

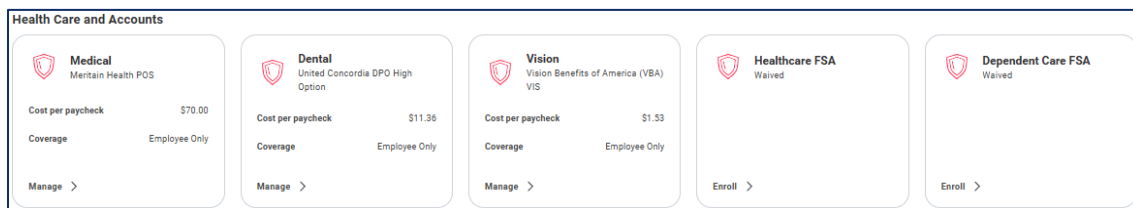
## Open Enrollment Steps for Desktop

Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive an Open Enrollment Change task in My Tasks. The following steps will help you to complete your open enrollment.

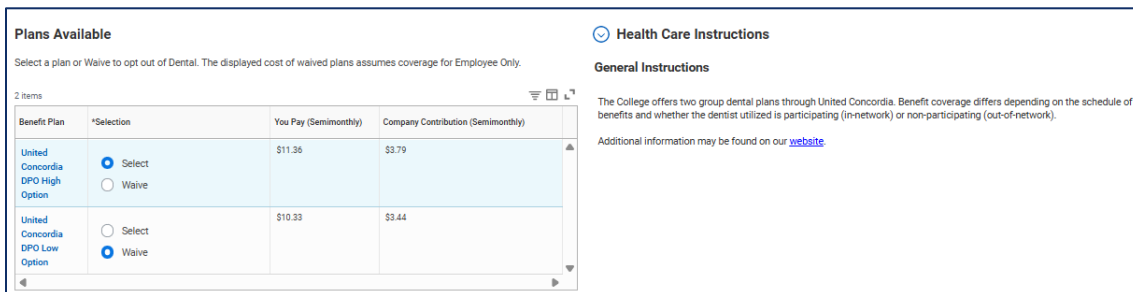
### Select Your Benefits

From your Home page:

1. You can get started by either selecting the **Open Enrollment Change** task or the **Open Enrollment Announcement**. You can also access this within **Personal** under the **Benefits and Pay Hub** and select **Benefit Event: Open Enrollment** task.
2. Select either **Let's Get Started** or **Continue** to access open enrollment.
3. Within each benefit, select **Manage** or **Enroll** to update or change your current benefit elections, as shown in the example image below. Your current insurance and retirement elections will continue into the following plan year if no changes are made, however, Flexible Spending Accounts (FSA) require an active re-enrollment.



4. For each benefit plan selection, choose **Select** if you want to enroll or **Waive** if you don't want to enroll. View general instructions for more plan information. As shown in the example image below.



5. Select Confirm and Continue.
6. Review and modify dependent coverage, if needed. Workday will list existing dependents automatically. A clear check box next to the dependent means not selected for coverage. A checked box next to the dependent means selected for coverage. Click each check box to designate your coverage selections. As shown in the example image below.

# Benefits: Navigate Open Enrollment for Desktop

## Employee

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage \* Employee + 2 or More

Plan cost per paycheck \$44.45

[Add New Dependent](#)

4 items

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Spouse Mermaid	Spouse	01/01/1975
<input checked="" type="checkbox"/>	Middle Mermaid	Child	01/01/2009
<input checked="" type="checkbox"/>	Oldest Mermaid	Child	01/01/2006
<input checked="" type="checkbox"/>	Youngest Mermaid	Child	01/01/2012

7. Once satisfied with coverage selections, click **Save**.

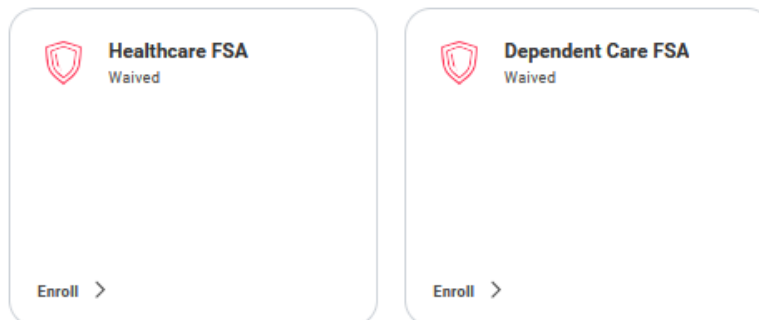
## How to Add Dependents

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

1. To add a new dependent, select the **Add New Dependent** button.
2. Complete all required information and click **Save**.

