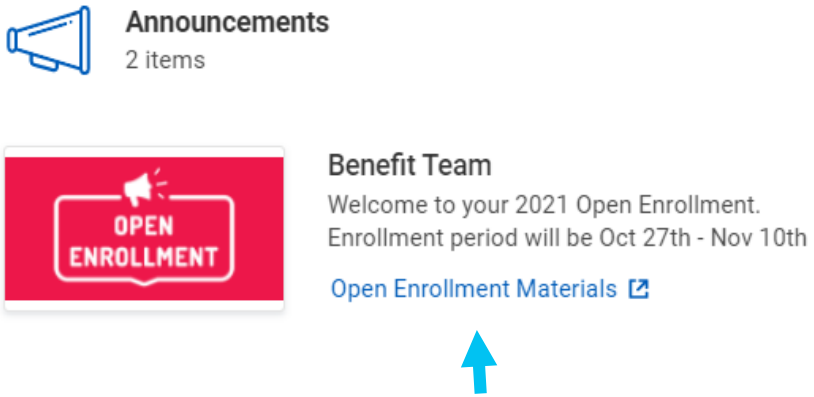
Enrollment Through Workday

Workday Enrollment

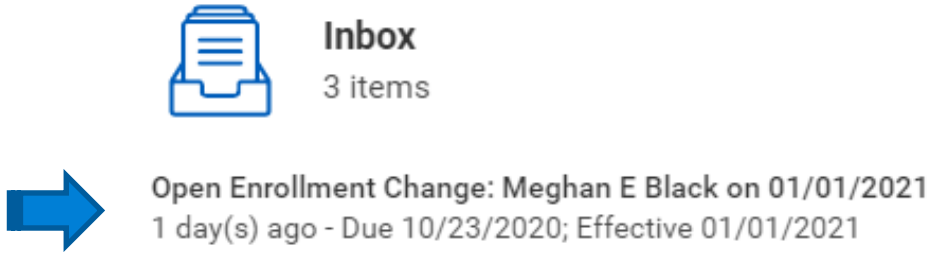
- The Enrollment window will open on 10/27
- All employees will receive an action item in their Workday inbox, asking them to complete enrollment.
- This is a Passive enrollment, which means current benefit elections will rollover to the 2021 Plan Year if employees take no action.
  - **This does not include HSA, FSA, or DCFSA elections. Employees must actively make a new election for each of those benefits**
- Elections can be made via desktop or mobile app

Workday Enrollment

- Upon logging in to Workday, all employees will see this announcement:

