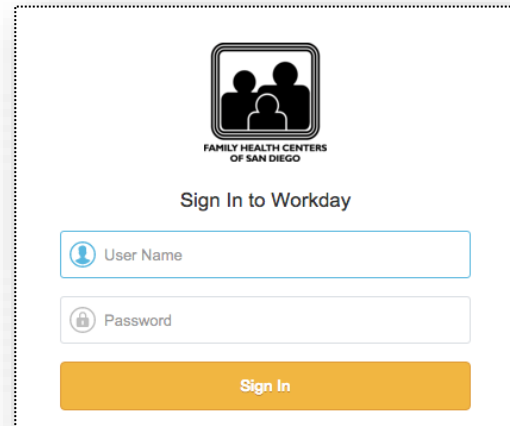




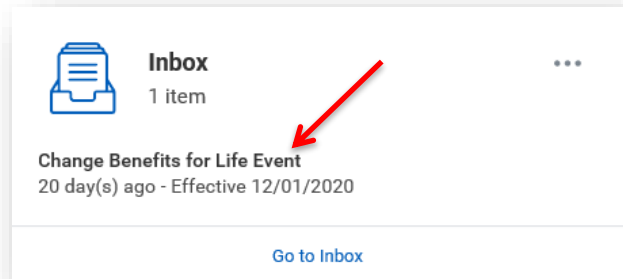
New Hire Enrollment Quick Reference Guide



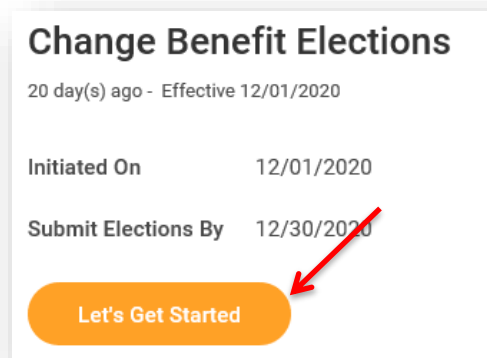
1. Begin by logging into Workday
2. Enter your User Name
3. Enter your Password
4. Click "Sign In"



5. From the "Home" screen go to your Inbox. In your inbox you should have a task that says "Change Benefits for Life Event" or "Benefit Change- New Hire: _____" event.



6. Click on "Let's Get Started" to proceed on to the benefit election page.





New Hire Enrollment Quick Reference Guide



HEALTH CARE AND ACCOUNTS ELECTIONS

Enroll, Waive, and/or change your Medical, Dental, Vision and FSA elections by selecting “Enroll” or Manage under the applicable benefit Option.

7. If wish to make changes you can do so by simply clicking on the “Select” button, on the plan that you wish to choose.
8. Review your coverage type for each elected plan.
9. Once you have chosen your coverage option select “Confirm and Continue”

The screenshot shows a dashboard titled "Health Care and Accounts" with four main sections:

- Medical:** CIGNA PPO CA, Cost (Semi-monthly) \$181.00, Coverage Employee + Spouse, Dependents 1. Button: Manage
- Dental:** CIGNA DHMO, Cost (Semi-monthly) \$16.90, Coverage Employee + Spouse, Dependents 1. Button: Manage
- Vision:** Waived. Button: Enroll
- Dependent Care FSA:** Igoe, Contribution (Semi-monthly) \$20.83. Button: Manage
- Healthcare FSA:** Igoe, Contribution (Semi-monthly) \$20.83. Button: Manage

The screenshot shows a "Plans Available" table with the following data:

| *Selection | Benefit Plan | You Pay (Semi-monthly) | Company Contribution (Semi-monthly) |
|--|---------------------------|------------------------|-------------------------------------|
| <input type="radio"/> Select <input checked="" type="radio"/> Waive | CIGNA HMO Full Network | \$70.00 | \$301.96 |
| <input type="radio"/> Select <input checked="" type="radio"/> Waive | CIGNA HMO Scripps Network | \$53.50 | \$248.20 |
| <input checked="" type="radio"/> Select <input type="radio"/> Waive | CIGNA PPO CA | \$82.50 | \$393.23 |
| <input type="radio"/> Select <input checked="" type="radio"/> Waive | Kaiser Permanente HMO | \$95.00 | \$221.00 |
| <input type="radio"/> Select | SIMNSA HMO | \$36.50 | \$57.91 |

At the bottom of the table, there is a "Confirm and Continue" button (highlighted with a red arrow) and a "Cancel" button.

