

## 2025 Open Enrollment



### How to Make Changes in Workday:

Log into your Workday account at <https://www.myworkday.com/wday/authgwy/ccitc/login.html>

To see your current benefits, go to **Menu / Benefits** and **Pay App / Benefits / Benefit Elections**

In your Workday **My Tasks/Inbox** (envelope icon on the top right of your screen) you will have an Open Enrollment task. This should also be on your Workday home page under 'Awaiting Your Action.' Click 'Let's Get Started.'

Here you will have benefit tiles. Health, Dental, Health Care Flex and Dependent Care Flex have a '**Manage**' or '**Enroll**' button. Benefit tiles with a 'View' button cannot be changed during open enrollment.

**Please Note:** You will see the 2025 benefit premiums on the benefit tiles. If you've qualified for the 2025 Wellness Credit, it is not shown on this page. Please review your 01/03/2025 pay statement to verify your benefit elections and, if applicable, your Wellness Credit (under Earnings) are correct.

#### To Make Changes:

- ⇒ Workday **My Tasks/Inbox - Open Enrollment Task** (or Workday home page under 'Awaiting Your Action')
- ⇒ On the Benefit Tile for **Health** or **Dental**, click **Manage** or **Enroll** on the benefit you'd like to change, Select or Waive single coverage, and click Confirm and Continue at the bottom.
  - Here you can add/remove dependents (you will need their SSN and date of birth)
  - Check the box  by your dependent's name to enroll them
  - Uncheck the box  by your dependent's name to remove them from the benefit
  - Add Dependent – Complete required information marked with a red asterisk \* / Save (at the bottom) / Add your dependent's Social Security Number / Save
- ⇒ On the **Healthcare FSA** or **Dependent Care FSA** tile, click Enroll, Select, Confirm and Continue
  - Enter either the Per Paycheck amount (26 pay periods per year) or the Annual amount you would like and press the tab key (the other amount will automatically populate).
  - Click Save
- ⇒ When your changes for each benefit are complete, **Review and Sign** (at the bottom)
  - If you Save for Later, it will remain in your My Tasks/Inbox and has not been submitted (must submit by the deadline)
- ⇒ Review your benefit elections; scroll down and
- ⇒ Check the  '**I Accept**' box and Submit
- ⇒ Here you can View and/or Print your 2025 Benefit Statement.

If you get an **Orange** or **Red** Error, click on the Error button to see the error.

**If you would like to make a change during open enrollment to any of your open enrollment benefit elections, you will need to do one of the following no later than 11/14/2024.**

- 1) **If you have not yet completed open enrollment**, the open enrollment task will still be in your Workday My Tasks/Inbox and you can click 'Let's Get Started' to make your open enrollment changes no later than 11/14/2024. Be sure to review and submit your changes to complete your elections for 2025.
- 2) **If you've submitted your open enrollment changes**, go to Menu / Benefits and Pay. Under 'Needs Attention' you will see 'Benefit Event: Open Enrollment.' Click 'Edit' and 'Let's Get Started' to make any open enrollment changes no later than 11/14/2024.

Benefit information is available on Marathon County's website at [www.marathoncounty.gov/benefits](http://www.marathoncounty.gov/benefits)