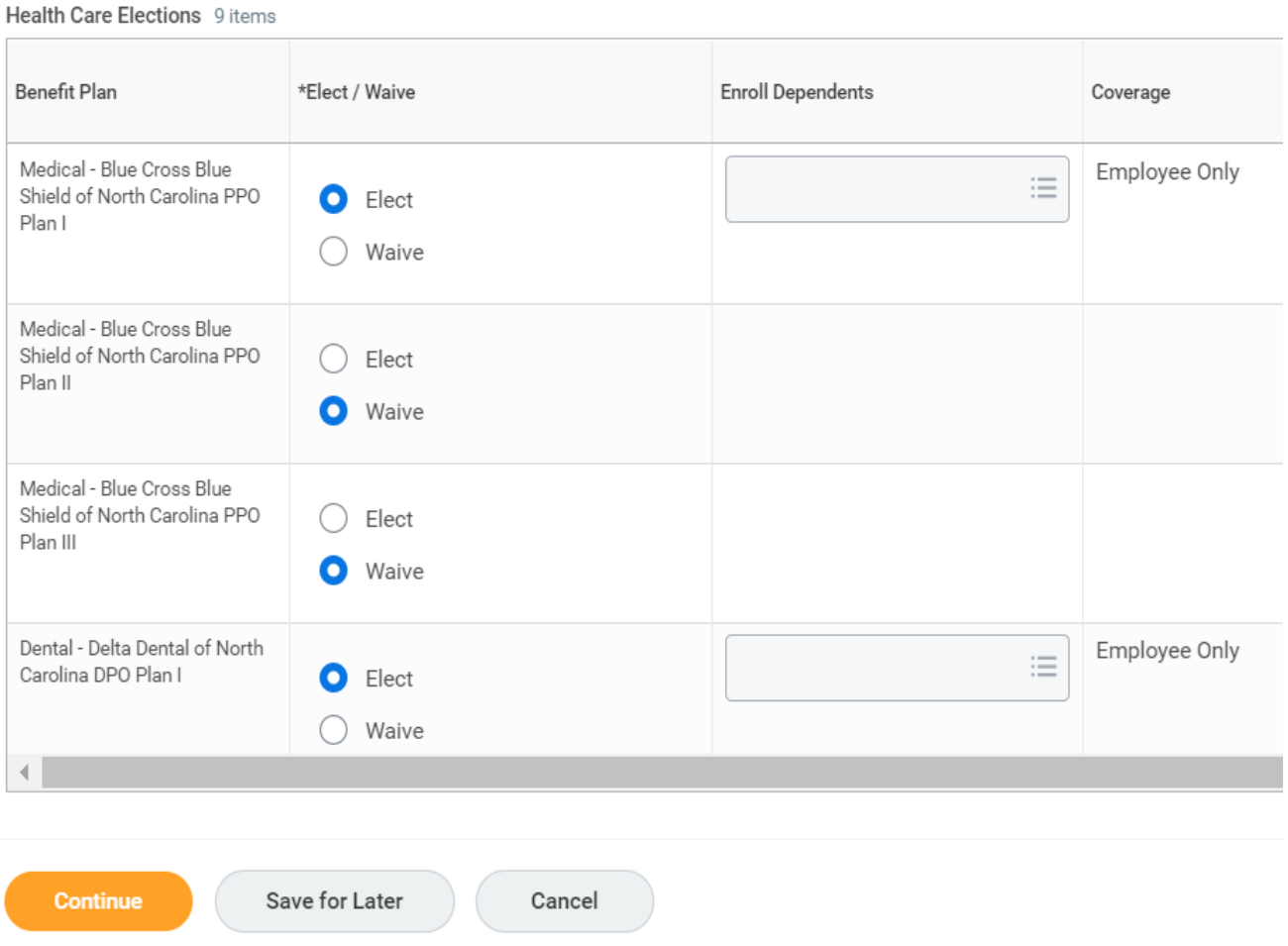


- Click the link to access the 2021 Highlights Book and presentation
- You will click on your Open Enrollment task in your Inbox to begin enrollment