New Hire Enrollment Quick Reference Guide

10. The Next page will allow you to add, remove or change your dependent(s). Review your dependents to ensure that all eligible dependents are covered under your desired plans.

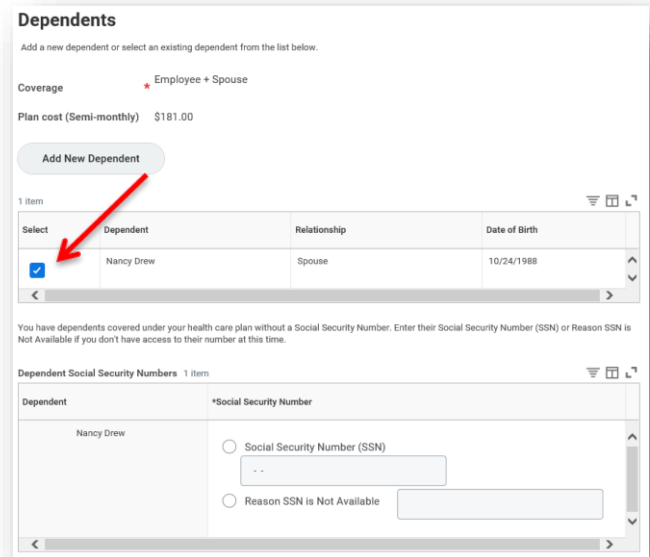
If adding dependents click on “Add New Dependent” or check mark the box next to an already existing Dependent. Be sure to Add Dependent’s SSN.

* Please note you only need to add your dependent to the system one time, they can be attached to multiple benefits.

**If you are adding a brand new dependent you will be required to attach dependent documents to the last step of your enrollment.*

See [Dependent Verification Documentation](#)

11. Click on “Save” to go back to main selection page.



Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage Employee + Spouse

Plan cost (Semi-monthly) \$181.00

Add New Dependent

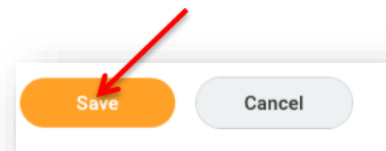
1 item

| Select | Dependent | Relationship | Date of Birth |
|-------------------------------------|------------|--------------|---------------|
| <input checked="" type="checkbox"/> | Nancy Drew | Spouse | 10/24/1988 |

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers 1 item

| Dependent | *Social Security Number |
|------------|---|
| Nancy Drew | <input type="radio"/> Social Security Number (SSN) <input type="text"/> <input type="radio"/> Reason SSN is Not Available <input type="text"/> |



Save **Cancel**



New Hire Enrollment Quick Reference Guide



SPENDING ACCOUNT PLAN ELECTIONS

12. You have the option to elect Dependent and/or Healthcare Flexible Spending accounts. Choose Enroll under your desired Flexible Spending account option. To Enroll choose “Select” and then click on “Confirm and Continue.” You will have the option to either put in the total amount you want to contribute for the year and the system will calculate your Per Pay Period amount or vice-versa. Populate the Per Pay Period and it will calculate your annual Contribution

13. To continue select “Save.”

INSURANCE – LIFE & LTD ELECTIONS

14. **Basic Life/AD&D/LTD-** For eligible employees LTD, Basic Life & Basic Accidental Death and Dismemberment (AD&D) is provided by FHCS D at no cost to the Employee. *Beneficiaries must be added to the life insurance policies (Review steps under “Beneficiary Designation” for instructions on how to do so.*

15. **Supplemental Life insurance-** If you choose to elect Supplemental Spousal Life and/or Supplemental Child Life **you must also elect Supplemental Employee Life.**



New Hire Enrollment Quick Reference Guide



Any increases beyond the New Hire Guaranteed Issue amounts will require completion of the **Evidence of Insurability (EOI)** process through Unum, the carrier. You will receive a “TO DO” step for this once your event has been approved.

