



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:



Announcements

2 items



Benefit Team

Welcome to your 2021 Open Enrollment.
Enrollment period will be Oct 27th - Nov 10th

[Open Enrollment Materials](#)



— 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



Inbox

3 items



Open Enrollment Change: Meghan E Black on 01/01/2021
1 day(s) ago - Due 10/23/2020; Effective 01/01/2021

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.

Health Care Elections 5 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Blue Cross Blue Shield of North Carolina HDHP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Austin Black Loren Black Rex Black	Family
Medical - Blue Cross Blue Shield of North Carolina PPO 2	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Blue Cross Blue Shield of North Carolina PPO Plan A	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Delta Dental of North Carolina DPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Austin Black Loren Black Rex Black	Family
Vision - United Health Care Vision VIS	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Austin Black Loren Black Rex Black	Employee + Family



[Continue](#) [Save for Later](#) [Cancel](#)

Workday Enrollment

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

HSA employer contribution given on a match basis: up to \$500 for Employee Only and up to \$1,000 for Employee + Dependent(s) coverage.

> Health Savings Account Plan Dependencies

Health Savings Election 1 item

Benefit Plan	*Elect / Waive	Contribution Range (Annual)
Health Savings Account - HealthEquity	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year 26 How much do you want to contribute for the total year? 2,600.00 How much do you want to contribute per paycheck (Biweekly)? 100.00

Continue

Save for Later

Go Back

Cancel

Workday Enrollment

- The system will only allow you to enroll in coverage based on your annual salary maximum of 5x salary. Same with Spousal and Child coverage will only be half of your coverage.

> Insurance Plan Dependencies and Coverage Limitations

Insurance Elections 9 items

Benefit Plan	*Elect / Waive	Coverage Level
Basic Life - Lincoln (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	2 X Salary
Basic AD&D - Lincoln (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	2 X Salary
Short Term Disability (STD) - Lincoln (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	66.67% of Salary
Long Term Disability (LTD) - Lincoln (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	66.67% of Salary
Voluntary Life - Lincoln (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="x \$300,000"/>
Voluntary Spouse Life - Lincoln (Spouse)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="\$150,000"/>
Voluntary Child(ren) Life - Lincoln (Child(ren))	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	

Continue

Save for Later

Go Back

Cancel

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.

 Errors and Alerts Found

Beneficiary Designations 4 items

Benefit Plan	Provider Website	Requires Beneficiary		*Beneficiary
Voluntary Life - Lincoln (Employee)	Lincoln	<input checked="" type="checkbox"/>	<input data-bbox="2033 511 2063 535" type="text" value="+"/>	
Basic Life - Lincoln (Employee)	Lincoln	<input checked="" type="checkbox"/>	<input data-bbox="2033 568 2063 592" type="text" value="+"/>	
Basic AD&D - Lincoln (Employee)	Lincoln	<input checked="" type="checkbox"/>	<input data-bbox="2033 625 2063 649" type="text" value="+"/>	
Voluntary Spouse Life - Lincoln (Spouse)	Lincoln	<input checked="" type="checkbox"/>	<input data-bbox="2033 682 2063 706" type="text" value="+"/>	

Workday Enrollment - Beneficiaries

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

Health Care Elections 5 items

Benefit Plan	*Elect / Waive
Medical - Blue Cross Blue Shield of North Carolina HDHP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive

Existing Dependents >

Add My Dependent From Enrollment

search

X Austin Black

X Loren Black

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

Add My Dependent From Enrollment

Name		Personal Information	
Country *	X United States of America	Relationship *	
Prefix		Date of Birth *	MM / DD / YYYY
First Name *		Age	(empty)
Middle Name		Gender *	select one
Last Name *		Citizenship Status	
Suffix		Full-time Student	<input type="checkbox"/>
		Student Status Start Date	
		Student Status End Date	
		Disabled	<input type="checkbox"/>

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

Legal Name **Contact Information** National IDs Additional Government IDs

Phone

Address

Use Existing Address

Country

Address Line 1

Address Line 2

City

State

Postal Code

County

Usage

Type

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.**

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, y

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) fr
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified
- You understand that you will not pay income tax or FICA tax on your medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourse a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 30 days aft

I Agree



enter your comment

Process History



Meghan E Black

Change Benefits for Open Enrollment– Step Completed

– Due 10/06/2019



Change Benefits for Open Enrollment– Not Required



Meghan E Black

Change Benefits for Open Enrollment– Awaiting Action

– Due 10/06/2019

Submit

Go Back

Cancel

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



My Lincoln Portal

En Español

New Login Experience We have rolled out a more secure My Lincoln Portal experience. All users will be prompted to review and update their login credentials to meet Lincoln's security standards and register for two-factor authentication. [Learn more here.](#)

