We are excited to announce the start of Open Enrollment. This guide explains what you need to do to complete your enrollments. The Open Enrollment period will start on November 11, 2024 and end on November 22, 2024. All changes to your benefits must be completed by November 22, 2024 at 11:59pm. The changes that you make to your benefits will take effect on January 1, 2025.   Log in to Workforce Now to start open enrollment.

https://workforcenow.adp.com
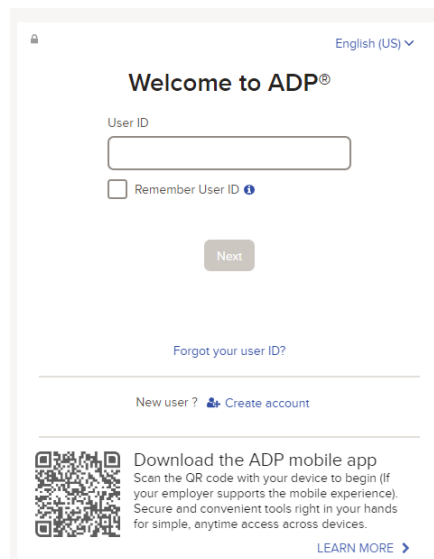
Enter your User ID and password, and then click **Sign In**.

Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

Note: *This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.*
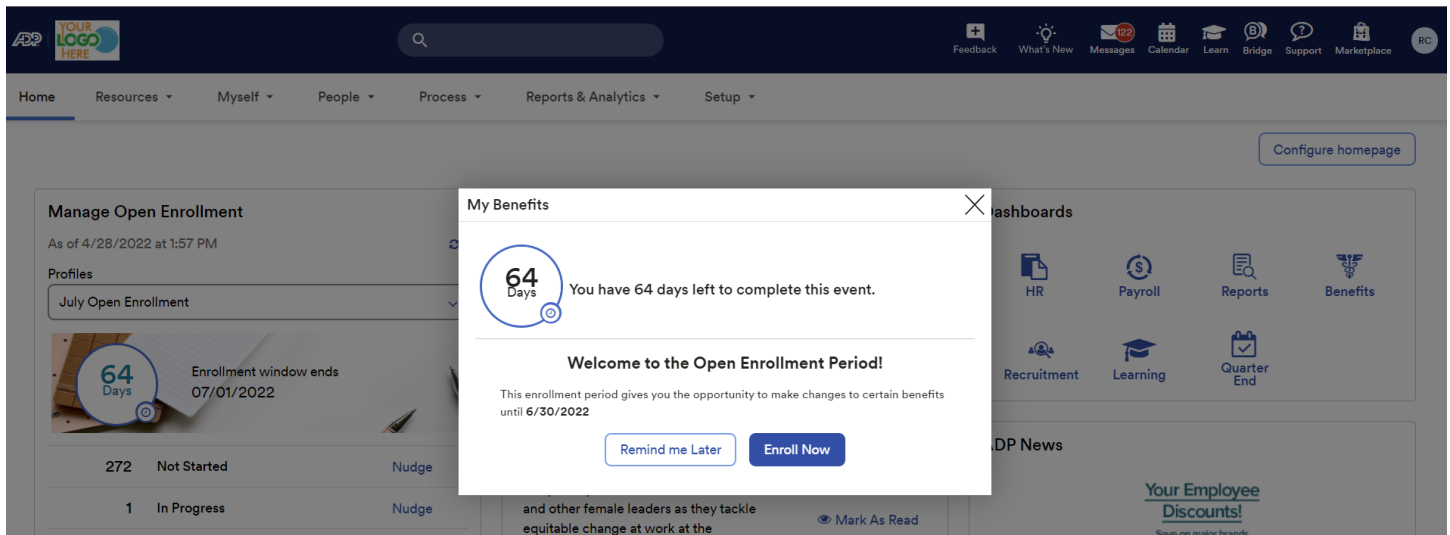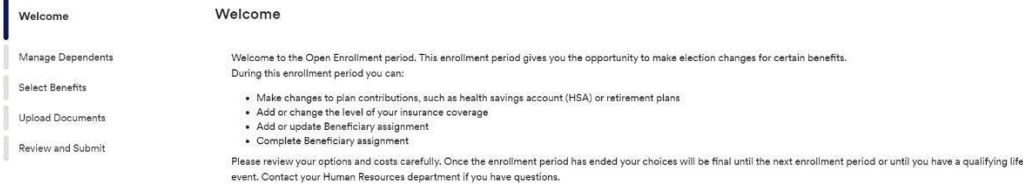

