

Workday - New Hire Benefits Enrollment

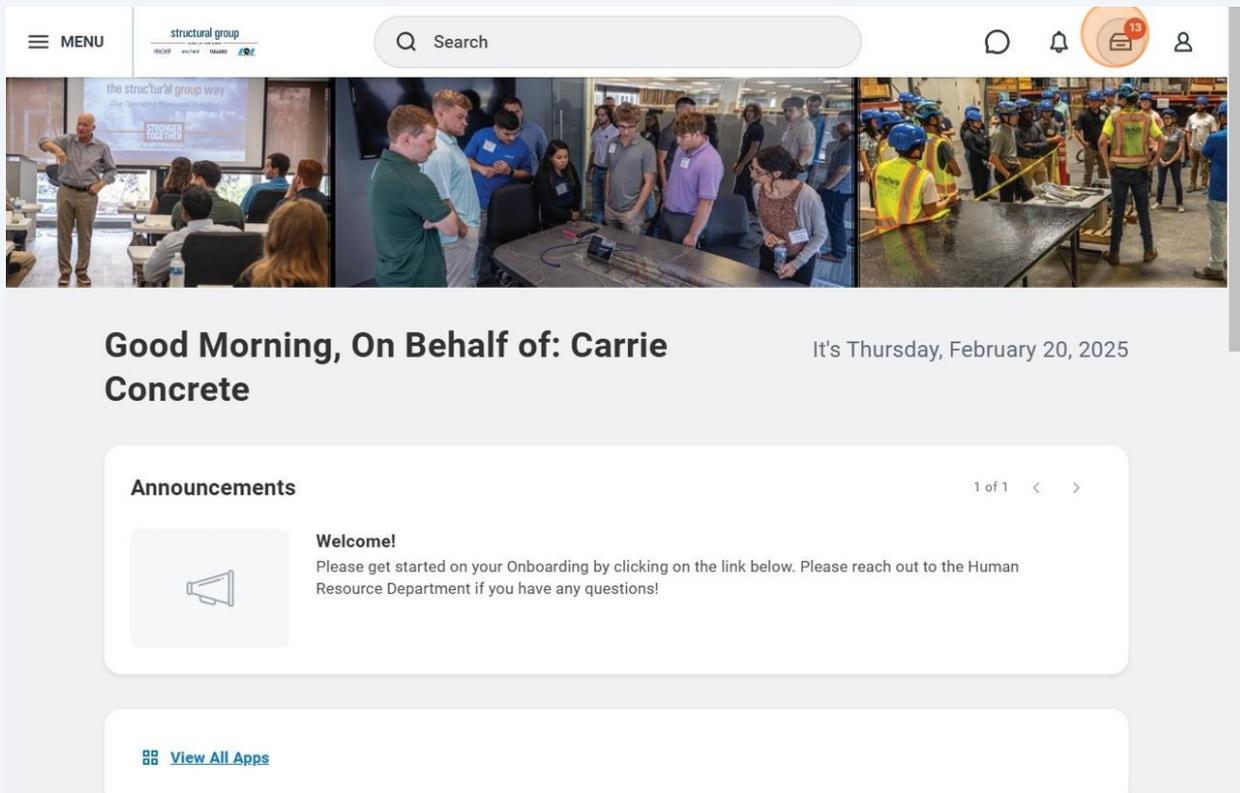


The following guide provides several examples of how to enroll in various Benefit Plans. It shows a select few plans, for help in enrolling in Plans not showcased, please contact the Benefits Team.

This guide is not meant to provide guidance on which plans you should enroll in. For any help in which plans to elect, please consult our Benefit Guide or contact the Benefits Team benefits@structuralgroup.com

1

From your Workday homepage, click into your inbox



2

In your inbox, scroll to find the "New Hire Benefit Elections" task and click "Let's Get Started"

The screenshot displays a task management application interface. At the top, there is a header with a 'MENU' icon, the 'structural group' logo, a search bar, and notification icons. The main content is divided into two panels. The left panel, titled 'All Items' (13 items), contains a search bar and a list of tasks. The right panel shows a detailed view of a task titled 'Change Benefit Elections'.

