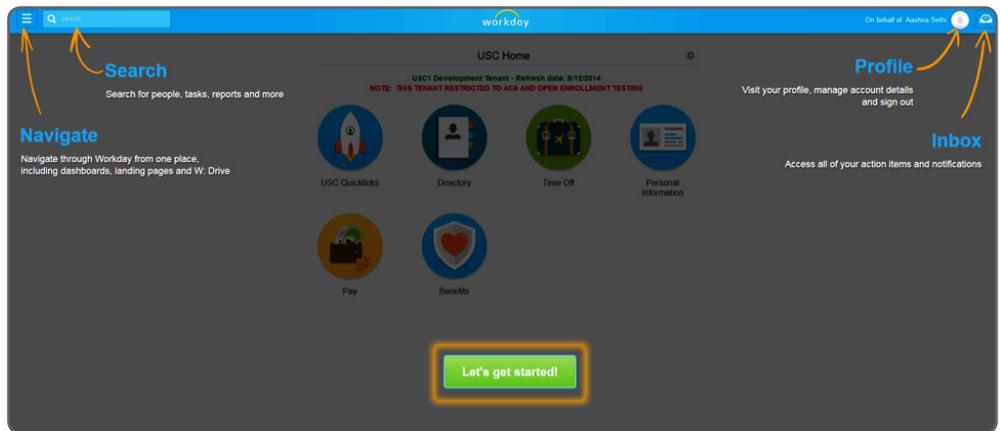


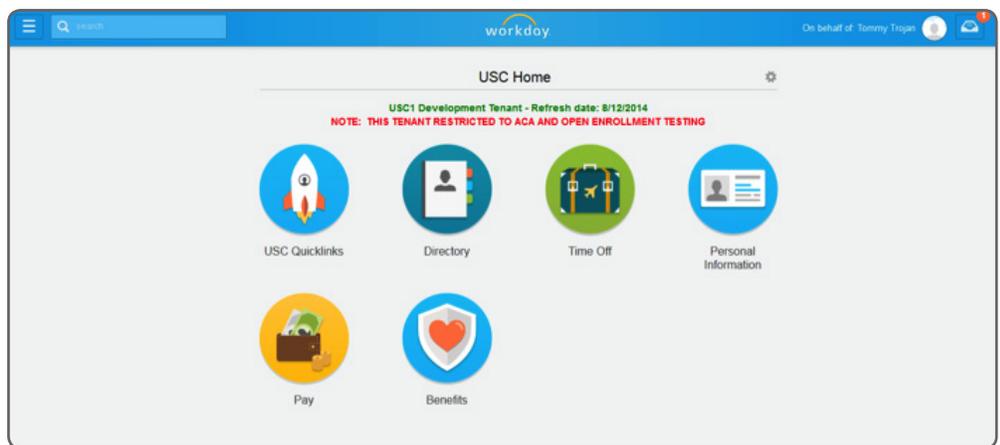
# Open enrollment in Workday

Benefit choices, called “elections,” are made in Workday. Visit [workdayhelp.usc.edu/gettingstarted/](http://workdayhelp.usc.edu/gettingstarted/) for help logging in.

If this is your first time in Workday, click on the green “Let’s get started!” button.

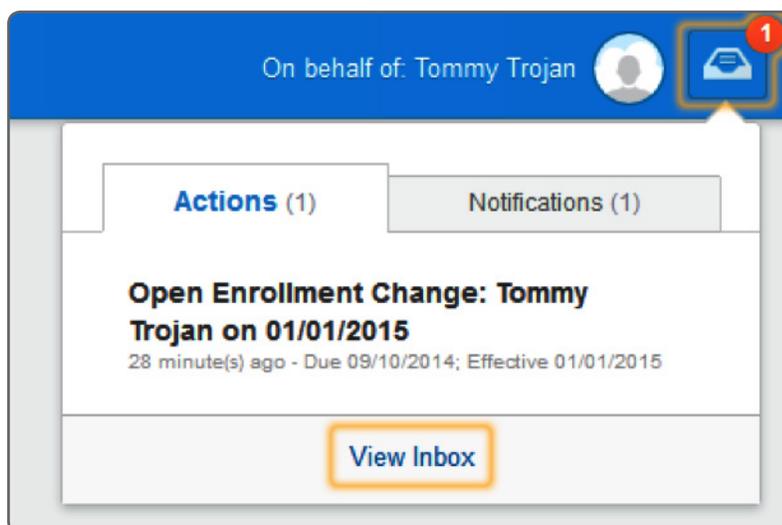


This will “populate” your Workday home page, which will now look similar to this every time you log in:



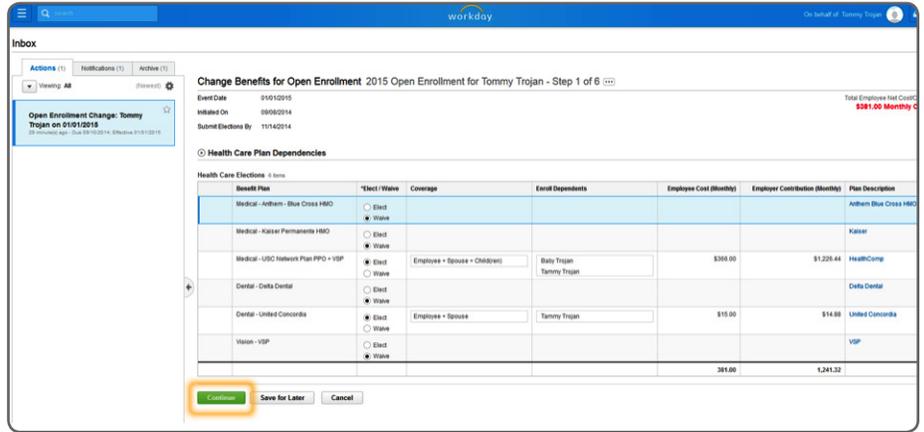
Now look at your Workday Inbox, which is located at the top right corner of the screen. You should see an orange circle with a number, indicating how many messages are currently in your Inbox. When you click on the Inbox, you’ll see the contents, which will look like this (except your name will appear instead of Tommy Trojan!)

Now, click on the “**View Inbox**” prompt, which will open the first page of your benefits enrollment.



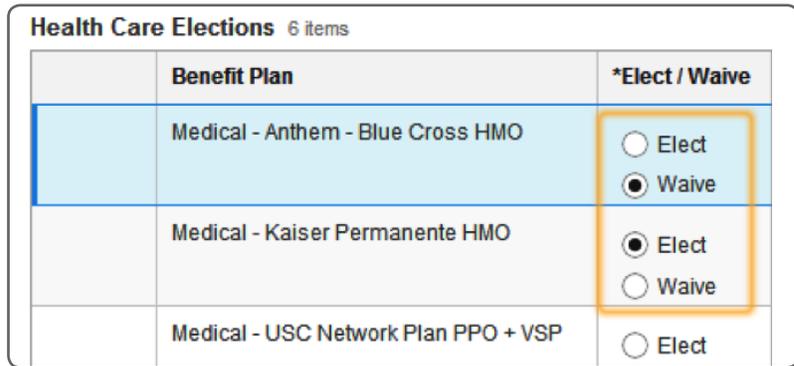
Keep in mind that because this is a SAMPLE enrollment, the plans and benefits listed here may NOT apply to you. The plans for which you **are** eligible, based on your employment status (faculty, staff, union, etc.) will show up on **your** actual enrollment pages—and this first page will open showing your current benefit selections, automatically populated.

Note that as you work through the pages, if you don't wish to change anything on a particular page you can simply click on the green **"Continue"** button to move forward.



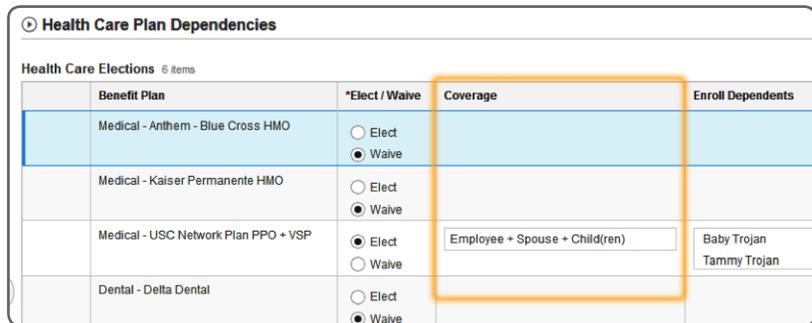
Health Care Elections will come up first.

