

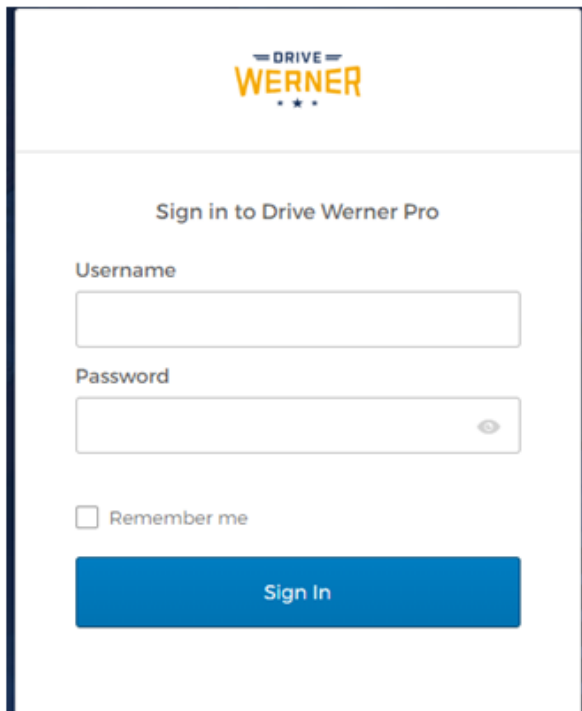
Workday Benefits – Driver Qualifying Event

Qualifying Event

- Outside of enrolling for benefits during open enrollment and new hire enrollment you are allowed to enroll or make changes to your plan if you experience a qualifying event. You have 30 days from the qualifying event to enroll or make changes to your plan.
 - **Qualifying event:** Marriage, divorce, birth or adoption of a child, loss of other group coverage or proof of other group coverage.

Drive Werner Pro / Access Workday Benefits

- Login to **Drive Werner Pro** (<https://dwp.werner.com/login>) on either a personal device or terminal computer.
 - **Note:** *You cannot use the Edge Connect Tablet to enroll /manage benefits.*

A screenshot of the Drive Werner Pro login interface. At the top is the logo with "DRIVE" in small letters above "WERNER" in large, bold letters, with three stars below it. Below the logo is the text "Sign in to Drive Werner Pro". There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the password field is a checkbox labeled "Remember me". At the bottom is a blue button with the text "Sign In".

Use the same log in as you do for the Edge Connect tablet.

Username: **Employee #**

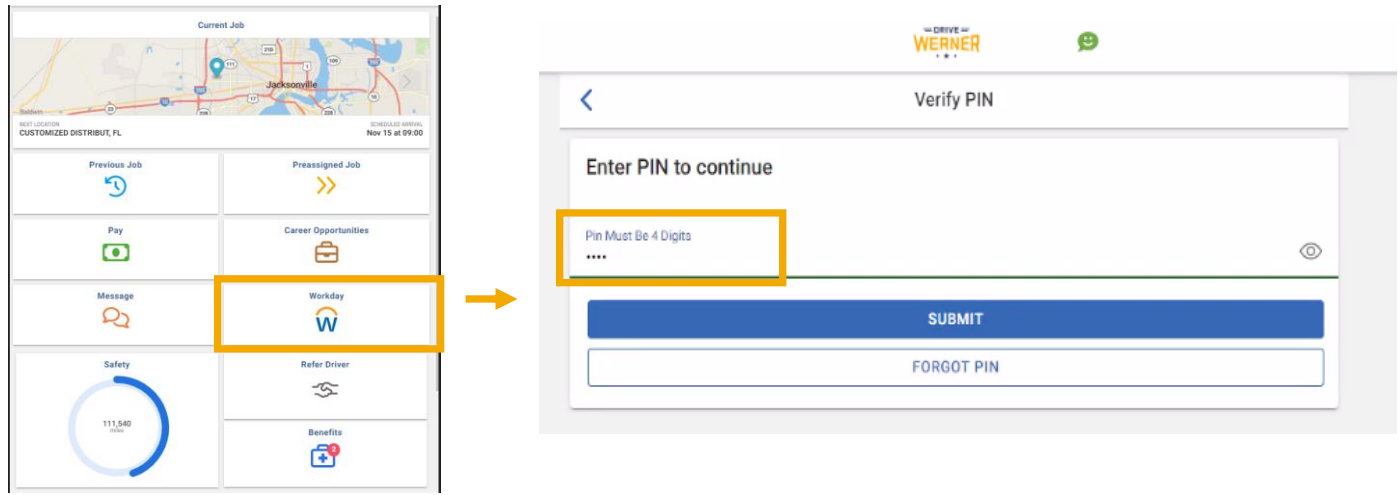
Password: **Werner123xxx!** (xxx is the last 3 of your driver's license)

Don't forget the Exclamation point!

