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Benefits Open Enrollment Field Non-Licensed

To Be Completed By: Non-Licensed Field Employees

Overview: This job aid contains the processes and best practices for enrolling in benefits during open enrollment for non-licensed field employees.

Information Needed:

- If adding beneficiaries or dependents, you must provide social security numbers, dates of birth, and addresses for those individuals.

Key Terms: **Click Here** to view a **glossary of key terms.**

- Open Enrollment Event - A type of enrollment event. This event controls the benefits open enrollment process. Unlike benefit event enrollment, which is triggered by a life event or job change, an open enrollment event applies to an entire employee population.
- Benefit Event - An event that gives you the opportunity to change your benefit elections. These include staffing changes (such as getting hired or promoted) and life events (such as getting married or having a child.)

References:
- BAYADA Benefits website: bayada.com/benefits

Keep in Mind:
- Please refer to the BAYADA Benefits website: bayada.com/benefits for a comprehensive review of your coverage options prior to proceeding. This job aid provides you with the step-by-step process to enroll in BAYADA benefits. It does not cover benefit election/option details.
- Benefits vary between full-time and part-time employees.
- If you miss enrollment, you must wait until the next open enrollment period or until you experience a benefit event, also known as a qualified life event (QLE), to make changes to your benefit elections.

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Procedures:

🛑 Before completing this job aid, ensure you have reviewed the *Navigating Workday* job aid so you are comfortable navigating through Workday.

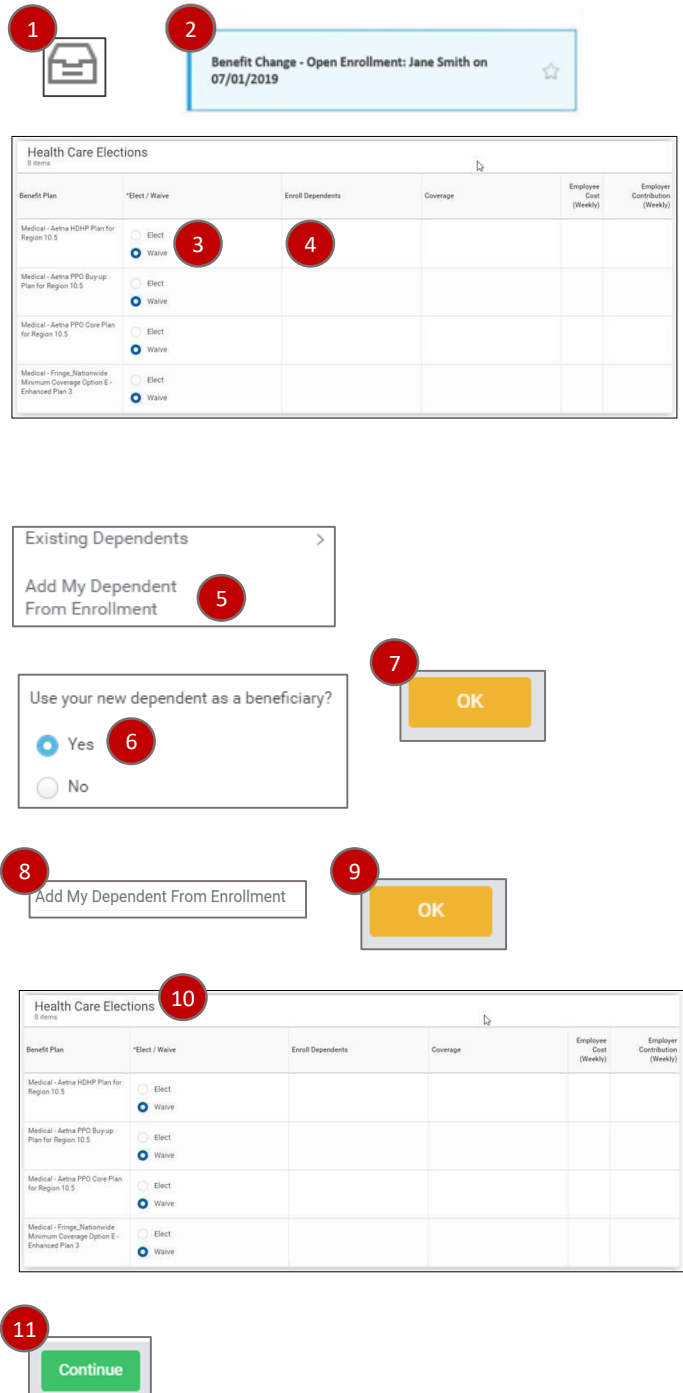### Benefits Enrollment (System Role = **Non-Licensed Field Employees**)

This process walks eligible non-licensed field employees through the benefits open enrollment process.