If you do not complete that final process, you will **not** be enrolled in that level of coverage.

16. Long Term Disability Buy Up- If you choose to elect Long Term Disability Buy Up. Choose Enroll under the benefit option. To Enroll choose “Select” and then click on “Confirm and Continue.”

On follow up page review calculated coverage details and click “Save.”

BENEFICIARY DESIGNATION

If you receive an “Additional Changes” message you must designate a beneficiary for each life insurance plan in which you are enrolled. You must designate a Primary Beneficiary for each plan.

17. To Do so click on “Manage” under your Basic life .Then click “Confirm and Continue.”

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 Item

| Beneficiary | Percentage |
|------------------|------------|
| x Nancy Drew ... | 100 |

Secondary Beneficiaries 0 Items

| Beneficiary | Percentage |
|-------------|------------|
| No Data | |

Additional Changes

Select a beneficiary for the following plans: Basic Accidental Death and Dismemberment (AD&D) - Unum (Employee), Basic Life - Unum (Employee)

Close



New Hire Enrollment Quick Reference Guide



18. Once under your coverage detail page click on the “+” sign next to “Beneficiary,” under the “Primary Beneficiaries” section.

19. You will need to choose “Add a New Beneficiary or Trust” and when you choose that, a new window will open to enter your beneficiary’s information.

20. Once your beneficiary is saved under the “Primary Beneficiary” Section, allocate the percentage you would like for that beneficiary to receive in the box under “Percentage.” *If you only have one beneficiary you must enter 100*

*If you would like to add additional beneficiaries click the “+” once again and repeat the above steps. You may have multiple primary beneficiaries listed however the total percentage for all beneficiaries must equal 100%.

21. (Optional) You may also enter a Secondary beneficiary by repeating the same process under the “Secondary Beneficiaries” section. *A secondary beneficiary receives the benefit only if the primary beneficiary(s) is unavailable.*

22. Repeat Steps 1-5 of the Beneficiary Designation process for your Basic Life and Dismemberment Policy.

23. Once you have enrolled into all desired plans select “Review and Sign.”

| *Selection | Benefit Plan | You Pay (Semi-monthly) | Company Contribution (Semi-monthly) |
|--|-----------------|------------------------|-------------------------------------|
| <input checked="" type="radio"/> Select <input type="radio"/> Waive | Unum (Employee) | Included | |

Calculated Coverage: 2 X Salary

Coverage: 2 X Salary

Plan cost (Semi-monthly): Included

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 |
| No Data | |

| Secondary Beneficiaries 0 items | |
|---------------------------------|------------|
| Beneficiary | Percentage |
| No Data | |

Review and Sign **Save for Later**



New Hire Enrollment Quick Reference Guide



VIEW SUMMARY

Review the benefit elections that you have chosen, ensure that you have included all your dependents, and review your total cost.

If you are unsure of any plan(s) you have elected click on “Save for Later” and come back later to finish your submissions.

If you are newly adding dependents, dependent documentation is required. Please [click here](#), to go to the Dependent Definition and Verification Documentation. You will scan, save, and load the document on this page under the “Attachment Section” last page.

BE SURE TO READ ALL of the carrier Arbitration Statements as well as the FHCS **Benefit premium payment information!!**

Once you fully read, then you must acknowledge that you agree with all terms, then, Click on “I Agree” and then “Submit.”

24. Upon submitting your elections, the next page will confirm with a “Success, You’re Enrolled” message.

25. Click on the “View 20XX Benefits Statement” to Print or Save a copy of your election summary.

| Plan | Coverage Begin Date | Induction Begin Date | Coverage | Dependents | Beneficiaries | Cost |
|----------------|---------------------|----------------------|-------------------|------------|---------------|----------|
| Medical | 01/01/2021 | 01/01/2021 | Employee + Spouse | | | \$141.00 |
| DENTAL PPO CL | 01/01/2021 | 01/01/2021 | Employee + Spouse | Henry Dyer | | \$16.00 |
| VISION | 01/01/2021 | 01/01/2021 | \$100.00 Annual | | | \$26.00 |
| HealthCare FSA | 01/01/2021 | 01/01/2021 | \$200.00 Annual | | | \$26.00 |

