

OPEN ENROLLMENT STEPS


Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your **Inbox**. You may make your elections and it is possible to change your elections up to the Open Enrollment end date.

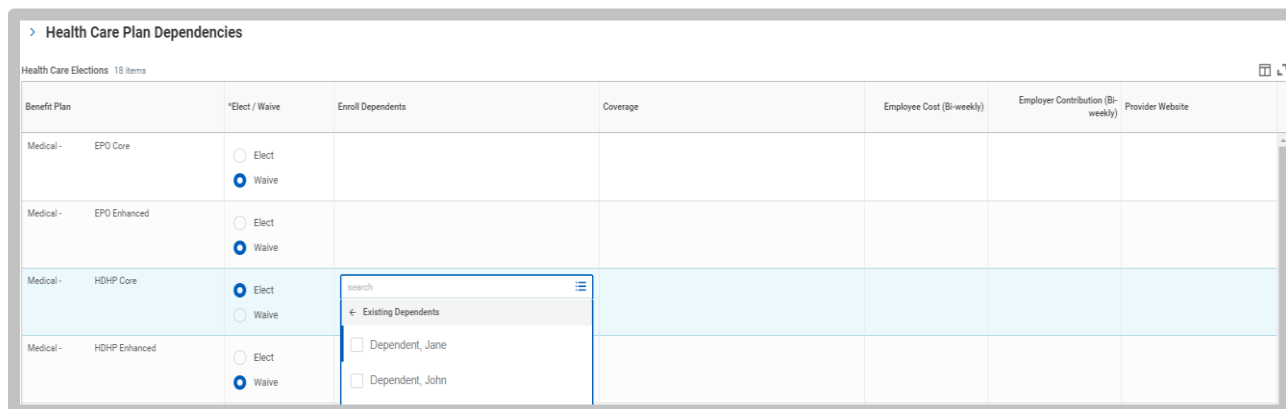
Open Enrollment is also a good reminder to update any emergency contact and dependent information in Workday prior to electing your benefits for the next year. You may update your dependent information in the **Benefits** app on your Workday home screen.

Be sure to view the **Benefit Guide** on **BEN** for more information about plans. To complete your open enrollment:

SELECT YOUR BENEFITS

From your Home page:

1. Click the **Inbox** icon .
2. Click the **Open Enrollment Change** task.
3. Review the help text at the top of the page for important information. Each section will include specific help text for the section.
4. Under the **Health Information** section, answer the **Tobacco Use** question before proceeding. Workday will default to your current selection.
5. Select **Elect** or **Waive** for each Health Care Election choice, including Medical, MERP, Dental, Vision, and all other listed Benefit Plans. Workday will default to your current elections.
6. Modify your elections and **Enroll Dependents** if needed, then click **Continue**. To add or modify **Dependents**, see the Dependents section below.





Note: At any time you may click **Go Back** at the bottom of the screen to go back to the previous screen. You may also click **Save for Later** to save your current selection progress and return to your **Inbox**. You may resume by going to your **Inbox** and clicking on the **Open Enrollment** task.


ADD DEPENDENTS

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

From the Change Benefits for Open Enrollment – Health Care Elections grid:

1. Click the **prompt** icon  in the **Enroll Dependents** column.
2. Select **Existing Dependents** to add an existing dependent or **Add My Dependent From Enrollment** to add a new dependent. Complete all required information. You will also have the option to use your new dependent as a beneficiary.

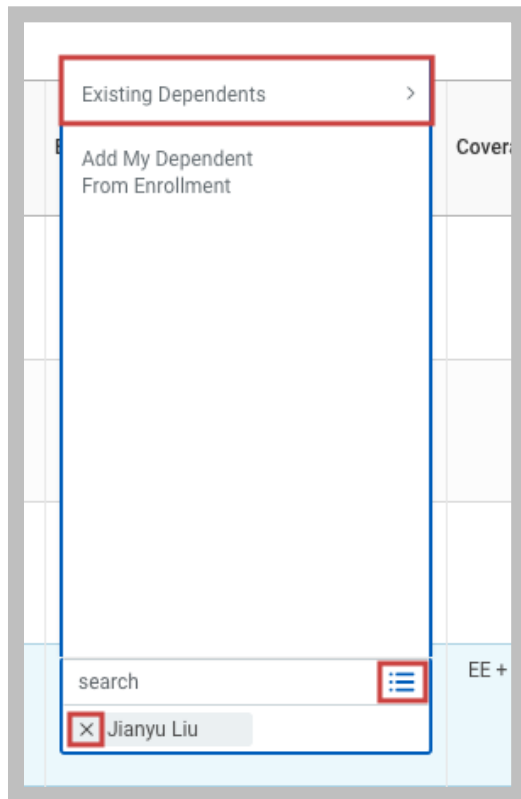
 **Note:** Workday selects a coverage automatically, based on who you cover for your plan.

