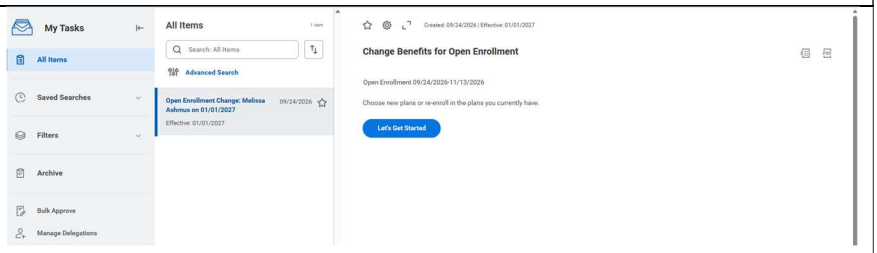
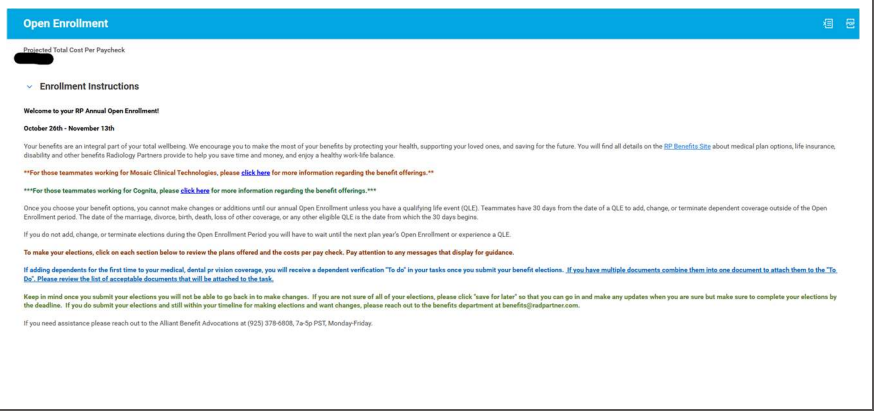
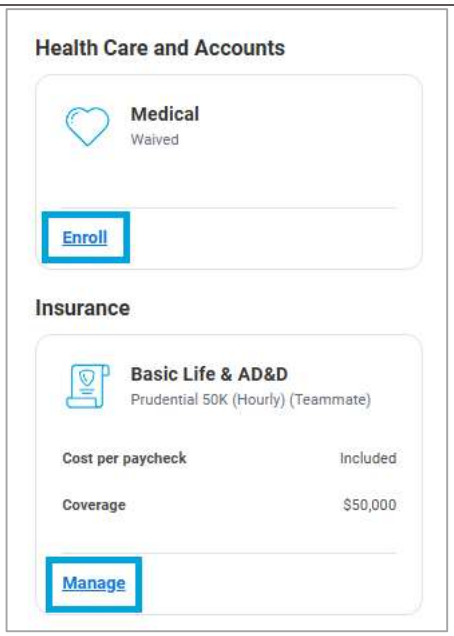
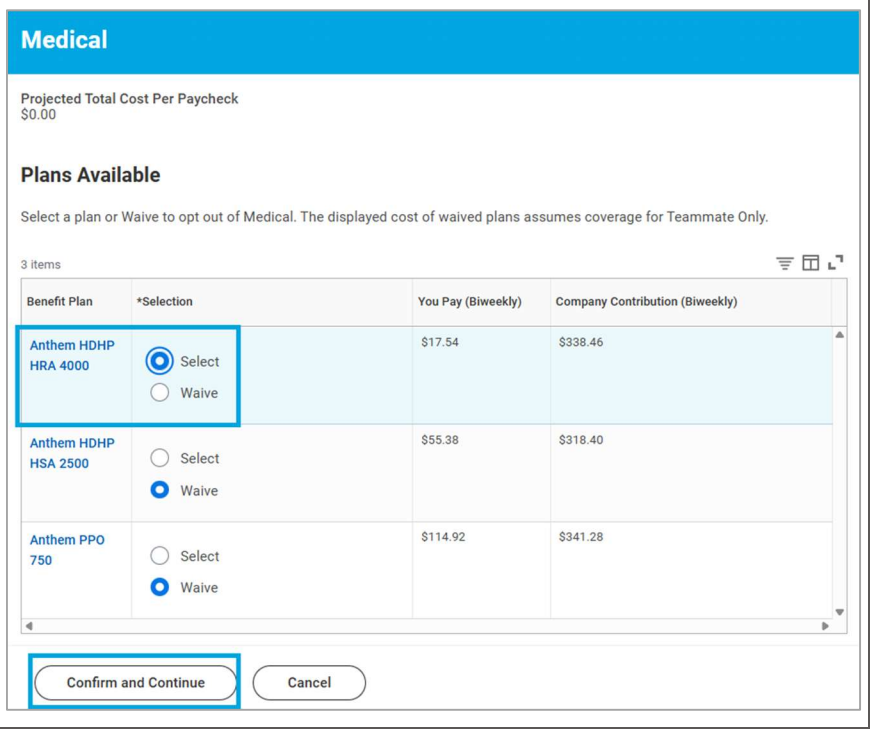
Workday Teammate Job Aid

