

THIS JOB AID IS FOR: ALL TEAMMATES

TASK: OPEN ENROLLMENT INSTRUCTIONS

Open Enrollment lets you choose or change your benefits for next year. Workday makes this process easy. Follow these simple steps to complete your enrollment.

Getting Ready

- Check your current benefits in Workday and decide if you need to make changes.
- Have necessary information and documents ready if you add any new dependents. Such as Social Security numbers, birth dates, birth certificates, marriage licenses, etc..
- Read any information from HR about dates and changes for the new year.

How to Begin

- Log into your Workday Account
- Find the Open Enrollment Change task in your inbox or Awaiting Your Action.
- Click the **Open Enrollment Change** task, then click **Let's Get Started**

Enrollment Steps

1. Choose Your Benefits

- Look at each benefit (medical, dental, vision, life insurance, etc.).
- For each benefit, please indicate your preferred selection or choose to waive the benefit if it is not desired.
- Assess the available options and their associated costs to determine which align with your needs.
- If you enroll in a Medical High-Deductible Plan you must complete the enrollment of the Health Savings Account.
- Health Savings Account - Click in the Per Paycheck box and enter your HSA Contribution Amount. If needed, click back into the Per Paycheck box to update your contribution amount and your annual total will adjust automatically.
- If you would like a Company HSA account but do not wish to contribute funds at this time, click in the **Per Paycheck** box and enter **\$0.00** for the Contribution Amount.

2. Add or Update Dependents

- To add, remove, or update dependents, please select "Manage Dependents" for each respective benefit.
- To add a dependent who is not yet verified, complete all necessary information. You will be required to upload the required documents later in the process.

3. Review Your Choices

- Review all selections and costs to confirm their accuracy.
- Please verify that your dependents are properly enrolled in the benefits you have selected.
- Once all benefits have been selected, click on the **Review and Sign** button.

4. Submit

- In the **Attachments** section, please upload all necessary documents, such as birth certificates or marriage certificates, if you have added a dependent who has not yet been verified.
- Read over the Legal Notice under Electronic Signature
- Once you have read and understand the information click **"I Accept"**.
- Then click the **Submit** button to finalize your Benefits for 2026.
- To access your confirmation, click on the "View 2026 Benefits Statement."
- If changes are required, click on **Benefits and Pay** in Workday, then click the edit button on **Benefits Event: Open Enrollment**. Proceed with the necessary updates following the established steps prior to the deadline of October 24, 2025, at 11:59 PM.
- **IMPORTANT:** If you add a new dependent for verification, check your Workday inbox within 24 hours to see if they are approved or if more documents are needed. Dependents that are not verified will not be enrolled.

After Enrollment

- Once enrollment ends, check your benefits summary in Workday to make sure everything is correct.
- Should you have any questions or encounter any issues, please contact your Human Resources department.
- Should you be required to complete Evidence of Insurability, it will be delivered to your Workday inbox after the enrollment period is closed.

FAQ

- Failure to complete enrollment will result in retaining your current plan or the loss of certain benefits, such as HSA or FSA eligibility.
- Changes to your coverage may only be made outside of the Open Enrollment period if you experience a qualifying life event, such as marriage, the birth of a child, or loss of existing coverage.
- For assistance, please reach out to your HR Department or Benefits Department.
- For assistance with Workday login issues, please contact IT support.