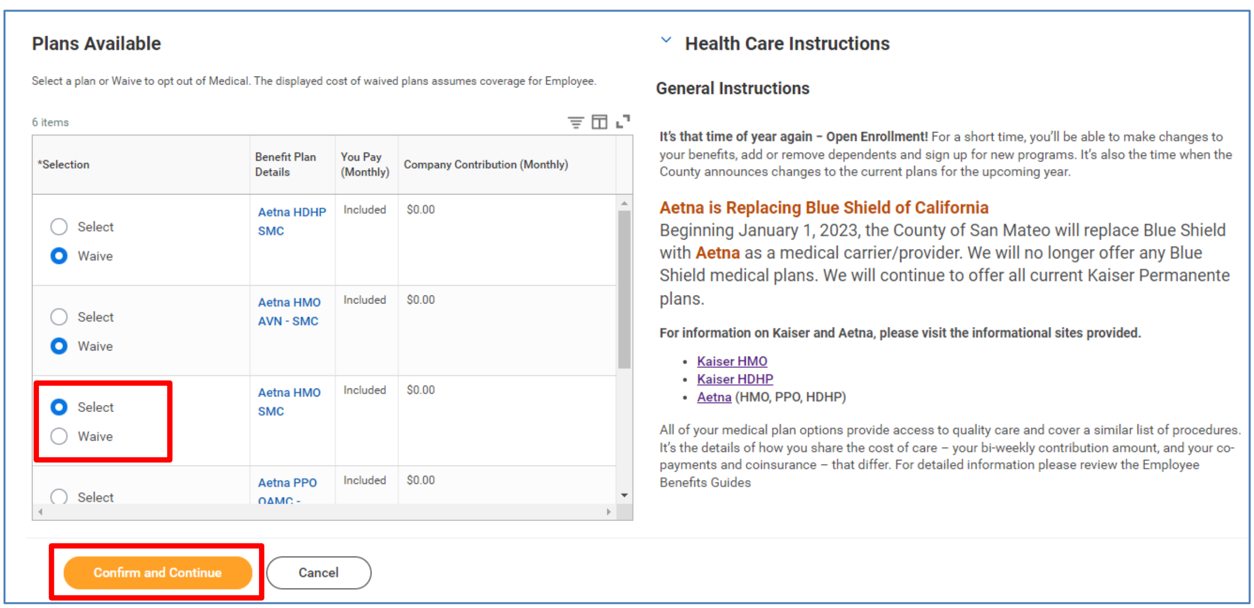


4. Modify your level of coverage as needed on any eligible plan by clicking on **Manage/Enroll.**

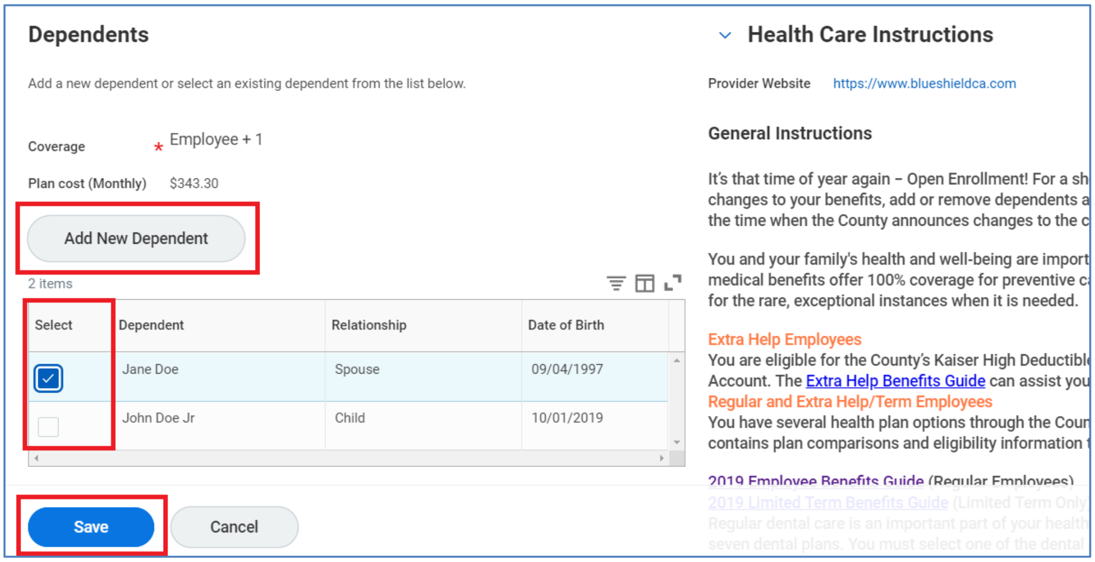
Adding Dependents

From the Benefit Plan:

5. Click the appropriate benefit plan you wish to add/remove a dependent (see step 4 above).
6. Select the new plan or click **Confirm & Continue** to remain with the current Blue Shield/Kaiser plan.