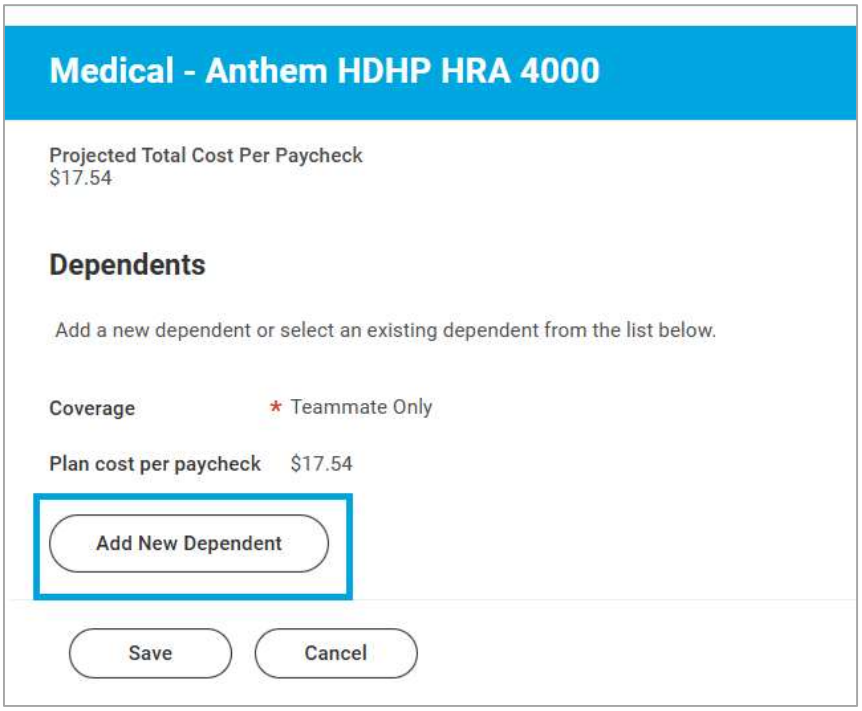
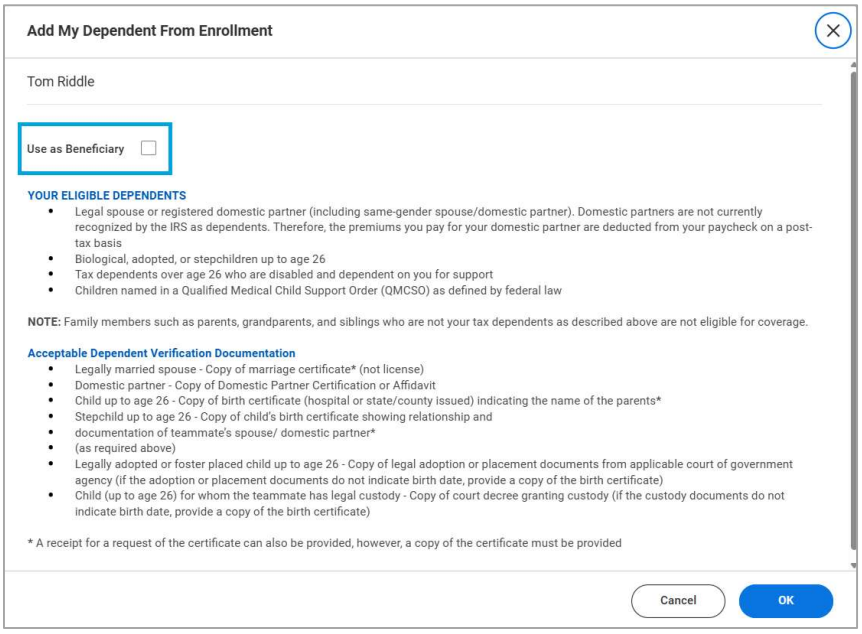
OPEN ENROLLMENT BENEFIT ELECTIONS