Task List (Left Panel):

- State Tax Elections** (01/13/2025) ☆
Due: 01/15/2025
Effective: 10/28/2024
- Complete Federal Withholding Elections** (01/13/2025) ☆
Due: 01/15/2025
Effective: 10/28/2024
- New Hire Benefit Elections: HR Assistant - Carrie Concrete** (01/13/2025) ☆
Due: 01/15/2025
Effective: 10/28/2024
- Review Documents** (01/13/2025) ☆
Due: 01/15/2025
Effective: 10/28/2024

Task Detail View (Right Panel):

- Change Benefit Elections**
- Created: 01/13/2025 | Due: 01/15/2025 | Effective: 10/28/2024
- Initiated On: 01/13/2025
- Submit Elections By: 11/26/2024
- Let's Get Started** (button)

3

The first question will ask if you use tobacco products, click to answer, then click continue.

The screenshot shows a web browser window with a dark header bar. The browser address bar shows 'structural group'. The page title is 'Update Your Information'. Below the title is a section titled 'Health Information'. Inside this section is a form titled 'Tobacco Use'. The form contains a question: 'Do you use tobacco products?'. Below the question are two radio button options: 'Yes' and 'No'. The 'No' option is selected, indicated by a blue circle around the radio button. At the bottom of the form are two buttons: 'Continue' (a blue button with white text) and 'Cancel' (a white button with a grey border and grey text). The 'Continue' button is highlighted with a red rectangular box.

4 Click "Continue"

The screenshot displays a web application interface. At the top, a dark header bar contains the text "On behalf of: Carrie Concrete". Below this, a navigation bar includes a "MENU" icon, the "structural group" logo, a search bar with a magnifying glass icon and the word "Search", and several utility icons: a speech bubble, a bell, a mail icon with a red "13" notification badge, and a user profile icon. A prominent blue banner with the text "Information Updated" and two document icons is positioned below the navigation bar. The main content area contains the following text: "Thanks for updating your information." and "Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make." At the bottom of the page, there are two buttons: a blue "Continue" button with an orange circle highlighting it, and a white "Cancel" button with a grey border.

5

Next, you will be able to select the benefits that you wish to enroll in.

New Hire PDF

Projected Total Cost Per Paycheck
\$0.00

Health Care and Accounts

 Medical Waived Enroll	 Dental Waived Enroll	 Vision Waived Enroll
 Hospital Indemnity Waived Enroll	 Accident Waived Enroll	 Health Savings Account Waived Enroll
 Healthcare FSA Waived Enroll	 Dependent Care FSA Waived Enroll	 Commuter Benefit Waived Enroll

[Review and Sign](#) [Save for Later](#) [Enroll](#) [Enroll](#)

6

For this example, we will enroll in Medical by clicking "Enroll" under the Medical icon.

New Hire 📄 📄

Projected Total Cost Per Paycheck
\$0.00

Health Care and Accounts

 Medical Waived Enroll	 Dental Waived Enroll	 Vision Waived Enroll
 Hospital Indemnity Waived Enroll	 Accident Waived Enroll	 Health Savings Account Waived Enroll
 Healthcare FSA Waived	 Dependent Care FSA Waived	 Commuter Benefit Waived

[Review and Sign](#) [Save for Later](#) [Enroll](#) [Enroll](#)

7

Click the "Select" field to enroll in the Medical Plan, then click "Confirm and Continue"

On behalf of: Carrie Concrete

MENU structural group Search

Medical

Projected Total Cost Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee.

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contributi
Cigna HDHP	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$20.49	\$96.16

Health Care Instructions

Important Information

When you select Medical - Cigna HDHP, you must also select Healthcare Help - Health Advocate. If you waive any of these: Medical - Cigna HDHP, Workday automatically waives any of these: Healthcare Help - Health Advocate.

When you select Medical - Cigna HDHP, you can also select Health Savings Account - Cigna Under 55 Years Old. If you waive any of these: Medical - Cigna HDHP, Workday automatically waives any of these: Health Savings Account - Cigna Under 55 Years Old.

General Instructions

Choose the **Select** button next to the Medical option you would like to enroll in and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

Confirm and Continue Cancel

8

Workday defaults the Coverage to Employee only. If you wish to add your Spouse, Domestic Partner, or Child to your plan, click "Add New Dependent".

If you do not need to add a Dependent, then Click "Save", and skip steps 9 through 16.

