Workday
Open Enrollment Walk Through
November 1-15, 2023
Log in to Workday at workday.osu.edu

Click the Inbox icon on the top right of the screen

Go to My Tasks link to open your inbox.
Click the **Open Enrollment Change** event

Click **Let's Get Started**
The **Health Information** Slide will ask about tobacco use

Respond “Yes” or “No”

Click **Continue**
Information Updated

Thanks for updating your information.
Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Click Continue
You will see a full listing of eligible benefit elections
To review or change Medical, Dental or Vision coverage click **Manage/Enroll** on the applicable benefit card.
Click the Select radio button next to the desired plan.

Click Confirm and Continue.
If you change benefit plan enrollment, you will need to re-select dependent(s) to be covered.
To add a new dependent, click Add New Dependent.
When adding a new dependent make sure to review the relationship and date of birth.

Click - OK
Enter information for eligible dependent. Items with a red asterisk (*) indicate required fields.

Click **Save** and you will be returned to the Dependents page
Click the Box to enroll eligible dependents

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 an update was made and **UPDATED** will appear on the top of the benefit card.

This process will need to be repeated for each health benefit you wish to elect, waive or change.
Click **Enroll** to participate in a Health Care FSA and/or Dependent Care FSA.
Flexible Spending Account

Click the Select radio button

Click Confirm and Continue
Enter either a Per Paycheck or Annual contribution.

Click Save.
A pop-up will appear that indicates an update was made and **UPDATED** will appear on the top benefit card.

The **per paycheck contribution** amount will now be listed on the applicable FSA benefit card.
Click **Manage** on the Group Term Life Insurance (GTLI) plan to review beneficiaries for university provided group term life insurance coverage.
Click **Confirm and Continue** to designate life insurance beneficiaries.

**Group Term Life Insurance Beneficiary Designation**

**General Instructions**

This university group term life insurance (GTLI) coverage provides your beneficiary 2.5x your base salary with a maximum benefit of $230,000.

If you wish to waive GTLI, you must complete a paper Waiver of Entitlement form found at hr.osu.edu/ow. 2024 Open Enrollment elections are effective January 1, 2024.
Click **Plus (+)** to add designations and percentages

Click **Minus (-)** to remove designations and percentages
Click List dropdown to find options to add beneficiary or Trust.

If you need to add a new beneficiary or Trust click Add New Beneficiary or Trust and enter information for each beneficiary.
Once you have selected an individual or trust, click **Percentage** to enter the percentage assigned to each beneficiary.

Click **Save**
A pop-up will appear that indicates an update was made and UPDATED will appear on the top benefit card.
To elect, waive, or change employee, spouse, or child Voluntary Group Term Life Insurance click **Manage/Enroll** on the applicable benefit card.
Voluntary Group Term Life Insurance

Click **Select** to enroll or change coverage or **Waive** to opt out of coverage

Click **Confirm and Continue**
Voluntary Group Term Life Insurance

If electing, increasing or decreasing coverage click the List drop-down to select your desired level of coverage.

Click Save.
A pop-up will appear that indicates an update was made and **UPDATED** will appear on the top benefit card.

If waiving VGTLI coverage **Waived** will be listed on the card.

If electing, changing, or remaining enrolled the **coverage level** and **per paycheck contribution amount** will be listed on the applicable benefits card.
To elect, waive or review Short Term Disability coverage; Click **Enroll/Manage** on the Short Term Disability benefit card.
Click **Select** to enroll or review coverage or **Waive** to opt out of coverage.

Click **Confirm and Continue**.
If enrolling in Short Term Disability, you will see a summary of coverage.

Click **Save** to continue.
A pop-up will appear that indicates an update was made and **UPDATED** will appear on the top benefit card.

If waiving Short Term Disability **Waived** will be listed on the card.

If electing or remaining enrolled the **coverage level and per paycheck contribution** will be listed on the benefits card.
Once all intended benefit changes are made, click **Review and Sign** to continue to the final steps of the enrollment process.
Review Summary

- A summary of your chosen benefit elections
- Dependents and beneficiaries
- Total cost of paycheck deduction amounts
- Waived coverage
After checking the benefit summary page for accuracy, select the box at the bottom next to I Accept.

Click Submit
Reviewing Elections

To view your benefits statement, click View Benefits Statement.
Reviewing Elections

To print your statement click Print at the bottom of the Benefits Statement.
After the **Open Enrollment** event is submitted you will receive a Workday notification confirming the events completion.
The Workday notification includes a link to the submitted benefits statement.
Once you have submitted your open enrollment event you can make changes online from November 1-15th by clicking **Open Enrollment** in the Announcements section of your Workday home screen.
Questions

HR Connection Portal: HRConnection.osu.edu
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