

Open Enrollment

All Employees



City of Seattle

Purpose

This document guides employees through the steps to enroll in benefits or make changes to current benefits enrollments during the annual open enrollment period.

Note: If you are looking to add (a) new dependent(s) to your benefits coverage, please follow the steps in the [Manage Dependents](#) job aid before completing your open enrollment.

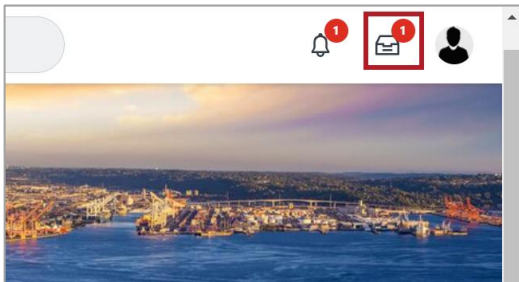
Tip: The annual Flexible Spending Accounts (FSA) enrollment process is managed through a separate event after Open Enrollment. See the [Open Enrollment for FSA](#) job aid for FSA plan enrollment instructions.

Disclaimers:

- Screenshots are examples only
- A red asterisk (*) indicates a required field
- Department-specific processes may differ; please check in with your supervisor for your specific process

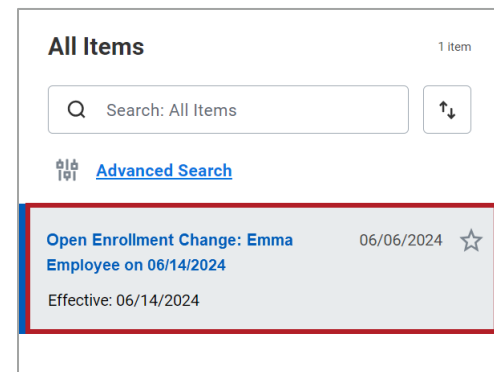
Enroll in Benefits

1. From anywhere in Workday, access your **My Tasks** inbox.

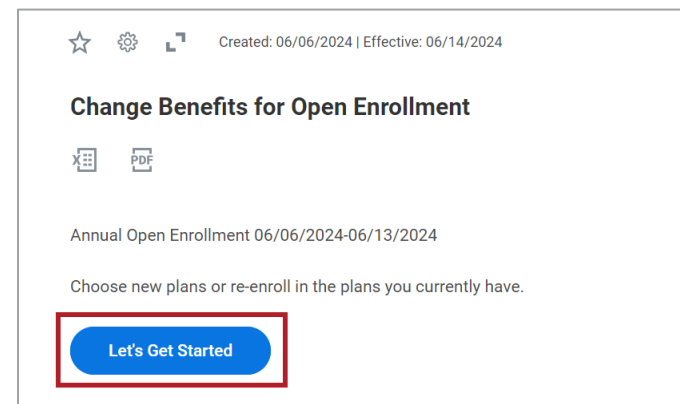


Alternate Option: On your Workday home page, select the **Open Enrollment Change** task under **Awaiting Your Action**, then proceed to step 3.

2. Select the **Open Enrollment Change** task.



3. The **Change Benefits for Open Enrollment** task displays on the right. Select the **Let's Get Started** button.





- Review your Marital Status. If inaccurate, select the radio button for your current marital status.

Marital Status

×

Single (United States of America)

⋮

Search

☐ Common Law (United States of America)

☐ Divorced (United States of America)

☐ Domestic Partnership (United States of America)

☐ Head of Household (United States of America)

☐ Married (United States of America)

☐ Partnered (United States of America)

☐ Separated (United States of America)

☒ Single (United States of America)

☐ Unknown (United States of America)

☐ Widowed (United States of America)

- If changing your Marital Status, enter the appropriate date for your Marital Status Event Date (if known).

Marital Status

×

Single (United States of America)

⋮

MM / DD / YYYY

- Select the **OK** button.

OK

Cancel

- Select the **Continue** button.

Continue

Cancel

- On the **Annual Open Enrollment** screen, read the **Enrollment Instructions** carefully.

Annual Open Enrollment

Projected Total Cost (Monthly)

\$333.90

Enrollment Instructions

Open Enrollment for 2027 Benefits is October 5 – October 30

Please make your changes in Workday by 11:00 p.m. on Friday, October 30. Don't wait until the last day! Benefits actions you may consider include:

- Change health plans
- Add or end dependent coverage
- Change beneficiaries
- Add, increase, or decrease Life insurance
- Add, increase, or decrease AD&D insurance
- Add or end supplemental Long-term Disability insurance

Confirm your 2027 benefit choices: Select "View Benefits Statement" in Workday as a last step to confirm your benefits enrollment. Print or save a snapshot of your 2027 Benefits Statement.



