Open Enrollment Reviews and Updates

Welcome to Endowed 2017 Open Enrollment. To get started:

Login to Workday

Workday is accessed with your Cornell University NetID & password.

1. Go to Workday (https://workday.cornell.edu) and then click on the **Log In** button.
2. Enter your Cornell University Net ID and password.

Review and/or Change Health & Dental Benefits Elections

1. From the home page, click on your employee photo in the upper right-hand corner and then select **Inbox**.

2. Click the **Open Enrollment Change** task. Note: Click **Toggle full screen viewing mode** ⤢ in the top-right side of your inbox action to view the full-screen.

3. Review your elected health and dental plans (i.e. this is either your current coverage, or coverage you were defaulted into because you were a member of the discontinued Aetna PPO).

4. If you **do not wish to make any changes** to your current elections, click **Continue** to move through the screens to the final **Submit** option.

5. If you wish to change your health or dental plans for 2017, click on the **Elect** button [○ Elect] for the new plan.

   > If you have made a mistake or forget to enter required information, the system will give you an error message. Once you resolve the error you will be able to move forward.

6. Once you elect a new plan, identify the coverage level, and the dependents you wish to include in your 2017 enrollment.

   Note: Notice the dollar amounts in the upper right-hand corner update to reflect your new choices.

Add, Change or Remove Dependents

If you need to change, add or remove a dependent:

1. Click on the **Enroll Dependents** box.
2. To add a dependent, click on the dotted icon and click **Add My Dependent From Enrollment**.
3. Always select **No** to the question about Beneficiary information. If you select **Yes**, you will not be able to continue.

   > Beneficiary information is not collected by Cornell University, nor stored in Workday. The data is exclusively managed by our external vendors (i.e. insurance or retirement providers).

4. Enter all of the required information, indicated by an *. You will notice, many of the fields are **optional** information.

   Note: Leave the default of **United States of America** as the country value.

5. If you wish to remove a previous dependent, simply click on the **x** next to their name.

   The system will guide you through the required steps and information that is needed (ex. Social Security Number). You will be prompted to add information for all newly added dependents and for any existing dependents with this missing data.

   Note: Please be aware Social Security Number and required documentation for newly enrolled dependents must be collected to be in compliance with federal law.

6. Once you've finished, click **Continue** to move on.

Change Aetna HDHP Aetna HSA Plan

If you elect this plan, you must **Elect** the health savings account. Cornell University will contribute $1000.00 to the plan. You may or may not choose to contribute additional dollars. Please be aware that by choosing this HSA health plan option, you cannot enroll in the Flexible Spending Account – Medical Care.

More questions? Please contact Cornell University Benefit Services at (607) 255-3936.

Enroll in Flexible Spending and Dependent Care Accounts (including the Cornell Childcare Grant)

The **Flexible Spending Account - Medical Care** is money that you can set aside on a pre-tax basis for medical expenses not covered by health, and dental.

The **Flexible Spending Account - Dependent Care** is money that you set aside on a pre-tax basis for day care expenses for children under the age of 13 who are your tax dependents.

If you wish to participate in either Flexible Spending account:
1. Click on the **Elect** radio button and then identify your total contribution up to the max of $2,600 for medical and $5,000 for dependent care.
2. Click **Continue** to move forward.

An Important Note: Recipients of a Cornell Child Care Grant **should not** include award amounts in their dependent care totals for 2017. Only include additional dollars you wish to be deducted from YOUR pay. For example, Cornell's award was $3,000, you wish supplement $2,000 of your own pay to reach the $5,000 limit. You would only enter $2,000 in Workday.

Important: Finalizing your 2017 Open Enrollment

Once you've made your choices, Workday will display a final summary page. This screen summaries your enrollment. If you are satisfied with your enrollments,

click the **Submit** [Submit] button on the bottom of the screen to commit your 2017 elections. The confirmation screen in Workday will display and allow you to print your final elections. Please print this page for your records.

Note: Once you've hit **Submit** button, Workday will save the election. If you wish to make further changes, click on the **Benefits** icon [icon] on the homepage, scroll to the bottom of the page, and open the Change Open Enrollment event under Current Cost and follow the same steps. This option will be available until November 18th.

Other Changes Outside of Open Enrollment

Legal Insurance

You can save on legal services such as wills, trusts, estate planning, consumer protection, elder law and more with affordable coverage through ARAG.

This benefit is not managed by Cornell in Workday, but it does have a similar annual open enrollment – the period during which to enroll is Nov. 1 – Dec. 31. Enroll via Workday > Benefits>External Links>Legal Plan Insurance.

Change Your Retirement Savings Allocations

Your **Retirement Savings** allocations can be updated at any time during the year – this action is no longer included in open enrollment, nor is it reliant upon a life event like other benefits changes.
To **view** your existing plans/allocations; from the Benefits icon, click on **View> Benefits Elections**. To make a **change**, please see the Changing Retirement Savings Elections reference.

Note: If you wish to contribute your full net pay, please do not enter 100% in the Employee Contribution- Percent field. Instead, please contact Benefit Services at (607) 255-3936 for further guidance.

> For more information about other Cornell benefits programs (ex. Auto, home, pet insurance, etc.) please visit: https://www.hr..cornell.edu/benefits/ to learn more.

Add Your Professional Profile

You can add your own Workday professional profile, **if you wish**. Professional profiles give you the ability to internally share key talent information about yourself, such as education, work experience, skills and certifications (similar to the LinkedIn).
You can enter data manually or import a LinkedIn profile. To get started, please see the Add or Update Your Professional Profile reference.

Sign Out of Workday

1. Click your name in the top-right side of the banner.
2. Select, **Sign Out.**
3. Close your browser *window.*

*More questions? **Please contact Cornell University Benefit Services at (607) 255-3936.***