Log into Workday at Workday.osu.edu

Once logged in click the **Global Navigation Panel Menu** icon at the top left of the workday homepage.
On the Global Navigation Panel menu, click **Benefits**

![Global Navigation Menu](image)

- Request Travel or Purchase
- Absence
- Benefits
- Benefits Maintenance Dashboard
- Career
- Pay
- Dashboards
- Favorites

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You have a New Payslip
Review your payslip information to ensure accuracy

You have Upcoming Absences
You have upcoming absences on Wednesday, December 26, 2022.

Keep Your Home Contact Information Updated
We would like you to review your Contact Information and ensure it’s up to date
Under the Change section Click **Benefits**

- **Benefits** Menu
  - Change:
    - Dependents
    - Beneficiaries
    - Benefits
  - External Links:
    - Retirement Elections
    - Your Plan for Health
    - My FSA/HRA (TASC) 2022 Plan Enrollment
    - My Dependent Eligibility Verification
    - Form 1095-C
    - My FSA/HRA/LSA (HealthEquity) 2023 Plan Enrollment
  - View:
    - Benefit Elections
    - Benefit Elections as of Date
  - Current Cost:
    - 421.79
In the **Change Reason** field, select **Faculty and Staff Tuition Assistance Enrollment** for the applicable semester.
In the **Benefit Event Date** field, enter today's date
The **Submit Elections By** field auto-populates based on the event type

Click **Submit**

*No attachments are required for this election*
A pop-up card will appear in the upper middle of the screen

Click Open
Click Let's Get Started
Click **Manage** on the Faculty and Staff Tuition Assistance Enrollment card.
Click the **Select** button to enroll

Click **Confirm and Continue**
Faculty and Staff Tuition Assistance

Save Election

Click Save

Faculty and Staff Tuition Assistance Enrollment - Spring - The Ohio State University - 2023 Employee Only

Projected Total Cost Per Paycheck: $0.00
Projected Total Credits: $0.00

Coverage

You will be enrolled in this plan.
You will be redirected to the main Tuition Assistance Enrollment screen

Click **Review and Sign**
Review the elections for accuracy and scroll down to the Electronic Signature section.
Click the I accept checkbox.

Click Submit

Electronic Signature

I have had the opportunity to review The Ohio State University benefit plan documents, programs and policies at hr.osu.edu/benefits. I authorize the University to deduct contributions for my elected benefits from my pay on a pre-tax or after tax basis as provided in plan documents and guidelines at hr.osu.edu/benefits/eligibility.

I certify that:

- Any individual for whom I am requesting dependent health coverage meets the definition of an eligible dependent under guidelines at hr.osu.edu/benefits/eligibility.
- I understand that falsification of enrollment information, an intentional misrepresentation of a material fact or fraud may subject me to termination of benefits (in some cases, retroactively) and/or disciplinary action up to and including termination of employment.

I understand and agree that:

- Implementation of my elections may be contingent on the University's approval of consistency with plan terms and IRS rules and, if requested, submission of supporting documentation.
- My elections cannot be changed or voluntarily cancelled during the calendar year unless I experience a qualifying status change. I notify the Office of Human Resources within 30 days (60 days for certain Medicaid events) and IRS rules permit the requested change. See basic life insurance, voluntary life insurance and short-term disability benefit plan documents for certain exceptions.
- I will be billed directly for employee contributions for elected benefits (other than FSAs) in the event my University pay is not sufficient to cover the required contributions or if I go on an unpaid leave of absence. If I fail to make timely contributions, my benefits will be terminated for lack of payment and I will be responsible for employee contributions missed prior to my coverage termination date. FSA contribution ammendaries will be deducted from future pay.
- Any funds remaining in my FSAs at the close of the calendar year and the grace period (if applicable) will be forfeited.
- For tuition assistance, it is my responsibility to pay the full amount of tuition assistance in the event I or my dependent is not eligible under guidelines at hr.osu.edu/benefits/tuition-assistance/faculty-staff and hr.osu.edu/benefits/tuition-assistance/dependent.
- If I work with insurance, if I name a new beneficiary or beneficiaries, any previous beneficiary designations are revoked.
- Availability of benefits is based on plan terms and subject to future changes. By enrolling in any University benefit plan, I am agreeing to all of the terms of that benefit plan.
Faculty and Staff Tuition Assistance

Worker Profile

**Benefit Plan** | **Coverage Begin Date** | **Deduction Begin Date** | **Coverage** | **Calculated Coverage** | **Dependents** | **Beneficiaries** | **Employer Contribution (Biweekly)**
--- | --- | --- | --- | --- | --- | --- | ---
Group Term Life - Minnesota Life (Employee) | 08/16/2021 | 08/16/2021 | 2.5 X Salary | $91,624.00 |  |  | 
Long Term Disability - Unum 64% of Calculated Coverage is the Insured Salary Amount (Employee) | 08/16/2021 | 08/16/2021 | 60% of Salary | $1,832.48 |  |  | $4.81
OPERS - OPERS Retirement Plan | 08/16/2021 | 08/16/2021 |  |  |  |  | 
Faculty and Staff Tuition Assistance Enrollment - Summer - The Ohio State University - 2022 Employee Only | 04/25/2022 | 04/25/2022 |  |  |  |  | 
Faculty and Staff Tuition Assistance Enrollment - Autumn - The Ohio State University - 2022 Employee Only | 07/06/2022 | 07/06/2022 |  |  |  |  | 
Faculty and Staff Tuition Assistance Enrollment - Spring - The Ohio State University - 2023 Employee Only | 12/07/2022 | 12/07/2022 |  |  |  |  |

Total: $4.81

*Refer to [hr.osu.edu/benefits/tuition-assistance/](http://hr.osu.edu/benefits/tuition-assistance/) for eligibility, enrollment, benefit, and tax implication details*
Questions?

HR Connection Portal: HRConnection.osu.edu
Phone: 614-247-myHR(6947)
Email: HRConnection@osu.edu