

# Workday Open Enrollment Instructions for Desktop

- 1 Click **“Let’s Get Started”** to open the enrollment event.

**All Items** 45 items

Search: All Items

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**Annual Re-Enrollment** [Redacted] ☆

Effective: [Redacted]

### Change Benefits for Open Enrollment

Created: 01/31/2024 | Effective: 04/02/2024

Open Enrollment April 1 - March 31 01/31/2024-02/01/2024

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

**Let's Get Started**

- 2 Click **Enroll** in the benefits you would like to enroll in.

Health Care and Accounts

**Medical** Waived **Enroll**

**Dental** Waived **Enroll**

**Vision** Waived **Enroll**

**Health Care Flexible Spending Account** Waived **Enroll**

**Dependent (DAY) Care Flexible Spending Account** Waived **Enroll**

- 3 Click **Select** on the plan you would like to enroll in and then click the **“Confirm and Continue”** button on the bottom of the page.

If you are adding any dependents to your insurance, **check the box next to their name**. Dependents are not automatically added. You must enroll your dependents to your plan. Please ensure their address is correct in Workday for Dependent Wrap coverage.

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	[Redacted]	Spouse	[Redacted]
<input type="checkbox"/>	[Redacted]	Child (Natural/Adopted)	[Redacted]
<input type="checkbox"/>	[Redacted]	Child (Natural/Adopted)	[Redacted]

**Medical**

Projected Total Cost (Monthly) \$17.45

**Plans Available**

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee.

Benefit Plan	*Selection	You Pay (Monthly)	Company Contribution (Monthly)
Security Health Plan Enrich HMO HDHP Elite	<input checked="" type="radio"/> Select	Included	\$680.96
Security Health Plan Enrich HMO HDHP Plus	<input type="radio"/> Select	\$62.60	\$680.96
Security Health Plan Enrich Point of Service (POS)	<input type="radio"/> Select	\$286.76	\$680.96
Security Health Plan Explore HMO HDHP	<input type="radio"/> Select	\$250.28	\$774.08

**Confirm and Continue** Cancel

- 4 Add any Social Security Numbers if prompted by Workday and then click the **Save** button. Continue through each benefit in the open enrollment event until all desired benefits are enrolled in.

**Open Enrollment April 1 - March 31**

Projected Total Cost (Monthly)  
\$122.14

**Health Care and Accounts**

<p><b>Medical</b> Security Health Plan Enrich HMO HDHP Elite UPDATED</p> <p>Cost (Monthly) Included Employee + Family</p> <p>Coverage 3</p> <p>Dependents</p> <p>Manage</p>	<p><b>Dental</b> Delta Dental UPDATED</p> <p>Cost (Monthly) \$50.14 Family</p> <p>Coverage 3</p> <p>Dependents</p> <p>Manage</p>	<p><b>Vision</b> Delta Dental Vision UPDATED</p> <p>Cost (Monthly) \$12.88 Employee + 1</p> <p>Coverage 1</p> <p>Dependents</p> <p>Manage</p>
<p><b>Health Care Flexible Spending Account</b> DBS - Diversified Benefit Services Inc (MEFSA) UPDATED</p> <p>Contribution (Monthly) \$41.67</p> <p>Manage</p>	<p><b>Dependent (DAY) Care Flexible Spending Account</b> Waived</p> <p>Enroll</p>	

- 5 Group Term life insurance and Travel Accident insurance are MCHS provided benefits so you would only need to review beneficiary information (if needed). If you would like to make changes, you can click on the **"Manage"** button to review.

**Insurance**

<p><b>Group Term Life</b> Cigna 1.25 x Salary (Employee)</p> <p>Coverage 1.25 X Salary</p> <p>Manage</p>	<p><b>Travel (Business) Accident Insurance</b> Berkley \$100,000 (Employee)</p> <p>Coverage \$100,000</p> <p>Manage</p>	<p><b>Supplemental Life</b> Cigna (Employee)</p> <p>Cost (Monthly) \$12.00 Coverage \$150,000</p> <p>Manage</p>
<p><b>Supplemental Life Spouse</b> Cigna (Spouse)</p> <p>Cost (Monthly) \$2.40 Coverage \$30,000</p> <p>Manage</p>	<p><b>Supplemental Life Child</b> Cigna (Child)</p> <p>Cost (Monthly) \$0.80 Coverage \$10,000</p> <p>Manage</p>	<p><b>Voluntary AD&amp;D</b> Berkley (Family)</p> <p>Cost (Monthly) \$2.25 Coverage \$50,000</p> <p>Manage</p>
<p><b>Short Term Disability</b> Cigna 70% / 60% (Employee)</p> <p>Coverage 70% of Salary</p> <p>Manage</p>	<p><b>Long Term Disability Group 3</b> Cigna (Employee)</p> <p>Coverage 60% of Salary</p> <p>Manage</p>	

- 6 Supplemental Life insurance (employee, spouse, child) can be enrolled in at any time during the year, but you have the option of enrolling during the open enrollment event. Please be aware if you are newly electing or increasing the insurance amount on the benefits, that you would be required to complete a health questionnaire from New York Life (our life insurance plan administrator) to be approved.

