

# Employee: Benefit Changes

This reference guide provides a step-by-step guide to making benefit changes.

[Change Benefit Elections](#)

[Adding a Dependent within an Event](#)

[Managing Beneficiaries within an Event](#)

[Open Enrollment Instructions](#)

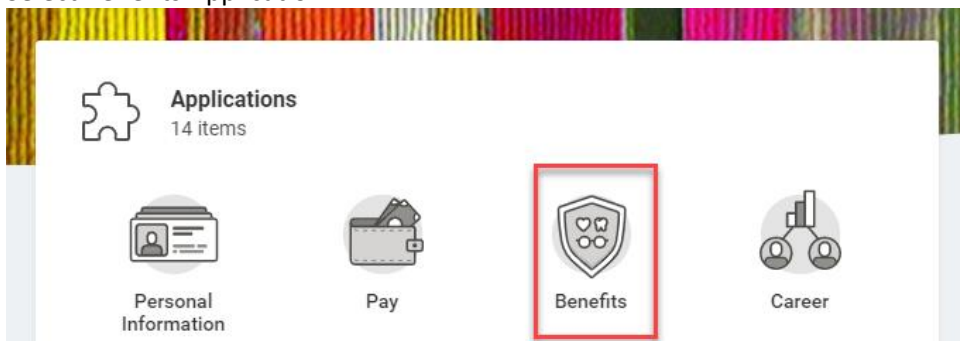
## Change Benefit Elections

In order to make an update to your benefits, you must initiate a change in Workday.

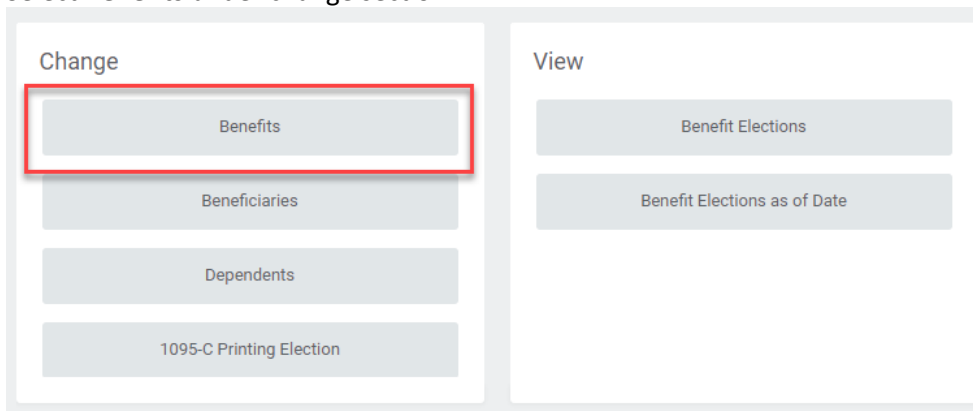


**Note:** To add a beneficiary or dependent you must first submit a life change /benefit type event change first. All changes must be made within 31 days and will require supporting documentation.

1. Log into Workday
2. Select Benefits Application



3. Select **Benefits** under change section



# Employee: Benefit Changes

4. Select a **Reason** from the drop down

5. Choose a **Benefit Event Date**

6. Attach documentation



**Note:** Documentation for Benefit changes is required for qualified life events (i.e. Birth/ Adoption of Child, Marriage/ Domestic Partnership or gain/ loss of coverage)

## Change Benefits Harry Potter (7859)

Change Reason \*

- select one
- Birth / Adoption of Child
- Change Beneficiary
- Change Dependent Care FSA Election
- Change HSA
- Change Transportation FSA Election
- Death of a Dependent
- Divorce / Dissolution of Domestic Partnership
- Drop Voluntary Benefits
- Gain/Loss of Coverage from Another Source
- Marriage / Domestic Partnership

## Change Benefits Harry Potter (7859)

Change Reason \*

Benefit Event Date \*

Submit Elections By 09/30/2021

- Benefits Offered
- 401(k)
  - 401(k) Roth
  - Basic Accidental Death and Dismemberment (AD&D)
  - Basic Life
  - Business Travel Accident
  - More (25)

### Attachments

Drop files here

or

# Employee: Benefit Changes

7. Visit each Benefit Plan in each section to view, elect or waive your benefits
  - a. **YOU MUST** visit each Benefit plan to complete your election
8. Click on **Enroll, Manage or View** to begin your benefits selection

