

# Benefits: Navigate Open Enrollment for Mobile

Employee




## Open Enrollment Steps for Mobile

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.

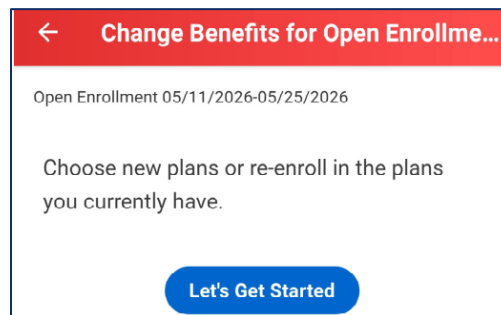
### Select Your Benefits

From your Home page:

1. Click either the Open Enrollment Announcement or select the My Tasks icon and select the Change Benefits for Open Enrollment task.

	<p><b>Note:</b> You can also access this through the <b>Menu</b>, under <b>Personal</b>, within the <b>Benefits and Pay Hub</b>. Select the <b>Benefit Event: Open Enrollment</b> task.</p>
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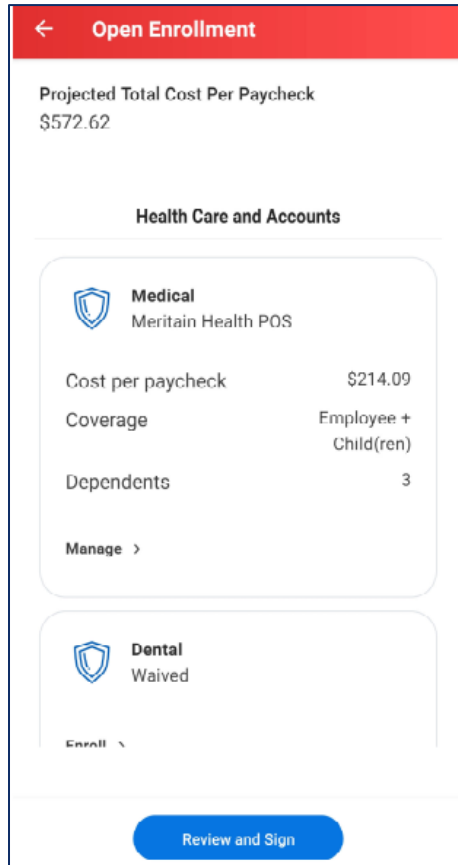
2. Select either **Let's Get Started** or **Continue** to access open enrollment, as shown in the image below.



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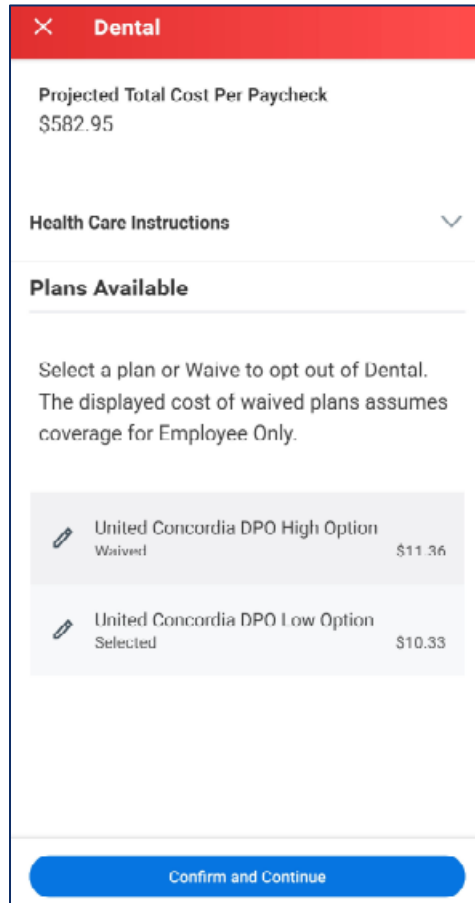
- The Open Enrollment page displays, as shown in the image below. Within each benefit, select **Manage** or **Enroll** to update or change your current benefit elections. *Your current insurance and retirement elections will continue into the following plan year if no changes are made, however, Flexible Spending Accounts (FSA) require active re-enrollment.*



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- For each benefit plan selection, view general instructions for more plan information and click the desired plan, as shown in the image below.