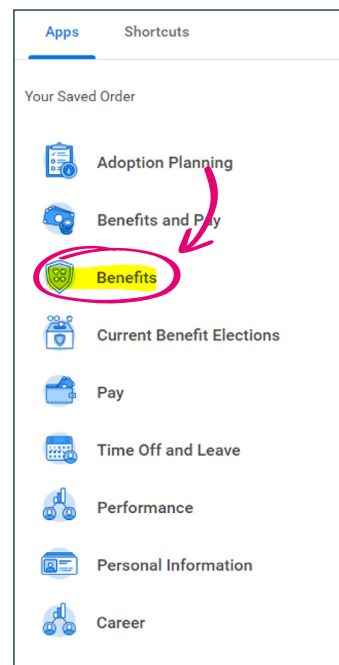
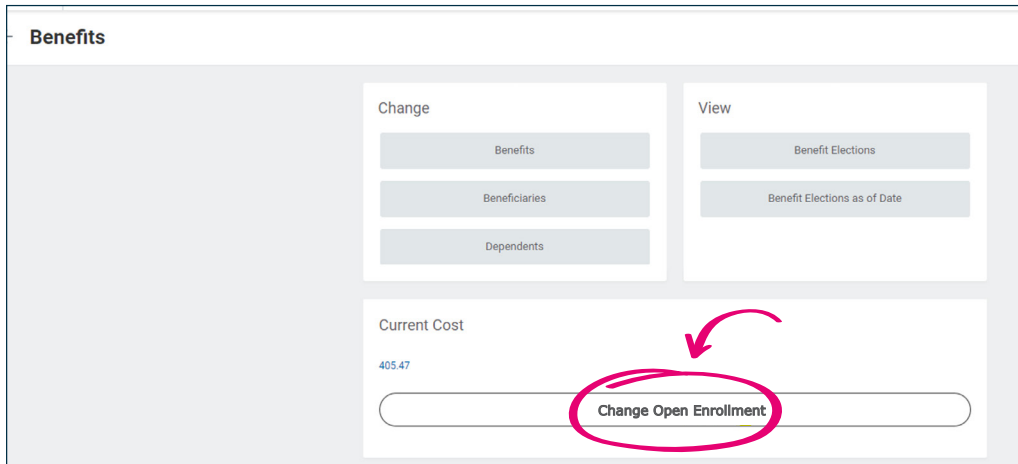
- 7 Short Term Disability, Long Term Disability and Employee Assistance are provided by MCHS to employees, so no action is required under these benefits.

<p><b>Short Term Disability</b> Cigna 70% / 60% (Employee)</p> <p>Coverage 70% of Salary</p> <p>Manage</p>	<p><b>Long Term Disability Group 3</b> Cigna (Employee)</p> <p>Coverage 60% of Salary</p> <p>Manage</p>
<p><b>Additional Benefits</b></p> <p><b>Employee Assistance Plan</b> Employee Resource Center (EAP)</p> <p>Manage</p>	

- 8 If you have finished your enrollment, click on the **“Review and Sign”** button at the bottom of the page. Otherwise, you can click the **“Save for Later”** button and come back to your open enrollment event until Friday, March 8, 2024, at 5 p.m.
- 9 Carefully review the final page of open enrollment to ensure you are enrolled in your desired benefits/plans, any dependents that you would like to have enrolled in those plans.
- 10 Scroll to the bottom of the page and review the Electronic Signature requirement. Once you have read and agree to the terms, click the **“I Accept”** button and then the **“Submit”** button.
- 11 Once you submit the event, you can review your elections by clicking on the **“View 2024 Benefit Statement”** button or you can click **“Done”** to exit the event. You can screenshot or print this page for your records/verification of your enrollment.

## How to change your open enrollment benefits

- 1 If you submitted your open enrollment event and decide to make changes while open enrollment is still occurring, you can get back into the event by logging into Workday and clicking on the **Benefits** application under the Menu.
- 2 Scroll to the bottom of the screen and then click the **“Change Open Enrollment”** button.



Marshfield Clinic  
Health System