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 “Open Enrollment Change” 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 2020 will already be populated with your current elections.

*HSA elections are based on the annual election for 2019. If you started contributing in the middle of the year or made a change to your contribution amount in 2019, you may need to adjust your election for 2020.

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 2020. Click Confirm and Continue.

Next, select the dependents to cover under the plan. 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 an eligible dependent who is not currently listed and click Save.
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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 2020. Then click Confirm and Continue.

If you have elected the PPO Plus HSA medical plan, you must select the Health Savings Account.

Next, enter the amount that you plan to contribute in 2020, (either per paycheck or annually) then click Save.
Insurance and Retirement Elections

Insurance and Retirement elections for 2020 will already be populated with your current coverage.

Short Term Disability, Long Term Disability and Basic Life Insurance plans cannot be changed. These plans are paid for by Wellesley College.

Contributory (Optional) and Spouse Life Insurance (subject to approval by SunLife) as well as Retirement contributions may be changed at any point throughout the year. Changes are not limited to Open Enrollment. Any changes made during Open Enrollment will not take effect immediately but will become effective January 1, 2020.

It is strongly recommended that you review and, if necessary, update your beneficiary designations for your life insurance plans.

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 2020. Then click Confirm and Continue.

Next, select your coverage level and designate your beneficiary. 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 2020 (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.
Employee Voluntary Pre-Tax Contribution – Enter the percentage that you would like to contribute beginning January 1, 2020. Click Save.

Employee Voluntary Roth Contribution – Enter the percentage that you would like to contribute beginning January 1, 2020. Click Save.
Updating Your Legal Assistance Plan Election

MetLaw Legal Assistance Plan elections for 2020 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. Click Confirm and Continue.
Workday Instructions for Open Enrollment

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 2020.

Download and/or Print your “2020 Benefits Statement” (you may need to scroll down the page)

Success, You’re Enrolled

Open Enrollment
All changes to your enrollments will take effect January 1st, 2019.

- Complete! -
Thank you for submitting your open enrollment benefit plan 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.

Questions?
Please contact Human Resources at 781-323-3202 with any questions regarding benefit plans, open enrollment, and/or your benefit elections.

Important Dates:
Benefits go into effect 01/02/2020
Final day to update benefits 11/08/2019

View 2020 Benefits Statement

Done
Making Changes to Your Elections After You Have Submitted

You may still make changes through November 8th, 2019 by accessing the Benefits tab in Workday.

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

The “Current Cost” displays the 2019 costs.