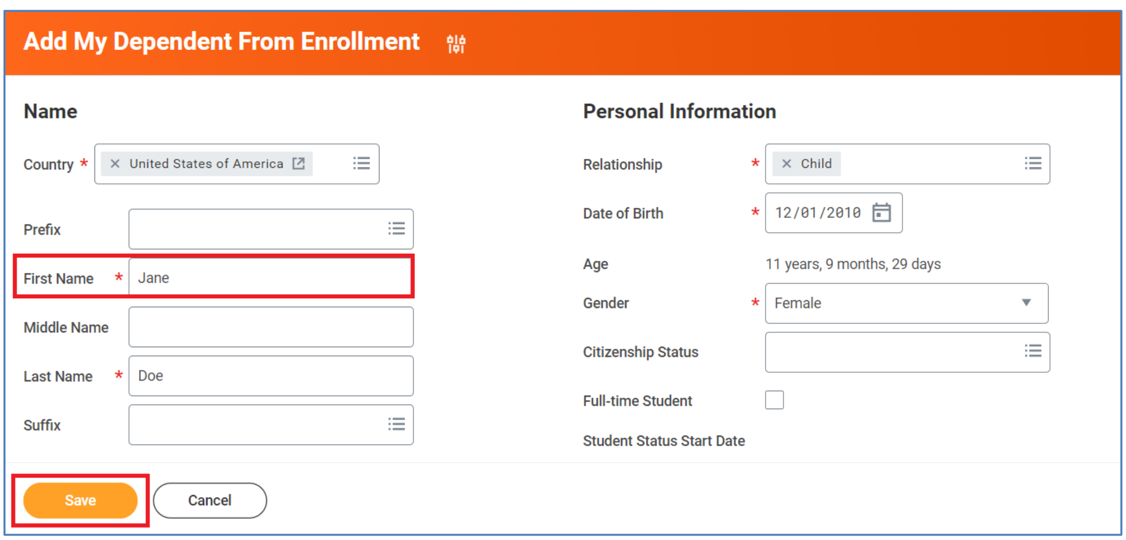


7. Select the name of the dependent you wish to include or click the **Add New Dependent** icon to create a new dependent.



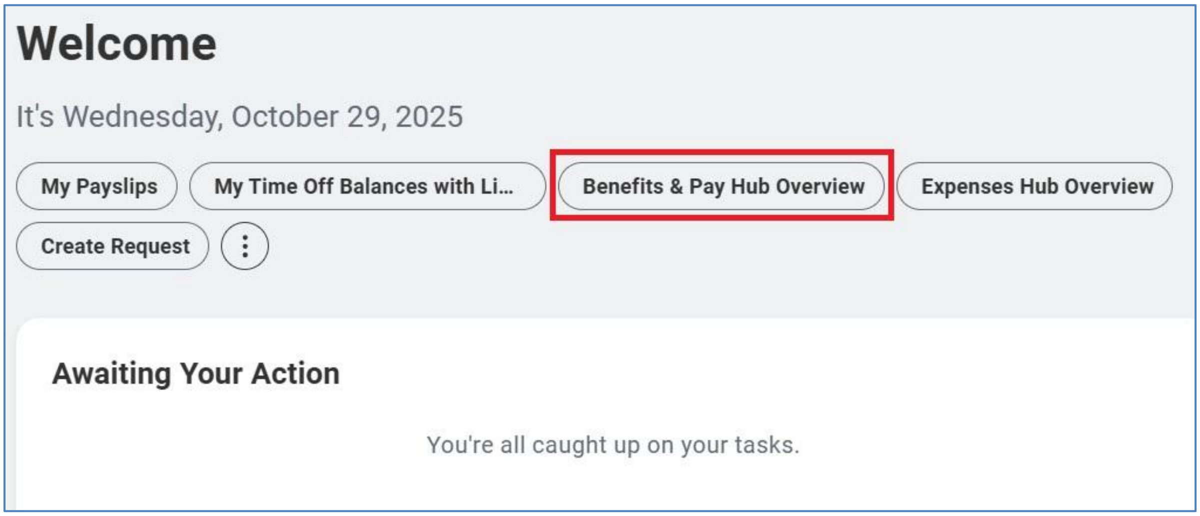
8. Complete all required fields for your new dependent and click **Save**.

If you add new dependents, you need to attach proof of eligibility before submitting your enrollment. See instructions on Attaching Supporting Documents.