- Choose **Select** if you would like to enroll and **Waive** if you do not wish to enroll.
- Select Confirm and Continue.

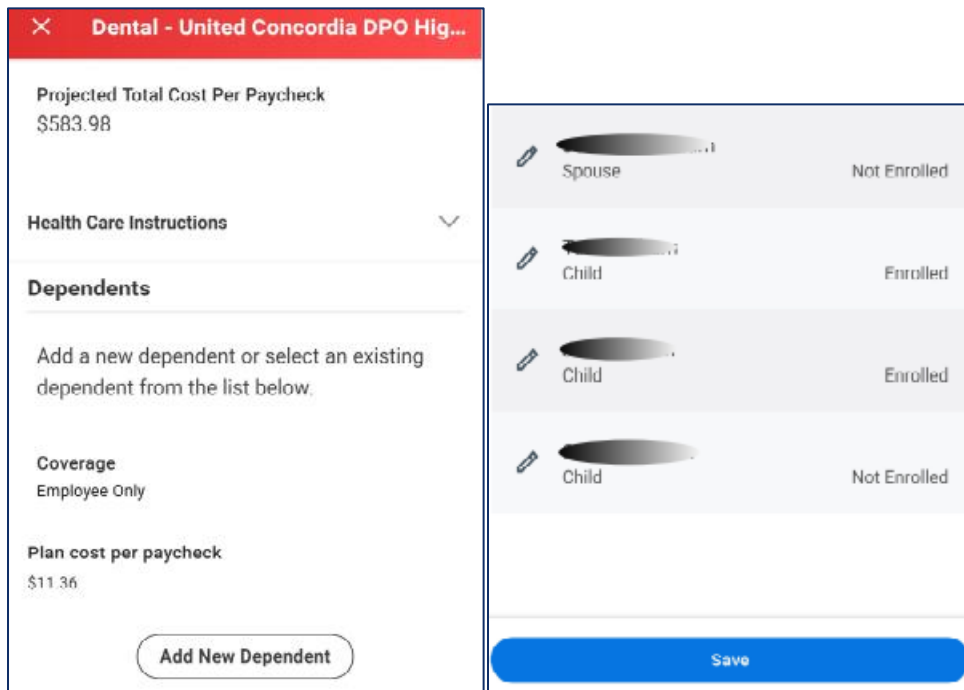
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### Add or Modify Dependents

During open enrollment, you may add new dependents or select from existing dependents when enrolling in or modifying a benefit plan. Review and modify dependent coverage as needed.

1. Workday will list existing dependents automatically. Select the desired dependent to edit their enrollment status by selecting the box next to **Select** to indicate **Enrolled** or **Not Enrolled** for that dependent. *An empty unchecked box on the dependent screen indicates they are not selected for coverage, while a blue checked box indicates they are selected.* As shown in the example image below.



Relationship	Enrollment Status
Spouse	Not Enrolled
Child	Enrolled
Child	Enrolled
Child	Not Enrolled

