Benefits | Open Enrollment

2023 OPEN ENROLLMENT

PLEASE REVIEW THE INSTRUCTIONS TO COMPLETE YOUR OPEN ENROLLMENT

LOG IN TO WORKDAY - CLICK HERE

Go to https://myapps.oakgov.com from an Internet connected computer or download the Workday mobile app available in iOS and Android for tablets and smartphones. Organization id: oakgov

For difficulty signing into Workday (Workday mobile) or MFA/OKTA, please contact IT Self-Service or (248) 858-8812.

If you have additional questions about how to use Workday, click on the HELP application from your Workday homepage menu list and create a case or contact workday@oakgov.com

Questions? Email benefits@oakgov.com
Benefits website: OakGov.com/benefits

OAKLAND COUNTY
MICHIGAN
HUMAN RESOURCES

2023 OPEN ENROLLMENT WILL BE IN WORKDAY.

Please review the instructions to complete your open enrollment

1. From your Workday Dashboard, click on your Inbox.
2. Review and complete the 2023 Open Enrollment Required Notices and 2023 Dependent Verification tasks by checking the I AGREE boxes

Document	📄 2023 Open Enrollment Required Notice
Signature Statement	By checking the **I AGREE** box below, I designate that I have received an electronic copy of the 2023 required notices.
	Required notices are also posted online at: https://www.oakgov.com/hr/benefits/Pages/Required-Notices.aspx
I Agree	☐

Document	📄 2023 Open Enrollment Workbook
Signature Statement	By checking the **I AGREE** box below, I acknowledge that dependents on my plan are qualified dependents and meet eligibility criteria.
	(If you experienced a benefit event in 2022, such as divorce or legal separation, and have not removed former dependents you are required to. You must contact benefits@oakgov.com or 248-892-3278.)
	A qualified dependent is defined as (refer to page 27 in the attached 2023 Open Enrollment Workbook):
	• A legal spouse (not eligible if legally separated) • A stepchild from a qualified legal spouse • A child by birth or legal adoption
I Agree	☐

3. Click Submit
4. Click Open
5. Click Let's Get Started
   Note: If you are not making any changes, skip to Ready to Submit. If you would like to contribute to a Flexible Spending Account, you will need to re-elect before submitting your open enrollment.

Changing Elections for Health, Dental, and Vision or Adding/Removing Dependents

1. Click Manage under Medical

2. Click Select next to your elected plan
   Note: Click on each benefit plan provider to view plan details

3. Click Confirm and Continue

4. In the Coverage box, click the options icon to select the appropriate coverage level (employee, employee + 1, or employee + family)
   Note: If you are changing medical providers AND you have dependents, you will need to re-click the box under Select next to the dependents name

5. To add or remove a dependent, follow steps below, if no changes click Save

6. To add a dependent, click Add New Dependent

7. Choose to Use an Existing Beneficiary or Emergency Contact or Create Dependent

8. Click Use as Beneficiary if you would like to use this person as a beneficiary for your life insurance plans

9. Click Ok

10. Enter your dependents information (required fields marked with a red asterisk*)

11. Click Add to enter National ID (SSN)

12. Click Save

13. To remove a dependent, unclick the box under Select next to the dependents name you wish to remove

14. Click Save

15. An alert will notify you that when you that your dental and vision will update to the same dependents and coverage level

16. Click Save

17. Click Manage under Dental and Vision options to Select or Waive Buy-Up options (if applicable)
    Note: Standard and High plans are listed under separate Dental and Vision applications

Enroll in Flexible Spending Accounts (FSA)

1. Click Enroll under Health FSA and/or Dependent FSA to re-enroll or enroll in FSA accounts (if applicable)
   Note: If you elected a flexible spending account in 2022, you need to re-elect for the 2023 plan year.
   Note: Per IRS updates, Health FSA limits increased to $2,850 and Dependent FSA limits to $5,000
   For more information on FSA accounts, click here
2. Click Select
3. Click Confirm and Continue
4. Enter a per Paycheck or Annual amount
5. Click Save

Healthcare FSA
Waived

1

Enroll

Dependent Care FSA
Waived

Enroll

Elect Buy-Up Options for Life Insurance and AD&D and/or Change Beneficiaries

1. Click Manage under Basic Life to change/update your beneficiaries (if applicable)
2. Click Confirm and Continue
3. Use the options icon to update Beneficiaries; also select primary and contingent beneficiary allocations (if applicable)
4. Click Save
5. Click Manage under Life Buy-Up, AD&D Buy-Up, or Life Buy Down to change your life insurance options
6. Click Select or Waive
7. Click Confirm and Continue
8. If you clicked Select: Click in the Coverage box, click the options icon to select the appropriate coverage level
9. Click Save

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Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 1 item

Beneficiary	Percentage
	100

Secondary Beneficiaries 1 item

Beneficiary	Percentage
	100

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*Selection	Benefit Plan
● Select	The Hartford (Employee)
○ Waive	

1. Click Review and Sign

2. Review a summary of your benefits, click Cancel if any changes need to be made

3. If you are adding a dependent, scroll down to Attachments and click Select Files to upload required documentation (if applicable). Required documentation is required if:

   • Adding a spouse, upload marriage certificate
   A marriage license will not be accepted

   • Adding a child or stepchild, upload birth certificate
   Verification of birth will not be accepted

4. Click Submit

5. Click View 2023 Benefits Statement to save or print your beneficiary statement
   Note: You do not need to sign the summary page or submit to HR. The is for your records only.

6. Click Done
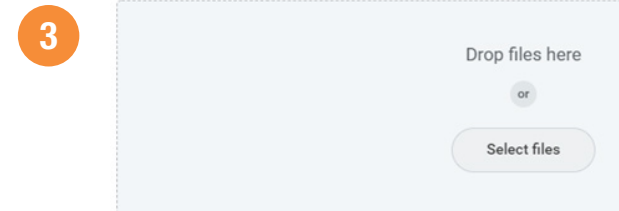
VIEW CURRENT BENEFIT ELECTIONS

1. From the Workday menu, click on View All Apps

2. Click on the Benefits Application

3. Under view, click Benefit Elections

VIEW/EDIT 2023 BENEFIT ELECTIONS (AFTER COMPLETING OPEN ENROLLMENT)

1. From the Workday menu, click on View All Apps

2. Click on the Benefits Application

3. Scroll down to the bottom and click Change Open Enrollment

4. Click Let's Get Started

5. You may review and edit Open Enrollment elections for 2023 until 11/16/2022

6. Click Review and Sign

7. Click Submit