






Job Aide: Open Enrollment

MENU  Search



Let's Get Started

Awaiting Your Action

-  **Self Evaluation: MY23 Year_End Review-Demo:** [redacted]
My Tasks - 1 day(s) ago
-  **Open Enrollment Change:** [redacted] on 07/01/2023 1 [Click on Open Enrollment](#)
My Tasks - 7 day(s) ago
DUE 05/11/2023
-  **Employee scheduled to return from leave: Leave Request:** [redacted]
My Tasks - 2 month(s) ago

[Go to My Tasks \(8\)](#)

Change Benefits for Open Enrollment

8 day(s) ago - Due 05/11/2023; Effective 07/01/2023

Open Enrollment 05/09/2023-06/09/2023

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

[Let's Get Started](#) 2

Choose Medical, Dental, and Vision Plan in this section:

Open Enrollment

Projected Total Cost Per Paycheck

← When you choose your elections, your benefits cost will be reflected here

Health Care and Accounts

Choose your medical, dental and vision plans on this page. When you click on a health plan, you will need to follow the prompts to add your dependents.

UPDATED 3

Medical
Cigna HDHP Owned Retail - Retail Stores

Cost per paycheck **\$36.92**

Coverage Employee + Children

Dependents 1

[Manage](#)

Dental 4

Cigna PPO Owned Retail - Retail Stores

Cost per paycheck **\$11.54**

Coverage Employee + Family

Dependents 2

[Manage](#)

UPDATED 5

Vision
Cigna Vision Owned Retail - Retail Stores

Cost per paycheck **\$0.46**

Coverage Employee + Children

Dependents 1

[Manage](#)

REVIEWED

HSA
Waived


[Enroll](#)


You will need to enroll here if you choose an HDHP plan

Insurance

[Review and Sign](#)

[Save for Later](#)

 Voluntary Life - Employee

 Voluntary D&D - Employee



Add a dependent

Projected Total Cost Per Paycheck

Dependents

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

Coverage * Employee + Children

Plan cost per paycheck \$36.92

If you need to add a dependent, click add new dependent

Add New Dependent

2 items

Select dependents, you will see level coverage change

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

click save

Save

Cancel

Add My Dependent From Enrollment

[More information on how to add a dependent](#)

Click Ok

OK

Cancel

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Complete all the red asterisks

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Citizenship Status

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

IN National ID section, Click add, and complete all red asterisks, click add again

click save

Click the Add button to enter one or more National Identifiers for this dependent.

Choose Insurance/ Add Beneficiary

Insurance

Optional: choose additional life insurance in this section

<p>Basic Life & AD&D Enter beneficiary for Basic Life & AD&D Unum Owned Retail - Retail Stores (Employee Only) Coverage \$50,000 Manage</p>	<p>Voluntary Life - Employee Waived Enroll</p>	<p>Voluntary AD&D - Employee Waived Enroll</p>
<p>Voluntary Life - Spouse Waived Enroll</p>	<p>Voluntary AD&D - Spouse Waived Enroll</p>	<p>Voluntary Life - Child Waived Enroll</p>
<p>Voluntary AD&D - Child Waived Enroll</p>	<p>Short Term Disability - (STD) No action Unum Owned Retail - Retail Stores (Employee Only) Coverage 60% of Salary Manage</p>	<p>Long Term Disability (LTD) No action Unum Owned Retail - Retail Stores (Employee Only) Coverage 60% of Salary Manage</p>

Additional Benefits

<p>Employee Assistance Program No action Anthem Blue Cross EAP Manage</p>

Add Beneficiary



Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

Add New Beneficiary

Add New Trust

Continue

Cancel

Basic Life & AD&D - Unum Owned Retail - Retail Stores (Employee Only)

Projected Total Cost Per Paycheck

Coverage

Calculated Coverage

Coverage

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiary	Existing Beneficiary Persons	Existing Trusts	Add New Beneficiary or Trust	Percentage
				0

Add a beneficiary

Add percentage

Secondary Beneficiaries	Beneficiary	Percentage
0 items	No Data	

Optional choose secondary beneficiary

Save

Cancel

Submit Elections

Additional Benefits



Employee Assistance Program
Anthem Blue Cross EAP

Manage

Click review and sign

Review and Sign

Save for Later

Electronic Signature

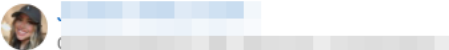
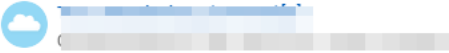
Legal Notice: Please Read

Checking the "I Accept" serves as your "Electronic Signature" and indicates your confirmation of the accuracy of the information.

- You understand and approve the legal and binding benefit enrollments as indicated above. You hereby authorize the company to enroll you in the following benefit plans:
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- You may be subject to post-tax deduction and imputed income for coverages that include domestic partners and dependent children.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you are currently enrolled.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your election of a dependent child if you are currently enrolled in a dependent child plan.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other coverage, your other coverage ends. In addition, if you have any other Qualifying Life Events (QLE) such as marriage, domestic partnership, or divorce, you may be eligible to enroll in a new plan.

I Accept

Process History



Click submit

Submit

Cancel

Confirmation page

Submitted

Confirmation page that your benefits have been submitted

You've submitted your elections.

Your new benefit elections will be visible in Workday on the *Benefits* tab effective 7/1/2023. [Please click on the "View 2023 Benefits Statement" to view and print a copy of your elections for reference.](#)

You may make changes to your open enrollment selections until the open enrollment period ends, even after you have submitted. If you have any questions or technical issues with enrolling, please contact HR.

Important Dates:

Benefits go into effect 07/01/2023

Final day to update benefits 06/09/2023

[View 2023 Benefits Statement](#)

Done

Making edits to your Open enrollment elections before the deadline

Menu



Apps

Shortcuts

Your Saved Order



Time and Scheduling Hub



Jobs Hub



Management Reporting Dashboard



Personal Information

1



Benefits and Pay



Directory

Benefits and Pay



Time Off



Team Time



People & Culture Resources



I-9 Audit Dashboard



Standard P&C Reports



Benefits and Pay

- Overview**
- Benefits
- Pay
- Compensation

- Suggested Links**
- Benefits Hub
 - Fidelity 401k
 - 2022 US Payroll Cal...
 - 2023 US Payroll Cal...



Welcome to the new Benefits and Pay Hub!

Use the left-hand column to navigate and view your Benef

[Read More](#)

Tasks and Reports

- [Payment Elections](#)
- [Change Benefits](#)
- [Change Retirement Savings](#)
- [My Tax Documents](#)

2

Needs Attention

SUBMITTED

Benefit Event: Open Enrollment

Submit elections by November 21, 2023.

Edit