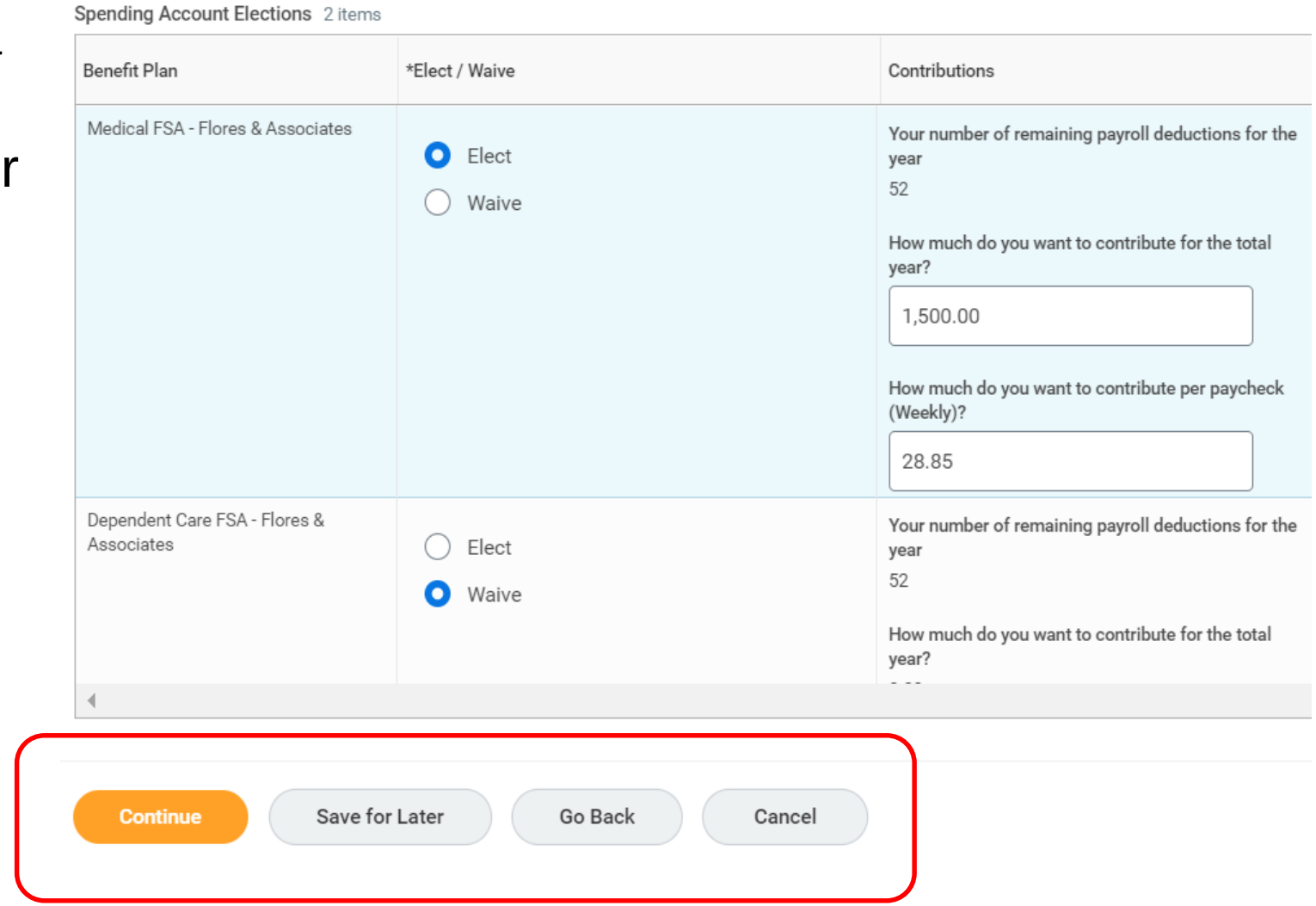
Workday Enrollment

- The current plans from 2020 will show up
- Move forward by selecting the Continue button. To change your election, click on the radio button of the plan you would like to enroll in or select Waive if you are opting out of that coverage.



