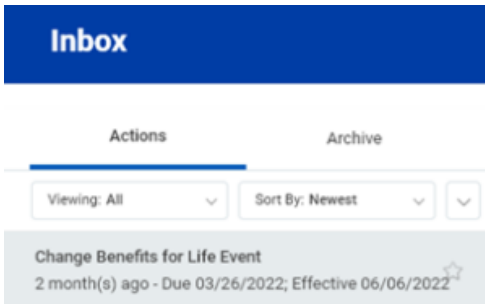


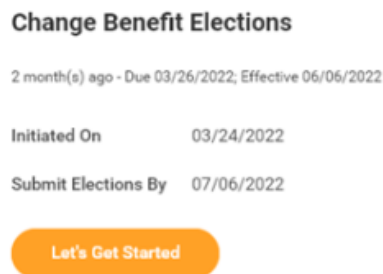
# How to Complete New Hire Benefit Event in Workday

## New Hire Benefit Elections

- Log in to Workday and select the “Change Benefits for Life Event” email in your inbox



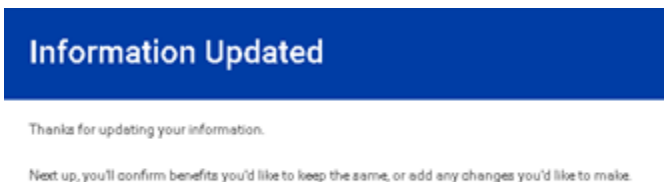
- Click on the orange “Let’s Get Started” button



- Answer the Health Information question and select the orange “Continue” button at the bottom of the page.

A screenshot of the 'Update Your Information' page. At the top is a blue header with the text 'Update Your Information'. Below the header is the title 'Health Information'. Below the title is a form with the following content: 'Tobacco Use', 'Question Has any adult (19 and older) person to be insured used tobacco in the last 12 months?', 'Answer \*', and two radio buttons labeled 'Yes' and 'No'.

- The following information will now show. Select the orange “Continue” button located at the bottom of the page to continue. The “New Hire” page will now be displayed.



## How to make benefit elections

- Any benefit that has “Manage” under it, identifies a Lynn paid benefit that you are automatically enrolled in. You can make changes to the coverage for the Vision plan only. To do this, click on “Manage” and follow the steps below for adding a dependent.
- Any benefit that has “Enroll” under it, identifies the benefits that you are not enrolled in. If you would like to enroll in additional benefits, select the “Enroll” button under the required benefit.

The screenshot shows two benefit cards. The left card is for 'Dental' with a tooth icon and the text 'Dental Waived'. Below it is a yellow 'Enroll' button. The right card is for 'Vision' with a glasses icon and the text 'Vision EyeMed Vision Care VIS'. Below this, it says 'Cost per paycheck' and 'Coverage'. To the right of these, it says 'Includes' and 'Employee Only'. At the bottom of the right card is a yellow 'Manage' button.

- The next screen will show you the available options for that benefit. Click on the “Select” check box of the coverage required. Click on the orange “Confirm and Continue” button shown at the bottom of the page.

### Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes no

3 items

*Selection	Benefit Plan
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Florida Blue HDHP BlueOptions
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Florida Blue HMO BlueCare
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Florida Blue PPO BlueOptions

If you would like to add dependents to your coverage, you can do so by selecting the “Add New Dependents” button and follow the on-screen instructions.

## Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage ★ Employee Only

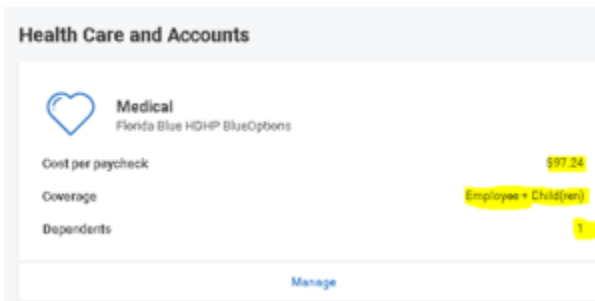
Plan cost per paycheck \$54.73

Add New Dependent

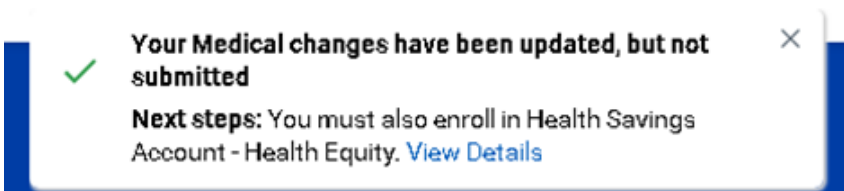
- Once complete, select the orange “Save” button at the bottom of the page



- Your coverage will now be displayed



If you have enrolled in a HDHP insurance plan, you will get a notice to enroll in the health savings account (HSA). If you would like to make employee contributions into the plan, you can do so, or you can choose to only receive the University contribution.



Maximum contributions for 2022 are \$3,650 for employee only coverage and \$7,300 for plans with employee and dependents and/or spouse coverage.

- Once you have made all your benefit elections, click “Manage” located under the Basic Life and AD&D benefit, follow the onscreen instructions to add a beneficiary. For step by step instructions on how to add a beneficiary please click [here](#). Once added select the orange “Save” button at the bottom of the page.
- Select the orange “Review and Sign” button at the bottom of the page.



Basic Life and AD&D

- Review the summary page,
- Scroll all the way to the bottom of the page and select the “I Accept” check box,
- Select “Submit”

**REPRESENTATION.** I have read or had read to me the completed application and are true, complete, and correctly recorded. **AUTHORIZATION TO OBTAIN** other organization, institution or person, that has records or knowledge of m Inc. I understand that there is a possibility of redisclosure of any information Privacy and MIB Notice form. A copy of this authorization is as valid as the or by notifying AHL in writing of my desire to do so.

**FRAUD NOTICE:** Any person who knowingly and with intent to injure, defraud

I Accept ☐

Submit

Save for Later

Cancel

- The following confirmation page will show

**Submitted**

**You've submitted your elections.**

[View 2022 Benefits Statement](#)

- Click the orange “Done” button at the bottom of the page. You will now be taken back to the Workday home screen.