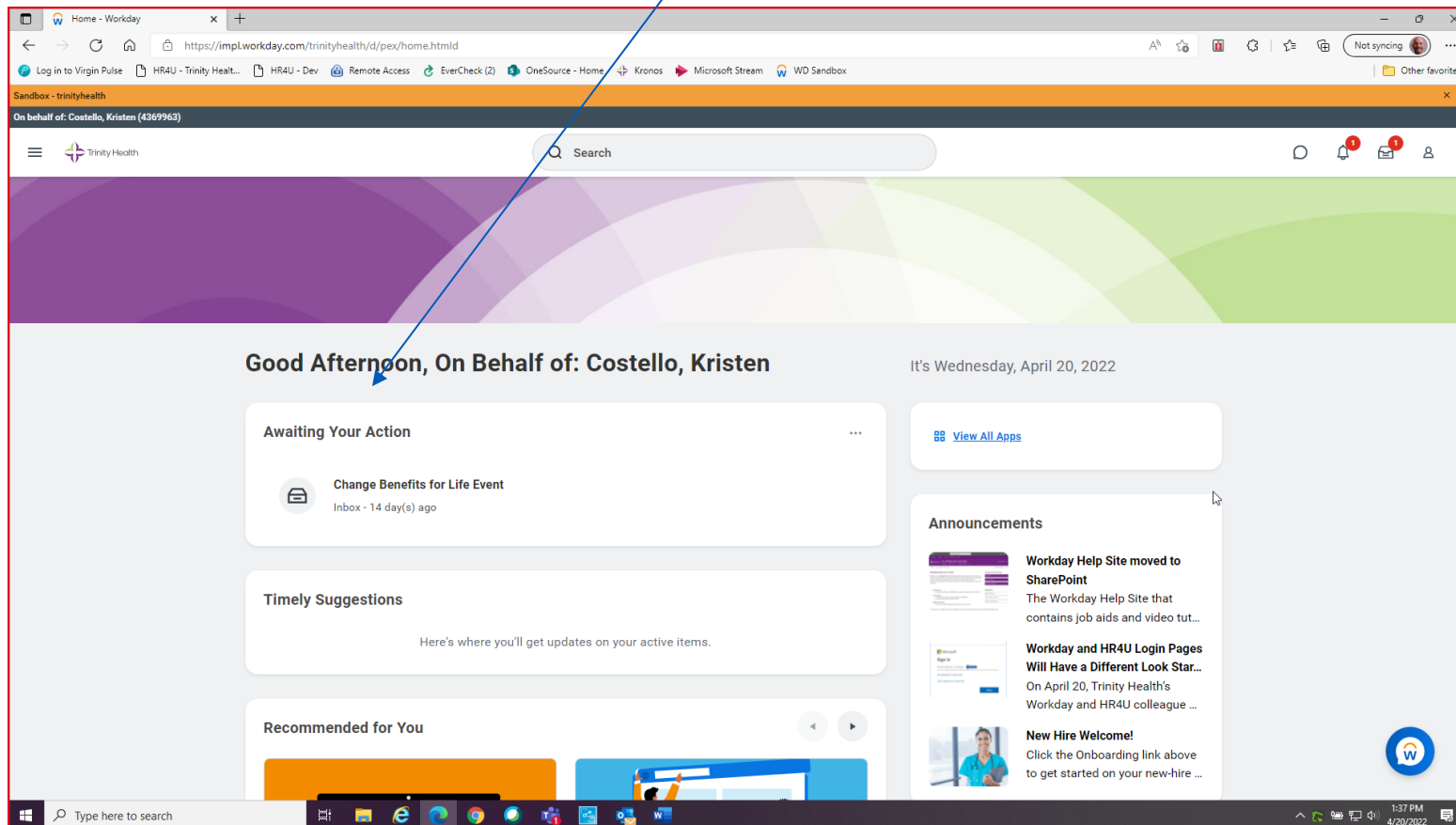


BENEFIT ENROLLMENT STEPS

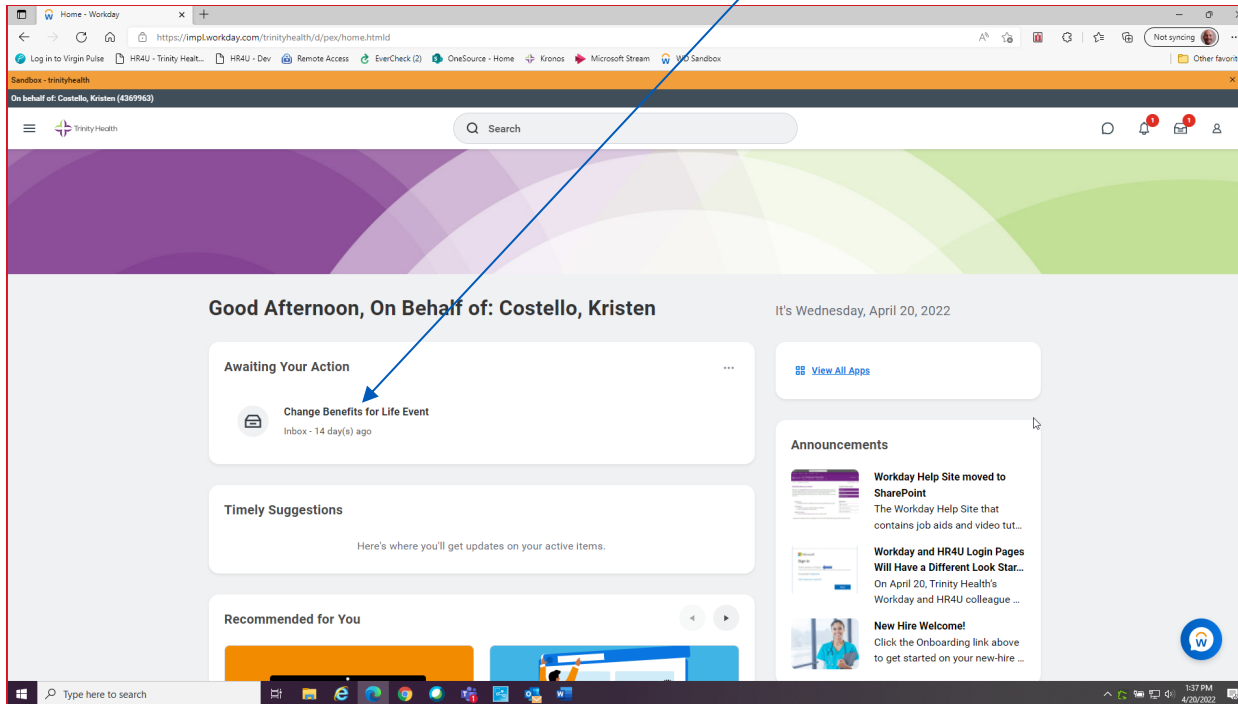
You have 30 days from your date of hire or date of benefit eligibility to enroll in benefits, add dependent (s) and supply dependent verification (birth certificates, marriage certificate, Federal 1040, etc. During this period, you will receive a task in your Inbox **AFTER** you have completed all necessary onboarding steps (1-9, contact change, emergency contact information, disability status identification, veteran status identification). Those steps can be found and completed by clicking "Awaiting Your Action" on the home page of Workday. **You must complete these steps before you can enroll in benefits. NOTE: Colleagues will only receive/have to complete the Onboarding tasks if they are new hires. Newly benefits eligible colleagues will not receive that task.**



