

Important! Employees must enroll to be covered in 2021

Begin the Open Enrollment Process

Note: If covering new dependents, you **MUST** first add them to your Workday record.
See Add Dependent Section Below

During the Open Enrollment dates, you will see the following Announcement and an Inbox Task

To start your benefit enrollments, click on the link:

Announcement
 or
Inbox Task item

Announcements
1 item

Click Benefit Open Enrollment Link Below
 FSA and HSA election will need to re-elected each year

Benefits Open Enrollment

To Begin Click on the Blue Link

OR

Inbox
1 item

Open Enrollment Change:
 1 day(s) ago - Due ; Effective 01/01/2021

on 01/01/

To Begin Click on the Inbox item

Click "Let's Get Started" on the next screen

Let's Get Started

View Current Benefit Elections and Dependents

Click on the **Benefits** application
 Then scroll down and Click on **View – Benefit Elections**

Benefits

View

Benefit Elections

To view current dependents:
 Click on The **Benefits** application
 Then Click on **Dependents**

Benefits

Change

Benefits

Beneficiaries

Dependents

Adding Dependent Section

If a dependent need to be added, you **MUST** do this before going to the Benefit Enrollment section


Go to the **View Dependents**, as explained above then Click **Add**

Dependents
 Frederick White (012025) (Actions)

Add

Dependents 2 items

Dependent	Relationship	Age	Benefit Elections
Tiffany White	Child	13 years, 11 months, 29 days	Frederick White (012025) Benefit

Click on the  **edit** icon

Enter Reason:

- Click **Reason** box
- Click **Add Dependent**
- Select **Add Dependent > Other**

Effective Date & Reason


Effective Date *
10/24/2020

Reason

← **Add Dependent**

- Add Dependent > Birth/Adoption
- Add Dependent > Marriage
- Add Dependent > New Hire
- Add Dependent > Other**

Use your new dependent as a beneficiary?: (Life Insurance)


- **If yes**, click  **edit** icon, then check box Use as Beneficiary
- **If no**, skip this section

Use your new dependent as a beneficiary?

Use as Beneficiary


Dependent Personal Information, complete all Required Fields*:

Scroll down to each area


And  click **edit** icon to enter information:

- Legal Name**
- Gender**
- Date of Birth**
- Relationship**
- Primary Address** must be populated, this is usually the employees address


Legal Name

Legal Name * (empty) 

Gender

Gender * (empty) 

Date of Birth

Date of Birth * (empty) 

Scroll down towards the end of the page under the **Identifier Information** Section


Under **National IDs**

- Click **Add**
- Country: click **Frequently Used by**, select **United State of America**
- National ID Type: select **Social Security Number (SSN)**
- Add/Edit ID: enter **SSN number**



Click check box to save


National IDs

Add




National IDs

Country *  

× United States of America 

National ID Type *

× Social Security Number (SSN) 

