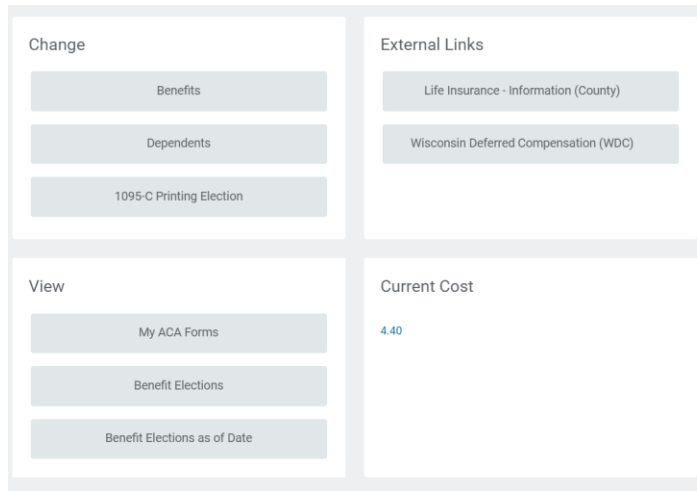


# Benefits Application Overview

# USER GUIDE

The Benefits Application in Workday allows you to make **Changes** (Enrolling is only available during Open Enrollment or a Qualifying Life Event), **View** your current elections and costs, has **External Links** so you can review Life Insurance and WDC details and shows your monthly **Current Cost**.

To make changes, view the **Change Benefits for Life Event** job aid.



## View:

- My ACA Forms**- Allows you to change how you will receive your 1095-C Form.
- Benefit Elections**- Shows all benefit elections you are currently enrolled in. Shows elected coverage for everyone enrolled along with your monthly cost, the County’s monthly cost and credit- if met Wellness requirements.
- Benefit Elections as of Date**- you can search for your past or future benefit elections. Future may be if you have submitted your change due to a birth and want to see what the cost will change to when it become effective.

## External Links:

- Life Insurance-Information**- Takes you to the County website for more information on Life Insurance.
- Wisconsin Deferred Compensation (WDC)**- Takes you to the page for WDC with program highlights and how to enroll.

## Current Cost:

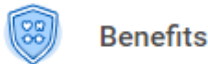
**Amount**- This is current monthly cost you pay for your coverage. Remember this is showing the whole monthly amount but is divided by half when taken out bi-weekly on your pay.

If you click on the dollar amount, it will bring up the breakdown of the costs. If you click on the arrow next to the amount, you can View Details, Export to Excel or Export to PDF.

From the Home page:



Click on the **Menu** icon and find the **Benefits App**



## Change:

- Benefits**- Manage or Enroll (if Qualifying Life Event) benefit elections. Refer to **Change Benefits for Life Event** job aid.
- Dependents**- Shows all dependents (spouse, children) that are enrolled in benefits along with their elections.
- 1095-C Printing Election**- Choose how you would like to receive your annual tax document.



**Note:** Further questions, please reach out to the Benefits Partners at [BenefitsCounty@co.marathon.wi.us](mailto:BenefitsCounty@co.marathon.wi.us)



**Note:** Adding benefits can only be done through a Qualifying Life Event or the yearly Open Enrollment. Qualifying Life Event would include Birth or Adoption of Child, Dependent Coverage, Divorce or Marriage.