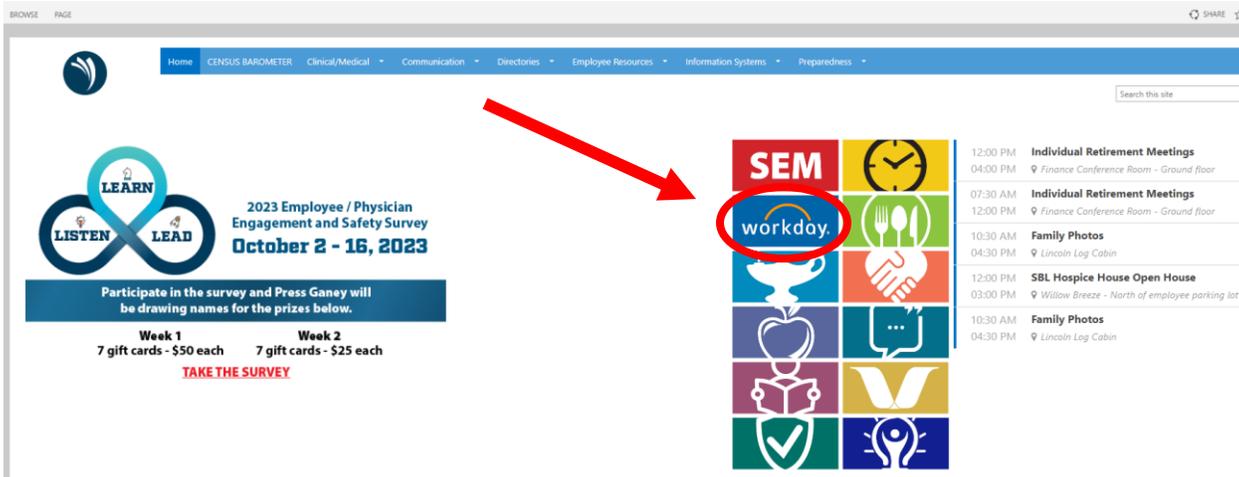
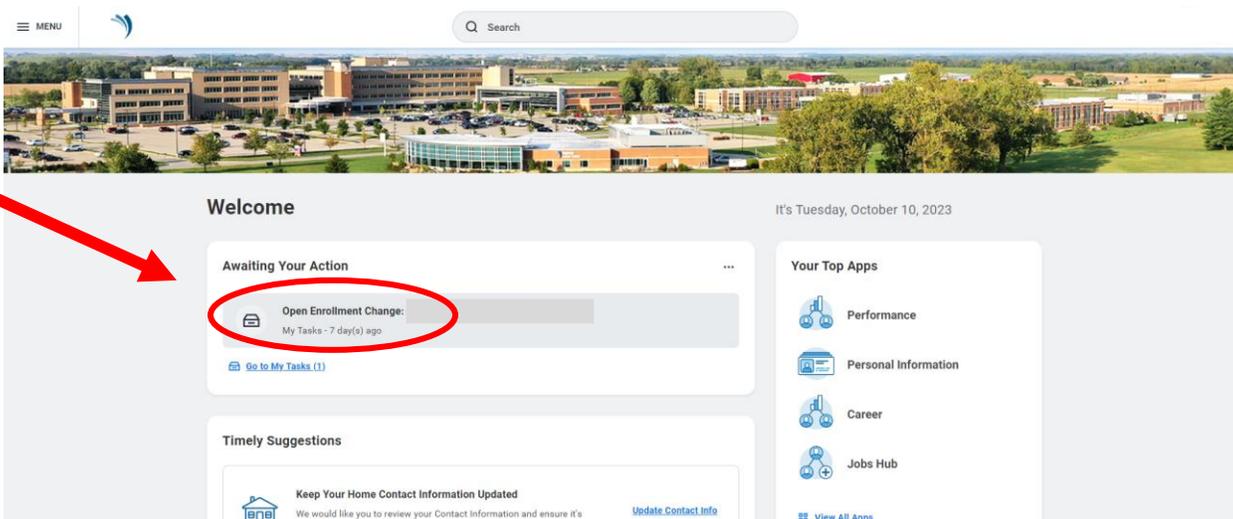


