

Benefits | Job Aid



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All Life Event changes must be completed within 30 days after the date the event occurred.
Examples of Significant Life Events include (but are not limited to):

- Marriage
- Birth/Adoption of a child
- Divorce
- Loss of primary healthcare coverage

Life Events are completed through Workday.

Questions? benefits@oakgov.com
Benefits website: [OakGov.com/benefits](https://oakgov.com/benefits)


LOG IN TO WORKDAY - CLICK HERE

Go to <https://myapps.oakgov.com> from an Internet connected computer.
For difficulty signing into Workday (Workday mobile) or MFA/OKTA,
please contact IT Self-Service or 248-858-8812.



MARRIAGE

Must be completed within 30 days of event

1. From your Workday Dashboard, click Menu, and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the  sign to add the app and navigate back to the Menu.*
2. Under the Overview section, click View Benefit Details
3. At the top of page, click on Change Benefits
4. Select Marriage & enter your marriage date as your Benefit Event Date
5. Under Attachments, upload your Marriage certificate - **REQUIRED**
Note: A marriage license will not be accepted
6. Click **Submit**
7. A pop-up will appear, click Open
8. Click Let's Get Started
9. Under Medical, click Manage
10. Keep your current plan selected, select a new plan, or elect no coverage
11. Click Confirm and Continue
12. Select the appropriate coverage level
13. Click Add New Dependent
14. Choose to Use an Existing Beneficiary or Emergency Contact or Create Dependent
15. Click Ok
16. Enter your spouse's Name and Personal Information (required fields marked with red asterisk*)
17. Under National ID, click Add
18. Enter your spouse's SSN and click Save
19. Your newly added spouse will appear as a new dependent
20. If you have a stepchild/stepchildren to add, follow the same process
Note: A birth certificate is required to add stepchildren to your benefits
21. Click Save
22. An alert will notify you that your spouse has been added to each healthcare plan that you are currently enrolled in
23. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary
24. If you would like to add your new spouse as a Life Insurance beneficiary, click Manage under Life Insurance
25. Click Confirm and Continue
26. Update primary and secondary beneficiaries (if applicable). Life insurance beneficiaries are also AD&D beneficiaries.
27. Click Save

2

Overview

Current Benefit Costs

\$343.57

Employee Cost (Biweekly)

[View Benefit Details](#)

Benefit Event Date *

MM/DD/YYYY 

4


Drag files here

or

Select files

5



9


Medical
 Blue Cross/Blue Shield of Michigan PPO 1

Cost per paycheck	\$75.00
Coverage	Emp + 1
Dependents	1

[Manage](#)

12

Coverage  Emp + 1 

Plan cost per paycheck

☐ Employee only
☒ Emp + 1
☐ Emp + Family

[Add New Dependent](#)

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Kennedy Travis	Child	01/12/2015

28. Click Review and Sign
29. Review a summary of your benefits, click “Cancel” if any changes need to be made. Click Submit to finalize.
30. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). Click Done
31. This process is complete! The Benefits team will approve the addition of your dependent(s) or reach out if any additional information is needed

BIRTH/ADOPTION/GUARDIANSHIP OF CHILD

Must be completed within 30 days of event, coverage will be effective as of the date of the event

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click “Add Apps” at the bottom of the Menu bar, search “Benefits and Pay,” click the ⊕ sign to add the app and navigate back to the Menu.*
2. Under the Overview section, click View Benefit Details
3. At the top of page, click on Change Benefits
4. Select Birth/Adoption/Guardianship of Child & enter your child’s date of birth as the Benefit Event Date
5. Under Attachments, upload your Verification of Birth— **REQUIRED**
6. Click **Submit**
7. A pop-up will appear, click Open
8. Click Let’s Get Started
9. Under Medical, click Manage
10. Keep your current plan selected, select a new plan, or elect no coverage
11. Click Confirm and Continue
12. Select the appropriate coverage level
13. Click Add New Dependent
14. Check the box if you wish to use this dependent as a beneficiary to your life insurance
15. Click Ok
16. Enter your child’s Name and Personal Information (required fields marked with red asterisk*) and click Save.
17. Enter your child’s SSN or select Reason SSN is Not Available
18. Click Save
19. Your newly added child will appear as a new dependent
20. Click Save
21. An alert will notify you that your child has been added to each healthcare plan that you are currently enrolled in.