SELECT YOUR BENEFITS

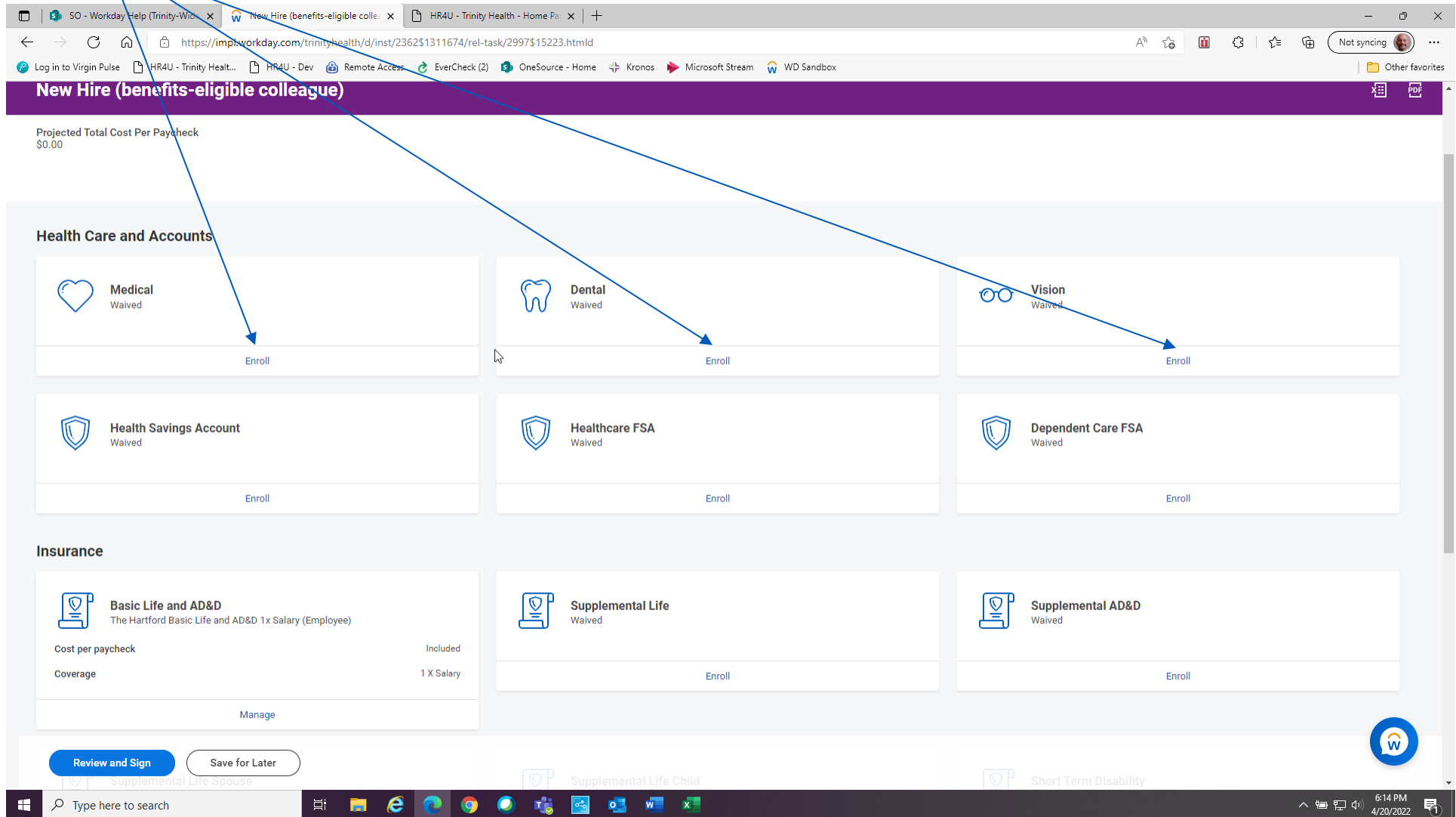
From your Home page:

1. From the Workday home page, click change Benefits for Life Event.



2. Click on the **Let's Get Started** box to begin.

- 3. Click **Enroll** for Medical, Dental and Vision and then click the “Select” radio button next to your desired plan. Next, click **Confirm and Continue**. **IMPORTANT**, if you are enrolling dependents, please see the information below, **ADD DEPENDENTS**.