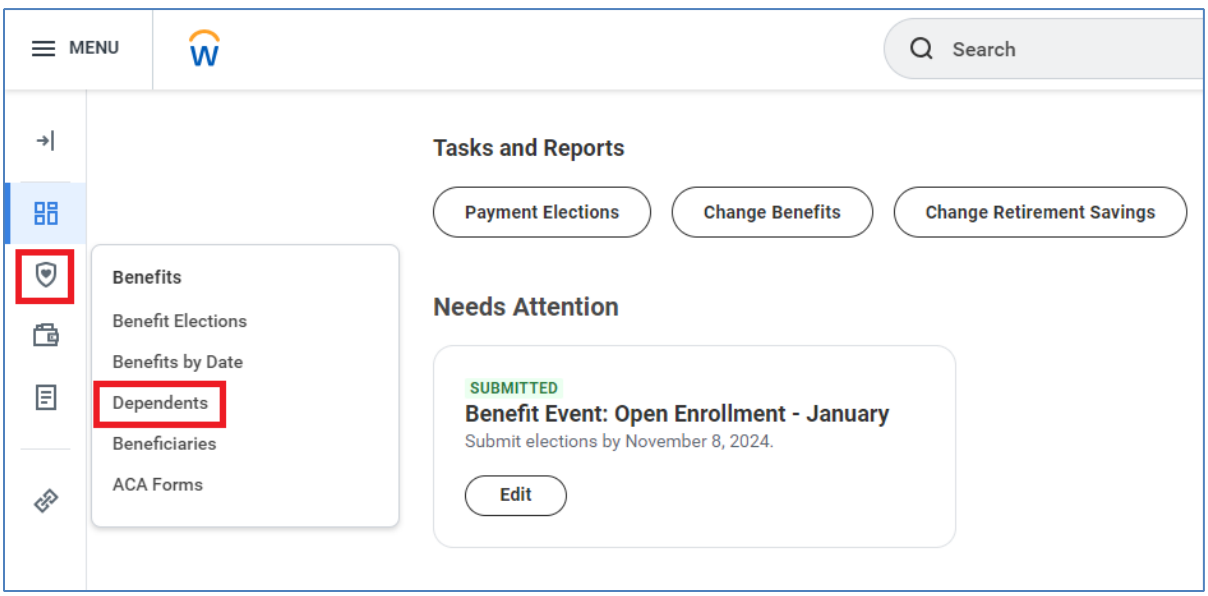


Modifying Dependents

1. Click on the **Benefits and Pay Icon**

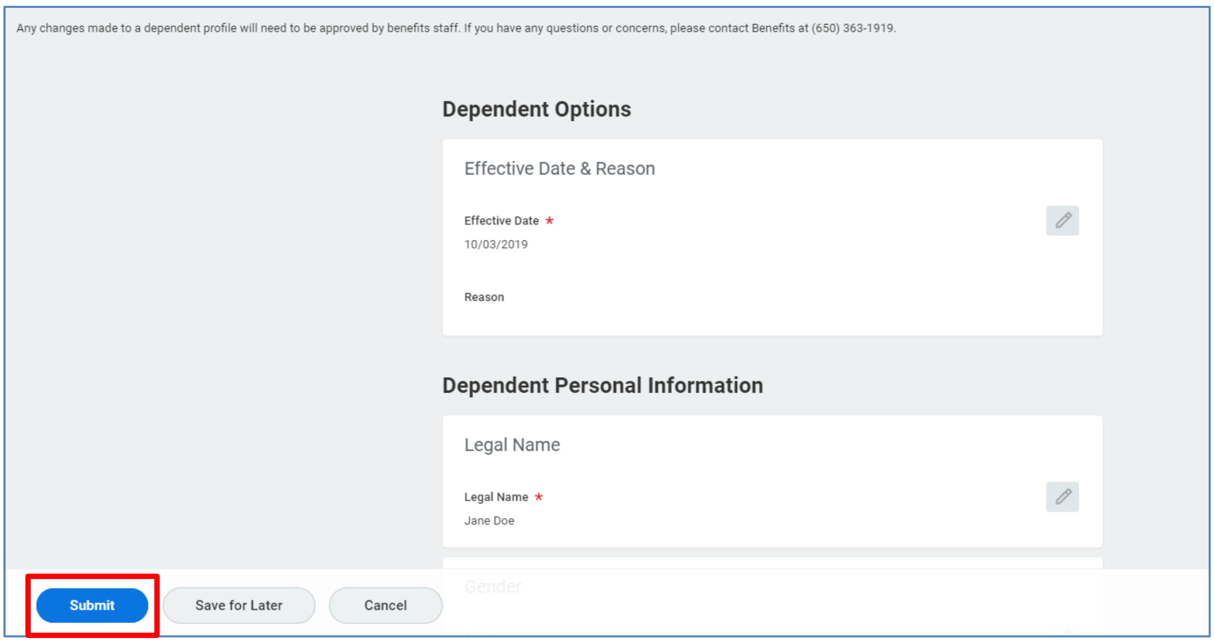


2. Click on the **Benefits Icon** then click on **Dependents**



3. Click on **Edit** next to the dependent you wish to update. (Please note this is to update demographic date for existing dependents. Please follow the proper process to add/create new dependents).

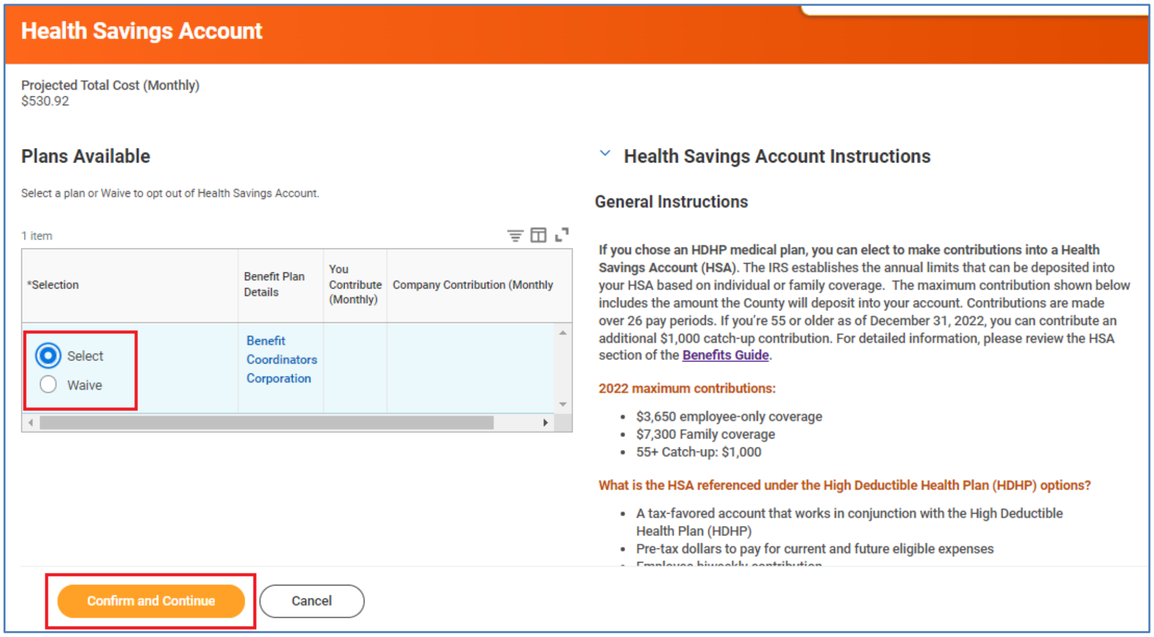
4. Update the necessary fields and click **Submit**.



