

People, not applica
make businesses s
belief drives Work
to help customers
the most out of ou
We're dedicated to
great resources, to



Important: If you will be adding dependent(s), you will need to add them first prior to enrolling into benefits. To do so, follow the steps below. (**If no dependents need to be added, skip to 'Open Enrollment page 2'*)

Adding Dependents:

1. In Workday, click on the Benefits app.



Benefits

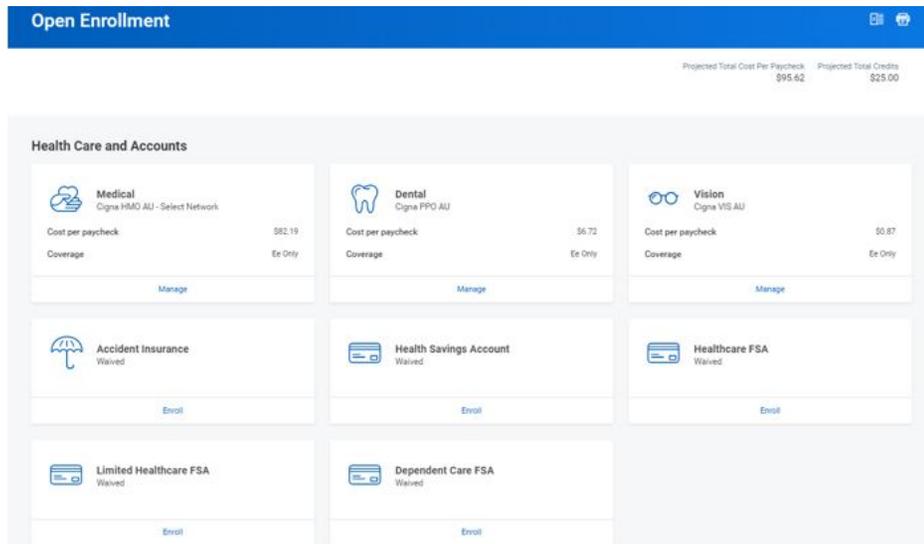
2. In the Change box, click Dependents
3. Click 'Add'. You will need to change the Effective Date to the date of the qualifying event (i.e. hire date, date of birth, marriage date, etc.)
4. Enter all dependent information (**Note: If you are adding a new born and do not have the SSN yet, please enter the SSN as 1-00-0000. Once you obtain it you can go in and update it at a later time*)
5. Scroll to the very bottom of page, you will be required to attach dependent verification documents (i.e. marriage cert, birth cert, domestic partner cert, etc.)
6. Click Submit. The next page will say 'Up Next', click the 'To Do' button under your name. You will then be notified of appropriate documentation that you may be required to provide during the enrollment process. No action is needed, just click Submit.
7. The next page will then say 'Up Next Benefits Administrator', this lets you know that your dependent event as been sent for review. Click Done (**Note: Your dependent will not appear until after approval is provided.*)

Once Open Enrollment starts, you will receive a new task in your Workday inbox called 'Open Enrollment Change'. Follow the steps below to complete your open enrollment changes.

1. To access your Workday inbox, click on the middle icon in the upper right hand corner of the Workday homepage.



2. Open the task that is called 'Open Enrollment Change'. Click on 'Let's get started'. You will then see a screen that comes up that looks similar to the below:



3. Certain benefits such as medical, dental & vision will roll over from the year prior. You can click on 'Manage' within those boxes to make changes to those elections (if you want, or you can keep them as is). You will also notice that on some boxes it will say 'Enroll' at the bottom. Those are elections you are not currently enrolled in, but can choose coverage if you wish. Simply click on 'Enroll' to elect that benefit.

4. After all of your elections have been made and your enrollment is complete, click on Review and Sign. You can then review the summary of all your elections selected prior to submitting. Once you are happy with your elections, click on 'I Accept' and then on Submit.

5. You will then see a page that says 'Submitted' and you can then click on the 'View 2020 Benefits Statement' button and be able to print your elections for your records.