ADD DEPENDENTS

You may add dependents to your insurance plans, like medical, dental, etc. **Please note that dependent verification must be provided for each dependent on your benefits within 30 days from your date of employment or date of benefit eligibility.** Verification includes birth certificates, marriage certificate, Federal 1040, etc. **For further information and a full list of acceptable documents, please click [here](#).**

After clicking **Confirm and Continue** in the plan selection as described in the previous steps:

1. Click **Add New Dependent** to add a new dependent. Complete all required information.

Medical - Aetna Traditional

Projected Total Cost Per Paycheck
\$149.99

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$149.99

[Add New Dependent](#)

Health Care Instructions

General Instructions

There are multiple steps to a benefit enrollment. Please review the options available in each step carefully as you make your selections.

First-time requests for dependent coverage will require you to show proof of eligible dependent status before coverage can be approved and take effect. Please use this link for a full list of documents that prove dependent eligibility: <https://hr4u.trinity-health.org>

Once your event is approved in Workday, enrollment information will be provided to the insurance carriers via a weekly file feed and identification cards for medical and prescription will be mailed to your home address within 7-10 business days.

It is important to note that the benefit effective date with the insurance carriers will be retroactive to your date of hire regardless of when your New Hire event is fully processed.

As a reminder, Delta Dental and UHC Vision do not generate ID cards. Information regarding the process for verifying coverage with these vendors can be found on the HR4U colleague portal.

Please note that families with multiple Trinity Health employees are not eligible to carry duplicate coverage for each other for any benefits. If you have any questions, please contact HR.

Please select a Benefit Plan to request changes. Click **Continue** when ready to move on to the next step.







[Save](#) [Cancel](#)



Note: Workday will select your coverage level automatically, based on the dependents selected for coverage.

SPENDING ACCOUNT INSTRUCTIONS:

Health Care and Accounts

 <p>Medical Blue Cross of Calif. PPO</p> <p>Cost (Monthly) \$262.00</p> <p>Coverage EE + Family</p> <p>Dependents 2</p> <p style="text-align: center;">Manage</p>	 <p>Dental Blue Cross of Calif. PPO</p> <p>Cost (Monthly) \$24.00</p> <p>Coverage EE + 1 Dependent</p> <p>Dependents 1</p> <p style="text-align: center;">Manage</p>	 <p>Vision Vision Service Plan VSP</p> <p>Cost (Monthly) \$21.00</p> <p>Coverage EE + 1 Dependent</p> <p>Dependents 1</p> <p style="text-align: center;">Manage</p>
 <p>Health Savings Account Waived</p> <p style="text-align: center;">Enroll</p>	 <p>Healthcare FSA Waived</p> <p style="text-align: center;">Enroll</p>	 <p>Dependent Care FSA Waived</p> <p style="text-align: center;">Enroll</p>

1. Click **Enroll** to enroll in the Health Savings Account, Healthcare FSA or Dependent Care FSA.
2. Select **Elect** or **Waive** for the desired plan.
3. Enter the amount you want to contribute.
4. Click **Confirm and Continue**.

Notes:

- If you have selected the Health Savings Medical Plan option, you must elect the Health Savings Account. You are not required to contribute to the account; however, the plan must be selected to receive the employer contribution. You are not eligible to participate in the Healthcare FSA because you will have access to the Health Savings Account.
- Dependent Care FSA is used for eligible expenses for the care of your eligible dependents (child under age 13 or qualifying adult incapable of self-care) or eldercare while you are actively at work. This account is not used for medical expenses.




LIFE INSURANCE

If you are eligible, Basic Life and AD& D insurance will automatically default to enrollment status and cannot be changed. It is important to designate beneficiary(ies) for this benefit (see additional information below, Designate Life Insurance Beneficiaries).

DESIGNATE LIFE INSURANCE BENEFICIARIES

If your life insurance plan requires beneficiaries, the option to add primary and secondary beneficiaries will appear. This means that you must designate one or more beneficiaries for each plan.

From the Beneficiaries section:

1. Click the **Add Row**  icon to add a beneficiary.
2. Click the **prompt**  icon in the Beneficiary field to select from a list of existing beneficiaries. Or, select **Add New Beneficiary or Trust** to add a new beneficiary. To remove a beneficiary, click the **Remove Row**  icon next to that beneficiary.
3. Enter the percentage of benefits for each beneficiary in the Percentage column.
4. Click **Save**.

