Workday Open Enrollment Plan Selection Walk Through

(the following is a transcript of the video located at https://youtu.be/NKxKAx6kQcE)

[Narrator] Open Enrollment is your annual opportunity to evaluate benefit options and make elections. This Open Enrollment Benefit Election Walk-thru is intended to assist benefits-eligible employees in making elections for open enrollment. Please refer to the Open Enrollment website at hr.osu.edu/oe for more comprehensive details. Ohio State faculty and staff may make benefits elections or changes online by visiting Workday at workday.osu.edu.

Log in to Workday at workday.osu.edu.

Click the Inbox icon on the top right of the screen or home page.

In your Workday inbox click the Open Enrollment Change event then click Let’s Get Started.

Respond to the Tobacco Use question. This will DEFAULT to “YES” so if you have not used tobacco in the last 12 months, select “No”. The response to the tobacco question will be used to determine rates for voluntary group term life insurance (VGTLI).

After answering the Tobacco use question click continue.

Click Continue on the Information Updated page.

Click Manage/Enroll on the benefit plan you wish to view.

Click the Select radio button next to your desired plan then click Confirm and Continue.

Next you will see a chart with dependents denoted. This chart will show which dependents are covered under your selected plan. To change a listed dependents plan enrollment status click the box next to the dependents name. If you need to add a new dependent, click the “Add New Dependent Button” and follow the prompts to enter the new dependents information.

Please note, if changing plan enrollment dependents will not carryforward and you will be required to re-select all dependents you wish to enroll in coverage.

Once all the dependents you intend to enroll in benefit coverage are listed and their enrollment status is correct, click save.

A pop-up will appear that indicates a change was made. This process will need to be repeated for each health benefit you wish to elect, waive, or change. The plan, number of enrolled dependents, and per paycheck contribution will be listed on each benefit card.

Click Enroll to participate in Health Care Flexible Spending Account (FSA) and/or Dependent Care Flexible Spending Account (FSA)

Click the select radio button, then click confirm and continue.

Enter either a Per Paycheck or Annual election. Contributions will be divided over the total paychecks listed for the year. Then Click Save.
A pop-up will appear that indicates a change was made. The per paycheck contribution amount will be listed on the applicable FSA Benefit Card.

This process will need to be repeated for each Flexible Spending Account (FSA) you wish to elect or change.

Click Manage on the Group Term Life Insurance (GTLI) plan to review beneficiaries for university provided group term life insurance coverage.

Please note, the beneficiaries added on the Group Term Life Insurance (GTLI) plan apply to both Group Term Life AND Voluntary Group Term Life Insurance plans.

You cannot select or waive on this screen. If you wish to waive GTLI coverage, you must complete and submit the Group Term Life Insurance Waiver available at hr.osu.edu/Policies-Forms.

Click Confirm and Continue to designate life insurance beneficiaries.

Click Minus (-) to remove beneficiary designations and percentages.

Click Plus (+) to add beneficiary designations and percentages.

Click the List dropdown to find options to add beneficiary or Trust. If you need to add a new beneficiary or Trust click “add a new beneficiary or Trust” and Enter information for each beneficiary or trust you would like to add. Items with a red asterisk (*) indicate required fields.

Once you have selected an individual, click Percentage to enter the percentage assigned to each beneficiary. Percentages should total 100.

Then Click Save.

To elect or change employee, spouse, or child Voluntary Group Term Life; Click Enroll/Manage on the applicable benefit card.

Evidence of Insurability (EOI) will be required to elect or increase the amount of Voluntary Group Term Life Insurance for yourself or your spouse. EOI information will be mailed from Minnesota Life to your home address following Open Enrollment.

Child Voluntary Group Term Life coverage can be elected or changed during this open enrollment period with no Evidence of Insurability required.

Click Select to enroll in coverage, then Click Confirm and Continue.

Click List dropdown to select desired coverage under each plan.

If electing Spouse Voluntary Group Term Life VGTLI, you must add a spouse. If no spouse is listed, Click Add New Dependent and follow prompts to add a spouse.

Click Save.

A pop-up will appear that indicates a change was made. The coverage level and per paycheck contribution amount will now be listed on the applicable Life Insurance Card. This process will need to be repeated for each Voluntary Group Term Life Insurance option you wish to elect or change.
To elect or waive Short Term Disability coverage; Click Enroll/Manage on the Short Term Disability benefit card.

Please note, Short-term disability coverage may be waived during this open enrollment period however if you wish to elect Short-Term Disability coverage you will be subject to evidence of insurability (EOI). You will receive an email in late November with directions to complete evidence of insurability with Unum. Short term disability coverage will be effective the first of the following month following of evidence of insurability approval. For example, if evidence of insurability is approved in December, short-term disability will be effective January 1, 2022.

Click the radio button to Select or Waive Short Term Disability Coverage.

Then Click Confirm and Continue.

If enrolling in Short Term Disability you will see a summary of coverage. Click Save to continue or Cancel to return to the previous screen.

A pop-up will appear that indicates a change was made. The coverage level and per paycheck contribution will now be listed on the Short Term Disability Card.

Once all intended benefit elections or changes are made, click “review and sign” to continue on to the final steps of the enrollment process.

The next page shows a summary of your chosen benefit elections, Associated dependents and beneficiaries, the total cost of your paycheck deduction amounts (including any credits you receive) and Waived coverages.

After checking the summary page for accuracy, select the box at the bottom of the page next to “I accept” and click “Submit” to finalize your benefit elections.

To view your benefits statement, click View Benefits Statement.

To print your statement click Print at the bottom of the Benefits Statement.

Once you have submitted the open enrollment event from your workday inbox you can make changes to your online elections from November 1-15th by clicking open enrollment in the announcements section of your Workday home screen.

If you need to make a change to your 2022 elections after Open Enrollment ends on November 15, you will need to submit printed election forms to HR Connection no later than 11:59 p.m. December 31, 2021. Electronic submission via hrconnection.osu.edu is recommended. Delivery via fax (614-292-7813) or in person (1590 N. High St., Suite 300) are also options.

Please note: University offices are closed for the holiday on Friday, December 31, 2021. If you need to submit changes to your Open Enrollment elections on December 31, 2021, upload the election form to hrconnection.osu.edu or fax it to 614-292-7813.

No changes can be made to your Open Enrollment benefit elections after than 11:59 p.m. December 31, 2021 without a qualified event or job status change.
For more detailed information regarding Open Enrollment please see the website at hr.osu.edu/oe. If you have questions regarding your benefits, you can submit a ticket through the “Submit a Request” link on the HR Connection Portal at HRConnection.osu.edu, email HR Connection at HRConnection@osu.edu, or call HR Connection at 614-247-6947.