

## How to Log into Workday

If you **have a work provided device** (computer/phone), access the Workday website. You will not need an additional password, single sign on will allow you to access your profile.

If you **do not have a work provided device**, you will need your Workday Username and Password. You may access the same Workday website; however you will need to enter your Username and Password.

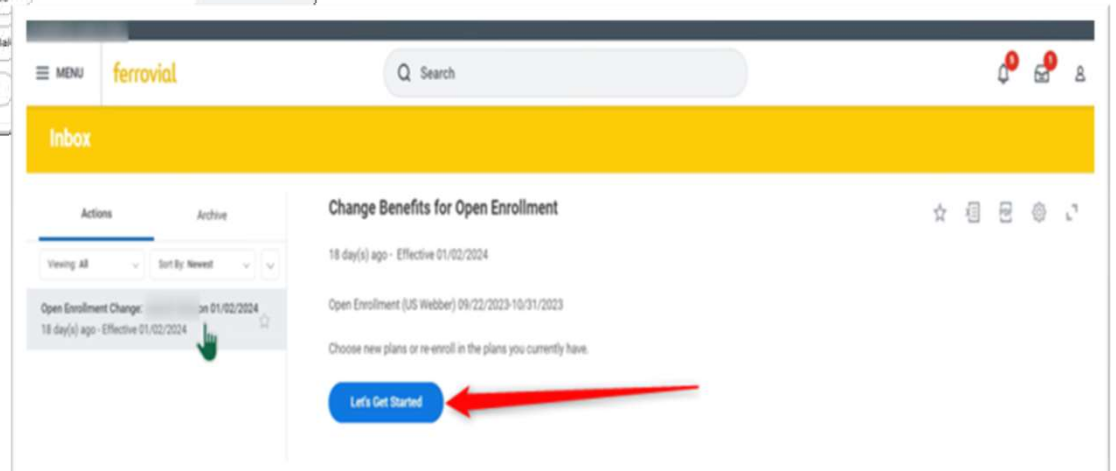
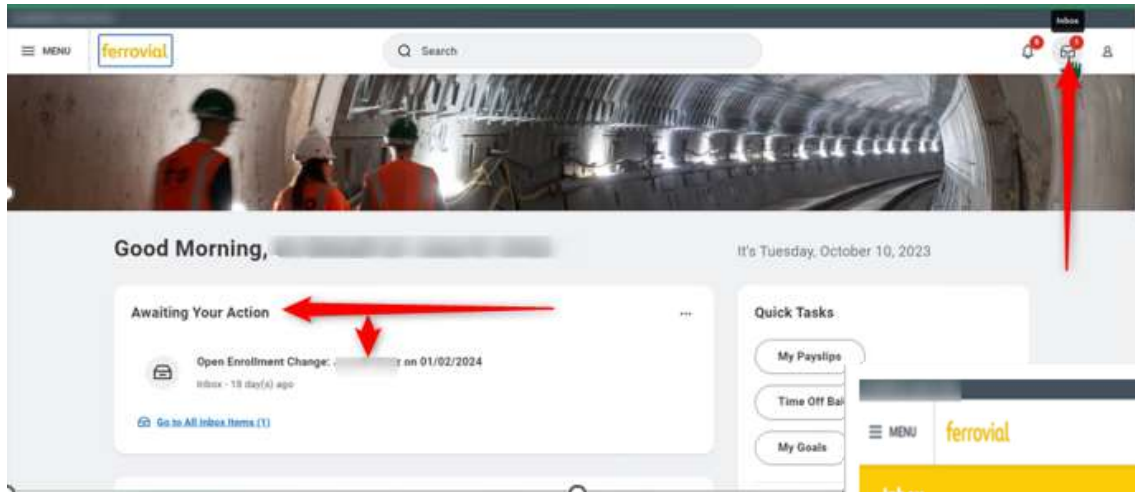
- Usernames – If you do not know your username, contact your HR Operation Specialist or your HR Business Partner to assist with providing the information.
- Employees were sent an email with their log in information check your spam/junk folder. This email was sent directly from Spain in September 2023.

