

Open Enrollment Benefit Elections/Changes

❗ Open enrollment is the only time of year that you can make changes to your benefits, unless you experience a qualifying life event. You can review, change, add or drop your benefits in Workday.

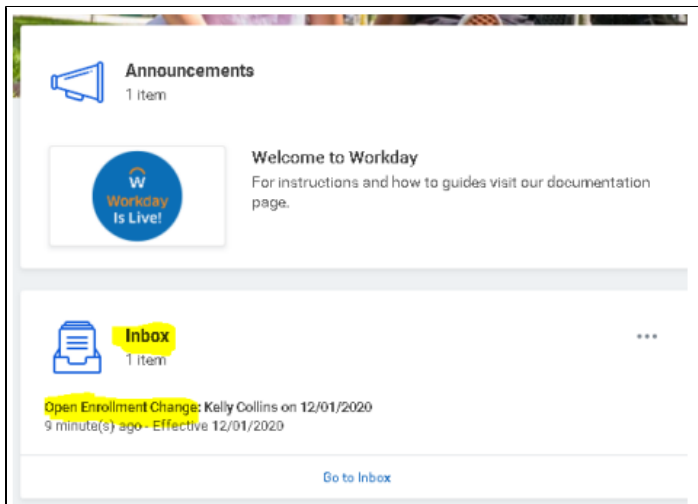
Open enrollment for full-time employees is Nov. 6–17, 2023

On this job aid:

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- [How to review current benefit elections](#)
- [How to change current benefit elections](#)
- [How to enroll in new benefits](#)

Open Enrollment

Log in to Workday and select the “Open Enrollment” notification under Awaiting action (or tap your inbox)



Click on the orange Let's Get Started button

Change Benefits for Open Enrollment

11 minute(s) ago - Effective 12/01/2020

Open Enrollment 10/26/2020-10/28/2020

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

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

Update Your Information

Health Information

Tobacco Use

Question Has any adult (19 and older) person to be insured used tobacco in the last 12 months?

Answer * ☐ Yes
☐ No

Continue

Cancel

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

Information Updated

Thanks for updating your information.

Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Continue
Cancel

How to review current benefit elections

Any benefit that has “Manage” under it, identifies your current benefit elections. You can also see the coverage level and the bi-weekly deduction. The total bi-weekly contributions are shown in the top left corner of the page.

Open Enrollment

Projected Total Cost Per Paycheck
\$168.33

Health Care and Accounts

<div style="display: flex; align-items: center;"> <div> Medical <small>Florida Blue HDHP BlueOptions</small> </div> </div> <div style="margin-top: 10px;"> <p>Cost per paycheck \$101.64</p> <p>Coverage Employee + Child(ren)</p> <p>Dependents 2</p> <p style="text-align: center; color: #0070c0;">Manage</p> </div>	<div style="display: flex; align-items: center;"> <div> Dental <small>MetLife Dental DPO Basic</small> </div> </div> <div style="margin-top: 10px;"> <p>Cost per paycheck \$6.67</p> <p>Coverage Employee Only</p> <p style="text-align: center; color: #0070c0;">Manage</p> </div>	<div style="display: flex; align-items: center;"> <div> Vision <small>EyedMed Vision Care VIS</small> </div> </div> <div style="margin-top: 10px;"> <p>Cost per paycheck \$0.00</p> <p>Coverage Employee Only</p> <p style="text-align: center; color: #0070c0;">Manage</p> </div>
<div style="display: flex; align-items: center;"> <div> Health Savings Account <small>Health Equity</small> </div> </div> <div style="margin-top: 10px;"> <p>Contribution per paycheck \$38.46</p> <p style="text-align: center; color: #0070c0;">Manage</p> </div>	<div style="display: flex; align-items: center;"> <div> Healthcare FSA <small>Waived</small> </div> </div> <p style="text-align: center; color: #0070c0;">Enroll</p>	<div style="display: flex; align-items: center;"> <div> Dependent Care FSA <small>Waived</small> </div> </div> <p style="text-align: center; color: #0070c0;">Enroll</p>




Note: Healthcare FSA and Dependent Care FSA will not display current elections because they need to be reelected each year. To see your current FSA election(s), view your benefits on your worker profile.

