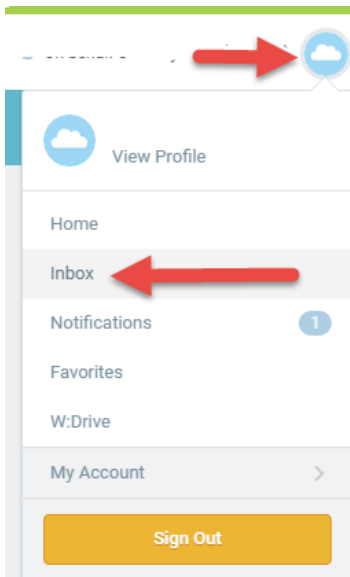


Making Changes to your Benefits

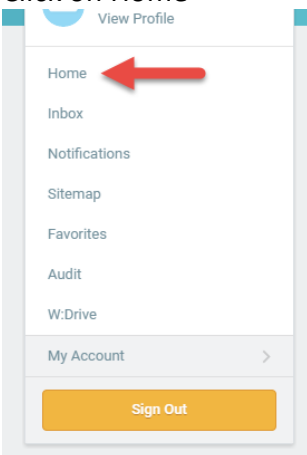
Step 1: Log in to [Workday](#) located in Aloha.



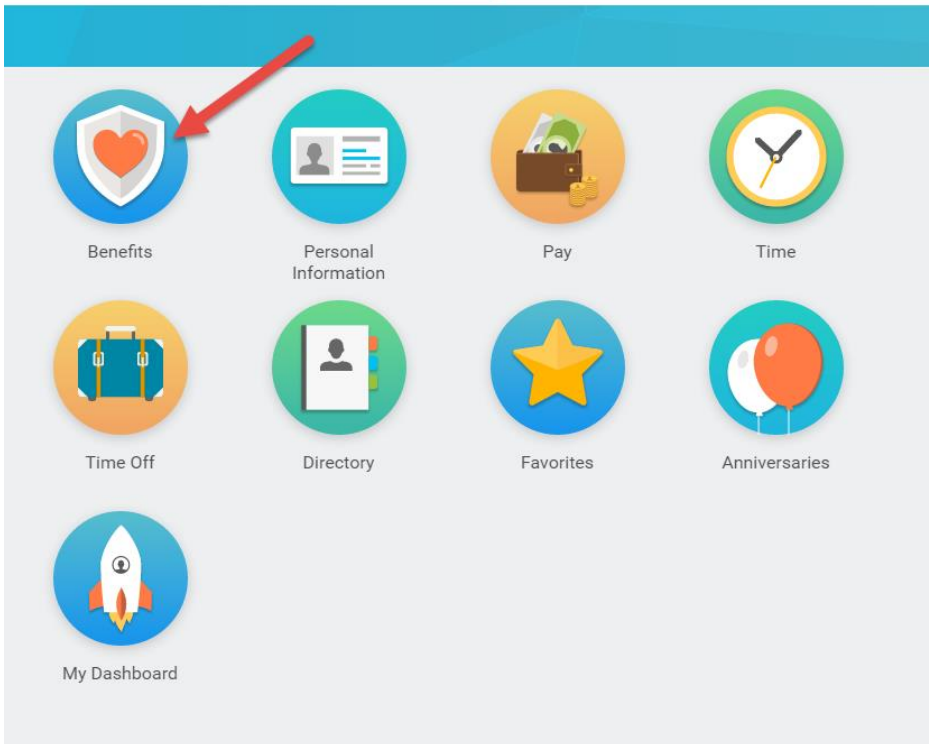
Step 2: If you are a new hire, check your Inbox to see if any benefits-related tasks require your attention. If you are making changes to your benefits due to a qualifying life event such as adding a newborn, please skip to step 3.



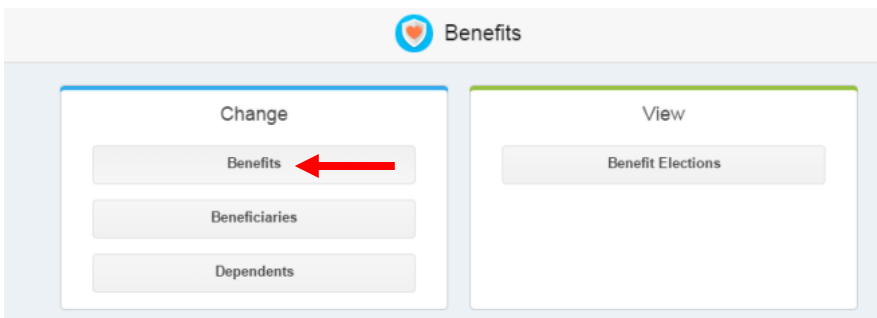
Step 3:
Click on Home



Step 4: Click on the Benefits icon.



Step 5: Click Benefits in the Change column.




Step 6: From the Benefit Event Type dropdown menu, select the applicable life event. Enter the

Benefit Event date. Click  at the bottom of the screen.

Benefit Event Type * ▼


Benefit Event Date * 


Step 7: Click .


Step 8: Enter and review your benefit changes and click .

Health Care Elections 9 items

Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents
Medical - Aetna HDHP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Emp + 1 Dependent	<input type="text" value="search"/>
Medical - Aetna HMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Aetna PPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Kaiser California HMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		


1. Elect/waive plan(s). 


2. Change coverage type. 

3. Add/remove dependent(s). 

Health Care Elections 9 items

Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents
Medical - Aetna HDHP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Emp + 1 Dependent	<input type="text" value="search"/>
Medical - Aetna HMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Aetna PPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Kaiser California HMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Aetna Dental	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee Only	
Vision - VSP Basic Plan	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee Only	

4. Add existing dependent(s) in Workday. 

5. Create/add new member. 

Submit

Step 9: Provide your Electronic Signature by clicking the “I Agree” box, then

Electronic Signature

LEGAL NOTICE: Please Read

I Agree 

Step 10:

Click “Print” for the confirmation page for your records, or “Done” to complete your changes.

Print

Done