Selecting **Enroll Now** will bring you to the Myself – Benefits – Enrollments screen where you can click **Start Enrollment**.
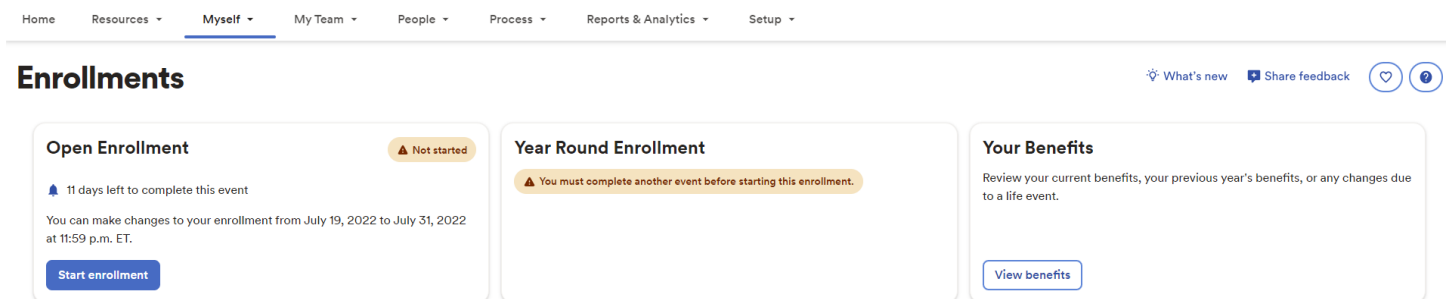
You will be taken to the ***Welcome Note***. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.
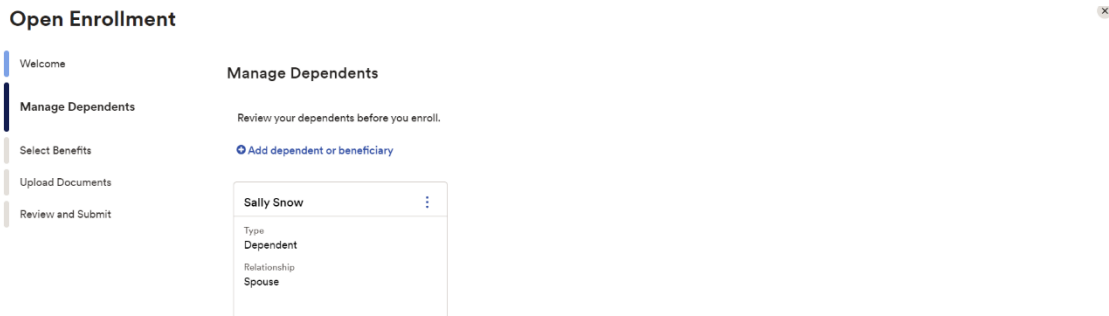