Add/Edit ID *

-

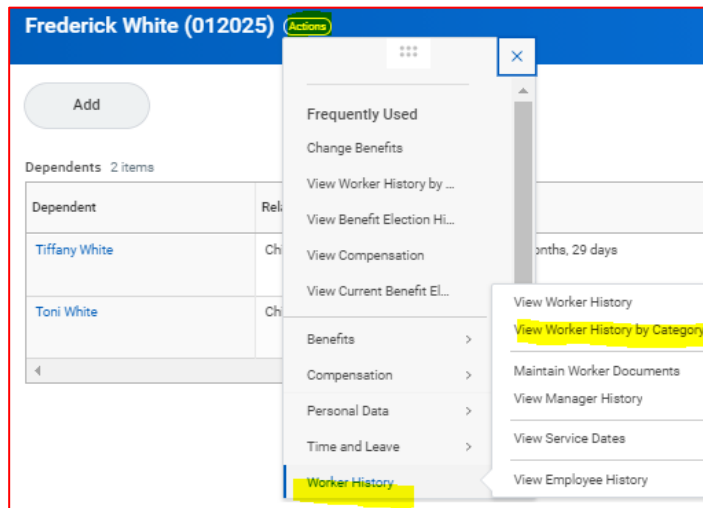
Click **Submit** when complete

If adding more dependents, repeat steps in the **Adding Dependent Section**

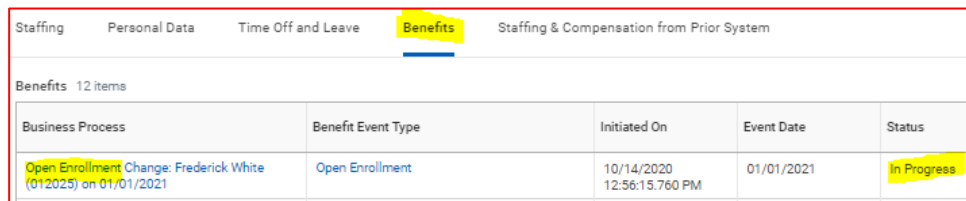
Submit

Start Open Enrollment Elections – Medical, Dental and Vision Enrollment

Click on the **Actions** button next to employee's name, scroll down to **Worker History** and over to **View Worker History by Category**



Click on the **Benefits** tab
Under Business Process, you should see **Open Enrollment Change**



This task should still have a status of **In Progress**, If not, confirm with the employee if they have already made their elections and if they are wanted to change them?

If you see a status of **On Hold**, this means they have another Benefit Event that will need to be completed first. This will occur for New Hires that are still within their 30-day window for this year's benefits. This enrollment will need to be completed first.

Hover toward the end of the Business Process and click on the **Lego** then hover over **Benefits** to click on **Enroll in Benefits**

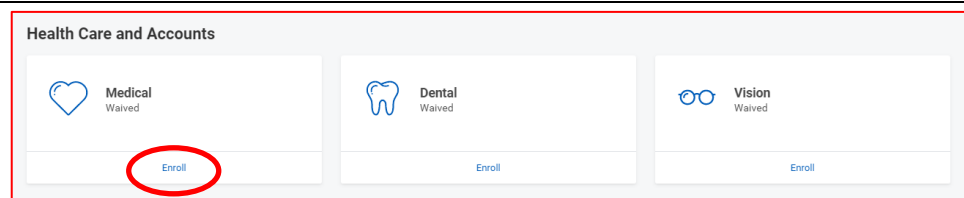


Click **Let's Get Started**



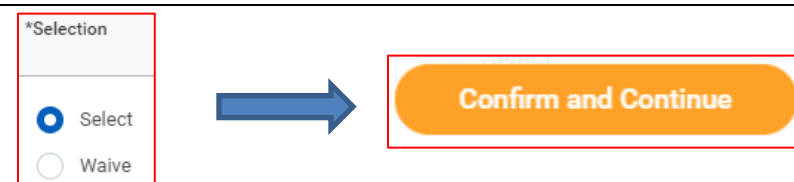
Click **Enroll** under each benefit plan you want to be covered in 2021

- **Medical**
- **Dental**
- **Vision**



Click **Select** for the benefit plan you want to enroll

Click **Confirm and Continue** (select dependents on the next page)



To cover a dependent, **check the box** in the Select Column for each dependent you want to cover

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Suzie Sunshine	Child	01/01/2010
<input checked="" type="checkbox"/>	David Sunshine	Child	01/01/2010

As you select dependents, the Coverage and Cost update automatically

At the bottom of the screen, Click **Save**

Remember: you cannot add new dependents within the enrollment process.

Coverage * Associate + Child(ren)
 Plan cost per paycheck \$230.00

➔

Save

Repeat the steps above to enroll in each benefit plan to be covered in 2021

Critical Illness and Accident Plan Enrollment

Click **Enroll** under Voluntary Critical Illness and/or Voluntary Accident Coverage

Voluntary Critical Illness
Waived

Enroll

Voluntary Accident
Waived

Enroll

Click **Select** for the plan you want to enroll in

Click **Confirm and Continue**

*Selection	Benefit Plan	You Pay (Biweekly)
<input checked="" type="radio"/> Select	Metlife (\$15,000 EE/\$7,500 Dependent Coverage)	\$4.43
<input type="radio"/> Waive		
<input checked="" type="radio"/> Select	Metlife (\$30,000 EE/\$15,000 Dependent Coverage)	\$8.86
<input type="radio"/> Waive		

*Selection	Benefit Plan	You Pay (Biweekly)
<input checked="" type="radio"/> Select	Metlife High Plan	\$4.65
<input type="radio"/> Waive		
<input checked="" type="radio"/> Select	Metlife Low Plan	\$3.25
<input type="radio"/> Waive		

If you want to enroll dependents, **Check the box** next to each dependent you want to enroll

As you select dependents, the Coverage and Cost update automatically

Click **Save**

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	Tiffany White	Child
<input checked="" type="checkbox"/>	Toni White	Child

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	Tiffany White	Child
<input type="checkbox"/>	Toni White	Child

Flexible Spending Account Enrollment

You can enroll in Healthcare FSA, Dependent FSA, and/or Limited Purpose FSA

Note: Limited Purpose FSA is not an option for most Employees

Click **Enroll** under the coverage you want to enroll in

Healthcare FSA
Waived

Enroll

Dependent Care FSA
Waived

Enroll

Limited Purpose FSA
Waived

Enroll

Healthcare FSA for eligible healthcare expenses.

