

Benefits: Manage Your Benefits

Within Workday, you can manage your benefits by reporting coverage change events and viewing your current benefit elections. **This job aid covers generic events.** Please contact Employee Benefits at 570-271-6640 or employeebenefits@geisinger.edu if you have further questions.

Your Top Apps



Benefits and Pay



Personal Information



Absence



Jobs Hub

[View All Apps](#)

REPORT A COVERAGE CHANGE EVENT

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar IRS qualifying life event, you can update your benefits to better fit your needs.

From the **Benefits and Pay hub**:

1. Under Task and Reports, click the **Change Benefits** button.
2. Select the **Change Reason** from the drop-down menu.
3. Click the **Calendar** icon to enter the date of the benefit event.

Change Reason * Marriage ▼

Marriage Date * MM/DD/YYYY

Submit Elections By (empty)

enter your comment

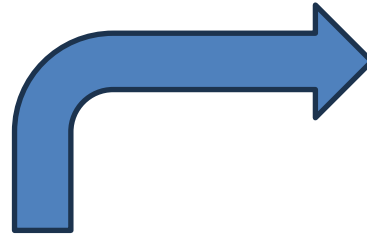
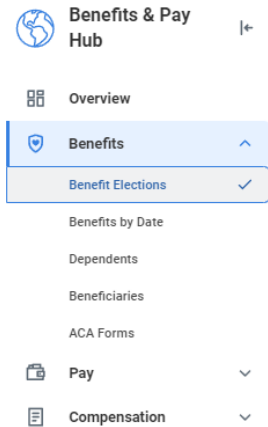
4. Click **Submit**, then click **Open** in the pop-up box that appears.
5. Click the **Let's Get Started** button.
6. Answer the Health Information questions if they appear, then click **Continue**. Click **Continue** again on the screen that follows.
7. Click **Manage** or **Enroll** at the bottom of the tile for each benefit plan you would like to update.
8. Once all updates are made, click **Review and Sign**.
9. Review elections for accuracy. Click the **I Accept** check box to provide an electronic signature, confirming your changes, then click **Submit**.
10. Click **Done** to complete the task or the **View Benefits Statement** to launch a printable version of the summary for your records.

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VIEW CURRENT BENEFIT ELECTIONS

From the **Benefits and Pay hub**:

1. From the left navigation, click **Benefit Elections** under Benefits.



2. Review your benefit elections and costs.

Current Benefit Elections and Costs 18 Items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Geisinger _Enhanced	01/01/2023	01/01/2023	Family + Domestic Partner
Dental - Delta Dental Basic	04/05/2022	04/10/2022	Family + Domestic Partner
Vision - VSP	04/05/2022	04/10/2022	Family + Domestic Partner
Accident Insurance - Voya	01/01/2024	01/01/2024	EE Only
Flexible Spending Account Health Care - Baker Tilly Vantage	01/01/2023	01/01/2023	\$1,500.00 Annual
Business Travel Accident Insurance - Hartford (Employee)	01/01/2020	01/01/2020	5 X Salary
Basic Life - New York Life 1.5x Salary (Employee)	01/01/2022	01/01/2022	1.5 X Salary
Optional Life - New York Life (Employee)	01/01/2022	01/01/2022	6 X Salary

PRINTING A BENEFITS STATEMENT

From your Worker Profile:

1. Click the **Actions** **Actions** button.
2. Select **Benefits**, then scroll down to **View My Benefit Statement**.
3. Click the drop-down and select the desired Benefit Event you would like to view and print.
4. Click **OK**.
5. Click **Print**. The selected Benefit Event will open as a PDF document, which can be saved and printed.