

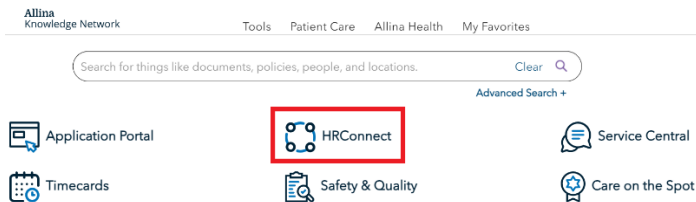
# We're **all** invested in your employee benefits



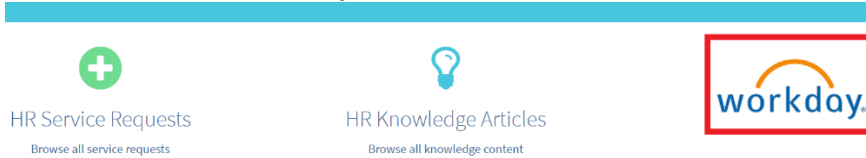
## Workday tip sheet: Benefits Enrollment

To get started, open the Benefits Enrollment Tool in Workday:

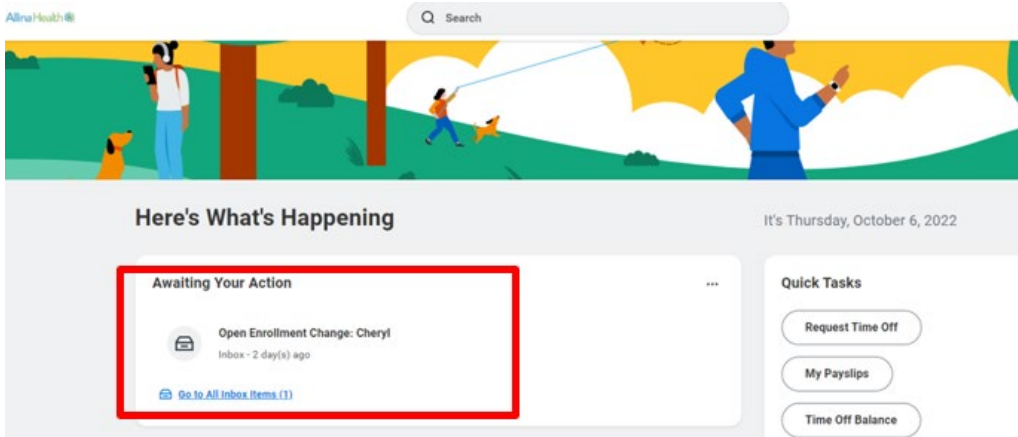
1. On the **AKN** homepage, click **HRConnect**.



2. In **HRConnect**, click **Workday**.

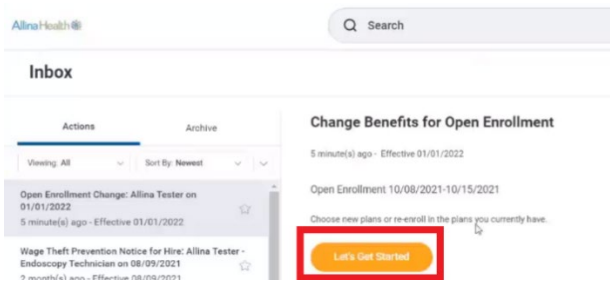


3. In **Workday**, on the left-hand side, click **Go to Inbox** to open your inbox.



4. In your inbox, click the **Open Enrollment Change** message to access the enrollment tool.
  - The message opens on the left.

5. Click **Let's get started** to begin benefit selections.



6. Follow the instructions below for help on each section.

### A. Enter Dependents Missing Social Security Numbers

At this point, if your dependents are missing social security information, you are prompted to enter their social security numbers.

1. In the **Dependents Missing Social Security Numbers** page, add a SSN for the dependent(s).
2. Click **Ok**.
3. In the **Updated Information** window, click **Continue** to move forward with your benefit selections.

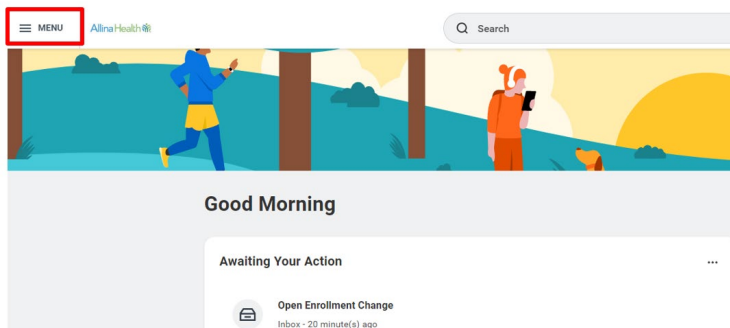
### B. Select Benefits

On the **Health Care and Accounts** page, you can manage and enroll in your valuable employee benefits. The tiles display current enrollment benefits. In each tile:

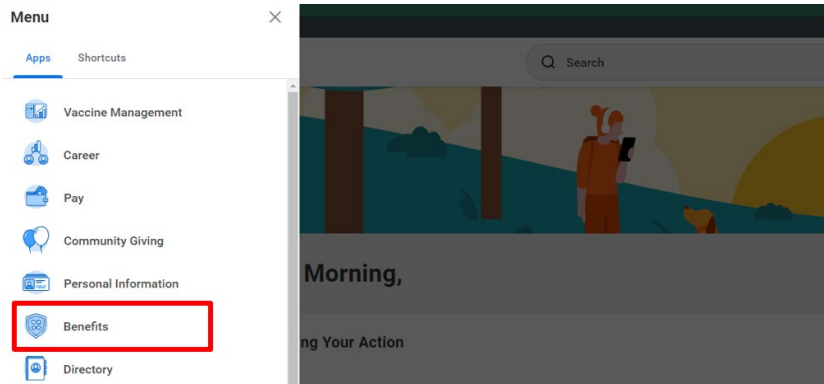
- Click the **Manage** link to change a benefit.
- Click the **Enroll** link to enroll in a benefit.

