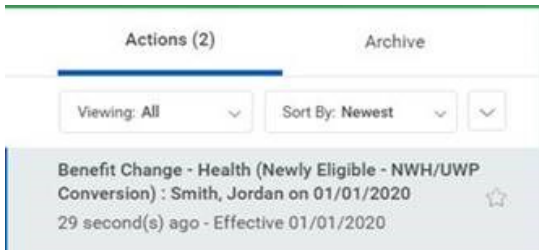


HEALTH ENROLLMENT 201

A GUIDE TO ENROLLING IN BENEFITS IN WORKDAY

BEGIN

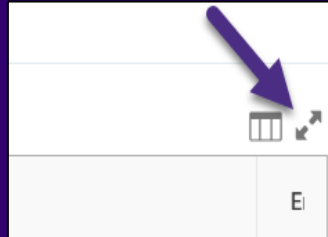


You received a Workday Inbox item on November 1st for an "Health (Newly Eligible - NWH/UWP Conversion)."

Review the important text at the top of the page before you proceed down to the elections area.

PRO TIP

Use the arrow button at the top right of the table to make this table full screen. This will be an easier way to view and fill out the form.



WHAT YOU'LL SEE

You will see the elections related to your enrollment in this table. This decision tree will take you through all choices you can make.

Feel free to skip around by focusing on "Major Decision Points" throughout this document.

Health Care Elections

14 items



Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - PEBB Decline Medical Coverage	<input type="radio"/> Elect		
Medical - PEBB Kaiser WA CDHP			
Medical - PEBB Kaiser WA Classic	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - PEBB Kaiser WA SoundChoice	<input type="radio"/> Elect		

