

## Complete Open Enrollment

### Workday Job Aid for Employees

### Overview

This job aid provides steps to complete benefit elections during Open Enrollment. When Open Enrollment begins, you receive a Workday My Tasks; specific dates will be sent out via communications. If adding dependents or beneficiaries, have their personal information and SSN available to enter in Workday. Information on specific benefits plans is provided during the Open Enrollment process. For questions about specific benefit plans and costs, please contact [HRBenefits@montgomerycollege.edu](mailto:HRBenefits@montgomerycollege.edu).

### Important

- Open Enrollment is your opportunity to select or change the benefits you receive for the following year.
- Medical, dental and vision employee contributions are taken on a pre-tax basis.
- If you are enrolling a spouse and/or dependent children for the first time, you must upload a marriage certificate for the spouse and birth certificate(s) for the children as proof of eligibility at the end of the enrollment process. This includes medical, dental, vision, and life insurance elections.
- Your online benefits counselor, Alex (<https://www.myalex.com/mc>) is available at any time to review Montgomery College's benefit offerings and can assist you in determining the best choices for you/your family! During the open enrollment period, visit Alex from the Workday My Tasks.
- Please note that employees who enroll or are enrolled in the Cigna HDHP Choice Fund should not have Medicare Part A or B, other health insurance, or be collecting Social Security benefits. For more information, please visit <http://www.SSA.gov>.

### Process Flow: Change Benefits for Open Enrollment



### View Benefits Information

Benefits information is available to you before or after your life event.

1. From the Workday home page, click **MENU** and select the **Benefits and Pay** application.
2. From the Suggested Links column, you can click the available links to read more information as needed.
3. On the left pane, click **Benefits** and select one of the following options, as applicable:
  - **Benefit Elections:** View all current benefit elections.
  - **Benefit by Date:** View benefit elections as of a specific date.
  - **Dependents:** View all listed Dependents.
  - **Beneficiaries:** View all listed Beneficiaries.
  - **ACA Forms:** View Applicable ACA (Affordable Care Act) Forms.

### Access Open Enrollment

This is an example image and does not show all Benefit options or actual Benefit costs.

Label	Description
A	The Open Enrollment page displays multiple sections. Each section displays cards for available Benefits.
B	The total cost of Benefits automatically calculates and displays in the top-left corner.
C	If you are already enrolled in the plan, you see “Manage” on the card and can update your elections. If you are not enrolled in the plan, you see “Enroll” on the card and you can make elections as needed.

### Access Open Enrollment

**Important:** Changes to elections are saved, but not submitted until you Review and Sign. After elections are made, continue to the steps in the **Review and Sign** section in this job aid.

1. From the Workday My Tasks, locate and select the **Open Enrollment Change** task.
2. Click **Let's Get Started**.
3. The Open Enrollment page displays with the following sections and related options:
  - Health Care and Accounts
  - Insurance
  - Additional Benefits
4. Continue to the corresponding sections in this job aid for steps to make elections that are applicable to you.

### Health Care and Accounts Elections

Several options display within the Health Care and Accounts section (e.g. Medical, Dental, Vision, etc.). The steps below apply to each option. If you have benefit elections from the previous year, your current election information is included within each option.

**Important:** Changes to elections are saved, but not submitted until you Review and Sign. After elections are made, continue to the steps in the **Review and Sign** section in this job aid.

Follow these steps for each Health Care and Accounts option:

1. Locate a Health Care and Accounts option.
2. Select one of the following actions:
  - To enroll in a plan, click **Enroll**.
  - To edit an existing plan, click **Manage**.
3. Under the Health Care Instructions, read the **Important Information** and/or **General Instructions**.
4. Under the Plans Available section, view the plan details.
5. Select one of the following actions:
  - To enroll in a plan, click **Select**.
  - To waive a plan, click **Waive**.
6. Click **Confirm and Continue**.

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7. Use the following table to determine your next step:

If...	Then...
You are not adding Dependents to a plan	<ul style="list-style-type: none"> <li>Click <b>Save</b>.</li> <li>You automatically return to the Open Enrollment screen to continue elections</li> </ul>
You are adding an existing Dependent to a plan	<ul style="list-style-type: none"> <li>A list of dependents displays</li> <li>Select the applicable dependent(s) from the list</li> </ul>
You are adding a new Dependent to a plan	<ul style="list-style-type: none"> <li>Click <b>Add New Dependent</b></li> <li>Click <b>OK</b></li> <li>Enter Dependent information</li> </ul>

8. Click **Save**.
9. You automatically return to the Open Enrollment screen to continue making elections.

## Insurance Elections

Several options display within the Insurance section (e.g. Group Life Insurance, Voluntary Spouse Life, Short Term Disability, etc.). The steps below apply to each option. If the benefit is included from MC no action is needed. If you have benefit elections from the previous year, your current election information is included within each option.

**Important:** Changes to elections are saved, but not submitted until you Review and Sign. After elections are made, continue to the steps in the **Review and Sign** section in this job aid.

Follow these steps for each Insurance option:

1. Locate an Insurance option.
2. Select one of the following actions:
  - To enroll in a plan, click **Enroll**.
  - To edit an existing plan, click **Manage**.
3. Under the Insurance Instructions, read the **Important Information** and/or **General Instructions**.
4. Under the Plans Available section, view the plan details.
5. Select one of the following actions:
  - To enroll in a plan, click **Select**.
  - To waive a plan, click **Waive**.
6. Click **Confirm and Continue**.

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8. Click **Save**.
9. You automatically return to the Open Enrollment screen to continue making elections.

## Additional Benefits Elections

Several options may display.

**Important:** Changes to elections are saved, but not submitted until you Review and Sign. After elections are made, continue to the steps in the **Review and Sign** section in this job aid.

Follow these steps for each Additional Benefits option:

1. Locate an Additional Benefits option.
2. Select one of the following actions:
  - To enroll in a plan, click **Enroll**.
  - To edit an existing plan, click **Manage**.
3. Under the Additional Benefits Instructions, read the **General Instructions**.
4. Under the Plans Available section, view the plan details.
5. Select one of the following actions:
  - To enroll in a plan, click **Select**.
  - To waive a plan, click **Waive**.
6. Click **Confirm and Continue**.
7. You automatically return to the Open Enrollment screen to continue making elections.

### Review and Sign

**Important:** Changes to elections are saved, but not submitted until you Review and Sign.

1. Click **Review and Sign**.
2. Review the instructions at the top of the screen.
3. Carefully review your benefits.
4. Under the Electronic Signature section, carefully read the Legal Notice.
5. Select the **I Accept** checkbox.

**Note:** This acknowledgement is equivalent to a formal signature.

6. Click **Submit**.
7. Click **Print** to print a copy of your enrollment for your records as proof of what you elected.

**Note:** Your Open Enrollment benefits route to the Benefits Partner for review, then to relevant benefits providers to update coverage.

### Change Open Enrollment

Employees can change their open enrollment elections within the open enrollment period up until the deadline.

If you need to make changes to your benefits after you have submitted the Open Enrollment task, please follow the steps in the *Change Benefits for Life Event* job aid.

1. From the Workday home page, click **MENU** and select the **Benefits and Pay** application.
2. Select **Change Open Enrollment**.
3. The Change Open Enrollment screen displays.
4. Click **OK**.

Continue to Step 2 of the **Access Open Enrollment** section of this job aid.