#### LEWIS & CLARK COLLEGE OPEN ENROLLMENT IN WORKDAY

#### Start Here:

Starting February 10, 2014 you will complete Open Enrollment in Workday. Go to your **Workfeed** on the **All About Me** page. Find Open Enrollment Change Task and click **Open** (move your cursor over your name to get the *Open* to appear).



# Step 1: Medical and Dental

If you would like to change your Medical and/or Dental plan, just click on the *Elect* button of the plan desired. Then a *Coverage* tier will be needed to be chosen whether Employee only, Employee +1 or Employee + 2 or more (click in the box and select from the prompt next to the box). Spouse/dependents will be able to be added in this screen under *Enroll Dependents*. Click in the box and prompt and follow the instructions .For each spouse/dependent, the College needs to have an address input as well as a social security number. Once these items are done, click "Continue" at the bottom.

If you don't want to change your Medical or Dental Plan, spouse or dependent coverage, then just click *Continue* at the bottom of the page and your plan/waive will remain the same.



Note: At the top right of each Open Enrollment screen, is the calculated Monthly Cost. It will change as you make different elections.

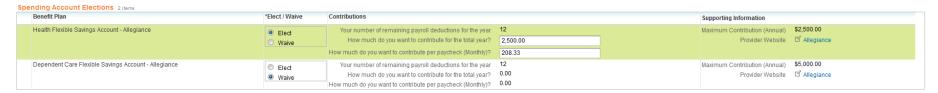
\$316.62 Monthly Cost Total Cost

\$0.00 Monthly Credit Total Credits \$316.62 Monthly Cost Total Employee Net Cost/Credit

## **Step 2: Spending Account Elections**

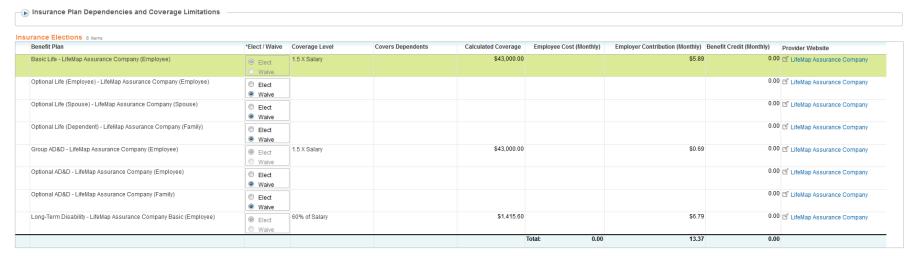
Even if you had an FSA last year, you need to enroll again this year. This screen will default to *Waive (no election)* unless you elect an amount. Limits are \$2,500 for Health FSA and \$5,000 for Dependent Care FSA. Coverages will automatically stop at \$2,500 for Health or \$5,000 for Dependent Care for the year and will not go over these amounts. You can always chose less than the maximum contribution. You can elect an amount for the month or a yearly amount and Workday will figure out everything for your monthly deduction. Deductions start 4/1/14. Flex Debit Cards are automatically refilled from last year if not expired. If you don't have a Flex Debit Card, please fill out a form available at the webste: <a href="http://www.lclark.edu/offices/human\_resources/employee\_resources/benefits/open\_enrollment/">http://www.lclark.edu/offices/human\_resources/employee\_resources/benefits/open\_enrollment/</a> and is due in HR by March 7, 2014, 5 PM.

Employees who work less than 12 months per year can choose a yearly amount, then if no paycheck is generated for a month, the contribution will be doubled for each subsequent month worked until the deductions are caught up. Once you have made your elections or want to waive, click *Continue* at the bottom of the page.



