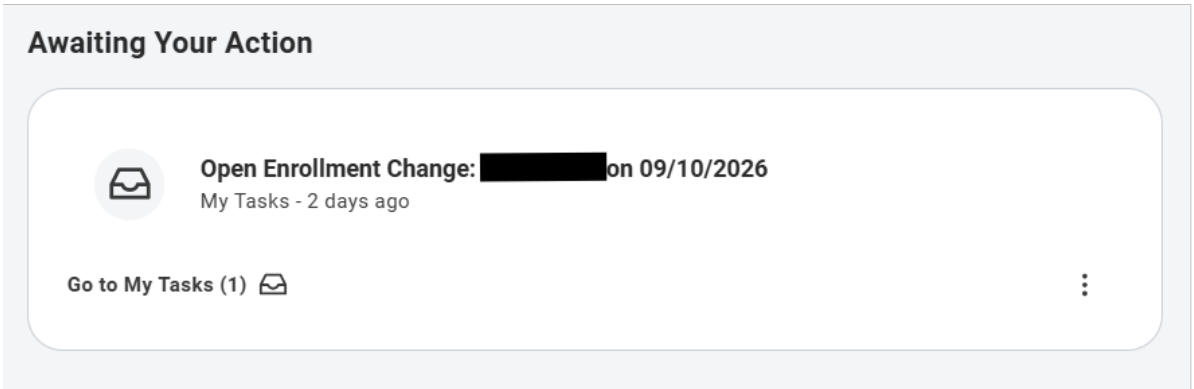
How to Complete your Open Enrollment Elections in Workday

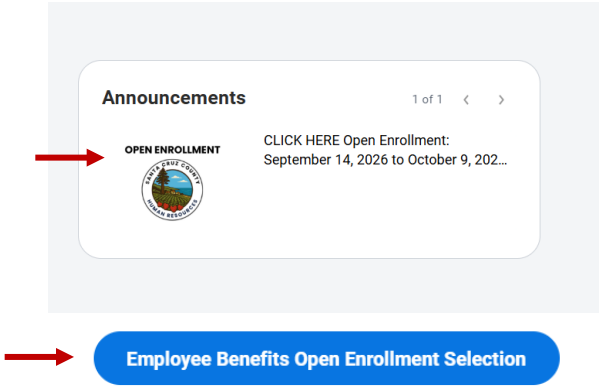
1. Login to Workday using this link: [Workday cosantacruz - Sign in to Workday]

2. Upon logging in, you will be directed to the Workday home screen. There are a few ways to get to your "Open Enrollment Change" task.

   a. Under the greeting, you will see an "Open Enrollment Change" task in the "Awaiting Your Action" section.

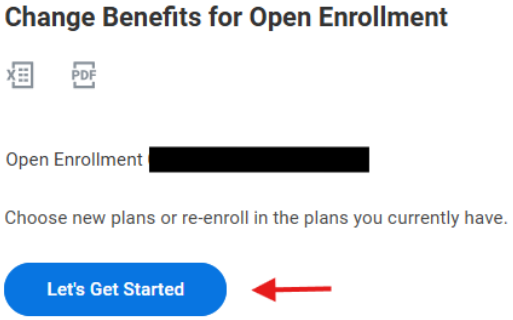


   b. On your Home Page, Locate the "Announcements" section on the right side, Click the announcement, read and scroll to the bottom of the message and click "Employee Benefits Open Enrollment Selection"

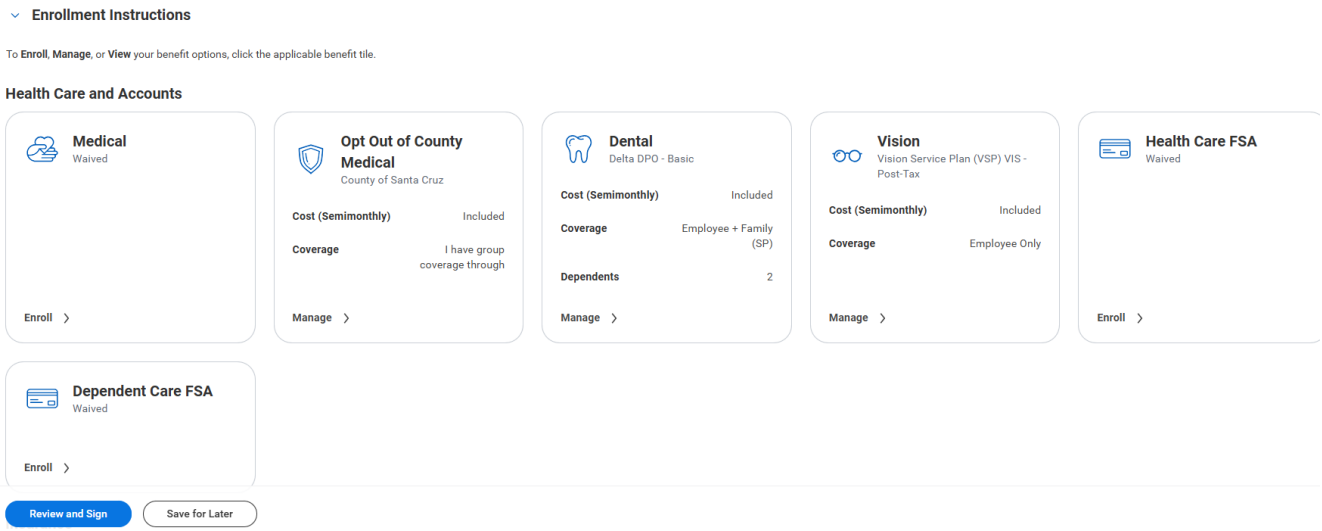


   c. Go to your Inbox by clicking on the inbox icon in the top right-hand corner.

