

ANNUAL ENROLLMENT FOR LSS BENEFITS -

REVIEWING CURRENT BENEFITS AND MAKING NEW ELECTIONS AND/OR CHANGES



Overview

As a benefits-eligible employee you can make new elections and/or changes to your benefits during the Annual Enrollment time period that will take effect on January 1 of the following year. Most benefits elections will continue on from year to year, unless you make a change or new election, except for the Flexible Spending Accounts (FSA) and the Insurance Alternative benefits. These two benefits (FSA's and Insurance Alternative) must be re-elected every year.

For more information on LSS benefits, please visit www.LSSLiving.org/benefits.


Procedure

1. If you are benefits-eligible, you will receive an action item in your Workday inbox on the first day of LSS annual enrollment (These dates will be communicated annually by Human Resources)
2. From the Workday **Home Page** click on your name up in the top right hand corner of the screen.
3. Click on **Inbox**
4. Under **Actions** look for the message titled "**Open Enrollment Change: [your name] on 01/01/20XX**"
5. Click on this action item and begin your annual enrollment process.
6. After you have reviewed all of your current benefit elections, and made new elections and/or changes, you must review your changes carefully for accuracy then click **Review and Sign**.
7. You must complete this process and click "**Submit**" by no later than the last day of annual enrollment for these changes to take effect on January 1 (These dates will be communicated annually by Human Resources)

Note: After you click "Submit", it is extremely recommended that you print a copy of the next confirmation screen so that you have documentation of the changes you made for your records. Click "**Print**" at the bottom of the confirmation screen before selecting "Done".

Note: You must re-elect all Flexible Spending Accounts (FSA's) annually. FSA's do not roll over from year to year, unless you take action and renew them.

Note: You must re-elect the Insurance Alternative annually. Participation in the Insurance Alternative program does not roll over from year to year, unless you take action and renew your election. Enrolling in Insurance Alternative requires that proof of current health insurance coverage be attached when submitting your enrollment.

Note: If you need to make changes after you've submitted your elections (and the deadline has not yet passed), please visit the Benefits worklet  and then click "**Change Open Enrollment**"