



Open Enrollment

Quick Reference Guide

Important Notes

If you are a New Hire, hired during the Open Enrollment period, you must complete your New Hire benefit elections in [Workday](#) before you are able to complete your Open Enrollment elections. Verify that your Home Address and Social Security Number (SSN) have been entered in Workday before making your benefit elections—both are a requirement for enrolling in all US benefit plans. If you do not have your SSN at the time of onboarding or when enrolling in benefits, contact [HR Source](#) as soon as you receive it, so Workday can be updated immediately.

Visit the [US Benefits website](#) for more information and details regarding your US Benefits options.

1. Log in to [Workday](#) and navigate to your Workday Inbox.

2. Click on the 2021 Annual Open Enrollment item and then Let's Get Started to enroll in the new plan year benefits.

3. You will want to review each benefit plan available to you. Click **Manage** to make changes to a plan you are currently enrolled in or click **Enroll** to enroll in a plan for the new plan year.

4. Choose your benefit elections by clicking 'Select' or 'Waive' next to the plan you want to enroll in or make changes to. Click 'Confirm and Continue' to add dependents or election amounts to a plan.

The screenshot shows the Workday user interface. At the top right, there are icons for a notification bell, an inbox with a '1' badge, and a cloud icon. Below these is the 'Inbox' header. The main content area shows a list of items. The first item is '2021 Annual Open Enrollment' with a 'Let's Get Started' button highlighted in orange. Below this is a section for 'Medical' (UHC Traditional PPO) with a 'Manage' button highlighted in orange. Underneath is a section for 'Health Savings Account' (Waived) with an 'Enroll' button highlighted in orange. At the bottom, there is a selection interface for 'UHC Traditional PPO' with radio buttons for 'Select' (highlighted in orange) and 'Waive'. A large blue 'Confirm and Continue' button is at the bottom right.



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5. Your current dependents will be listed. Select the dependents you wish to enroll in the plan. Click 'Add New Dependent' if you need to add a new dependent. Click the 'Use as Beneficiary' box, if applicable.

For new dependents, you will be prompted to add the following required personal information:

- Legal Name
- Relationship
- Date of Birth
- Gender
- Social Security Number
- Home Address

6. If you are enrolling in an HSA or FSA plan, you may enter either a 'Per Paycheck' contribution amount or an 'Annual' contribution amount. If you elect the HSA PPO medical plan, you are required to elect an HSA.

Note: During Open Enrollment if you wish to contribute to your HSA or FSA for the new plan year, you **MUST** enter a new election amount, your election from the previous year **WILL NOT** carry over.

7. Click 'Review and Sign' to review your selected benefit elections. Click 'I Agree' and 'Submit' to complete.

8. After you have submitted your elections be sure to 'Print' a copy for your records.

Dependents

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

Coverage * Employee + Spouse

Plan cost per paycheck \$249.05

1 item

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	Rita Wilson	Spouse

Contribute

Per Paycheck

Annual

I Accept