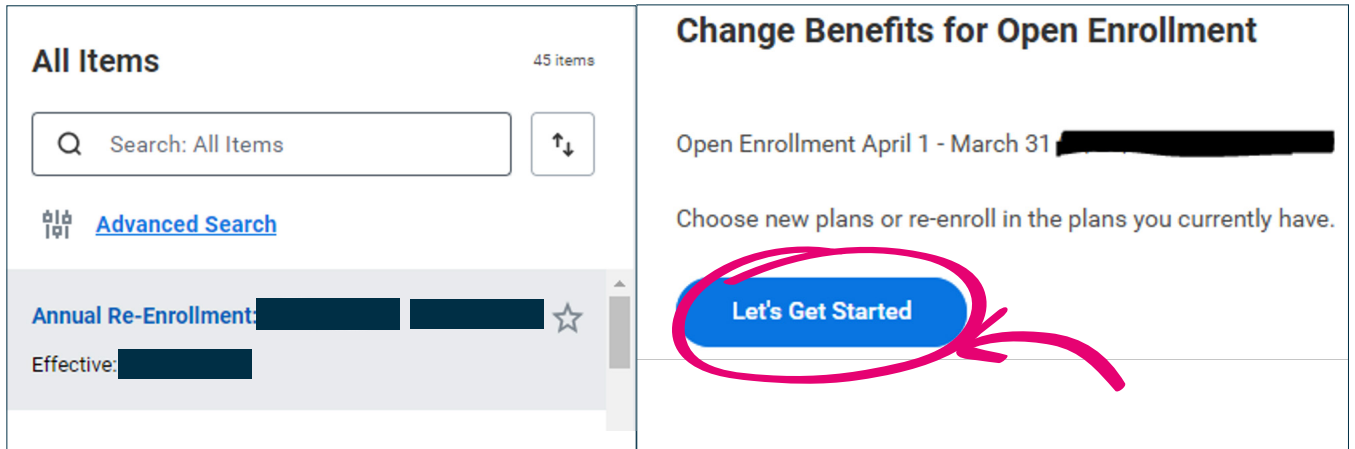
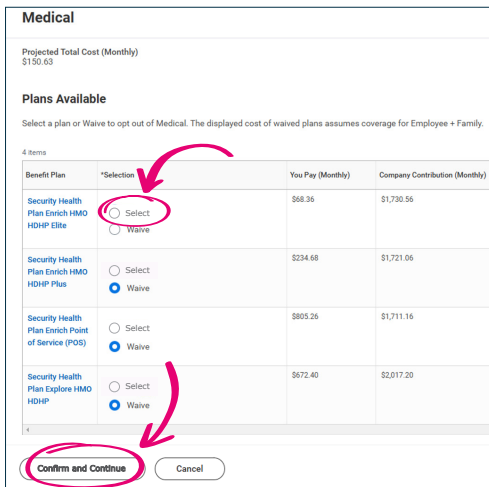
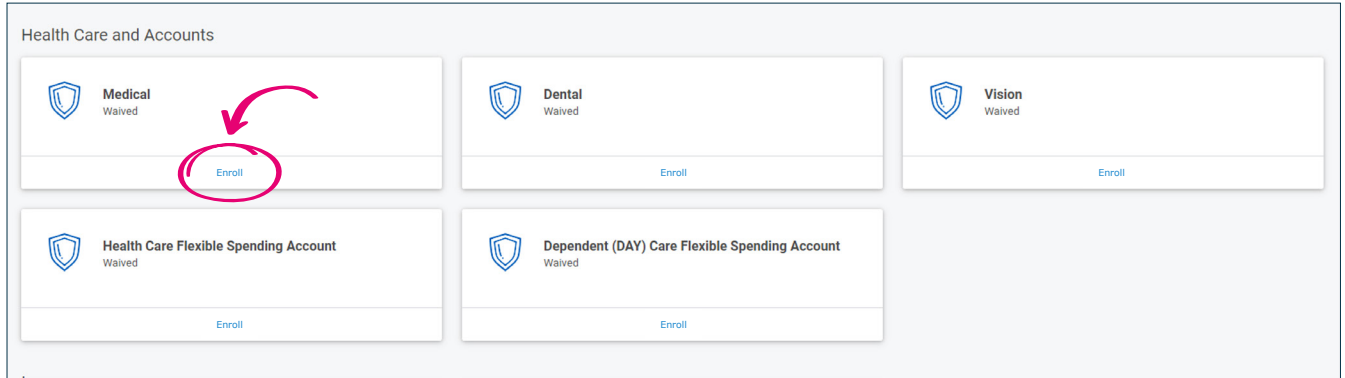


# Workday Annual Enrollment Instructions for Desktop

- 1 Click **"Let's Get Started"** to open the annual enrollment event.



- 2 Click **Enroll** in the benefits you would like to enroll in or **Manage** under the benefit you want to update:



- 3 Click **"Select"** on the plan you would like to enroll in and then click the **"Confirm and Continue"** button on the bottom of the page.