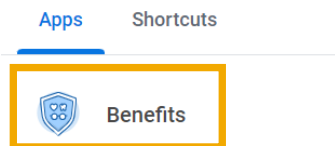
Workday Benefits – Driver Qualifying Event

Qualifying Event

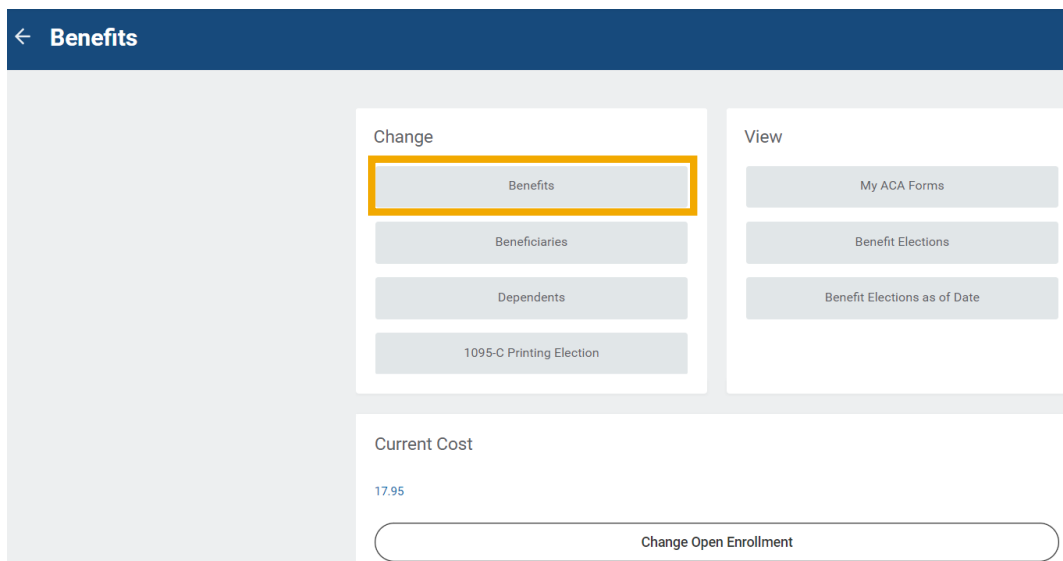
- Once in Drive Werner Pro, click on the **Workday Tile** and use the same **PIN** as you do for Payroll. The Workday homepage will appear next.



- Click **"View All Apps"**. [View All Apps](#)
- Click **"Benefits"** **Menu**



- Under the **Change** section select **"Benefits"**.



Workday Benefits – Driver Qualifying Event

Qualifying Event



- Once you click on Benefits, the “Change Benefits” dialog box will appear.
 - You will need to **choose your change reason**.

Change Benefits New Hire D-FT-40-3

- Change Reason *
- ☐ Birth / Adoption
 - ☐ Divorce / Legal Separation
 - ☐ Gain or Loss of Coverage
 - ☐ HSA Contribution Change
 - ☐ Marriage
 - ☐ Update Beneficiary
 - ☐ Voluntary Benefits

Workday Benefits – Driver Qualifying Event

Changing Benefits (Cont.)

- After choosing your change reason, you will have to enter the **Benefit Event Date**, which is the date the qualifying event took place. For example, the date the child was birthed or adopted, the day the divorce was finalized, etc.

Benefit Event Date * MM/DD/YYYY 

- After entering the event date, the system will auto generate the “**Submit Election By**” date, which is the date you must make changes to your benefits by.
 - Listed underneath will be the benefits options that can be changed.

Submit Elections By 08/30/2022

Benefits Offered

- Accident
- Basic AD&D
- Basic Life
- Child Life
- Critical Illness
- + More (11)

- After you have entered the event date, clicking “**Submit**”.

Submit

Workday Benefits – Driver Qualifying Event

Changing Benefits (Cont.)

- After clicking “Submit”, You will get a notification in your inbox.
 - You will need to click on the notification in order to change your benefits.

Benefit Event: John Doe on 08/25/2022
28 second(s) ago - Effective 08/25/2022

- Once you click on the notification, the Change Benefits Election page will open.
 - Click on “**Let’s Get Started**”

Change Benefit Elections

Initiated On 08/02/2022

Submit Elections By 08/30/2022

Let's Get Started

- You will be prompted to answer the health information regarding tobacco use. Once you have answered those questions, click “**Continue**”

Continue

- You will be brought to the next screen. 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.

Continue

Workday Benefits – Driver Qualifying Event

Changing Benefits (Cont.)

