

Workday Instructions for Open Enrollment

Login to Workday

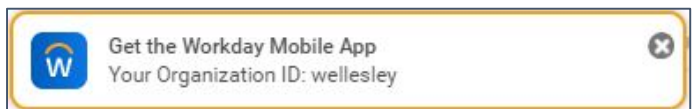


Select your Inbox from the top-right corner of the screen

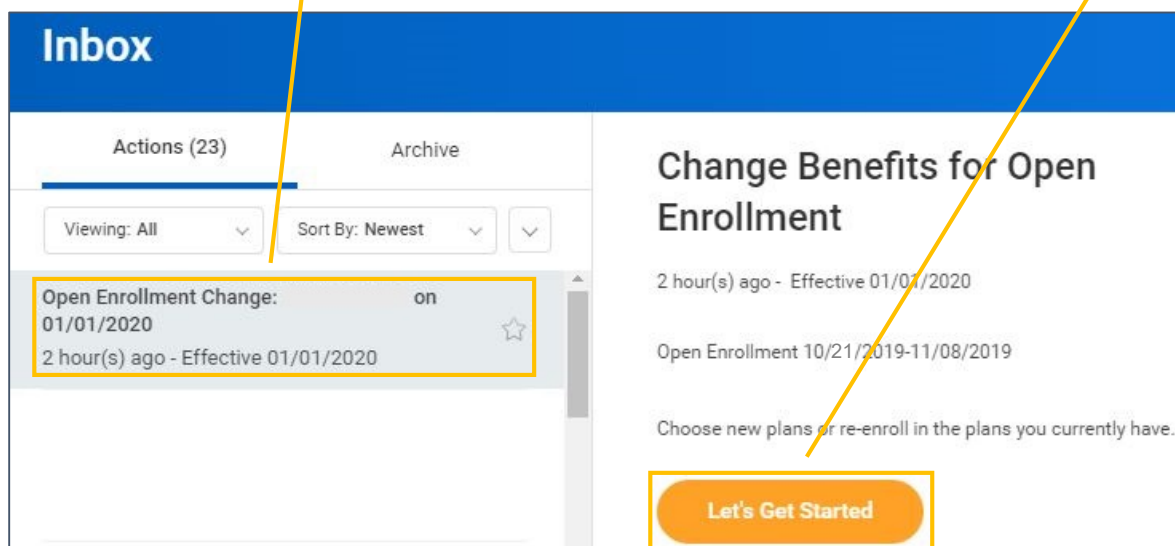


If displayed, the pop-up menu for the Workday Mobile App may need to be closed in order to view your inbox.

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.

The screenshot displays a dashboard titled "Health Care and Accounts" with six benefit election cards arranged in a 2x3 grid. Each card includes a shield icon, a title, a provider name, and specific election details. The "Medical" card shows a cost of \$411.24 per paycheck for family coverage with 3 dependents. The "Dental" card shows a cost of \$11.36 per paycheck for employee-only coverage. The "Vision" card is marked as "Waived" and has an "Enroll" button. The "Health Savings Account" card shows a contribution of \$83.33 per paycheck and has a "Manage" button. The "Healthcare FSA" card is marked as "Waived" and has an "Enroll" button. The "Dependent Care FSA" card is also marked as "Waived" and has an "Enroll" button. Two yellow arrows point from the "Manage" button on the Health Savings Account card and the "Enroll" button on the Dependent Care FSA card to explanatory text at the bottom of the page.

Benefit	Provider	Cost per paycheck	Coverage	Dependents	Contribution per paycheck	Status	Action
Medical	Harvard Pilgrim Health Care PPO Plus HPHC	\$411.24	Family	3			Manage
Dental	Delta Dental DPO Delta Premier	\$11.36	Employee Only				Manage
Vision						Waived	Enroll
Health Savings Account	Wageworks	\$83.33					Manage
Healthcare FSA						Waived	Enroll
Dependent Care FSA						Waived	Enroll

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

Plans Available

Select a plan or you can waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Family.

2 items

*Selection	Benefit Plan	You Pay (Weekly)	Company Contribution (Weekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Harvard Pilgrim Health Care HMO HPHC	\$121.40	\$364.21
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Harvard Pilgrim Health Care PPO Plus HPHC	\$92.84	\$319.78

Confirm and Continue Cancel

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

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage ☒ Family

Plan cost per paycheck \$92.84

Add New Dependent

2 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Dependent, Name	Spouse	10/17/1970
<input checked="" type="checkbox"/>	Dependent, Name	Child	12/11/2005

Save Cancel

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.