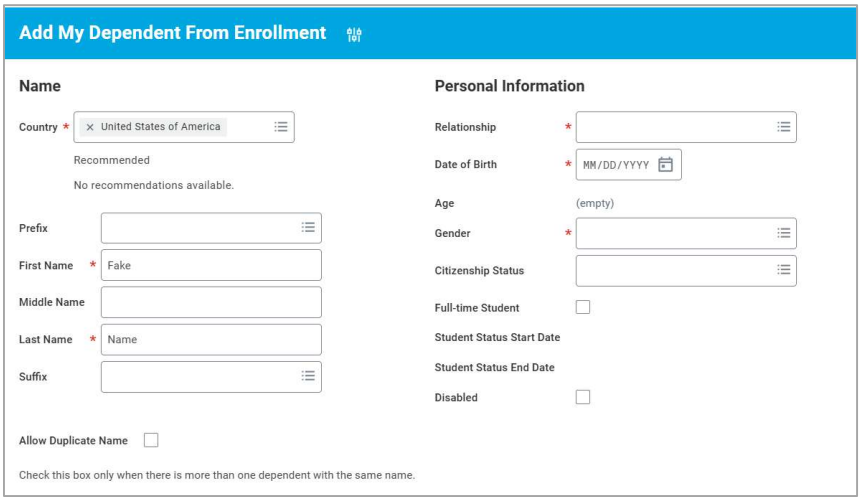
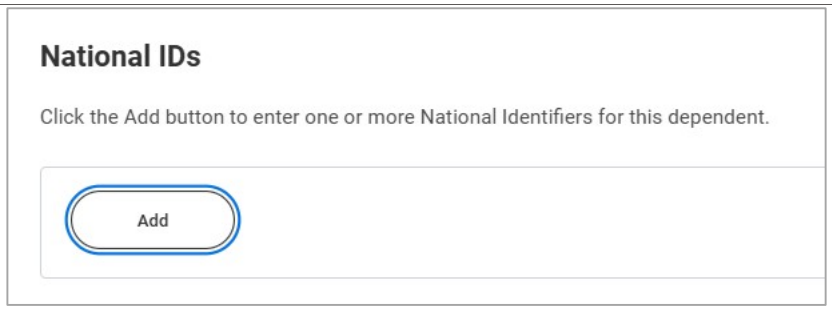
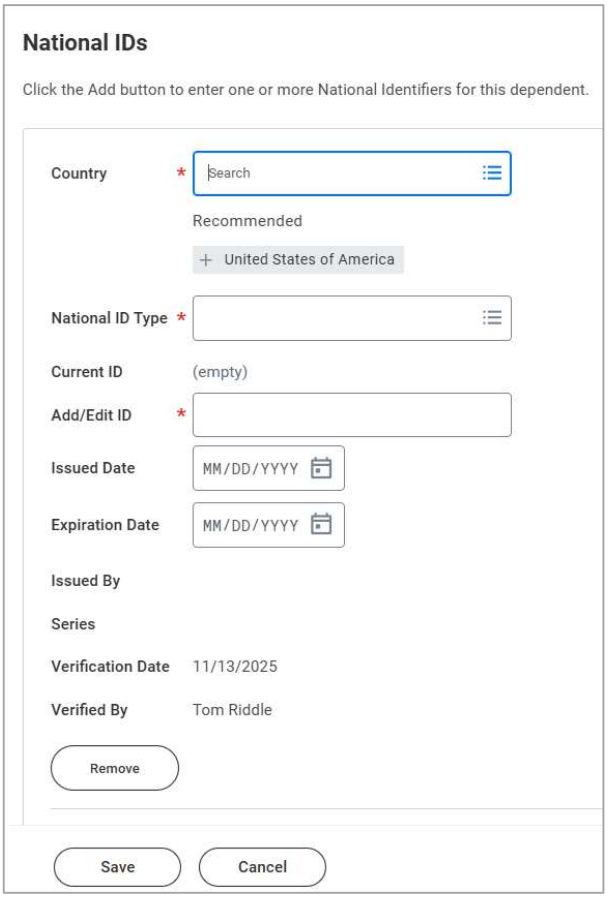
This job aid is to demonstrate how to elect, make changes or remove benefits during open enrollment.

