

## REVIEWING YOUR OPEN ENROLLMENT ELECTION AFTER SUBMITTING

A frequently asked question from employees is asking the Benefits Technician to verify that their Workday entry was entered successfully.

This quick reference guide can show you how to double-check your submission at any time.

### Review Your Election History

1. Log into Workday
2. Click on the cloud icon at the top right-hand corner then “view profile”.
3. On the left-hand side, click on ACTIONS > Benefits > View Benefit Election History
4. Click on the link within the Benefits Details column that has the Open Enrollment event for January 1, 2022.
  - Note that the “status” of this benefit event is “Submitted”. It will not be finalized until after open enrollment has ended.



If you submitted your open enrollment change but have a new update, and it is still open enrollment (October 25 – November 15, 2021), you can make an update by doing the following:

1. Click on the Benefits application on your home page in Workday.
2. Click on “Change Open Enrollment”.
3. Make your change, review and sign, then Submit.

All open enrollment changes must be done by 11:59 p.m. on Monday, November 15, 2021.