**NEW:** You must enroll in medical to have benefits in 2024. Your 2023 medical election will not carry over into Annual Enrollment.

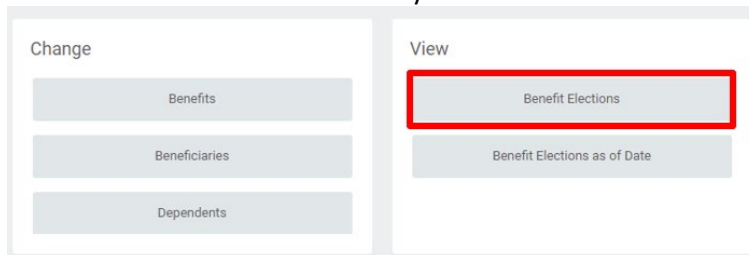
1. To view your 2023 Medical election, go to **Workday**.
2. Click on **Menu** in the upper left-hand corner.



3. Click on the **Benefits** application.

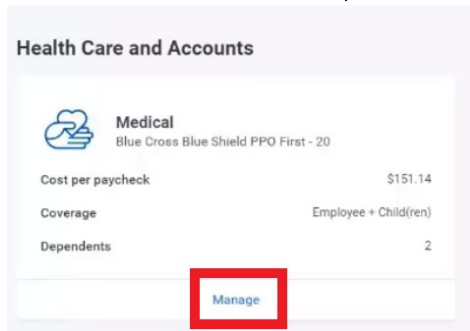


4. Click on **Benefit Elections** to view your 2023 elections.



### C. Change and/or Add Dependents to Medical and Dental Benefits

1. In the **Medical** or **Dental** tile, click the **Manage** link.



2. Change the medical/dental benefit by clicking **Select** next to the plan you would like to enroll in.
3. Click **Confirm and Continue**.
4. You may **Add a New Dependent** or select from existing dependents.
  - o The following information is required upon Adding a New Dependent:
    - First Name, Last Name, Relationship, Date of Birth, Gender and National ID.
  - o Click **Save**.

**Add My Dependent From Enrollment** 9/16

**Name**

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

**Personal Information**

Relationship \*

Date of Birth \*

Age (empty)

Gender \*

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

**National IDs**

Click the Add button to enter one or more National Identifiers for this dependent.

Country \*

National ID Type \*

Current ID (empty)

5. Click **Save**.

## D. Medical Spousal Coverage Attestation

Employees who follow non-contract medical benefits enrolling in either the Allina First or Select Health Savings Plan must complete the Medical Spousal Coverage Attestation in Workday even if you are not covering a spouse on your medical plan.

1. In the **Medical Spousal Coverage** tile, click the **Enroll** or **Manage** link.
2. Click **Select** and then click **Confirm and Continue**.
3. Next to Coverage, click in the box and select the statement that applies to you.

### Medical Spousal Coverage - Allina Attestation

Projected Total Cost Per Paycheck  
\$15.07

**Coverage** \*

Plan cost per paycheck

My spouse is offered medical coverage through their employer

My spouse is NOT offered medical coverage through their employer

I am not covering a spouse on my medical plan

4. Click **Save**.

## E. Enroll in Flexible Spending Account or Health Savings Account

Flexible spending accounts (FSA) and Health Savings Account do not roll over into the next year. re-enroll in these accounts if you choose to do so.

1. In the Healthcare FSA or Health Savings Account tile, click **Enroll** link.
2. Click **Select** and then click **Confirm and Continue**.
3. You may enter an annual amount, which will be deducted over 26 paychecks, or **enter a per paycheck amount**.

## Healthcare FSA - ConnectYourCare

Projected Total Cost Per Paycheck  
\$142.25

## Contribute

Per Paycheck 3.85 Annual 100.00

Remaining Paychecks 26

Minimum Annual Amount: \$100.00

Maximum Annual Amount: \$2,750.00

## Summary

Total Annual Contribution \$100.00

4. Click **Save**.

### G. Finalizing Your Benefit Selections

1. Once you make all your benefit selections, click **Review and Sign**.
2. Under the **Electronic Signature** section, click **"I Accept"** and lastly click **Submit**.

I Accept 

Submit

Save for Later

Cancel

3. You can click **View your 2024 Benefit Statement** to save or print your confirmation statement.
  - o In the upper right corner, click on the PDF tile to export and download or print your statement.

### H. General Tips

- If at any time you need to save your progress to complete later during the enrollment period, click **Save for Later**.
- Please reach out to the *HRConnect* Service Center at 612-262-4688 if you have questions.
- You may change your elections prior to midnight on Wednesday, Nov. 15.
  - o Click on the **Benefits** application on the homepage of Workday. Under current cost, click **Change Open Enrollment**.
- If you submitted your enrollment and want to access your enrollment information, go directly to your inbox in Workday. Click on the tab titled "Archive". Lastly, click on the event titled, "Open Enrollment Change: (Your name) on 01/01/2024". Your enrollment is located here.