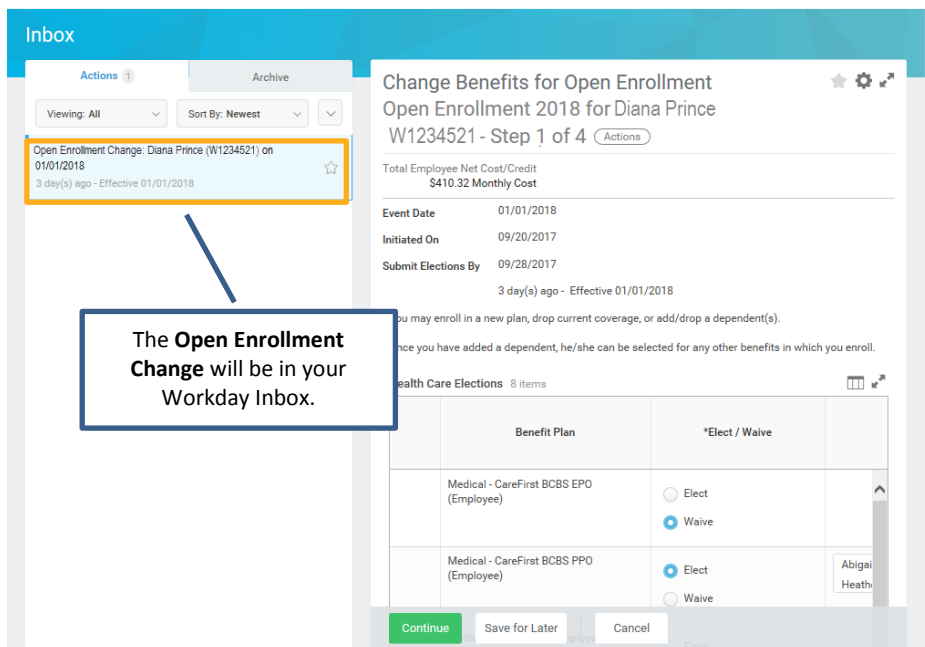
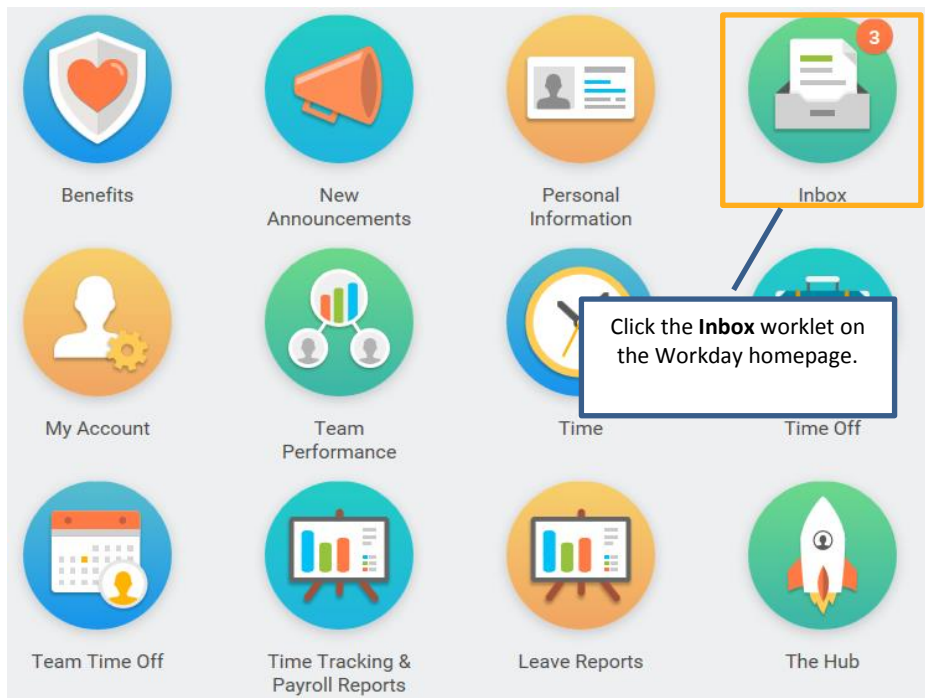


Open Enrollment Frequently Asked Questions for Employees

1) How do I access my Open Enrollment?



