OPEN ENROLLMENT STEPS

PRE-WORK: AS YOU PREPARE TO ELECT YOUR BENEFITS FOR 2021, BE SURE TO VISIT ADP TO VIEW YOUR CURRENT ELECTIONS.

Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your Inbox.

SELECT YOUR BENEFITS

From your Home page:

1. Click the **Inbox** icon.
2. Click the **Open Enrollment Change** task.
3. Click **Let's Get Started**.
4. At first glance you will first see your prior years enrolled benefit plans
5. Click **Manage** to update your medical elections. Click **Enroll** in each box/area to view your enrollment options.
6. Choose **Select** or **Waive** for each Medical election. Your current elections default.

7. Click the **Plan Details** links to review.
8. Modify your coverage, if needed. Click Confirm and Continue.

9. After each selection you will be notified with the following message.

   ![Notification Message]

   Your Medical changes have been updated, but not submitted
   Next steps: Update another plan, or click Review and Sign once you’re ready to submit your changes.
   View Details

10. To finalize all your selected benefits, you must select [Review and Sign].

11. This will take you to a Summary Page where you can review all your benefit selections before final submission.
12. Once you have selected your desired benefits. Scroll down to the bottom of the page and sign and submit. Benefits are not confirmed until you hit select this final “Submit” button.

**ADD DEPENDENTS**

If you select or modify a benefit plan during open enrollment, you can also add dependents.

After clicking **Confirm and Continue** in the previous step:

1. If a dependent already exists, they are selected automatically.
2. Click the **Add New Dependent** button to add a new dependent. Complete all required information.

**MODIFY DEPENDENTS**

From the Dependents section for medical elections:

1. Select the **checkbox** next to the name of your dependents.

2. Click **Save**.

**ADD GROUP LIFE INSURANCE- OPTIONAL LIFE**

From the Insurance section:
1. Click **Manage** or **Enroll** to update or add Basic Group Life insurance.

2. Choose **Select** or **Waive** for each insurance election and modify your coverage levels, as needed. The total cost will display in the upper right-hand corner.

3. Click **Confirm and Continue**.

**DESIGNATE LIFE INSURANCE BENEFICIARIES**

If your life insurance plan requires beneficiaries, the option to add primary and secondary beneficiaries will appear. This means that you must designate one or more beneficiaries for each plan.

From the Beneficiaries section:

1. Click the **Add Row** icon to add a beneficiary.

2. Click the **prompt** icon in the Beneficiary field to select from a list of existing beneficiaries. Or, select **Add New Beneficiary** or **Trust** to add a new beneficiary. To remove a beneficiary, click the **Remove Row** icon next to that beneficiary.
3. Enter the percentage of benefits for each beneficiary in the Percentage column.
4. Click **Save**.
ADD ADDITIONAL BENEFITS: FSA & DEPENDENT CARE FSA

- **Flexible Spending Accounts (FSA)**
  - The City of Baltimore gives you the opportunity to save taxes on your eligible health and dependent care expenses by participating in one or both flexible spending accounts (FSAs):
  - **FSA Eligibility**
    - **Health Care Flexible Spending Account (FSA)** -
      - An employee who chooses to participate in the Healthcare FSA can contribute up to $2,700 during the plan year.
      - You can use your Health Care FSA to be reimbursed for eligible health care expenses incurred by you, your spouse, your qualifying child, or your qualifying relative that can be claimed on your federal tax return.
    - **Dependent Care Flexible Spending Account (FSA)**
      - An employee who chooses to participate in the Dependent care FSA can contribute up to $5000 during the 2020 plan year.
      - You may use your Dependent Care FSA to be reimbursed for eligible dependent care expenses for your child (under age 13) or eligible dependent care expenses for other qualifying dependents that can be claimed on your federal tax return.

From the FSA/Dependent FSA section:

1. Click **Manage** or **Enroll** for each additional benefit you would like to enroll in.
2. Review your elections for accuracy. Notice your monthly cost in the upper-right corner.
3. Confirm that your coverage information is accurate.
4. Click **Confirm and Continue**.
5. Click **Save**.
ATTACH SUPPORTING DOCUMENTS
To add attachments, if required by the City:
1. Click the Review and Sign button.
2. Drag and drop the file in the Attachments area or click Select files to find the file.
3. Select the file you want to attach.
4. Enter comments, as needed.
5. Click Upload to attach additional documents.

COMPLETE YOUR ENROLLMENT

1. Select the I Accept checkbox to confirm your electronic signature, if required.
2. Click Submit. A confirmation page displays.
3. Click Done to complete the task. Optionally, click the View 2020 Benefits Statement button to view the benefits statement.
4. Click Print to generate a PDF version for your records.

STILL HAVE QUESTIONS ABOUT WORKDAY
For additional support and questions about Workday please contact your agency HR Practitioner.