

Open Enrollment

This year, open enrollment will take place in Workday.

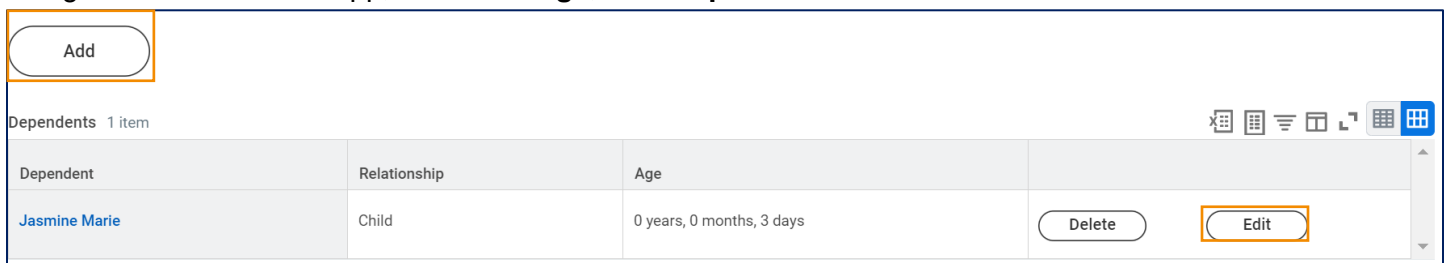
This job aid is for navigation purposes only.

Note: If you would like to add a dependent to your benefit plan(s), add the dependent before beginning open enrollment. You will also be able to add a dependent while making changes to your benefit elections.

- Make sure you do not future date your dependent as of January 1st. You will not be able to enroll a future dated dependent.
- You will be required to upload your dependent verification. For example, a marriage certificate is required before adding a spouse and a birth certificate is required for dependent child(ren).

EDIT OR ADD DEPENDENTS

Navigate to the **Benefits** app, under **Change**, click **Dependents**



Dependents 1 item

Dependent	Relationship	Age	
Jasmine Marie	Child	0 years, 0 months, 3 days	Delete Edit

Select the **Edit** button to edit an existing dependent. If you do not have an existing dependent, this option won't appear. Select the **Add** button to add a new dependent. The **Add My Dependent** page will appear.

Open Enrollment

Dependent Options

Effective Date & Reason

Effective Date *
06/02/2023

Reason

Use your new dependent as a beneficiary?

Use as Beneficiary

No

Dependent Personal Information

Legal Name

Legal Name *
(empty)

Gender

Gender *
(empty)

Date of Birth

Date of Birth *
(empty)

Citizenship

Citizenship Status
(empty)

Once all required fields are filled out, select **Submit**.

OPEN ENROLLMENT

To begin, open the **Open Enrollment Change** task in your Inbox. Click **Let's Get Started**

Inbox

Actions

Archive

Viewing: All

Sort By: Newest

Open Enrollment Change:
01/01/2024
48 minute(s) ago - Effective 01/01/2024

☆

Change Benefits for Open Enrollment

48 minute(s) ago - Effective 01/01/2024

Open Enrollment 10/13/2023-10/14/2023

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

Open Enrollment

The **Open Enrollment** page will appear. Click “**Manage**” or “**Enroll**” to make updates to any plan(s).

Health Care and Accounts

**Medical**
Aetna PPO Plan 2

Cost per paycheck

Coverage

Employee Only

Manage

**Dental**
Delta Dental DHMO DHMO

Cost per paycheck

Coverage

Employee Only

Manage

**Vision**
EyeMed PPO Vision

Cost per paycheck

Coverage

Employee Only

Manage

**Health Savings Account**
Waived

Enroll

**Healthcare Reimbursement Account (FSA)**
Waived

Enroll

**Dependent Daycare Reimbursement Account (FSA)**
Waived

Enroll

Insurance

**Vacation Buy**
Waived

Once the benefit plan(s) are updated, click **Review and Sign**.

The page **View Summary** will appear where you can verify your changes. Once information is verified, scroll to the bottom of the page, check the box next to **I Accept** and **Submit**.

Electronic Signature

Legal Notice: Please Read

I hereby authorize the elections indicated above and understand that all before-tax premiums are elected in accordance with Internal Revenue Code Sections 125 and 132. In the event of a change in my base salary, I understand that the amount of my coverage and premiums will automatically be adjusted accordingly.

I Accept ☐

Open Enrollment

CHANGE OPEN ENROLLMENT SUBMISSIONS

To change your submitted open enrollment options, navigate to your benefits app and select **Change Open Enrollment**. Click **Let's Get Started**. The Open Enrollment page will appear. Complete changes and resubmit.

Change	External Links
Benefits	BSA Benefits Program - Internal Network
Beneficiaries	BSA Benefits Program - External Network
Dependents	
View	Current Cost
Benefit Elections	
Benefit Elections as of Date	Change Open Enrollment

VIEW OPEN ENROLLMENT SUBMISSIONS

To view your submitted open enrollment options, navigate to your benefits app and select **View**, then **Benefit Elections as of Date**. Change the date to January 1st.