- Are you selecting a new, different plan? Click **"Elect"** on your selection
- Are you dropping a plan? Click **"Waive"** on the appropriate row
- No changes? Move to the next column to review your coverage level

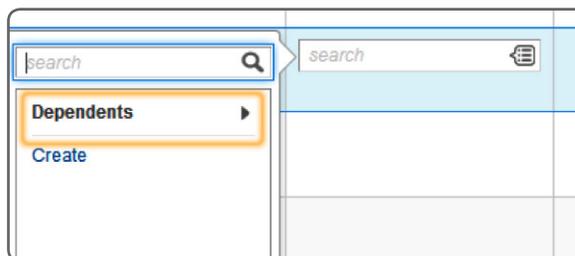


Your coverage column is automatically populated with your current levels.

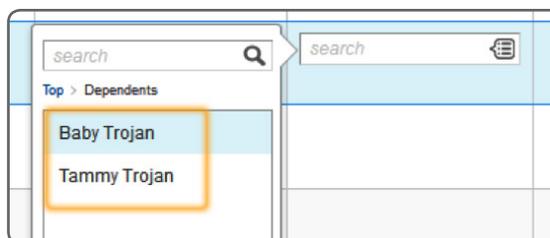
- Are you changing your coverage level? If yes, click on the box to get the dropdown, then select your coverage level
- No changes? Move to the next column to review your enrolled dependents



If you're changing plans but keeping the same dependents, simply select **"Dependents"**



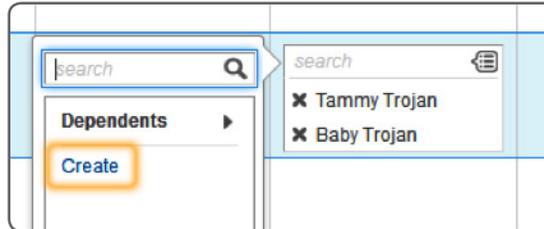
This will insert the names of your existing dependents in a dropdown menu. To select each one for the new plan, double-click on each name one at a time, or hover over the first and click Ctrl-Alt-A



The existing dependents have now been added to that plan

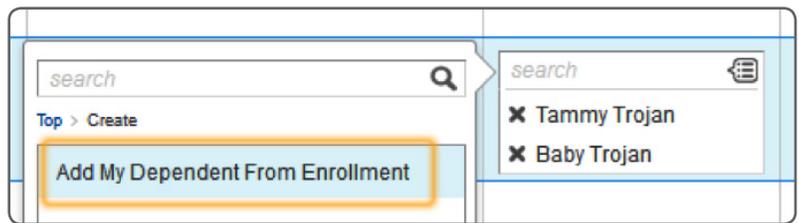
Coverage	Enroll Dependents	Employee Cost (Monthly)
<input type="text" value="search"/> Top > Dependents <ul style="list-style-type: none"> <li>Baby Trojan</li> <li>Tammy Trojan</li> </ul>	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>✕ Tammy Trojan</li> <li>✕ Baby Trojan</li> </ul>	\$276.00
	<input type="text" value="Tammy Trojan"/>	\$15.00

If you're adding a new dependent, you'll first need to "create" him/her. (You only have to do this once—after a dependent is "created" he/she can be easily added to other plans. If you're not sure if your dependent is eligible for enrollment, contact the HR Service Center for help at (213) 821-8100, or see [benefits.usc.edu/starting-benefits/](#).)



To create your dependent, click on "Create"

Next, click "Add My Dependent From Enrollment"



Some other questions may pop up at this time related to beneficiaries or emergency contacts. We are not configured at this time to accept this information from the enrollment pages—simply check "no" and the orange "OK" button to continue:

**Add My Dependent From Enrollment Tommy Trojan** ...

Use your new dependent as a beneficiary?

