

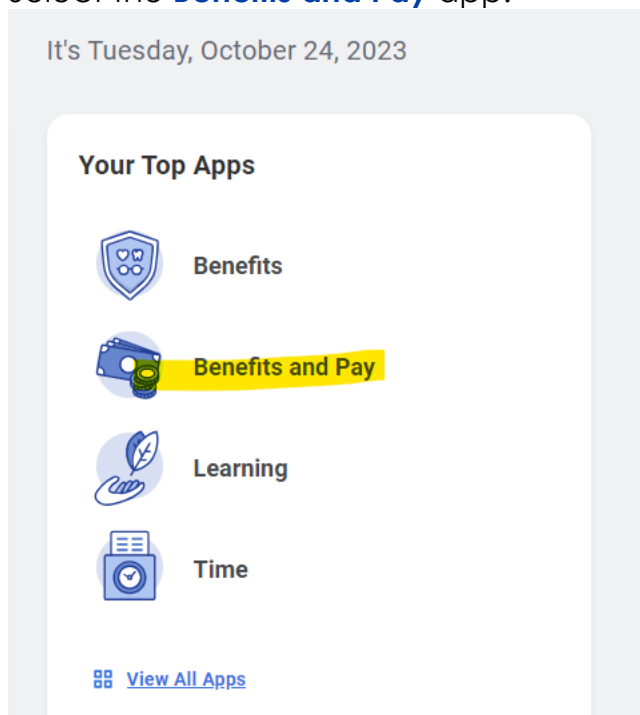
Revise Open Enrollment Selections After Submittal

You are able to reopen your open enrollment task after submitting as long as open enrollment is not over yet.

Revising Open Enrollment Elections after Submittal

From your Workday Homepage:

1. Select the **Benefits and Pay** app.



2. Select **Edit** on the Benefit Event: Open Enrollment under the Needs Attention section.

Revise Open Enrollment Selections After Submittal

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Benefits and Pay |←

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Tasks and Reports

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Needs Attention

SUBMITTED

Benefit Event: Open Enrollment

Submit elections by November 14, 2023.

Edit

Overview

Most Recent Pay Current Benefit Costs

3. Click on **Let's Get Started.**

Change Open Enrollment

Open Enrollment 10/02/2023-11/14/2023

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

Editing your elections will prompt you to answer if you are a tobacco user again; however, you do not have to go through all the elections again. You just need to make the necessary changes and then submit your enrollment.