## 2025 Workday Open Enrollment – User Guide

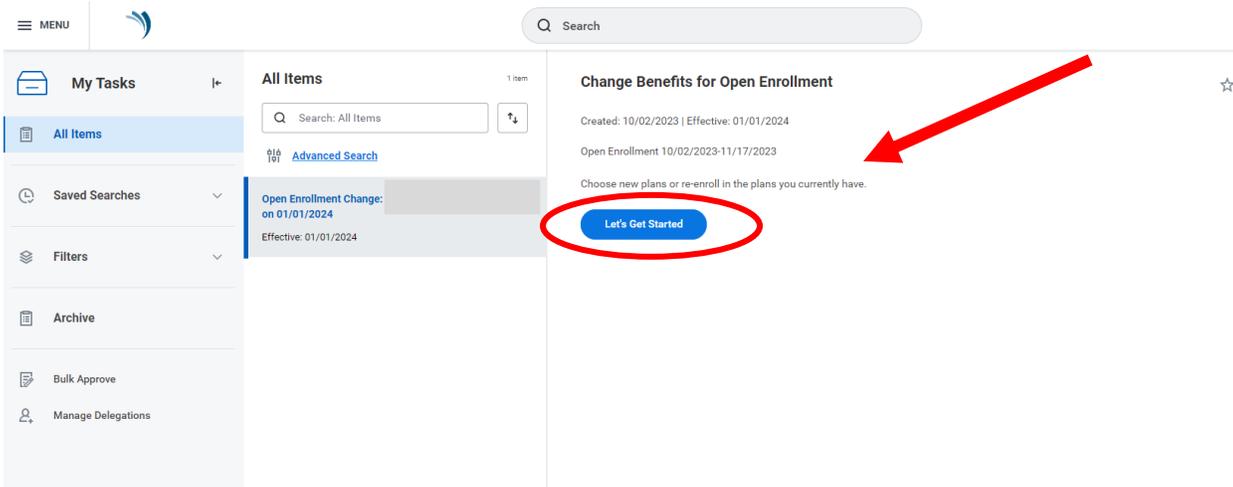
**Step 1.** Make your way to the Sarah Bush Lincoln Intranet, and click on the Workday icon: log into workday with your Sarah Bush Lincoln Email and Password.