Yes  
 No

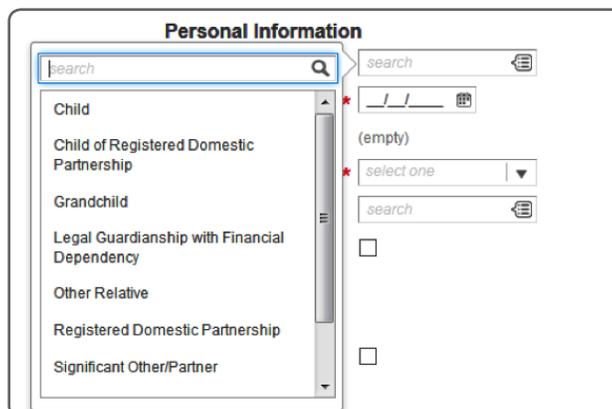
On the "Add My Dependent From Enrollment" page, complete only the items marked with a red asterisk, filling in the information for your dependent.

**Add My Dependent From Enrollment**

**Name**  
 Country: United States of America  
 Prefix:   
 First Name:   
 Middle Name:   
 Last Name:   
 Suffix:

**Personal Information**  
 Relationship:   
 Date of Birth:   
 Age: (empty)  
 Gender:   
 Citizenship Status:   
 Full-time Student:   
 Student Status Start Date:

When completing the "Personal Information" section of your dependent's enrollment, the dropdown menu will list many different types of dependents, but you'll only be able to enroll those defined by USC as benefits-eligible. For example, if you select "other relative" you'll receive an error message when you attempt to submit your transaction because this dependent type is not eligible for benefit enrollment, and you'll have to remove them in order to proceed with the transaction.



Be sure to carefully check that you've entered the correct date of birth and gender!

Note also that your address is automatically populated. This can be changed later if necessary, but for now **leave your address as is.**

Address		Phone & Email	
Use Existing Address	<input type="text" value="0000 for Baby Trojan, Tammy ..."/>	Use Existing Phone	<input type="text" value="+1 (310) 555-5555 for Baby Tr..."/>
Country	United States of America	Country Phone Code	United States of America (+1)
Address Line 1	0000	Area Code	310
Address Line 2		Phone Number	555-5555
City	Santa Monica	Phone Extension	
State	California	Email Address	<input type="text"/>
Postal Code	90402		
County			

You must add your dependent's social security number. To do so, click on the "Add" button under National IDs

### National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

"United States of America" will automatically populate. Click on "National ID Type" and then double-click on "Social Security Number" in the dropdown.

### National IDs

Click the Add button to enter one or more National Identifiers for

Add

Country \*

National ID Type \*

Identification #

search

**Social Security Number (SSN)**

U.S. Individual Taxpayer Identification Number (ITIN)

Add the social security number to the "Identification #" box and leave the lower blanks unfilled. (If dependent does not have a social security number, you will have to indicate the reason it is not available.)

Add

Country \*

National ID Type \*

Identification #

Issued Date

When you've completed all *asterisked* sections, click the orange "OK" button at the bottom.

Country \*

National ID Type \*

Identification #

Issued Date

County

OK

Cancel

This takes you back to the Health Care Elections page, where your newly-created dependent populates the "Enroll Dependents" field. You must repeat this process for each new dependent you add. As for dependents you already had in the system, just be sure they're added to any new benefit plans you choose, as well.

Health Care Elections <small>6 items</small>			
Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents
Medical - Anthem - Blue Cross HMO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		Tonya Trojan Tammy Trojan Baby Trojan
Medical - Kaiser Permanente HMO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee + Spouse + Child(ren)	
Medical - USC Network Plan PPO + VSP	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Note also that only dependents applicable to the coverage level will populate for you to select. For example, if you choose the coverage level "Employee + Spouse" your children will not appear as possible dependents to enroll in that plan.

As you finish enrollment on each page, either "electing" or "waiving" coverage, the next screen of available benefits will appear.

For flexible spending accounts, you can select the amount you want withheld as either an annual amount or as a specific dollar amount per pay period remaining in the calendar year. **NOTE THAT YOU MUST RE-ENROLL IN FLEXIBLE SPENDING EVERY YEAR! These accounts do not automatically renew!**

Make your selection/s and click the green "Continue" button to move on.

Based on your employee category (faculty, staff, union, etc.), you may have additional pages to complete. Everyone will have a page for Disability—this plan will automatically renew so you may simply click "Continue" if you're happy with your coverage. Note that you're only eligible for supplemental disability if you are enrolled in the USC Basic Disability plan. you're happy with your coverage. Note that you're only eligible for supplemental disability if you are enrolled in the USC Basic Disability plan.