The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select "**Add dependent or beneficiary**" to add a new dependent/beneficiary. You would use the *3-dot* action icon to view/edit an existing dependent/beneficiary.
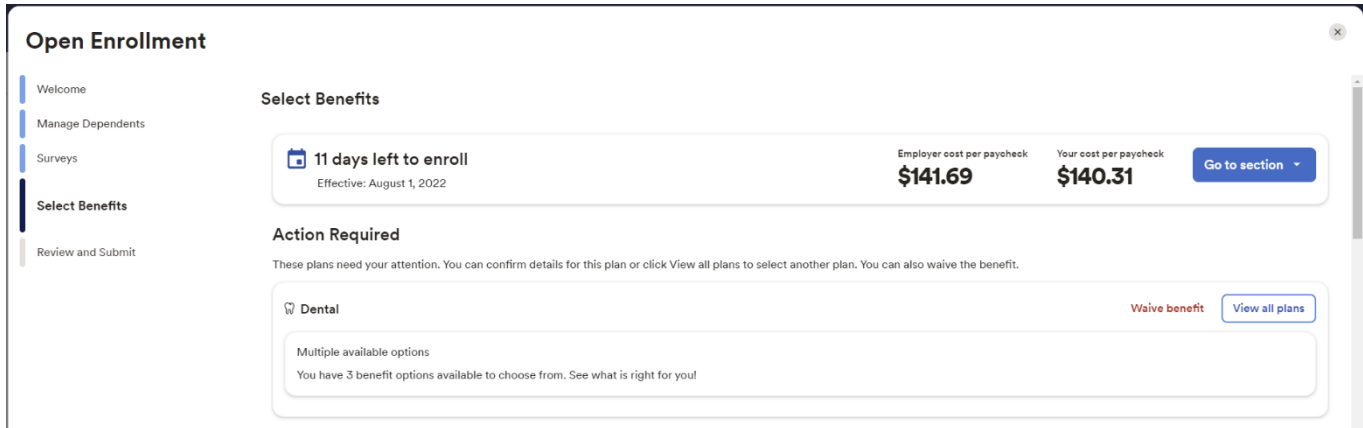
Employee Self Service is split up into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** –*These are items that need to be reviewed to move forward. These plans could require a beneficiary to be designated or a waive reason to be provided.*

- **Selected Plans** –*These are benefit plans that you are already enrolled in and can make changes to. This section also displays any enrollments that are pending additional approval.*

- **Eligible Benefits** –*These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

Waive benefit should only display for benefit plan types that require a waive reason. You should only select **Waive benefit** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required. If you chose to *waive* a benefit, you will be required to select a **Waive Reason**.

View all plans will allow you to view the plans that are available in that plan grouping.

Eligible Plans

You're eligible to enroll in the following plans.
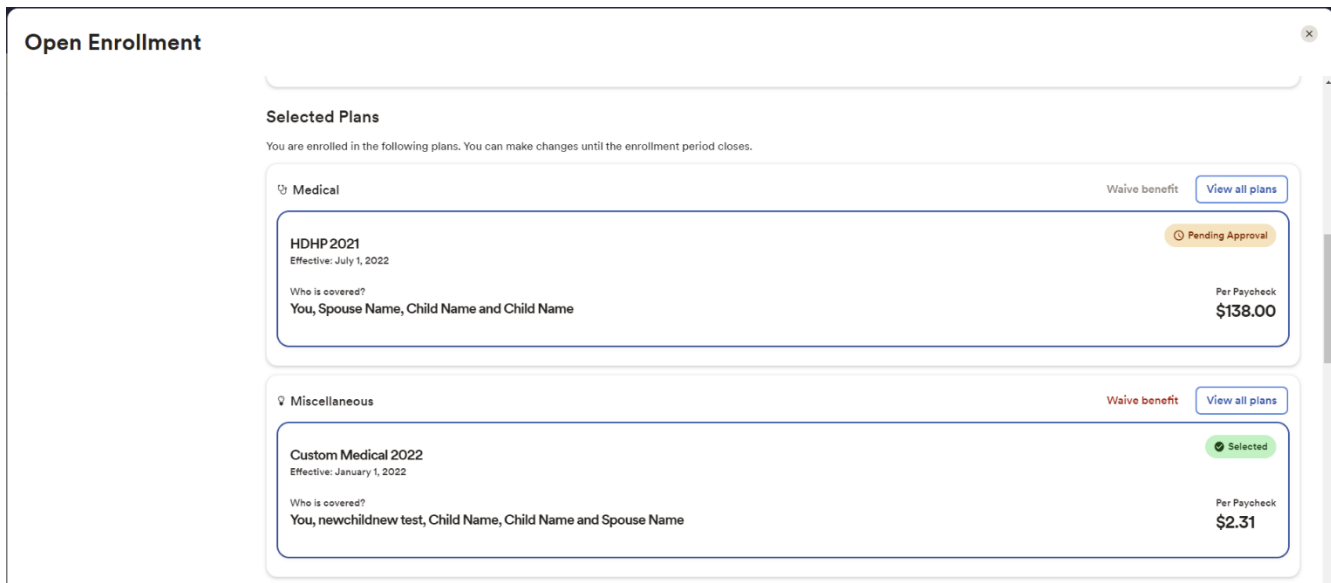
♡ Medical	Waive benefit	View all plans