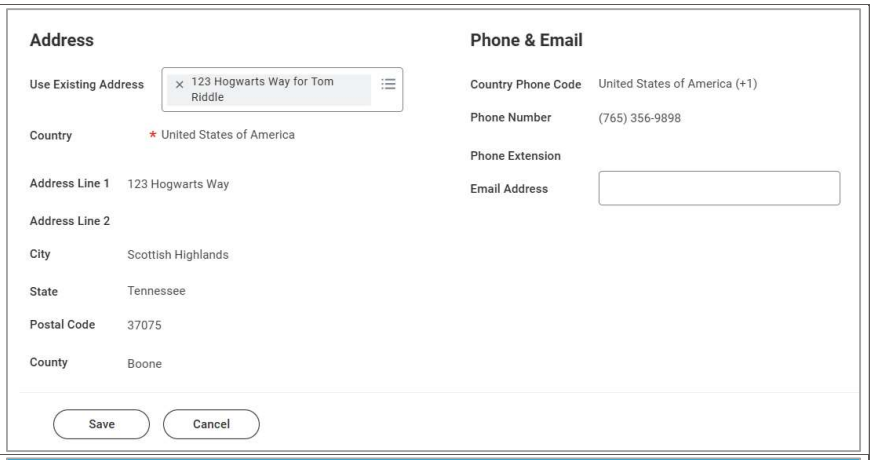
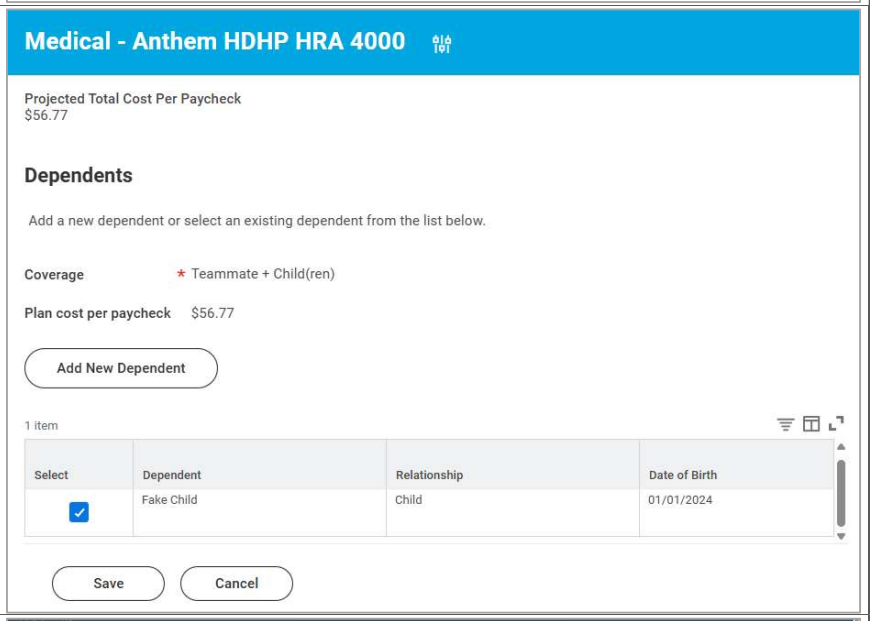
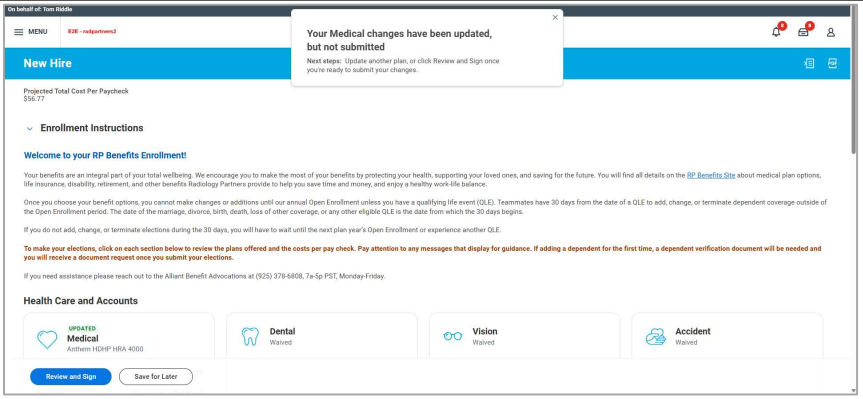
OVERVIEW

