Benefits: Open Enrollment for Mobile

Once a year, open enrollment allows you to update your benefit elections for the upcoming year. During this period, you will receive an Open Enrollment Change task in your Workday Inbox. To do so, click on the Benefits and Pay hub in your Top Apps and click on Benefits, then Dependents if you need to add a dependent. To add, click the Add button and complete all the fields with a red asterisk.

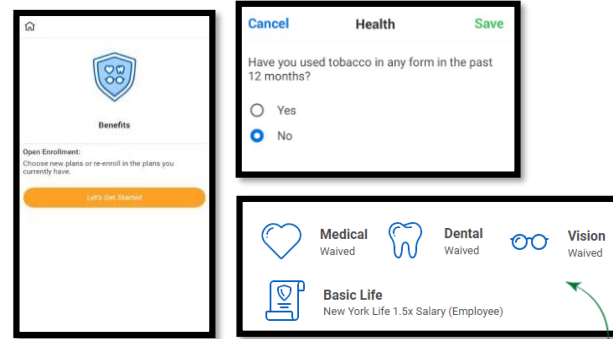> **Note:** Please make sure all your dependents are in Workday prior to electing benefits.

You may make your elections and it is possible to change your elections up to the Open Enrollment end date.

Note: Buttons and layout may vary depending on your mobile brand.

OPEN ENROLLMENT STEPS FOR MOBILE

From your Workday home dashboard:

1. Click the **Inbox** 🗁 icon.

2. Click the **Open Enrollment Change** task.

3. Click **Let's Get Started** and then answer the **Tobacco Use** question. Click **Save** after selecting your answer.

4. Click the category icons to make your elections.
   Note: Workday will default most of your current year elections.

5. Within the categories, click the button ⦿ next to the plan you would like to **Select**. Or you may choose **Waive** at the bottom of each section. When electing a plan, you may be prompted to add dependents. You may select **Existing Dependents** or **Add New Dependent**.

6. After selecting your plan, click **Save** to return to the benefit category screen. You may click **Cancel** to return to the previous screen. You may go back to the same category and click **Edit** to modify your plan, if needed.
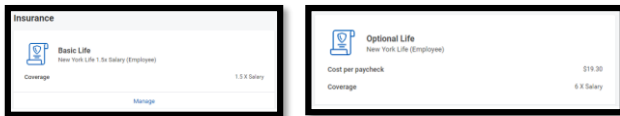
Benefits: Open Enrollment for Mobile

ADD DISABILITY AND GROUP LIFE INSURANCE

From the Insurance section, select a category to open your enrollment options.

1. **Select** or **Waive** for each benefit election and click **Edit** to modify your **Coverage Levels**, as needed. To elect optional spouse or child life insurances, you must elect 1X optional employee life insurance.

2. Select your coverage and add **Beneficiaries/Dependents** as needed for each category. See the next section for more information on designating your beneficiaries.

3. Click **Save** when finished on each selection.

## DESIGNATE LIFE INSURANCE BENEFICIARIES

From the Insurance section, select each category to open your enrollment options.

1. For current enrollments, click **Edit** or **View** to modify your beneficiaries. For new enrollments, select the benefit option.

2. View and modify your primary and contingent beneficiaries, and the percentage of benefits for each. Your primary beneficiary percentage(s) must equal 100% as well as your contingent beneficiary percentage(s) equaling 100%.

3. Click **Add Beneficiaries** to add a new beneficiary.

4. Select existing beneficiaries or add a new beneficiary. To remove a beneficiary, uncheck the checkbox next to that beneficiary.

ADD ADDITIONAL BENEFITS

The additional benefits section is where you can elect options such as Selling PTO days. You can select or waive coverage for each category.
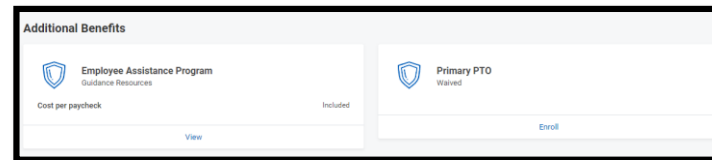
Note: Closing the Workday app will not lose your progress. Anything you complete in the app will save automatically when you open it again. Though it saves automatically, you will need to complete and submit before the Open Enrollment end date.

COMPLETE YOUR ENROLLMENT

1. Click **View Summary** at the bottom of the screen.

2. Scroll through the summary to review your **Selected Benefits, Waived Benefits, Total Benefits Cost,** and **Electronic Signature**.

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Benefits: Open Enrollment for Mobile

3. Select the **I Agree** checkbox after reviewing the text to confirm your electronic signature.

4. Click **Submit** and a confirmation page will display.

5. Click **Close** to return to your Inbox or you may view your **Benefits Statement**.

EDITING YOUR ENROLLMENT AFTER SUBMITTING

1. To edit your **Open Enrollment** elections after submitting, **but before the end date**, click on the Benefits and Pay icon then click

2. Click Edit on the Open Enrollment event tile under the Needs Attention section.

Call Employee Benefits if you need help at 570-271-6640 or email employeebenefits@geisinger.edu.

4. You must fully complete your enrollment and select **I Agree** on the Electronic Signature again 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, such as a change in marital status or adding a new dependent.