## Workday Website:

<https://wd3.myworkday.com/ferrovial/d/home.html>

## Workday Open Enrollment Instructions







Access Open Enrollment from your inbox OR from the Awaiting Your Action Tile. Then Click on “Let’s Get Started”.












# Workday Open Enrollment Instructions

Here you will see all the benefits you are eligible for.




**Health Care and Accounts**

 <b>Medical</b> [Redacted] United Healthcare HDHP HSA Plan(Group 3, Group 4) Cost per paycheck \$13.20 Coverage Employee Only Manage	 <b>Dental</b> [Redacted] United Healthcare PPO Low Plan (Group 1, Group 2, Group 3, Group 4) Cost per paycheck \$6.01 Coverage Employee Only Manage	 <b>Vision</b> [Redacted] Waived Enroll
 <b>Health Savings Account</b> [Redacted] Waived Enroll	 <b>Healthcare FSA</b> [Redacted] Waived Enroll	 <b>Dependent Care FSA</b> [Redacted] Waived Enroll

**Insurance**

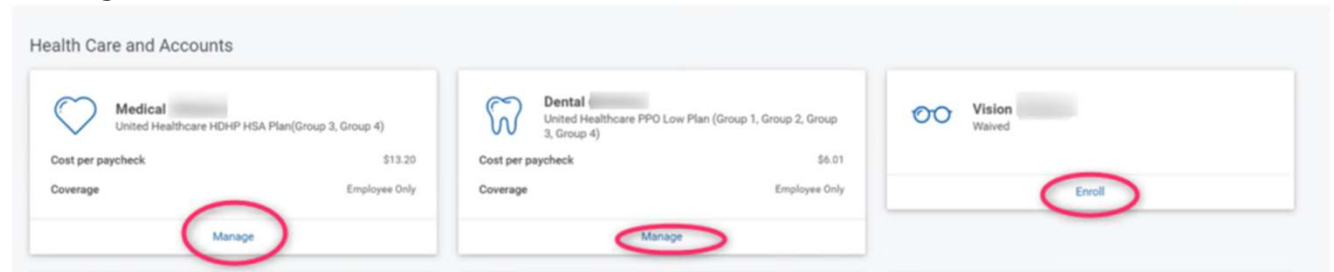
 <b>Group Term Life/AD&amp;D</b> [Redacted] Prudential (Employee) Cost per paycheck Included Coverage \$50,000 Manage	 <b>Voluntary Life - Employee</b> [Redacted] Waived Enroll	 <b>STD</b> [Redacted] Waived Enroll
 <b>LTD</b> [Redacted] Waived Enroll	 <b>Critical Illness - Employee</b> [Redacted] Waived Enroll	 <b>Voluntary Life - Spouse</b> [Redacted] Waived Enroll
 <b>Voluntary Life - Child(ren)</b> [Redacted] Waived Enroll	 <b>Critical Illness - Spouse</b> [Redacted] Waived Enroll	 <b>Critical Illness - Children</b> [Redacted] Waived Enroll

**Additional Benefits**

 <b>Hospital Indemnity</b> [Redacted] Waived Enroll	 <b>Identity Theft</b> [Redacted] Waived Enroll	 <b>Accident</b> [Redacted] Prudential Cost per paycheck \$3.23 Coverage EE Manage
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## Workday Open Enrollment Instructions – Medical, Dental, Vision

Click on “Enroll” or “Manage” to make your changes  
(manage will display after you’ve made a change to the benefit or if you’re already enrolled)



Select or Waive the Benefit Option, then  
click “Confirm and Continue”

**Medical (Webber)**

Projected Total Cost Per Paycheck  
\$22.44

**Plans Available**  
Select a plan or Waive to opt out of Medical (Webber). The displayed cost of waived plans assumes coverage for Employee Only.