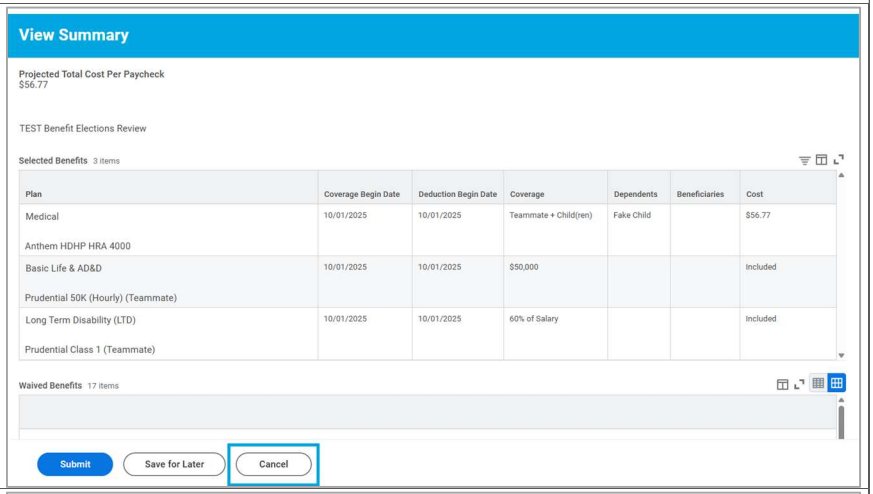
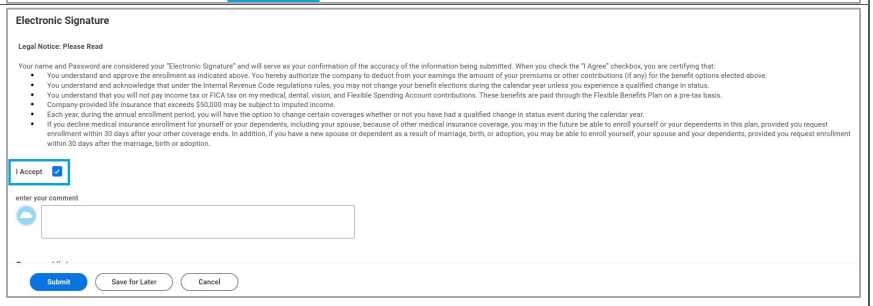
New Hire Benefit Election Steps		
Step	**Step Description**	**Screenshot**
1	Once on the Workday landing page, select the Inbox icon to open your **My Tasks.**	
2	Locate the **Open Enrollment Change** task and select **Let's Get Started**.	
3	You will now see the benefits elections page. It is best practice to review all help text before proceeding. First review the help text, then proceed to update your benefits. Select **Enroll** or **Manage** for the plans you wish to enroll in or update.	

		
4	To choose the plan you want to enroll in, select the radio button for that plan. Once you've selected the plan, select **Confirm and Continue.**	

5	To add a New Dependent, select **Add New Dependent**. If you do not want to add a dependent to the benefit, select **Save**. ***Proceed to step 11.***	
6	Review the details in the pop-up window. If you want to add the new dependent you're listing as a beneficiary, select the **Use as Beneficiary** checkbox. Select **OK** to advance.	

7	Add your dependent's information. Any field with an asterisk beside it is required. Add their first name, last name, relationship to you, date of birth, and gender. Check the Disabled checkbox if your dependent is over the age of 26 and is disabled. Check the Allow duplicate Name if you have another dependent with the same name.	
8	Select the **Add** button under National IDs to add a national identifier to the dependent. Indicate the country and type of national ID, like a social security number. The issue date and expiration date aren't required, but you can list them if you would like.	 

9	If the dependent's address, phone, or email is different from yours, update it here. Once all required fields for the dependent are added, select the **Save** button to save the details.	
10	Back on the benefits screen, once all your dependents have been added and selected, select the save button. This will save your benefits choices.	
11	Your benefit changes have been updated but not yet submitted. To complete your benefit changes, select enroll or manage for each benefit listed. If you do not want to enroll, the benefit will show that it is waived under the title by default. It's best practice to review each benefit even if you plan to waive the election.	
12	If you need to save your progress, select **Save for Later**. You can return to this task in your inbox when you're ready. Your open enrollment change task won't be submitted for review by your benefits administrator until you submit the task.	

	Once you've repeated these steps for each benefit election, you're ready to submit your benefit election choices. Select **Review and Sign.**	
13	On the View Summary page, review the table of your Selected Benefits. If you need to go back, select **Cancel**. This returns you to the benefit elections page to continue making changes.	
14	Be sure to read the Legal Notice message regarding your electronic signature. By selecting **I Accept**, you are certifying your electronic signature and submitting your elections. Once you select **I Accept,** select **Submit** to submit your elections.	
15	Congratulations! Your changes have been submitted. Select the View Benefits Statement to view your elections. Select Done to return to the landing page.	