- Under **Health Care**, select **Manage** or **Enroll** to review and/or make changes to your current coverage, or to enroll in supplemental benefits.

Health Care

Medical
Aetna PPO Preventive - Local 77

Cost (Monthly) \$292.06

Coverage Employee Only

Manage >

Dental
Delta Dental of Washington DPO DDWA - LOCAL 77

Cost (Monthly) Included

Coverage Employee Only

Manage >

Vision
VSP VPPO Basic Plan - Local 77

Cost (Monthly) Included

Coverage Employee Only

Manage >

- Under **Plans Available**, review the current selection. To select a different plan, check the **Select** radio button for the plan you would like to enroll in.

Note: Be sure to review the plan cost in the **You Pay (Monthly)** column.

Medical

Projected Total Cost (Monthly)
\$0.00

Plans Available

4 items

Benefit Plan	*Selection	You Pay (Monthly)	Company C
Aetna PPO Preventive	☐ Select ☒ Waive	\$48.12	\$1,852.41
Aetna PPO Traditional	☒ Select ☐ Waive	Included	\$1,721.52
Kaiser		\$25.00	\$1,159.65

Health Care Instructions

General Instructions

Please Update Coverage Targets

Confirm and Continue

Cancel

- Select the **Confirm and Continue** button.

Confirm and Continue

Cancel



12. On the next screen, under **Dependents**, review your current **Coverage** and change it as applicable.

Medical - Aetna PPO Traditional

Projected Total Cost (Monthly)
\$309.67

Dependents

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

Coverage

×

Employee + Child(ren) and/or Domestic Partner Child(ren)

:

:

Health Care Instructions

General Instructions

Please Update Coverage Targets

Plan cost (Monthly) \$238.30

13. If your coverage includes (a) dependent(s), scroll down and review your current dependent(s). **Select** or de-select dependents as applicable.

Coverage

×

Employee + Child(ren) and/or Domestic Partner Child(ren)

:

:

Plan cost (Monthly) \$238.30

3 items

Select	Dependent	Relationship	Date of Birth
☒	John Employee	Child	10/01/2008
☒	Ella Employee	Child	05/22/2010
☒	Taylor Employee	Child	02/11/2012

Note: To add (a) new dependent(s), please follow the steps in the [Manage Dependents](#) job aid.

14. Select the **Save** button at the bottom of the screen.

☒

Save

Cancel

15. Workday confirms that your elections have been updated but not yet submitted.

Annual Open Enrollment

Projected Total Cost (Monthly)
\$309.67

Enrollment Instructions

Make your 2025 Benefits Changes

Dear City Employee:

Maintaining your health and well-being is vital, now more than ever. The City offers employees and families a wide range of bene

Your Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

16. Repeat steps 9-15 to enroll in and/or change other **Health Care** elections.

17. When you have reviewed and/or updated all **Health Care** elections, scroll down to the **Insurance** section.

Vision

VSP VPPO Basic Plan - Local 77

Cost (Monthly) Included

Coverage Employee Only

Manage >

Insurance

Basic Life 1.5X

Waived

Basic

Waived

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18. Select **Enroll** or **Manage** to review and/or make changes to your current coverage, or to enroll in insurance benefits.

Insurance

Basic Life 1.5X

Securian Financial 1.5X Salary (Employee)

Cost (Monthly)

\$8.73

Coverage

1.5 X Salary

Manage

Basic Life 50K

Waived

Enroll

Supplemental Life

Securian Financial (Employee)

Cost (Monthly)

\$13.20

Coverage

\$200,000

Manage

AD&D Employee

Waived

Enroll

19. On the next screen, review the **Important Information** under **Insurance Instructions** carefully before selecting an insurance plan.

Basic Life 1.5X

Projected Total Cost (Monthly)

\$309.67

Plans Available

Select a plan or Waive to opt out of Basic Life 1.5X.

Benefit Plan	*Selection	You Pay (Monthly)	Company Co
Securian Financial 1.5X Salary (Employee)	☒ Select ☐ Waive	\$8.73	\$5.1

Insurance Instructions

Important Information

You can select either of the following plans, but not both: Basic Life 50K - Securian Financial \$50,000.00 (Employee) or Basic Life 1.5X - Securian Financial 1.5X Salary (Employee). When you select one of the plans, Workday automatically waives any other plans.