Note the Workday shows the projected cost of the elected benefits per paycheck

MENU structural group Search

Medical - Cigna HDHP

Projected Total Cost Per Paycheck
\$20.49

Dependents

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

Coverage * Employee

Plan cost per paycheck \$20.49

Add New Dependent

Health Care Instructions

General Instructions

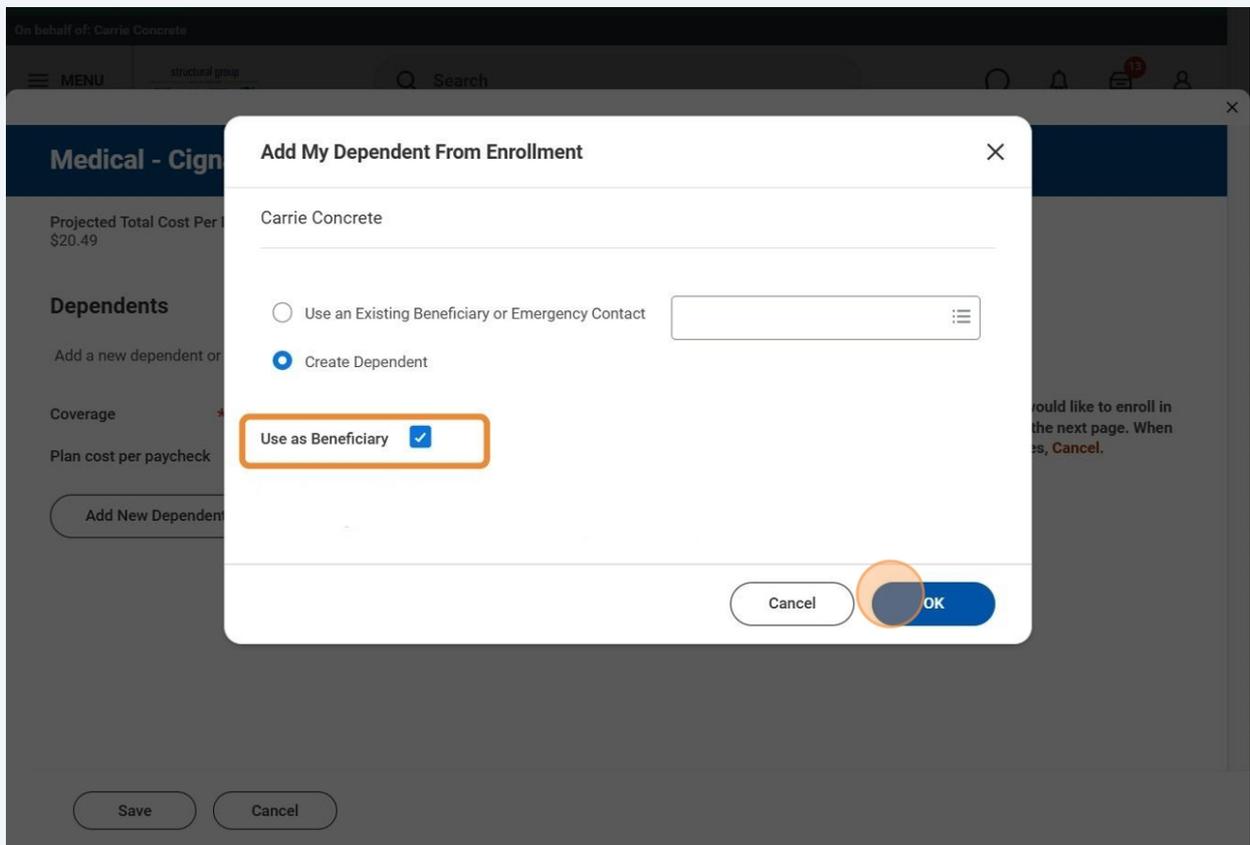
Choose the **Select** button next to the Medical option you would like to enroll in and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

Save **Cancel**

9

When adding a new Dependent, we recommend to always check the "Use as beneficiary" box. This will prevent duplicative work later on.

Click "OK" to continue.



10 You will be required to fill in the personal information for your dependent.

First Name, Last Name, Relationship, Date of Birth, Gender, and Tobacco Use are required fields.

The screenshot shows a web application interface for adding a dependent. The form is titled "Add My Dependent From Enrollment" and is displayed on behalf of "Carrie Concrete". The form is divided into two main sections: "Name" and "Personal Information".