2 Overview

Current Benefit Costs

\$343.57

Employee Cost (Biweekly)

[View Benefit Details](#)

4

Benefit Event Date *

MM/DD/YYYY



Attachments

Drag files here

or

Select files

5



Medical

Blue Cross/Blue Shield of Michigan PPO 1

Cost per paycheck \$75.00

Coverage Emp + 1

Dependents 1

[Manage](#)

9

12

Coverage *

Emp + 1

Search

☐ Employee only

☒ Emp + 1

☐ Emp + Family

Plan cost per paycheck

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Kennedy Travis	Child	01/12/2015

22. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary.
23. If you would like to add your new child as a Life Insurance beneficiary, click Manage under Life Insurance
24. Click Confirm and Continue
25. Update primary and secondary beneficiaries (if applicable). Life insurance beneficiaries are also AD&D beneficiaries.
26. Click Save
27. Click Review and Sign
28. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
29. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). Click Done
30. **Email a copy of the birth certificate and the child's social security number to benefits@oakgov.com within 45 days of birth or your dependent may be removed from coverage.**
31. This process is complete!

DIVORCE

Must be completed as soon as divorce is finalized

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the + sign to add the app and navigate back to the Menu.*
2. Under the Overview section, select View Benefits Details
3. At the top of the screen, select Change Benefits
4. Select Divorce & enter the finalized divorce date as the Benefit Event Date.
5. Under Attachments, upload your divorce decree - **REQUIRED**
6. Click Submit
7. Benefits will approve the event within 24 hours. During this time, please monitor your Workday inbox for additional steps
8. In your Workday inbox, you will receive a task to submit the address of your ex-spouse. This is used for a COBRA notice.
9. Click Submit
10. A pop-up will appear, click Open
11. Click Let's Get Started
12. Click manage under Medical and select or waive new plan.
13. Click Confirm and Continue
14. Select the appropriate coverage level
15. Uncheck the box next to your ex-spouse.

2 Overview

Current Benefit Costs

\$343.57

Employee Cost (Biweekly)

[View Benefit Details](#)

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- Change Reason *
- ☐ Birth/Adoption/Guardianship of Child
 - ☐ Change Beneficiaries
 - ☐ Death of Spouse/Dependent
 - ☐ Divorce
 - ☐ FSA - Dependent Care Mid-Year Election
 - ☐ HSA - Mid Year Election
 - ☐ Loss/Gain of Other Coverage (Employee or Dependent)
 - ☐ Marriage

4

Benefit Event Date * 

5

Attachments

Drag files here

or

[Select files](#)

7



16. Click Save
17. An alert will notify you that your ex-spouse has been removed from each healthcare plan that you are currently enrolled in.
18. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary
19. To remove your spouse as a beneficiary to your life insurance, click Manage under Life Insurance
20. Click Confirm and Continue
21. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
22. Enter your beneficiary's information (required fields marked with red asterisk*)
23. Click Save
24. Click Review and Sign
25. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
26. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned). Click Done
27. This process is complete!

LOSS/GAIN OF OTHER COVERAGE (EMPLOYEE OR DEPENDENT)

Must be completed within 30 days of event

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the + sign to add the app and navigate back to the Menu.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen, click Change Benefits
4. Select Loss/Gain of Other Coverage (Employee or Dependent) & enter the date of your loss of coverage or gain of other coverage as the Benefit Event Date
5. Under Attachments, upload Proof of Loss/Gain of Coverage (contact benefits at benefits@oakgov.com for specific details, if needed) – **REQUIRED**
6. Enter the name of individual losing or gaining coverage in the comments section
7. Click Submit
8. Benefits will approve the event within 24 hours. During this time, please monitor your Workday inbox for additional steps
9. In your Workday inbox, click Let's Get Started
10. Under Medical, click Manage
11. Keep your current plan selected, select a new plan, or elect no coverage
12. Click Confirm and Continue
13. Select the appropriate coverage level
14. TO REMOVE A DEPENDENT:
15. Under Select, uncheck the box next to your dependent that gained other coverage
16. Click Save
17. TO ADD A DEPENDENT:
18. Click Add New Dependent
19. Choose to Use an Existing Beneficiary or Emergency Contact or Create Dependent.
20. Click Ok
21. Enter your dependent's Name and Personal Information (required fields marked with red asterisk*)
22. Under National ID, click Add
23. Enter your dependent's SSN
24. Click Save
25. An alert will notify you that the change you made has been applied to each healthcare plan that you are currently enrolled in.