## Healthcare FSA and Dependent Care FSA

1. Return to the Health Care and Accounts section.
2. Choose **Enroll** to enroll in the Healthcare FSA and Dependent Care FSA, as shown in the example image below.



3. Choose **Select** if you want to enroll or **Waive** if you don't want to enroll in the FSAs.
4. Select Confirm and Continue.
5. Enter the amount you want to contribute.
6. Select **Save**.

# Benefits: Navigate Open Enrollment for Desktop

## Employee

### Designate Life Insurance Beneficiaries

If you do not currently have life insurance beneficiaries designated within Workday, you will be required to designate one or more beneficiaries for the **Basic Life and AD&D** plan during open enrollment. An option to add primary and secondary beneficiaries is available.

From the Insurance and Retirement section:

1. Choose Manage under Basic Life and AD&D.
2. Select Confirm and Continue.
3. If you have primary or secondary beneficiaries designated already, they will be listed here. You can make changes by selecting the **Remove Row** icon (-) next to their name to remove a beneficiary or select the **Add Row** icon (+) to add a primary or secondary beneficiary.
4. In the Beneficiary field, select the **prompt** icon to choose from **Existing Beneficiaries or Trust**. Or select **Add New Beneficiary or Trust** to add a new beneficiary or trust and complete all required information.
5. In the Percentage column, enter the percentage of benefits for each beneficiary so the total within the primary and secondary sections equal 100%, as shown in the example image below.

*Primary Beneficiaries 1 item	
Beneficiary	Percentage
Spouse Mermaid	100

Secondary Beneficiaries 3 items	
Beneficiary	Percentage
Oldest Mermaid	33.34
Middle Mermaid	33.33
Youngest Mermaid	33.33

6. Select **Save**.

### Add and Manage Additional Benefits and Retirement

You can select optional benefits in the Insurance and Retirement section, such as Voluntary Life Insurance, Voluntary AD&D, 403(b), Retiree Health Care Savings Plan or IRA.

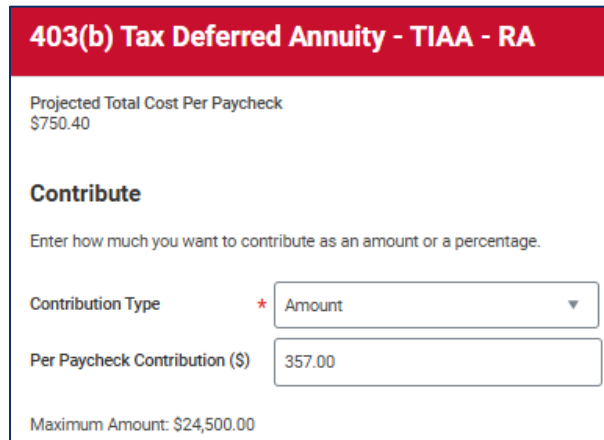
From the Insurance and Retirement section:

1. Choose **Manage** or **Enroll** for each additional benefit you would like to update or enroll in.
2. Choose **Select** or **Waive** for each benefit plan, as needed.

# Benefits: Navigate Open Enrollment for Desktop

## Employee

3. Select Confirm and Continue.
4. Complete the necessary election criteria, as shown in the retirement example image below.