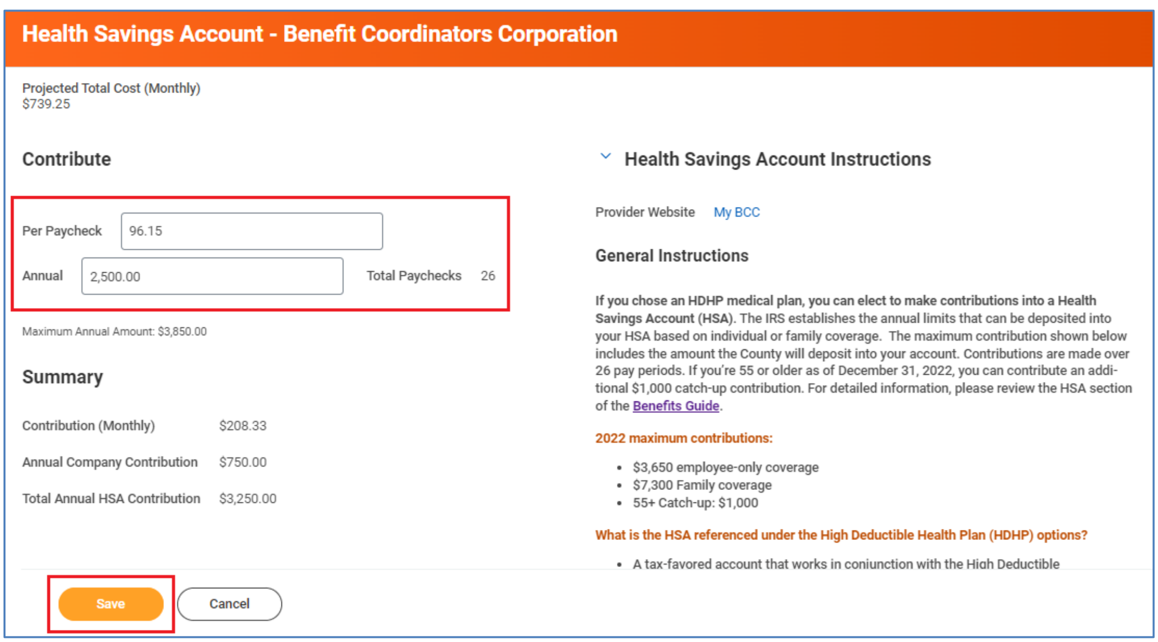
Adding the Health Savings Election

Click on **Enroll** on the Health Savings Election tile/icon. Depending on your elections from the previous screen, you may or may not be eligible for this plan. To be eligible, you need to be enrolled in a High Deductible Health Plan.

1. Click on **Select** to enroll and click **Confirm & Continue**.



2. Enter in the annual or per paycheck amount you wish to have deducted and click **Save**.

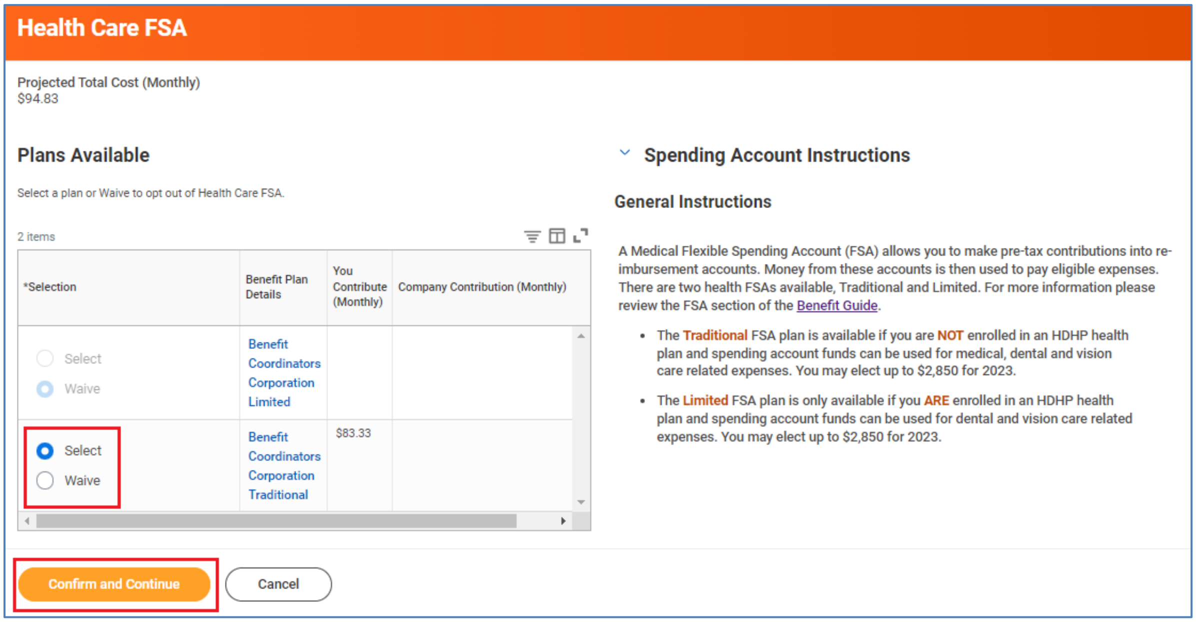


Open Enrollment Instructions

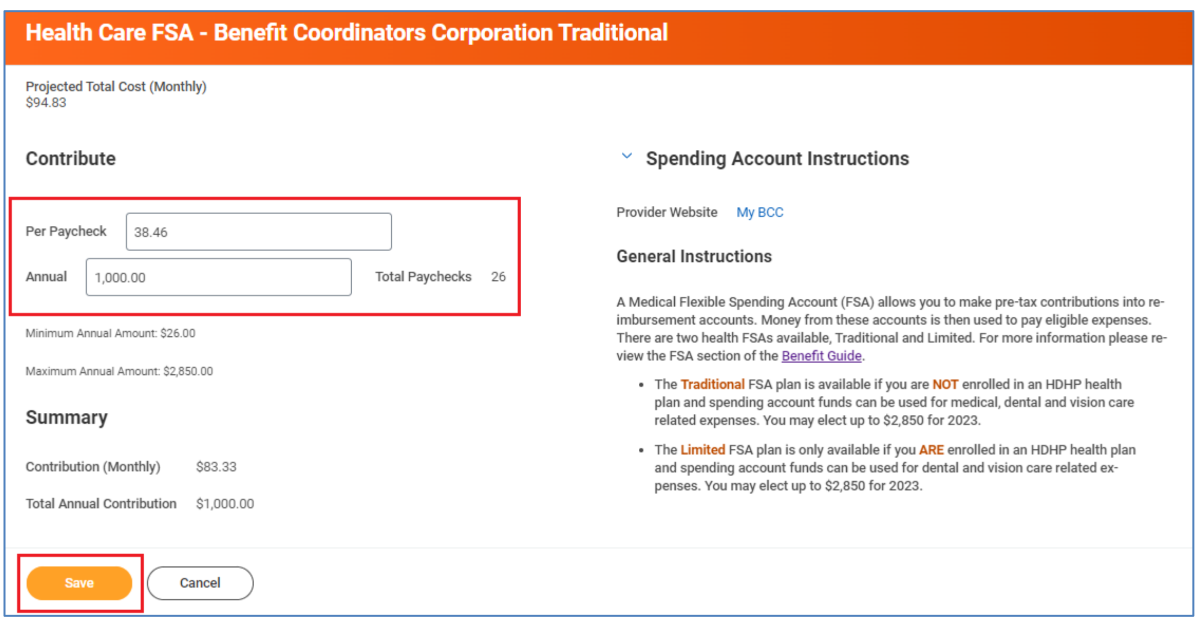
Adding a Flexible Spending Account

Click on **Enroll** on the Health Care FSA or Dependent Care tile/icon. To be eligible for the limited Health Flexible Spending Plan, you need to be enrolled in a High Deductible Health Plan. Dependent Care does not require enrollment in a Medical plan.