- You will be brought to the elections page, where you can elect and enroll in individual benefits.

The screenshot displays the 'Health Care and Accounts' section of a Workday interface. It lists three benefit options: Medical, Dental, and Vision. Each option includes an icon, a name, a description, and details on cost and coverage. The Medical option has a heart icon, is titled 'Medical', described as 'Highmark BCBS HDHP \$3000 Deductible', with a monthly cost of \$128.00 and 'Employee Only' coverage. The Dental option has a tooth icon, is titled 'Dental', described as 'United Concordia Enhanced', with a monthly cost of \$18.72 and 'Employee Only' coverage. The Vision option has a glasses icon, is titled 'Vision', and is 'Waived'. Each benefit card has a 'Manage' button, while the Vision card has an 'Enroll' button.

Benefit Type	Provider/Plan	Cost (Monthly)	Coverage	Action
Medical	Highmark BCBS HDHP \$3000 Deductible	\$128.00	Employee Only	Manage
Dental	United Concordia Enhanced	\$18.72	Employee Only	Manage
Vision	Waived			Enroll

- This is your opportunity to review the individual benefits and select or decline them. Once you are done, click "**Review and Sign**"

Review and Sign

Workday Benefits – Driver Qualifying Event

Changing Benefits (Cont.)

- You will then be brought to the review page, where you'll be able to review all the benefits you selected and waived, any documents that are still needed to be added, and total benefits cost.

View Summary

Projected Total Cost (Monthly)
\$204.72

Please review your benefit elections carefully.

Once submitted, you will be unable to change these elections unless you were to have a Qualifying Life Event such as marriage, divorce, or birth or adoption of a dependent.

Questions? Call an experienced benefits counselor at 1-877-626-6419 between 8:00 am to 4:00 pm CST, Monday through Friday, or contact the Werner Benefits Department via fax 402.894.3029 or email to benefits@werner.com.

(Para mayor informacion sobre sus beneficios porfavor llamemos al 1-877-626-6419)

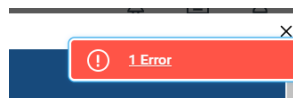
Selected Benefits 4 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical Highmark BCBS PPO \$1250 deductible	08/25/2022	08/25/2022	Employee
Dental United Concordia Enhanced	01/01/2022	01/01/2022	Employee
Basic Life Lincoln Financial Group (Employee)	01/01/2022	01/01/2022	\$7,500
Basic AD&D	01/01/2022	01/01/2022	\$7,500

- Once you have reviewed, you will need to provide an electronic signature by clicking on the **"I Accept"** box.

I Accept ☐

- You must click the "I Accept" box, if you do not and try to submit you will get an error message.



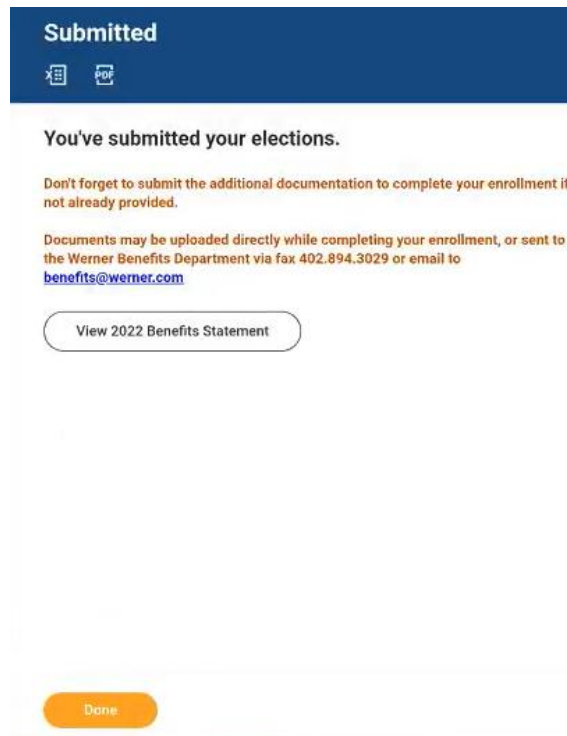
- Then click **"Submit"**

Submit

Workday Benefits – Driver Qualifying Event

Changing Benefits (Cont.)

- You will then be brought to the “**Submitted**” page. Here you will be able to view the benefits statement. This is your opportunity again to review all the sections that you made.



- Once you have reviewed the benefits states or if you choose not to review,
 - Click “**Done**”
- As always, if you are needing assistance our Benefits Department can be reached by phone or email.
 - Enrollment Center: 877-626-6419
 - Werner Benefits: 877-856-7711 or Ext: 1005087
 - Werner Benefits Fax: 402-894-3029
 - benefits@werner.com