**Step 2.** Click on the “Open Enrollment Change” located in the awaiting your action:

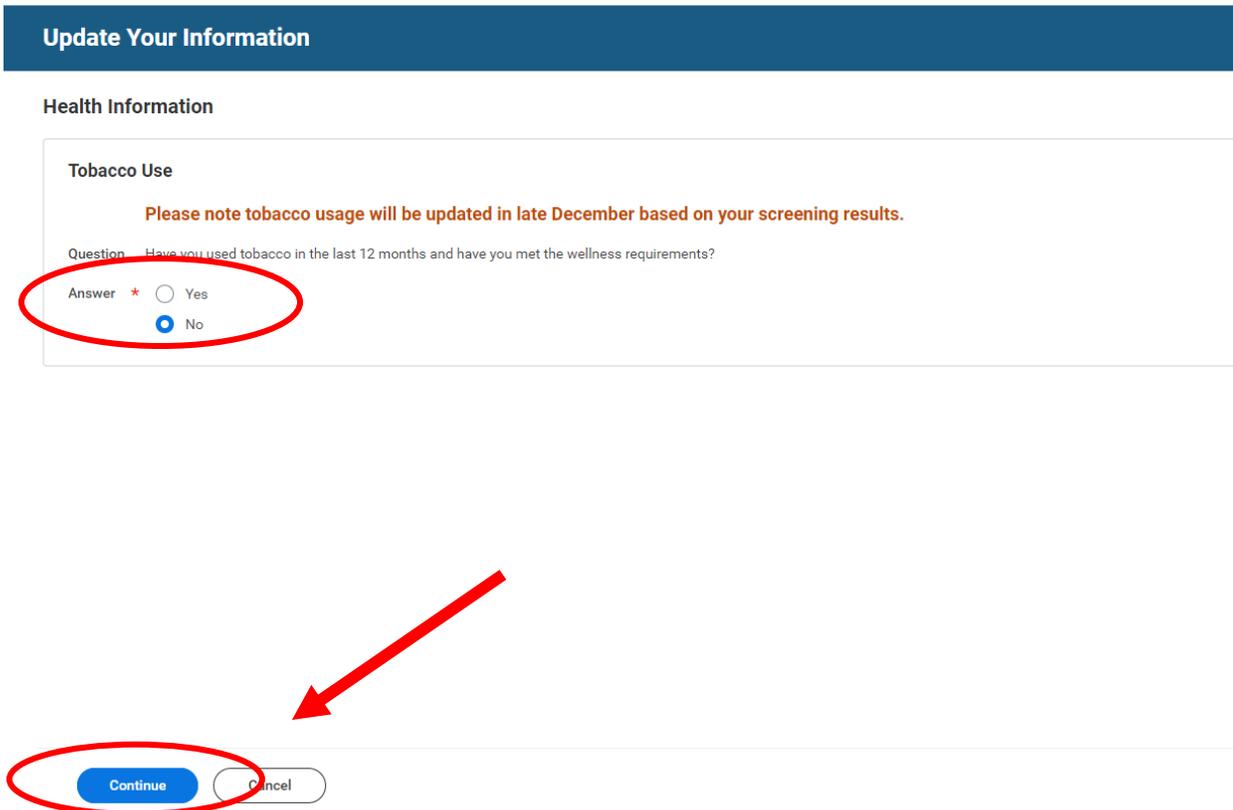


**Step 3. Click: Let's Get Started:**



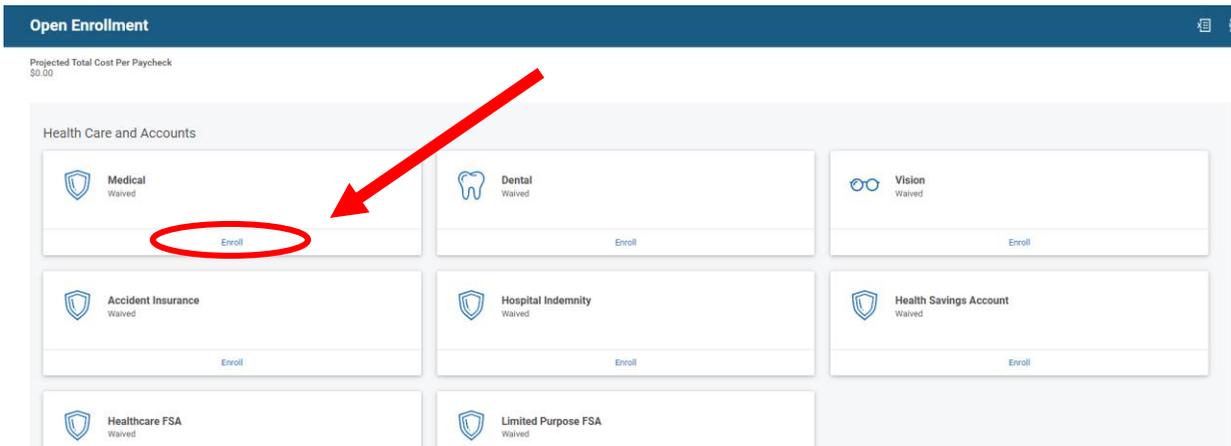
**Step 4. Updated Your Information:** Please note, for this open enrollment, rates will default to the standard rate for benefits. Wellness Data will be loaded after December 10<sup>th</sup>. At this point rates will be updated to the Nicotine Free Rate for Employees and spouses who met all of the requirements.

- Answer the questions with Yes, or No. Then press continue



**Step 5. Welcome to Open Enrollment:**

- Go thought and select each benefit you would like to change, and or make changes to for the 2025 benefit plan year.
- **FSA, and HSA Elections DO NOT carry over from the 2024 plan year. If you plan to contribute to one of these plans, PLEASE update this now.**
- Press the enroll button on each plan:



## Step 6. Enrolling

- After pressing the enroll button on each election, select which plan you would like to take.
- For this example we are using Medical: **Please select either PPO or HDHP then press confirm and continue**

**Medical**

Projected Total Cost Per Paycheck  
\$0.00

### Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

2 items ☰ ☐ ↗

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Consociate Health HDHP	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$62.23	\$310.16
Consociate Health PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$79.85	\$395.45

▼ **Hea**

**Importa**

When you  
Medical - t

**General**

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Link Bene

**Step 7.** Adding Dependents to the plan – Press Add New Dependent:

- Please have the following information for your dependents: FirstName, LastName, Address, Social Security Number, and DOB. Update all of this information. The other fields are not required.

## Medical - Consociate Health HDHP

Projected Total Cost Per Paycheck  
\$62.23

### Dependents

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

Coverage \* Employee Only

Plan cost per paycheck \$62.23

Add New Dependent

**Step 8. HDHP Requirement:**

- If you are enrolled in the high deductible health plan, it is a requirement that you elect the HSA you can elect \$0.00 into your HSA but it is a requirement for all enrolled in the HDHP
  - o Even if you do not want to continue you are required to put in \$0.00 contribution.
  - o To do this press select, and then confirm and continue on the HSA:

**Health Savings Account**

Projected Total Cost Per Paycheck  
\$62.23

**Plans Available**

Select a plan or Waive to opt out of Health Savings Account.