Name Section:

- Country: * United States of America (dropdown menu)
- Prefix: (text input)
- First Name: * Clark (text input, highlighted with an orange box)
- Middle Name: (text input)
- Last Name: * Concrete (text input, highlighted with an orange box)
- Suffix: (text input)

Personal Information Section:

- Relationship: * Spouse (dropdown menu, highlighted with an orange box)
- Date of Birth: * 09/08/1973 (calendar picker, highlighted with an orange box)
- Age: 51 years, 5 months, 12 days
- Gender: * Male (dropdown menu, highlighted with an orange box)
- Citizenship Status: (dropdown menu)
- Tobacco Use: Does your dependent use tobacco?
* Yes (radio button)
No (radio button, selected, highlighted with an orange box)
- Disabled: (checkbox)

At the bottom of the form, there is a checkbox for "Allow Duplicate Name" and two buttons: "Save" and "Cancel".

11 Next, you will need to enter the National ID for your dependent.

For the United States, this is typically the Social Security Number.

The form contains the following fields and options:

- Country ***: Dropdown menu with "United States of America" selected.
- Relationship ***: Dropdown menu with "Spouse" selected.
- Date of Birth ***: Date picker showing "09/08/1973".
- Age**: Text field showing "51 years, 5 months, 12 days".
- Gender ***: Dropdown menu with "Male" selected.
- Citizenship Status**: Empty dropdown menu.
- Tobacco Use**: Text field with "Does your dependent use tobacco?".
 - Yes**: Radio button (unselected).
 - No**: Radio button (selected).
- Disabled**: Checkbox (unselected).
- Allow Duplicate Name**: Checkbox (unselected).
- National IDs**: Section header with a note: "Click the Add button to enter one or more National Identifiers for this dependent." Below it is a large text input area with an "Add" button highlighted by a red circle.
- Save** and **Cancel** buttons at the bottom.

13

Next, you will need to fill in the Home Address and Phone Number for your dependent.

Workday defaults to your Home address and Phone number. To change this, click the 'x', then you will be able to enter the Home and Phone information.

Verification Date 02/20/2025

Verified By Carrie Concrete

Remove

Add

Address

Use Existing Address 23 Main Street for Carrie Concrete

Country * United States of America

Address Line 1 123 Main Street

Address Line 2

City Los Angeles

State California

Zip Code 90012

County Los Angeles County

Phone & Email

Use Existing Phone 1 (702) 6225895 for Carrie Concrete

Country Phone Code United States of America (+1)

Phone Number (702) 622-5895

Phone Extension

Email Address

Save Cancel

14 Click "Save" to finish adding a dependent.

Verification Date 02/20/2025
Verified By Carrie Concrete

Remove

Add

Address

Use Existing Address 123 Main Street for Carrie Concrete

Country * United States of America

Address Line 1 123 Main Street

Address Line 2

City Los Angeles

State California

Zip Code 90012

County Los Angeles County

Phone & Email

Use Existing Phone +1 (702) 6225895 for Carrie Concrete

Country Phone Code United States of America (+1)

Phone Number (702) 622-5895

Phone Extension

Email Address

Save Cancel

15 Note that Workday will automatically update your coverage and plan cost based on the type of dependent entered.

Medical - Cigna HDHP ALIA TOT

Projected Total Cost Per Paycheck
\$54.42

Dependents

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

Coverage * Employee + Spouse

Plan cost per paycheck \$54.42

Add New Dependent

Health Care Instructions

General Instructions

Choose the **Select** button next to the Medical option you want and **Confirm and Continue**. You can enroll dependents on the day you are done, **Save**. If you do not wish to make any changes:

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Clark Concrete	Spouse	09/08/1973

16

If you need to add more dependents, click the "Add New Dependent" button and repeat the above steps.

On behalf of: Carrie Concrete

MENU structural group Search

Medical - Cigna HDHP

Projected Total Cost Per Paycheck
\$54.42

Dependents

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

Coverage * Employee + Spouse

Plan cost per paycheck \$54.42

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Clark Concrete	Spouse	09/08/1973

Health Care Instructions

General Instructions

Choose the **Select** button next to the Medical option you would like to enroll in and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

Save **Cancel**

17 Once you are finished adding dependents, click "Save"

On behalf of: Carrie Concrete

MENU structural group Search

Medical - Cigna HDHP

Projected Total Cost Per Paycheck
\$54.42

Dependents

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

Coverage * Employee + Spouse

Plan cost per paycheck \$54.42

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Clark Concrete	Spouse	09/08/1973

Health Care Instructions

General Instructions

Choose the **Select** button next to the Medical option you would like to enroll in and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