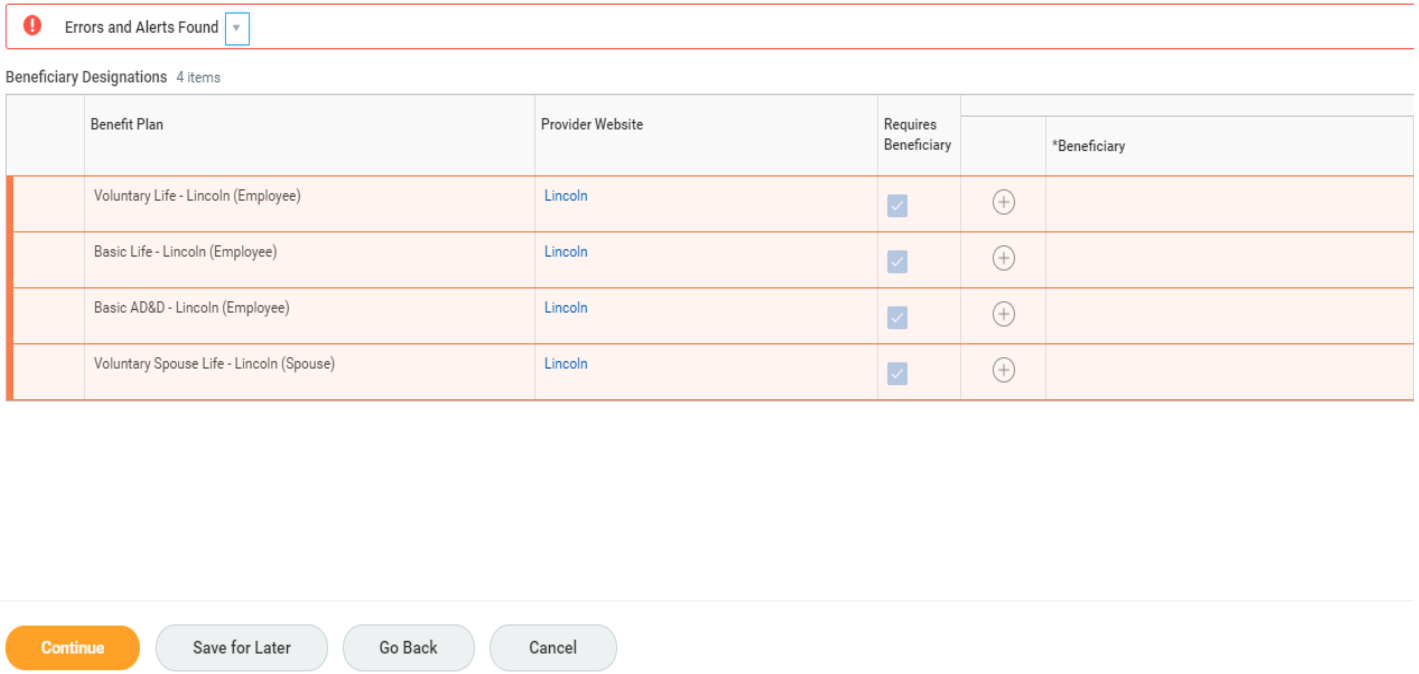
Workday Enrollment

- You can always go back a page if you need or Save. Saving will not submit your elections.



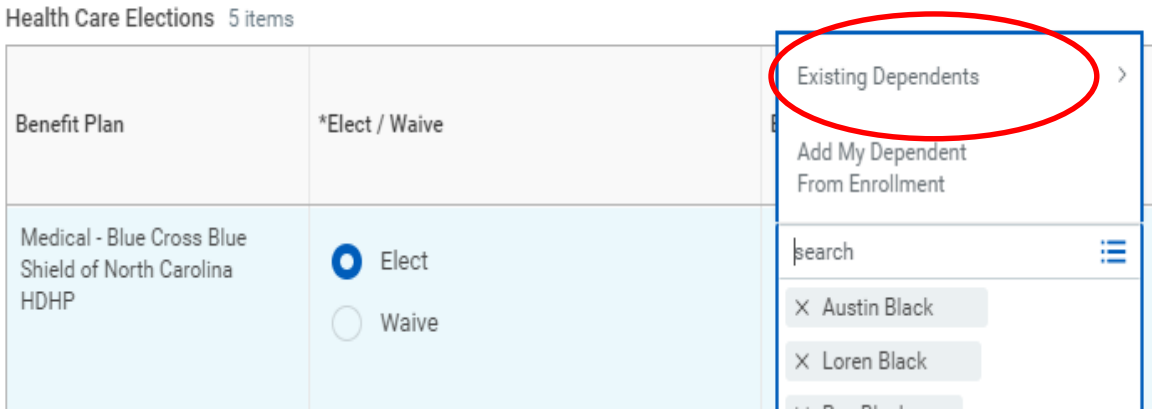
Workday Enrollment - Beneficiaries

- You are required to have beneficiaries assigned to each life insurance plans. You can adjust your allocations or create new ones during this time.

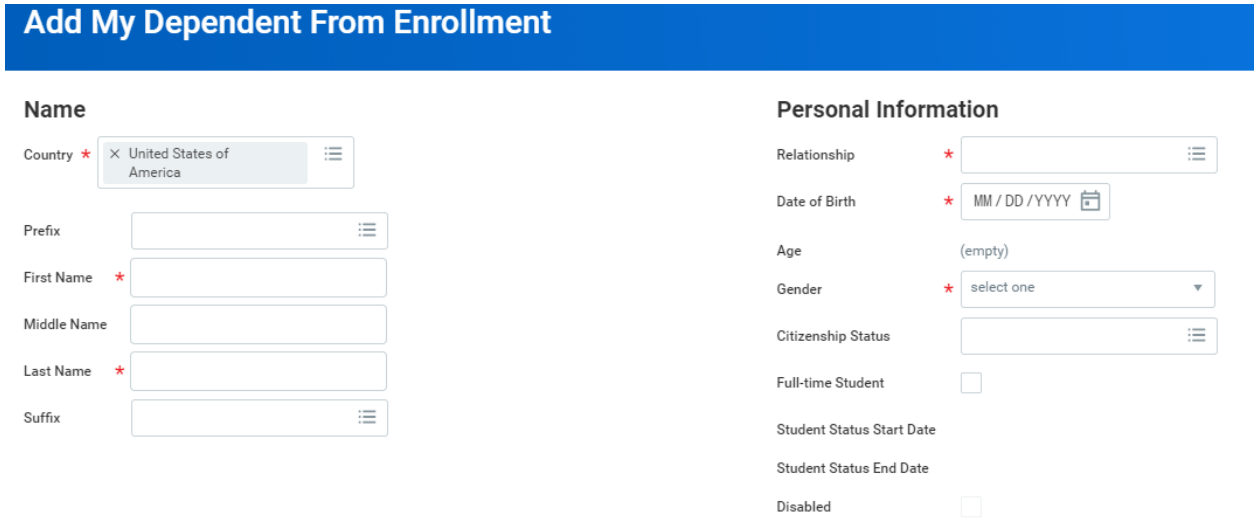


Workday Enrollment - Beneficiaries

- When adding a dependent or beneficiary, Workday will show the employee the individuals already within their record under **Existing Dependents**

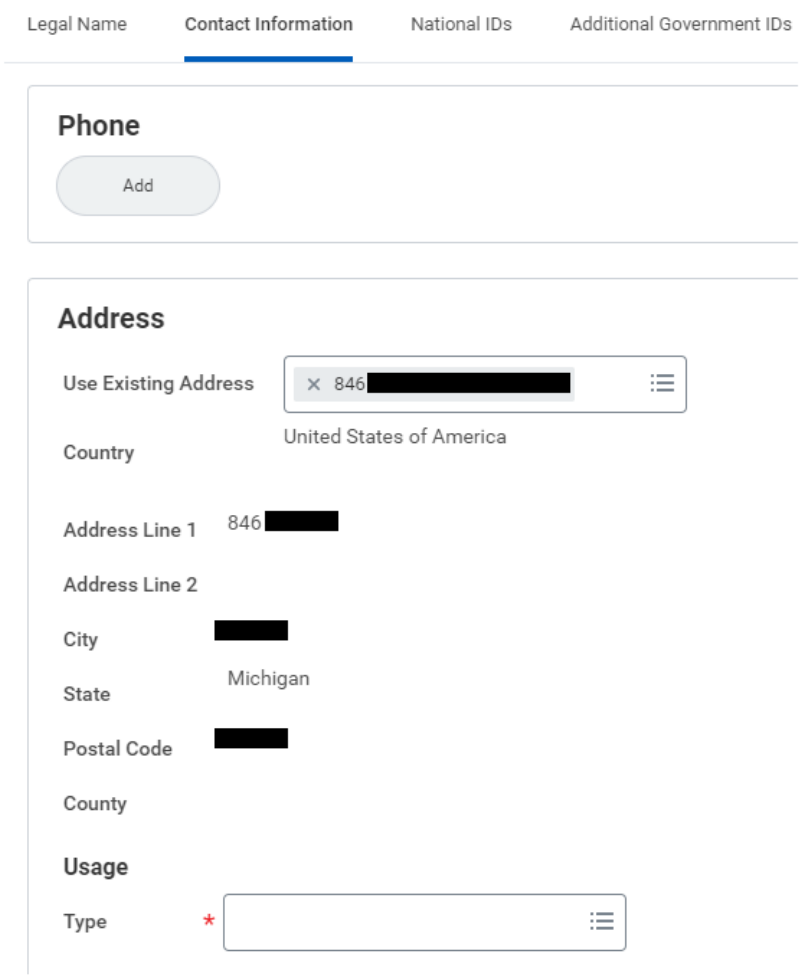


- If a new dependent or beneficiary has to be added, the ee will need to fill in all required (*) fields



