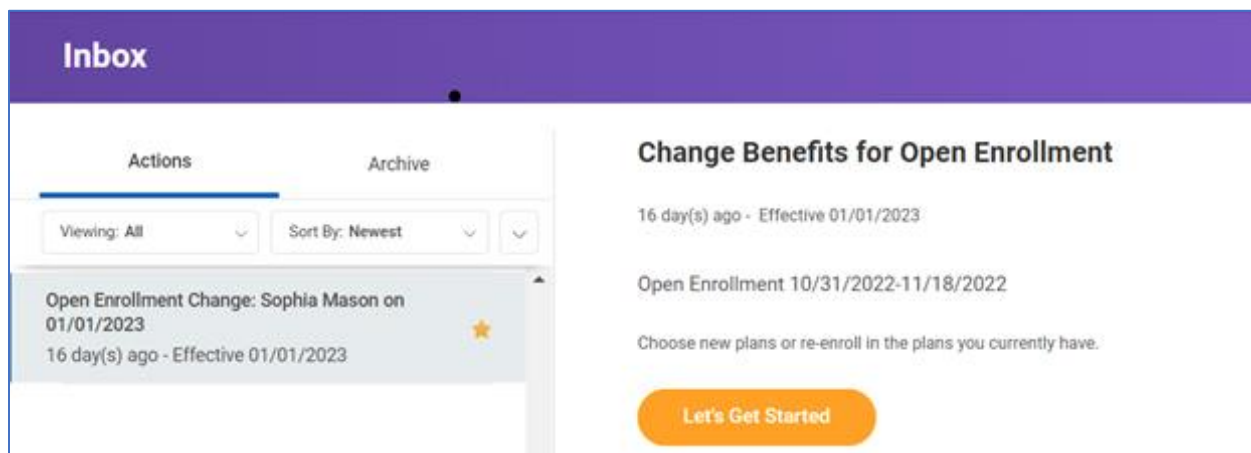


2023 Open Enrollment Basic Steps for Open Enrollment in Workday

Log into Workday. Find the **Open Enrollment Change: [Employee Name]** task in your inbox. Click on the **Let's Get Started** button.



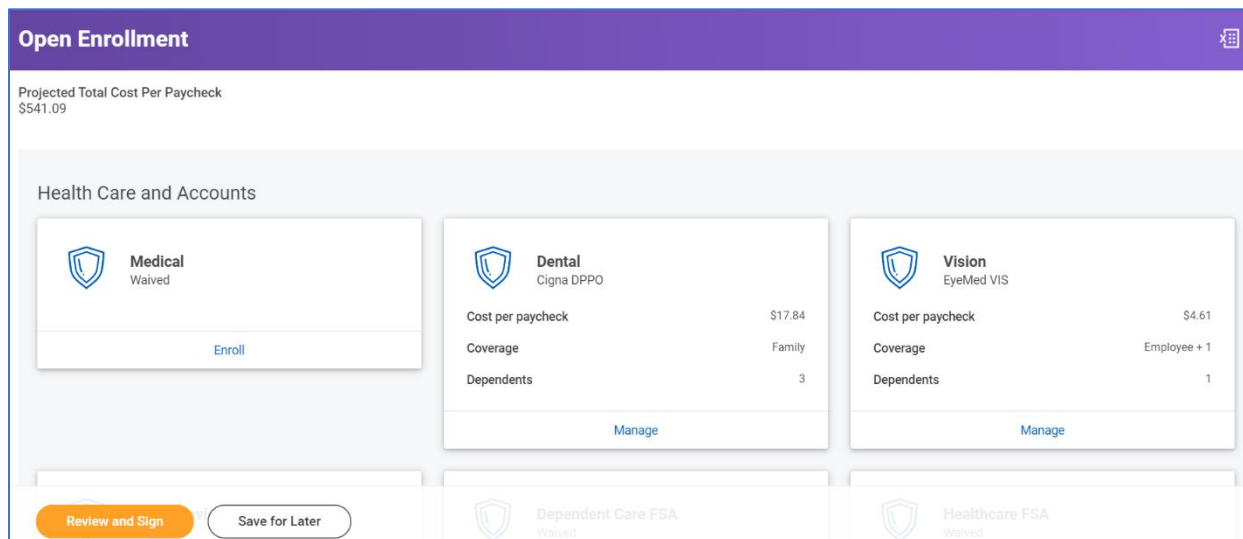
The Open Enrollment elections will populate. Use the **Manage** and **Enroll** buttons to make your changes.

- All plans that you are currently enrolled in will show the applicable cost, coverage, and dependents and will have a **Manage** button to make changes.
- All currently waived plans will have an **Enroll** button to make changes.

Review all of your benefits plan elections and make changes or new elections, if applicable.

- Note that you can only make changes to contributions for an existing 403(b) and/or 457(b) account. If you wish to set up a new 403(b) and/or 457(b) account, then you must do so outside of your Open Enrollment task. Your account must first be created with your selected vendor before you can make contributions.

Click on **Review and Sign** when all plan changes are complete.



2023 Open Enrollment

Basic Steps for Open Enrollment in Workday

Your Summary will populate. **Scroll down** to view the full summary of all benefits plans. **Read the legal notices, check the box,** and click **Submit** to finalize all benefits elections for 2023.

View Summary

Projected Total Cost Per Paycheck
\$541.09

ALERT: CLICKING "SUBMIT" FINALIZES ALL BENEFIT ELECTIONS. IF YOU WANT TO "SAVE FOR LATER", PLEASE RETURN TO THE PREVIOUS PAGE.

When changes are complete, the employee must click "Submit" to finalize their elections.

Reminder: Adding a new dependent (spouse and/or children) onto benefit plans requires the employee to upload marriage and/or birth certificate(s). This includes medical, dental, vision, and life insurance elections.

If an employee has a life changing event during or after open enrollment, please note that they will need to complete two enrollment events in Workday to allow the dependent to continue or be removed from their plan(s) for the upcoming year.

Evidence of Insurability (EOI) forms must be sent directly to Minnesota Life or The Standard. To obtain the forms, please visit the [HRSTM website](#).


Selected Benefits 11 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
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Electronic Signature

Legal Notice: Please Read

I Accept

 enter your comment

Process History

-  **Suzanne Redding**
Change Benefits for Open Enrollment - Step Completed 2 weeks ago
-  **Sophia Mason**
Change Benefits for Open Enrollment - Awaiting Action

You are done! Your 2023 benefits elections have been recorded.

Questions? Contact the Benefits Team at HRBenefits@montgomerycollege.edu for assistance.