Save Cancel

18

Next, we will enroll in Dental by clicking "Enroll" under the Dental Icon

On behalf of: Carrie Concrete

MENU structural group

Search

New Hire

Projected Total Cost Per Paycheck
\$54.42

Health Care and Accounts

Medical (UPDATED)
Cigna HDHP

Cost per paycheck: \$54.42
Coverage: Employee + Spouse
Dependents: 1

[Manage](#)

Dental (Waived)

[Enroll](#)

Vision (Waived)

[Enroll](#)

Hospital Indemnity (Waived)

Accident (Waived)

Health Savings Account (Waived)

[Review and Sign](#) [Save for Later](#)

Your Medical changes have been updated, but not submitted
Next steps: You must also enroll in Healthcare Help - Health Advocate.
[View Details](#)

19

Select which plan you'd wish to enroll in and then click "Confirm and Continue"

Please consult the Benefit Guide to help you determine which plan is best for you.

<https://structuralgrp.sharepoint.com/sites/EmployeeResource/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FEmployeeResource%2FShared Documents%2FBenefit Guides%2FBenefits Guide Salaried and Hourly Field Supervising June 2024.pdf&parent=%2Fsites%2FEmployeeResource%2FShared Documents%2FBenefit Guides>

On behalf of: Carrie Concrete

MENU structural group Search

Dental

Projected Total Cost Per Paycheck
\$54.42

Plans Available

Select a plan or Waive to opt out of Dental. The displayed cost of waived plans assumes coverage for Employee.

2 items

Benefit Plan	*Selection	You Pay (Weekly)	Company Contributi
MetLife High Plan	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$6.74	\$0.00
MetLife Low Plan	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$4.93	\$0.00

Health Care Instructions

General Instructions

Choose the **Select** button next to the Dental plan if you would like to enroll and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

Confirm and Continue Cancel

20

This plan will also default to Employee only coverage. Note that the previously entered dependent is automatically listed.

If you wish to enroll the dependent in this plan, then click the Checkbox next to their name.

On behalf of: Carrie Concrete

MENU structural group Search

Dental - MetLife High Plan

Projected Total Cost Per Paycheck
\$61.16

Dependents

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

Coverage * Employee

Plan cost per paycheck \$6.74

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Clark Concrete	Spouse	09/08/1973

Health Care Instructions

General Instructions

Choose the **Select** button next to the Dental plan if you would like to enroll and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

Save Cancel

21

Note that Workday will automatically update the Coverage and Plan Cost based on the dependents you've selected. Click "Save" once you are complete.

Dental - MetLife High Plan

Projected Total Cost Per Paycheck
\$69.76

Dependents

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

Coverage * Employee + Spouse

Plan cost per paycheck \$15.34

[Add New Dependent](#)

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Clark Concrete	Spouse	09/08/1973

Health Care Instructions

General Instructions

Choose the **Select** button next to the Dental plan if you would like to enroll and **Confirm and Continue**. You can enroll dependents on the next page. When you are done, **Save**. If you do not wish to make any changes, **Cancel**.

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

22

Repeat the above steps for any of the Benefit Plans that you wish to enroll in.

New Hire PDF

Projected Total Cost Per Paycheck
\$0.00

Health Care and Accounts

 Medical Waived Enroll	 Dental Waived Enroll	 Vision Waived Enroll
 Hospital Indemnity Waived Enroll	 Accident Waived Enroll	 Health Savings Account Waived Enroll
 Healthcare FSA Waived Enroll	 Dependent Care FSA Waived Enroll	 Commuter Benefit Waived Enroll

[Review and Sign](#) [Save for Later](#) [Enroll](#) [Enroll](#)

23

Each employee is automatically enrolled in an employer paid Basic Life Insurance and Basic AD&D Insurance.

You must enter the beneficiary for these plans.

