Benefits | Open Enrollment

2025 OPEN ENROLLMENT

PLEASE REVIEW THE INSTRUCTIONS TO COMPLETE YOUR OPEN ENROLLMENT

LOG IN TO WORKDAY - <u>CLICK HERE</u>

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

2025 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 2025 Open Enrollment Required Notices and 2025 Dependent Verification tasks by checking the I AGREE boxes

Document	📄 2025 Health and Welfare Benefit Notices
Signature Statement	By checking the **I AGREE** box below, I designate that I have received an electronic copy of the 2025 Health and Welfare Benefits Notice. Required Health and Welfare Benefits notices are also posted online at: https://www.oakgov.com/government/human-resources/benefits/open-enrollment
I Agree	☐
Document	📄 2025 Benefits Guide Book
Signature Statement	By checking the **I AGREE** box below, I acknowledge that dependents on my plan are qualified dependents and meet eligibility criteria. A qualified dependent is defined as (refer to page 5 in the attached 2025 Benefit Guide): • A legal spouse (not eligible if legally separated) • A stepchild from a qualified legal spouse • A child by birth or legal adoption If you experience a qualifying life event, such as divorce or legal separation, you are required to remove former dependents. Contact benefits@oakgov.com.
I Agree	☐

3. Click Submit
4. Click Open
5. Click Let's Get Started

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 applications

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Medical
Blue Cross/Blue Shield of Michigan HDHP

| Cost per paycheck | $10.00 |
| Coverage | Employee only |

Manage

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*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)
○ Select ○ Waive	Blue Cross/Blue Shield of Michigan HDHP	$10.00	$582.04

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- ● Employee only
- ○ Emp + 1
- ○ Emp + Family

Search

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Name		Personal Information	
Country *	× United States of America	Relationship *	
Prefix		Date of Birth *	MM/DD/YYYY
First Name *		Age	(empty)
Middle Name		Gender *	select one
Last Name *		Full-time Student	☐
Suffix		Student Status Start Date	
		Student Status End Date	
Allow Duplicate Name ☐		Disabled	☐

Check this box only when there is more than one dependent with the same name.

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National IDs

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

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Select	Dependent	Relationship	Date of Birth
☑	Name^mg	Child	

Enroll in Flexible Spending Accounts (FSA) or Health Savings Account (HSA)

1. Click Enroll under Health FSA and/or Dependent FSA to re-enroll or enroll in FSA accounts (if you're enrolled in the PPO1, PPO2, HMO, Traditional, or No Coverage Plans)
   Note: If you elected a flexible spending account in 2024, you need to re-elect for the 2025 plan year.
   Note: Per IRS updates, Health FSA limits increased to $3,200 and Dependent FSA limits to $5,000
   Click Enroll under Health Savings Account to enroll (if you're enrolled in the HDHP Plan)
   Note: Per IRS updates, Health Savings Account limits are $4,300 for single coverage, And $8,550 for family coverage
   Note: If you elected a Health Savings Account in 2024, you need to re-elect for the 2025 plan year to receive the county contribution.

2. Click Select

3. Click Confirm and Continue

4. Enter a per Paycheck or Annual amount

5. Click Save

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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Healthcare FSA		
Waived		
		Enroll
Dependent Care FSA		
Waived		
		Enroll
Health Savings Account HSA		
Waived		
	Enroll	

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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 Details	You Pay (Biweekly)	Company Contribution (Biweekly)
⦿ Select	Unum (Employee)	$9.66	
◯ Waive			

Voluntary Election Options for Life Insurance and AD&D for Spouse/Child

1. Click Enroll under either Voluntary Life- Child, Voluntary AD&D Child, Voluntary Life- Spouse, and/or Voluntary AD&D- Spouse
2. Click Select
3. Click Confirm and Continue
4. Select coverage amount by clicking on the coverage box
   Note: Child Amounts: $10,000 or $20,000 | Spouse Amounts: $10,000 , $20,000 ,or $50,000.
   Note: Spouse Life insurance amount is based off the employees age
5. Select Amount
6. Click Save

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Voluntary AD&D - Child
Waived

Enroll

Voluntary Life - Child
Waived

Enroll

Voluntary AD&D - Spouse
Waived

Enroll

Voluntary Life - Spouse
Waived

Enroll

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Voluntary Life - Spouse - Unum (Spouse)

Projected Total Cost Per Paycheck
$84.05

### Coverage

Calculated Coverage

Coverage   *   Search

Plan cost per paycheck

○ $10,000
○ $25,000
○ $50,000

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 2025 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
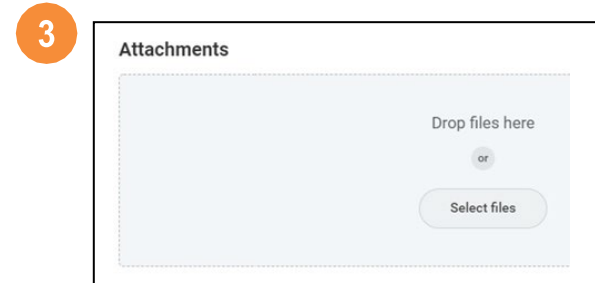
VIEW CURRENT BENEFIT ELECTIONS

1. From the Workday menu, click on the Menu button in the top left corner
2. Click on the Benefits and Pay Application
3. Under Overview, click Benefit Details

EDIT 2025 BENEFIT ELECTIONS (AFTER COMPLETING OPEN ENROLLMENT)

1. From the Workday menu, click on the Menu button in the top left corner
2. Click on the Benefits and Pay Application
3. Under Needs Attention in the Benefit Event: Open Enrollment tab
4. Click Edit
5. Click Let's Get Started
6. You may review and edit Open Enrollment elections for 2025 until 11/6/2024
7. Click Review and Sign
8. Click Submit

VIEW 2025 BENEFIT ELECTIONS (AFTER COMPLETING OPEN ENROLLMENT)

1. From the Workday menu, click on your profile in the top right hand corner
2. Click on view profile
3. On the left hand side under your name, click on the Actions button
4. Click View Worker History
5. Click on the top Open Enrollment Change for 1/1/2025
6. Click on the PDF Button in the top right hand corner if you would like to print a copy

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