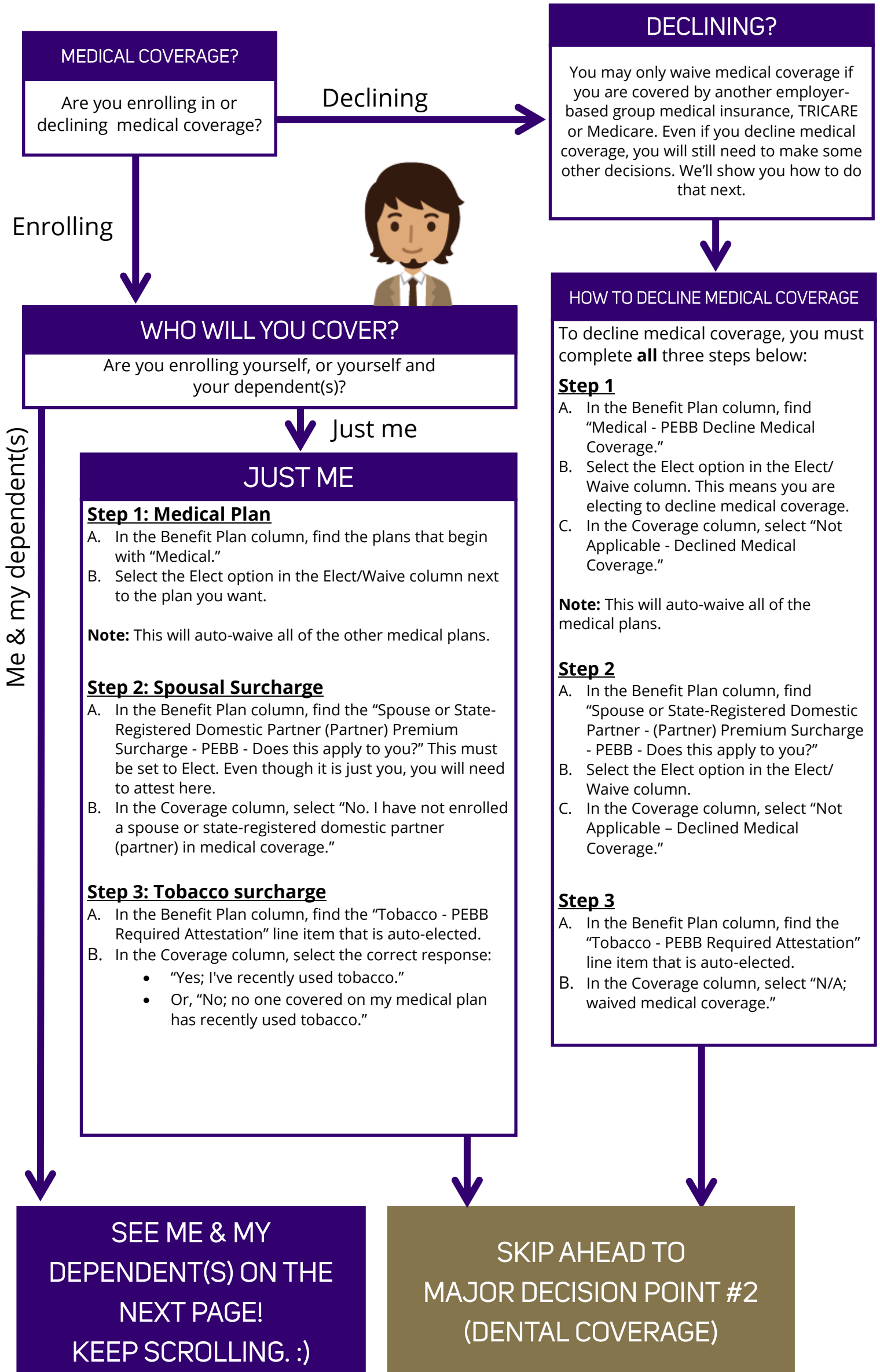
NAVIGATION

These four columns will be your primary focus while making changes and decisions.

MAJOR DECISION POINT AHEAD! KEEP SCROLLING.

MAJOR DECISION POINT #1:

MEDICAL COVERAGE



MAJOR DECISION POINT #1:

MEDICAL COVERAGE (continued)

ME + MY DEPENDENT(S)

Step 1: Medical Plan

- A. In the Benefit Plan column, find the plans that begin with "Medical."
- B. Select the Elect option in the Elect/Waive column next to the plan you want.
- C. To **add** dependent(s): In the Enroll Dependents column, select the white box and select the menu icon on the right of the box. For more help on this, we recommend checking out our dependent verification page: <https://isc.uw.edu/your-benefits/dependent-verification/>
 - ⇒ From the white box, select Add My Dependent From Enrollment. Finish the Add My Dependent process and return to your enrollment elections to see that they have been added as a dependent in the line plan you were working on.

IMPORTANT: Each time you select a different medical plan, you will need to re-add dependents from Existing Dependents, so be sure you are careful as you make changes on this page.



Step 2: Spousal Surcharge

- A. In the Benefit Plan column, find the "Spouse or SRDP (Partner) Surcharge - PEBB - Does this Apply to You?" plan.
- B. You will need to attest here even if it's just you.
- C. In the Coverage column, select the most correct response from the list.

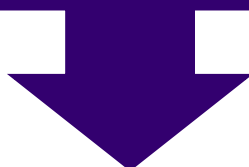


Step 3: Tobacco Surcharge

- A. In the Benefit Plan column, find the "Tobacco - PEBB Required Attestation" line item that is auto-elected.
- B. In the Coverage column, select the most correct response from the list.
- C. If you chose one of the options below in the last step, you will need to select which dependent(s) have used tobacco in the Enroll Dependents column.
 - 1. Yes; my covered family member(s) and I have recently used tobacco.
 - 2. Yes; my covered family member(s) have recently used tobacco.



**YOU'RE NOT DONE YET!
MAJOR DECISION POINT #2
(DENTAL COVERAGE) AHEAD.
KEEP SCROLLING.**



MAJOR DECISION POINT #2:

DENTAL COVERAGE

WHO WILL YOU COVER?