The screenshot displays a grid of benefit plan cards. The 'Insurance' section is highlighted with an orange border and contains the following details:

Plan Name	Provider	Cost per paycheck	Coverage	Action
Basic Life	MetLife (Employee)	Included	1.5 X Salary	Manage
Basic Accidental Death and Dismemberment...	MetLife (Employee)	Included	1.5 X Salary	Manage

Other visible plans include:

- Dependents (1): Manage
- Health Savings Account (Cigna Under 55 Years Old): Contribution per paycheck \$50.00, Manage
- Healthcare FSA: Waived, Enroll
- Dependent Care FSA: Waived, Enroll
- Supplemental Life (UPDATED): Waived, Enroll

24 First, click "Manage" under the Basic Life Icon

The screenshot displays a grid of insurance options. At the top, three boxes each contain an "Enroll" link. Below these is a "Limited Purpose FSA" option, which is "Waived" and has an "Enroll" link. The "Insurance" section contains three main plans:

- Basic Life** (MetLife (Employee)): Cost per paycheck is "Included" and coverage is "1.5 X Salary". A "Manage" button is highlighted with an orange circle.
- Basic Accidental Death and Dismemberment...** (MetLife (Employee)): Cost per paycheck is "Included" and coverage is "1.5 X Salary". It has a "Manage" link.
- Supplemental Life**: Status is "Waived" and has an "Enroll" link.

At the bottom, there are three more options:

- Spouse/Domestic Partner**: Includes "Review and Sign" and "Save for Later" buttons.
- Child Life**: Status is "Waived".
- Short Term Disability (STD)**: Status is "Waived".

25

Enrollment is automatic, so there is no action needed on this screen. Click "Confirm and Continue"

On behalf of: Carrie Concrete

structural group

Search

Basic Life

Projected Total Cost Per Paycheck
\$119.76

Plans Available

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribu.
MetLife (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$9.14

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage and add beneficiaries. When you are done, **Save**.

Confirm and Continue Cancel

26 Click the "Add" icon to add a beneficiary.

Basic Life - MetLife (Employee)

Projected Total Cost Per Paycheck
\$119.76

Coverage

Calculated Coverage \$300,000.00
Coverage 1.5 X Salary
Plan cost per paycheck Included

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 0 items

Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage and add beneficiaries. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

Save Cancel

27

Click into the Search box and then "Existing Beneficiary Persons"

Note: When creating our dependent, Clark Concrete, we checked the box to also make him a Beneficiary. Therefore, he shows as an existing Beneficiary. If you did not check the box, or do not have any dependents, you will need to click "Add New Beneficiary or Trust". Please review the Worker - Create Beneficiary Guide if you need assistance.

Projected Total Cost Per Paycheck
\$3.46

Coverage

Calculated Coverage \$300,000.00
Coverage 1.5 X Salary
Plan cost per paycheck Included

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 Beneficiary

Beneficiary	Percentage
Existing Beneficiary Persons	
Existing Trusts	
Add New Beneficiary or Trust	
Search	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Save Cancel

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage and add beneficiaries. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

28

Click the person you wish to designate as a beneficiary

Projected Total Cost Per Paycheck
\$3.46

Coverage

Calculated Coverage \$300,000.00
Coverage 1.5 X Salary
Plan cost per paycheck Included

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 Beneficiary

Existing Beneficiary Persons	Percentage
<input type="radio"/> Clark Concrete	0
<input type="text" value="Search"/>	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage and add beneficiaries. When you are done, **Save**.

Beneficiary Designation

Save Cancel

29

Last, enter the percentage. If there is only beneficiary, there percentage must be 100%. If you have several, the percentage can be split amongst your beneficiary, but the overall percentage must add up to 100%.

Click Save once finished.

Basic Life - MetLife (Employee)

Projected Total Cost Per Paycheck
\$119.76

Coverage

Calculated Coverage \$300,000.00
Coverage 1.5 X Salary
Plan cost per paycheck Included

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
Clark Concrete	100

Secondary Beneficiaries 0 items

Beneficiary	Percentage
-------------	------------

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage and add beneficiaries. When you are done, **Save**.

Beneficiary Designation

Save Cancel

30

Follow the above steps to assign a beneficiary for Basic AD&D.

Limited Purpose FSA
Waived
[Enroll](#)

Insurance

UPDATED Basic Life
MetLife (Employee)
Cost per paycheck: Included
Coverage: 1.5 X Salary
[Manage](#)

Basic Accidental Death and Dismemberment...
MetLife (Employee)
Cost per paycheck: Included
Coverage: 1.5 X Salary
[Manage](#)

Supplemental Life
Waived
[Enroll](#)

Spouse/Domestic Partner Life
Waived
[Enroll](#)

Child Life
Waived
[Enroll](#)

Short Term Disability (STD)
Waived
[Enroll](#)

[Review and Sign](#) [Save for Later](#)

31

Next, we will enroll in Supplemental Life by Clicking "Enroll" under the Supplemental Life icon.