If you are adding any dependents to your insurance, check the box next to their name. Dependents are not automatically added if making a change to insurance plans. You must enroll your dependents to your plan. Please ensure their address is correct in Workday for Dependent Wrap coverage:



- 4 Add any Social Security Numbers if prompted by Workday and then click the **“Save”** button. Continue through each benefit in the annual enrollment event until all desired benefits are enrolled in.

**Open Enrollment April 1 - March 31**

Projected Total Cost (Monthly)  
\$122.14

**Health Care and Accounts**

<p><b>Medical</b> Security Health Plan Enrich HMO HDHP Elite UPDATED</p> <p>Cost (Monthly) Included Employee + Family</p> <p>Coverage Dependents 3</p> <p>Manage</p>	<p><b>Dental</b> Delta Dental UPDATED</p> <p>Cost (Monthly) \$50.14 Family</p> <p>Coverage Dependents 3</p> <p>Manage</p>	<p><b>Vision</b> Delta Dental Vision UPDATED</p> <p>Cost (Monthly) \$12.88 Employee + 1</p> <p>Coverage Dependents 1</p> <p>Manage</p>
<p><b>Health Care Flexible Spending Account</b> DBS - Diversified Benefit Services Inc (MFSA) UPDATED</p> <p>Contribution (Monthly) \$41.67</p> <p>Manage</p>	<p><b>Dependent (DAY) Care Flexible Spending Account</b> Waived</p> <p>Enroll</p>	

- 5 Group Term life insurance and Travel Accident insurance are MCHS provided benefits so you would only need to review beneficiary information (if needed). If you would like to make changes, you can click on the **“Manage”** button to review.

**Insurance**

<p><b>Group Term Life</b> Cigna 1.25 x Salary (Employee)</p> <p>Coverage 1.25 X Salary</p> <p>Manage</p>	<p><b>Travel (Business) Accident Insurance</b> Berkley \$100,000 (Employee)</p> <p>Coverage \$100,000</p> <p>Manage</p>	<p><b>Supplemental Life</b> Cigna (Employee)</p> <p>Cost (Monthly) \$12.00 Coverage \$150,000</p> <p>Manage</p>
<p><b>Supplemental Life Spouse</b> Cigna (Spouse)</p> <p>Cost (Monthly) \$2.40 Coverage \$30,000</p> <p>Manage</p>	<p><b>Supplemental Life Child</b> Cigna (Child)</p> <p>Cost (Monthly) \$0.80 Coverage \$10,000</p> <p>Manage</p>	<p><b>Voluntary AD&amp;D</b> Berkley (Family)</p> <p>Cost (Monthly) \$2.25 Coverage \$50,000</p> <p>Manage</p>
<p><b>Short Term Disability</b> Cigna 70% / 60% (Employee)</p> <p>Coverage 70% of Salary</p> <p>Manage</p>	<p><b>Long Term Disability Group 3</b> Cigna (Employee)</p> <p>Coverage 60% of Salary</p> <p>Manage</p>	

- 6 Supplemental Life insurance (employee, spouse, child) can be enrolled in at any time during the year, but you have the option of enrolling during the annual enrollment event. Please be aware if you are newly electing or increasing the insurance amount on the benefits, that you would be required to complete a health questionnaire from New York Life (our life insurance plan administrator) to be approved.

- 7 Short Term Disability, Long Term Disability and Employee Assistance are provided by MCHS to employees, so no action is required under these benefits.

<p><b>Short Term Disability</b> Cigna 70% / 60% (Employee)</p> <p>Coverage 70% of Salary</p> <p>Manage</p>	<p><b>Long Term Disability Group 3</b> Cigna (Employee)</p> <p>Coverage 60% of Salary</p> <p>Manage</p>
<p><b>Additional Benefits</b></p> <p><b>Employee Assistance Plan</b> Employee Resource Center (EAP)</p> <p>Manage</p>	

- 8 If you have finished your enrollment, click on the **“Review and Sign”** button at the bottom of the page. Otherwise, you can click the **“Save for Later”** button and come back to your annual enrollment event until **Friday, March 7, 2025, at 5 p.m.**
- 9 Carefully review the final page of annual enrollment to ensure you are enrolled in your desired benefits/plans, any dependents that you would like to have enrolled in those plans.
- 10 Scroll to the bottom of the page and review the Electronic Signature requirement. Once you have read and agree to the terms, click the **“I Accept”** button and then the **“Submit”** button.
- 11 Once you submit the event, you can review your elections by clicking on the **“View 2025 Benefit Statement”** button or you can click **“Done”** to exit the event. You can screenshot or print this page for your records/verification of your enrollment.

## How to change your open enrollment benefits

- 1 If you submitted your annual enrollment event and decide to make changes while annual enrollment is still occurring, you can get back into the event by logging into Workday and clicking on the Benefits and Pay application under the Menu. Scroll to the bottom of the screen and then click the **Edit** button.