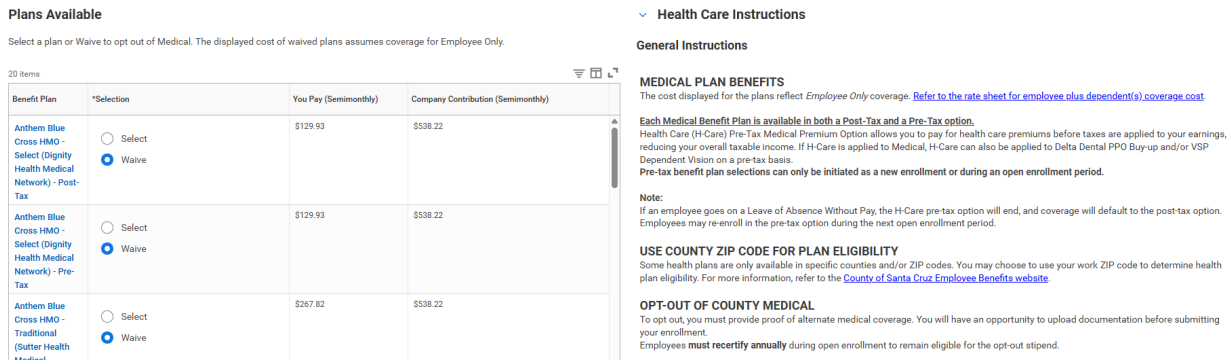
   Select the "Open Enrollment Change" task and click "Let's Get Started" to begin.



3. You will be redirected to the Open Enrollment selections page. Note that each benefit will have a separate tile, displaying your current elections or waived benefits. Please review each benefit carefully, even if you do not intend to make any changes.

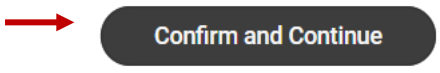


4. Here is an example of how your health care elections will look. Click the "select" button to select a specific plan, or keep all options at "waive" if you do not wish to elect coverage



5. Note that there is help text to the right. Please ensure you review this information carefully prior to making your selections.

6. Once you have confirmed your plan elections, select the "Confirm and Continue" button at the bottom of the screen.



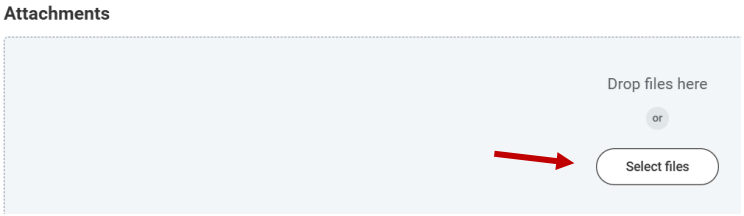
This will take you to the next page, which will prompt you to select who will be covered, under your insurance.

7. If you have previously enrolled dependents, you will see them listed. If you are adding a new dependent, you will be prompted to enter their information separately by selecting the "Add New Dependent" button. Note: adding a new dependent will require you to upload supporting documentation for dependent verification before you submit your final elections. Each dependent requires **two** documents. Click here to view the dependent eligibility requirements.

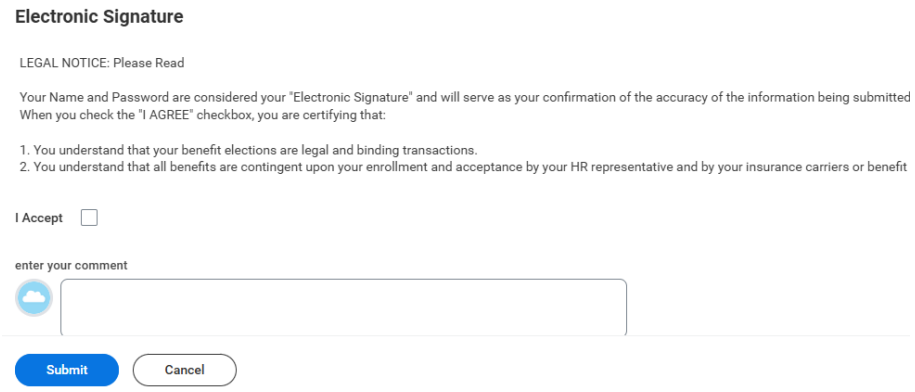
8. Once you have reviewed all of your elections and made any desired changes, you will select the "Review and Sign" button at the bottom of the elections page. You can also save your work for later if you need to revisit your elections but would like to save your progress with any changes you have already made.

9. When you select "Review and Sign", you will be directed to a summary page, which will include your elections, cost, and a selection for attachments.

10. Use the "Select files" button to attach the appropriate documentation. Click here to view the required dependent documentation when adding a new dependent.



11. Review the acknowledgement statement and select the box “I accept” before selecting ‘Submit”.



12. Now that your selections have been submitted, you can review them by clicking on the “View 2027 benefits statement”. To print this statement, use the PDF button in the top right-hand corner to export, download, save or print for your personal records.

If you have questions or need additional assistance, please contact the Human Resources Employee Benefits Unit: (831) 454–2241
benefits.questions@santacruzcountyca.gov