Open Enrollment Frequently Asked Questions for Employees

2) What happens if I do not access my OE from the Inbox?

Your current benefit elections will roll over. The exception to this is Flexible Spending Accounts (FSA). These amounts will not roll over. When Open Enrollment closes, the task will no longer appear in your Inbox you won't be able to make changes to your benefits elections.

3) What do Elect and Waive mean?

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Cody Garner	Employee + Child
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Elect means that you are enrolling in that plan.
Waive means you do not want to enroll in that plan.

4) Why are some benefits plans waived and others elected first time I go in?

Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Kaiser IHM	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

If you are already enrolled in benefits, the system will automatically default to the benefits plans that you already have.

5) Does the system stop you from electing more than one medical plan?

Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Kaiser IHM	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

The system will only let you choose one medical plan. Once you elect one, the others will automatically be waived. This also applies to dental plans.

Open Enrollment Frequently Asked Questions for Employees

6) What is a prompt?

Change Open Enrollment
Open Enrollment 2018 for James Garner - A (W1234567) - Step 1 of 4 Actions


Event Date 01/01/2018
Initiated On 08/22/2017
Submit Elections By 11/30/2017

Total Employee Net Cost/Credit
\$313.01 Monthly Cost

Existing Dependents >
Add My Dependent From Enrollment

The prompt allows you to see your options. When you click it, a menu will open with your available options.

Health Care Elections 8 items

	Benefit Plan	*Elect / Waive	Enroll Dependents
	Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Cody Garner 
	Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	

7) How do I enroll a dependent in my benefit plan?

Change Open Enrollment
Open Enrollment 2018 for James Garner - A (W1234567) - Step 1 of 4 Actions


Event Date
Initiated On
Submit Elections By 11/30/2017

Total Employee Net Cost/Credit
\$313.01 Monthly Cost

Existing Dependents >
Add My Dependent From Enrollment

Click the prompt in the **Enroll Dependents** field.
Select **Existing Dependents** if the dependent is an existing dependent.
For a new dependent, select **Add My Dependent From Enrollment**.

Health Care Elections 8 items

	Benefit Plan	*Elect / Waive	Enroll Dependents
	Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Cody Garner 
	Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	

Open Enrollment Frequently Asked Questions for Employees

8) How do I delete a dependent from my benefit plan?

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Cody Garner	Employee + Child
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Click in the **Enroll Dependents** field.

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Cody Garner"/>	Employee + Child

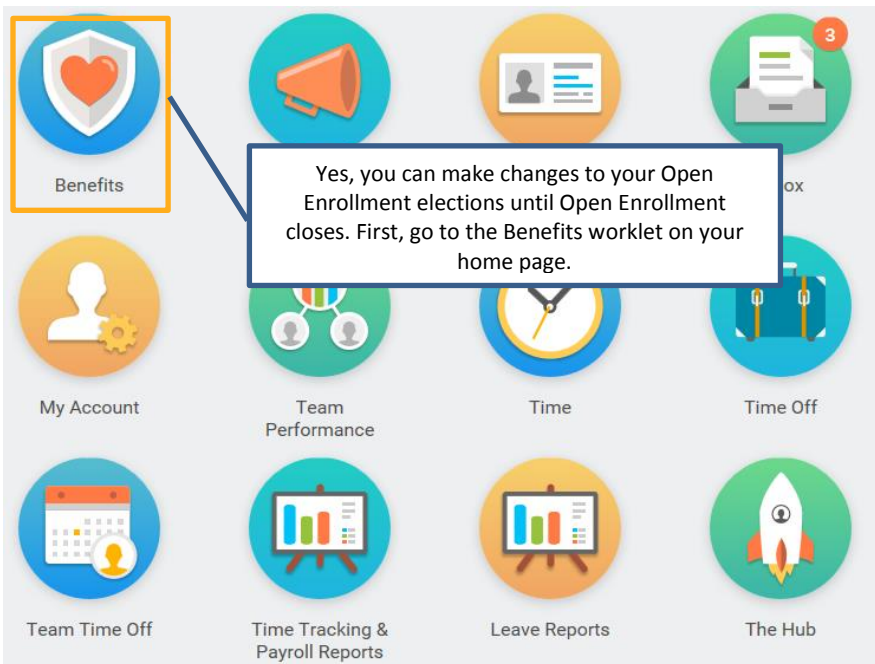
Click the "X" next to the dependent you no longer want to cover.