Birth / Adoption of Child

Projected Total Cost Per Paycheck  
\$26.88

### Health Care and Accounts

1

**Medical**  
Waived

Enroll

2

**Direct Primary Care**  
Waived

Enroll

3

**Dental**  
Waived

Enroll

4

**Vision**  
Waived

Enroll

### Insurance and Retirement

5

**Basic Life**  
Lincoln (Employee)

Cost per paycheck	Included	
Coverage	2 X Salary	

Manage

6

**Basic Accidental Death and Dismemberment (AD&D)**  
Lincoln (Employee)

Cost per paycheck	Included	
Coverage	2 X Salary	

Manage

VERSION 2: SEPTEMBER 2021

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# Employee: Benefit Changes

9. Enrolling in Benefits
  - a. Select or waive to continue

Medical

Projected Total Cost Per Paycheck  
\$26.88

**Plans Available**

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

2 Items ☰ ☐ ↵

*Selection	Benefit Plan	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)	Plan Details
<input checked="" type="radio"/> Select <input type="radio"/> Waive	United Healthcare CDHP w/ HSA (2021)	\$24.16	\$276.16	<a href="#">Visit Xplore Benefits</a>
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Healthcare PPO (2021)	\$34.38	\$299.31	<a href="#">Visit Xplore Benefits</a>

Cost breakdown

Confirm and Continue
Cancel

10. Once complete click **Confirm and Continue**
11. If the plan allows Dependents, the next step is to elect or add new dependents

# Employee: Benefit Changes

## Medical - United Healthcare CDHP w/ HSA (2021)

Projected Total Cost Per Paycheck  
\$51.04

### Dependents

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

Coverage \* Employee Only

Plan cost per paycheck \$24.16

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>		Spouse	06/13/1989

Save

Cancel



**Note:** If needing assistance on how to Add New Dependent, see section within this job aid to Add New Dependent

12. Once complete, Click **Save**



**Note:** If you are already enrolled in a plan, the tile will change to Manage vs Enroll

### Health Care and Accounts



#### Medical

United Healthcare CDHP w/ HSA (2021)

Cost per paycheck \$24.16

Coverage Employee Only

Manage

# Employee: Benefit Changes

13. View Only Plans cannot be changed during the current event selected (no action required on view)

	<b>Long Term Disability (LTD)</b> Lincoln Benefit Taxed (Employee)
Cost per paycheck	Included
Coverage	60% of Salary
<a href="#">View</a>	

14. As you make changes, you will notice the **Projected Total Cost Per Paycheck** updates at the top of your screen



## Birth / Adoption of Child

Projected Total Cost Per Paycheck  
\$51.04

## Health Care and Accounts

	<b>Medical</b> United Healthcare CDHP w/ HSA (2021)
Cost per paycheck	\$24.16
Coverage	Employee Only
<a href="#">Manage</a>	

15. If complete with enrolling/managing plans, click on **Review & Sign**

a. You may **Save for Later** to come back at a later time to complete in your Workday Inbox.

	<b>Pet Insurance</b> Pets Best
Cost per paycheck	\$20.90
<a href="#">View</a>	

[Review and Sign](#)

[Save for Later](#)

# Employee: Benefit Changes

16. Review **Summary** by scrolling through the entire page

- a. Selected Benefits
- b. Waived Benefits
- c. Total Benefits Cost
- d. Attachments
- e. Electronic Signature (required)
  - i. Check **I Accept** box

17. Click **Submit**

**View Summary**

Projected Total Cost Per Paycheck  
\$51.04

**Please be sure to review your benefit elections.**

Selected Benefits 14 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical United Healthcare CDHP w/ HSA (2021)	09/01/2021	09/01/2021	Employee Only
Basic Life Lincoln (Employee)	09/30/2019	09/30/2019	2 X Salary
Basic Accidental Death and Dismemberment (AD&D)	09/30/2019	09/30/2019	2 X Salary

## Electronic Signature

**Legal Notice: Please Read**

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on your medical, dental, vision, and Flexible Spending Account contributions, unless you are enrolling a non-tax qualified dependent. These benefits are paid through a Cafeteria Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change your coverage elections, including adding or dropping dependents and/or plans.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after loss of your/their other coverage. In addition, if you have a new spouse or dependent as a result of marriage, birth, adoption, or placement for adoption, you will be able to enroll yourself, your spouse, and your dependents, provided you request enrollment within 31 days after the marriage, birth, adoption or placement for adoption. You also agree to receive electronic communications including, but not limited to open enrollment information, benefit and enrollment information, Summary Plan Descriptions, Summary Annual Reports, annual notices required under ERISA, Medicare Part D, and other federal laws governing my employer's group health plans.

I Accept

# Employee: Benefit Changes

## 18. Elections Submitted

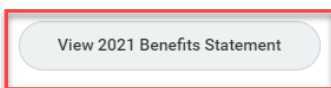
- a. Have the option to view current elections
- b. Print PDF of elected plans

19. Click **Done**





You've submitted your elections.


Please be sure to "print" and save a copy of your benefits statement in case verification is needed in the future. You will need this to verify your first paycheck deductions.



