

**OBJECTIVE**

Use the steps below to complete Open Enrollment for your benefits on your desktop.

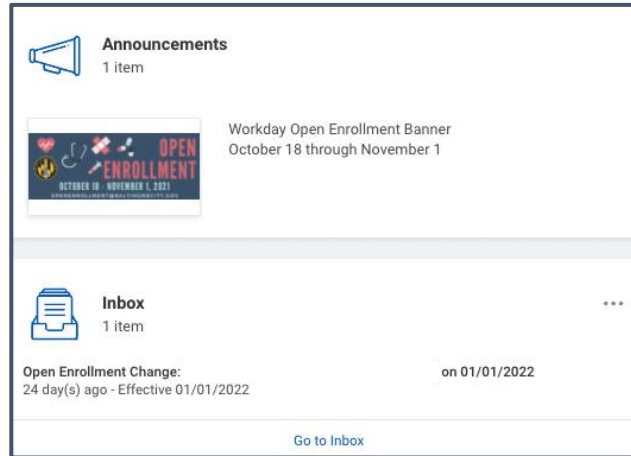
Once a year, open enrollment allows you to update your benefit elections. You will receive a task in your Inbox from which you can access the open enrollment options.

This document contains the following job aids:

- [Selecting your Benefits](#)
- [Adding a new Dependent](#)
- [Modifying an Existing Dependent](#)
- [Adding Optional Group Life Insurance](#)
- [Designating Life Insurance Beneficiaries](#)
- [Adding Benefits: Healthcare FSA and Dependent Care FSA](#)
- [Attaching Supporting Documentation](#)
- [Completing your Enrollment](#)

## SELECTING YOUR BENEFITS

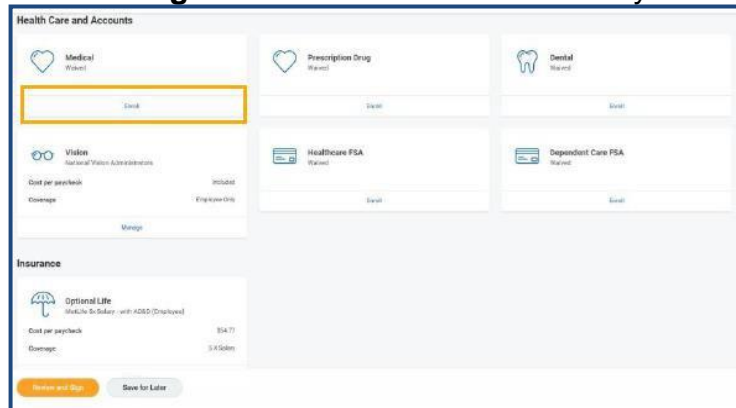
1. Click the **Open Enrollment Change** task from your Workday Inbox.



2. Click **Let's Get Started**.

Result: You see your current enrolled benefit plans.

3. Click **Manage** or **Enroll** in each benefit box you wish to elect or change coverage, starting with Medical.



4. For each benefit plan option, choose either:
  - a. **Select** to choose the option or
  - b. **Waive** to pass on that coverage

**Plans Available**

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

5 Items

*Selection	Benefit Plan	You Pay (Biweekly)	Company Contribution (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Aetna HMO Open Access	\$22.04	\$198.39
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BlueChoice Advantage PPO High Option	\$75.18	\$211.76
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BlueChoice Advantage PPO Standard Option	\$52.94	\$211.76
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Kaiser Permanente HMO	\$24.56	\$221.01

- Review the **Important Information** under the **Health Care Instructions** section to ensure you make an appropriate selection.
- Click the **Confirm and Continue** button once you have made the appropriate plan selection.

Confirm and Continue Cancel

- Click the box next to any dependent you want to cover or uncheck the box next to any dependent you want to remove from coverage. Then click **Save**.

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage \* Employee + Family

Plan cost per paycheck \$73.65

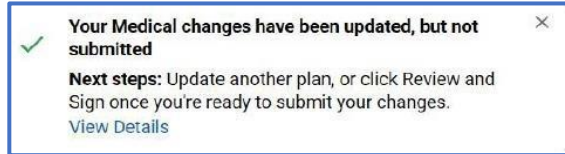
Add New Dependent

4 Items

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Cameron Smith	Child	10/28/2005
<input checked="" type="checkbox"/>	Candace Smith	Legal Spouse	07/29/1977
<input checked="" type="checkbox"/>	Kendyl Smith	Child	09/08/2003
<input type="checkbox"/>	Kennedy Smith	Child	08/28/2008

Save Cancel

8. After completing steps 3-7 for each benefit, you want to Enroll/Manage, you will receive confirmation of your selections.

