



Making Benefit Elections In Workday

TASK: BENEFIT ELECTIONS

This job aid outlines how a Teammate can make benefit elections during open enrollment.

Note: Before you begin, please ensure:

1. As a New Hire, you have 30 days from your hire date to enroll in your benefits.
2. You will need the social security number and date of birth for each dependent.
3. Have dependent verification documents ready to upload.
 - **Spouse** - Marriage Certificate and Proof of Joint Ownership document such as Tax return, Bank Statement, or Current Utility Bill.
 - **Children**- Birth Certificate.
 - **Step-Children**- Birth Certificate & Marriage Certificate.
 - **Adopted Children**- Legal Adoption Certificate.
4. After initial enrollment, changes can only be updated during open enrollment or due to a qualifying life event (marriage, divorce, birth, etc...)

BENEFIT ELECTIONS/OPEN ENROLLMENT

From the Home Page:

1. On the Workday home page, click on **"My Tasks"** icon in the upper right corner of the page.
2. Search for the **"Benefits Enrollment"** task, look for title **"New Hire Benefit Enrollment."**
3. Select **"Change Benefit Elections,"** then click **"Let's Get Started."**
4. Review each benefit and select **"Enroll"** to choose your benefit coverages.
5. To choose the benefit coverage desired, click **"Select"** or **"Waive."**
6. Once selected click **"Confirm and Continue"** to proceed to the next page.
7. If adding a dependent(s) click on **"Add New Dependent"** to the selected benefit coverage.
 - **Note:** ensure you also enter a valid SSN for the dependent.
 - When finished, click **"Save."**
8. Once all dependents have been added and no further modifications are required, select **"Cancel"** to return to the enrollment page and proceed with making your elections.
9. Next, enter beneficiary information for the Basic Life/Optional Life plans. The total beneficiary percentage must equal 100%. Then click save.
10. Review the **"Projected Total Cost Per Paycheck"** for selected benefits in the upper left corner.
11. Once you have completed all benefit elections, click **"Review and Sign."**
12. If dependents were added during enrollment, scroll down to **"Attachments"** and upload the necessary documentation to verify their eligibility.
13. Review the summary page on the selected benefits and waived benefits, and the benefit costs per paycheck. To complete the Electronic Signature, click **"I Accept"** and then click **"Submit"** at the bottom of the page.
14. Click **"View Benefits Statement"** to review and print your confirmation form.

Notes: These elections are final until the next annual open enrollment or unless a qualifying life event occurs. Please allow 48 hours for processing and approval. You will be notified with a task in Workday if additional documentation is needed. The additional documents must be uploaded within 72 hours of notification.

REVIEW AND UPDATE 1095 ELECTION

1. Select the **"Menu"** in the upper left corner of the Workday homepage.
2. Select the **"Benefits and Pay"** app.
3. Select **"Benefits"** on the left side menu and select **"ACA Forms"** to review and update 1095-C elections.