Open Enrollment is when eligible AlerisLife team members can elect, change, or waive benefit coverage for the upcoming benefit plan year.

Open Enrollment for the 2024-2025 benefit plan year is from August 19th through September 6th.

This training aid will show you how to:

Access your Open Enrollment Task

Complete your Open Enrollment in Workday



Accessing Open Enrollment

1) Click on the Inbox icon at the top right-hand corner of your Workday home screen

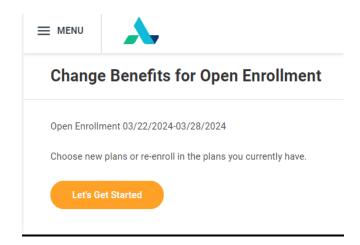




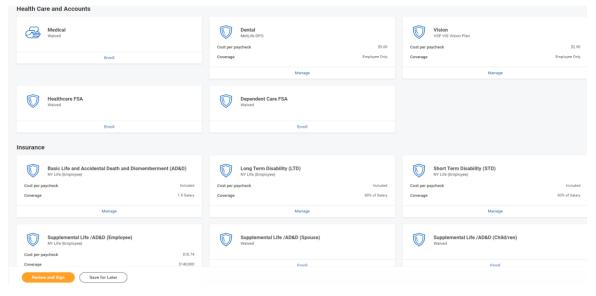


Accessing the event

2) Your open enrollment event will appear on the left side of your screen. Click on Let's Get Started as listed below



3) Click on each plan that says Enroll or Manage to make your selections





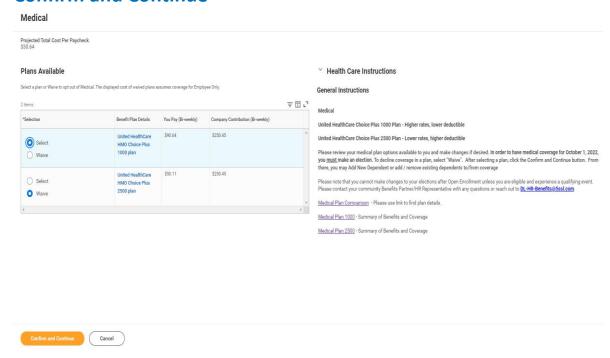




Open Enrollment

Team Member

4) Select a plan or waive to opt out of each plan. To decline coverage in a plan, select "Waive". After electing a plan click the Confirm and Continue





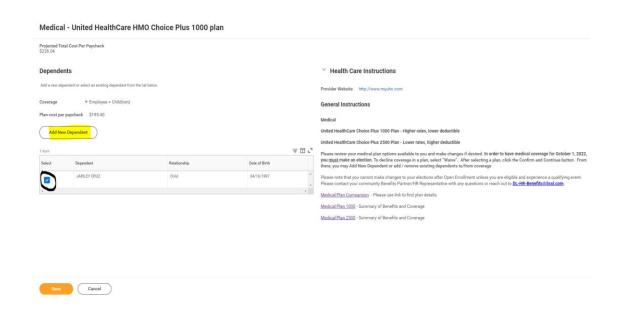




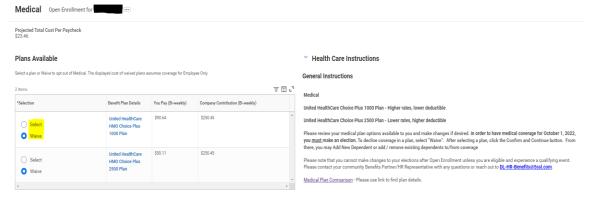
Open Enrollment

Team Member

5) If you have dependents listed already in your current benefits you should see them below and click the box to add a dependent. If you want to add a new dependent, please click the ADD New Dependent and add all their information.



6) Repeat these steps for each plan.





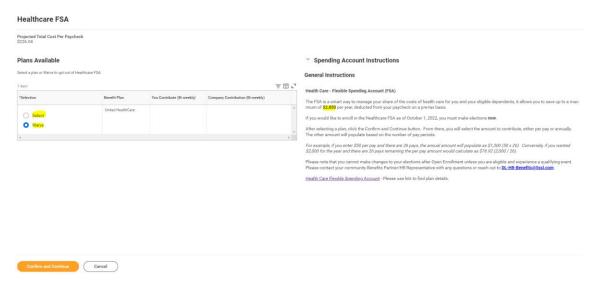




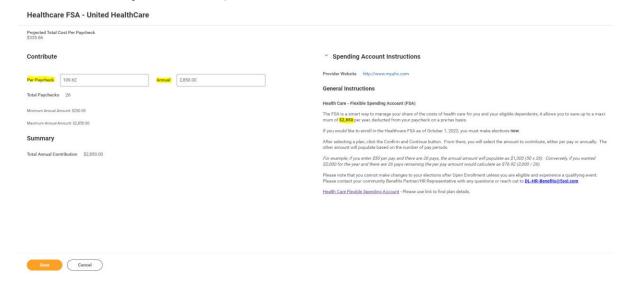
Flexible Spending Account Elections

To elect the Health Care or Dependent Care plans follow the same steps listed below

- 1) Click the circle next to *Elect or Waive* if you choose to enroll in a Spending Account
- 2) After selecting the plan, click the Confirm and Continue to select an amount
- 3) Follow the same steps for the Dependent Care plan



4) Once you elect coverage enter an amount in the <u>Paycheck</u> or <u>Annual box</u>. (Only enter one, and the other will automatically calculate), then click Save.

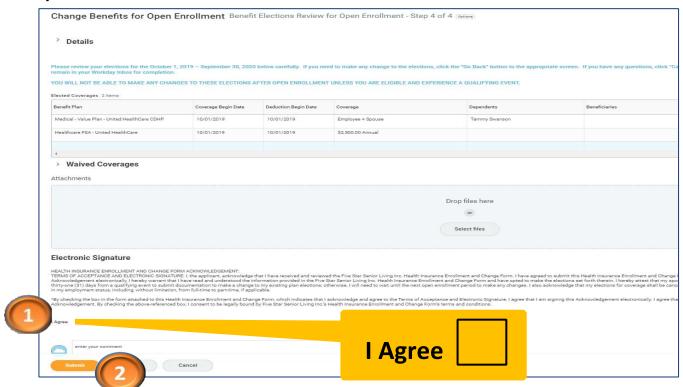






Review and Electronic Signature

- 7) Once all your plans have been selected or waived you can click the Review and Sign
- 8) Scroll down and Click in the box next to I Agree.
- 9) Click Submit at the bottom



Note: You will need to agree to the electronic signature for coverage



10) After you've submitted, you will be given the option to Print your elections.