Basic Group Life - Liberty Mutual (Employee)

Projected Total Cost (Monthly)
\$345.00
Projected Total Credits
\$55.50

Coverage

Coverage \$75,000

Calculated Coverage \$75,000.00

Plan cost (Monthly) Included

Insurance Instructions

Plan Description [Liberty Life Insurance Summary](#)

Provider Website [Liberty Mutual](#)

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

	Beneficiary	Percentage
+	x Jianyu Liu ...	100

Secondary Beneficiaries 0 items

	Beneficiary	Percentage
No Data		

Save
Cancel

ADDITIONAL BENEFITS

Depending on your ministry's plan offerings, additional/optional benefits may be available to you and displayed in the Insurance section. From the Insurance Benefits section:

1. Click **Manage** or **Enroll** for each additional benefit you would like to enroll in.
2. Review your elections for accuracy. Notice your monthly cost in the upper-right corner.
3. Confirm that your coverage information is accurate.
4. Click **Confirm and Continue**.
5. Click **Save**.

COMPLETE YOUR ENROLLMENT

1. Select the **I Accept** checkbox to confirm your electronic signature, if required.

Attachments

Drop files here

or

Select files

Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
3. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Accept

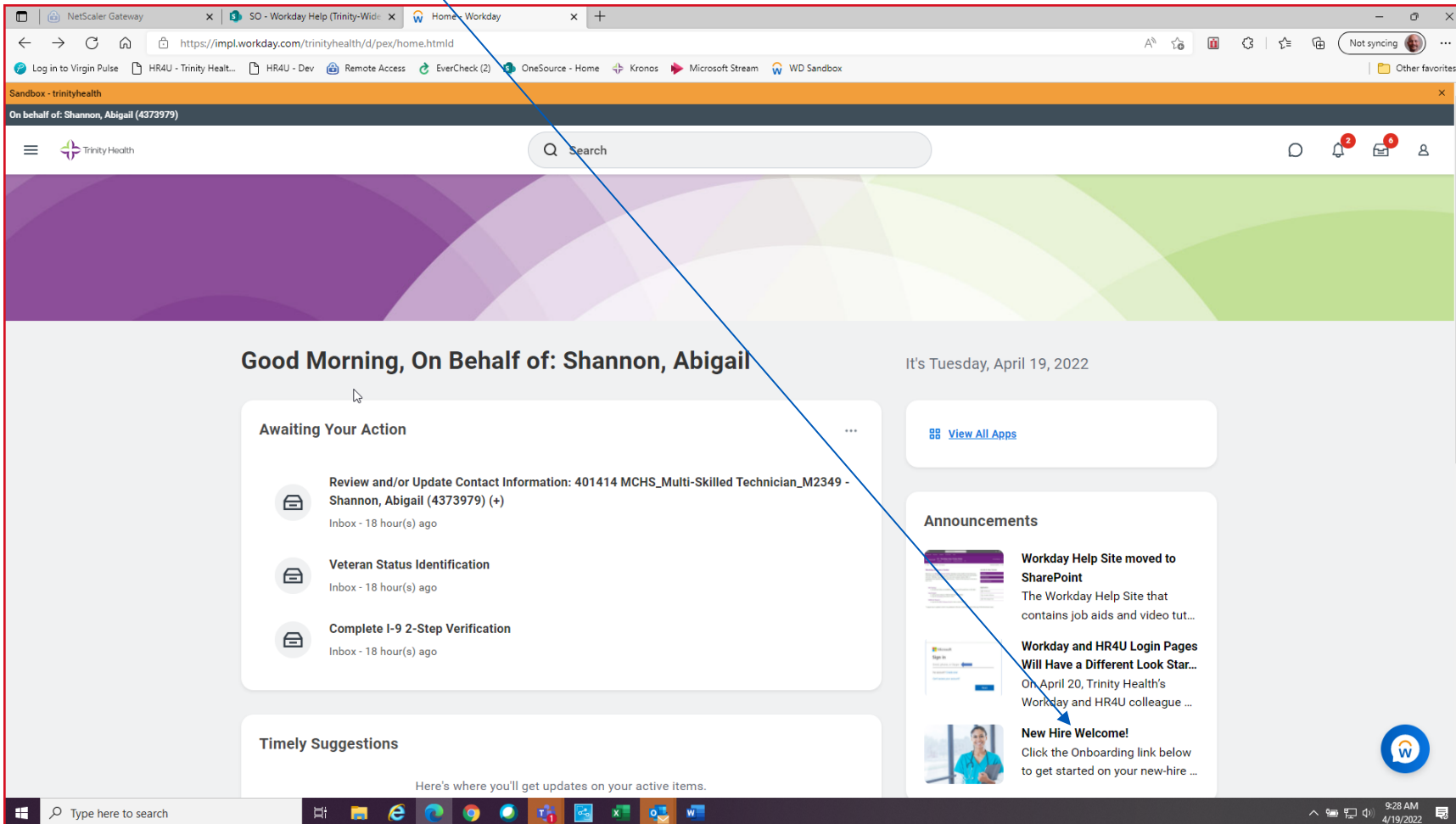
Submit Save for Later Cancel

2. Click **Submit**. A confirmation page displays.
3. Click **View Benefits Statement** to view the benefits statement.
4. Click **Print** to generate a PDF version for your records or click **Done** to complete the task.

BENEFITS GUIDE

A Benefits Guide can be very helpful in understanding your options and related costs and to assist you in making your plan selections. To access the Benefit Guide, please see the instructions at the end of this job aid.

To access the Guide, click **New Hire Welcome!** on your Workday home page.