1. Click **Select** for the plan you wish to enroll in and click on **Confirm & Continue**.



2. Enter in the annual or per paycheck amount you wish to have deducted and click **Save**

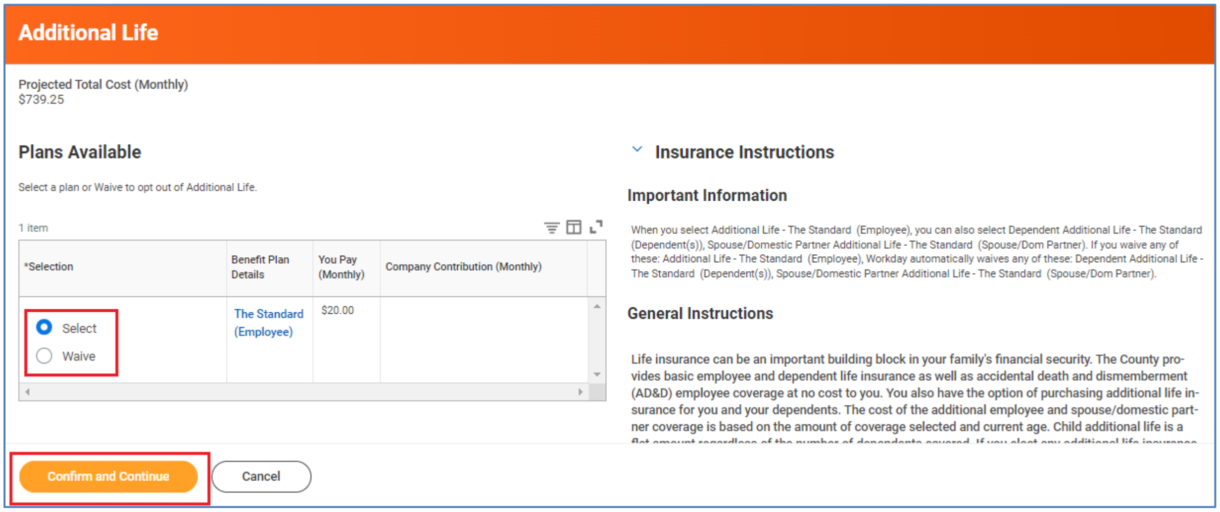


Adding Group Life Insurance

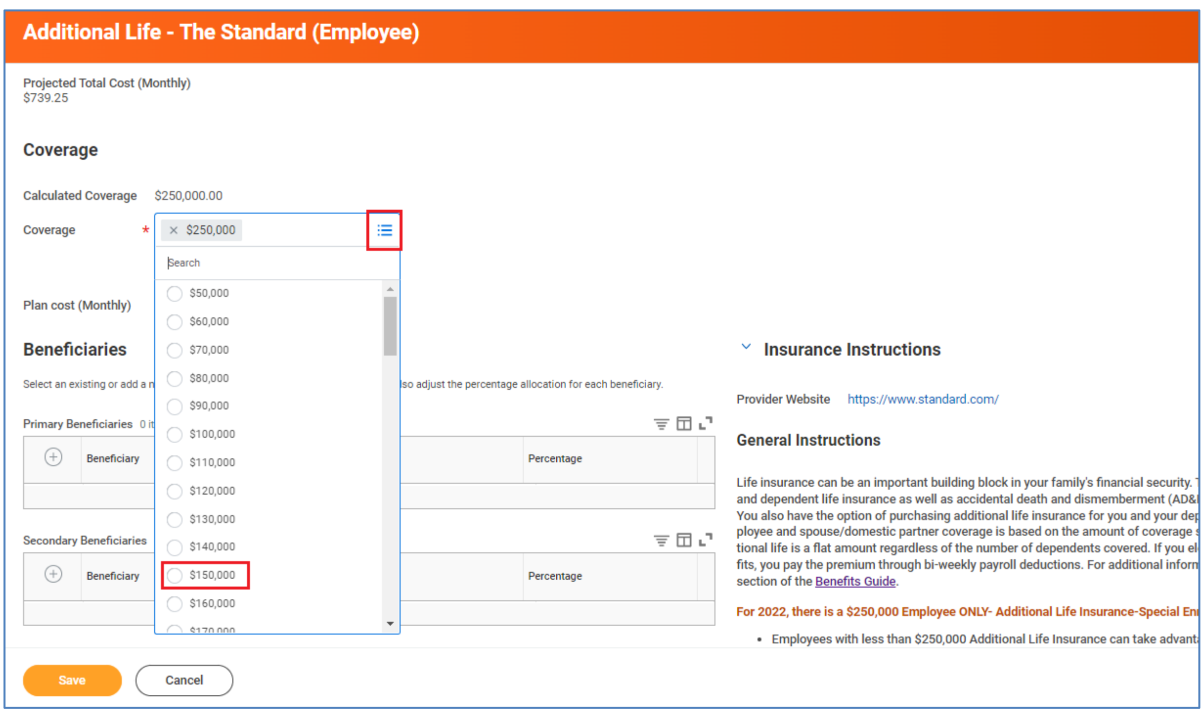
If you enroll or increase any of your Additional Life Insurance Coverage, you are required to complete a physical examination and submit it directly to The Standard.

