



# We're **all** invested in your employee benefits

## Workday Benefits Enrollment tip sheet

Get started: Open the Benefits Enrollment Tool in Workday

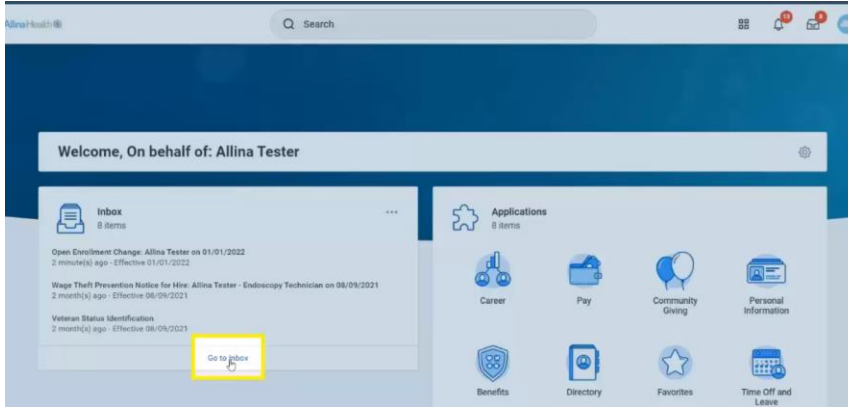
1. On the **AKN** homepage, click **HRConnect**.



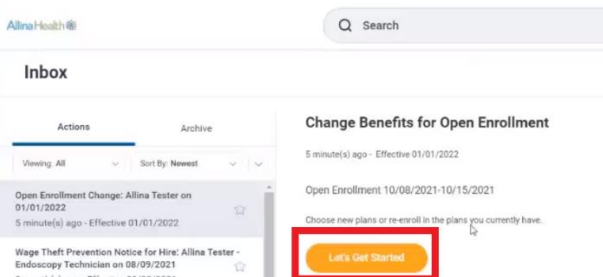
2. In **HRConnect**, click **Workday**.



3. In **Workday**, on the left-hand side, click **Go to Inbox** to open your inbox.



4. In your inbox, click the **Open Enrollment Change** message to access the enrollment tool.
  - A. The message opens on the right.
5. Click **Let's get started** to begin benefit selections.



6. Follow the instructions below for help on these topics:
  - A. [Enter Dependents Missing Social Security Numbers](#) (if applicable)
  - B. [Select Benefits](#)
  - C. [Change and/or Add Dependents to Medical and Dental Benefits](#)
  - D. [Enroll in Flexible Spending Account](#)
  - E. [Enroll or Manage Life Insurance Benefit](#)
  - F. [Finalizing Your Benefit Selections](#)
  - G. [General Tips](#)

### A. Enter Dependents Missing Social Security Numbers

At this point, if your dependents are missing social security information, you are prompted to enter their social security numbers.

1. In the **Dependents Missing Social Security Numbers** page, add a SSN for the dependent(s).
2. Click **Ok**.
3. In the **Updated Information** window, click **Continue** to move forward with your benefit selections.

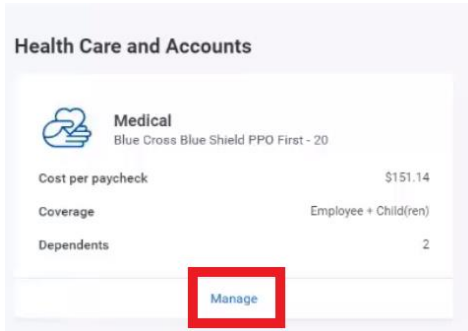
### B. Select Benefits

On the **Health Care and Accounts** page, you can manage and enroll in your valuable employee benefits. The tiles display current enrollment benefits. In each tile:

- Click the **Manage** link to change a benefit.
- Click the **Enroll** link to enroll in a benefit.

### C. Change and/or Add Dependents to Medical and Dental Benefits

1. In the **Medical** or **Dental** tile, click the **Manage** link.



2. Change the medical/dental benefit by clicking **Select** next to the plan you would like to enroll in.
3. Click **Confirm and Continue**.
4. You may **Add a New Dependent** or select from existing dependents.
  - A. The following information is required upon Adding a New Dependent:  
First Name, Last Name, Relationship, Date of Birth, Gender and National ID.
  - B. Click **Save**.

**Add My Dependent From Enrollment**

**Name**

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

**National IDs**

Click the Add button to enter one or more National Identifiers for this dependent.

Country \*

National ID Type \*

Current ID

**Personal Information**

Relationship \*

Date of Birth \*

Age

Gender \*

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

5. Click **Save**.

## D. Enroll in Flexible Spending Account

Flexible spending accounts (FSA) do not roll over into the next year. Each year you have to re-enroll in these FSAs if you choose to do so.

1. In the FSA tile, click **Enroll** link.
2. Click **Select** and then click **Confirm and Continue**.
3. You may enter an annual amount, which will be deducted over 26 paychecks, or **enter a per paycheck amount**.
4. Click **Save**.

AllinaHealth

**Healthcare FSA - ConnectYourCare**

Projected Total Cost Per Paycheck  
\$142.25

**Contribute**

Per Paycheck  Annual

Remaining Paychecks 26

Minimum Annual Amount: \$100.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$100.00

## E. Enroll or Manage Life Insurance Benefit

1. In the **Life Insurance** tile, click the **Enroll** or **Manage** link.
2. Click **Select** and then click **Confirm and Continue**.
3. Next to Coverage, click in the box and select your desired coverage amount.

## Coverage

Calculated Coverage

Coverage \*

Plan cost per paycheck

4. Click **Save**.

## F. Finalizing Your Benefit Selections

1. Once you make all your benefit selections, click **Review and Sign**.
2. Under the **Electronic Signature** section, click **"I Accept"** and lastly click **Submit**.

I Accept

3. You can click **View your 2022 Benefit Statement** to save or print your confirmation statement.
  - A. In the upper right corner, click on the PDF tile to export and download or print your statement.

## G. General Tips

- If at any time you need to save your progress to complete later during the enrollment period, click **Save for Later**.
- Please reach out to the *HRConnect* Service Center at 612-262-4688 if you have questions.
- You may change your elections prior to midnight on Monday, Nov. 22.
  - Click on the **Benefits** application on the homepage of Workday. Under current cost, click **Change Open Enrollment**.
- If you submitted your enrollment and want to access your enrollment information go directly to your inbox in Workday. Click on the tab titled "Archive". Lastly, click on the event titled, "Open Enrollment Change: (Your name) on 01/01/2022". Your enrollment is located here.