Plans Available

Select a plan or you can waive to opt out of Healthcare FSA.

2 items

*Selection	Benefit Plan	You Contribute (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Wageworks	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Wageworks Limited	

Confirm and Continue Cancel

**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.

Contribute

Per Paycheck

Annual

Total Annual Contribution \$1,500.00

Minimum Annual Amount: \$150.00

Maximum Annual Amount: \$2,750.00

Save Cancel

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.

Insurance and Retirement

 Basic Life Sun Life Ins Nonunion (Employee) Coverage: 1 X Salary Manage	 Contributory (Optional) Life Insurance Sun Life Ins Nonunion (Employee) Cost per paycheck: \$4.13 Coverage: 2 X Salary Manage	 Spouse Life Waived Enroll
 Short Term Disability (STD) Wellesley College Nonunion (Employee) Coverage: 50% of Salary Manage	 Long Term Disability (LTD) Sun Life Ins Nonunion (Employee) Coverage: 60% of Salary Manage	 403(b) 2 Plans TIAA College Contribution: \$0.00 TIAA Voluntary Contribution (Pre-Tax): 10% Manage

To edit an existing election, select “Manage”

To enroll in a benefit that is currently waived, select “Enroll”

Updating Your Insurance Elections

Elections are completed in two steps. First, select the plan that you would like to participate in for 2020. Then click Confirm and Continue.

Plans Available

Select a plan or you can waive to opt out of Contributory (Optional) Life Insurance.

1 item

*Selection	Benefit Plan	You Pay (Weekly)	Company Contr
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Sun Life Ins Nonunion (Employee)		

Confirm and Continue Cancel

Coverage

Coverage

*

X 1 X Salary

Your guaranteed coverage amount for Contributory (Optional) Life Insurance - Sun Life Ins Nonunion (Employee) is \$0. Submit your Evidence of Insurability to Sun Life Ins to be considered for the coverage amount of 1 X Salary. Your election will be waived if you are denied coverage.

Calculated Coverage \$55,000.00

Plan cost per paycheck \$2.08

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries

Existing Beneficiary Persons >

Existing Trusts >

Add New Beneficiary or Trust

search

Percentage

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Save

Cancel

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).

Plans Available

Select a plan or you can waive to opt out of 403(b).

3 items

*Selection	Benefit Plan	You Contribute (Weekly)	Company Cor
<input type="radio"/> Select <input type="radio"/> Waive	TIAA College Contribution	\$0.00	
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA Voluntary Contribution (Pre-Tax)		
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA Voluntary ROTH Contribution (Post-Tax)		

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.

403(b) - TIAA College Contribution (Step 1 of 3)

Open Enrollment for [Actions](#)

Contribute

You will be enrolled in this plan.

Employee Voluntary Pre-Tax Contribution – Enter the percentage that you would like to contribute beginning January 1, 2020. Click Save.

403(b) - TIAA Voluntary Contribution (Pre-Tax) (Step 2 of 3)

Open Enrollment for [blank] [Actions](#)

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

Minimum Percentage: 1

Maximum Percentage: 100

[Save](#) [Cancel](#)

[Retirement Savings](#)

[Provider Website](#)

[General Instructions](#)

[Open Enrollment](#)
All changes to your enrollments will be effective on 10/1/20.

[Limits](#)
The IRS sets an annual limit on the total amount you can contribute to your 403(b) plan.

Employee Voluntary Roth Contribution – Enter the percentage that you would like to contribute beginning January 1, 2020. Click Save.