When you select Basic Life 1.5X - Securian Financial 1.5X Salary (Employee), Basic Life 50K - Securian Financial \$50,000.00 (Employee), you can also select Supplemental Life Child - Securian Financial \$10,000 (Child), Supplemental Life Child - Securian Financial \$2,000 (Child), Supplemental Life Child - Securian Financial \$5,000 (Child), Supplemental Life - Securian Financial (Employee), Supplemental Life Spouse/Domestic Partner - Securian Financial (Spouse / Domestic Partner). If you waive any of these: Basic Life 1.5X - Securian Financial 1.5X Salary (Employee), Basic Life 50K - Securian Financial \$50,000.00 (Employee), Workday automatically waives any of these: Supplemental Life Child - Securian Financial \$10,000 (Child), Supplemental Life Child - Securian Financial

20. Under **Plans Available**, review your current selection. To change your selection, check the **Select** or **Waive** radio button as applicable.

Note: Be sure to review the plan cost in the **You Pay (Monthly)** column.

Plans Available

Select a plan or Waive to opt out of Basic Life 1.5X.

Benefit Plan	*Selection	You Pay (Monthly)	Company Co
Securian Financial 1.5X Salary (Employee)	☒ Select ☐ Waive	\$8.73	\$5.1

21. Select the **Confirm and Continue** button.

Confirm and Continue

Cancel

22. If you selected an insurance plan, your coverage details display on the next screen.

Basic Life 1.5X - Securian Financial 1.5X Salary (Employee)

Projected Total Cost (Monthly)

\$309.67

Coverage

Calculated Coverage

\$187,500.00

Coverage

1.5 X Salary

Plan cost (Monthly)

\$8.73

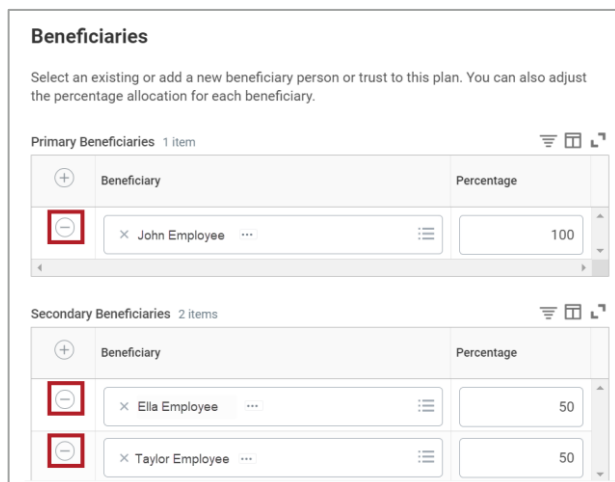
Note: If you waived the plan(s), proceed to step 27.



23. Scroll down to the **Beneficiaries** section and review your current **Primary Beneficiaries** and **Secondary Beneficiaries** (if applicable). Make changes as needed:

Note: If you are not adding or changing beneficiaries, proceed to step 26.

- a. To remove a beneficiary, select the  **Remove Row** icon.



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.

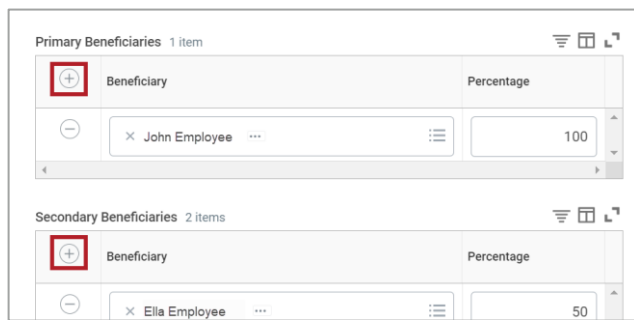
Primary Beneficiaries 1 item

Beneficiary	Percentage
  John Employee ...	100

Secondary Beneficiaries 2 items

Beneficiary	Percentage
  Ella Employee ...	50
  Taylor Employee ...	50

- b. To add a beneficiary to your insurance plan, select the  **Add Row** icon and continue with step 24.