Health Savings Account
Cigna Under 55 Years Old
Contribution per paycheck: \$50.00
[Manage](#)

Healthcare FSA
Waived
[Enroll](#)

Dependent Care FSA
Waived
[Enroll](#)

Commuter Ben
Waived
[Enroll](#)

Insurance

Basic Life
MetLife (Employee)
Cost per paycheck: Included
Coverage: 1.5 X Salary
[Manage](#)

Basic Accidental Death and Dismemberment...
MetLife (Employee)
Cost per paycheck: Included
Coverage: 1.5 X Salary
[Manage](#)

Supplemental Life
Waived
[Enroll](#)

Spouse/Domestic Partner Life
Waived
[Enroll](#)



Limited Purpose FSA

Waived

[Enroll](#)

Your Basic Accidental Death and Dismemberment (AD&D) changes have...

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

Insurance



UPDATED

Basic Life

MetLife (Employee)

Cost per paycheck Included

Coverage 1.5 X Salary

[Manage](#)



UPDATED

Basic Accidental Death and Dismemberment...

MetLife (Employee)

Cost per paycheck Included

Coverage 1.5 X Salary

[Manage](#)



Supplemental Life

Waived

[Enroll](#)



Spouse/Domestic Partner Life

Waived

[Review and Sign](#)

[Save for Later](#)



Child Life

Waived

[Enroll](#)



Short Term Disability (STD)

Waived

[Enroll](#)

33 Click "Select" then "Confirm and Continue"

On behalf of: Carrie Concrete

MENU structural group Search

Supplemental Life

Projected Total Cost Per Paycheck
\$119.76

Plans Available

Select a plan or Waive to opt out of Supplemental Life.

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contributi
MetLife (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive		

Insurance Instructions

Important Information

When you select Supplemental Life - MetLife (Employee), you can also select Child Life - MetLife (Child(ren)), Spouse/Domestic Partner Life - MetLife (Spouse / Domestic Partner). If you waive any of these: Supplemental Life - MetLife (Employee), Workday automatically waives any of these: Child Life - MetLife (Child(ren)), Spouse/Domestic Partner Life - MetLife (Spouse / Domestic Partner).

General Instructions

Choose the **Select** button next to the supplementary plan if you are not currently enrolled or to review your current elections. If you add or increase coverage, you may be subject to the Evidence of Insurability (EOI) requirements as outlined in the Benefits Guide. **Confirm and Continue** to proceed to the next step to select the amount of coverage and add beneficiaries. When you are done, **Save**.

Confirm and Continue Cancel

34 Select your coverage amount.

Note that any amount over \$100,000 requires Evidence of Insurability. You will be given the \$100,000 guaranteed amount until your Evidence of Insurability is confirmed.

Please contact the Benefits team if you have any questions.

Supplemental Life - MetLife (Employee)

Projected Total Cost Per Paycheck
\$123.22

Coverage

Your guaranteed coverage amount for Supplemental Life - MetLife (Employee) is \$100,000. Submit your Evidence of Insurability to MetLife to be considered for the coverage amount of \$150,000.

Calculated Coverage \$150,000.00

Coverage *

Plan cost per paycheck \$3.46

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 0 items

Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
-------------	------------

Insurance Instructions

General Instructions

Choose the **Select** button next to the supplementary plan if you are not currently enrolled or to review your current elections. If you add or increase coverage, you may be subject to the Evidence of Insurability (EOI) requirements as outlined in the Benefits Guide. **Confirm and Continue** to proceed to the next step to select the amount of coverage and add beneficiaries. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

35

Last, you will need to add a beneficiary. This follows the same process as steps 29 through 32.

Supplemental Life - MetLife (Employee)

Projected Total Cost Per Paycheck
\$123.22

Coverage

Your guaranteed coverage amount for Supplemental Life - MetLife (Employee) is \$100,000. Submit your Evidence of Insurability to MetLife to be considered for the coverage amount of \$150,000.

Calculated Coverage \$150,000.00

Coverage *

Plan cost per paycheck \$3.46

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
<input type="text" value="Clark Concrete"/>	<input type="text" value="100"/>

Secondary Beneficiaries 0 items

Insurance Instructions

General Instructions

Choose the **Select** button next to the supplementary plan if you are not currently enrolled or to review your current elections. If you add or increase coverage, you may be subject to the Evidence of Insurability (EOI) requirements as outlined in the Benefits Guide. **Confirm and Continue** to proceed to the next step to select the amount of coverage and add beneficiaries. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

36

Every Employee that enrolls in the Medical Plan, must enroll in Healthcare Help. Click "Enroll" under the Healthcare Help icon.