Benefit Plan		*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)	Plan Description	Provider Website
Medical -	EPO Core	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Existing Dependents > Add My Dependent From Enrollment						
Medical -	EPO Enhanced	<input type="radio"/> Elect <input checked="" type="radio"/> Waive							
Medical -	HDP Core	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee + Child(ren)					
Medical -	HDP Enhanced	<input type="radio"/> Elect <input checked="" type="radio"/> Waive							
Dental -	PPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Search 	Employee Only					
Vision -		<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee Only					

MODIFY DEPENDENTS

From the Change Benefits for Open Enrollment – Health Care Elections grid:

1. Click the **prompt** icon in the Enroll Dependent field.
2. Select **Existing Dependents**.
3. Select the dependent you want to add to the plan.
4. Click the **X** next to a dependent's name to remove them from the plan.



INFORMATION FOR ELECTING MERP

Does your spouse have group medical coverage available from their employer? Are you currently paying the Supplemental Spousal Premium? If your answer is "YES" to either of these questions, the **Medical Expense Reimbursement Program (MERP)** could be a good option for you! More information about **MERP** can be found on **BEN** under the **HR Portal**.

You qualify for MERP if:

- You have access to your Spouse’s group medical coverage.
- Your Spouse’s group medical coverage does not include an HSA, is not through Medicare, Tricare, or an individual plan.
- You are currently enrolled in a Baptist Medical Plan or are a new employee

**For current employees, only you and your dependents currently covered by a Baptist group health plan are eligible to be enrolled in MERP*

Eligibility information for MERP:		
If you elect medical coverage for:	You are eligible to elect this MERP plan	You may choose the MERP Plan to cover:
Employee Only	MERP - J & K (If Elected Medical - Employee Only)	Spouse Only, Child(ren) Only, or Spouse & Child(ren) Only
Employee + Child(ren)	MERP - J & K - Spouse Only (If Elected Medical - Employee + Children)	Spouse Only
Waive medical coverage	MERP - J & K - All Coverages (If Waived Medical)	Employee Only, Employee + Spouse, Employee + Child(ren), Family
Family	You would not be eligible for MERP	
Employee + Spouse	You would not be eligible for MERP	

To elect MERP:

1. Verify you have selected a qualifying medical plan or have waived all medical plan coverage
2. **Elect** the **MERP** plan that applies to you.
3. Under the **Coverage** field **prompt** icon ☰ , choose who you would like the MERP plan to cover.
4. After choosing coverage, on the **Enroll Dependents** field **prompt** icon ☰ choose your dependent(s) to add
If you choose **Employee Only** coverage for **MERP** you will not need to select **Dependents**.

ADD THE HEALTH SAVINGS ELECTION

The next step after Medical elections displays the Health Savings Election information. If you chose a HDHP plan you are eligible for a HSA. If you did not select a HDHP plan, you are not eligible for a HSA and may click **Continue** to bypass this section.

From the Change Benefits for Open Enrollment – Health Savings Account Plan Dependencies section:

1. Select **Elect** or **Waive** for the Health Savings election.
2. Enter the dollar amount you want to contribute either by year, or by paycheck. These amounts will automatically calculate. If you attempt to contribute over the maximum amount set by the IRS, you will receive an error.
3. Click **Continue** when finished with this section.

> **Health Savings Account Plan Dependencies**

Health Savings Election 1 item

Benefit Plan	*Elect / Waive	Contribution Range (Annual)	Supporting Information
HSA - WageWorks	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 26 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00	Maximum Contribution (Annual) \$3,500.00 Provider Website WageWorks

ADD THE SPENDING ACCOUNT (FSA) ELECTION

The next step after HSA elections displays the Spending Account (FSA) information. Review the help text at the top of the screen for more information about the available spending account plans.

1. Select **Elect** or **Waive** for plans listed.
2. Enter the dollar amount you want to contribute either by year, or by paycheck. These amounts will automatically calculate. If you attempt to contribute over the maximum amount set by the IRS, you will receive an error.
3. Click **Continue** when finished with this section.

> Spending Account Plan Dependencies

Spending Account Elections 3 items ☰ ☐ 🔍

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Healthcare FSA - WageWorks	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 26 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00	Minimum Contribution (Annual) \$1.00 Maximum Contribution (Annual) \$2,650.00 Provider Website WageWorks
Dependent Care FSA - WageWorks	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 26 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00	Minimum Contribution (Annual) \$1.00 Maximum Contribution (Annual) \$5,000.00 Provider Website WageWorks
Limited Purpose FSA - WageWorks	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 26 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00	Maximum Contribution (Annual) \$2,600.00 Provider Website WageWorks

ADD GROUP LIFE INSURANCE


From the Change Benefits for Open Enrollment – Insurance Plan Dependencies and Coverage Limitations section:

1. Select **Elect** or **Waive** for each insurance election and modify your Coverage Levels, as needed.
2. If selecting coverage for your Spouse or Child(ren), select your **Coverage Level** and **Dependent(s)**.

> Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 7 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Provider Website
Basic Life / AD&D - Reliance Standard 1X Salary (Employee Only)	<input type="radio"/> Elect <input type="radio"/> Waive	1 X Salary					Reliance Standard
Supplemental Life / AD&D - Reliance Standard (Full Time) (Employee Only)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Reliance Standard
Spouse Life - Reliance Standard (Full Time) (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Reliance Standard
Child Life / AD&D - Reliance Standard (Child(ren))	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Reliance Standard
Short Term Disability (STD) - Reliance Standard (Employee Only)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Reliance Standard
Long Term Disability (LTD) - Reliance Standard 10% Buy Up (Employee Only)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						Reliance Standard
Long Term Disability (LTD) - Reliance Standard 50% (Employee Only)	<input type="radio"/> Elect <input type="radio"/> Waive	50% of Salary					Reliance Standard

 **Note:** If both you and your spouse are Baptist Health employees, you are not eligible for double coverage

3. Click **Continue** when finished with this section.

DESIGNATE LIFE INSURANCE BENEFICIARIES

To add beneficiaries to your life insurance plan(s) follow the steps below. Beneficiaries may also be changed at any time throughout the year.

Beneficiary Designations				Beneficiaries	
Benefit Plan	Provider Website	Requires Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percentage	
Voluntary Supplemental Life -			+	Jianyu Liu	<input checked="" type="radio"/> Primary Percentage 100 <input type="radio"/> Contingent Percentage 0

From the Change Benefits for Open Enrollment – Beneficiary Designations section:

1. Click the **Add Row** icon \oplus to add a beneficiary.
2. Click the **prompt** icon \equiv in the Beneficiary field to select from a list of existing beneficiaries. Or, select **Create** to add a new beneficiary. To remove a beneficiary, click the **Remove Row** icon \ominus next to that beneficiary.
3. Enter the percentage of benefits for each beneficiary in the **Primary Percentage / Contingent Percentage** column. **Your primary beneficiary and contingent beneficiaries must add up to 100%.**

Beneficiary Designations				Beneficiaries	
Benefit Plan	Provider Website	Requires Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percentage	
Voluntary Supplemental Life -			+		
			\ominus <div style="border: 1px solid blue; padding: 2px;"> search \equiv X Jianyu Liu </div>		<input checked="" type="radio"/> Primary Percentage 50 <input type="radio"/> Contingent Percentage 0
			\ominus <div style="border: 1px solid blue; padding: 2px;"> Xiu Xiu Liu </div>		<input checked="" type="radio"/> Primary Percentage 50 <input type="radio"/> Contingent Percentage 0

4. Click **Continue** when finished with this section.

ADD ADDITIONAL BENEFITS

The additional benefits section is where you can elect options such as Identity Theft protection.

From the Change Benefits for Open Enrollment – Additional Benefits Elections section:

1. Review your elections for accuracy. Notice your monthly cost in the upper-right corner.
2. Scroll down and confirm that your coverage information is accurate.
3. Click **Continue** when finished with this section to continue to the summary.

Change Benefits for Open Enrollment Open Enrollment for - Step 6 of 7 (Actions)

Total Employee Net Cost/Credit
\$60.30 Bi-weekly Cost

Event Date
Initiated On
Submit Elections By

For more information about InfoArmor coverage, refer to the Benefits Guide located on [BEN](#) > HR Portal in the *Benefits* section.

Additional Benefits Elections 1 item

Benefit Plan	*Elect / Waive	Coverage	Amount (Bi-weekly)	Percent	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Provider Website
Identity Theft - InfoArmor	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Family	0.00	0	\$6.44		InfoArmor
					6.44	0	

COMPLETE YOUR ENROLLMENT

1. Review your elections on the summary screen. This will show your **Elected Coverages**, **Waived Coverages**, and **Beneficiary Designations**.
2. After reviewing your information and the **Electronic Signature**, select the **I Agree** checkbox to confirm your electronic signature.

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:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
3. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Agree

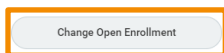
enter your comment

Submit Go Back Cancel


3. Click **Submit** and a confirmation page displays.
4. You may click **Print** to generate a PDF version for your records or click **Done** to complete the task.

EDITING YOUR ENROLLMENT AFTER SUBMITTING

1. To edit your Open Enrollment elections after submitting, **but before the end date**, click on the **Benefits** app on your **Home screen**.
2. Under the **Current Cost** section, click the button **Change Open Enrollment**.



3. Click **OK** on the **Event Previously Submitted Notification** screen to begin.
4. Step through the **Open Enrollment** screens and edit your elections as needed.
5. You must complete the **Electronic Signature** and click **Submit** to apply your changes.



Note: After the Open Enrollment end date you are not able to edit or make changes to your elections during the next year unless you have a qualifying event.