**Benefits:** Elect Benefits during Open Enrollment

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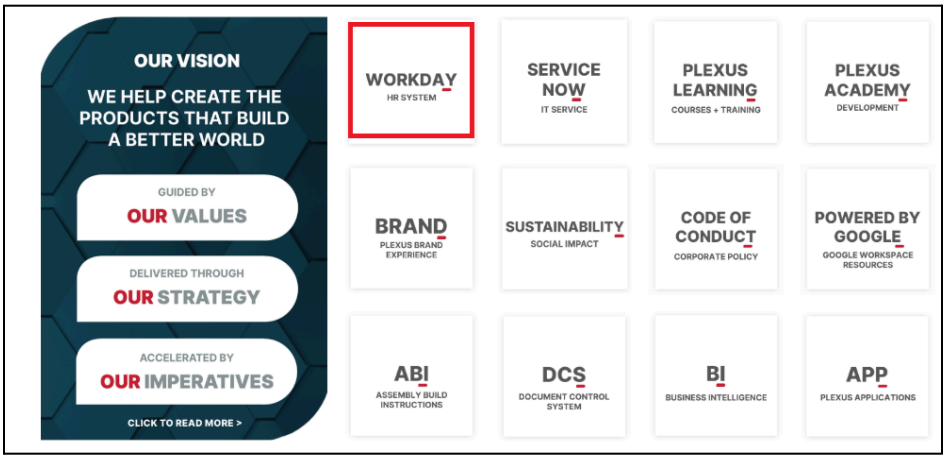
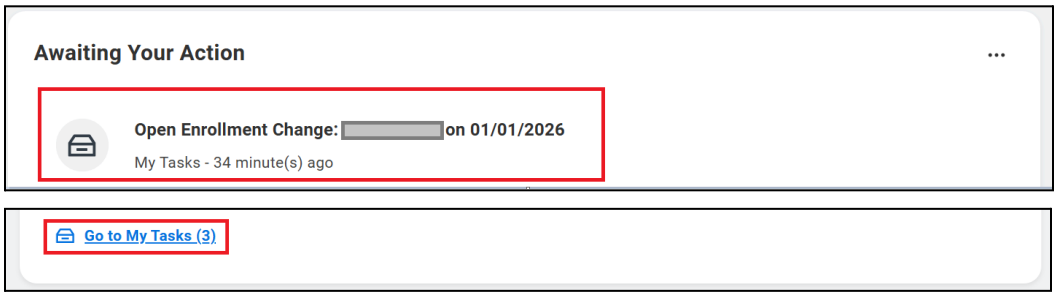
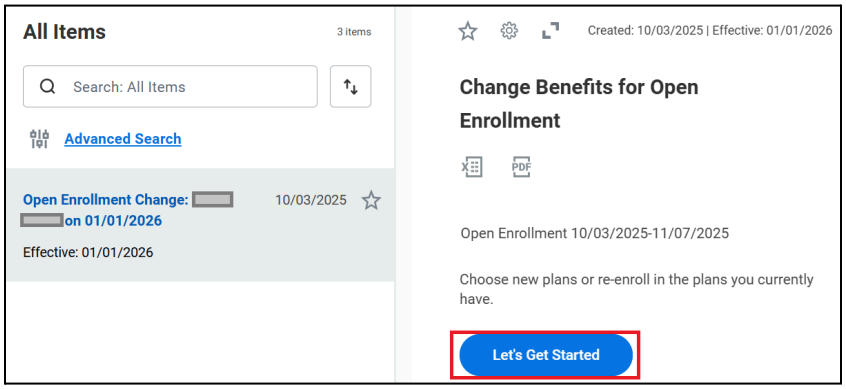
1. From the CONNECT screen, click on Workday.