# Step 3: Insurance Elections

Employees are automatically enrolled in Basic Life, AD&D, and Long-Term Disability. You cannot waive this coverage, but you may elect additional coverage in this screen. You will have to complete an Evidence of Insurability form for any voluntary insurance. For more on voluntary insurances go to <a href="http://www.lclark.edu/offices/human resources/employee resources/benefits/financial security/">http://www.lclark.edu/offices/human resources/employee resources/benefits/financial security/</a>. Voluntary insurances can be elected at any time during the year, not just at open enrollment. Click on *Elect* button and input dependents if required. If no changes or if new elections are made, click *Continue* at the bottom of the page.



## Step 4: Beneficiary Designations

Now is a good time to add a beneficiary to your Life Insurance, in case you haven't already done this (no beneficiary information was able to be loaded into Workday). To add a beneficiary, click on the green + and follow the steps to create and add. To add more beneficiaries click on the green + again. Detailed instructions of this process are available on the Human Resources Website at http://www.lclark.edu/offices/human resources/workday faq.php

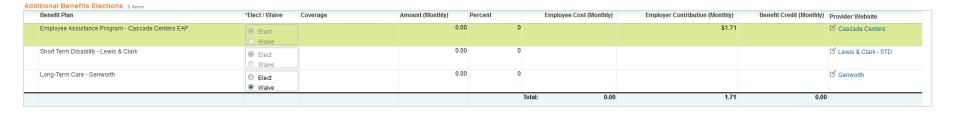
This beneficiary is for Life Insurance only. If you need to designate a beneficiary for TIAA-CREF 403(b), please go to the TIAA-CREFF website and add at <a href="https://www.tiaa-cref.org">www.tiaa-cref.org</a>



# Step 5: Additional Benefit Elections

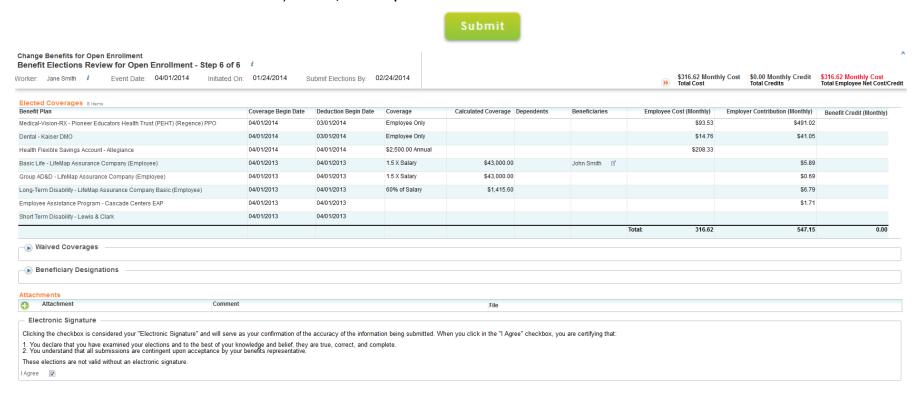
Employees are automatically enrolled in the Employee Assistance Program (EAP). The College also provides salaried employees (must work 30 hours per week) with short term disability insurance. You may decide to elect Long-Term Care in this screen. For more information on Long-Term Care visit our website at:

<a href="http://www.lclark.edu/offices/human resources/employee">http://www.lclark.edu/offices/human resources/employee</a> resources/benefits/financial security/. You will need to complete Long Term Care forms to be eligible.



## Step 6: Review and Submit

Review your elections, and check the **Electronic Signature** box at the bottom of the screen. Click **Submit**. *If you do not press Submit, your elections will not be received by Human Resources*. Elections must be submitted by **March 7, 2014 at 5pm**.



## **Step 7: Confirmation**

Next you will see a Confirmation Page. You can **Print** a copy for your records, or you can **Close** the screen.

#### Note:

If you need to make a change to your Open Enrollment elections before March 7 at 5pm, you may do this by going to **All About Me**, then to the **Benefits** worklet, and press the **Change Open Enrollment** button. This will take you back to Step 1 of the enrollment process. You will be asked to complete certain forms if you elected Voluntary Life Insurance or Long-Term Care Insurance.

Change Open Enrollment

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