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Overview

Current Benefit Costs

\$343.57

Employee Cost (Biweekly)

[View Benefit Details](#)

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Benefit Event Date *

MM/DD/YYYY



5

Attachments

Drag files here

or

Select files

6

enter your comment

8



26. For each plan you can keep your current plans selected, select new plans, or waive coverage if necessary
27. Click Save
28. To make changes to your Life Insurance beneficiaries, click Manage under Life Insurance
29. Click Confirm and Continue
30. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
31. Click Save
32. Click Review and Sign
33. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
34. Click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
35. This process is complete!

CHANGE BENEFICIARIES:

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the + sign to add the app and navigate back to the Menu.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen, click Change Benefits
4. Select Change Beneficiaries & enter today's date as the Benefit Event Date
5. Click Submit
6. Click Open
7. Click Let's Get Started
8. Click Manage under the Basic Life Plan
9. Click Confirm and Continue
10. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
11. Enter your beneficiary's information (required fields marked with red asterisk*)
12. Click Save
13. Click Review and Sign
14. Review a summary of your benefits, click "Cancel" if any changes need to be made or click Submit to finalize.
15. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
16. This process is complete! The Benefits team will approve this change.

2 Overview

Current Benefit Costs


\$343.57

Employee Cost (Biweekly)

[View Benefit Details](#)

4 Benefit Event Date * MM/DD/YYYY

8



Basic Life
Unum (Employee)

Cost per paycheck Included

Coverage 1.5 X Salary

[Manage](#)

10

*Primary Beneficiaries 2 items

	Beneficiary	Percentage
+		0
-	x Jill Saranas ...	100

FSA – DEPENDENT CARE MID-YEAR ELECTION:

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the ⊕ sign to add the app and navigate back to the Menu.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen, click Change Benefits
4. Select FSA – Dependent Care Mid-Year Election & enter today's date as the event date
5. Click Submit
6. Click Open
7. Click Let's Get Started
8. Click Enroll/Manage under Dependent Care FSA
9. Click Select
Enter Per Paycheck or Annual amount
Note: Household Contribution Limit \$5,000 annually
10. Click Save
11. Click Review and Sign
12. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
13. Click Submit
14. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
15. This process is complete!

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Overview

Current Benefit Costs

\$343.57

Employee Cost (Biweekly)

[View Benefit Details](#)

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Benefit Event Date *

MM/DD/YYYY 

8



Dependent Care FSA

Waived

[Enroll](#)

HSA – MID YEAR ELECTION:

You must be enrolled in the High Deductible Health Plan to qualify for a Health Savings Account

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the + sign to add the app and navigate back to the Menu.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen, click Change Benefits
4. Select HSA – Mid Year Election & enter today's date as the event date
5. Click Submit (no documentation is required)
6. Click Open
7. Click Let's Get Started
8. Click Enroll/Manage under Health Savings Account HSA
9. Click Select
10. Click "Confirm and Continue"
11. Enter Per Paycheck or Annual amount
Individual Contribution Limit \$4,300 (including County contribution)
Family Contribution Limit \$8,550 (including County contribution)
12. Click Save
13. Click Review and Sign (no documentation is required)
14. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
15. Click Submit
16. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
17. The process is complete!

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[View Benefit Details](#)

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Benefit Event Date *

MM/DD/YYYY 

8



Health Savings Account HSA

WageWorks

Contribution per
paycheck

\$50.00

[Manage](#)

11

Health Savings Account HSA - WageWorks

Projected Total Cost Per Paycheck
\$100.00

Projected Total Credits
\$0.00

Contribute

Your estimated contributions made this year 100.00

Per Paycheck 100.00

Annual 2,500.00

Remaining Paychecks 24

Minimum Annual Amount: \$100.00




Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution \$2,000.00

Total Annual HSA Contribution \$4,500.00

VIEW BENEFIT ELECTIONS:

1. From your Workday Dashboard, click Menu and then click on the Benefits and Pay Application. *If you don't have this application, click "Add Apps" at the bottom of the Menu bar, search "Benefits and Pay," click the  sign to add the app and navigate back to the Menu.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen click "View As Grid"
4. To print, click on  to export to Adobe or  to export to Excel.

2

Overview

Current Benefit Costs

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Employee Cost (Biweekly)

[View Benefit Details](#)