**Note:** Workday allows you to Print from PDF by clicking on the PDF icon within the page you are on.

**Submit Elections Confirmation** Birth / Adoption of Child for Harry Potter (7859) 



Initiated On	09/08/2021	<p><b>Total Employee Cost/Credit</b> \$51.04 Bi-weekly Cost</p>
Submit Elections By	09/30/2021	
Event Date	09/01/2021	





## Adding a Dependent within an Event

1. Within a Benefit Event, you have the option to Add a Dependent within the event
2. Click **Add New Dependent**

### Medical - United Healthcare CDHP w/ HSA (2021)

Projected Total Cost Per Paycheck  
\$51.04

#### Dependents

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

Coverage \* Employee Only

Plan cost per paycheck \$24.16

**Add New Dependent**

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>		Spouse	06/13/1989

**Save** Cancel

3. **Add My Dependent From Enrollment**
  - a. Select Use as Beneficiary checkbox (optional)
4. Click **OK**

**Add My Dependent From Enrollment** Harry Potter (7859) ⋮

Use as Beneficiary

Check the box for Use as Beneficiary if you later plan to designate this dependent as a beneficiary. Or leave blank and click OK.

**OK** Cancel

# Employee: Benefit Changes

5. Provide Required information

- a. Country
- b. First Name
- c. Last Name
- d. Relationship
- e. Date of Birth
- f. Gender
- g. Citizenship Status

**Add My Dependent From Enrollment**

<p><b>Name</b></p> <p>Country * <input type="text" value="x United States of America"/></p> <p>Prefix <input type="text"/></p> <p>First Name * <input type="text" value="Jenny"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text" value="Potter"/></p> <p>Suffix <input type="text"/></p>	<p><b>Personal Information</b></p> <p>Relationship * <input type="text" value="x Spouse"/></p> <p>Date of Birth * <input type="text" value="12/07/1995"/></p> <p>Age 25 years, 9 months, 1 days</p> <p>Gender * <input type="text" value="x Female"/></p> <p>Citizenship Status <input type="text" value="x Citizen (United States of America)"/></p> <p>Full-time Student <input type="checkbox"/></p> <p>Student Status Start Date</p> <p>Student Status End Date</p> <p>Disabled <input type="checkbox"/></p>
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6. Provide National IDs

- a. Country
- b. National ID Type
- c. ID

## National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Country \*

National ID Type \*

Current ID (empty)

Add/Edit ID \*

Issued Date

Expiration Date

Issued By

Series

Verification Date 09/08/2021

Verified By Harry Potter

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# Employee: Benefit Changes

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7. Review Address
  - a. Select the correct address for this dependent
8. Click **Save**

## Address

Use Existing Address

Country \* United States of America

Address Line 1 14285 Grape Street

Address Line 2

City Thornton

State Colorado

Postal Code 80602

County CO

## Phone & Email

Use Existing Phone

Country Phone Code United States of America (+1)

Phone Number (314) 550-4795

Phone Extension

Email Address

# Employee: Benefit Changes

## Managing Beneficiaries within an Event

From a Life Insurance or AD&D Benefit plan, after confirming your election you will be sent to manager your beneficiaries for that coverage.

1. Select a **Primary Beneficiary (Optional)**
  - a. Select an existing individual or add new
2. Designate a percentage for each Beneficiary to total 100%
3. Select a **Secondary Beneficiary (Optional)**
4. Once complete, click **Save**

### Basic Life - Lincoln (Employee)

Projected Total Cost Per Paycheck  
\$51.04

#### Coverage

Calculated Coverage \$181,000.00

Coverage 2 X Salary

Plan cost per paycheck Included

#### Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries

Beneficiary	Percentage
<div style="border: 1px solid red; padding: 5px;">                     Existing Beneficiary Persons &gt;                      Existing Trusts &gt;                      Add New Beneficiary or Trust                 </div>	
<div style="border: 1px solid blue; padding: 5px;">                     Search <span style="float: right;">☰</span>                      X Jenny Potter ...                 </div>	<input type="text" value="100"/>

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

# Employee: Benefit Changes

## Open Enrollment Instructions

Within your Workday Inbox, you could have a task generated to complete your annual Open Enrollment elections or complete New Hire benefit elections.

1. From your Workday Inbox, click on the Benefit task
2. Click **Let's Get Started**

Inbox

Actions Archive

Viewing: All ▼
Sort By: Newest ▼
▼

**Open Enrollment Change:** [redacted] on 01/01/2022 ☆

21 day(s) ago - Due 08/20/2021; Effective 01/01/2022

### Change Benefits for Open Enrollment

21 day(s) ago - Due 08/20/2021; Effective 01/01/2022

Open Enrollment 08/18/2021-08/31/2021

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started



**Note:** Navigate to the first section of this Job Aid to review how to complete benefit elections. Have questions, reach out to [benefits@maxar.com](mailto:benefits@maxar.com).