403(b) - TIAA Voluntary ROTH Contribution (Post-Tax) (Step 3 of 3)

Open Enrollment for [blank] [Actions](#)

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

Minimum Percentage: 1

Maximum Percentage: 100

[Save](#) [Cancel](#)

[Retirement Savings](#)

[Provider Website](#) [TIAA](#)

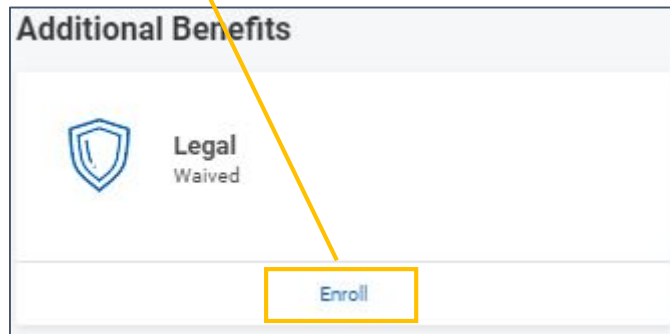
[General Instructions](#)

[Open Enrollment](#)
All changes to your enrollments will be effective on 10/1/20.

[Limits](#)
The IRS sets an annual limit on the total amount you can contribute to your 403(b) plan.

Updating Your Legal Assistance Plan Election

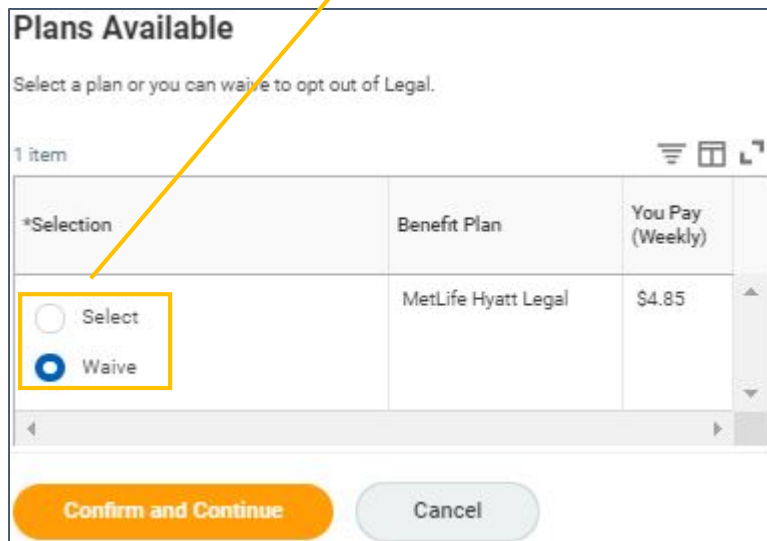
MetLaw Legal Assistance Plan elections for 2020 will already be populated with your current coverage. Select “Manage” or “Enroll” to make changes to your election.



The screenshot shows a section titled "Additional Benefits". On the left is a shield icon. To its right, the text "Legal Waived" is displayed. At the bottom center, there is a button labeled "Enroll". A yellow arrow points from the text "Select 'Manage' or 'Enroll' to make changes to your election." to the "Enroll" button.

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.



The screenshot shows a section titled "Plans Available" with the instruction "Select a plan or you can waive to opt out of Legal." Below this, it says "1 item". A table follows with three columns: "*Selection", "Benefit Plan", and "You Pay (Weekly)". The table contains one row for "MetLife Hyatt Legal" with a weekly payment of "\$4.85". In the "*Selection" column, there are two radio buttons: "Select" (unselected) and "Waive" (selected). A yellow arrow points from the text "“Select” or “Waive” the plan to make your election." to the "Waive" radio button. At the bottom of the form are two buttons: "Confirm and Continue" and "Cancel".

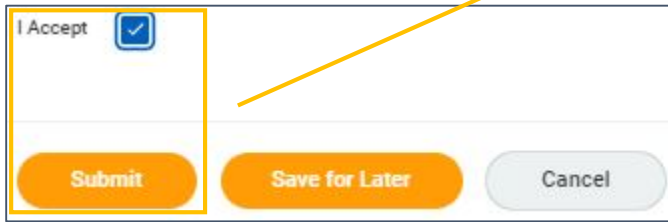
*Selection	Benefit Plan	You Pay (Weekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	MetLife Hyatt Legal	\$4.85

Review and Submit Your Elections

Select "Review and Sign"

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.



A screenshot of a web form. At the top, there is a label "I Accept" followed by a blue checkbox with a white checkmark. Below this, there are three buttons: "Submit" (orange), "Save for Later" (orange), and "Cancel" (grey). A yellow box highlights the "I Accept" checkbox and the "Submit" button. A yellow arrow points from the text above to the "I Accept" checkbox.

