



Annual Benefits Enrollment

Workday User Guide

- 2 Introduction
- 3 Glossary of Terms and Icons
- 4 Access Workday and Launch Open Enrollment
- 5 Medical, Dental and Vision
- 6 How to Add Dependent Information Within the Enrollment Process
- 7 Flexible Spending Account (FSA)
- 8 Life Insurance
- 9 Beneficiary
- 9 Hyatt Legal
- 10 Review and Approve
- 10 Additional Information

INTRODUCTION

Welcome to your annual benefits open enrollment period, which runs from October 29 through November 16, 2018. This is your opportunity to review your current benefit and decide if you would like to make any changes for next year, effective on January 1, 2019.

You have several resources to go to for your benefit questions. Please see our benefits page at www.gcccd.edu/benefits or contact the Benefits Department at 619-644-7643.

This year, open enrollment is being launched through Workday. Should you wish to make a change for 2019, much of it can be done by logging into Workday and submitting your change online.

Why We Love Workday for Benefits

Efficient and Minimizes Errors

Enrollment is elected in Workday – the system of record. No longer is Human Resources reviewing paper forms and entering data into multiple systems manually.

Transparent

You can view the monthly cost of your benefits – what you pay and what the District pays.

Access

You can log in any time to review your current benefits coverage and also your history.

Rules-Based Logic

Workday was configured to show you only the benefits you are eligible for. You will not be bogged down with information that does not apply to you.

Excited? We are! Let's Take This Journey Together.

GLOSSARY OF TERMS AND ICONS

As with any new technology, you will be exposed to terminology and features that are different from what we had prior. We want you to understand and learn to speak this new language!

Home Page

When you log in, this is the first page you will see. It will contain your in-box, worklets and any general messages.

In-box

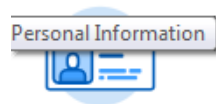
This is located at the top right-hand corner and represented as a cloud. If you see a number next to the cloud, then you have items in your in-box.

Task

Items in your in-box are referred to as tasks.

Worklet

These are icons on your home page that represent a quick way to get to specific areas in Workday.



Personal Information



Benefits



Time

Additional Icons


| | | |
|---------------|--|--|
| Radio button | | Click on these circles to indicate a choice |
| Prompt | | Click on the prompt to expand on a list of options |
| X | | Click on the "X" to delete an option |
| Plus or Minus | | These are the symbols to add or delete rows |

ACCESS WORKDAY AND LAUNCH OPEN ENROLLMENT

You can access Workday at <https://www.myworkday.com/gcccd>.

If you wish to access Workday off-campus, please see these instructions using multi-factor authentication: <https://intranet/gcccd.edu/workday/set-up-workday-off-campus-login.html>.

Once you are logged in:

1. Click on your Workday In-box at the top right-hand corner.
2. On the left-hand side, find task titled **"Open Enrollment Change: Your Name on 01/01/2019"** and click on it.
3. You can maximize the window by clicking on the arrows at the top right-hand corner. 



As you work through this guide, please remember that your eligibility is rules-based and you may not see some of these sections as they do not apply to you.

MEDICAL, DENTAL AND VISION

Health Elections screen

This first screen is where you can make changes to your medical, dental or vision plans. You can also add or drop qualified dependents.



Once you make your changes, or wish to leave your enrollment as is, click on Continue.

To change plans:

1. Click the "Elect" radio button for the plan you want to enroll in
2. Click the prompt under "Coverage" and choose a coverage type
 - Employee
 - Employee + One
 - Employee + Two or More
3. If you are adding dependents, click on the prompt under "Enroll Dependents" and choose your dependents to enroll. See the next page for instructions on entering dependent information.
4. If you elected a United Healthcare HMO medical plan or the DeltaCare HMO dental plan, you will be asked to enter the provider number on the next screen. Please see our webpage on how to search for a provider.



The system will require that you enter a provider number. If you changed to a United Healthcare HMO plan or switched to the DeltaCare HMO plan, please enter the provider number. If you did not make a change, simply enter **seven zeros** to get past this required screen.

- When enrolling dependents, you must all be on the same medical, dental and vision plans.
- You cannot waive coverage and must be enrolled in medical, dental and vision. There are only two exceptions:
 1. Married employees (both working at GCCCD) who choose to all be enrolled under one employee instead of separately
 2. Employees who have submitted proof of other enrollment to the Benefits Technician.
- Children under age 26 may stay enrolled on your plan.
- If adding a new dependent, you will be required to submit proof of dependent eligibility to Human Resources.

HOW TO ADD DEPENDENT INFORMATION WITHIN THE ENROLLMENT PROCESS

1. Click on the prompt under "Enroll Dependents" column next to the medical plan you are electing. You have two choices:

Existing Dependents

If the dependent information is already in Workday, click on the arrow button to add them to this benefit.

Add My Dependent From Enrollment

If the dependent is not in Workday, click on this to add dependent information. You will be taken to a subprocess.

Subprocess

2. Decide if your new dependent will also be a beneficiary and click on Yes or No then OK at the bottom left.
3. You will need to enter these required fields:
 - Relationship
 - Date of Birth
 - Gender
 - First Name
 - Last name

Click on tab "Contact Information" and enter these required fields:

- Address (ADD)
 - You can simply click on the prompt in "Use Existing Address" if you wish to default to your home address on file
- Type

Click on tab "National IDs" and enter these required fields:

- Click on the plus symbol
- Country: United States of America
- National ID Type: Social Security Number (SSN)
- Identification #: Enter SSN

Click on OK at the bottom left – you will be returned back to the Health Care Elections screen

4. To add more dependents, complete these steps again.

FLEXIBLE SPENDING ACCOUNT (FSA)

Spending Account Elections screen

This screen is for enrollment in the Flexible Spending Account (FSA).



