Employee Workday Inbox Events for Benefit Elections

The employee will receive a Workday inbox action for any business processes that result in a benefit plan eligibility change. In most cases, the employee will receive two separate inbox items in order to complete the benefit elections process.

Benefit elections occur in a two-step process as eligibility for some benefit plans in the second step depend on being enrolled in certain plans in the first part. A good example is eligibility for the correct life and disability options depends on the election of VRS Hybrid or ORP Plan 2.

**Part 1** of the benefit election process will present to the employee an inbox message similar to this:

```
Change Benefits for Life Event
1 minute(s) ago - Effective 05/01/2018
```

**Part 2** of the benefit election process will present to the employee an inbox message similar to this:

```
Benefit Change - Insurance and Supplemental Retirement: Betty Benefits_106 (BB-106) on 05/01...
1 minute(s) ago - Effective 05/01/2018
```

**The Benefit Election Process**

**Part 1** of the benefits election process includes the following plan types depending on eligibility: medical, dental, vision, HSA, FSA, mandatory retirement, life insurance, additional benefits.

**Part 2** of the benefits election process includes the following plan types depending on eligibility: insurance/disability, supplemental retirement.
Example 4: Academic Wage - Graduate Student Worker

Part 1
- This employee type is not eligible for any plans in part 1 of the election process

Part 2
Retirement Savings Elections – Supplemental Retirement with No Cash Match
- The ‘Ex’ in the plan name for this employee indicates there is no corresponding cash match (Ex = exception)

Electronic Signature Text
- As applicable for the type of employee and the company; employee must choose the ‘I Agree’ checkbox