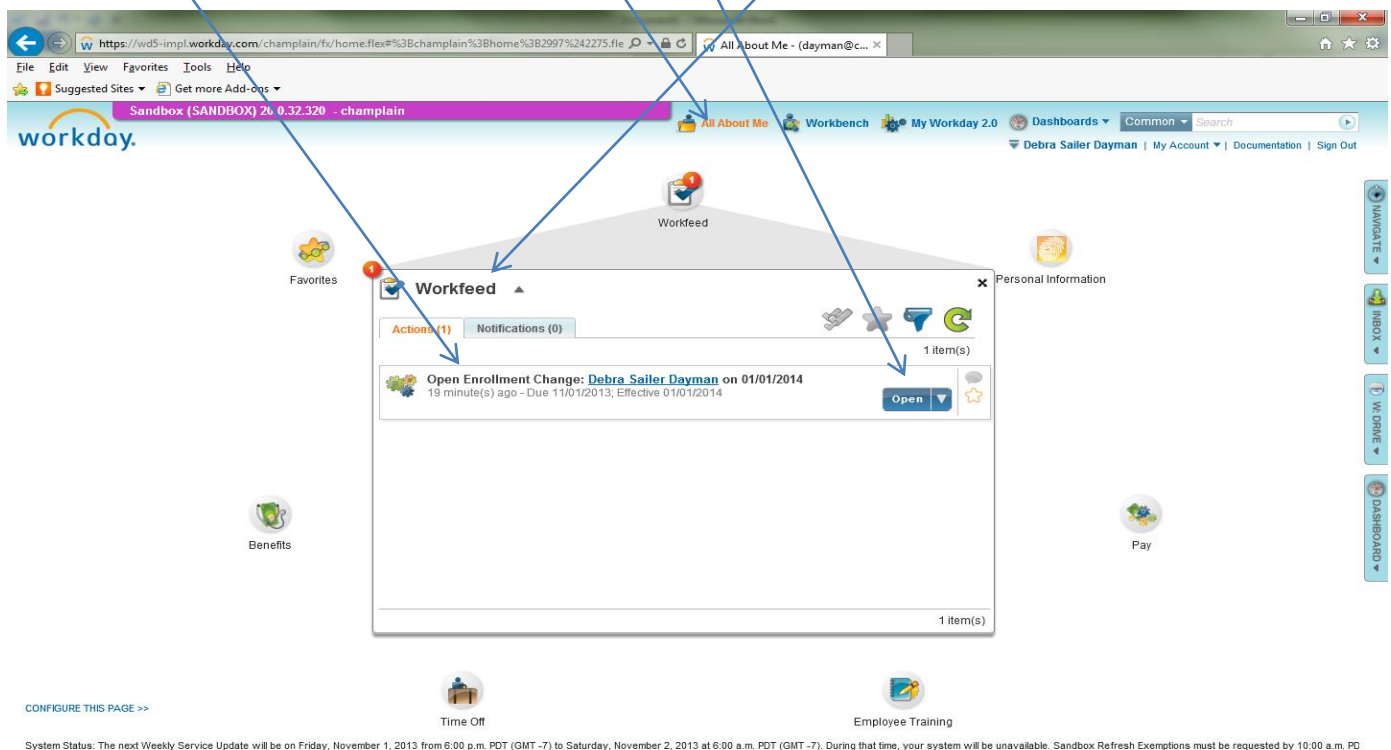


OPEN ENROLLMENT YOUR WORKDAY STEP BY STEP INSTRUCTIONS:

These instructions are designed to give you detailed step by step directions of Open Enrollment through Workday. Please read through before you begin.

To begin your enrollment – You will need your dependent’s birth date, their social security numbers and your planned HSA contribution amount.

1. Go to Workday, and click on **“All About Me”**. In your **“Workfeed”** you will see your **“Open Enrollment Change”** task, click on **“Open”**.



- Once you open your task, the open enrollment options and current elections are viewable. In many of the enrollment screens you may need to scroll the screen down to see your options. You will also need to either continue to the next screen or submit to complete the screen activities.
- Your first screen is “Health Care Elections”. In this screen you may “Elect or Waive” your medical, dental and vision insurance. You will need to choose your “Coverage” and “Enroll Dependents”. If you have not previously added these dependent you will need to create a record for them. Please remember you have a choice between two medical plans and two vision plans.