Multiple available options
You have 3 benefit options available to choose from. See what is right for you!

While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment.

Available Plans

Medical
Select the plan that meets your needs and add the dependents you want to cover.

🔔 Your company requires you to enter a reason to waive this coverage.

Covered Individuals
☑ John Snow (You)   ☐ Sally Snow (Spouse)

4 Plans Available   ↩ Plan comparison

Aetna Choice PPO			
(1 individual selected)			
Provider		Employer cost per paycheck	Your cost per paycheck
Aetna Inc.		**$245.90**	**$112.52**

Select plan

RC HDHP
(1 individual selected)   ◨ Additional details

Waive benefit   Back

Note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you enroll.
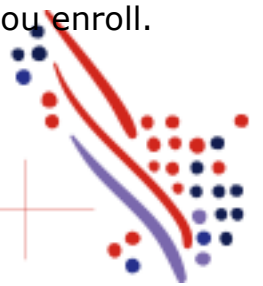
When you choose to enroll in a plan, it will display the **Per Paycheck** cost for the employee and employer.

RC PPO, Medical PPO
(1 individual selected)

Provider
Aetna Inc.

	Employer cost per paycheck	Your cost per paycheck
	$60.00	$57.00

⚠ Confirm the details for this plan selection or waive this benefit.   **Confirm details**

Confirm details may include some additional information needed (i.e. PCP-ID).

Confirm Details   ✕

Aetna Inc.: RC PPO
Medical PPO

Covered Individual
You

Primary Care Physician Details

John Snow
Enter Primary Care Physician Details

First Name   Last Name   ID Number

Per Paycheck Costs
Total Cost Per Paycheck
$57.00

Back   **Confirm**

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**. Once confimed, you will receive a confirmation message that you are now enrolled and the enrollment will be displayed under **Selected Plans**.

Select Benefits

You enrolled in RC PPO, Medical PPO.

📅 **47 days left to enroll**
Effective: October 1, 2022

Employer cost per paycheck	Your cost per paycheck	
$60.00	$57.00	**Go to section ▾**

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

🩺 Medical   Waive benefit   **View all plans**

RC PPO   ✓ Selected
Effective: October 1, 2022

Who is covered?   Per Paycheck
You   **$57.00**

Voluntary Life Elections and Beneficiaries:

When you elect Voluntary Life, you will also need to designate your beneficiaries. Start by clicking **View all plans**, and then choose the amount of coverage you want to elect from the drop down.

If the amount selected is over the Guarantee Issue amount, additional approval will be required, and you will be asked to complete **Evidence of Insurability** (EOI) and submit it to NY Life. Your full election amount will not be approved until this process is completed. Next you will want to enter your beneficiary designation. Including **Primary** and **Secondary**, if   applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

Click **Confirm details** and review your selection and beneficiary delegations.

Then click **Confirm** to continue with your enrollment elections.