Benefit Plan	*Elect / Waive	Coverage Level
Disability - USC Basic - In California (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	1% of Salary
SDI Disability - California State (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	
Supplemental Disability - USC - In California (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	0.3% of Salary
Supplemental Disability - USC - Not in California (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	

Likewise, if you're already enrolled in Hyatt Legal, that will automatically renew. If you're not enrolled and you want the plan, click "Elect"—if you're enrolled and wish to cancel, click "Waive" to drop the plan. When done, click "Continue" to move on.

Again, different employee categories will have different benefit pages to work through—but the choice is always to "elect" (choose the benefit) or "waive" (reject the benefit).

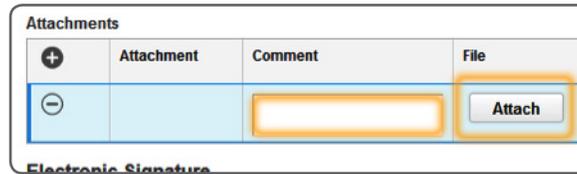
When you reach the end of the enrollment transaction, the total employee cost will populate in the upper right hand corner in red.

Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
	\$276.00	\$923.54
	\$25.00	\$16.22

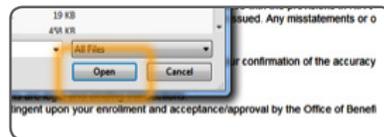
You must document your dependent relationships within 5 days of your online enrollment transaction. Scan your documents (see [benefits.usc.edu/starting-benefits/](http://benefits.usc.edu/starting-benefits/) for which documents you'll need) then click the "+" sign under attachments.



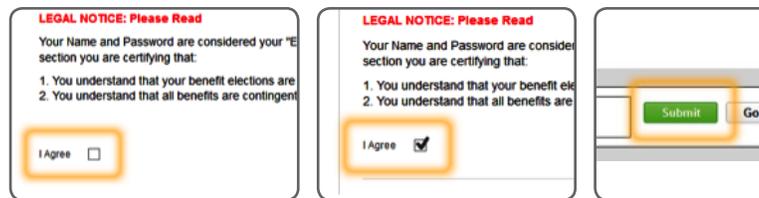
Briefly describe the document in the comment box, then press enter, which will bring up the "Attach" button



Look for your scanned document in your document files, and click "Open" to add it.



When you're done selecting benefits, enrolling dependents and attaching documents, scroll down to the bottom of the page—you must check "I Agree" to add your electronic signature. Once you check the "I Agree" box, hit the green "Submit" button.



You will then see all your benefit elections displayed—your open enrollment transaction is completed and has been sent to the Benefits office for review and approval.

Submit Elections Confirmation 2015 Open Enrollment for Tommy Trojan

Initiated On 09/08/2014  
 Submit Elections By 11/14/2014  
 Event Date 01/01/2015

Total Employee Cost/Credit: **\$811.56 Monthly Cost**

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - Kaiser Permanente HMO	01/01/2015	01/01/2015	Employee + Spouse + Child(ren)	Baby Trojan Tammy Trojan Tonya Trojan		\$275.00	\$923.54
Dental - United Concordia	01/01/2015	01/01/2015	Employee + Spouse + Child(ren)	Baby Trojan Tammy Trojan Tonya Trojan		\$25.00	\$16.22
Vision - VSP	01/01/2015	01/01/2015	Employee + Spouse	Tammy Trojan		\$10.56	
Health Care FSA - Wageworks Health Care Flexible Spending Account	01/01/2015	01/01/2015	\$1,500.00 Annual			\$125.00	
Dependent Care FSA - Wageworks	01/01/2015	01/01/2015	\$4,500.00 Annual			\$375.00	
Disability - USC Basic - In California (Employee)	09/05/2014	09/05/2014	1% of Salary				
Supplemental Disability - USC - In California (Employee)	09/05/2015	09/05/2015	0.3% of Salary				
<b>Total:</b>						<b>\$811.56</b>	<b>\$939.76</b>

Waived Coverages 2 items

Plan Type  
 SDI Disability  
 Legal Insurance

Signature

At the bottom, you can either print a PDF of the transaction, or simply click "Done" to finish.