Once you make your changes, or wish to leave it defaulted to waive, click on Continue.

To elect into a FSA benefit:

1. Click the "Elect" radio button for the plan(s) you want to enroll in.
Note: both the health care and the dependent care choices are listed on this page.
2. Enter the annual amount you want to contribute in the box labeled **"How much do you want to contribute for the total year?"**

LIFE INSURANCE

Insurance Elections screen

This screen is for enrollment in Voluntary Term Life and Voluntary AD&D insurance. Eligible employees will also see the District-paid Basic Life, Basic AD&D and Long Term Disability plans.



Once you make your changes, or wish to leave your enrollment as is, click on Continue.

To elect Voluntary Life or Voluntary AD&D:

1. Click the "Elect" radio button for the plan(s) you want to enroll in.
2. Click on the prompt to choose the coverage level you desire.
3. If applicable, enter which dependent(s) are covered in that plan.
If your dependent is not in the list, follow these instructions found on page 6 of this booklet

- 1) Click on "Add My Dependent From Enrollment"
- 2) Answer "Use your new dependent as a beneficiary?"
- 3) Click on YES and OK
- 4) Enter the required fields
- 5) Click OK

To increase, decrease or waive Voluntary Life or Voluntary AD&D:

1. To increase or decrease coverage level, click the prompt on the Coverage Level field and choose your new coverage level.
2. To waive, click the "Waive" radio button.

Grandfathered Plans – Once you waive out of a grandfathered plan, you waive all grandfathered Life and AD&D plans. You can always enroll back into the plans in the future but will no longer have access to the grandfathered rates.

To elect coverage for a spouse and/or child, you must also elect coverage for yourself.

Coverage levels for Spouse Life are limited to no more than 50% of the employee coverage level.



Paper Enrollment Forms: Even though your election is in Workday, the Hartford still requires that paper forms be completed. You will also need to complete Evidence of Insurability with any new election or increase in coverage level. It is Hartford that determines if your coverage levels will be approved. These forms are available on this Insurance Elections Screen as links.

To enroll or increase coverage for Voluntary Life/Voluntary AD&D, the Hartford still requires that paper forms be completed:

[ENROLLMENT FORM](#)

[EVIDENCE OF INSURABILITY FORM](#)

BENEFICIARY INFORMATION

Beneficiary Designations screen

You can add or update your beneficiary information on this page. It is optional to designate a beneficiary in Workday. However, Human Resources always recommends that you complete this information.



During the initial load of information into Workday, beneficiary information was not transferred. The most current paper form in your employee file is the beneficiary record. If you would like to track your beneficiary in Workday, please complete this screen

Entries you make in Workday will replace the paper form in your file and will become the current record for your beneficiary designation.

To enter a beneficiary:

1. Click on the plus sign next to the benefit.
2. In the Beneficiary field, click on the prompt to choose your beneficiary.
3. If your beneficiary is not listed, you can create a beneficiary by following the steps in the prompts.
4. Choose if your beneficiary is Primary or Contingent and enter the percent.
 - To add more than one beneficiary to a specific benefit, just click on the plus icon next to that benefit.



Beneficiary information for your pension plan or retirement savings plan is not tracked in Workday. Those updates can only be made directly with the institution. Please contact PERS, STRS or your 403(b)/457(b) vendor directly to update your beneficiary information.

LEGAL PLAN

Additional Benefits Elections screen

This plan is the pre-paid legal benefit through Hyatt. If you wish to elect, choose that radio button and then "Employee" in the coverage field. Please note that this benefit is 100% paid for by you through a payroll deduction.

If you are enrolled in the plan and wish to drop, click on "Waive".



Once you make your changes, or wish to leave your enrollment as is, click on Continue.



All participants must be enrolled a continuous 12 months in the plan before they are allowed to waive coverage.

REVIEW AND APPROVE

This is a summary of your benefits. Review it carefully to confirm that this is what you want for plan year 2019.

You will also see any costs that is paid for by you under the "Employee Cost (Monthly)" column.

If you wish to make any changes, simply click on the "Go Back" button at the bottom and make your changes.

Once you are satisfied, read the legal notices required for your benefits, click on the box for **"I Agree" and click on SUBMIT.**



Once open enrollment is closed, you cannot make any changes for 2019 unless you experience a qualifying life event and notify Human Resources within 30 days of that event.



If you submitted your open enrollment change but have a new update, **and it is still open enrollment (Oct. 29 – Nov. 16, 2018)**, 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.

ADDITIONAL INFORMATION

There are additional benefits that are part of Open Enrollment but does not have an enrollment screen available in Workday for you to elect in.

- If eligible, you can enroll or update your benefits through Colonial Life insurance.

Web: <http://www.visityouville.com/en/GCCCD>.

Call: 1-800-325-4368

Any changes you make will route to Benefits from Colonial. We will make the update in Workday for you.

- If eligible, you can enroll in Long Term Care through UNUM.

Web: <http://www.unuminfo.com/consortium/index.aspx>.

Any changes you make will route to Benefits from the Fringe Benefits Consortium. We will make the update in Workday for you.