1 item ☰ ☐ 🔍

Benefit Plan	*Selection	You Contribute (Biweekly)	Company Contribution (Biweekly)
Consociate Health	<input checked="" type="radio"/> Select <input type="radio"/> Waive		

Health Savings Account Instruc

**Important Information**

When you select Medical - Consociate Health HD  
Medical - Consociate Health HDHP, Workday auto

### Step 9. Input your Savings Account Contributions

- HDHP users are required to put \$0.00 into their HSA contribution even if they do not wish to contribute. To do this: keep the per-paycheck, and the annual contributions at \$0.00.
- Those that do wish to contribute, please note the max does include what Sarah Bush Lincoln contributes to you HSA as well. You cannot contribute more than the max.
- Press SAVE

### Health Savings Account - Consociate Health

Projected Total Cost Per Paycheck  
\$62.23

**Contribute**

Per Paycheck  Annual

Remaining Paychecks 26

Maximum Annual Amount: \$3,950.00

**Summary**

Annual Company Contribution \$780.00  
Total Annual HSA Contribution \$780.00

**Step 10.** Update each of your benefits, or verify each of your elections:

- Once you are done updating your benefits press review and sign

The screenshot displays a grid of benefit selection cards. Each card includes a shield icon, the benefit name, the status (Waived), and an 'Enroll' button. The cards are:

- Voluntary AD&D - Employee (Waived)
- Voluntary AD&D - Spouse (Waived)
- Voluntary AD&D - Child (Waived)
- Critical Illness - Employee (Waived)
- Critical Illness - Child (Waived)
- Critical Illness - Spouse (Waived)
- Short Term Disability (STD) (Waived)

A central notification box with a close button (X) contains the following text:

**Your Health Savings Account changes have been updated, but not submitted**  
Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

**Review and Sign**   [Skip for Later](#)

**Step 11.** Scroll down to the bottom of the page and electronically sign the notice by check boxing: **I accept and submit**

### 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 provided.

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your pay the amount of the premium for the health, dental, vision, and Flexible Spending Account.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your election for the health, dental, vision, and Flexible Spending Account during the annual enrollment period.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account.
- 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 are currently enrolled.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other coverage, you understand that your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you will be required to re-enroll for medical insurance during the next annual enrollment period.