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 781-253-3202 with any questions regarding benefit plans, open enrollment, and/or your benefit elections.

Important Dates:

Benefits go into effect 01/02/2020

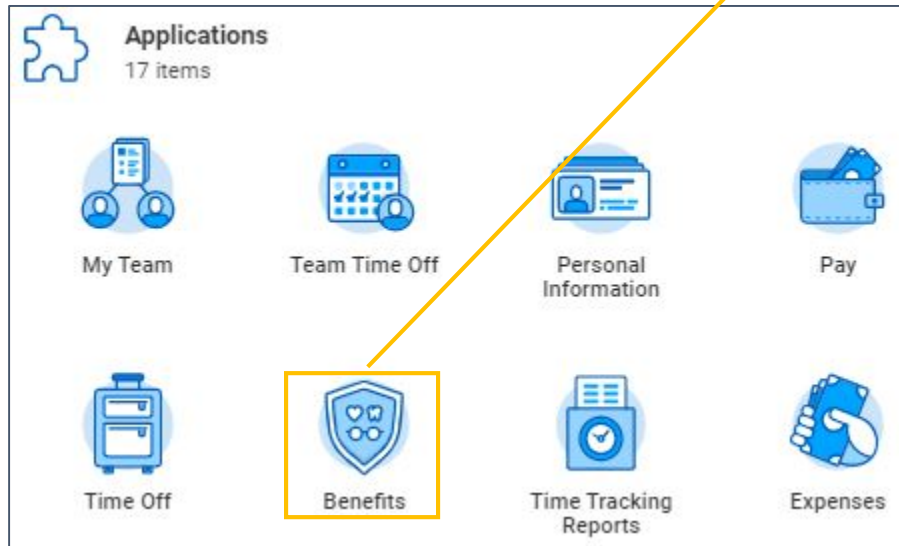
Final day to update benefits 11/08/2019

View 2020 Benefits Statement

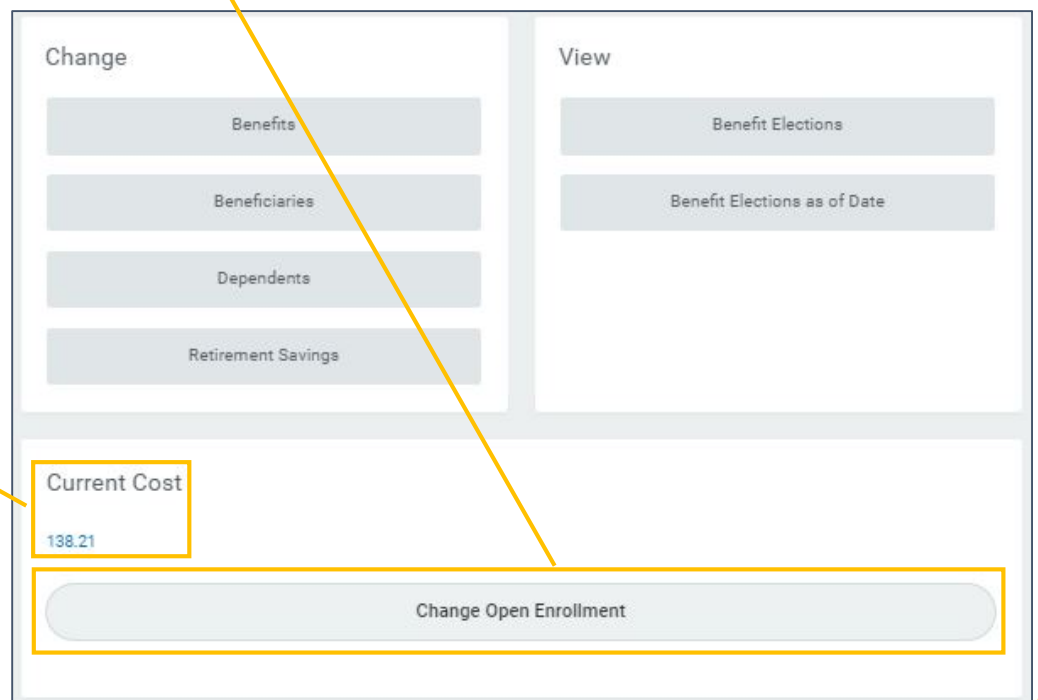
Done

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.