

LEWIS & CLARK COLLEGE OPEN ENROLLMENT IN WORKDAY

Start Here: Sign into Workday using your regular sign in & password for your Lewis & Clark email. A link is on the HR website homepage.

Starting **February 23, 2015** you will complete Open Enrollment in Workday. Go to your **Workday Inbox** (upper right hand corner). Click on the inbox and under **Actions**, find the Open Enrollment Change task and click to **Open**.

Open Enrollment Change: Quincy Jones on 04/01/2015
2 hour(s) ago - Effective 04/01/2015

This will take you right to the open enrollment screens.

Step 1: Medical and Dental

If you would like to change your Medical and/or Dental plan, click on the *Elect* button of the plan desired. Next select a coverage tier under *Coverage*, using the prompt icon (highlighted below in red) to choose either Employee Only, Employee + 1, or Employee + 2 or more. If you are enrolling dependents, including spouse, they will need to be added under *Enroll Dependents*. Click in the box and prompt (highlighted below in red) and follow the instructions. Please note that for each dependent you will need to enter both an address and a social security number. Once completed, click the green *Continue* button at the bottom.

If you don't want to make any changes, just click on the green *Continue* button and your elections will remain the same. If you wish Waive any or all coverage, elect *Waive* for each applicable plan, and no plan will be elected. Click the green *Continue* button at the bottom.

Health Care Elections 5 items

Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)	Provider Website
Medical-Vision-RX - Kaiser Traditional (HMO)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee + 2 or more	Shelley Ann Jones Lancaster Jones Julie Jones	\$390.98	\$871.53	0.00	Kaiser
Medical-Vision-RX - Pioneer Educators Health Trust (PEHT) (Regence) PPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	PEHT - Regence
Dental - Kaiser DMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Kaiser
Dental - Pioneer Educators Health Trust (PEHT) (Regence) FFS	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee + 1	search X Shelley Ann Jones	\$52.45	\$56.26	0.00	PEHT - Regence
Dental - Willamette DMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Willamette Dental
				443.43	927.79	0.00	

Continue

Save for Later

Go Back

Cancel

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 \$2,550 for Health FSA and \$5,000 for Dependent Care FSA. Coverages will automatically stop at \$2,550 for Health or \$5,000 for Dependent Care for the plan and calendar year and will not go over these amounts. You can always choose 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 4/1/15 and continue through 3/31/16. 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 website:

http://www.lclark.edu/offices/human_resources/employee_resources/benefits/open_enrollment/ and return to HR by March 9, 2015, 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 one and ½ times the normal deduction 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.

Spending Account Elections 2 items

Benefit Plan	*Elect / Waive	Contributions		Supporting Information
Health Flexible Savings Account - Allegiance	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year How much do you want to contribute for the total year? How much do you want to contribute per paycheck (Monthly)?	12 <input type="text" value="2,550.00"/> <input type="text" value="212.50"/>	Maximum Contribution (Annual) \$2,550.00 Provider Website Allegiance
Dependent Care Flexible Savings Account - Allegiance	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year How much do you want to contribute for the total year? How much do you want to contribute per paycheck (Monthly)?	12 <input type="text" value="5,000.00"/> <input type="text" value="416.67"/>	Maximum Contribution (Annual) \$5,000.00 Provider Website Allegiance

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

Total Cost	Total Credits	Total Employee Net Cost/Credit
\$1,072.60 Monthly Cost	\$0.00 Monthly Credit	\$1,072.60 Monthly Cost

Step 6: Review and Submit

Review your elections, and check the **Electronic Signature** box at the bottom of the screen if correct. Click **Submit**. *If you do not press Submit, your elections will not be received by Human Resources.* Elections must be submitted by **March 9, 2015 at 5pm**. If you did not select something correctly, then you can *Go Back* and correct a selection, *Save for Later*, or *Cancel* and start over at another time. Deductions for Medical and Dental will start with the March, 2015 payroll and for the Allegiance Flex plans will start with the April payroll.

Change Open Enrollment Benefit Elections Review for Open Enrollment - Step 4 of 4

Worker	Quincy Jones	Total Cost	Total Credits	Total Employee Net Cost/Credit
Event Date	04/01/2015	\$1,072.60 Monthly Cost	\$0.00 Monthly Credit	\$1,072.60 Monthly Cost
Initiated On	02/09/2015			
Submit Elections By	02/23/2015			

Elected Coverages 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)
Medical-Vision-RX - Kaiser Traditional (HMO)	04/01/2015	03/01/2015	Employee + 2 or more	Julie Jones Lancaster Jones Shelley Ann Jones		\$390.98	\$871.53	
Dental - Pioneer Educators Health Trust (PEHT) (Regence) FFS	04/01/2015	03/01/2015	Employee + 1	Shelley Ann Jones		\$52.45	\$56.26	
Health Flexible Savings Account - Allegiance	04/01/2015	04/01/2015	\$2,550.00 Annual			\$212.50		
Dependent Care Flexible Savings Account - Allegiance	04/01/2015	04/01/2015	\$5,000.00 Annual			\$416.67		
Total:						1,072.60	927.79	0.00

Electronic Signature

Clicking the checkbox is considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. You declare that you have examined your elections and to the best of your knowledge and belief, they are true, correct, and complete.
2. You understand that all submissions are contingent upon acceptance by your benefits representative.

These elections are not valid without an electronic signature.

I Agree ☒



Step 7: Confirmation

On the next screen you will see a Confirmation Page. You can **Print** a copy for your records, or you can **Close** the screen by clicking on *Done*.

Signed By Quincy Jones

Date 02/10/2015



Note:

If you need to change your changes for Open Enrollment elections before March 9 at 5pm, you may do this by going to **All About Me**, then to the **Benefits** icon, and press the **Change Open Enrollment** button. This will take you back to Step 1 of the enrollment process. You can make the changes desired and then repeat the above described processes.

[Change Open Enrollment](#)

2015 Benefits Open Enrollment Dates:

Starts **Monday, February 23, 2015** and ends **Monday, March 9, 2015 at 5 PM**