9) Where do I see my life insurance beneficiaries in Workday?

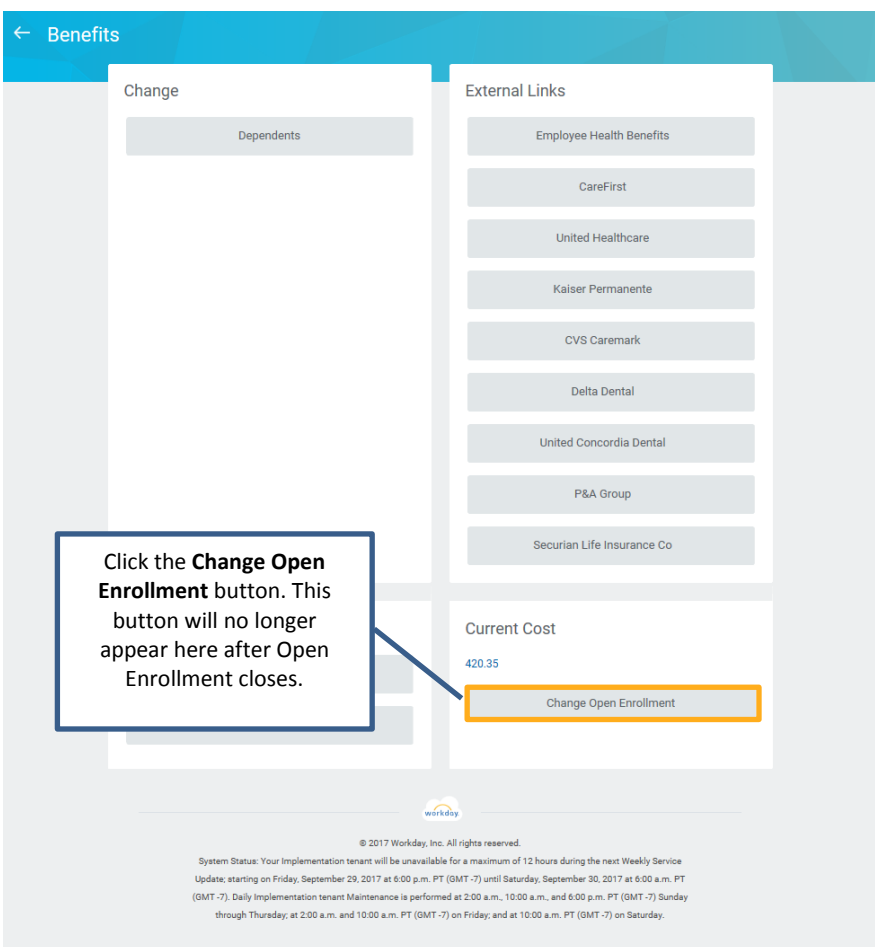
Life insurance beneficiaries will not be managed in SPS. Beneficiaries will still be managed by the life insurance vendor. See the Beneficiary Designation form on the DBM Health Benefits website under Term Life and AD&D (<http://dbm.maryland.gov/benefits/Pages/LifeInsurance.aspx>).

Open Enrollment Frequently Asked Questions for Employees

10) Can I make changes to my Open Enrollment after submitting?



Yes, you can make changes to your Open Enrollment elections until Open Enrollment closes. First, go to the Benefits worklet on your home page.



Click the **Change Open Enrollment** button. This button will no longer appear here after Open Enrollment closes.