Confirm Details

Guardian Life: BT - Voluntary Life

Covered Individual
You

Coverage
Total Actual Coverage Amount
$240,000.00

Beneficiaries
Sally Snow (Spouse)   Primary (100.00%)

Per Paycheck Costs
Employer Cost   Your Cost
$0.00   **$17.50**

[Back] [Confirm]

Continue through each step until all elections are complete and all tasks under the **Action Required** section are addressed. When ready to proceed to the Summary page, click **Next** to proceed to **Review and Submit** step.

Open Enrollment   ⊗

Welcome	**Select Benefits**
Manage Dependents	
Surveys	📅 **46 days left to enroll** Employer cost per paycheck Your cost per paycheck [Go to section ▾]
Select Benefits	Effective: October 1, 2022 **$553.26** **$293.17**
Review and Submit	

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

🩺 Medical   Waive benefit   [View all plans]

Aetna Choice PPO   ⊘ Selected
Effective: October 1, 2022

Who is covered?   Per Paycheck
You and Sally Snow   **$253.17**

🦷 Dental   [View all plans]

Finish later   [Back]   [**Next**]

Review all of your selections/changes. When you have confirmed them, click **Submit Enrollment**. Note that your benefit elections will not be processed until you click **Submit Enrollment.** If you click **Save for later** instead, these enrollments will not be submitted to your Benefits team until you fully submit the enrollment changes.

Open Enrollment

|	
Welcome	
Manage Dependents	
Surveys	
Select Benefits	
Review and Submit	

Review and Submit

📅 **46 days left to enroll**
Effective: October 1, 2022

Employer cost per paycheck **$553.26**   Your cost per paycheck **$293.17**

> Your benefit elections will not be effective until you click Submit enrollment.

Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

🫀 Medical   ✅ Enrolled

Effective: October 1, 2022

Aetna Choice PPO $253.17
                                                         Per Paycheck

Who is covered?
You and Sally Snow

Finish later   Back   **Submit enrollment**

There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

Submit enrollment   ✕

You are about to submit your enrollment. Do you want to continue?

You can make changes until September 9, 2022 11:59 PM EDT.

No   **Yes**

Enrollments

✅ **You have completed your enrollment.**
You have successfully completed your Open Enrollment October 2022 enrollment.

Open Enrollment   ✅ Submitted

🔔 46 days left to make changes

You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET.
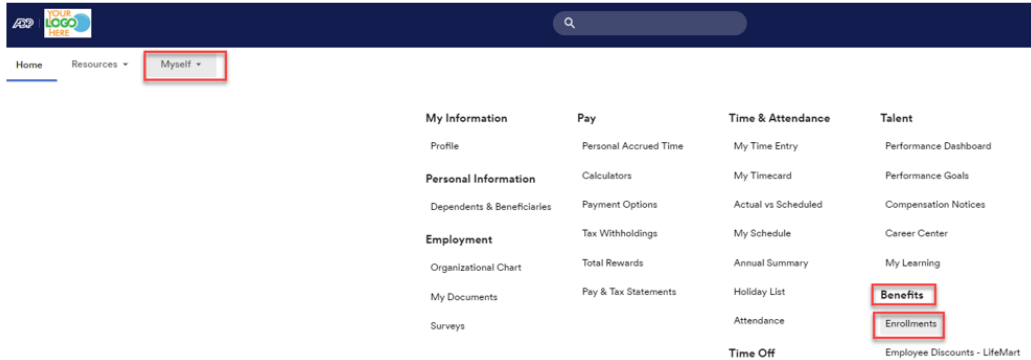
Manage enrollment

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

View benefits

If you would like to make additional changes or modifications during the Open Enrollment Period,you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Manage Enrollment** option in the Open Enrollment box. This will bring you back to the beginning of the profile to make any desired election changes.

You may also navigate by finding the **My Benefits** tile on the homepage and select **Manage**. The tile will also reflect the "Submitted" status with the date and time of submission.