Wanda WorkSmart – Open Enrollment Accessibility Transcript

Title Slide [cartoon animation of Wanda waving with two coworkers thinking]:

Hi there! Welcome to the Wanda WorkSmart Tips and Tricks series designed to help you become familiar with navigating Workday!

In this session, we'll be talking about Open Enrollment 2022. Let's dive in!

Scene 1 [animation of Wanda cheering with computer displaying WorkSmart.iowa.gov]:

From Monday, September 27, to Friday, October 29, open enrollment will occur in Workday. Step-by-step instructions for open enrollment can be found in the Change Benefits for Open Enrollment Smart Guide located on the WorkSmart website Training tab for Employees, under "Benefits".

Now let's look at the open enrollment process in Workday!

Scene 2 [animation of Wanda pointing and speaking with a computer displaying open enrollment screen and arrows indicating where to click]:

Navigating to Open Enrollment
1. Access the open enrollment inbox item in Workday using one of the following options: Click the **Inbox** icon or, click the Inbox item labeled "Open Enrollment Change" from the Workday Home page
2. Click **Let's Get Started**.

Scene 3 [animation of Wanda pointing and speaking with a computer displaying open enrollment screen and arrows indicating where to click]:

Selecting Your Benefits
3. Click **Enroll** on each Benefit "Card" to view and/or change election types and/or dependents.
4. Choose which coverage you want by selecting **Select** or **Waive**. Note: Workday will not allow you to select two items. Some options in the specific cards may be grayed out if you are not eligible to select that option.
5. Once you have made your selections, click **Confirm and Continue**.

Scene 4 [animation of Wanda pointing and speaking with a computer displaying dependents screen and arrows indicating where to edit and click]:

Editing Dependents
For applicable benefit types, you will be taken to a **Dependents** page where you can add or remove coverage to dependents.

6. If applicable, click the Add New Dependent button, enter the dependent's information and click Save.

7. In the table, click the checkbox in the **Select** column to either add or remove a dependent from coverage.
8. Click **Save**.
9. Continue these steps with each Benefits "card."

Scene 5 [animation of Wanda pointing and speaking with a computer displaying open enrollment screen and "Submitted" pop up]:

Submitting Your Benefit Elections
10. After completing all open enrollment elections, click **Review and Sign**. You can also select **Save for Later** if you need more time.

 "Selections will appear in your Benefits Summary once the Open Enrollment period is closed". That's it! Congratulations on completing open enrollment in Workday!

Scene 6 [animation of Wanda cheering with a display of Workday logo on a phone screen]:

Open Enrollment can also be done on the Workday mobile app! For more information and step-by-step instructions, see the Mobile Benefits – Open Enrollment Smart Guide, located under the Training tab on the WorkSmart website.

Scene 7 [animation of Wanda pointing and speaking and graphic of Workday Support pyramid]:

If you need additional assistance with Workday, refer to the Workday Support pyramid for guidance. Refer to HR for questions specific to Open Enrollment.

Scene 8 [animation of Wanda typing on a laptop with WorkSmart.iowa.gov website information]:

This wraps up our session about Open Enrollment in Workday! For more information, visit **WorkSmart.iowa.gov**

Thanks for watching! This is Wanda WorkSmart, signing off, and remember, work SMARTER, not HARDER…with Workday!