2 items

*Selection	Benefit Plan Details	You Pay (Weekly)	Company Contribution (Weekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Healthcare EPO Base Plan (Group 3, Group 4)	\$68.20	\$0.00
<input checked="" type="radio"/> Select <input type="radio"/> Waive	United Healthcare HDHP HSA Plan(Group 3, Group 4)	\$13.20	\$0.00

**Health Care Instructions**

**Important Information**

When you select Medical (Webber) - United Healthcare HDHP HSA Plan(Group 3, Group 4), you can also select Health Savings Account (Webber) - Optum Bank. If you waive any of these: Medical (Webber) - United Healthcare HDHP HSA Plan(Group 3, Group 4), Workday automatically waives any of these: Health Savings Account (Webber) - Optum Bank.

**Confirm and Continue** Cancel

The enrollment process for medical, dental and vision is the same.

## Workday Open Enrollment Instructions – Adding a Dependent

You can add a dependent if applicable. Select Add New Dependent, then click “Save”. Then Click “OK” on the pop up box.

**Medical (Webber) - United Healthcare HDHP HSA Plan (Group 3, Group 4)**

Projected Total Cost Per Paycheck  
\$22.44

**Dependents**

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

Coverage  Employee Only

Plan cost per paycheck \$13.20

**Add New Dependent**

**Save** **Cancel**

**Medical (Webber) - United Healthcare HDHP HSA Plan (Group 3, Group 4)**

Projected Total Cost Per Paycheck  
\$22.44

**Dependents**

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

Coverage  Employee Only

Plan cost per paycheck \$13.20

**Add New Dependent**

**Save** **Cancel**

**Add My Dependent From Enrollment**

Instructional Text  
Click OK to add dependents.

**OK** **Cancel**

## Workday Open Enrollment Instructions – Adding a Dependent

Complete all of the required fields, which are noted with a red asterisk. Best practice is to add SSN for all dependents if you have them.

### Add My Dependent From Enrollment

#### Name

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

#### Personal Information

Relationship \*

Date of Birth \*

Age (empty)

Gender \*

Citizenship Status

Country of Birth

Region of Birth

City of Birth

Full-time Student

Student Status Start Date

#### National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

#### Address

Use Existing Address

Country \*

Address Line 1

Address Line 2

City

State

Postal Code

County

#### Phone & Email

Country Phone Code

Phone Number

Phone Extension

Email Address

## Workday Open Enrollment Instructions – Adding a Dependent

IMPORTANT – After you have added your dependent, be sure the blue box next to the dependent is checked to add them to coverage, then click “Save”.

Medical - United Healthcare HDHP HSA Plan(Group 3, Group 4)

Projected Total Cost Per Paycheck  
\$59.24

### Dependents

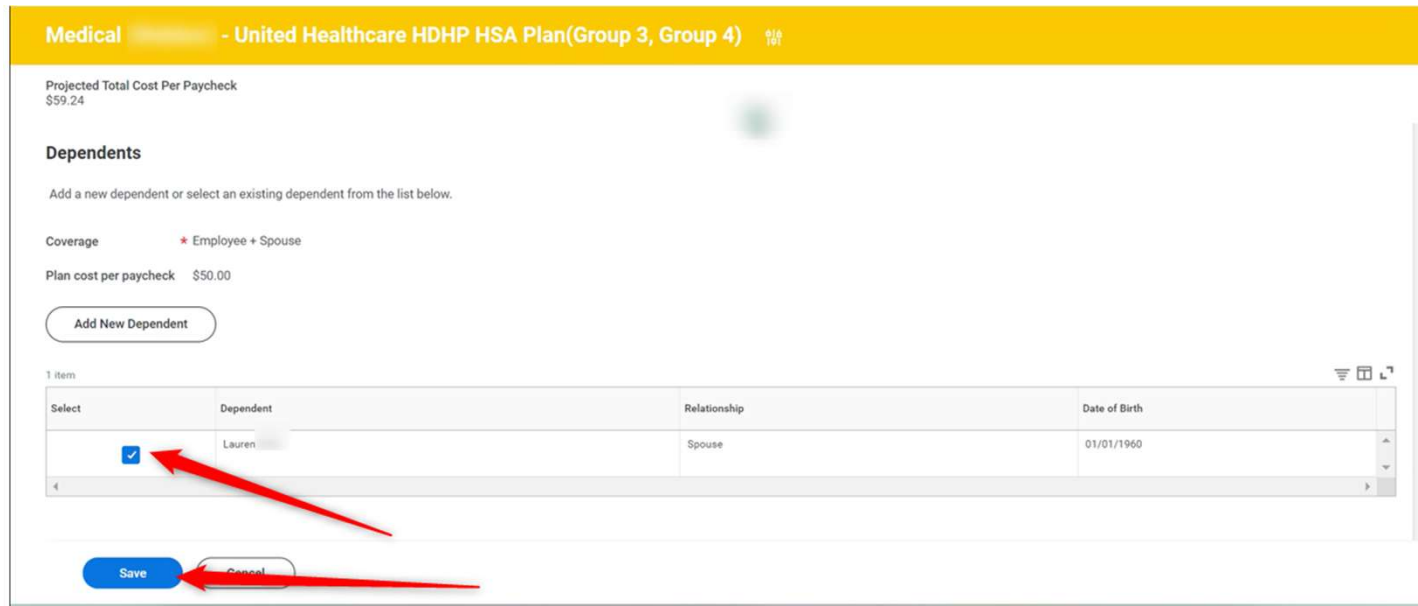
Add a new dependent or select an existing dependent from the list below.