- Dependent Care FSA** for child/adult day care expense only.

New! Limited Purpose FSA must be enrolled on the HDHP Health Savings Plan. For eligible vision and dental expenses only.

Click **Select** to enroll in the FSA Account

Click **Confirm and Continue** to add your contribution amount

*Selection

Select

Waive

➔

Confirm and Continue

Enter the **\$ amount** you would like to contribute each pay or annually

Contribute

Per Paycheck

Annual

Total Paychecks

Minimum Annual Amount: \$1.00

Maximum Annual Amount: \$2,750.00

This is the Minimum and Maximum amount you can contribute to your FSA Account

Click **Save**


Repeat the steps above to add any of the other FSA options

Save

Health Savings Plan Enrollment

To Enroll in the Health Savings Account (HSA) you **MUST** be enrolled in the **HDHP Health Savings Medical Plan**

To contribute or receive the Dealer Tire contribution, click "Enroll"

 **Health Savings Account**
Waived

Enroll

Do NOT Enroll in the HSA Account if you have **selected** **Medical Plan 1, Medical Plan 2 or Medical Plan 3**

Click **Select** to enroll in the HSA Account.

Then Click **Confirm and Continue** to add your contribution amount.

*Selection

Select

Waive

Confirm and Continue

Don't lose FREE MONEY - To receive the Dealer Tire contribution, you **MUST** click "Select" and enter **\$0**

Enter **\$0** to receive the **Dealer Tire contribution**

- OR -

Enter the \$ amount you would like to contribute each pay or annually and the Dealer Tire Contribution will be added automatically

Contribute

Per Paycheck

Annual

Annual Company Contribution \$500.00

Total Annual HSA Contribution \$500.00

Maximum Annual Amount: \$7,200.00

This is the amount Dealer Tire will contribute based on your medical enrollment

This is the maximum you can contribute to your HSA Account

Click "Save"

Save

Company Paid Benefits – Basic Term Life and AD&D, Short Term Disability, and Long Term Disability

These are company paid benefits no elections are needed.

Click on **Manage** to see the benefit

Insurance

- Basic Associate Term Life and AD&D** (MetLife (Associate))
Cost per paycheck: Included
Coverage: 1 X Salary
Manage
- Short Term Disability (STD)** (MetLife (Associate))
Coverage: MetLife 100% for first 6 weeks, 60% for remaining eligible weeks
Included: 60% of Salary
Manage
- Long Term Disability (LTD)** (MetLife (Associate))
Cost per paycheck: Included
Coverage: 60% of Salary
Manage

For **Basic Life**, add a **Primary Beneficiary**, click the **+ sign**

Beneficiaries
Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
+	

Click on the ellipsis to select an **existing Person or add a New Beneficiary** then enter percentage %.
Note: if you have multiple primary beneficiaries the % in total need to be 100

Primary Beneficiaries 1 item

Beneficiary	Percentage
X Betty White ...	100

Existing Beneficiary Persons >

Existing Trusts >

Add New Beneficiary or Trust

Voluntary Life Enrollment

To Enroll or change your Voluntary Life Insurance, Click **Enroll** or **Manage** for the Voluntary Life Benefit(s)

- Associate Life
- Spouse Life
- Child Life

Voluntary Associate Life (MetLife (Associate))
Cost per paycheck: \$1.04
Coverage: \$25,000
Manage

Voluntary Spouse Life (MetLife (Spouse))
Cost per paycheck: \$0.48
Coverage: \$12,500
Manage

Voluntary Child Life (MetLife (Child(ren)))
Cost per paycheck: \$0.12
Coverage: \$2,000
Manage

Note: Click "Manage" or "Enroll" for each coverage you want to change.