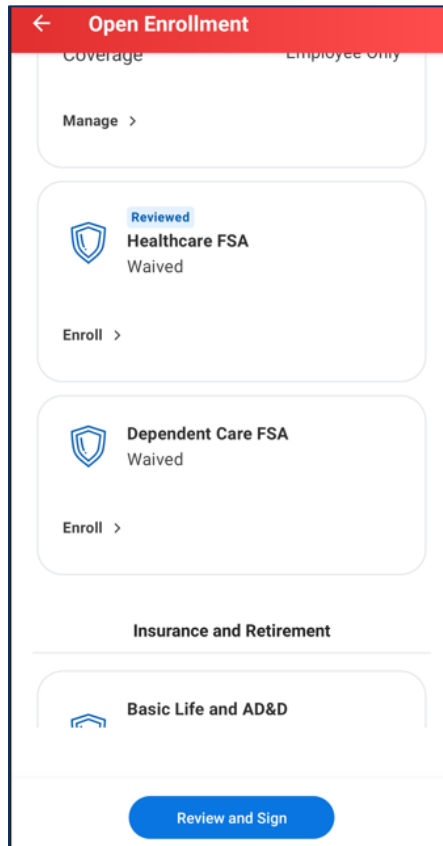
2. To add a new dependent, select the **Add New Dependent** button and complete all required information, click **Save**.
3. Once satisfied with coverage selections, click **Save**.

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### Healthcare FSA and Dependent Care FSA

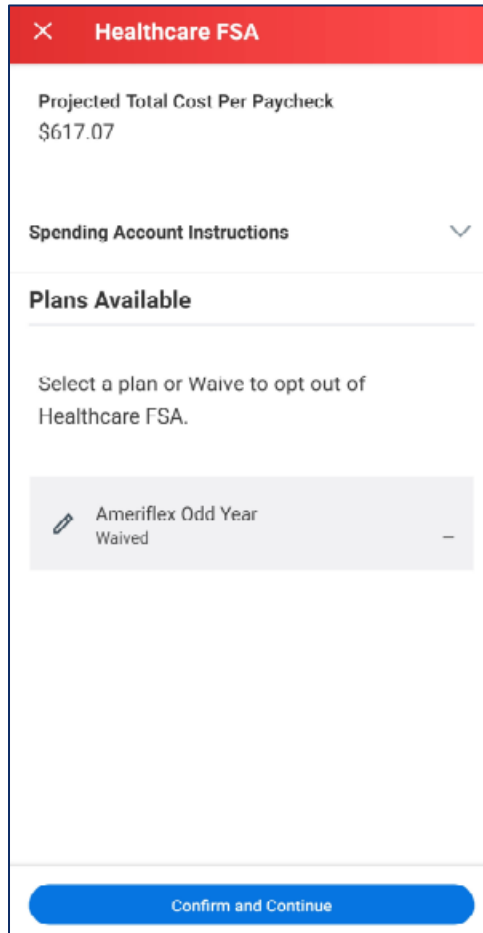
1. Return to the Health Care and Accounts section.
2. Choose **Enroll** to enroll in the Healthcare FSA and Dependent Care FSA, as shown in the image below.



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3. View general instructions for more plan information and click the desired plan, as shown in the image below.



4. Choose **Select** if you would like to enroll and **Waive** if you do not wish to enroll.
5. Select Confirm and Continue.
6. Enter the amount you would like to contribute.
7. Select **Save**.

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### 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. To make updates, select either **Add New** or the desired **beneficiary** you want to edit. You may remove an existing beneficiary by selecting **Delete** or add a new primary or secondary beneficiary by selecting **Add New**.
4. In the Beneficiary **prompt**, you can select **Add New Beneficiary or Trust**, or choose an existing beneficiary or trust.
5. In the Percentage, enter the benefit percentage allocated to each beneficiary, ensuring that the totals within both the primary and secondary sections equal 100%.
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:

