Workday Enrollment
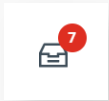
Open Enrollment

1. Login to Workday using your single sign-on credentials provided by your IT department.

2. Click on your Workday inbox at the top right of your Workday home page to view your Open Enrollment task.


3. Click the **Let's Get Started** button to open your enrollment.

4. Your current enrollment is pre-populated (except for FSA and HSA, which must be elected each year). To select a plan you are not yet enrolled in, click Enroll. To make changes to a plan you already have, click Manage.
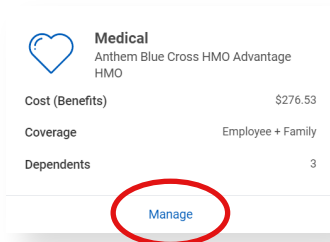
5. Select or waive your plan and then click Confirm and Continue. Dependent information is on the next screen.
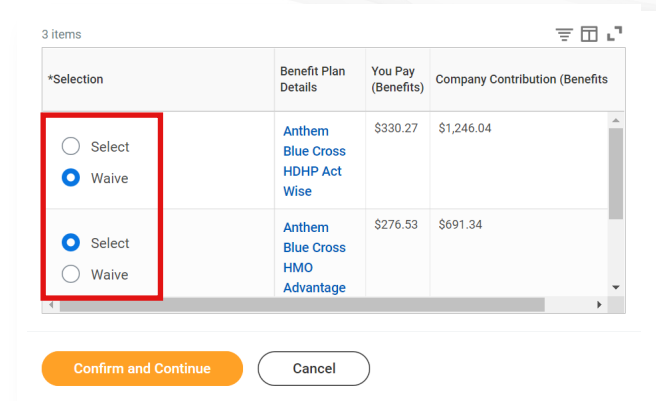
6. Add or remove dependents on the next screen by checking or unchecking your dependent's names or click the button for **Add New Dependent** to enter a new dependent. Then click **Save**. If you changed your mind or selected the wrong benefit plan tile, click **Cancel** to discard any changes without saving.

7. Once you've saved (or canceled), you will go back to the tile page and the tile you have recently worked on will show **REVIEWED**.

8. If you would like to enroll in healthcare or dependent care FSA, be sure to do that now during open enrollment. For FSA, you may choose an annual or per paycheck amount

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9. Kaiser members, be sure you have accepted the Kaiser arbitration agreement by "Enrolling" in that plan as well. HDHP participants will need to answer the Medicare question by electing the Medicare Acknowledgement. These steps should prevent any errors in your enrollment. Also, be sure that your life insurance beneficiaries total 100% for primary and secondary.

10. When you have finished making changes for open enrollment, click **Review and Sign** at the bottom of the page. If you are still thinking about your changes, you may click **Save for Later** and come back later to complete your changes.

11. Review the changes to your enrollment. Keep in mind that only plans you have changed will show a 01/01/2023 effective date; your other plans will show their original coverage begin date. At the bottom of the page, click the ☐ button for **I Accept** and then click **Submit** to submit your changes.

12. You may save a copy of your elections by clicking **View 2023 Benefits Statement** then clicking Print and downloading.

13. Your changes will be processed when open enrollment closes and will take effect January 1.

14. You may make changes to your open enrollment elections up until the end of the open enrollment period. To reopen your elections, on your Workday home page, scroll down to the Benefits shield under Your Top Apps and click the button for Change Open Enrollment to re-open the open enrollment task