Dental coverage cannot be waived. Are you enrolling yourself, or you and your dependent(s)?

JUST ME

1. In the Benefit Plan column, find the plans that begin with "Dental."
2. Select the Elect option in the Elect/Waive column next to the plan you want.

Note: This will auto-waive all of the other dental plans.

ME & MY DEPENDENTS

1. In the Benefit Plan column, find the plans that begin with "Dental."
2. Select the Elect option in the Elect/Waive column next to the plan you want.
3. To **add** dependent(s): In the Enroll Dependents column, select the white box and select the menu icon on the right of the box.
 - ⇒ If the dependent has already been added to medical, select "Existing Dependents" to view who you have already added and select each name you want on your plan.
 - ⇒ If the dependent is new, from the white box select Add My Dependent From Enrollment. Finish the Add My Dependent process and return to your enrollment elections to see that they have been added as a dependent in the line plan you were working on.

IMPORTANT: Each time you select a different dental plan, you will need to re-add dependents from Existing Dependents, so be sure you are careful as you make changes on this page.

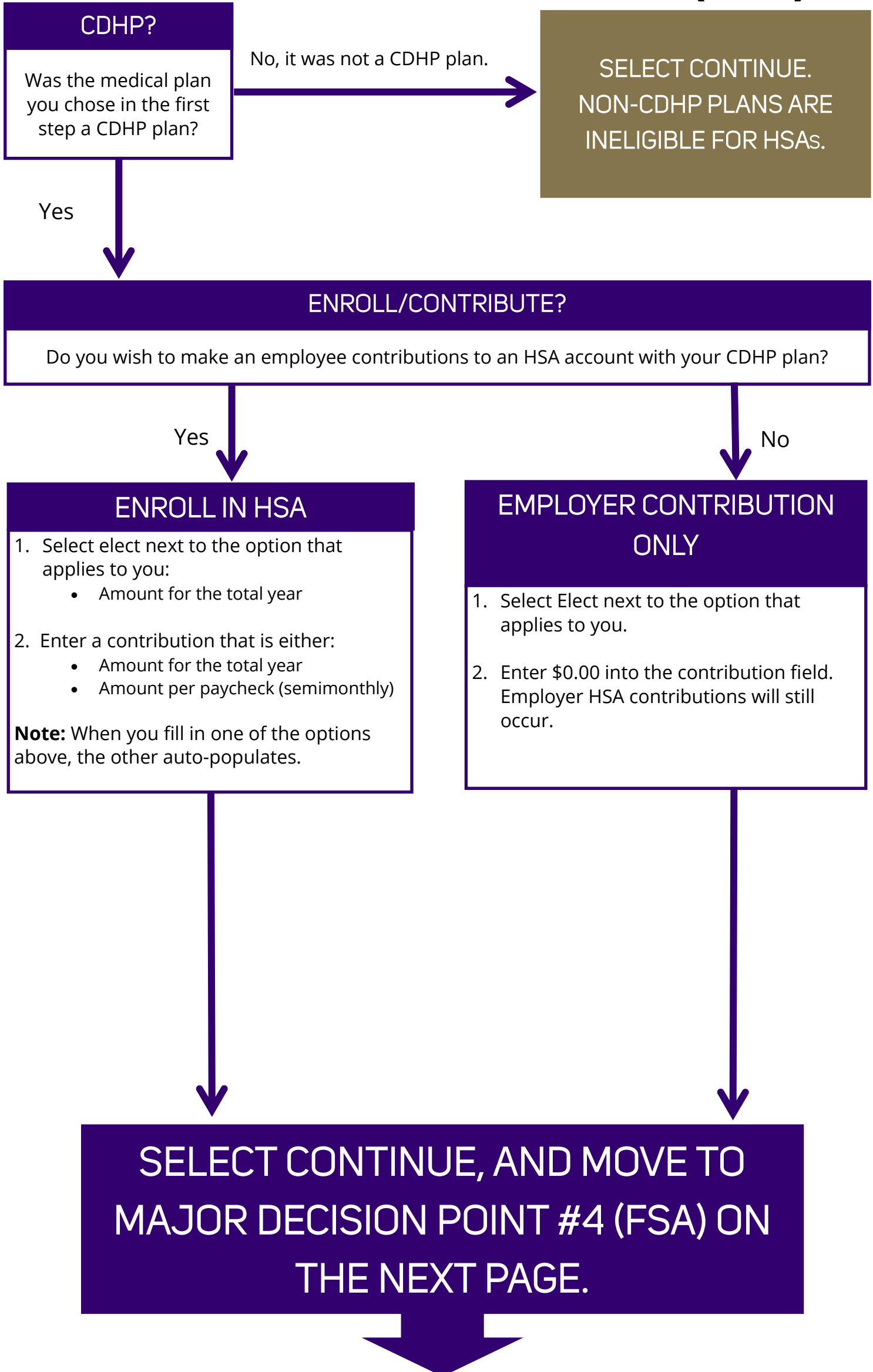
IN WORKDAY, MINIMIZE FULL SCREEN MODE IF YOU OPENED IT, SELECT CONTINUE, AND MOVE TO MAJOR DECISION POINT #3 (HSA) ON THE NEXT PAGE.