2. From the Workday home screen, select the “Open Enrollment Change” action or “Go to All Inbox Items.”

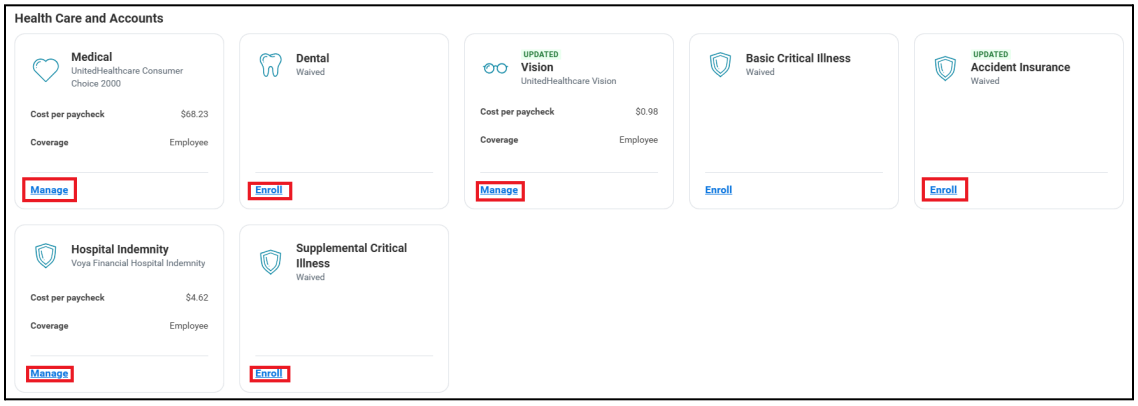


3. On the left of the screen, you will see your action items. Select the “Open Enrollment Change” action. Then, select the “Let’s Get Started” action.

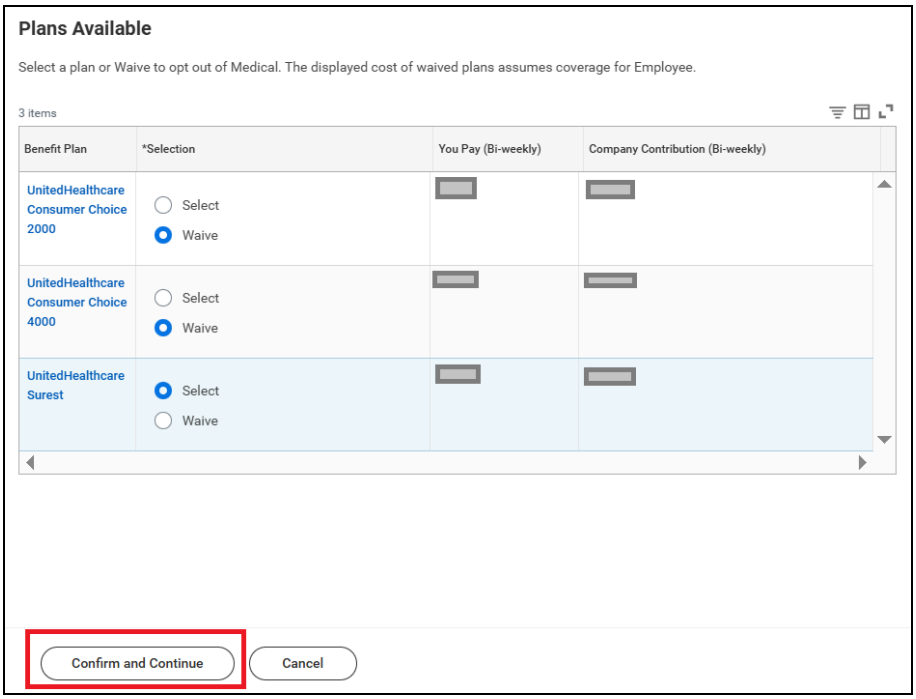



4. Elect your Medical, Dental, Vision, Critical Illness Insurance, Accident Insurance, and Hospital Indemnity Insurance benefits.

    a. Select “Manage” or “Enroll” by the plan you would like to review and elect/waive. Your elections from the current year will be populated. Otherwise, Default is Waive.