Coverage \* Employee + Spouse

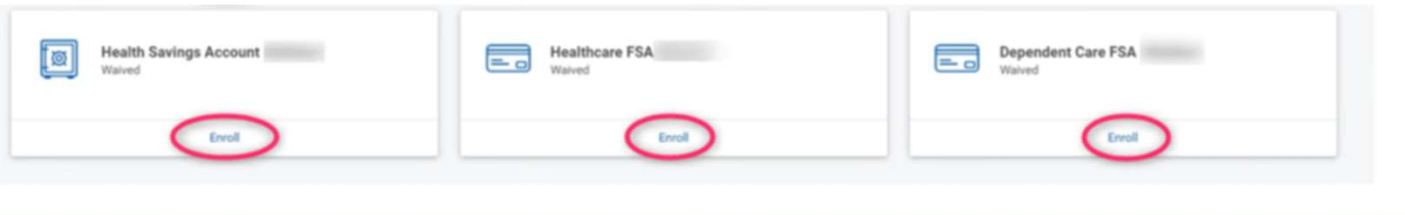
Plan cost per paycheck \$50.00

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Lauren	Spouse	01/01/1960



## Workday Open Enrollment Instructions – FSA / HSA



For the Health Saving Account or Flexible Spending Account, you can elect the per pay period amount or the annual amount you would like withheld. Click “Save”.

If you are enrolled in the HD1 or HD2 you will be auto enrolled into the Health Saving Account, you may elect an additional contribution. If you are enrolled in the EPO1 or EPO2 you may enroll in the Healthcare FSA. You cannot elect both.

The screenshot shows the 'Contribute' section for a Health Savings Account. It includes input fields for 'Per Paycheck' (0.00) and 'Annual' (1,200.00) contributions, with currency symbols (€) and a 'Remaining Paychecks' field (0). A 'Maximum Annual Amount' of \$8,300.00 is displayed. A 'Summary' section shows 'Annual Company Contribution' (\$1,200.00 / €1,100.01) and 'Total Annual HSA Contribution' (\$2,400.00 / €2,200.02). A 'Beneficiaries' section is also visible. Red arrows point to the 'Per Paycheck' and 'Annual' input fields, and the 'Save' button at the bottom.

**Contribute**

Per Paycheck  €0.00

Annual  \$1,200.00 Remaining Paychecks 0

Maximum Annual Amount: \$8,300.00

**Summary**

Annual Company Contribution	\$1,200.00	€1,100.01
Total Annual HSA Contribution	\$2,400.00	€2,200.02

**Beneficiaries**

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
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**Save** **Cancel**



## Workday Open Enrollment Instructions – Group Term Life/Adding a Beneficiary

Group Term Life Insurance is an Employer Paid benefit that requires a Beneficiary. You **MUST** add a Beneficiary to complete your enrollment.