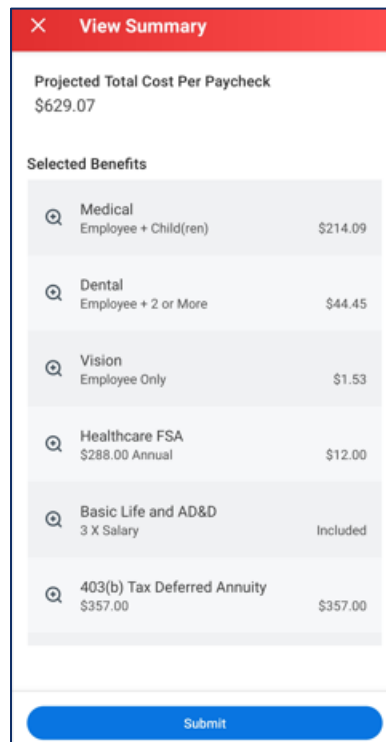
1. Choose **Manage** or **Enroll** for each additional benefit you would like to update or enroll in.
2. View general instructions for more plan information and click the desired plan.
3. Choose **Select** if you would like to enroll and **Waive** if you do not wish to enroll.
4. Select Confirm and Continue.
5. Complete the necessary election criteria.
6. Select **Save**.

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### Complete Your Open Enrollment

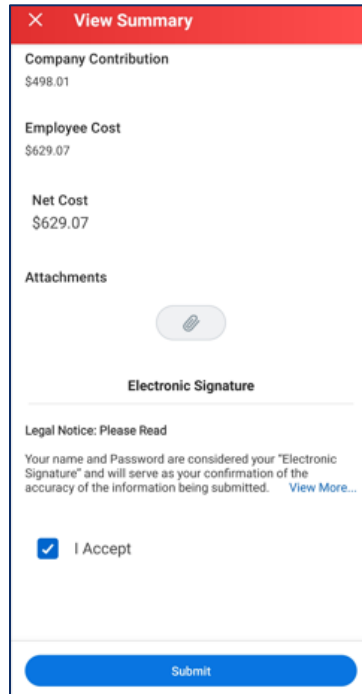
1. On the Open Enrollment page, you can review your elections for accuracy. Your projected total cost per paycheck is located at the top of the screen. Once you have finished reviewing and updating your coverage information, select **Review and Sign**.
2. On the View Summary page, you can thoroughly review your open enrollment **selected benefits** by selecting each benefit to expand the details regarding coverage level, enrolled **dependents** on insurance and **beneficiaries** listed on Basic Life and AD&D, to ensure everything is correct, as shown in the image below.



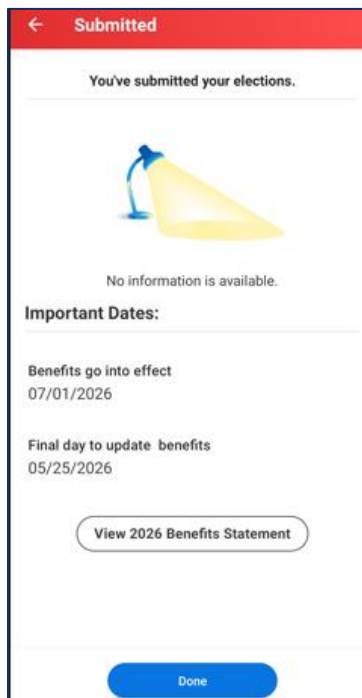
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3. Scroll to the bottom and select the **I Accept** checkbox to complete your open enrollment, as shown in the image below, to confirm your electronic signature, as required. Entering attachments is optional.



4. Select **Submit** to complete the open enrollment task. A submitted page displays, as shown in the image below.



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5. You are now finished. You can either click Done or View 2026 Benefits Statement and select the expand arrows to view all elected coverages and enrollment details. This will be helpful to have available if you want to enter in your open enrollment selections into Model My Pay (see below).
6. You can either **close out of the mobile app** or click the **Back to Event** button to access open enrollment again.
7. Throughout open enrollment, you can go back in to make any revisions to your selections, as needed. Go to **Menu**, under **Personal**, within the **Benefits and Pay Hub**. Select the **Benefit Event: Open Enrollment** task. 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** in Workday is a feature 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 for Desktop is available to walk you through how to use the various functions within [Model My Pay](#).

For assistance with Model My Pay, 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).