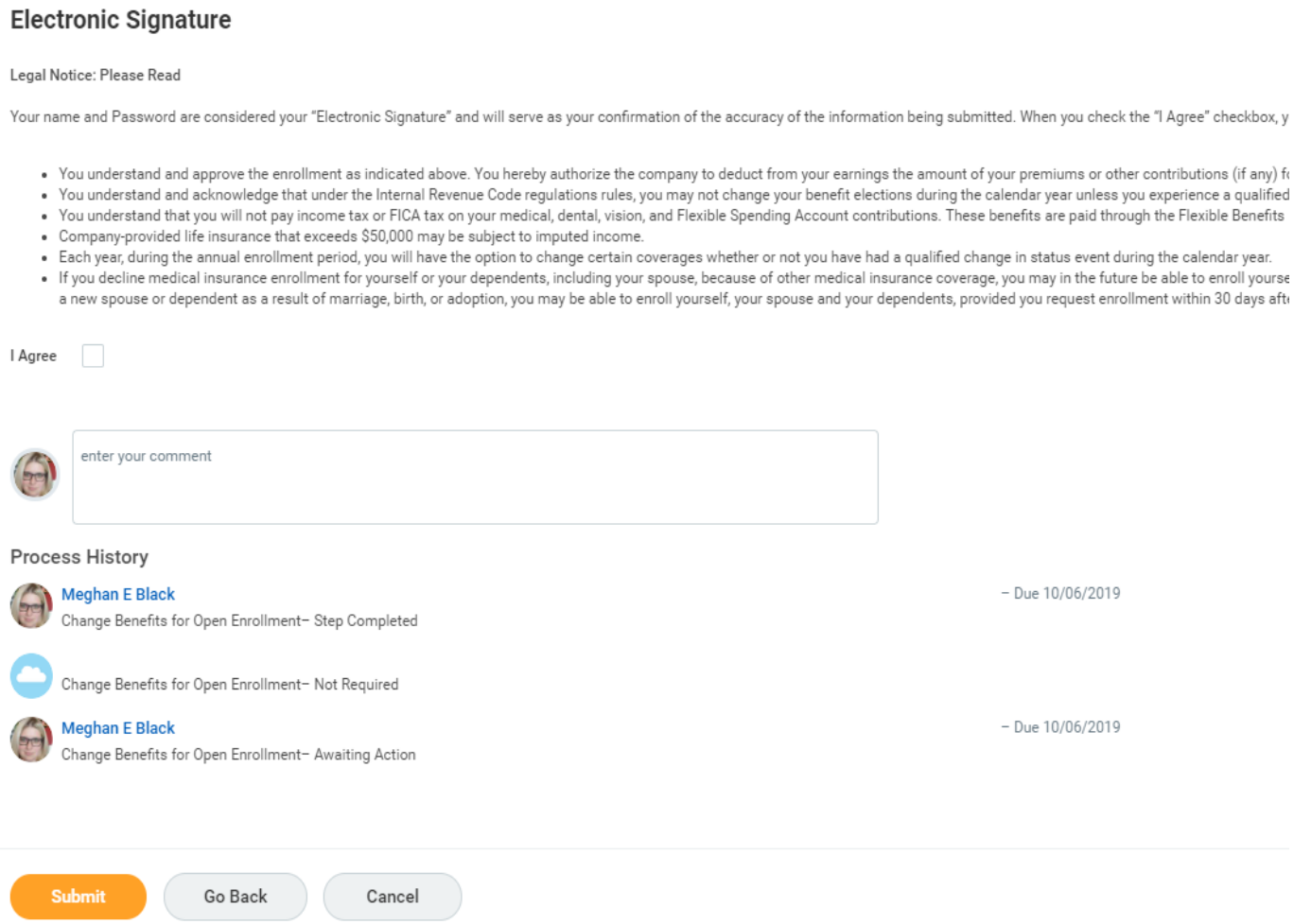
Workday Enrollment - Beneficiaries

- An address is required for the beneficiary. You enter this on the second tab.
- You are able to select “Existing Address” from the drop down if you would like to use your own address



