

You will receive the **Open Enrollment Change** action in your inbox on the first day of the enrollment period. For additional information or questions, please reference the Open Enrollment Banner on <https://www.lghealthbenefits.com/annual-benefit-enrollment-information-fy25/> website or email the LGH Benefits team at lghealthbenefits@pennteam.upenn.edu.

Step 1: Add/Update Dependent(s) *If you are not adding dependents to your benefits, skip to Step 2.



Note: Dependents whom you will provide coverage for must be added and/or updated prior to completing the Open Enrollment Change action.

1. Select the **Benefits & Pay** app on your home screen.
2. Expand the **Benefits** tab and click **Dependents**.
3. Click **Add or Edit**.
4. Click the **Edit** icon  to add dependent information. Required fields are denoted by asterisks. You will need to enter your dependent's name exactly the way it appears on their Social Security Card, their relation to you, date of birth, gender, Social Security or Tax ID number, and address.
5. Click **Submit**. Once the documentation for your dependent is submitted, it will route to the benefits team for review and approval. If additional documentation is needed, the task will be sent back to you. Once the dependent is approved by the benefits team, you will receive a **To Do: Initiate a Change Benefit Event**. Submit this To Do but do not submit a **Change Benefit Event for Life Event** task if the dependent is to be added to Open Enrollment elections **only**.

6. Repeat steps 1-5 for all eligible dependents.

Step 2: Enroll in Benefits

Your current benefit elections for health, dental, vision and voluntary short-term disability (STD) will auto-populate into this year's open enrollment change action. Health Savings Account (HSA) and Flexible Spending Account (FSA) elections **will not** auto-populate.

1. Select the **My Tasks**  from the home screen or open the task from the Workday home page under **Awaiting Your Action**.
2. Select the **Open Enrollment Change** action from the list.
3. Click "Let's Get Started" to make your benefit elections. This process will show you multiple tiles to verify, change or cancel your current coverages. Select **Save for Later** to save your changes and the action in your inbox if you need to step away at any point (this does not complete the action or submit your elections). Once you are satisfied with your benefit elections, click **Review and Sign** to complete the enrollment process. Click **Print** to print a copy of your benefit elections or click **Done** to complete the action.

Tile 1 – Medical Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your medical benefits and click **Confirm and Continue**
- **Enroll Dependents** on the next screen by clicking the check box under **Select**
- Click **Save** once complete



Note: Dependents you plan to cover must be added before completing the Open Enrollment Change action. See Step 1 for directions.

Tile 2 – Dental Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your dental benefits and click **Confirm and Continue**
- **Enroll Dependents** on the next screen by clicking the check box under **Select**
- Click **Save** once complete

Tile 3 – Vision Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your vision benefits and click **Confirm and Continue**
- **Enroll Dependents** on the next screen by clicking the check box under **Select**
- Click **Save** once complete

Tile 4 – Health Savings Account (HSA) Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** HSA elections. If elected, enter the **Contribution Amount** either by annual or per paycheck amount. Entering one will populate the other.
- Click **Confirm and Continue**
- Click **Save** once complete.



Note: The Health Savings Account may only be elected if enrolled in the LG Consumer plan. If you selected the LG Select plan or waived health benefits completely the Elect / Waive option will be disabled.

Tile 5 – Healthcare Flexible Spending Account (FSA)

- **Elect / Waive** Healthcare FSA coverage
- If elected, enter the **Contribution Amount** either by annual or per paycheck amount. Entering one will populate the other.



Note: The Healthcare FSA is for health expenses for you and your dependents.

The Healthcare FSA may only be elected if enrolled in the LG Select plan or no medical plan. If you selected the LG Consumer plan you may not elect this spending account.

Tile 6 – Dependent Care Flexible Spending Account (FSA)

- **Elect / Waive** Dependent Care FSA coverage
- If elected, enter the **Contribution Amount** either by annual or per paycheck amount. Entering one will populate the other.



Note: The Dependent Care FSA is for Child Care related expenses.

The Dependent Care FSA may be elected regardless of which Health Care Election you made or if you are not participating in the medical plan.

Title 7 – Voluntary Short Term Disability (STD)

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your Voluntary STD and click **Confirm and Continue**
- Click **Save** once complete.

Note: If you are enrolling in Voluntary STD for the first time or changed plans, you will be required to answer health questions to be approved for coverage. You will receive a to-do task in Workday to complete medical questions after the Open Enrollment window has closed.



Note: All employees are enrolled and eligible for the Employee Assistance Program (EAP)

Step 4: Change Open Enrollment Elections within the Open Enrollment Period

Changes to your submitted benefit elections can be made until the end of the Open Enrollment Period. Once the open enrollment period is over you may not make changes to your benefit elections unless you experience a qualified life event.

To make changes during the Open Enrollment Period, complete the following steps:

Review and Sign

1. Select the **Benefits & Pay** application on the Workday home screen.
2. Under the **Needs Attention** section for the **Benefit Event: FY25 Open Enrollment**, click **Edit**.
3. **Review your elections and ensure they are accurate.**
4. **Once your elections are complete, click Review and Sign.**
5. **Review the final page and click Submit.**

Understanding your Confirmation page

Submit Elections Confirmation

FY25 Open Enrollment for

Initiated On 04/02/2024

Date the Workday task was launched

Submit Elections By 05/05/2024

Date open enrollment closes

Event Date 07/01/2024

Date elected benefits go into effect

You have successfully submitted your benefits for your records.

You can update your annual benefit enrollment elections as often as you wish from April 22 - May 5. Your last confirmed elections will reflect your final benefit enrollment. Click [here](#) for information regarding your elections confirmation statement.

Evidence of Insurability

1 item

Benefit Plan	Message
Voluntary STD - Unum (Group 2) 30 Day Elimination Period (Employee Only)	

Important: You have Evidence of Insurability pending for a previous enrollment. Your insurance elections may be affected based on that process.

Elected Coverages 4 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Dental - Delta Dental PDP Plus	07/01/2022	07/01/2022	Employee + Family
Vision - VSP VIS Plus	07/01/2022	07/01/2022	Employee + Family
Voluntary STD - Unum (Group 2) 30 Day Elimination Period (Employee Only)	07/01/2024	07/01/2024	0% of Salary
Employee Assistance Program - Quest	04/05/2021	04/05/2021	

Waived Coverages 4 items

Plan Type
Medical
Health Savings Account
Healthcare FSA
Dependent Care FSA

If you **do not make any changes** to your enrollment this year, because it is a passive enrollment, you will see your original Coverage Date and Deduction Date (when you originally elected the plan(s)).

Example – If you were hired prior to July 1, 2024, the Coverage Begin Date and Deduction Date will be 07/01/2024.

Deductions Begin Dates will be based on the date that you originally became benefits eligible.

If you **do make an enrollment change this year**, you will see the new effective Coverage Begin Date and Deduction Begin Date.

Please note, your FSA and Dependent Care coverage begin date will reflect the new elections made for July 1, 2024-June 30, 2025.