

2027 Open Enrollment Checklist

Your Benefits, Your Choice



Use this checklist to prepare for Open Enrollment, review your benefit options, and complete your 2027 elections by the deadline.

Important Reminder: Open Enrollment is **October 5-19, 2026** in Workday. This is an **active** Open Enrollment, so you **MUST** enroll because your current elections will **not** automatically roll over. No enrollment = no coverage in 2027!

Before Open Enrollment Begins

Done	Task
☐	Confirm you can access Workday. If not, contact the Help Desk at (800) 299-0379 or refer to the self-service password reset document. See your HR Department if you need assistance.
☐	Take note of the Open Enrollment dates: Monday, October 5 to Monday, October 19, 2026 . If you do not complete enrollment by the October 19 deadline, you will not have benefit coverage for 2027—there will be no extensions.
☐	Review your current benefit elections and understand any plan changes, rate updates, and coverage options for 2027. Information can be found in the Open Enrollment brochure and on MyMcLaneCoBenefits.com .
☐	Gather required documentation for any dependents you want to cover who have not already been verified in Workday. Documentation requirements are available on MyMcLaneCoBenefits.com > <i>Document Library</i> > <i>Benefits Documents</i> > <i>Enrollment & Eligibility</i> > Dependent Verification Documents .
☐	Beneficiary information is required for life insurance before you can submit your enrollment. Please have each beneficiary's name, address, and date of birth available.

Important Reminder: Elections must be completed by **October 19, 2026**. Late submissions will not be accepted. Do not wait until the last day to enroll.

During Open Enrollment

Done	Task
☐	Log in to Workday and open your <i>Open Enrollment Change</i> task.
☐	Review each benefit carefully and make sure each dependent you want covered is selected for each applicable benefit.
☐	Update your beneficiary information. Beneficiary information is required for Basic Life Insurance before you can submit your enrollment.
☐	Upload any required documentation in Workday during Open Enrollment.
☐	If you enroll in the High-Deductible Health Plan and want to receive the company HSA contribution, you must elect a Health Savings Account, even if you set your personal contribution to \$0.
☐	Review all elections before submitting. Even after you submit your elections, you can make changes in Workday until the October 19, 2026 deadline. There will be no extensions after the deadline.
☐	Immediately after you submit your elections, a confirmation page will be available.

After You Submit

Done	Task
☐	Review the confirmation page carefully and save or print it for your records.

Dependent Verification Reminder: If you add a dependent, watch for follow-up tasks or requests in Workday within 48 hours after you enroll. Additional information may be required to verify a dependent before the October 19 deadline.