Change Benefits for Open Enrollment
Open Enrollment for Open Enrollment - Step 1 of 6

Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013

\$105.00 Monthly Cost
Total Employee Net Cost/Credit

Health Care Elections 5 items

Benefit Plan	Elect / Waive	Coverage	Enroll Dependents	Employee Cost (Monthly)	Employer Contribution (Monthly)	Plan Description	Provider
Medical - Cigna PPO High Deductible	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee Only		\$90.00	\$469.24	Cigna	Cigna
Medical - Cigna PPO OAP	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					Cigna	Cigna
Dental - Delta Dental	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee Only		\$15.00	\$31.77	Northeast Delta Dental	Northeast Delta Dental
Vision - Vision Service Plan Basic	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					Vision Service Plan	Vision Service Plan
Vision - Vision Service Plan Enhanced	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					Vision Service Plan	Vision Service Plan
Total:				105.00	501.01		

Continue **Save for Later** **Cancel**

Click on continue to go to the next screen.

If you have added a dependent your screen will look as follows, you will need to scroll down.

Add My Dependent From Enrollment

Name

Country * United States of America

Prefix enter search text

First Name *

Middle Name

Last Name *

Suffix enter search text

Personal Information

Relationship * enter search text

Date of Birth * / /

Age

Gender * select one

Citizenship Status enter search text

Full-time Student ☐

Student Status Start Date

Student Status End Date

Disabled ☐

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

Address

Use Existing Address ☒ 12345 Happy Place Lane for Open Enrollment

OK

Phone & Email

Country Phone Code United States of America (+1)

Area Code 802

Cancel

Click on OK to go to the next screen.

4. If you have added a dependent that is new or you have never added their social security number, the following screen will appear. If you do not want to add the social security number just click on **“Reason ID is Not Available”** and add reason or **“choose not to give”** in the text box. The SS # is to identify the correct person is matched to insurance charges.

Change Open Enrollment

Open Enrollment for Open Enrollment - Step 2 of 7

Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013

\$701.21 Monthly Cost

Total Employee Net Cost/Credit

You have Dependents covered under your Health Care plans without a Social Security Number. You must enter their Social Security Number or choose Not Available if you do not have access to their SSN at this time. You must follow-up with the Benefits Department to update this missing information.

Dependent IDs

Dependent	National ID Type Name	Identification # / Reason ID is Not Available
spouse enrollment	Social Security Number (SSN)	<input type="radio"/> Identification # <input type="text"/> <input checked="" type="radio"/> Reason ID is Not Available <input type="text"/>

Continue Save for Later Go Back Cancel

Click on continue to go to the next screen.

5. Your next screen is the Health Savings Account (HSA) screen. If you enrolled in the Open Access Plan (OAP) you may just bypass this screen by clicking on continue. If you are enrolled in the High Deductible Health Plan (HDHP) this is where you may elect to defer your own money into the HSA. You may change your elections, increase or decrease the amount through the year as well. If you choose not to defer any of your money into the HSA you will still need to click on the **“Elect”** button to **activate the College’s monthly contribution** to your HSA. If you would like to defer **your own money enter your amount here**.

Change Benefits for Open Enrollment
Open Enrollment for Open Enrollment - Step 2 of 6
 Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013
\$155.00 Monthly Cost
Total Employee Cost/Credit

Health Savings Account Plan Dependencies

Benefit Plan	Elect / Waive	Contribution Range (Annual)	Supporting Information
Health Savings Account - Health Equity	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year: 12 How much do you want to contribute for the total year?: 600.00 How much do you want to contribute per paycheck (Monthly)? 50.00	Employer Contribution (Annual): \$1,500.00 Maximum Contribution (Annual): \$3,300.00 Provider Website: Health Equity Plan Description: Health Equity

Continue **Save for Later** **Go Back** **Cancel**

Click on continue to go to the next screen.

6. Flexible Spending Plans (FSA's) are the next screen. There are two types of FSA's, one is for dependent care and the other for healthcare. However, if you are enrolled in a HDHP you cannot (per the IRS) use an FSA to pay for health expenses, you may use it for dental and vision expenses. Once you enroll in this plan you cannot change the amounts for the year unless you have an IRS approved change in status. To make your choice click on **“Elect”** and insert the **amount** you would like to defer in the appropriate account.