**Group Term Life/AD&D**

Projected Total Cost Per Paycheck  
\$59.24

**Plans Available**

1 item

*Selection	Benefit Plan Details	You Pay (Weekly)	Company Contribution (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Prudential (Employee)	Included	\$1.27

**Confirm and Continue** **Cancel**

Click the Plus (+) sign to add a beneficiary. Once you add a beneficiary, they will display here for all plans requiring a beneficiary, then select the type of beneficiary.

**Coverage**

Calculated Coverage \$50,000.00 €45,833.72

Coverage \$50,000

Plan cost per paycheck Included

**Beneficiaries**

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

\*Primary Beneficiaries

+ Add	Existing Beneficiary Persons	Existing Trusts	Add New Beneficiary or Trust	Search	Percentage
					0

\*Secondary Beneficiaries 0 items

+ Add	Beneficiary	Percentage
No Data		

## Workday Open Enrollment Instructions – Group Term Life/Adding a Beneficiary

Click “Continue”.

**Add New Beneficiary or Trust**

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

Add New Beneficiary  
 Add New Trust

**Continue** **Cancel**

Complete all of the required fields, which are noted with a red asterisk. Click “Ok”.

**Add New Beneficiary or Trust**

Relationship \*  
Use as Beneficiary   
Date of Birth MM/DD/YYYY  
Age (empty)  
Gender  
Allow Duplicate Name   
Legal Name \*  
Country United States of America  
Prefix  
First Name \*  
Middle Name  
Last Name \*  
Suffix

Contact Information National IDs Additional Government IDs

**Group Term Life/AD&D - Prudential (Employee)**

Projected Total Cost Per Paycheck  
\$59.24

**Coverage**

Calculated Coverage	\$50,000.00	\$45,000.00
Coverage	\$50,000	
Plan cost per paycheck	Included	

**Beneficiaries**

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Beneficiary	Percentage
Julia	100

Secondary Beneficiaries

**Save**

Select the benefit percentage (must equal 100%), add any Secondary Beneficiaries (optional) and click “Save”.

## Workday Open Enrollment Instructions – Voluntary Life

If you wish to elect Spouse or Child coverage, you must elect Employee Voluntary Life. Evidence Of Insurability will be required for amounts over the Guaranteed Issue.

Insurance

<b>Group Term Life/AD&amp;D (Webber)</b> Prudential (Employee) Cost per paycheck: Included Coverage: \$50,000 Manage	<b>Voluntary Life - Employee (Webber)</b> Waived Enroll	<b>STD (Webber)</b> Waived Enroll
<b>LTD (Webber)</b> Waived Enroll	<b>Critical Illness - Employee (Webber)</b> Waived Enroll	<b>Voluntary Life - Spouse (Webber)</b> Waived Enroll
<b>Voluntary Life - Child(ren) (Webber)</b> Waived Enroll	<b>Critical Illness - Spouse (Webber)</b> Waived Enroll	<b>Critical Illness - Children (Webber)</b> Waived

Select the coverage amount.  
Then click the Plus (+) sign to  
add your beneficiary and Select  
the benefit percentage.  
Click “Save”.

**Voluntary Life - Employee - Prudential (Employee)**

Projected Total Cost Per Paycheck: \$59.24

**Coverage**

Calculated Coverage: \$220,000.00

Coverage:

Plan cost per paycheck: \$24.02

**Beneficiaries**

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

\*Primary Beneficiaries

- Beneficiary

Secondary Beneficiaries

**Coverage**

Your guaranteed coverage amount for Voluntary Life - Employee - Prudential (Employee) is \$0. Submit your Evidence of Insurability to Prudential to be considered for coverage if you are denied coverage.