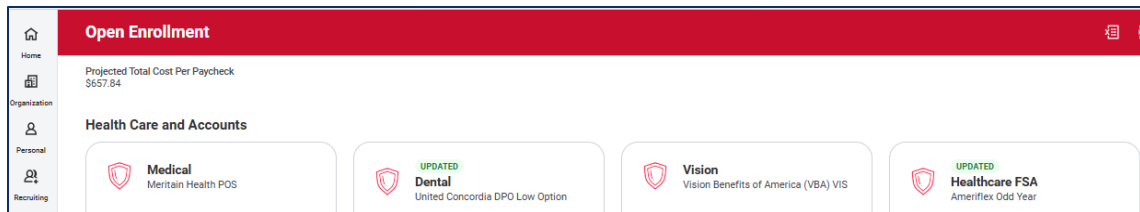


The screenshot shows a form titled "403(b) Tax Deferred Annuity - TIAA - RA". At the top, it displays "Projected Total Cost Per Paycheck \$750.40". Below this is a section titled "Contribute" with the instruction "Enter how much you want to contribute as an amount or a percentage." There are two input fields: "Contribution Type" with a dropdown menu set to "Amount" and "Per Paycheck Contribution (\$)" with a text box containing "357.00". At the bottom, it states "Maximum Amount: \$24,500.00".

5. Select **Save**.

## Complete Your Open Enrollment

1. Back at the Open Enrollment page, you can review your elections for accuracy. Your projected total cost per paycheck is located at the top of the screen, as shown in the example image below.



The screenshot shows the "Open Enrollment" page. At the top, it displays "Projected Total Cost Per Paycheck \$657.84". Below this is a section titled "Health Care and Accounts" with four cards: "Medical Meritain Health POS", "Dental United Concordia DPO Low Option" (marked as UPDATED), "Vision Vision Benefits of America (VBA) VIS", and "Healthcare FSA Ameriflex Odd Year" (marked as UPDATED). A sidebar on the left contains navigation icons for Home, Organization, Personal, and Recruiting.

2. Once you have finished reviewing and updating your coverage information, select **Review and Sign**.
3. On the View Summary page, do a thorough review of your open enrollment **selected benefits**, the **coverage column**, the **dependents** listed on your insurance coverage and the **beneficiaries** listed on your Basic Life and AD&D plan, to ensure everything is correct. Scroll to the bottom and select the **I Accept** checkbox to complete your open enrollment, as shown in the image below, to confirm your electronic signature, as required. Entering comments and attachments are optional.

# Benefits: Navigate Open Enrollment for Desktop

## Employee

**Attachments**

Drop files here

or

Select files

**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 Accept

enter your comment

Submit Cancel

4. Select **Submit** to complete the open enrollment task. A confirmation page displays.
5. You are now finished. You can either click **Done** or select the **View 2026 Benefits Statement** button to view and print the benefits statement. Select the **PDF** icon to generate a PDF version for your electronically signed records. This will be helpful to have available if you want to enter in your open enrollment selections into Model My Pay (see below).

## Return To Open Enrollment

Throughout open enrollment, you can go back in to make any revisions to your selections, as needed. Go to **Personal Icon** and select **Benefits and Pay Hub**, under **Benefits Event: Open Enrollment** click **Edit** to reopen open enrollment. You can also click on the **Open Enrollment Announcement** at any time during open enrollment to reopen open enrollment to manage your selections, as needed, until open enrollment closes. Once you have finished reviewing and updating your coverage information, select **Review and Sign**, select the **I Accept** checkbox, and select **Submit**.

## Optional Resources

Throughout open enrollment, you may find in your Workday notifications a **Journey for Open Enrollment** which includes steps to help support and guide you in completing open enrollment.

**Model My Pay** task (available from the Search Bar) or (available from Personal > Benefits and Pay HUB under Pay > Payments) – Use the **Model My Pay** task in Workday to explore *hypothetical* changes to your pay—such as deductions, taxes, or earnings—without changing your actual payroll data. This tool helps you estimate how changes may affect your net pay for a single pay period. *Please note that these figures are estimates intended to illustrate the potential impact of changes on your pay. They may not be fully accurate and should not be relied upon for financial decision-making.* A separate job aid is available to walk you through how to use the various functions within Model My Pay.

For assistance with Open Enrollment, contact Human Resource Services at [hrservices@dickinson.edu](mailto:hrservices@dickinson.edu).

For technical assistance, contact the HelpDesk at [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu).