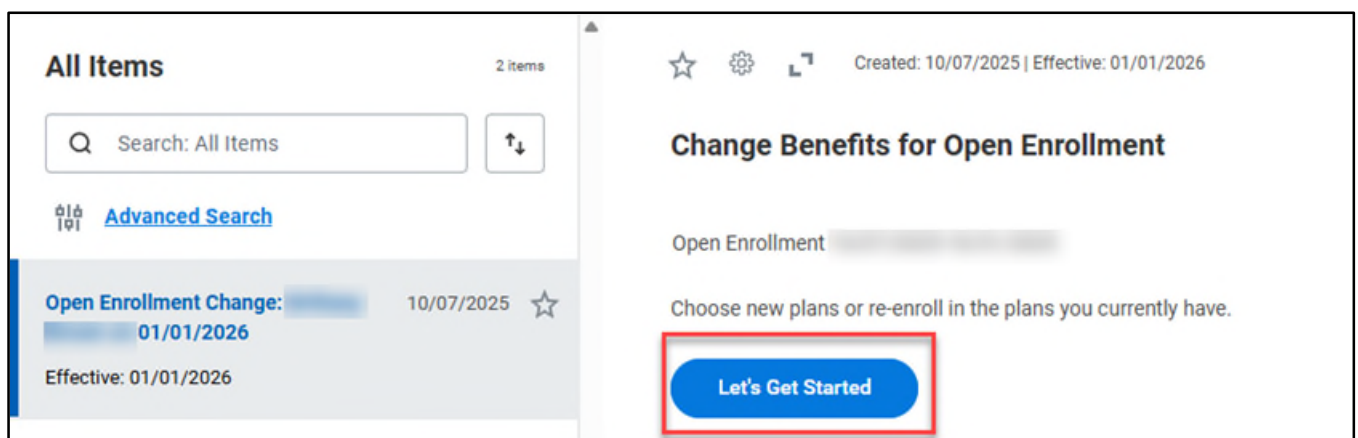
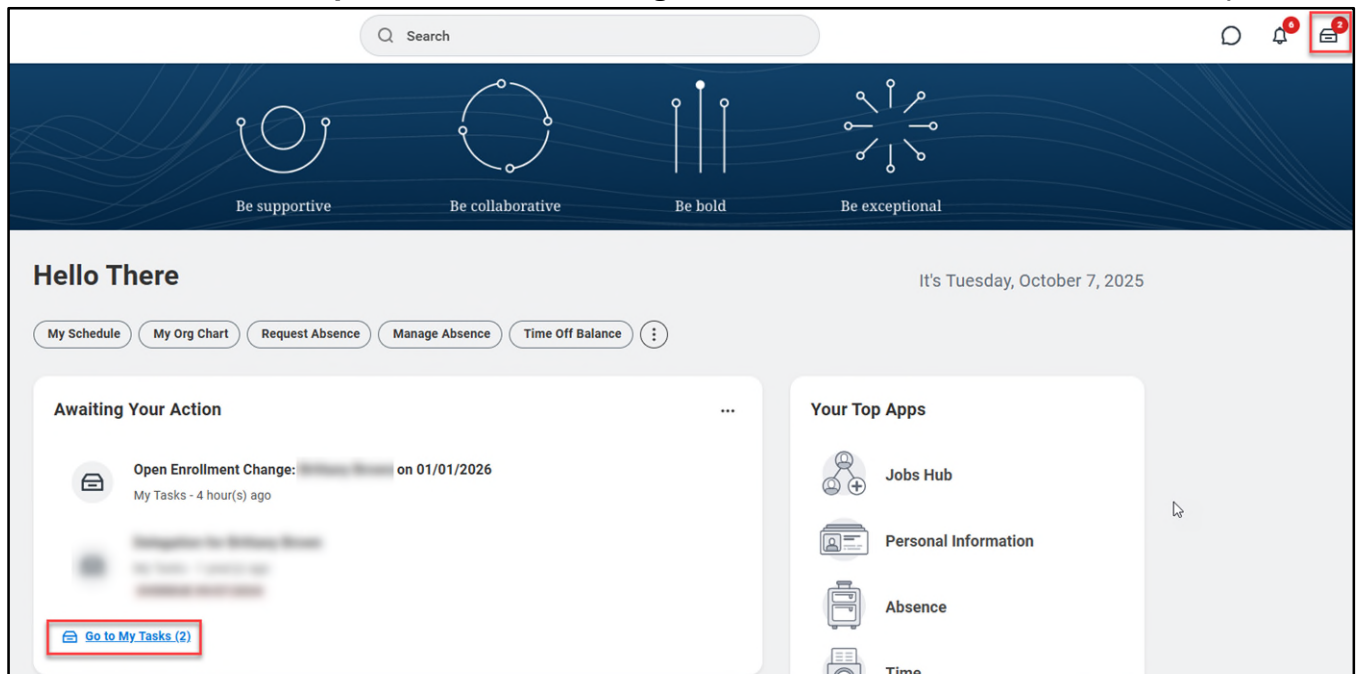


# How to Enroll in Benefits During Open Enrollment

Workday Reference Guide

## Benefit Enrollment

1. Log Into [Workday](#).
2. Select **Go to My Tasks** button or the **Task icon** on the top right-hand side of your homepage. From here, select the **Open Enrollment Change** item and click on **Let's Get Started** to proceed.



3. Next you will indicate if you have used tobacco in the past 12 months. After you answer yes or no, click **Continue**. On the next screen, you will see text confirming that your information has been updated. Click **Continue**.



**Update Your Information**

**Health Information**

**Tobacco Use**

Question Have you used tobacco in any form in the past 12 months?

Answer \*  Yes  
 No

[Continue](#) [Cancel](#)

- Next you will make the desired changes to your current Health Care coverage and Insurance elections. Click **Manage** to view and/or modify benefits you are currently enrolled in. Click **Enroll** for any coverage you are not currently enrolled in but would like to be.

**Enrollment Instructions**

Please ensure your Marital Status is up to date prior to annual open enrollment.  
Click Manage or Enroll on each tile to modify your coverage or enroll in coverage.

**Health Care and Accounts**

<b>Medical</b> Anthem Blue Cross PPO Cost per paycheck: \$241.60 Coverage: Employee + Child(ren) Dependents: 2 <a href="#">Manage</a>	<b>Spousal Surcharge</b> DLA Piper Cost per paycheck: Included Coverage: Surcharge does NOT apply. Either I am... <a href="#">Manage</a>	<b>Dental</b> Delta Dental DPO Premier Cost per paycheck: \$35.54 Coverage: Employee + Child(ren) Dependents: 1 <a href="#">Manage</a>	<b>Vision</b> Waived <a href="#">Enroll</a>	<b>Critical Illness - Employee Only</b> Waived <a href="#">Enroll</a>	<b>Critical Illness</b> VOYA Employee 30K, Spouse 15K, Child 15K Cost per paycheck: \$12.32 Coverage: Employee + Child(ren) Dependents: 2 <a href="#">Manage</a>
<b>ID Theft</b> Waived <a href="#">Enroll</a>	<b>Health Savings Account</b> Waived <a href="#">Enroll</a>	<b>Healthcare FSA</b> Waived <a href="#">Enroll</a>	<b>Dependent Care FSA</b> Waived <a href="#">Enroll</a>		

**Insurance**

<b>Basic Life and AD&amp;D</b> UNUM Non Exempt Business Professionals and Paralegals... Cost per paycheck: Included Coverage: 1 X Salary	<b>Supplemental Life</b> UNUM (Employee) Cost per paycheck: \$3.92 Coverage: 0.5 X Salary	<b>Spouse Life</b> Waived	<b>Child Life</b> Waived
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[Review and Sign](#) [Save for Later](#) [Manage](#) [Select](#) [Enroll](#)

- For each benefit, review the information about the plans that are available. Click **Select** if you want to add the coverage to your benefits package or click **Waive** to decline the coverage. Then click **Confirm and Continue** to proceed to the next step.

**Medical**

Projected Total Cost Per Paycheck  
\$99.23

**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 Details	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Anthem Blue Cross HSPO	\$69.64	\$349.33
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem Blue Cross PPO	\$124.60	\$288.51
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem Blue Cross PPO Bronze	\$63.43	\$223.74

**Health Care Instructions**  
**General Instructions**  
Choose the **Select** button next to the Medical option you would like to enroll in and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

**Confirm and Continue** **Cancel**

**Please Note:** If you take no action, your current benefit elections will remain in place for the upcoming plan year, **with the exception of HSA and FSA elections, which do not roll over**. You must re-enroll in these accounts each year if you wish to continue your participation in them.

- If enrolling in savings or spending accounts, after you select the plan, you will enter your desired Annual or Per Paycheck contribution amount. Once you enter one of the amounts, the other will auto populate (i.e. if you enter an annual amount, the per paycheck amount will auto populate).