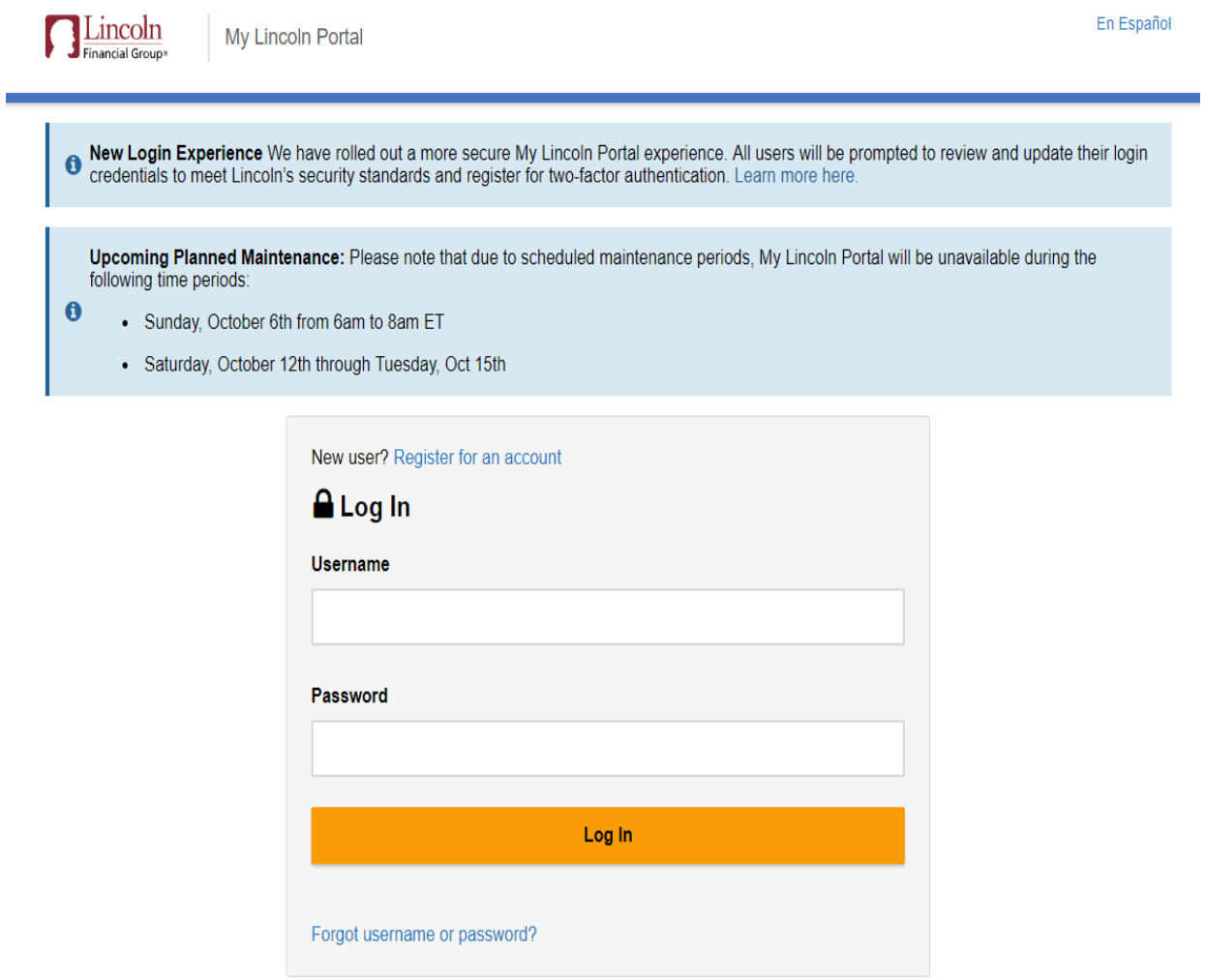
Workday Enrollment – Acknowledgement/Confirmation

- Please note at the very bottom of the screen is a check box. You must read the notice and check the box and then select Submit.
- The next screen will be your confirmation page, **we highly recommend printing this page for your records**.



