Complete Your Open Enrollment Elections
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Complete Your Open Enrollment Elections

Use this procedure to complete your Open Enrollment elections.

Note that if you do not complete Open Enrollment, your benefit elections from the prior year will carry over to the current year (except flexible spending accounts).

Procedure:

1. Click the My Account icon.

2. Select the Inbox hyperlink.

**Shortcut:** You can also access your Inbox by clicking the Inbox worklet from your home page.
Worker - Workday

Inbox

Change Benefits for Open Enrollment
Open Enrollment 2018 for Diana Prince
W1234521 - Step 1 of 4

Event Date: 01/01/2018
Initiated On: 09/20/2017
Submit Elections By: 09/28/2017

Total Employee Net Cost/Credit: $410.32 Monthly Cost

Health Care Elections: 8 Items

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Once you have added a dependent, he/she can be selected for any other benefits in which you enroll.
3. You are now on Step 1 of 4 of Open Enrollment. Scroll down if necessary to view all items.
4. Make your elections on this screen. Note that benefits plans are automatically waived if you are not currently enrolled in the plan.

- Select **Elect** to enroll in Medical.
  
  Note that the system will only allow you to elect one of the medical plans.

- Select **Elect** to enroll in Prescription drug coverage.
- Select **Elect** to in Dental coverage.

Note: Leave election set to Waive for coverage in which you do not wish to enroll.

- If applicable, enroll dependents in medical, prescription, and dental coverage by selecting each dependent that should be covered in the **Enroll Dependents** field. For instructions on how to enroll a new dependent, or one who is not available to be selected from the list, refer to the **Add a Dependent During an Enrollment Event** section of this job aid.
The coverage level will update based on the dependents selected.

5. Click the **Continue** button to go to the next screen.

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**Change Benefits for Open Enrollment - Workday**

6. You are now on Step 2 of 4 of Open Enrollment. Scroll down if necessary to view all items.
7. On this screen:
   - To enroll in the Healthcare FSA, select **Elect**.
     
     Note that you will have to enter the amount that you want to contribute for the whole year or per paycheck. The system will calculate the monthly deduction amount. **The Healthcare FSA maximum is $2600 annually. The minimum is $120 annually.**
   - To enroll in the Dependent Care FSA, select **Elect**.
     
     You will have to enter the amount that you want to contribute for the whole year or per paycheck. The system will calculate the monthly deduction amount. **The Dependent Care FSA maximum is $5000 annually. The minimum is $120 annually.**

8. Click the **Continue** button to go to the next screen.
9. You are now on Step 3 of 4 of Open Enrollment. Scroll down if necessary to view all items.
10. On this screen:

- To enroll in Term Life insurance select **Elect**.
  
  You can select up to $50,000 of term life insurance which will be a pre-tax deduction from your paycheck under the Life Insurance – Securian guaranteed issue amount for an employee. This means you do not pay taxes on the amount deducted. No evidence of insurability is required for amounts elected up to $50,000. **Ensure that you select the value of the life insurance that you want to choose FROM THE LIST. Do not type it in manually.**

- If you want to enroll in more than $50,000 of term life insurance, select **Elect** Supplemental Life Insurance.

  **DO NOT** select an amount in this field unless you have entered $50,000 in the term life insurance election. Any life insurance above $50,000 will be a post-tax deduction from your paycheck which means you **WILL** have to pay taxes on the amount deducted.
Evidence of insurability is required for amounts over $50,000.

- To enroll in Spouse Term Life select Elect.

  In order to be eligible for Spouse Term Life insurance you must be enrolled in Term Life insurance. The amount for Spouse Term life insurance cannot be more than half of the amount that you have selected for Term Life insurance.

- To enroll in Child Term Life select Elect.

  In order to be eligible for Child Term Life insurance, you must be enrolled in Term Life insurance. The amount for Child Term life insurance cannot be more than half of the amount that you have selected for Term Life insurance.

  Note that if you increase life insurance to any amount above the guaranteed amount (or any amount already above that amount), you will not see the new amount until Securian approves the additional life insurance.

- To enroll in AD&D Insurance select Elect.

  11. Click the Continue button to go to the next screen.
12. On Step 4 of 4, review your benefit elections and the total monthly cost for your benefit elections.

13. Attach any documents for new dependents if all are available. If not, wait until the Dependent Verification Audit process following the start of the new plan year.

14. Scroll down if necessary to view all items.
15. Check the "I Agree" checkbox to certify the benefit elections you have chosen.

16. Click the Submit button to submit your benefit elections.
17. The benefit elections have been submitted. Select the Print button from this screen if you need to print the Confirmation Summary Statement, otherwise you will not be able to go back and print. Click the Done button to finish.