How to change current benefit elections

Click on “Manage” for the benefit you would like to change

Health Care and Accounts



Medical
 Florida Blue HMO BlueCare

Cost per paycheck

\$61.76

Coverage

Employee Only

Manage

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 co

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

4

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.

If you would like to remove dependents from your coverage, uncheck the dependents you would like to remove.

Add

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

Remove

Dependents

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

Coverage ★ Employee + Child(ren)

Plan cost per paycheck \$101.04

Add New Dependent

2 items

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	[REDACTED]	Child
<input type="checkbox"/>	[REDACTED]	Child

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

Save

Cancel

Your new 2024 coverage will now be displayed

Health Care and Accounts

Medical

Florida Blue HDHP BlueOptions

Cost per paycheck \$97.24

Coverage Employee + Child(ren)

Dependents 1

[Manage](#)

How to enroll in new benefits

Any benefit that has “Enroll” under it, identifies the benefits that you are not currently enrolled in. If you would like to enroll in additional benefits, select the “Enroll” button under the required benefit.

The screenshot shows a web interface for selecting benefits. It features two main sections, each with a shield icon, a title, a status, and an 'Enroll' button.

- Healthcare FSA**: Status is 'Waived'. The 'Enroll' button is highlighted in yellow.
- Supplemental Life and AD&D**: Status is 'Waived'. The 'Enroll' button is highlighted in yellow.

Make sure you change from “Waive” to “Select”. Once selected click on the Orange “Confirm and Continue” button at the bottom of the page

The screenshot shows the 'Plans Available' section for 'Supplemental Life and AD&D'. It includes a selection list with the following options:

- ☐ Select
- ☒ Waive

Plans Available

Select a plan or Waive to opt out of Supplemental Life and AD&D.

1 item

*Selection

☒ Select
 ☐ Waive

Select the coverage level desired (note: some will only have one option), and enter any other information required. Once complete, click on the orange “Save” button at the bottom of the page.

Coverage

Calculated Coverage

Coverage *

Plan cost per paycheck

! *If you have enrolled in a CDHP 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.

✓

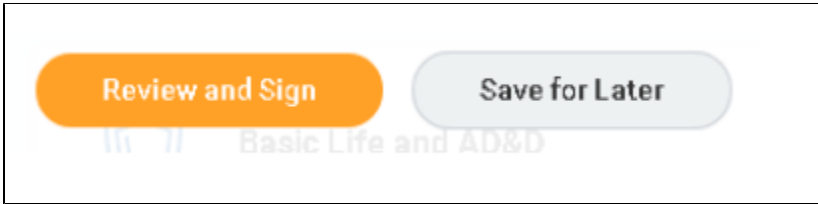
Your Medical changes have been updated, but not submitted

Next steps: You must also enroll in Health Savings Account - Health Equity. [View Details](#)

×

Maximum contributions for 2024 are \$4,150 for employee only coverage and \$8,300 for plans with employee and dependents and/or spouse coverage.

Once you have reviewed all your benefits and made any required changes, select the orange “Review and Sign” button at the bottom of the page.



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

Success, You're Enrolled

Important Dates:

Benefits go into effect 12/01/2020

Final day to update benefits 10/28/2020

[View 2020 Benefits Statement](#)

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

! If you selected any of the **Unum supplemental life policies**, you may receive a statement of health required email in your Workday inbox. Please click on the “Complete Unum Statement of Health” link and follow the online process. **This MUST be completed by due date (12/09/2023).**

Complete To Do

Unum Statement of Health Required Actions

4 minute(s) ago - Effective 12/01/2020

For **Kelly Collins**


Overall Process [Open Enrollment Change: Kelly Collins on 12/01/2020](#)

Overall Status Successfully Completed

Instructions Thank you for taking the time to enroll in your employee benefits.

In order to finish processing your enrollment, we need you to complete one additional step online. The information you provide on your Statement of Health will help Unum immediately approve any coverage and amounts you're automatically eligible to receive.

[Complete Unum Statement of Health](#)

 enter your comment