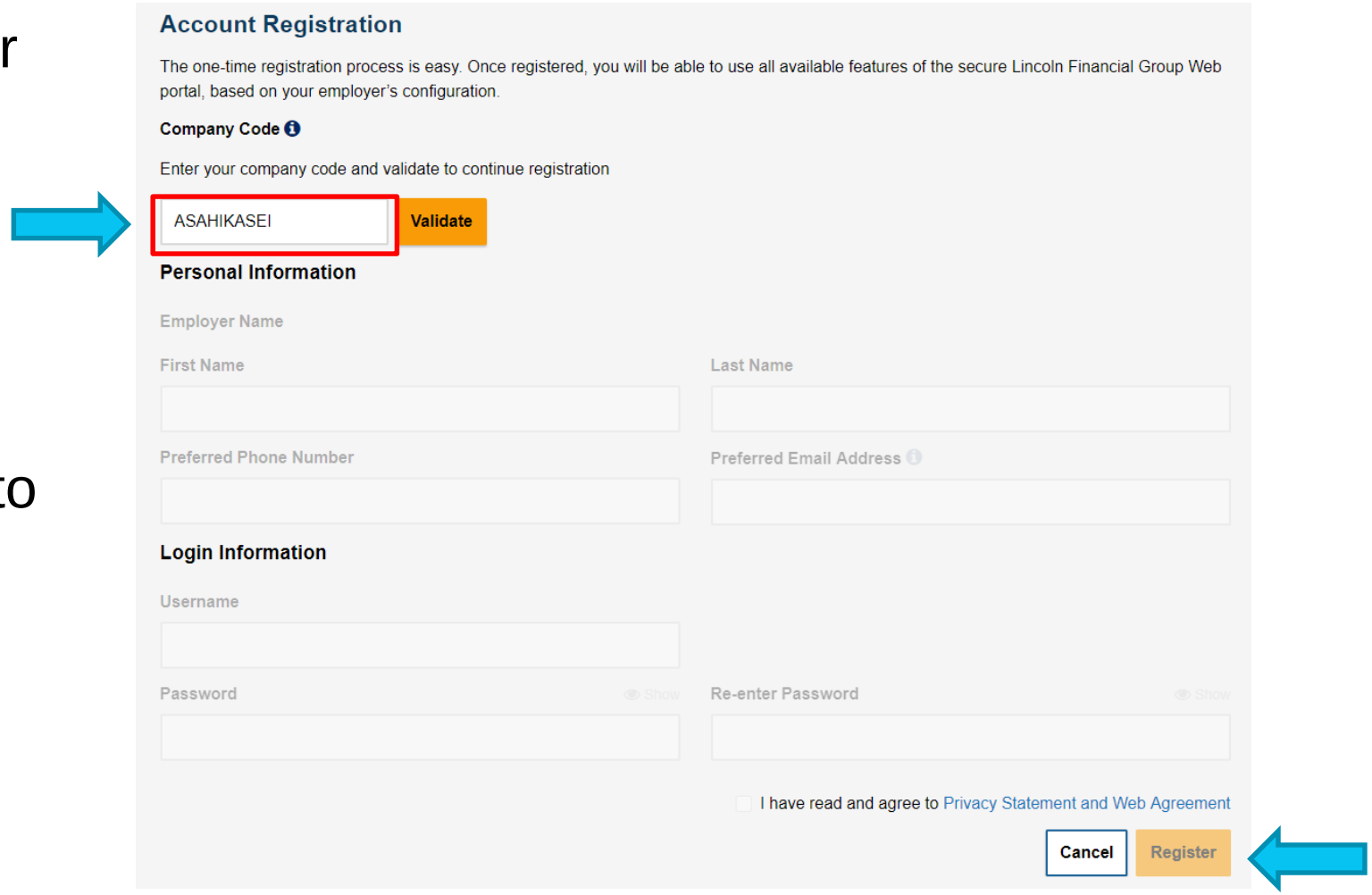
Workday Enrollment - EOI

- If you are newly electing voluntary life coverage or are increasing your coverage by more than one level, you will be required to satisfy Evidence of Insurability (EOI)
- If your election requires EOI, you will receive a task in your Workday inbox that takes you to the Lincoln online portal where you can complete the EOI form



Workday Enrollment - EOI

- If you have not registered for an account with Lincoln yet, you will first need to do so
- Company Code is ASAHIKASEI all one word and in ALL Caps
- Select Register to advance to next screen



Workday Enrollment – Reviewing Elections/Making Changes

- At any time, you want to make changes you will need to go to the benefit icon 

in Workday and you will see the task here.