

REVIEWING YOUR OPEN ENROLLMENT ELECTION AFTER SUBMITTING

A frequently asked question from employees is asking the Benefits Technician to verify that their Workday entry was entered successfully.

This quick reference guide can show you how to double-check your submission at any time.

Review Your Election History

1. Log into Workday
2. Click on View Profile at the top right-hand corner where your name is.
3. On the left-hand side, click on ACTIONS > Benefits > View My Benefit Election History
4. Click on the link within the Benefits Details column that has the Open Enrollment event for January 1, 2018.
 - Note that the “status” of this benefit event is “Submitted”. It will not be finalized until after open enrollment has ended.



If you submitted your open enrollment change but have a new update, **and it is still open enrollment (Oct. 18 – Nov. 13, 2017)**, you can make an update by doing the following:

1. Click on the Benefits worklet on your home page.
2. Click on “Change Open Enrollment”.
3. Make your change and continue to all screens to get to the review and approve page.

All open enrollment changes must be done by 11:59 p.m. on Monday, November 13, 2017.