1. From the Workday home page, in the top right corner, select the **Inbox icon.**
2. Select the **Open Enrollment** task.
3. Select the radio button next to "Elect" for **the Health Care Elections** (Medical, Dental, Vision) you would like to enroll in.
4. If covering dependents, use the **prompt icon** under **Enroll Dependents** column to create and add your dependents to your election.
5. Select **Add My Dependent From Enrollment.**

⚠️ **NOTE**: *If adding beneficiaries or dependents, you must provide social security numbers, dates of birth, and addresses for those individuals.

6. If you would like your new dependent as a beneficiary, select the radio button.
7. Click **OK** to proceed to the next step.
8. To add your dependent(s) complete all required fields designated by the asterisk* **on the Add My Dependent from Enrollment screen**.
9. Click **OK** once all required fields are completed.
10. Review coverage.
11. Click **Continue**.

⚠️ **NOTE**: If you add dependents, you must enter their social security number or choose "Not Available" if you do not have access to their SSN at the time. You must follow up with the Benefits office to update the missing information.

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TRN_JA_BEN_OPEN_ENROLL_FIELD_NL
Version 1
Effective Date: 05/01/2019
Approved By: Kristen Buff

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12. To enroll in a spending account, select the radio button next to the **Spending Account Elections** in which you would like to enroll.

⚠️ **NOTE**: Flexible spending accounts are available to full-time employees only.

13. If you elect to enroll, enter how much you want to contribute annually or weekly – the field below auto-populates identifying how much will be deducted automatically.

14. Click **Continue** when complete.

15. Only if enrolled in HDHP, elect to waive or participate in **Heath Savings Account** under **Insurance Elections** by clicking on the radio button.

16. If you elect to enroll, enter how much you want to contribute annually or weekly– the field below auto-populates identifying how much will be deducted automatically. If you are over 55, you may elect the catch up plan. You will be prompted to complete an accompanying paper form if applying for the first time.

⚠️ **NOTE**: Basic Life and Basic AD&D auto-populate for those that meet the requirement.

17. Click **Continue**.

18. Click the **Add** icon to add **Beneficiary Designations** to your Insurance Benefit Plans.

19. Click the **prompt** icon to add an existing beneficiary or to create a new one.

20. Select **Primary** or **Contingent** along with the percentage distribution. The total needs to equal 100 percent.

21. Click **Continue**.

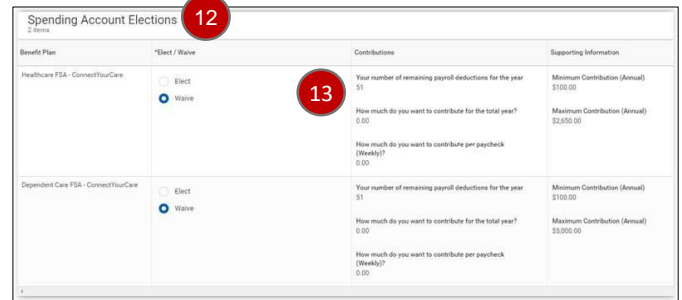22. Review summary of your benefit elections.

⚠️ **NOTE**: To make changes to your benefit elections, select **Go Back**. The **Waived Coverage** section is collapsed. Click the **Pull Down** icon to see what you are waiving.

23. Read **Legal Notice**. If your benefit elections are correct, check the **I Agree** check box to provide an electronic signature confirming your selections.

24. Click **Submit**.

25. You may **Print** a copy for your records. Once completed, click **Done**.
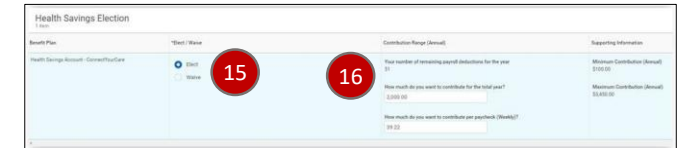
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END. This process is complete. Your enrollments will be effective July 1.	STOP