You can still make changes to your Open Enrollment elections even after you have submitted the elections, until the last day of Open Enrollment. Note that when viewing your benefits, these benefits will not show as active until the new plan year begins (January 1st of the upcoming year).

For instructions on how to view Open Enrollment benefits, refer to the View Benefit Elections as of Date section of this job aid.

18. The System Task is complete.
Edit Your Open Enrollment Elections

Use this procedure to edit your Open Enrollment elections.

Benefit elections can be modified until the last day of Open Enrollment.

**Procedure:**

1. From the home page, click your Benefits worklet.

2. Click the Change Open Enrollment button.

   **Note that this button will not appear on this screen once Open Enrollment is over.**
3. Click the **OK** button.

Note the message that any changes you make to the benefit elections will need to be submitted again or the changes will be disregarded and the previous submission will remain in effect.
4. Edit the benefit elections as necessary.

Refer to the Complete Your Open Enrollment Elections section of this job aid for specific instructions on completing your Open Enrollment elections. Be sure to click Done button when changes are complete.

5. The System Task is complete.
Add a Dependent During an Enrollment Event

Use this procedure to add a dependent for benefits. Dependents can only be added to benefits when an enrollment event (i.e., New Hire Enrollment, Open Enrollment, Life Event Change) is being completed.

Procedure:

1. On the Change Benefits Elections (Step 1 of 4) screen, select the item(s) to elect under health care elections.
2. Use the prompt in the **Enroll Dependents** field to enroll dependents for benefits.
3. To add a new dependent, select the Add My Dependent From Enrollment menu item.

If you already have an existing dependent, the dependent can be selected using the Existing Dependents menu item.
4. Select the **Existing Beneficiary or Emergency Contact** radio button and check to see if the dependent you are adding is already listed as an Emergency Contact. If so, choose from the list. If the new dependent is not an emergency contact, then select the **New Dependent** radio button.

5. **Important System Note:** Answer **No** to the “Use your new dependent as a beneficiary” question.

**Information:** Life insurance beneficiaries are not managed in SPS. Beneficiaries are managed directly by the life insurance vendor. See the Beneficiary Designation form on the DBM Health Benefits website under Term Life and AD&D to designate beneficiaries for your life insurance.
6. Click the **OK** button.

**Add My Dependent From Enrollment - Workday**

7. On this screen, complete the following fields:
   - Enter the first name of the dependent you are adding in the **First Name** field.
   - Enter the middle name of the dependent you are adding in the **Middle Name** field

   It is recommended to enter the middle name even though it is not a required field.
   - Enter the last name of the dependent you are adding in the **Last Name** field.
   - Use the prompt to select the **Relationship** of the dependent.
   - Enter or select the **Date of Birth** of the dependent.
   - Select the **Gender** of the dependent.

8. Scroll down to continue.
9. In the National IDs section, click the Add button to complete the following fields:
   - Use the prompt to select the Country.
   - Select the National ID Type.
   - Enter the social security number for the dependent in the Identification # field OR enter the tax identification number for foreign nationals.

   Note that if you do not enter the social security number at this point, you will be prompted later to enter a reason for not entering it (e.g., birth of a child who does not yet have a social security number).
10. In the **Address** section, click the **Add** button to enter the address for the dependent.

- Use the prompt to select the **Country**.
- Enter the street address in the **Address Line 1** field.
- Enter the city in the **City** field.
- Enter the state in the **State** field.
- Enter the zip code in the **Postal Code** field.

![Information Icon] The **Use Existing Address** prompt can be used to select the address associated with the employee.

11. Click the **OK** button.

![Information Icon] You have successfully added the dependent. When you complete subsequent elections, you will not have to add the dependent again. The dependent will be listed in the **Existing Dependents** menu item of the **Enroll Dependents** field.

12. The System Task is complete.
View Benefit Elections as of Date

Use this procedure to view your benefit election history as of a certain date. You can view your Open Enrollment elections using this procedure AFTER Open Enrollment is finalized. You will receive notification once Open Enrollment has been finalized.

Procedure:

1. From the home page, click the Benefits worklet.

Worker - Workday

2. Click the Benefit Elections as of Date button.
3. Enter the date for which you want to view your benefit elections.

   **Information:** To view Open Enrollment elections, enter the date the elections will be in effect (1/1/2018).

4. Click the OK button.
5. View your benefit elections as of a certain date.

   Remember that your Open Enrollment elections will not display here until the Open Enrollment is finalized.

6. The System Task is complete.