Then click **Onboarding**

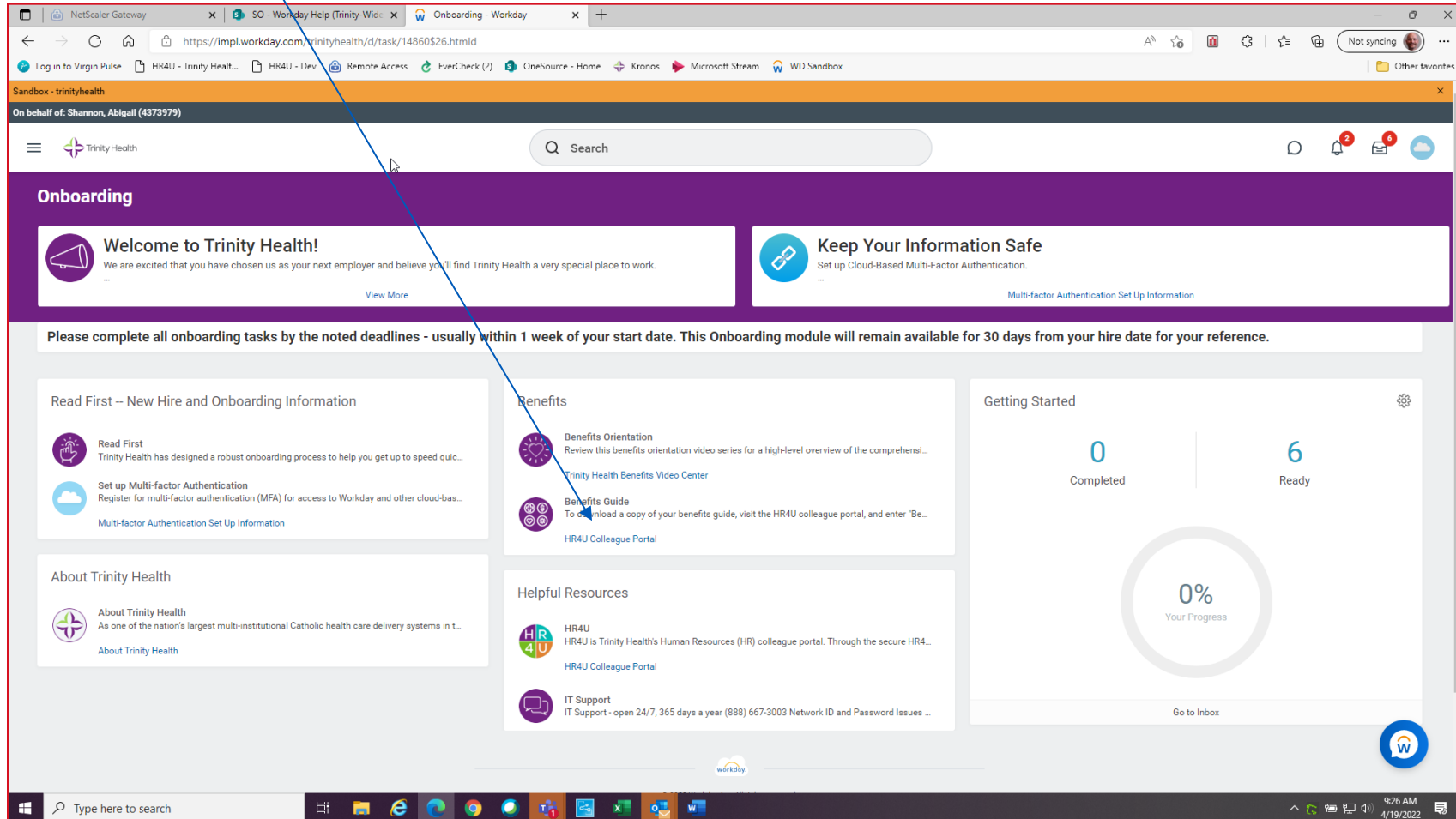
The screenshot shows the Workday Colleague interface. A modal window titled "New Hire Welcome!" is centered on the screen. The modal contains a photo of a smiling female healthcare professional in blue scrubs. Below the photo, the text reads: "New Hire Welcome!" followed by a blue link labeled "Onboarding". Underneath the link, it says: "Click the Onboarding link above to get started on your new-hire tasks and to access your benefits orientation." The background interface is dimmed and includes sections like "Let's Get Started", "Awaiting Your Action" (with a "Change Benefits for Life Event" notification), "Timely Suggestions", and "Recommended for You". A blue arrow points from the text "Then click Onboarding" to the "Onboarding" link in the modal. A "Workday" logo is visible in the bottom right corner of the interface.

Benefits:

Navigate Benefits Enrollment

Colleague

Then click **HR4U Colleague Portal** under Helpful Resources; you will be directed to HR4U.



After logging in, type **Benefit Guide** into the search bar.

The screenshot shows a web browser window with the URL <https://hr4u.trinity-health.org/Default.aspx?PageId=1359>. The page header includes the Trinity Health logo and a search bar. A blue arrow points from the text above to the search bar. Below the search bar is a navigation menu with icons for My Personal Information, My Benefits, My Time Away from Work, My Pay, and All Topics. The main content area features a section for COVID-19 Vaccination and Booster Submission, a New Requests section with buttons for Ask HR4U, and a Recommended for you section with articles on Life Events, Supervisory Organizational Change Request, and Health Savings Accounts. A sidebar on the left contains user information for Anthony Camoratto and various task and request counts.

Click the link for Benefit Guide under the Attachments section of the article to view and print your Guide.

The screenshot shows a web browser window with the URL <https://hr4u.trinityhealth.org/Default.aspx?PageId=1370&gse=1&gwd=Benefit%20guide&ArtId=1932>. The page title is "Benefit Open Enrollment Guide 2022 System Office". The article includes sections for "General Description", "Applicability/Eligibility", and "Key Points". The "Attachments" section contains a link to "Benefit Guide 2022 System Office.pdf". On the right, "Search Results" lists various benefit categories with percentages: "Benefit Open Enrollment Guide 2022 System Office" (88%), "Benefit Claims and Appeals" (75%), "Colleague and Dependent Benefits Eligibility Definition" (75%), "Commuter Benefits" (72%), and "Bereavement Leave Benefit" (72%).