Click on the Additional Life tile/icon

1. Click on **Manage/Enroll** on the **Additional Life** tile/icon
2. Choose either **Select** or **Waive** coverage and click **Confirm & Continue**.



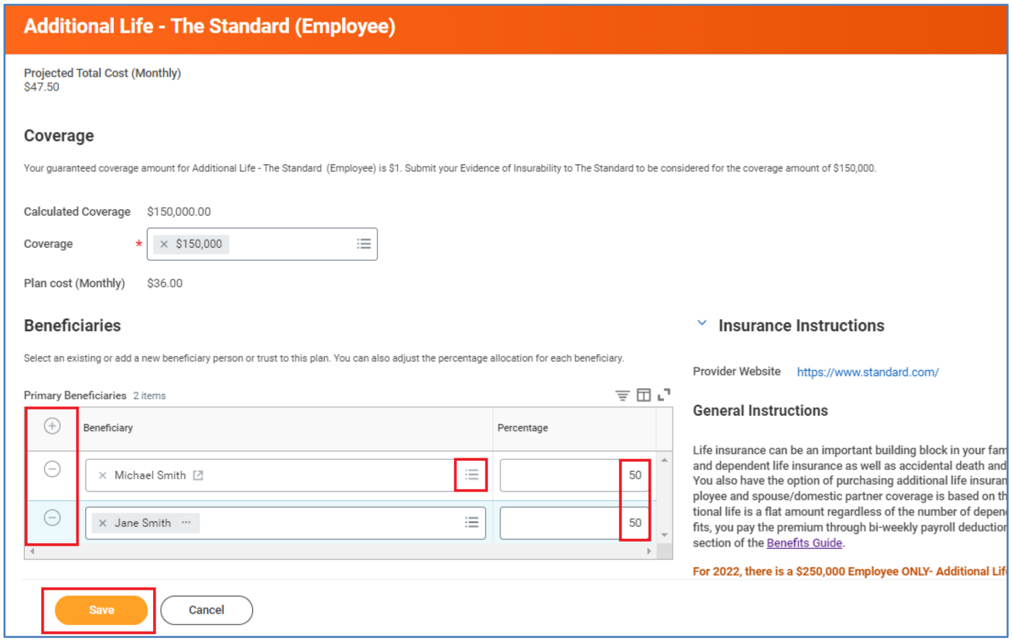
3. Click on the dropdown menu icon  to view available coverage. Click on the coverage amount you would like to request then select a beneficiary.



Designating Beneficiaries

Next, under the Life Insurance tiles/icons designate your beneficiaries for your life insurance plans. Please note Basic Life, Additional Life and AD&D beneficiaries must be designated separately under each benefit.

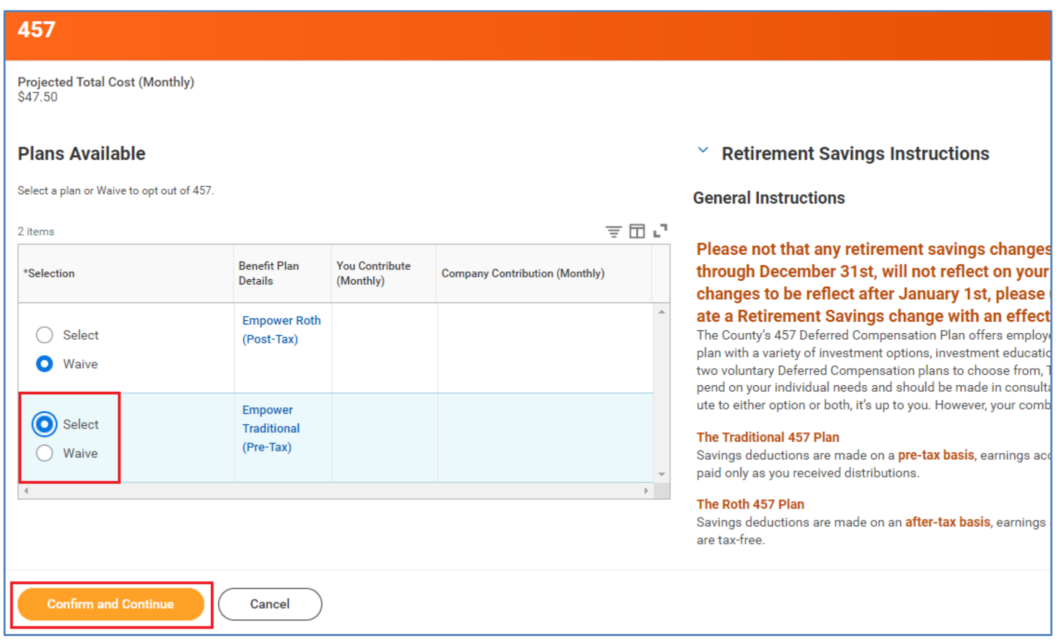
1. Click the **+ sign** under primary beneficiary to add a new beneficiary or the **– sign** to remove a beneficiary. Click on the percentage amounts and update the allocation and click Save to complete the request. Please note all beneficiary changes made in Open Enrollment will not be affective until January 1, 2023.