Upcoming Planned Maintenance: Please note that due to scheduled maintenance periods, My Lincoln Portal will be unavailable during the following time periods:

- Sunday, October 6th from 6am to 8am ET
- Saturday, October 12th through Tuesday, Oct 15th

New user? [Register for an account](#)

 **Log In**

Username

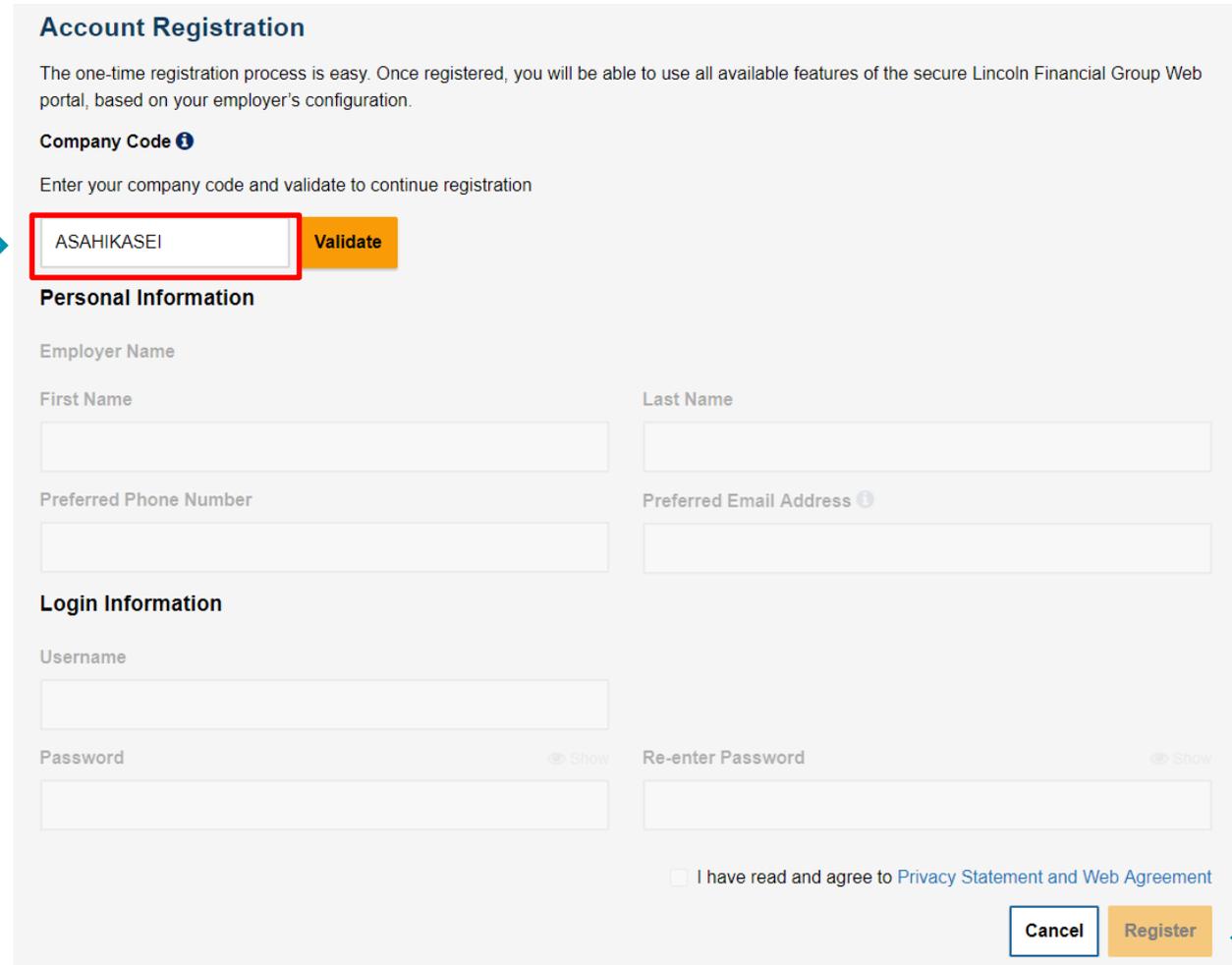
Password

Log In

[Forgot username or password?](#)

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



Account Registration

The one-time registration process is easy. Once registered, you will be able to use all available features of the secure Lincoln Financial Group Web portal, based on your employer's configuration.