Change

Dependents

External Links

- Employee Health Benefits
- CareFirst
- United Healthcare
- Kaiser Permanente
- CVS Caremark
- Delta Dental
- United Concordia Dental
- P&A Group
- Securian Life Insurance Co

Current Cost

420.35

Change Open Enrollment

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System Status: Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update: starting on Friday, September 29, 2017 at 6:00 p.m. PT (GMT-7) until Saturday, September 30, 2017 at 6:00 a.m. PT (GMT-7). Daily Implementation tenant Maintenance is performed at 2:00 a.m., 10:00 a.m., and 6:00 p.m. PT (GMT-7) Sunday through Thursday; at 2:00 a.m. and 10:00 a.m. PT (GMT-7) on Friday; and at 10:00 a.m. PT (GMT-7) on Saturday.

Open Enrollment Frequently Asked Questions for Employees

11) Why is the cost listed as a monthly cost? How will it come out of my paycheck?

Change Open Enrollment
Open Enrollment 2018 for James Garner - A (W1234567) - Step 1 of 4 Actions

Event Date 01/01/2018
Initiated On 08/22/2017
Submit Elections By 11/30/2017

Total Employee Net Cost/Credit
\$313.01 Monthly Cost

The cost for your benefits will be displayed in Workday as a monthly cost. However, the amount you pay will still come out of your paycheck bi-weekly.

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Cody Garner	Employee + Child
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

12) How do I convert the monthly cost listed in Workday to the bi-weekly cost that will come out of my paycheck?

Change Open Enrollment
Open Enrollment 2018 for James Garner - A (W1234567) - Step 1 of 4 Actions

Event Date 01/01/2018
Initiated On 08/22/2017
Submit Elections By 11/30/2017

Total Employee Net Cost/Credit
\$313.01 Monthly Cost

The formula to convert the costs is:

$$\text{Bi-Weekly Pay Amount} = (\text{Monthly cost} * 12 \text{ months}) / 24 \text{ pay periods}$$
 For Example:

$$\$313.01 \text{ Total Monthly Cost} * 12 \text{ months} = \$3,756.12 \text{ divided by } 24 \text{ pay periods} = \mathbf{\$150.50}$$

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input type="radio"/> Waive		Employee + Child
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Open Enrollment Frequently Asked Questions for Employees

13) On the Life Insurance Elections page, are there any specific guidelines I should follow for selecting Guaranteed Life insurance and Supplemental Life insurance?

Insurance Elections 6 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents
Life Ins - Guaranteed - Securian (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="\$50,000"/> <ul style="list-style-type: none"> <input type="radio"/> \$10,000 <input type="radio"/> \$20,000 <input type="radio"/> \$30,000 <input type="radio"/> \$40,000 <input checked="" type="radio"/> \$50,000 	
Life Ins - Supplemental - Securian (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		<input type="text" value="Heather Britton"/> <input type="text" value="Abigail Britton"/>

DO NOT type an amount in the Coverage Level. You should use the prompt and select it from the list. You can select up to \$50,000 of term life insurance which will be a pre-tax deduction from your paycheck.

14) What if I want to enroll in more than \$50,000 of life insurance?