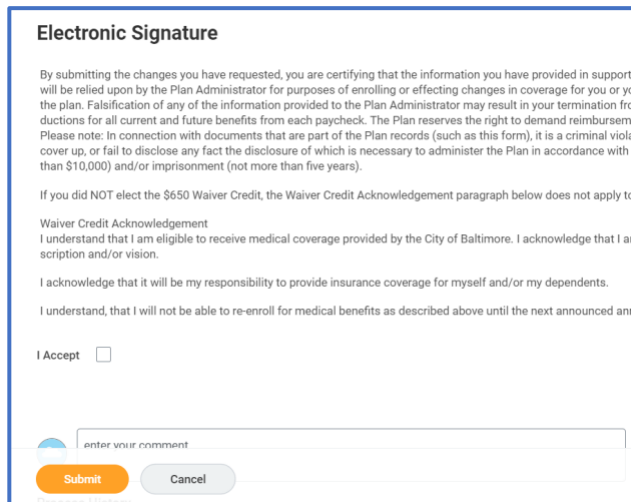


9. Click the **Review and Sign** button to finalize your selections.



Result: The **Summary page** appears.

10. Review your selections.  
11. Scroll to the bottom of the **Summary page**.  
12. Click the **I accept** box to electronically sign your selections.  
13. Click **Submit**.

A form titled "Electronic Signature". It contains several paragraphs of text regarding the submission of changes and a waiver credit acknowledgement. At the bottom, there is a checkbox labeled "I Accept" which is currently unchecked. Below the checkbox is a text input field with the placeholder "enter your comment". At the very bottom are two buttons: "Submit" (orange) and "Cancel" (grey).

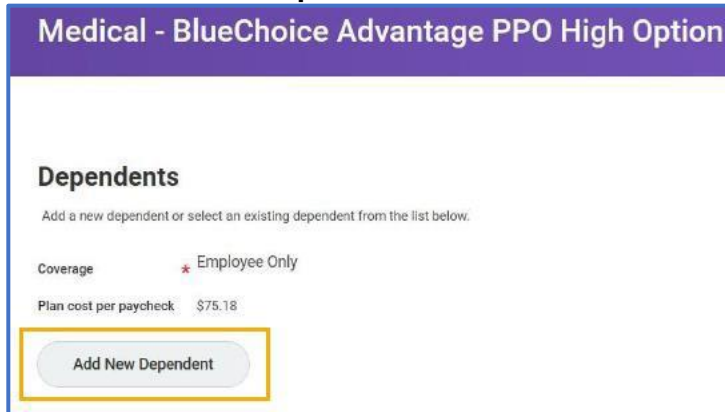
Result: Your elections have been submitted.

## ADDING A NEW DEPENDENT

Use the steps below to add dependents to a plan you select or modify during open enrollment. Any dependent you've added to previous plans are automatically added.

You have chosen to Confirm and Continue your benefits.

1. Click the **Add New Dependent** button.



Medical - BlueChoice Advantage PPO High Option

### Dependents

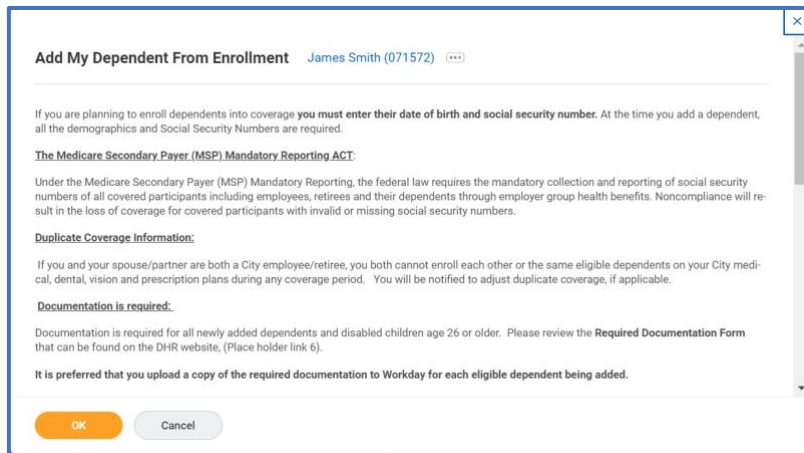
Add a new dependent or select an existing dependent from the list below.

Coverage  Employee Only

Plan cost per paycheck \$75.18

**Add New Dependent**

Result: The **Add Dependent from Enrollment** disclosure screen opens. Read the disclosure then click **OK** and the **Add Dependent For Enrollment** screen opens.



**Add My Dependent From Enrollment** James Smith (071572) ...

If you are planning to enroll dependents into coverage you must enter their date of birth and social security number. At the time you add a dependent, all the demographics and Social Security Numbers are required.