Company Code ⓘ

Enter your company code and validate to continue registration

ASAHIKASEI **Validate**

Personal Information

Employer Name

First Name

Last Name

Preferred Phone Number

Preferred Email Address ⓘ

Login Information

Username

Password Show

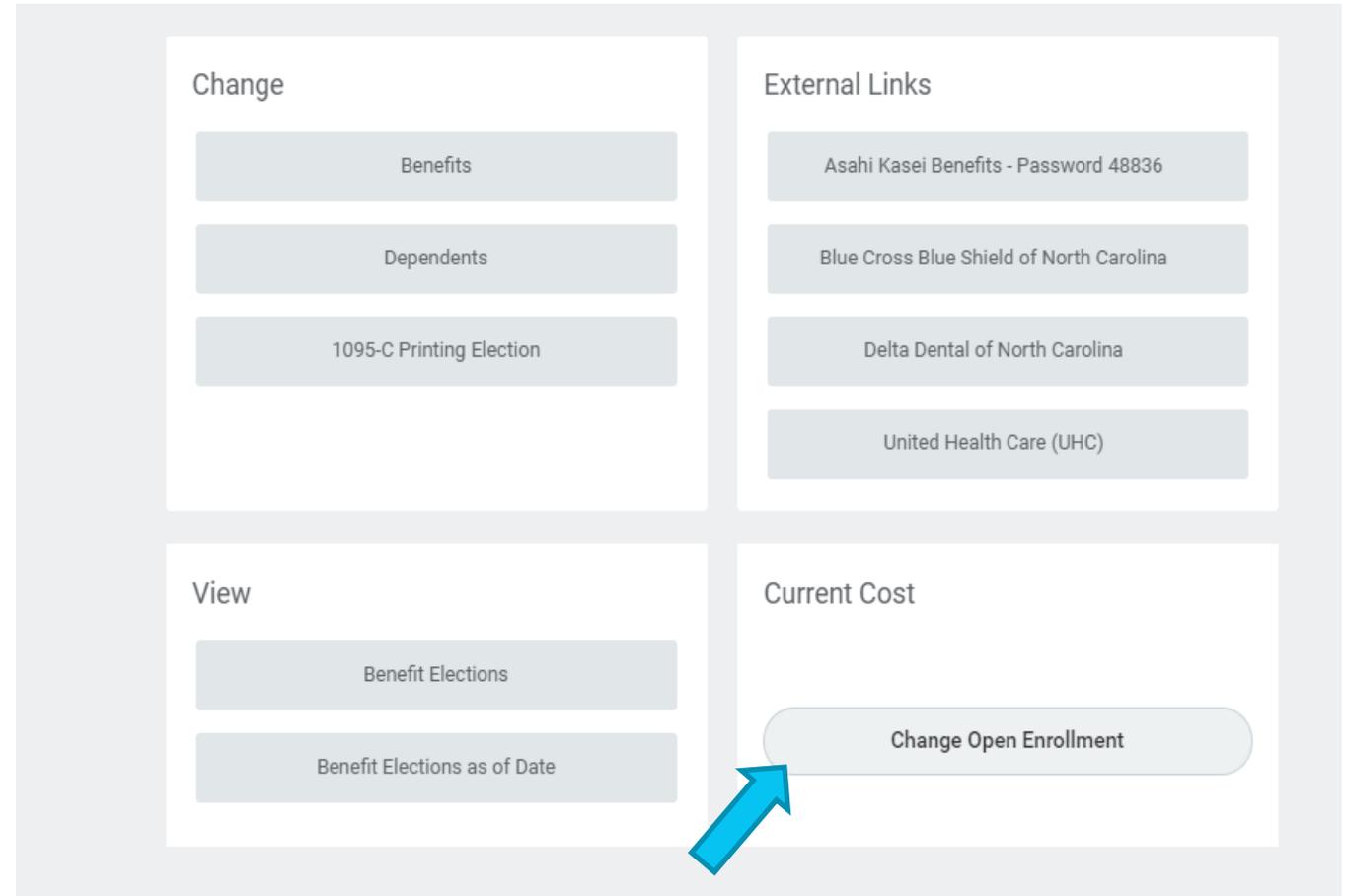
Re-enter Password Show

I have read and agree to [Privacy Statement and Web Agreement](#)

Cancel **Register**

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.



The screenshot displays a grid of four panels within a light gray border:

- Change**: Contains three buttons: "Benefits", "Dependents", and "1095-C Printing Election".
- External Links**: Contains four buttons: "Asahi Kasei Benefits - Password 48836", "Blue Cross Blue Shield of North Carolina", "Delta Dental of North Carolina", and "United Health Care (UHC)".
- View**: Contains two buttons: "Benefit Elections" and "Benefit Elections as of Date".
- Current Cost**: Contains one button: "Change Open Enrollment".

A blue arrow points to the "Change Open Enrollment" button in the "Current Cost" panel.