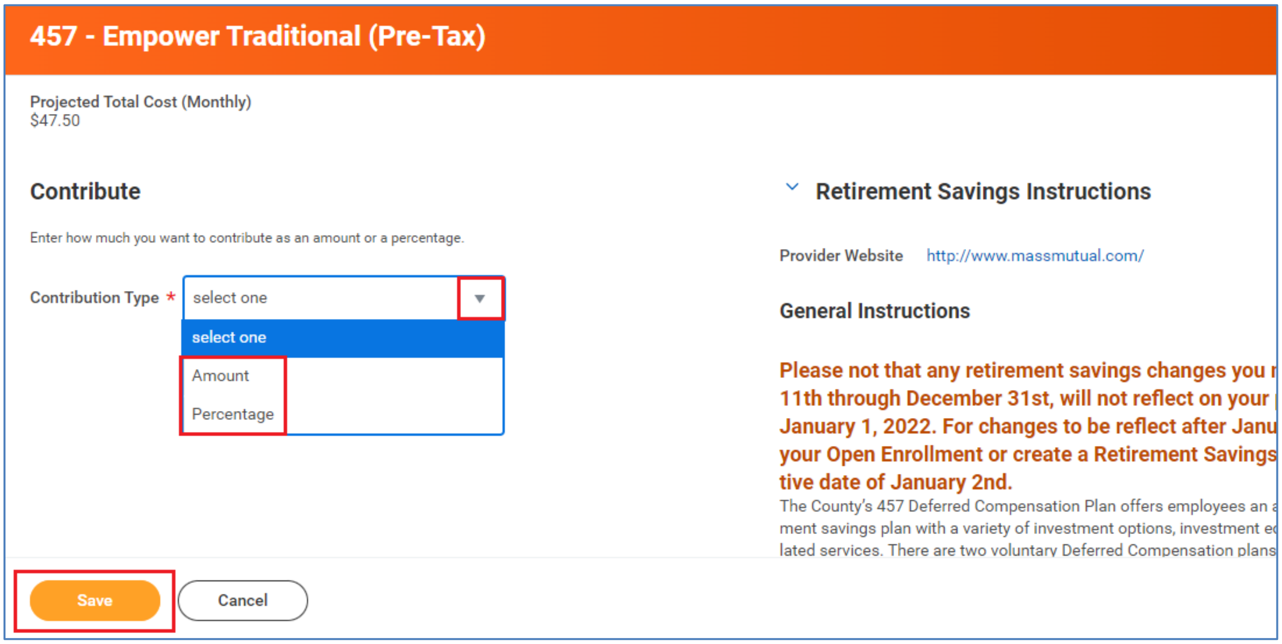
Adding Additional Savings

To Enroll or change your existing 457 Deferred Compensation election click on **Manage** on the 457 tile/icon

1. **Select** Deferred Compensation plan you wish to enroll into or change and click **Confirm & Continue**.



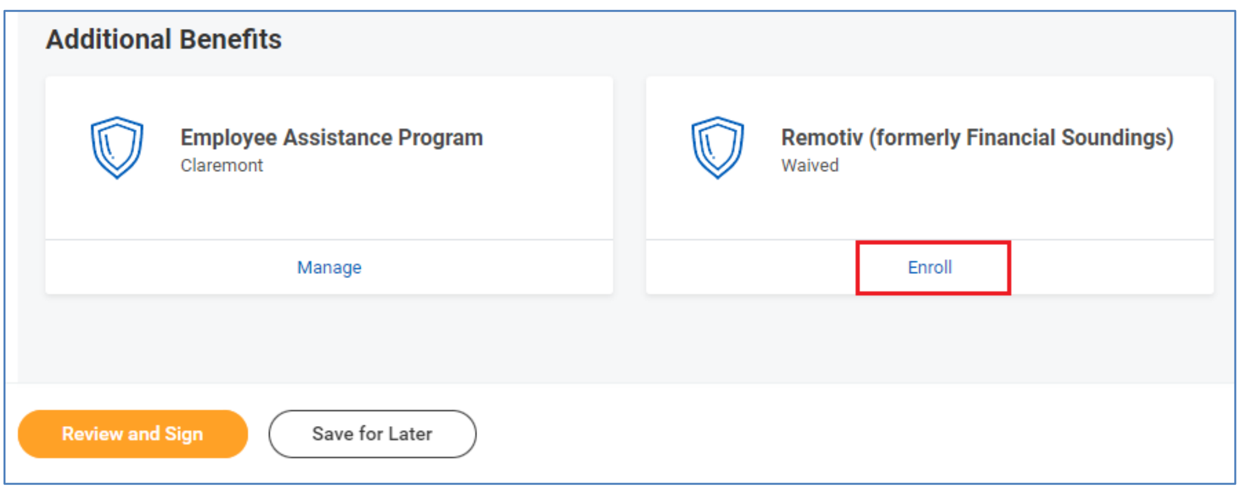
2. Click on the arrow under Contribution Type to designate deduction type, a percentage or flat $ amount. Then enter the amount you wish to elect and click **Save**. Please note all changes are effective January 1, 2023.



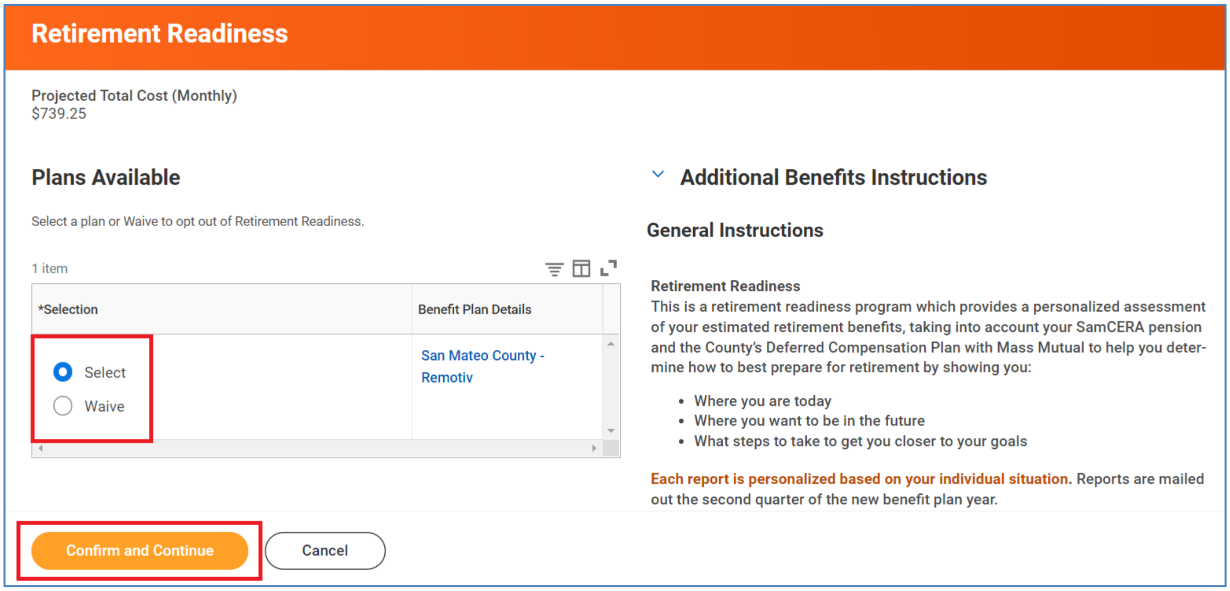
Adding Additional Benefits

The additional benefits section is where you can elect to enroll in Remotiv (formerly Financial Soundings.)