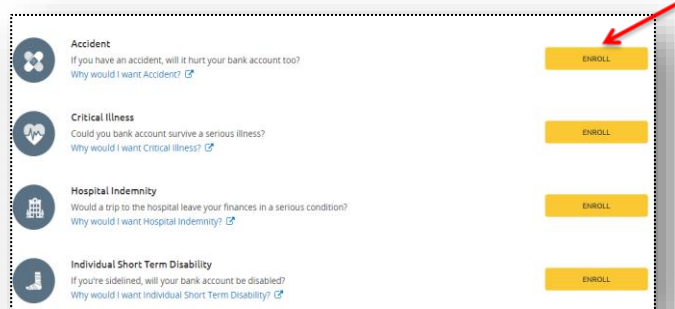
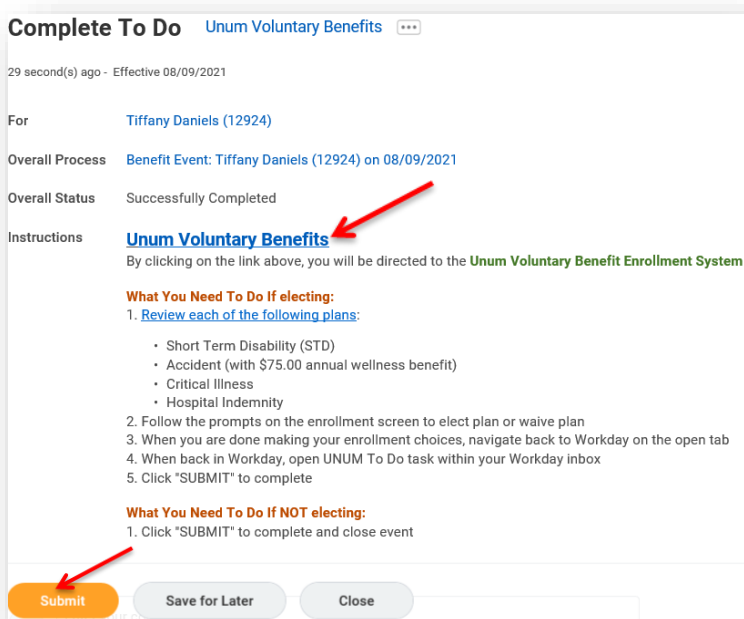
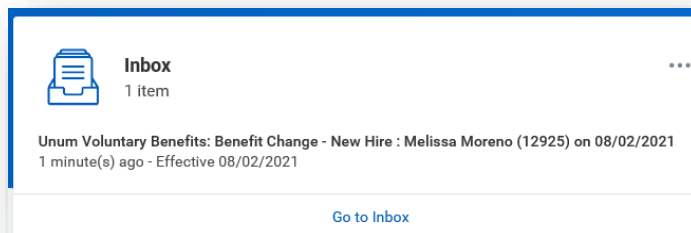


New Hire Enrollment Quick Reference Guide



UNUM VOLUNTARY BENEFIT ENROLLMENT:

26. Once your event has been approved by the Benefit partner you will receive a UNUM Voluntary Benefits Change To Do task. Go to your Workday inbox to retrieve.
**The instructional text within the TO DO task will guide you through what you need to do.*
27. If you do NOT wish to enroll in the Additional benefit options click "Submit" to complete and close the task.
28. If you wish to enroll in any of the four **Additional Benefits with Unum** that are available, you will click on the Unum Voluntary Benefits link here which takes you to Unum's enrollment site
29. This will open a new page, where you will then click on the **Unum Voluntary Benefits Enrollment Link**.
30. Upon clicking the link above you will be routed to Unum's home page, where you can enroll in additional plans by simply clicking enroll next to the plan name.





New Hire Enrollment Quick Reference Guide



31. You will then complete the questions that are asked on the Unum site, Once done the system will show you your Per Pay Period Cost

Pay Period Cost \$8.44

► Accident
Why would I want Accident? [?](#)

Total Pay Period Cost \$8.44

32. Click on Close This Window and you are done with your New Hire enrollment

CLOSE THIS WINDOW