SIGN IN

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Workday Benefits Enrollment Quick Guide





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Introduction

You can enroll or make changes to your benefits during Open Enrollment using Workday which you can access from work or home.

Review this Guide for an overview of the key steps to enroll or make changes to your benefits including:

- Workday Sign in instructions
- Open Enrollment instructions

Because your personal information is displayed on your computer when you sign in Workday, it's important to always use discretion when accessing Workday. Be sure to log out when you are finished to keep your information secure.





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Workday Sign in Instructions





Sign in to Workday

Workday can be accessed from any device with an Internet connection.

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A direct link to the Workday website is available from www.Workday@Ensign.com. Click on the Sign in to Workday button in the top right corner of any page.

sign in to workday.

You can also type in the URL to the Workday login page: https://www.myworkday.com/ensign/login.flex



Enter your user name and password. Your user name is your Ensign Employee ID.



Click on the Sign In button.



Open Enrollment Instructions



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Workday Inbox

Once you are signed in to Workday, click on your **Workday Inbox** to get started.

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Select **Action—Open Enrollment Change** and you can begin to make your elections.

PLEASE NOTE: If you do not see Action—Open Enrollment Change, please call Ensign Benefits Center at 877-352-8104.

BACK

Open Enrollment Instructions



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Continue	Save for Later Cancel	2				

TIP: Having complete information about your covered dependents including names, Social Security Numbers and dates of birth will save time when you adding new dependents to your coverage.

Health Care Elections

On this page, your current medical plan election will be pre-populated.



You can elect or waive your medical plan by clicking either **Elect** or **Waive** (decline) coverage.

PRINT

If you wish to keep the same plan and coverage tier that you have today, click **Continue** to proceed to go to the next page or click **Save for Later** to come back to this page later.

Add, Delete or Update Covered Dependents

3 Add a new dependent: If you need to add a new dependent, click on the Dependent field, then click on Add My Dependent From Enrollment.

Delete existing dependent: To delete an existing dependent from your coverage, click on the **dependent's name** and mark **"X**" to delete from coverage.

Update covered dependent: To update information about an existing dependent, go to the **Benefits worklet** on the home page, click on **Dependents** and make your changes.

PLEASE NOTE: All dependents covered under an Ensign medical plan must have a Social Security Number (SSN) listed in Workday. Please verify each dependent covered under your medical plan has an SSN listed and add or update as required.



EXIT

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Open Enrollment Instructions



← 1 of 1		
Add My Dependent From Enrollment Susy Smith 🚥		
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Adding a New Dependent/Beneficiary

- If you are adding a new dependent who will also be a designated beneficiary for any life insurance benefits you are eligible to receive, you can save time by clicking "**Yes**" for the question "**Use your new dependent as a beneficiary?**"
- 2 Complete the information requested to add a dependent/ beneficiary.

Health Savings Account Election

3 If you elected an Ensign medical plan, you will also be asked to complete a Health Savings Account (HSA) election. You can enter an amount you would like to contribute on a pre-tax basis to your HSA as an **annual amount** or a **per pay period amount** or you can waive the HSA election if you do not plan to contribute to an HSA.

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Open Enrollment Instructions



Continue Through Each Guided Page

Continue through each guided page to make all of your benefit elections.

← 1 of 1			Beneficiary Persons >	
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Continue Save for Later Go Back Cancel		Θ	John Tenin	O Privacy Percentage 100

Beneficiary Allocations

- Your existing beneficiaries for purposes of life insurance will be automatically assigned. To add a new beneficiary, click on the "+" symbol.
- 2 Click on the **Beneficiary field** to select a person or trust previously entered as a beneficiary or click on "**Create**" to add a new beneficiary.

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Open Enrollment Instructions



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Review Benefit Elections

- Review your elected coverages. Also review your covered dependents for medical, dental and vision.
- 2 Re
 - Review your waived coverages.



Review your beneficiary designations.

- Click on "**Go Back**" if you need to update or change any elected coverages, waived coverages, dependent information or beneficiary designations.
- If you are satisfied with your benefit elections, covered dependents and beneficiary designations, click the "**I Agree**" box then click on the "**Submit**" button.

PLEASE NOTE: To enroll or make changes to Voluntary Shortterm Disability, Long-term Disability, Critical Illness, Accident and/or Whole Life Insurance, you must meet with a Benefit Enrollment Counselor in the Coyote Room during the Open Enrollment period.

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Open Enrollment Instructions



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Confirmation Statement PDF

- Print a copy of the Confirmation Statement PDF for your records.
- Note that statement prints your electronic signature at the 2 bottom of the statement, not on the signature line.