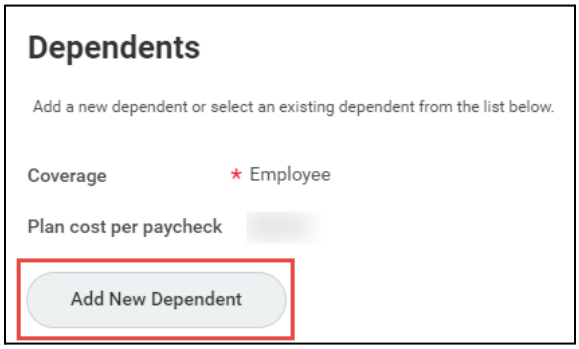

    b. Review your current elections if applicable. Select/Waive the plan you want to enroll in, then click “Confirm and Continue” to review Dependents.



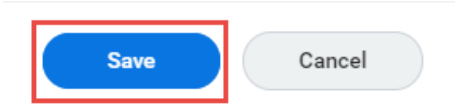

c. Enroll any eligible dependents. Your coverage and premium will change as you elect your dependents.

   i. If your dependents are already in Workday, select the Existing Dependent record to enroll them.

ii. If you need to add your dependents, click on “Add My Dependent” (See page 12 and 13 for instructions).

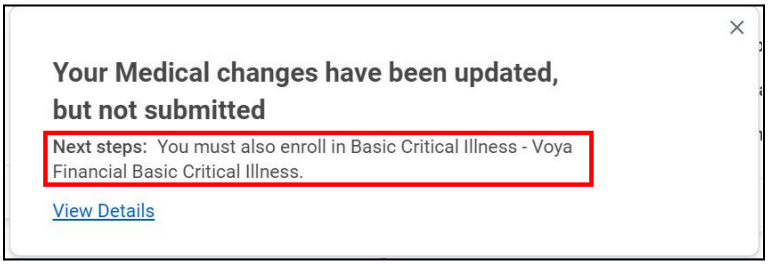


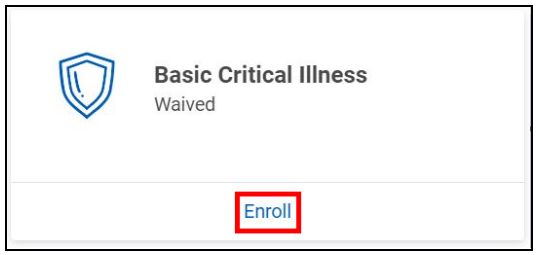

d. Click “Save” to return to the main enrollment screen.

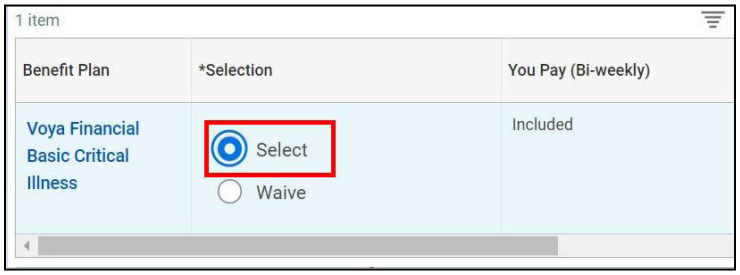



**NOTE**: As you make your elections, your net cost will be displayed in the top left corner.

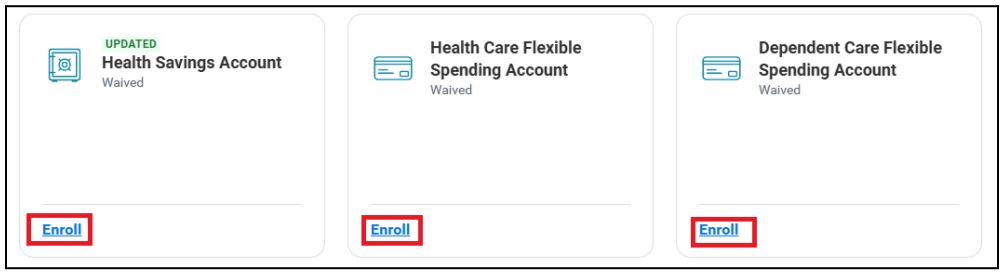
**If you are electing the Consumer Choice 4000 plan, you also receive Employer Paid Basic Critical Illness Insurance at no cost to you. Make sure to elect the Basic Critical Illness plan so you have this free coverage. The Critical Illness Insurance is extended to any family members you are covering under your medical plan.**





