

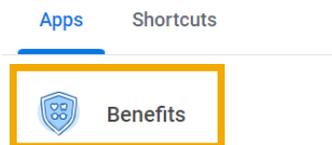
# Workday Benefits – Qualifying Event (Office)

## Qualifying Event

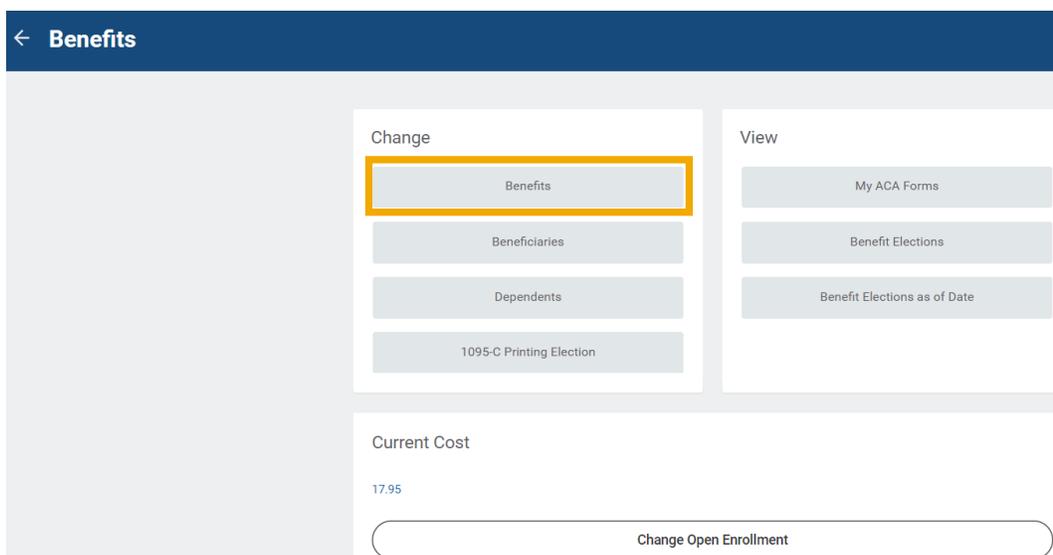
- Outside of enrolling for benefits during open enrollment and new hire enrollment you are allowed to enroll or make changes to your plan if you experience a qualifying event. You have 30 days from the qualifying event to enroll or make changes to your plan.
  - **Qualifying event:** Marriage, divorce,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

## Benefits

- Open the **Workday** application from the Single Sign On (SSO) launchpad.
- On the Workday home screen, click “**View All Apps**”  [View All Apps](#)
- Click “**Benefits**” 



- Under the **Change** section select “**Benefits**”.



# Workday Benefits – Qualifying Event (Office)

## 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 – Qualifying Event (Office)

## 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 – Qualifying Event (Office)

## 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 – Qualifying Event (Office)

## 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 features three benefit cards:

- Medical:** Highmark BCBS HDHP \$3000 Deductible. Cost (Monthly) is \$128.00. Coverage is Employee Only. A 'Manage' button is located below the card.
- Dental:** United Concordia Enhanced. Cost (Monthly) is \$18.72. Coverage is Employee Only. A 'Manage' button is located below the card.
- Vision:** Waived. An 'Enroll' button is located below the card.

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

Coverage  
**Review and Sign**

# Workday Benefits – Qualifying Event (Office)

## 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](mailto:benefits@werner.com).

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

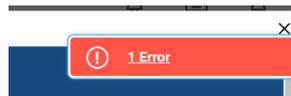
Selected Benefits 4 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical Highmark BCBS PPO \$1250 deductible	08/25/2022	08/25/2022	Employe
Dental United Concordia Enhanced	01/01/2022	01/01/2022	Employe
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.



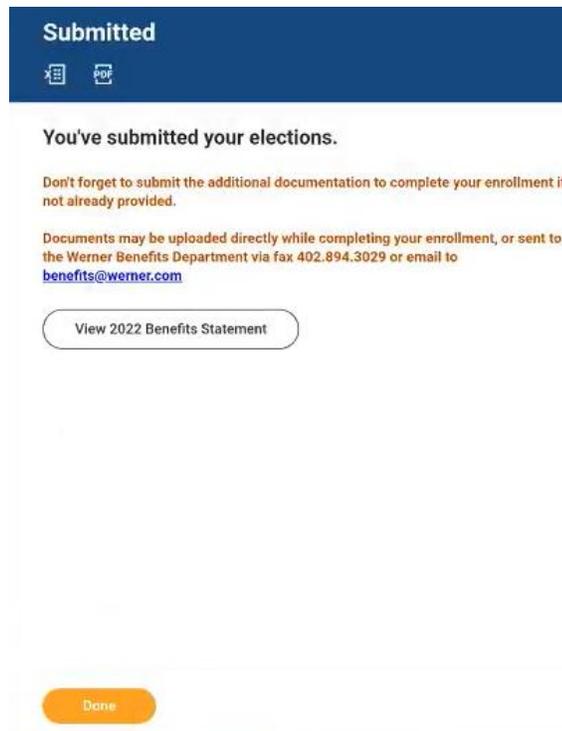
- Then click **"Submit"**

Submit

# Workday Benefits – Qualifying Event (Office)

## 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](mailto:benefits@werner.com)