Total Employee Net Cost/Credit
\$0.00 Monthly Cost

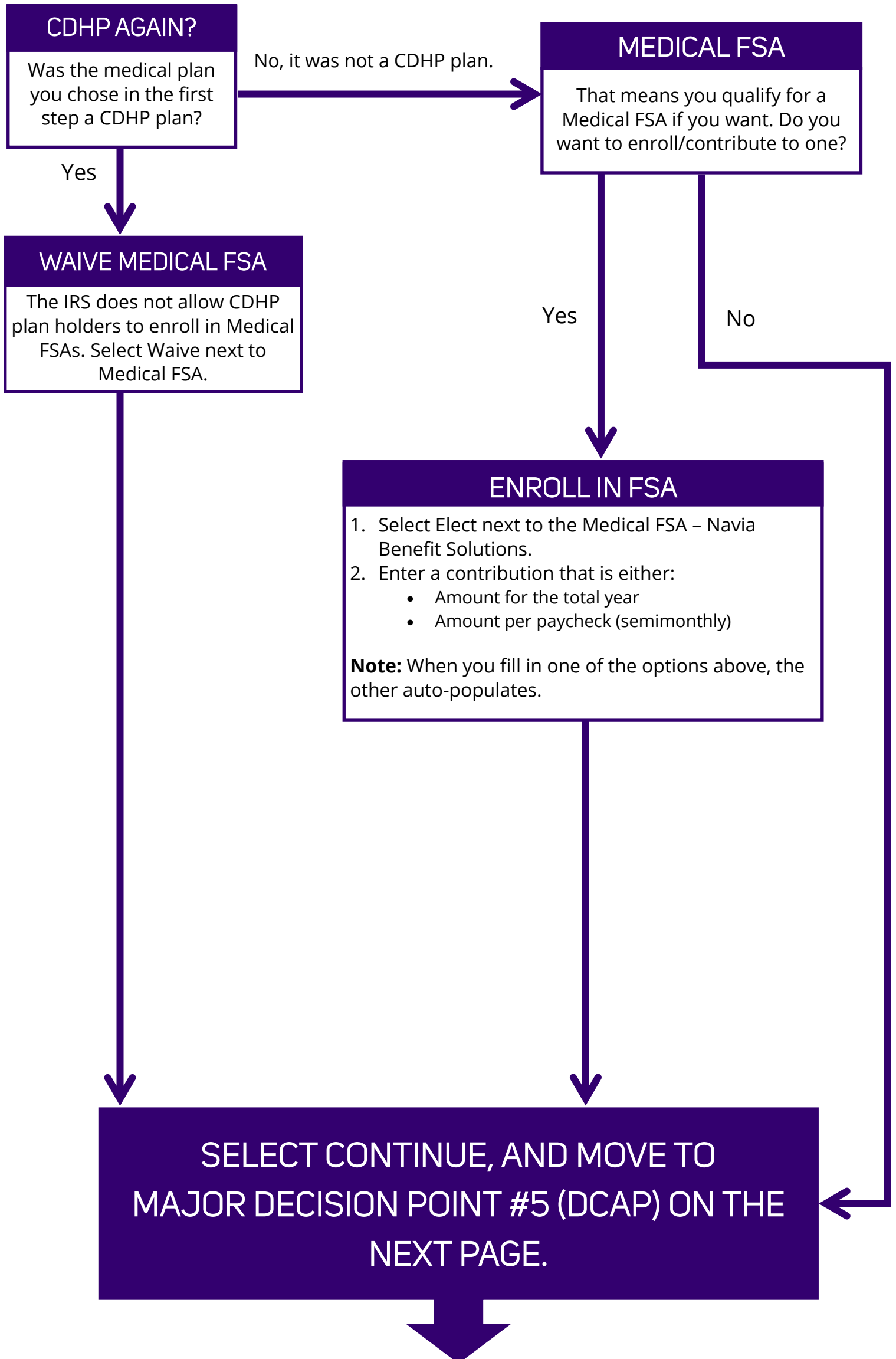
MAJOR DECISION POINT #3:

HEALTH SAVINGS ACCOUNT (HSA)



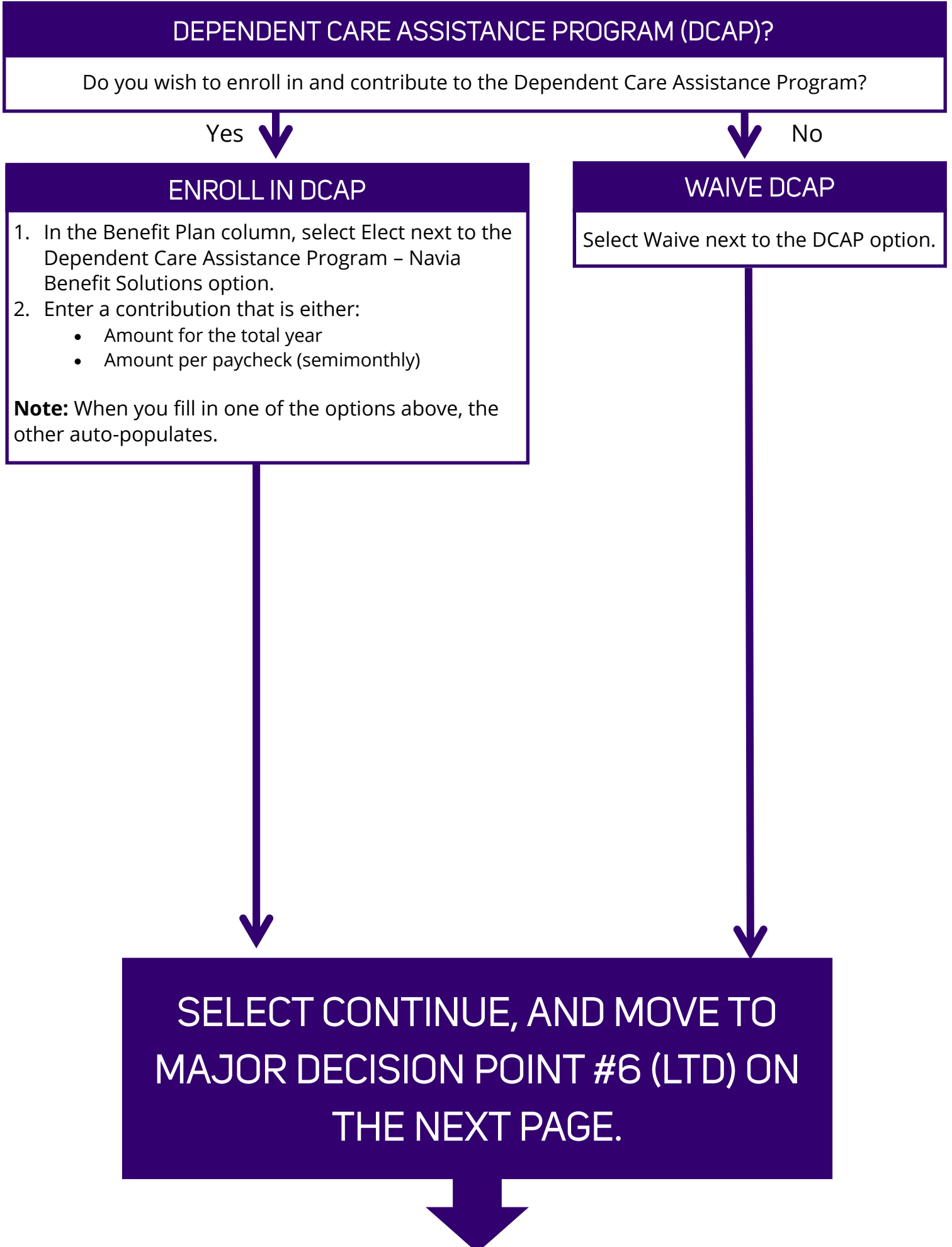
MAJOR DECISION POINT #4:

MEDICAL FSA



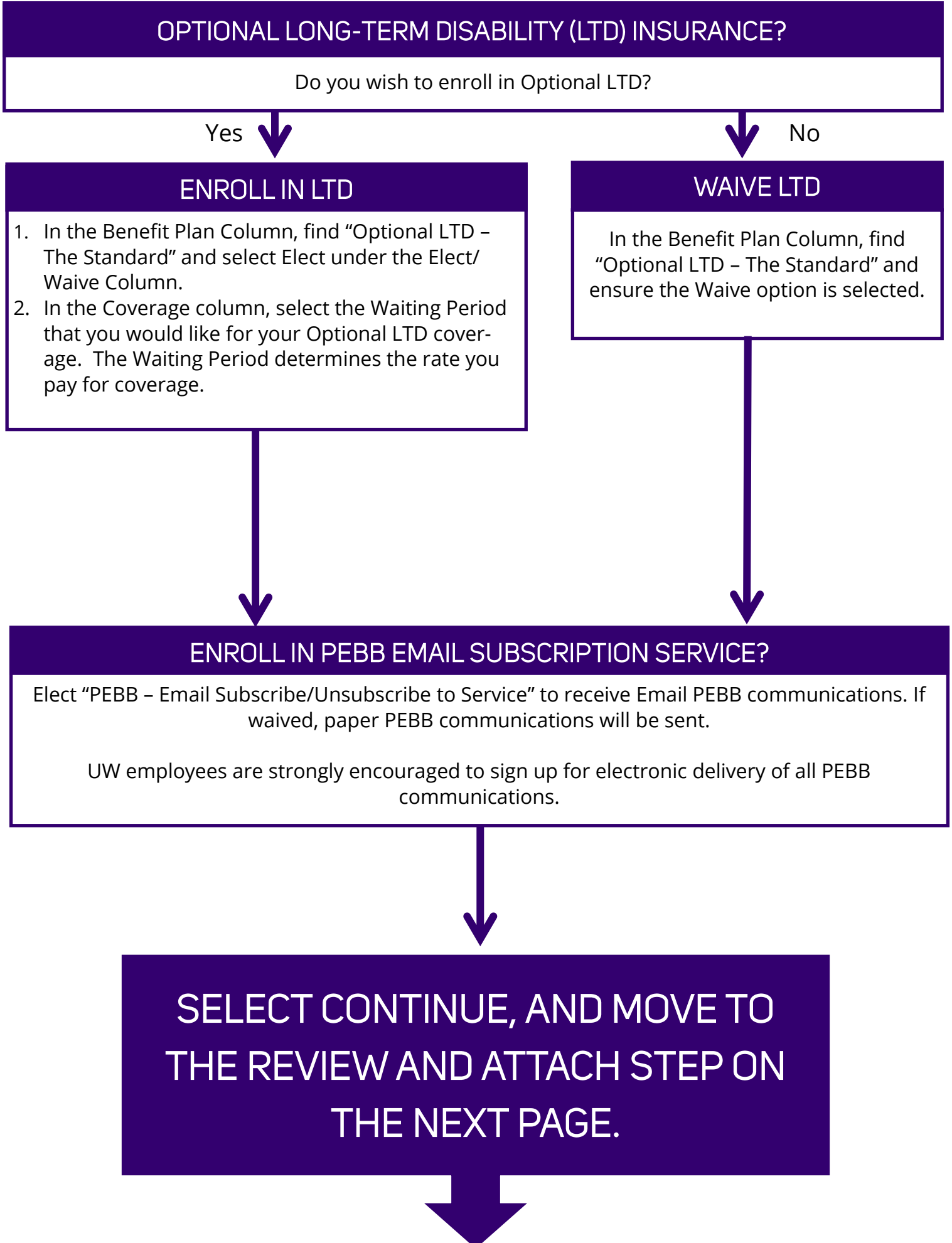
MAJOR DECISION POINT #5:

DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)



MAJOR DECISION POINT #6:

OPTIONAL LONG-TERM DISABILITY (LTD) INSURANCE



REVIEW & ATTACH DOCUMENTS

READ!

You're almost done! You should now be at the Review page for Health (Newly Eligible—NWH/UWP Conversion). This page is long, we know. But it's long for a reason! Some really vital, "hey you could mess things up or slow things down yourself if you don't..." type of information is on this page. **Please read everything carefully.**

REVIEW YOUR COVERAGE

Make sure everything you signed up for is correct for each of the "Elected Coverages" options.

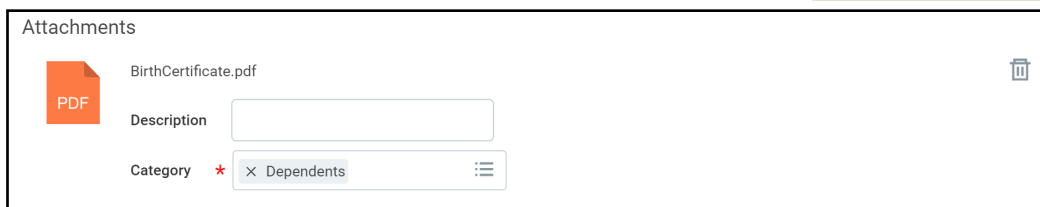
- Are the medical/dental plans elections correct?
- Did you enroll dependent(s) in all intended plan(s)?
- Is your LTD waiting period correct?
- Are your attestations correct?

If an alert is displayed, make sure to read and resolve the error, it's likely going to prevent you from being able to submit your elections. If you need to change anything, simply use the "Go Back" button at the bottom of the page.

ATTACH THE REQUIRED DOCUMENTS

If you added a new dependent to your medical or dental plan, you must attach very specific proof of eligibility. Select the link to the right to understand what documents you need to attach. If you do not attach this proof, your newly added dependent(s) will not be enrolled. When you have your document(s) ready, select Select files to attach your document(s).

WHAT DO I NEED TO ATTACH?
CLICK HERE TO FIND OUT!



If you added a spouse to your coverage, you'll also need to add the date of your marriage into the comments field *below* the "I agree" box.



READ AND CHECK THE "I AGREE" BOX ON THE LEGAL NOTICE.



CLICK SUBMIT!!!

Please note: If you don't submit your enrollment elections by 7p PST on November 27, you will have to wait until January 2020 to enroll and may have a gap in Life/LTD coverage.