**Health Savings Account**

Projected Total Cost Per Paycheck  
\$161.69

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

*Selection	Benefit Plan Details	You Contribute (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	WEX Under 55		

**Health Savings Account Instructions**  
**General Instructions**  
Choose the **Select** button next to the HSA plan if you would like to enroll and **Confirm and Continue** to enter the amount you wish to contribute in either a per pay period or annual amount. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

**Confirm and Continue** **Cancel**

**Health Savings Account - WEX Under 55**

Projected Total Cost Per Paycheck  
\$238.61

**Contribute**

Per Paycheck: 76.92 Annual: 2,000.00

Total Paychecks: 26

Maximum Annual Amount: \$7,750.00

**Summary**

Annual Company Contribution: \$1,500.00  
Total Annual HSA Contribution: \$3,500.00

**Health Savings Account Instructions**

**General Instructions**

Choose the **Select** button next to the HSA plan if you would like to enroll and **Confirm and Continue** to enter the amount you wish to contribute in either a per pay period or annual amount. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

**Save** Cancel

- Some plans such as Basic Life and AD&D you are auto enrolled in and the option to waive the coverage will be grayed out, but you are able to add beneficiaries. To add beneficiaries click **Confirm and Continue**.

**Basic Life and AD&D**

Projected Total Cost Per Paycheck  
\$238.61

**Plans Available**

Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	UNUM Exempt Business Professionals (Employee)	Included	\$3.48

**Insurance Instructions**

**General Instructions**

No selection is necessary for Basic Life and AD&D. **Confirm and Continue** to review the calculated coverage and add beneficiaries. When you are done, **Save**.

**Confirm and Continue** Cancel

- Once you have completed making the desired changes to your benefits, click **Review and Sign** on the main page of the open enrollment event. On the next screen, review a summary of the benefits that you selected and waived.

Insurance

**Basic Life and AD&D**  
UNUM Exempt Business Professionals (Employee)  
Cost per paycheck Included  
Coverage 1 X Salary  
Manage

**Supplemental Life**  
Waived  
Enroll

**Spouse Life**  
Waived  
Enroll

**Child Life**  
Waived  
Enroll

Review and Sign Save for Later

9. Once you have reviewed your benefits, read the Electronic Signature Acknowledgement and click the check box next to “I Accept” and then click **Submit**. After you have submitted, you will see a confirmation screen. Click **View 2026 Benefits Statement** to view the details of your Elected Coverages, Waived Coverages, Beneficiary Designations, and Electronic Signature.

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Accept

Submit Cancel

**Submitted**

You've submitted your elections.

**Important Dates:**

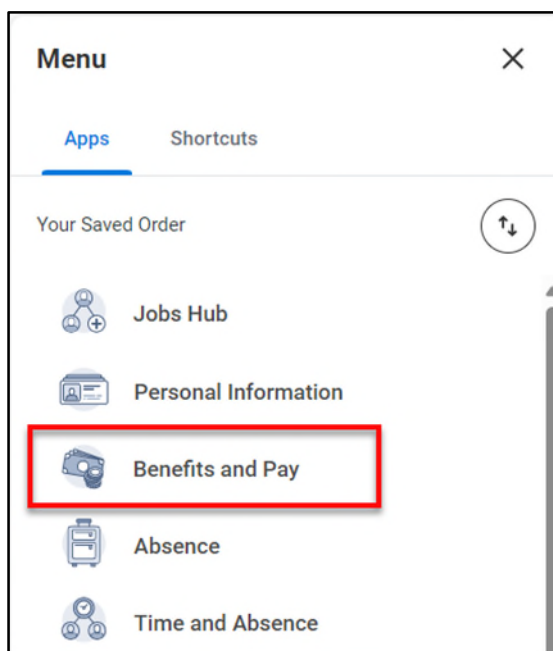
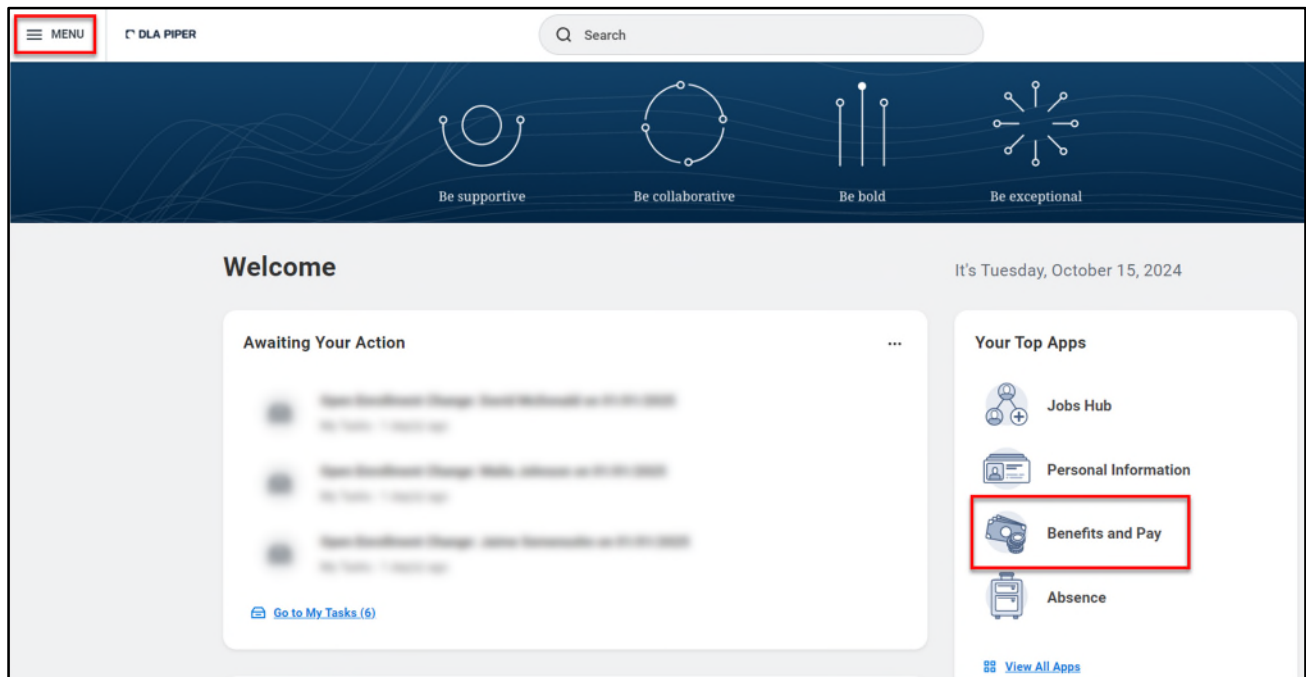
Benefits go into effect 01/01/2025