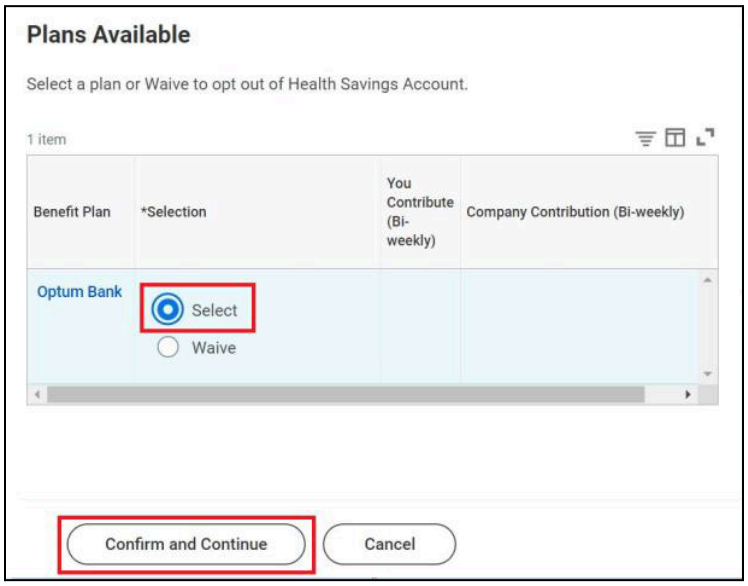




5. Once you've made your Medical, Dental, Vision, Critical Illness Insurance, Accident Insurance, and Hospital Indemnity Insurance elections, Review and Select/Waive Health Savings Account, Health Care Flexible Spending Account, and Dependent Care Flexible Spending Account coverage.



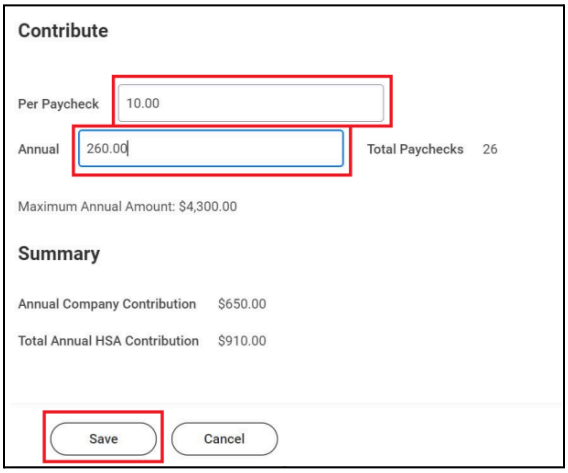
**If you elected a Consumer Choice plan, you have the option to contribute to a Health Savings Account.**

a. In order to receive the Employer Contribution, you must choose "Select". Click "Confirm and Continue."