Click **Select** or **Waive**, and click **Confirm and Continue**

*Selection

Select
 Waive

Confirm and Continue

To choose the amount of Coverage, click on the **ellipsis** then **select the dollar amount of coverage**

Coverage

Coverage * \$50,000

Calculated Coverage: \$25,000
Plan cost per paycheck: \$50,000
 \$75,000
 \$100,000
 \$125,000
 \$150,000
 \$175,000

Beneficiaries
Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1

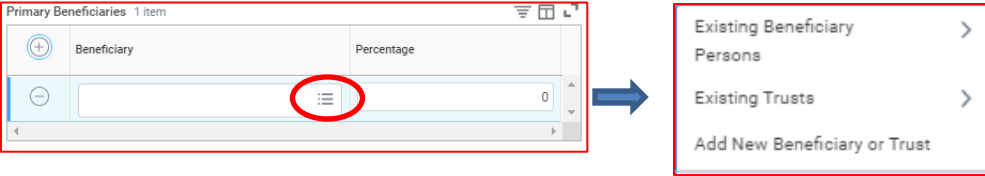
For **Voluntary Associate Life**, add a **Primary Beneficiary**, click the **+ sign**

Beneficiaries
Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

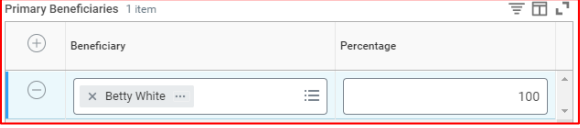
Beneficiary	Percentage
+	

Click on the ellipsis to select an **existing Person or add a New Beneficiary** then enter percentage %.
Note: if you have multiple primary beneficiaries the % in total need to be 100



This is what it would look like when you are finished

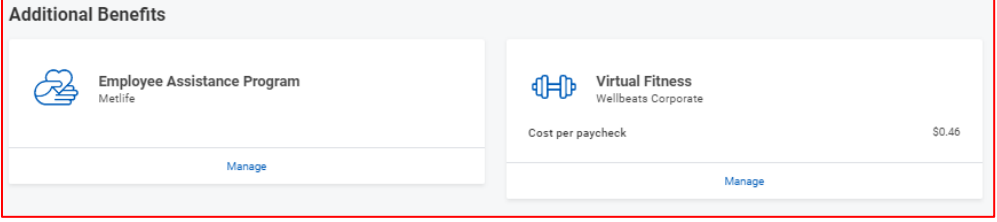
Click **Save**



Additional Benefits

Employee Assistance Program is a company paid benefit

Virtual Fitness is a company paid benefit for all employees not at the corporate office. Corporate office employee can purchase Wellbeats for .46 cents a pay.

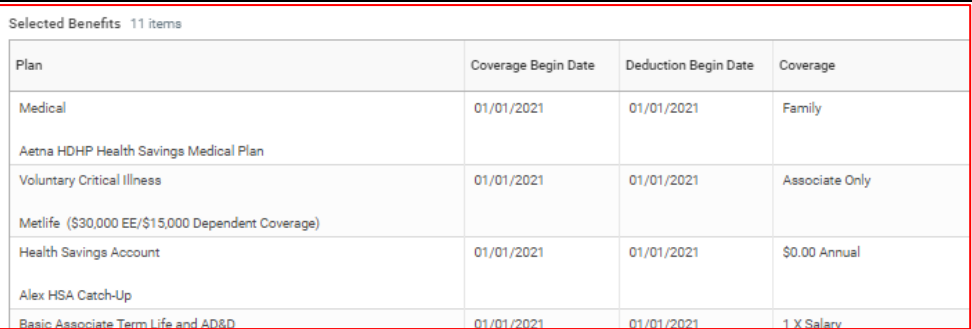


Submit Enrollment Selections

At the bottom of the page, Click **“Review and Sign”** button



Review your enrollment.



Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical	01/01/2021	01/01/2021	Family
Aetna HDHP Health Savings Medical Plan			
Voluntary Critical Illness	01/01/2021	01/01/2021	Associate Only
Metlife (\$30,000 EE/\$15,000 Dependent Coverage)			
Health Savings Account	01/01/2021	01/01/2021	\$0.00 Annual
Alex HSA Catch-Up			
Basic Associate Term Life and AD&D	01/01/2021	01/01/2021	1 X Salary

Scroll to the bottom of the page and check the box **I Accept**

Click **Submit** to complete your enrollment



Remember to Print your Benefit Summary