Primary Beneficiaries 1 item

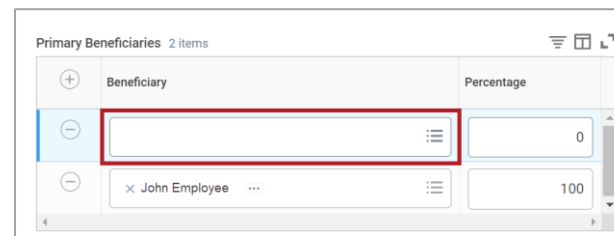
Beneficiary	Percentage
  John Employee ...	100

Secondary Beneficiaries 2 items

Beneficiary	Percentage
  Ella Employee ...	50

24. Click into the field under **Beneficiary**, then make your selection from the drop-down as applicable:

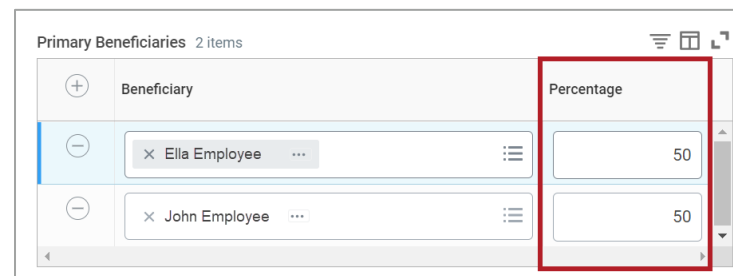
- **Existing Beneficiary Persons** – to select a beneficiary who is already set up in Workday
- **Existing Trusts** – to select a trust that is already set up in Workday
- **Add New Beneficiary or Trust** – to set up a new beneficiary (refer to the [Manage Beneficiaries](#) job aid, starting with step 5, for instructions)



Primary Beneficiaries 2 items

Beneficiary	Percentage
	0
  John Employee ...	100

25. For each beneficiary, enter or change the benefit **Percentage**.



Primary Beneficiaries 2 items

Beneficiary	Percentage
  Ella Employee ...	50
  John Employee ...	50

Note: Ensure that the total percentage adds up to 100.



26. When you have reviewed, entered, and/or changed your beneficiary information as applicable, select the **Save** button at the bottom of the screen.

27. Workday confirms that your insurance elections have been updated but not yet submitted.

28. Repeat steps 18-27 to enroll in and/or change other elections under **Insurance**. For changes to LTD insurance, proceed with step 29.

29. For the **LTD** plan, select **Enroll** or **Manage** to review and/or change your current coverage.

30. Under **Plans Available**, review your current selection. To change your selection, check the **Select** or **Waive** radio button as applicable.

Note: Be sure to review the plan cost in the **You Pay (Monthly)** column.

Benefit Plan	*Selection	You Pay (Monthly)
The Hartford - Plan 1 (Employee)	☒ Select ☐ Waive	\$29.44

31. Select the **Confirm and Continue** button.



32. The next screen displays coverage details for the plan you selected. Review all details, then select the **Save** button at the bottom of the screen.

LTD Supplemental - The Hartford -Plan 1 (Employee)

Projected Total Cost (Monthly)

\$418.00

Coverage

Calculated Coverage

\$5,000.00

Coverage

60% of Salary

Plan cost (Monthly)

\$29.44

Insurance Instructions

General Instructions

Cost displayed for Insurance Plans are monthly amounts; deductions are taken monthly.

AD&D

Save

Cancel

33. Workday confirms that your LTD insurance elections have been updated but not yet submitted.

Annual Open Enrollment

Projected Total Cost (Monthly)

\$309.67

Enrollment Instructions

Make your 2025 Benefits Changes

Dear City Employee:

Maintaining your health and well-being is vital; now more than ever. The City offers employees and families a wide range of b

Your LTD Supplemental changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

34. Once you have completed all benefit elections as desired, select the **Review and Sign** button at the bottom of the screen.

Review and Sign

Save for Later

Note: Your Open Enrollment is not complete until you select the **Submit** button per step 36.

35. The **View Summary** screen displays. Review your benefit enrollments one more time for accuracy.

View Summary

Projected Total Cost (Monthly)

\$309.67

Selected Benefits: 8 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical	01/01/2025	01/01/2025	Employee + Child(ren) Domestic Partner (if applicable)

36. When you are satisfied with your elections, select the **Submit** button at the bottom of the screen.

Submit

Save for Later

Cancel



37. Workday confirms your benefits enrollment has been submitted. Select the **View Benefits Statement** button to print your benefit summary and/or select **Done** at the bottom of the screen.

Submitted

You've submitted your elections.

Medical, Dental, and Vision Premiums are Pre-Tax.

FSA Dependent Care is for care for dependent children like Day Care to allow employee

View 2025 Benefits Statement

Done