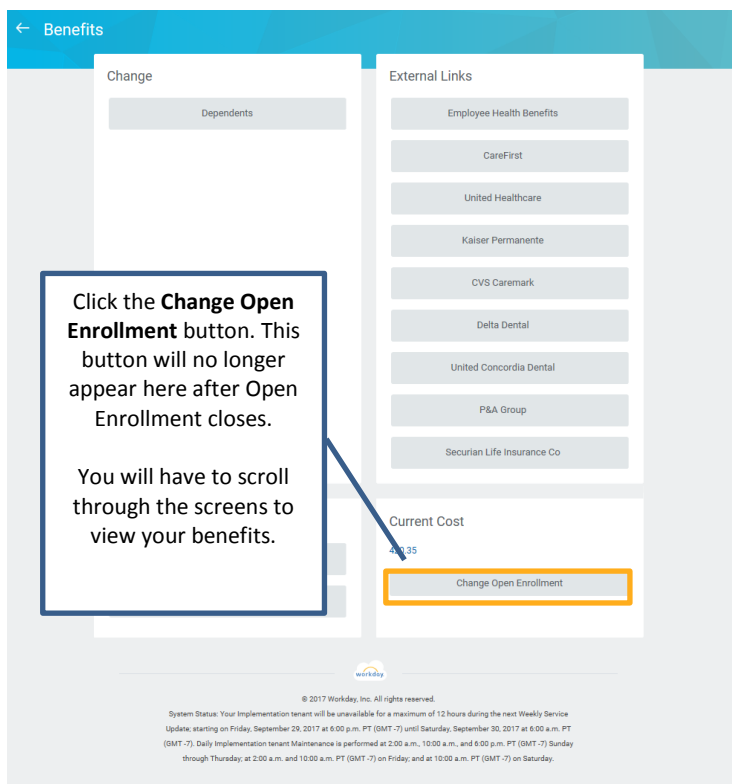
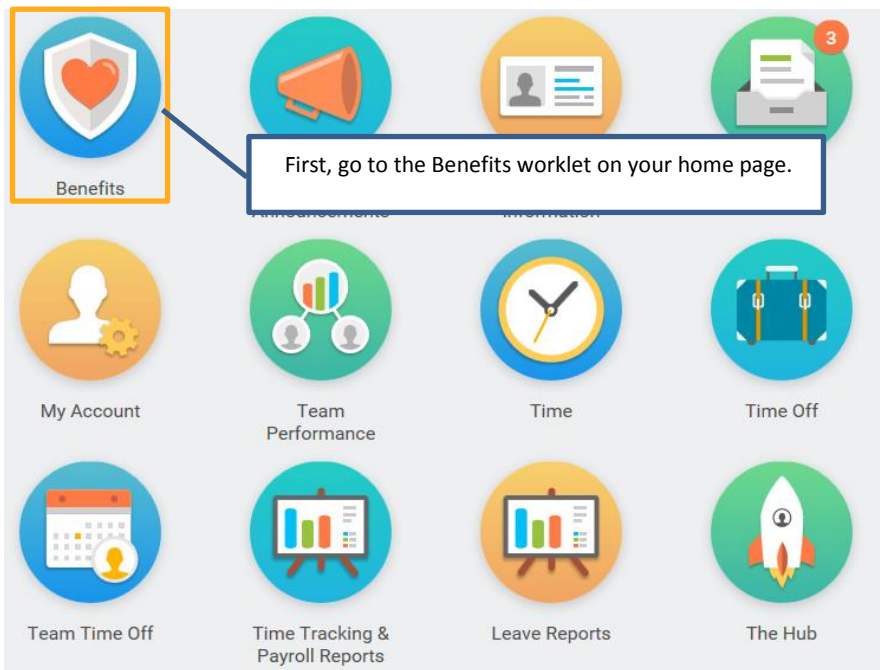
Insurance Elections 6 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents
Life Ins - Guaranteed - Securian (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="\$50,000"/>	
Life Ins - Supplemental - Securian (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="\$20,000"/>	<input type="text" value="Heather Britton"/> <input type="text" value="Abigail Britton"/>

If you want to enroll in more than \$50,000 of life insurance, select \$50,000 in the Guaranteed Life insurance benefit plan. Select the additional amount in the Supplemental Life Insurance.