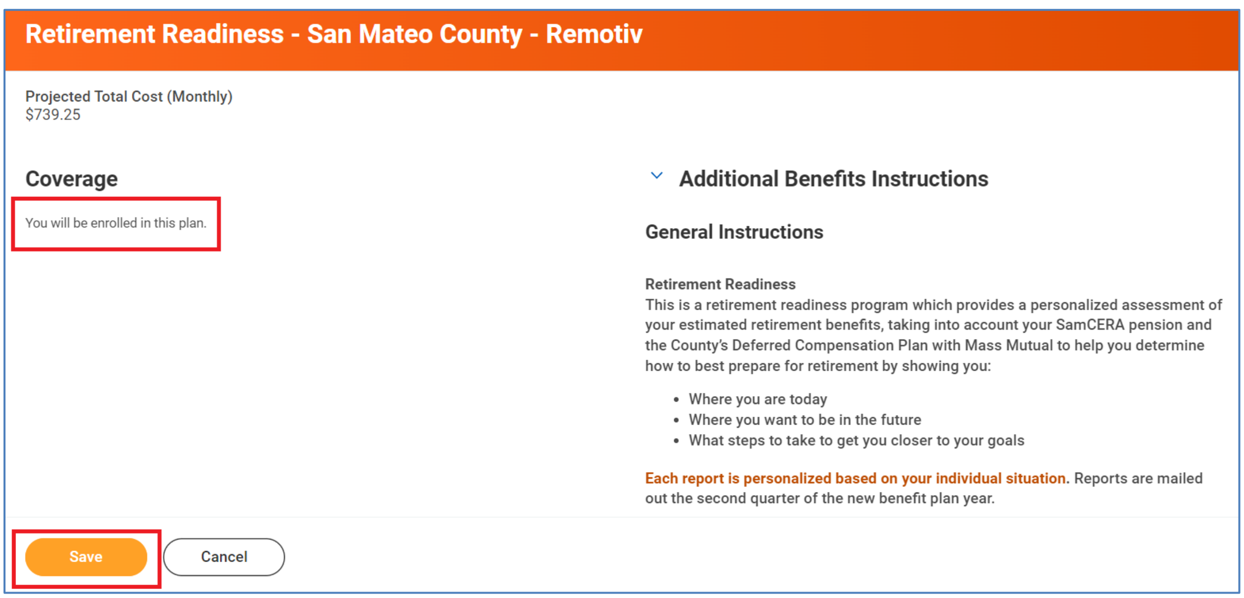
1. Click **Enroll** on the Remotiv (formerly Financial Soundings) icon/tile.



2. Click **Select** to enroll then click on **Confirm & Continue**.



3. Click **Save** to return to the main Open Enrollment Screen.

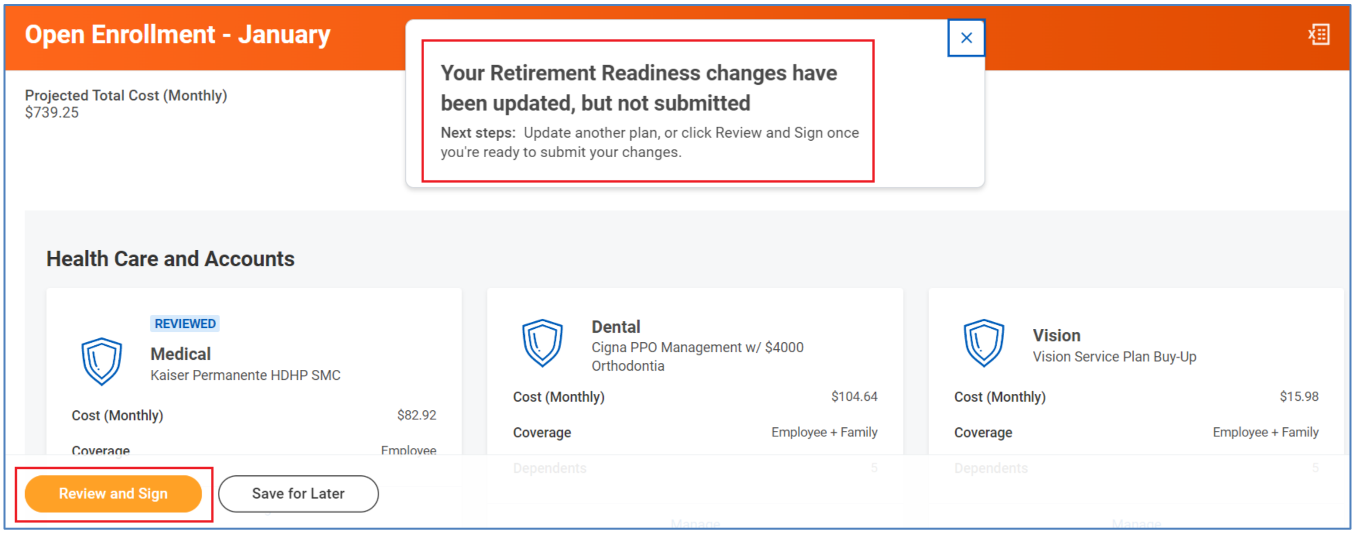


Open Enrollment Instructions

Completing Your Enrollment

Benefit changes will not be reflected unless they are reviewed and finalized.

1. Click on Review & Sign at the bottom of the election screen.



2. Scroll down to the bottom of the review page to attach any supporting documentation and check the **I Agree** checkbox to complete your electronic signature. Supporting documentation may include marriage or birth certificates for newly added dependents.