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TRN\_JA\_BEN\_OPEN\_ENROLL\_HI\_FIELD  
Version 1  
Effective Date: 05/01/2019  
Approved By: Kristen Buff

## Benefits Open Enrollment – Hawaii Field

To Be Completed By: **Hawaii Field  
Employees**

**Overview:** This job aid contains the processes and best practices for **Benefits Open Enrollment – Hawaii 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](http://bayada.com/benefits)

### Keep in Mind:

- Please refer to the BAYADA Benefits website [bayada.com/benefits](http://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 field 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:

**STOP** 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 = **Hawaii Field Employees**)

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

- From the Workday home page, in the top right corner, select the **Inbox icon**.
- Select the **Open Enrollment** task.
- Click the radio button next to “Elect” for **the Health Care Elections** (Medical/Dental with Rx, and Vision) you would like to enroll in. Dental coverage is bundled with the medical plan that you select.
- If covering dependents, use the **prompt icon** under **Enroll Dependents** column to create and add your dependents to your election.
- Select **Add My Dependent From Enrollment**.

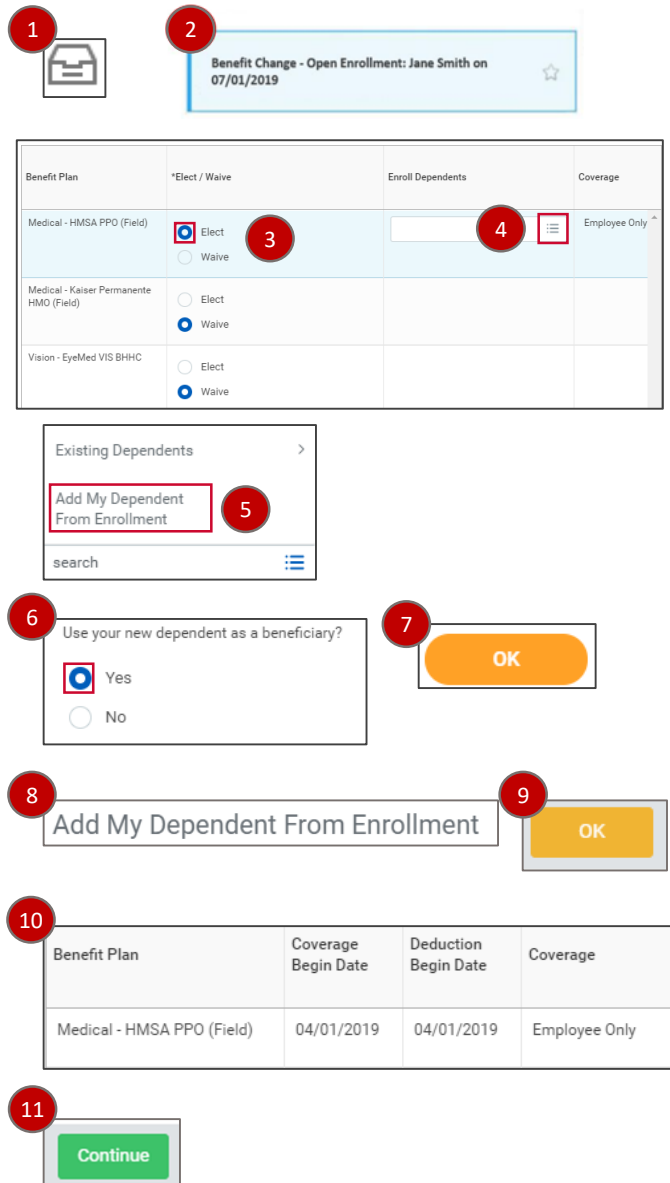


**NOTE:** If adding beneficiaries or dependents, you must provide Social Security numbers, dates of birth, and addresses for those individuals.

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



**NOTE:** If you add dependents, you must enter their Social Security number (SSN) 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.



The screenshot illustrates the Workday interface for Benefits Open Enrollment. It includes the following elements:

- Step 1:** The top right corner of the Workday home page showing the **Inbox icon**.
- Step 2:** A notification banner for "Benefit Change - Open Enrollment: Jane Smith on 07/01/2019".
- Step 3:** The "Elect / Waive" column in the enrollment table, where the "Elect" radio button is selected for the "Medical - HMSA PPO (Field)" plan.
- Step 4:** The "Enroll Dependents" column, where the "Add My Dependent From Enrollment" prompt icon is highlighted.
- Step 5:** The "Add My Dependent From Enrollment" screen, showing the "Add My Dependent From Enrollment" button.
- Step 6:** A confirmation screen asking "Use your new dependent as a beneficiary?" with the "Yes" radio button selected.
- Step 7:** An "OK" button to confirm the selection.
- Step 8:** The "Add My Dependent From Enrollment" screen again, showing the form fields.
- Step 9:** An "OK" button to confirm the completion of the dependent addition.
- Step 10:** The final enrollment table showing the selected plan and coverage.
- Step 11:** A green "Continue" button at the bottom of the screen.

