

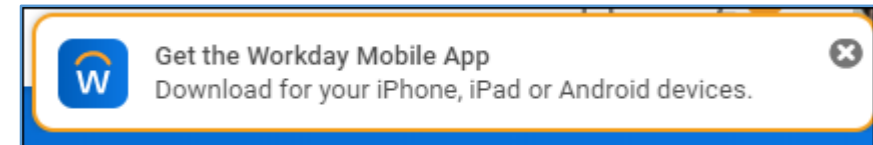


Workday Instructions for Open Enrollment 2018

- Log into 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 via the Workday Mobile App



Workday Instructions for Open Enrollment 2018

- In the *Actions* section of your Inbox, select “Open Enrollment Change: 01/01/2019”:



The image shows a screenshot of the Workday interface. On the left, the 'Inbox' section is visible, with a blue header and a search bar. Below the header, there are two tabs: 'Actions (2)' and 'Archive'. The 'Actions (2)' tab is selected, showing a list of items. The first item is 'Open Enrollment Change: Your Name 01/01/2019', which is highlighted in grey. A blue arrow points to this item. To the right, a detailed view of the selected item is shown. It has a title 'Change Benefits for Open Enrollment' and a subtitle 'Open Enrollment for Your Name - Step 1 of 8'. Below the title, it shows 'Total Employee Net Cost/Credit \$0.00 Weekly Cost'. The details include 'Event Date 01/01/2019', 'Initiated On 10/22/2019', and 'Submit Elections By 11/09/2019'. There are also icons for a dropdown menu, a star, and another star.



Workday Instructions for Open Enrollment 2018

- Review the text on each step of the enrollment process for important information regarding your benefit options:
- Scroll down the page to make your healthcare elections:

> **Health Care Plan Dependencies**

Health Care Elections 5 items  

Benefit Plan	*Elect / Waive	Enroll Dependents	Cc
Medical - Harvard Pilgrim Health Care HMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Harvard Pilgrim Health Care PPO Plus	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Delta Dental DMO DeltaCare	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Delta Dental DPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

- Select the “expand” icon for a larger display area
- Note – You must close the expansion by selecting the icon again to move on to the next step in the enrollment process



Workday Instructions for Open Enrollment 2018

- Select “Continue” at the bottom of the page to move on to the next section of your enrollment:



- You may save your progress at any point and come back to submit your elections at a later time:



Workday Instructions for Open Enrollment 2018

- Continue to review and submit your elections for each benefit plan until you have completed all 8 steps:

Step 1: Healthcare

- Medical
- Dental
- Vision

Step 2: Health Savings Account

- *Only available with the PPO Plus HSA medical plan

Step 3: Flexible Spending Accounts

- Healthcare FSA
- Healthcare FSA – Limited (Only available with the PPO Plus HSA medical plan)
- Dependent Care FSA

Step 4: Life Insurance

- Contributory (Optional) Life Insurance
- Spouse Life Insurance

Step 5: Retirement Savings

- 403(b) Voluntary Pre-Tax Contribution
- 403(b) Voluntary Roth Contribution (Post-Tax)

Step 6: Beneficiary Designations

- Designate your life insurance beneficiaries

Step 7: Additional Benefits

- New – MetLaw Legal Plan
- Review the additional benefits available to you

Step 8: Review & Submit

- Review Your Elections
- Review the Legal Notices and check the “I Agree” box



Workday Instructions for Open Enrollment 2018

- Review your elections and select the “I Agree” box
- Click “Submit” to record your elections
- Print your Election Confirmation:
 - Once you have submitted your Open Enrollment elections, select “Print” at the bottom of the page to download your confirmation statement

A screenshot of a web form. At the top, it says "I Agree" followed by an unchecked checkbox. A blue arrow points to the checkbox. Below this are three buttons: "Submit" (orange), "Save for Later" (grey), and "Go Back" (grey).A screenshot of a confirmation page. It shows "Signed By Your Name" and "Date Today's Date". At the bottom, there are two buttons: "Print" and "Done". A blue box highlights the "Print" button, and a blue line extends from it towards the right.A screenshot of a "Print Document" dialog box. It contains the text "Print Document" and a button labeled "Click to download".



