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TRN_JA_BEN_OPEN_ENROLL_MC
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Approved By: Kristen Buff

Benefits Open Enrollment: Minimum Coverage Plans

To Be Completed By: **Field/Office
Employees**

Overview: This job aid contains the processes and best practices for enrolling in minimum coverage plans during benefits open enrollment for field and office 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 on the employee portal 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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To Be Completed By: **Field/Office Employees (Minimum Coverage Plans)**

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 = **Field/Office Employees – Minimum Coverage Plans**)

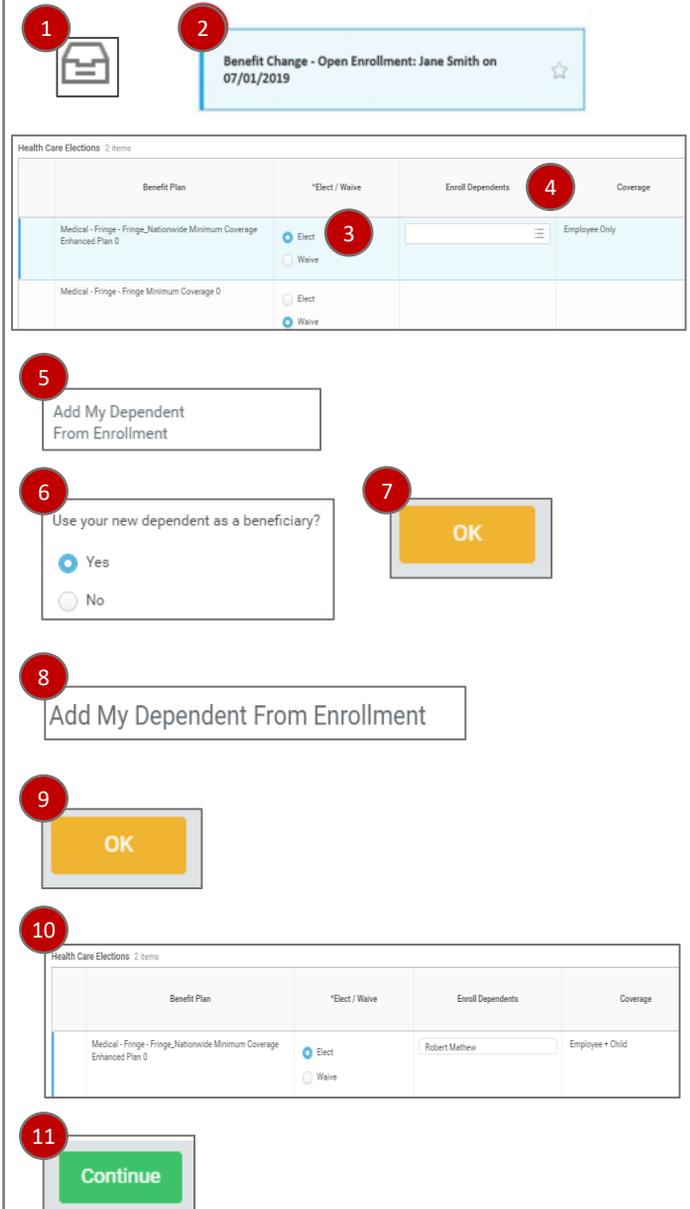
This process walks employees, not eligible for the full benefits package, through how to enroll in the Minimum Coverage Health plans.

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 plan you would like to enroll in.
4. If adding dependents to the plan, use the prompt icon under **Enroll Dependents** column to add your dependents.
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 **Yes** radio button.
7. Click **OK** to proceed to 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**.



The screenshot shows the Workday interface for Open Enrollment. It includes a notification for Jane Smith on 07/01/2019, a table of health care elections, and several dialog boxes for adding dependents.

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Fringe - Fringe_Nationwide Minimum Coverage Enhanced Plan 0	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee Only
Medical - Fringe - Fringe Minimum Coverage 0	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Dialog boxes shown include: "Add My Dependent From Enrollment", "Use your new dependent as a beneficiary?" (with Yes/No options), and "Add My Dependent From Enrollment" (with input fields).

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Fringe - Fringe_Nationwide Minimum Coverage Enhanced Plan 0	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Robert Mathew	Employee + Child

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12. Review the **Change Benefit Elections** to ensure accuracy.
13. Attach appropriate corresponding documentation (marriage certificate if adding spouse, birth certificate and/or adoption documentation if adding children, and so on)
14. Read the **Legal Notice** and click the **I Agree** box.
15. Click **Submit**.
16. Select the option to **Print** or click **Done** when finished.

12

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Depend
Medical - Fringe - Fringe_Nationwide Minimum Coverage Enhanced Plan 0	09/01/2017	09/01/2017	Employee + Child	Robert Mathew

13

Attachments 1 item

Attachment	Comment
-	

Attach

14

Electronic Signature

Legal Notice: Please Read

I Agree

15

Submit

16

Print
Done

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