Life
Waived
[Enroll](#)

Child Life
Waived
[Enroll](#)

STD
Waived
[Enroll](#)

Long Term Disability (LTD)
Waived
[Enroll](#)

DNU Spouse Life
Waived
[Enroll](#)

Additional Benefits

Employee Assistance Program
Health Advocate
Cost per paycheck: Included
[Manage](#)

Healthcare Help
Waived
[Enroll](#)

[Review and Sign](#) [Save for Later](#)

37 Click "Select" and then "Confirm and Continue"

On behalf of: Carrie Concrete

structural group

Search

Healthcare Help

Projected Total Cost Per Paycheck
\$123.22

Plans Available

Select a plan or Waive to opt out of Healthcare Help.

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contributi
Health Advocate	<input type="radio"/> Select <input checked="" type="radio"/> Waive		

Additional Benefits Instructions

Important Information

When you select Medical - Cigna HDHP, you must also select Healthcare Help - Health Advocate. If you waive any of these: Medical - Cigna HDHP, Workday automatically waives any of these: Healthcare Help - Health Advocate.

Confirm and Continue

Cancel

38 Select the Coverage type of "Enroll" and then click "Save"

Implementation - structural1
On behalf of: Carrie Concrete

MENU structural group Search

Healthcare Help - Health Advocate

Projected Total Cost Per Paycheck
\$123.22

Coverage

Select the coverage that you would like for this plan.

Coverage * 

Plan cost per paycheck Included

39 Once you finished electing Benefit Plans, Click "Review and Sign"

[Enroll](#) [Enroll](#) [Enroll](#)

Additional Benefits

 **Employee Assistance Program**
Health Advocate

Cost per paycheck Included

[Manage](#)

 **Healthcare Help**
Health Advocate

Cost per paycheck Included

Coverage Enroll

[Manage](#)

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You will be shown a summary of the plans you Selected and your Cost per paycheck.

View Summary

Projected Total Cost Per Paycheck
\$123.22

Review your elections below for accuracy and scroll to review any messages and errors as well as the **Total Benefits Cost** – both the company contribution and your cost. If your elections are subject to Evidence of Insurability, you will be required to submit additional documentation for your elections to be approved.

Selected Benefits 8 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Co
Medical	01/01/2025	01/01/2025	Employee + Spouse	Clark Concrete		\$5
Cigna HDHP						
Dental	01/01/2025	01/01/2025	Employee + Spouse	Clark Concrete		\$1
MetLife High Plan						
Health Savings Account	01/01/2025	01/01/2025	\$1,050.00 Annual			\$5
Cigna Under 55 Years Old						
Basic Life	01/01/2025	01/01/2025	1.5 X Salary		Clark Concrete	Inc
MetLife (Employee)						
Basic Accidental Death and Dismemberment (AD&D)	01/01/2025	01/01/2025	1.5 X Salary		Clark Concrete	Inc
MetLife (Employee)						

Submit
Save for Later
Cancel

41 Note the message pertaining to Evidence of Insurability, if applicable.

For any questions, contact the [Benefits Team](#)

The screenshot displays a user interface with the following sections:

- Messages:** A table with 1 item. The message is titled "Supplemental Life - MetLife (Employee)" and contains the text: "You must submit evidence of insurability for the \$150,000 election. Your election will be reduced to \$100,000 until evidence of insurability is received and approved." This section is highlighted with an orange border.
- Total Benefits Cost:** A table with 1 item showing the following data:

Company Contribution	Employee Cost	Net Cost
\$283.04	\$123.22	\$123.22
- Attachments:** A dashed box containing the text "Drop files here" and a "Select files" button.
- Electronic Signature:** A section with the text "Legal Notice: Please Read" and three buttons: "Submit", "Save for Later", and "Cancel".

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Once you are finished, check the "I Accept" checkbox and then Submit.

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:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Accept



enter your comment



Process History



Carrie Concrete

Due 01/15/2025

New Hire Benefit Elections - Awaiting Action

Submit

Save for Later

Cancel

43 Click "Done" on the following Screen.