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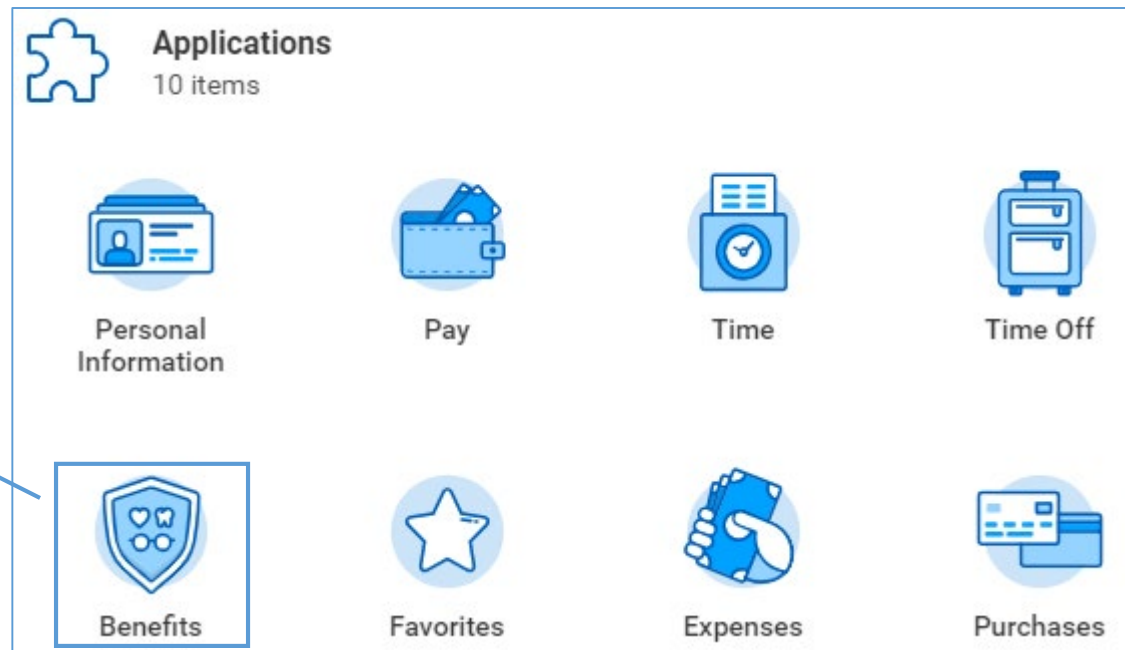
- Need To Make a Change?:

- If you have submitted your elections but need to make additional edits, you can change your elections in Workday through November 9th.

- Start at the Home page in Workday:

- You can get to the Home page by selecting the Workday icon  in the upper-left corner of the page

- Select the “Benefits” Worklet





Workday Instructions for Open Enrollment 2018

- Select “Change Open Enrollment” from the bottom of the page:

The screenshot displays the Workday Open Enrollment interface. It is divided into two main columns: "Change" and "View".

- Change Column:** Contains four buttons: "Benefits", "Beneficiaries", "Dependents", and "Retirement Savings".
- View Column:** Contains two buttons: "Benefit Elections" and "Benefit Elections as of Date".

Below these columns is a section titled "Current Cost" with the value "119.23" and the text "Your cost per pay period for 2018 will be displayed here".

At the bottom of the page, there is a large, light blue button labeled "Change Open Enrollment". A blue arrow points to this button from the right side of the page.

- Refer to the instructions above for help submitting your election changes



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○ Confirmation Statements:

- After November 9th, your 2019 Open Enrollment confirmation statement will be available in Workday. Follow the below steps to access your confirmation statement:

Click on your picture in the upper-right corner of the page

- select "View Profile"



- Select the "Actions" icon below your photo
- From the "Actions" menu, hover your cursor over "Benefits" and select "View My Benefit Statement"
- On the next page, open the "Benefit Event" drop-down menu
- Select "Open Enrollment Change" and click "OK"
- You will then be able to download and print your 2019 confirmation statement

○ Open Enrollment Assistance:

- For questions about accessing or using Workday, please contact Human Resources at ext. 2231
- For questions regarding your benefits, please call ext. 2212 or ext. 2215