I Accept

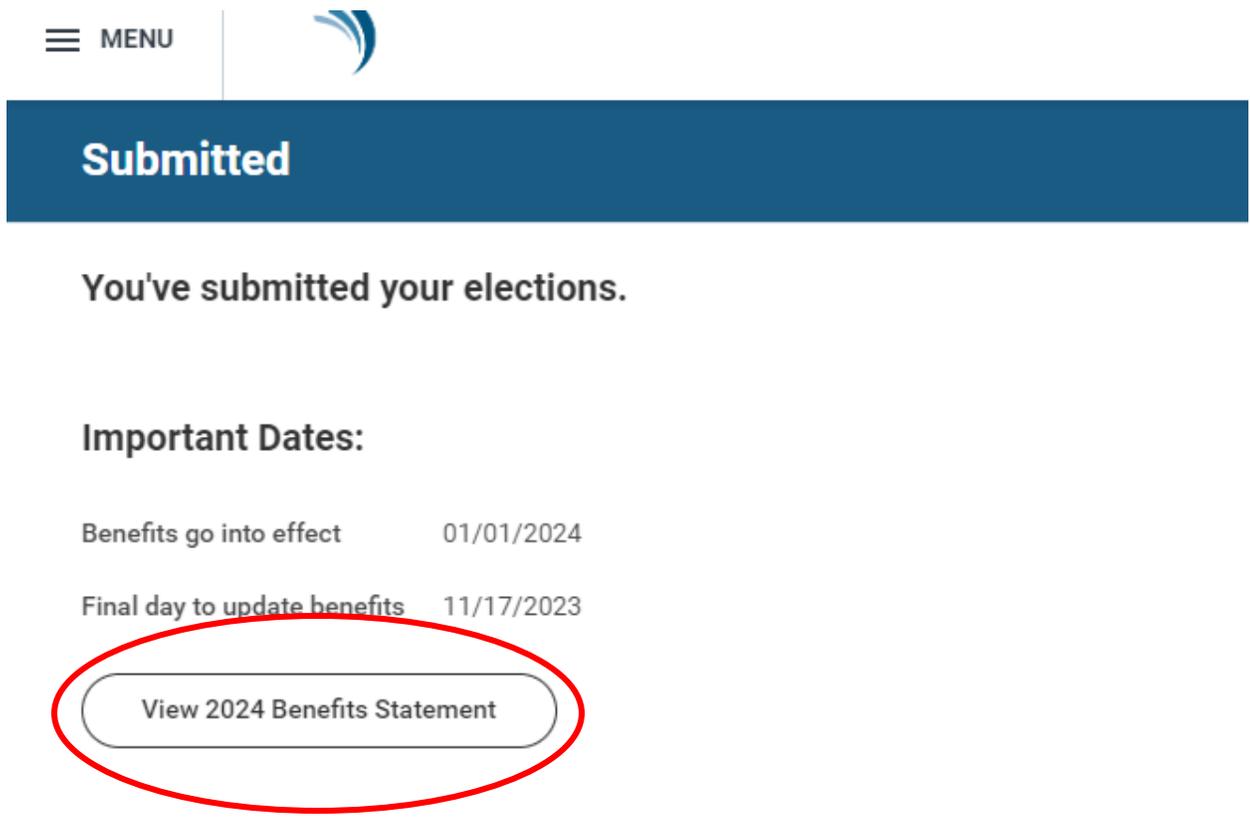
enter your comment

#### Process History

Submit

Cancel

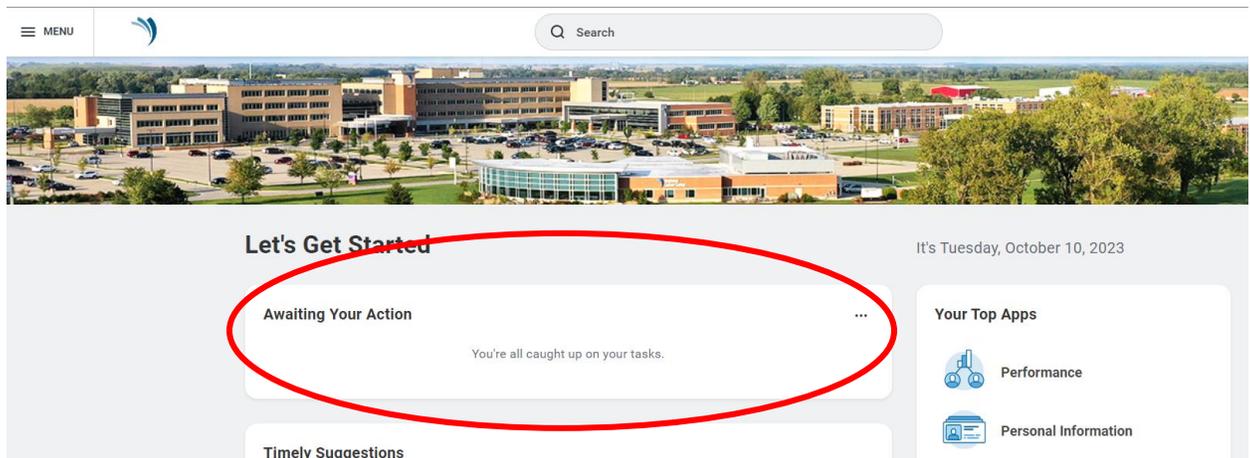
**Step 12.** Print your 2025 Benefits Statement



The screenshot shows the 'Submitted' page in the Workday system. At the top left, there is a 'MENU' button and a logo. A large blue banner at the top reads 'Submitted'. Below this, the text says 'You've submitted your elections.' Underneath, there is a section titled 'Important Dates:' with two entries: 'Benefits go into effect 01/01/2024' and 'Final day to update benefits 11/17/2023'. A button labeled 'View 2024 Benefits Statement' is circled in red.

**Step 13.** Review you Actions and Verify your Open Enrollment is submitted.

- Your actions should be empty:



The screenshot shows the Workday dashboard. At the top, there is a 'MENU' button, a logo, and a search bar. Below this is a large image of a campus. The main content area has a header 'Let's Get Started' and the date 'It's Tuesday, October 10, 2023'. A card titled 'Awaiting Your Action' is circled in red. The card contains the text 'You're all caught up on your tasks.' To the right of the card is a 'Your Top Apps' section with two items: 'Performance' and 'Personal Information'.