

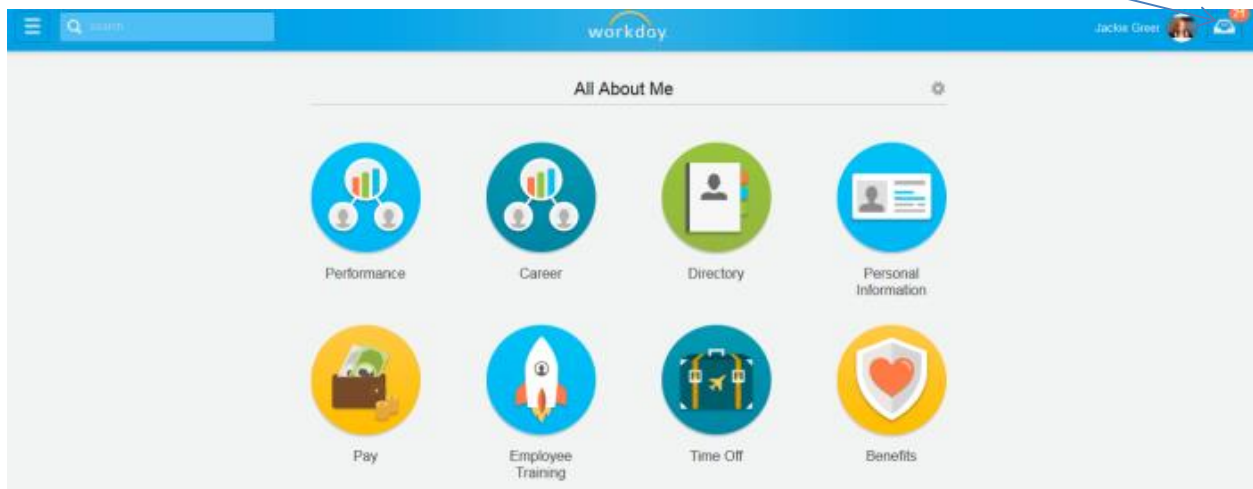
CHAMPLAIN COLLEGE

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, social security numbers and your planned HSA contribution amount.

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



2. 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.

3. 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. The only medical plan that is available for new enrollments is the HDHP plan. You have a choice between two vision plans.

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		

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.

Click on OK to go to the next screen.

- If you have added a dependent that is new or you have never added their social security (SS #) number, the following screen will appear. You must add the social security number of each dependent as this is now required by the IRS. 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 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.

- Your next screen is the Health Savings Account (HSA) screen. If you are 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 must **"Elect"** this benefit to **activate the College's monthly contribution** to your HSA even if you choose not to defer any of your money into the HSA. If you wish 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

Health Savings Election

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.

- 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. If you are enrolled in a HDHP you cannot (per the IRS) use an FSA to pay for health expenses, but you may use it for dental, hearing 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.

- 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 Open Enrollment Guide, you decide you want the College to provide only \$50,000 of coverage instead of the **current amount**, you will need to email Jackie Greer or Debra Dayman to request the change effective 1/1/15.

On this screen you may also elect **“Supplemental Life”** for yourself or your spouse. If you have not previously requested or are increasing Supplemental Life coverage for you or your spouse, you will be asked to complete an **“Evidence of Insurability”** form which must be submitted to, and approved by, UNUM before any coverage or coverage changes will go into effect.

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

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. When choosing your beneficiaries it is the same process as creating your dependents described earlier in Step 3. (To update your beneficiary in TIAA-CREF or Health Equity (HSA administrator) you must go on-line to your individual account at their site. Their sites are www.TIAA-CREF.org 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	Beneficiaries
			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: 10/31/2013

\$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)	Employee Contribution (Monthly)
Medical - Cigna PPO High Deductible	09/01/2013	09/01/2013	Employee Only				\$90.00	\$469.1
Dental - Delta Dental	09/01/2013	09/01/2013	Employee Only				\$15.00	\$31.7
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	\$125.0
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: 10/31/2013

\$583.21 Monthly Cost
Total Employee Net Cost/Credit

Attachments

Attachment	Comment	File
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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 ☐

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 2015. 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

\$583.21 Monthly Cost
 Total Employee Cost/Credit

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 25th**, you can go back into your elections and make changes. To do so you will need to select the **"Benefits Worklet"** on the "All About Me" page and choose **"Change Open Enrollment"**.

workday Jackie Graver

All About Me

Performance Career Directory Personal Information

Pay Employee Training Time Off **Benefits**

Change Benefits
 View Benefit Elections
 Current Cost: \$65.68
Change Open Enrollment