Workday Instructions for Open Enrollment

Login to Workday

Select your Inbox from the top-right corner of the screen

If displayed, the pop-up menu for the Workday Mobile App may need to be closed in order to view your inbox.

Open Enrollment elections are not available in the Workday Mobile App.

Select “Change Benefits for Open Enrollment” from your inbox and select “Let’s Get Started”
Health Care and Savings/Spending Account Elections

Health Care (medical, dental, and vision) and Health Savings Account elections for 2023 will already be populated with your current elections.

*HSA elections are based on the annual election for 2022. If you started contributing in the middle of the year or made a change to your contribution amount in 2022, you may want to adjust your election for 2023.

Healthcare FSA and Dependent Care FSA elections must be re-elected each year and will default to waived.

To edit an existing election, select “Manage”
To enroll in a benefit that is currently waived, select “Enroll”
Updating Your Health Care Elections (Medical, Dental, Vision)

Elections are completed in two steps. First, select your plan for 2023 and click: Confirm and Continue.

Next, if applicable, select the dependents you want to cover under the plan and click Save. Covered dependents will have a blue checkmark to the left of their name. An empty checkbox means that they are not covered under the plan. Select “Add New Dependent” if you need to cover someone who is not currently listed.
Updating Your Savings and Spending Account Elections

Elections are completed in two steps. First, select the account that you would like to contribute to in 2023 and click Confirm and Continue.

*If you have elected the PPO Plus HSA medical plan, you must select the Health Savings Account. You may also select the Wageworks Limited Healthcare FSA which can only be used for dental and vision expenses until you reach the statutory minimum annual HDHP deductible.

Next, enter the amount that you plan to contribute in 2023 (either per paycheck or annually) and click Save.
Insurance and Retirement Elections

Insurance and Retirement elections for 2023 will already be populated with your current coverage. New for 2023! If you want to elect to cap your basic life insurance to avoid IRS taxes on your coverage, you’ll have to email the benefits@wellesley.edu. Contributory and Spouse Life Insurance changes may be subject to approval from Lincoln Financial if you elect to increase coverage by more than one level. Short Term Disability, Long Term Disability cannot be changed.

Your 403(b) Contribution rate may be changed at any time during the year. Any changes to your 403(b) Contribution rate made during Open Enrollment will be effective January 1, 2023 and will override any existing 403(b) Plan election.

It is strongly recommended that you review and, if necessary, update your beneficiary designations for your life insurance plans. You may also complete this form and mail it to the Human Resources/Benefits, Wellesley College.

The College Contribution to the 403(b) plan displays a $0.00 cost to indicate that this benefit is not paid for by employees. The amount that Wellesley College contributes is not displayed as the College Contribution consists of multiple contribution sources and is calculated along with your payroll.

To edit an existing election, select “Manage”

To enroll in a benefit that is currently waived, select “Enroll”
Elections are completed in two steps. First, select the plan that you would like to participate in for 2023, and click Confirm and Continue.

Next, select your coverage level and designate your beneficiary and click Save.
Updating Your Retirement Elections

Retirement elections will have multiple steps depending on how many contribution types you participate in (pre-tax, Roth, and the college contribution). First, select which contribution type(s) you would like to participate in for 2023 and click Confirm and Continue (the college contribution cannot be edited).

Next, you will enter your contribution percentage for each contribution type individually.

**College Contribution** – If you receive the college contribution to the 403(b) plan, select “Save” to progress to the next step of the enrollment. The college contribution cannot be edited.
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Employee Voluntary Pre-Tax Contribution – Enter the percentage that you would like to contribute beginning January 1, 2023 and click Save.

Employee Voluntary Roth Contribution – Enter the percentage that you would like to contribute beginning January 1, 2023 and click Save. If you make any other changes to your contribution rate before January 1st, this election will override that election.
Updating Your Legal Assistance Plan Election

MetLaw Legal Assistance Plan elections for 2023 will already be populated with your current coverage. Select “Manage” or “Enroll” to make changes to your election.

The Legal Plan is the only plan displayed under the “Additional Benefits”. Other additional benefits such as Care.com and the Employee Assistance Program which are paid for by Wellesley College are still being offered but are not listed in your Open Enrollment elections.

“Select” or “Waive” the plan to make your election.
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Review and Submit Your Elections

Select “Review and Sign”

Read the Legal Notice and confirm that the benefit elections are accurate. Select “I Accept” and “Submit” to record your elections for 2023.

I Accept

Submit

Save for Later

Cancel

Download and/or Print your “2023 Benefits Statement” (you may need to scroll down the page)

Submitted

You’ve submitted your elections.

Open Enrollment
All changes to your enrollments will take effect January 1st, 2023. Please contact the Benefits team at benefits@esdlexity.edu with any questions regarding benefit plans, open enrollment, and/or your benefit elections.

- Don’t Forget - **Review Your Payroll Deductions in January**!

As noted, many of the benefit plans have a required participant premium taken from your pay via payroll deduction. Please review your paycheck deductions in the new year. Any errors should be reported immediately to Human Resources.

Important Dates:

Benefits go into effect 01/01/2023
Final day to update benefits 11/10/2022

View 2023 Benefits Statement
Making Changes to Your Elections After You Have Submitted

You may still make changes through November 11th, 2022 by accessing the Benefits tab in Workday.

Select “Change Open Enrollment” to make changes to your elections.

The “Current Cost” displays the 2022 costs.