**The Medicare Secondary Payer (MSP) Mandatory Reporting ACT:**

Under the Medicare Secondary Payer (MSP) Mandatory Reporting, the federal law requires the mandatory collection and reporting of social security numbers of all covered participants including employees, retirees and their dependents through employer group health benefits. Noncompliance will result in the loss of coverage for covered participants with invalid or missing social security numbers.

**Duplicate Coverage Information:**

If you and your spouse/partner are both a City employee/retiree, you both cannot enroll each other or the same eligible dependents on your City medical, dental, vision and prescription plans during any coverage period. You will be notified to adjust duplicate coverage, if applicable.

**Documentation is required:**

Documentation is required for all newly added dependents and disabled children age 26 or older. Please review the **Required Documentation Form** that can be found on the DHR website, (Place holder link 6).

It is preferred that you upload a copy of the required documentation to Workday for each eligible dependent being added.

**OK** Cancel


2. Enter information in the required fields.

3. Click **Save**. You will return to the Dependent screen and the newly added dependent should appear in the dependent box with a blue check mark indicating they have been added to coverage. This is your opportunity to add the dependent's SSN which is required for coverage.

4. Click **Save**.

## MODIFYING AN EXISTING DEPENDENT

Use the steps below to modify information for an existing dependent in Workday.

1. From your home page click on the Benefits  icon.
2. Click **Dependents** under the Change Section.



3. Click the **Edit** button located next to the **Benefit Elections** column.

Dependents 1 item				
Dependent	Relationship	Age	Benefit Elections	
Herbert Open Enrollment	Legal Spouse	76 years, 1 months, 20 days	Beth Open Enrollment	<b>Edit</b>

4. Review the current dependent information and enter any changes as needed.
5. Click **Submit** to save and submit the modified dependent information.

## ADDING OPTIONAL GROUP LIFE INSURANCE

Use the steps below to add optional life insurance to your City of Baltimore Health benefits.

1. Navigate to the “**Healthcare and Accounts**” screen and select the **Insurance** section of the enrollment options.
2. Select either:
  - a. **Enroll** to add a new life insurance policy to your enrollment options, or
  - b. **Manage** to edit an existing plan.

Result: The Optional Life Insurance options will display.

3. For each option, choose either:
  - a. **Select** to choose the life insurance coverage option, or
  - b. **Waive** to decline the life insurance coverage option.

Result: The **Total Cost** based on your selections displays in the upper right corner.

4. Click **Confirm and Continue**.

Result: You have added optional life insurance to your medical plan.

## DESIGNATING LIFE INSURANCE BENEFICIARIES

Life insurance beneficiary designations cannot be completed through Workday. Life insurance beneficiaries can only be designated directly through MetLife, [metlife.com/mybenefits](https://www.metlife.com/mybenefits). Employees without computer access may call MetLife at 1(866)492-6983 to request a new beneficiary designation form if needed or to obtain information about previous designations.

## ADDING BENEFITS: HEALTHCARE FSA & DEPENDENT CARE FSA

Use the steps below to add Healthcare FSA and / or Dependent Care FSA during the Open Enrollment period.

1. Navigate to the **Healthcare FSA/Dependent Care FSA** Section.
2. For each plan in which you want to enroll, select either:
  - a. **Enroll** to add a new HC FSA/ DC FSA plan to your enrollment options, or
  - b. **Manage** to re-enroll in the HC FSA / DC FSA for the open enrollment period.
3. Review your elections.
4. Click **Confirm and Continue**.
5. Enter the **Per Paycheck** amount or enter the **Annual** amount you want deducted in the **Contribute** page.
6. Click **Save**.



## ATTACHING SUPPORTING DOCUMENTATION

Use the steps below to add any supporting documentation that is required.

1. Click the **Review and Sign** button to go to the **Summary Page**.
2. Review your selections in the **Summary Page** and scroll down to the **Attachments** section.
3. Drag and drop any supporting documentation into the **Attachment** field or click **Select** to browse for files
4. Enter **comments** if needed.
5. Click **Upload** to complete attaching any supporting documentation.

## COMPLETING YOUR ENROLLMENT

Use the steps below to complete your open enrollment.

1. Navigate to the end of your enrollment **Summary Page**.
2. Read the **Electronic Signature** information and click **I accept** to confirm your elections.
3. Click **Submit**.  
Result: A confirmation page displays.
4. Click **Done** to complete the task.
5. Click the **View Benefits Statement** button to view your benefits statement (OPTIONAL).
6. Click **Print** to generate a PDF version for your records.

Result: You have submitted your elections.