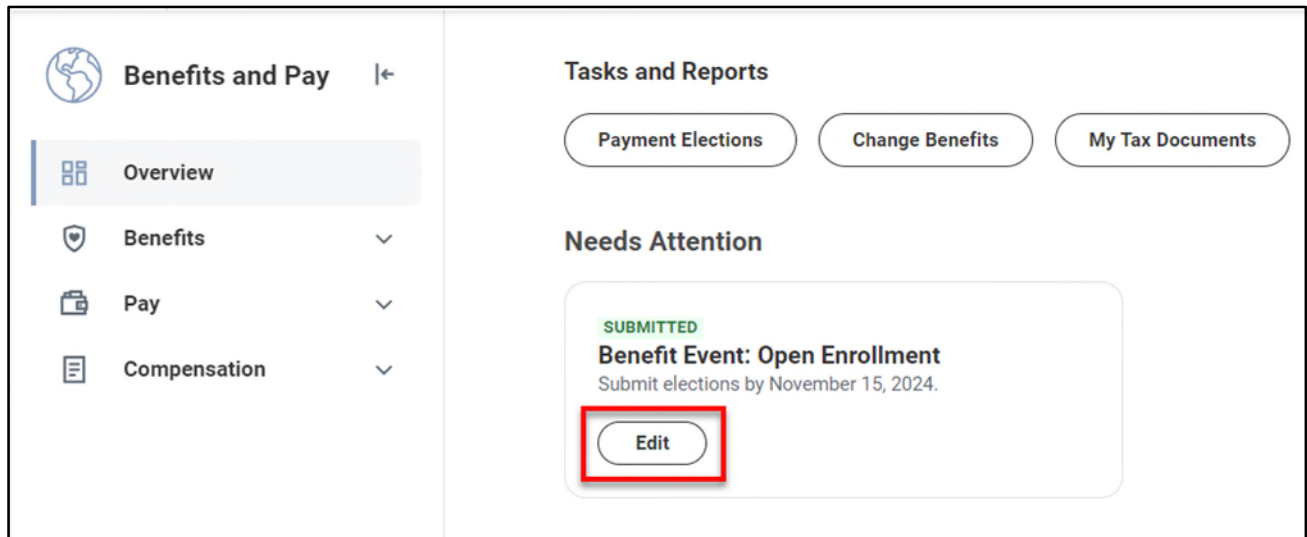
Final day to update benefits 11/15/2024

View 2026 Benefits Statement

**Please note:** You can still make changes to your benefit elections up to the end of the Open Enrollment window.

10. If you wish to make a change to your benefit elections after you have submitted your open enrollment event, click on the **Menu** from the Workday home page and select **Benefits and Pay** or you can select the **Benefits and Pay** icon on the right-hand side of the home page. On the next screen click on **Edit** to make changes to your enrollment.





11. Click **Let's Get Started** to proceed. Go back and follow the prior steps to modify and finalize your benefit elections.