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - HMSA PPO (Field)	<input checked="" type="radio"/> Elect <b>3</b> <input type="radio"/> Waive	<b>4</b> <b>4</b>	Employee Only
Medical - Kaiser Permanente HMO (Field)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Vision - EyeMed VIS BHHC	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - HMSA PPO (Field)	04/01/2019	04/01/2019	Employee Only

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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 for the total year – the field below auto-populates identifying how much will be deducted each paycheck automatically.
14. Click **Continue** when complete.



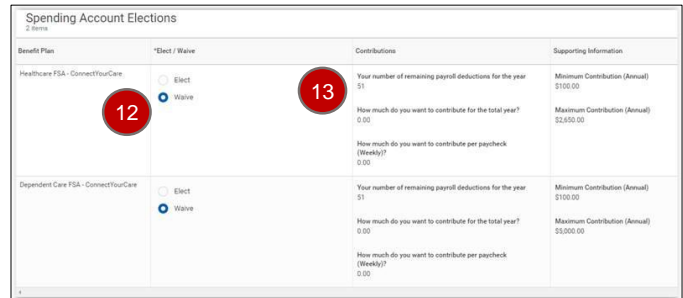
**NOTE:** Basic Life and Basic AD&D auto-populate for those that meet the requirement .

15. Click the **Add** icon to add **Beneficiary Designations** to your Insurance Benefit Plans.
16. Click the **prompt** icon to add an existing beneficiary or to create a new one.
17. Select **Primary** or **Contingent** along with the percentage distribution. The total needs to equal 100 percent.
18. Click **Continue**.
19. 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.

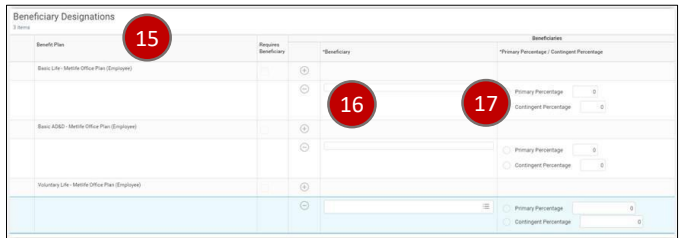
20. Read **Legal Notice**. If your benefit elections are correct, check the **I Agree** check box to provide an electronic signature confirming your selections.
21. Click **Submit**.
22. You may **Print** a copy for your records. Once completed, click **Done**.



The screenshot shows the 'Spending Account Elections' form. It has two main sections: 'Healthcare FSA - Connect Your Care' and 'Dependent Care FSA - Connect Your Care'. Each section has radio buttons for 'Elect' and 'Waive'. The 'Elect' option is selected for both. To the right of each section, there are fields for 'Your number of remaining payroll deductions for the year' (set to 51), 'How much do you want to contribute for the total year?' (0.00), and 'How much do you want to contribute per paycheck (Weekly)?' (0.00). Further right, there are 'Minimum Contribution (Annual)' and 'Maximum Contribution (Annual)' fields, both set to \$100.00 and \$1,500.00 respectively.



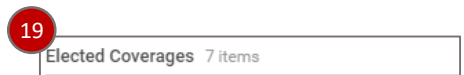
A green button with the text 'Continue'.



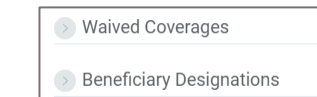
The screenshot shows the 'Beneficiary Designations' form. It has a table with columns for 'Beneficiary Plan', 'Primary Beneficiary', 'Secondary Beneficiary', and 'Beneficiaries'. The 'Beneficiaries' column has sub-columns for 'Primary Percentage' and 'Contingent Percentage'. There are three rows for designating beneficiaries. The first row is for 'Basic Life - Health Office Plan (Employee)', the second for 'Basic AD&D - Health Office Plan (Employee)', and the third for 'Voluntary Life - Health Office Plan (Employee)'. Each row has a 'Primary Percentage' field set to 0 and a 'Contingent Percentage' field set to 0.



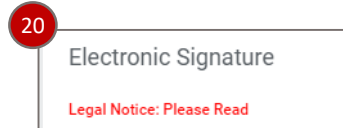
A green button with the text 'Continue'.



A box showing 'Elected Coverages 7 items'.



Two sections: 'Waived Coverages' and 'Beneficiary Designations', each with a pull-down arrow icon.



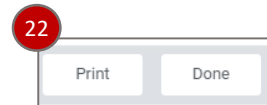
A section titled 'Electronic Signature' with a red text 'Legal Notice: Please Read'.



A checkbox labeled 'I Agree'.



A green button with the text 'Submit'.



Two buttons: 'Print' and 'Done'.

23. **END.** This process is complete. Your enrollments will be effective July 1.