Change Benefits for Open Enrollment
Open Enrollment for Open Enrollment - Step 3 of 6
 Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013
\$583.21 Monthly Cost
Total Employee Net Cost/Credit

Spending Account Elections 2 items

Benefit Plan	Elect / Waive	Contributions	Supporting Information
FSA Healthcare - Future Planning Associates	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year: 12 How much do you want to contribute for the total year?: 0.00 How much do you want to contribute per paycheck (Monthly)? 0.00	Maximum Contribution (Annual): \$2,500.00
FSA Dependent Care - Future Planning Associates	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year: 12 How much do you want to contribute for the total year?: 5,000.00 How much do you want to contribute per paycheck (Monthly)? 416.67	Maximum Contribution (Annual): \$5,000.00

Continue **Save for Later** **Go Back** **Cancel**

Click on continue to go to the next screen.

7. The next screen has a lot of information regarding your insurances. Some of these insurances are elective and others are automatically provided to you by the College. You will need to scroll down to see all the options. On top of the screen you will see two lines for your **“Basic Life and AD&D”** insurance. The College pays for this insurance so you will not be able change this on this screen. If based upon the information found in the FYI or the Open Enrollment Guide you decide you only want the College to provide \$50,000 instead of the **current amount**, you will need to email Jackie Greer or Debra Dayman to request the change effective 1/1/14.

Change Open Enrollment
Open Enrollment for Open Enrollment - Step 5 of 7

Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013

\$701.21 Monthly Cost
Total Employee Net Cost/Credit

Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 7 items

Benefit Plan	Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)	Plan Description
Basic Life and ADD - Unum ADD (Employee)	<input type="radio"/> Elect <input type="radio"/> Waive	2.5 X Salary		\$125,000.00		\$3.75	Unum
Basic Life and ADD - Unum Basic Life (Employee)	<input type="radio"/> Elect <input type="radio"/> Waive	2.5 X Salary		\$125,000.00		\$31.25	Unum
Supplemental Life - Unum (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Unum
Spouse Supplemental Life - Unum (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						

Continue Save for Later Go Back Cancel

On this screen you may also elect **“Supplemental Life”** for yourself or your spouse.

On the lower portion of the screen you can view your **“Long-term Disability”**. The College pays for this insurance so you cannot be change this coverage. On this screen you may also elect **“Supplemental AD&D”** insurance for yourself or your spouse.

Change Open Enrollment
Open Enrollment for Open Enrollment - Step 5 of 7

Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013

\$701.21 Monthly Cost
Total Employee Net Cost/Credit

Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 7 items

Benefit Plan	Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)	Plan Description
Supplemental Life - Unum (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Unum
Spouse Supplemental Life - Unum (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						
Long Term Disability - Unum 67% Coverage (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	67% of Salary		\$2,791.67		\$20.42	
Supplemental ADD Employee - Unum (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						
Supplemental ADD Spouse - Unum (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						

Total: 0.00 55.42

Continue Save for Later Go Back Cancel

Click on continue to go to the next screen.

8. The next screen allows you to enter your beneficiaries for your life insurance. You may choose to bypass this screen by just clicking continue, but we do advise you enter in your beneficiaries if you have not already done so in Workday. In choosing your beneficiaries it is the same process as creating your dependents described earlier in Step 3. (To update your beneficiary in TIAA-CREF, Newport or Health Equity (HSA administrator) you must do so by going on-line to your account at their site. Their sites are www.TIAA-CREF.org www.plandestination.com and www.healthequity.com).

To add beneficiaries click on the “+” and add your information.

Change Benefits for Open Enrollment
Open Enrollment for Open Enrollment - Step 5 of 6

Event Date: 01/01/2014 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013

\$583.21 Monthly Cost
Total Employee Net Cost/Credit

Beneficiary Designations 2 items

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiary	Primary Percentage / Contingent Percentage
Basic Life and ADD - Unum Basic Life (Employee)	Unum	<input type="checkbox"/> +		
Basic Life and ADD - Unum ADD (Employee)	Unum	<input type="checkbox"/> +		

Continue Save for Later Go Back Cancel

Click on continue to go to the next screen.