Calculated Coverage: \$220,000.00

Coverage:

Plan cost per paycheck: \$24.02

**Beneficiaries**

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

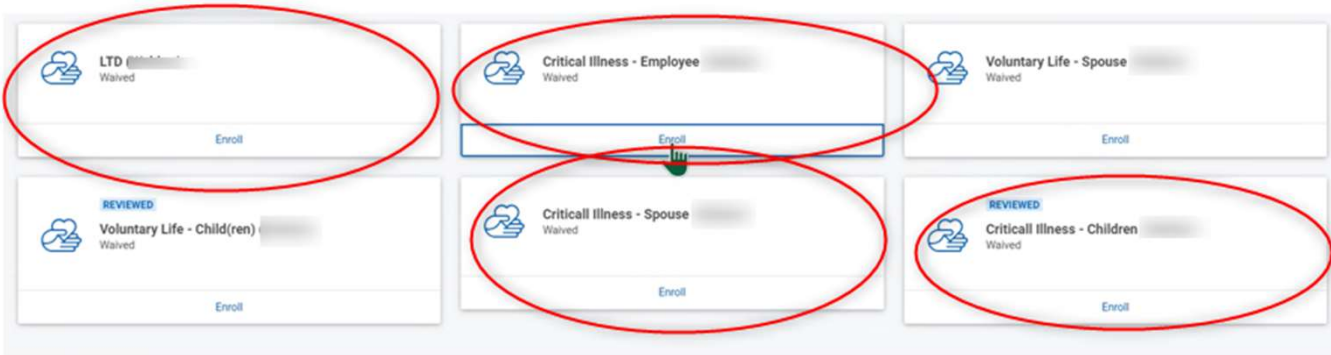
\*Primary Beneficiaries

- Beneficiary

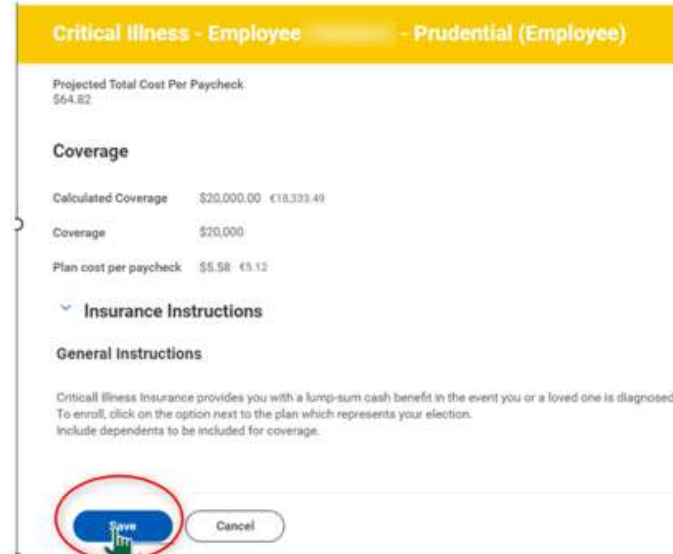
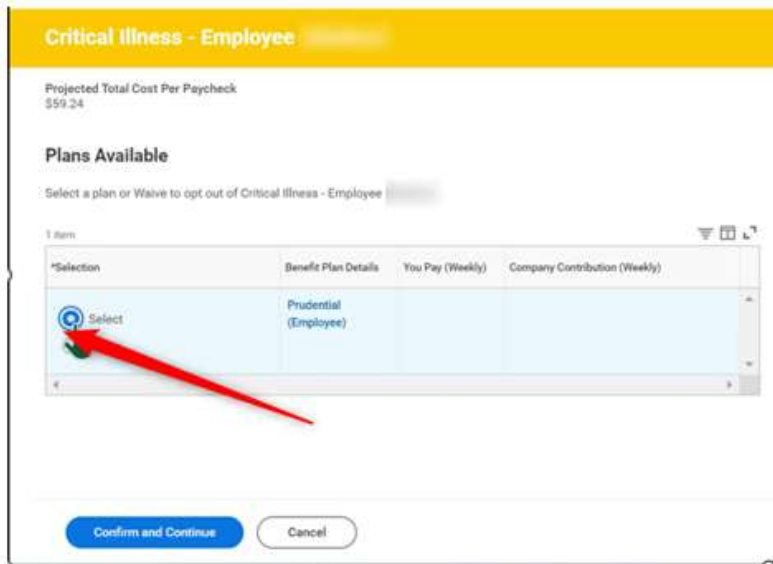
Secondary Beneficiaries

Save

## Workday Open Enrollment Instructions – Other Supplemental Benefits



Click “Enroll” for the Supplemental Benefit(s) you’d like to enroll in.  
Make your selections, then Click “Confirm and Continue”.  
Then click “Save”.