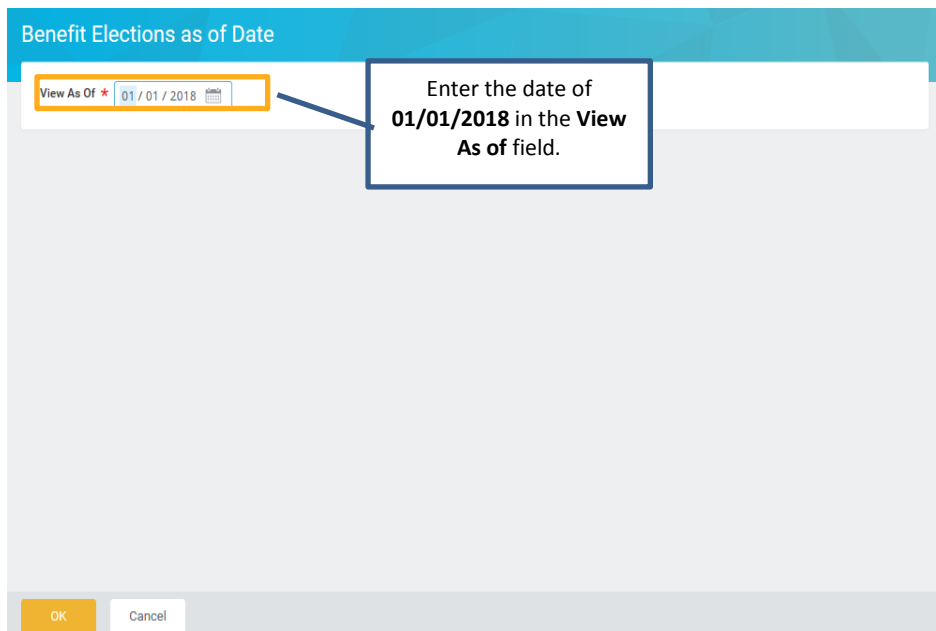
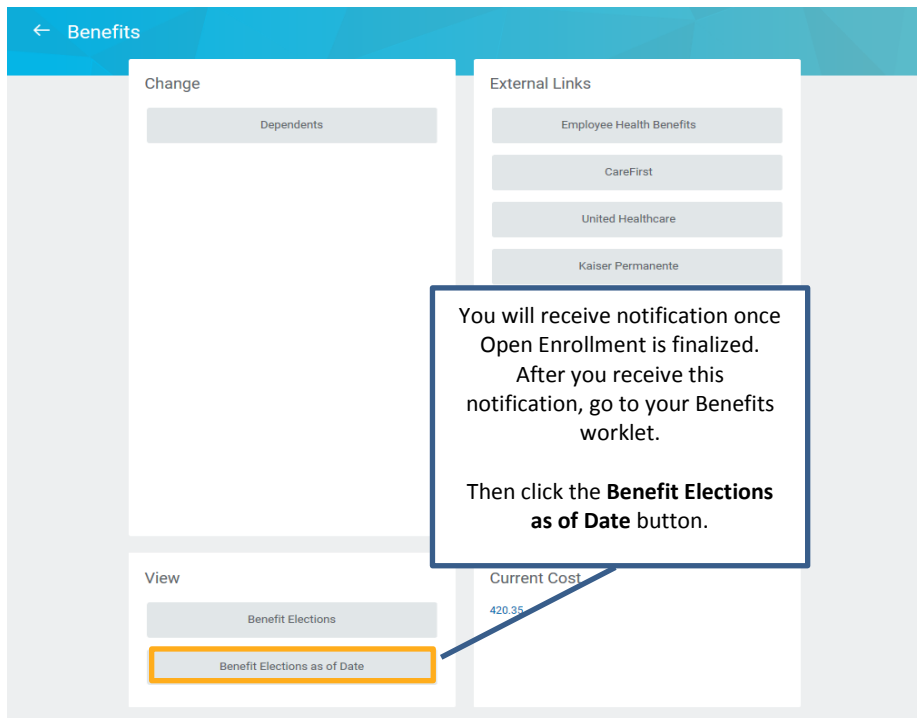
Open Enrollment Frequently Asked Questions for Employees

15) How do I view my Open Enrollment elections after submitted?



Open Enrollment Frequently Asked Questions for Employees

16) How do I print my summary statement after Open Enrollment is finalized?



Open Enrollment Frequently Asked Questions for Employees

← Benefit Elections as of Date Diana Prince (W1234521) Actions

View As Of 01/01/2018

Your benefit elections chosen during Open Enrollment will display.

Current Benefit Elections and Costs 8 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Medical - CareFirst BCBS PPO (Employee)	01/01/2017	01/01/2017	Employee + Family		Barry Prince Mary Prince		\$254.
Prescription - Drug - (Employee)	01/01/2017	01/01/2017	Employee + Family		Barry Prince Mary Prince		\$90.
Dental - United Concordia DPPO (Employee)	01/01/2017	01/01/2017	Employee + Family		Barry Prince Mary Prince		\$43.
Healthcare FSA - P&A Group	01/01/2018	01/01/2018	\$2,600.00 Annual				\$226.
Life Ins - Guaranteed - Securian (Employee)	01/01/2017	01/01/2017	\$50,000	\$50,000.00			\$4.