9. You are almost finished. Your next screen allows you to view what you have elected. We encourage you to review this carefully for accuracy to ensure your benefits reflect your choices. **You will need to scroll down to see all your elections.**

Change Benefits for Open Enrollment
Benefit Elections Review for Open Enrollment - Step 6 of 6

Worker: Open Enrollment | Event Date: 01/01/2014 | Initiated On: 10/28/2013 | Submit Elections By: 10/31/2014

\$583.21 Monthly Cost
Total Employee Net Cost/Credit

Elected Coverages 8 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - Cigna PPO High Deductible	09/01/2013	09/01/2013	Employee Only				\$90.00	\$469.17
Dental - Delta Dental	09/01/2013	09/01/2013	Employee Only				\$15.00	\$31.17
Vision - Vision Service Plan Basic	01/01/2014	01/01/2014	Employee Only				\$11.54	
Health Savings Account - Health Equity	01/01/2014	01/01/2014	\$600.00 Annual				\$50.00	\$125.00
FSA Dependent Care - Future	01/01/2014	01/01/2014	\$5,000.00 Annual				\$416.67	

enter your comment

[View Comments \(0\)](#) [Process History](#) [Related Links](#)

[Submit](#) [Go Back](#) [Cancel](#)

You also need to make sure your legal signature is attached by clicking in the **"I agree"** box.

Change Benefits for Open Enrollment
Benefit Elections Review for Open Enrollment - Step 6 of 6

Worker: Open Enrollment | Event Date: 01/01/2014 | Initiated On: 10/28/2013 | Submit Elections By: 10/31/2014

\$583.21 Monthly Cost
Total Employee Net Cost/Credit

Attachments

Attachment	Comment	File
Electronic Signature		
LEGAL NOTICE: Please Read		
Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.		
When you check the "I AGREE" checkbox, you are certifying that:		
1. You understand that your benefit elections are legal and binding transactions.		
2. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.		
I Agree <input type="checkbox"/>		

enter your comment

[View Comments \(0\)](#) [Process History](#) [Related Links](#)

[Submit](#) [Go Back](#) [Cancel](#)

You **must** click on the **"Submit"** box to finalize your open enrollment elections.

Congratulations! you have just completed open enrollment. The final screen will give you the option to **print**. We encourage you to do this so you will have a record of your elections for 2014. This printout will also provide you with both yours and the College cost for your benefits.

Submit Elections Confirmation
Open Enrollment for Open Enrollment
 Initiated On: 10/28/2013 Submit Elections By: 10/30/2013 Event Date: 01/01/2014

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Elected Coverages - 8 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost	Employer Contribution (Monthly)
Medical - Cigna PPO High Deductible	09/01/2013	09/01/2013	Employee Only				\$90.00	\$469.24
Dental - Delta Dental	09/01/2013	09/01/2013	Employee Only				\$15.00	\$31.77
Vision - Vision Service Plan - Basic	01/01/2014	01/01/2014	Employee Only				\$11.54	
Health Savings Account - Health Equity	01/01/2014	01/01/2014	\$600.00 Annual				\$50.00	\$125.00
FSA Dependent Care - Future Planning Associates	01/01/2014	01/01/2014	\$5,000.00 Annual				\$416.67	
Basic Life and ADD - Unum ADD (Employee)	09/01/2013	09/01/2013	2.5 X Salary	\$125,000.00				\$3.75
Basic Life and ADD - Unum Basic Life (Employee)	09/01/2013	09/01/2013	2.5 X Salary	\$125,000.00				\$31.25
Long Term Disability - Unum 67% Coverage (Employee)	09/01/2013	09/01/2013	67% of Salary	\$2,791.67				\$20.42
Total:							\$583.21	\$681.43

Waived Coverages - 5 items

Plan Type

FSA Healthcare

Supplemental Life

Spouse Supplemental Life

Supplemental ADD Employee

Supplemental ADD Spouse

Beneficiary Designations - 2 items

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries
Basic Life and ADD - Unum Basic Life (Employee)	Unum	*Beneficiary	*Primary Percentage / Contingent Percentage

Print **Close**

Should you decide at a later date, but before the close of open enrollment on **November 17th**, you can go back into your elections and make changes. To do so you will see the follow option off your **"Benefits Worklet"**, choose **"Change Open Enrollment"**.

workday.

Sandbox (SANDBOX) 20.0.32.320 - champlain

Benefits

Change

Benefits

Beneficiaries

Dependents

Retirement Savings

View

Benefit Elections

Benefit Elections as of Date

Current Cost

605.00

Change Open Enrollment

Personal Information

Time Off

Employee Training

Pay

System Status: The next Weekly Service Update will be on Friday, November 1, 2013 from 6:00 p.m. PDT (GMT -7) to Saturday, November 2, 2013 at 6:00 a.m. PDT (GMT -7). During that time, your system will be unavailable. Sandbox Refresh Exemptions must be requested by 10:00 a.m. PDT (GT