## Workday Open Enrollment Instructions – Review your Elections

Once you have completed your enrollment, scroll to the bottom of the page and click “Review and Sign”. You can also Save and Complete Later; however this will not Submit your enrollment.

Review your elections, if everything is correct, click “Submit”.

The screenshot displays the Workday Open Enrollment interface. On the left, there are four benefit selection cards: 'Voluntary Life - Child(ren)' (REVIEWED, Waived), 'Critical Illness - Spouse' (UPDATED, Prudential (Spouse)), 'Hospital Indemnity' (Waived), and 'Identity Theft' (UPDATED, LifeLock Ultimate Plus). Each card has an 'Enroll' or 'Manage' button. At the bottom left, there are two buttons: 'Review and Sign' (highlighted with a red arrow) and 'Save for Later' (highlighted with a red arrow). On the right, a 'View Summary' panel shows the 'Projected Total Cost Per Paycheck' as \$79.26. Below this, a table lists the selected benefits with their respective coverage and deduction dates.

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical	01/02/2024	01/02/2024	Employee + Spouse
United Healthcare HDHP HSA Plan(Group 3, Group 4)			
Dental	01/01/2023	01/01/2023	Employee Only
United Healthcare PPO Low Plan (Group 1, Group 2, Group 3, Group 4)			
Health Savings Account	01/01/2023	01/01/2023	\$1,200.00 Annual
Optum Bank			
Group Term Life/AD&D	01/01/2023	01/01/2023	\$50,000
Prudential (Employee)			

At the bottom right of the summary panel, there are two buttons: 'Submit' (circled in red) and 'Cancel'.

## Workday Open Enrollment Instructions – Benefits Statement

A Confirmation screen will display, It is **HIGHLY RECOMMENDED** that you **SAVE a copy of your 2024 Benefits Statement**. If an error occurs after enrollment, you will be asked to provide your Benefits Statement. Errors cannot be corrected without this documentation.

The screenshot displays the Workday user interface for the Open Enrollment process. At the top, there is a navigation bar with a 'MENU' icon, the 'ferrovial' logo, a search bar, and notification icons. Below this is a yellow 'Submitted' banner. The main content area shows the message 'You've submitted your elections.' followed by 'Important Dates:' with two entries: 'Benefits go into effect 01/02/2024' and 'Final day to update benefits 10/31/2023'. A button labeled 'View 2024 Benefits Statement' is highlighted with a red circle and a mouse cursor. At the bottom of the page, a blue 'Done' button is also circled in red.

## Workday Open Enrollment Instructions - Additional Changes

If you decide after you submit your open enrollment elections to make additional changes, you can do so until Open Enrollment ends on November 13th. To access the Open Enrollment, Click the “Menu” Icon.

Select the “Benefits” tab, then “Change Open Enrollment”.

The screenshot displays the Workday user interface. At the top left, a red arrow points to the 'MENU' icon. A 'Menu' dropdown is open, showing a list of options: 'Requests', 'Benefits', 'Absence', 'Global Mobility Portal', 'Learning', and 'Employee's Stock Bonus Details'. A green hand icon points to the 'Benefits' option, which is circled in red. Below the menu, the main dashboard area shows 'Behalf of: [redacted]' and 'It's Tuesday, October 10, 2023'. A 'Quick Tasks' section includes 'My Payslips', 'Time Off Balance', and 'My Goals'. A 'Change' section contains buttons for 'Benefits', 'Dependents', and 'Beneficiaries'. A 'View' section contains buttons for 'Benefit Elections' and 'Benefit Elections as of Date'. Below these sections, a 'Current Cost' section shows '\$2,44'. At the bottom, a red arrow points to a dark button labeled 'Change Open Enrollment'.