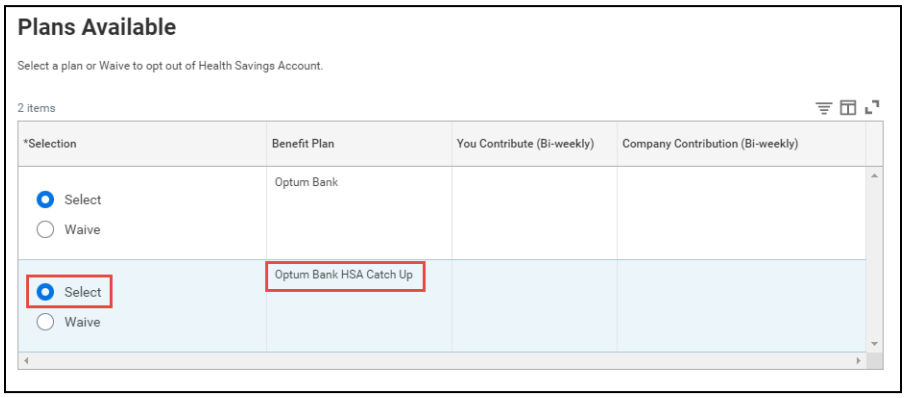



b. Then enter the amount you would like to contribute on a Per Paycheck or Annual basis. Click "Save."

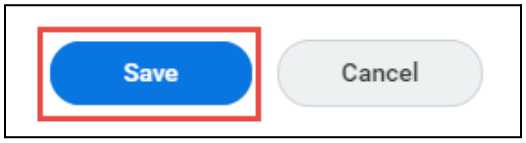
   i. If you do not wish to contribute, enter $0.00 so you still receive Plexus' contribution.



c. If you are eligible, a catch-up election will also appear. On the Contributions screen, step 1 of 2 will be regular HSA contributions and step 2 of 2 will be catch up HSA contributions.

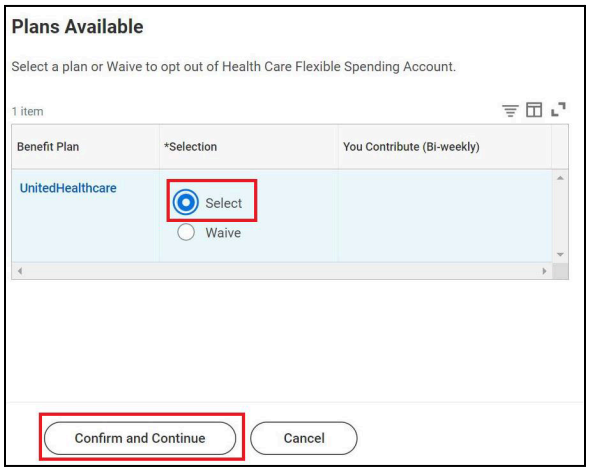



6. Click “Save” to return to the main enrollment screen.

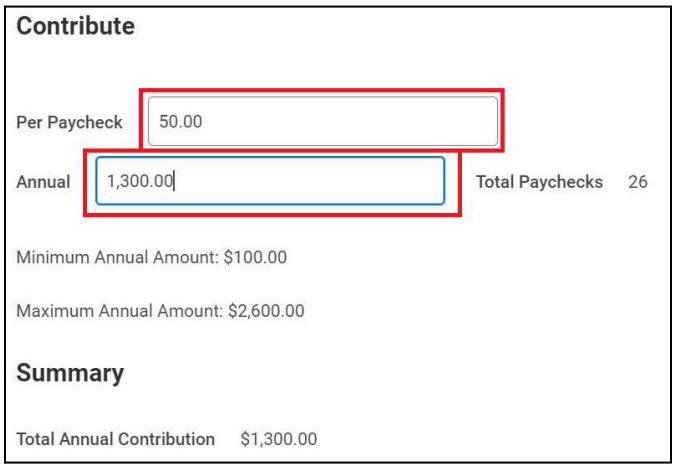



7. Decide if you would like to enroll in a Healthcare and/or Dependent Care Flexible Spending Account.

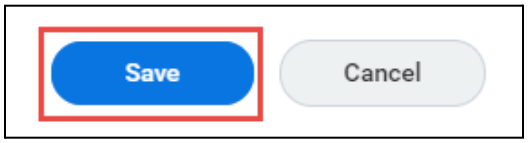
a. If you would like either spending account, click “Enroll” to “Select” the plan. Click “Confirm and Continue” to enter your annual contribution; either as a per paycheck amount or total amount for the year.



b. Enter your contribution on a Per Paycheck or Annual basis.

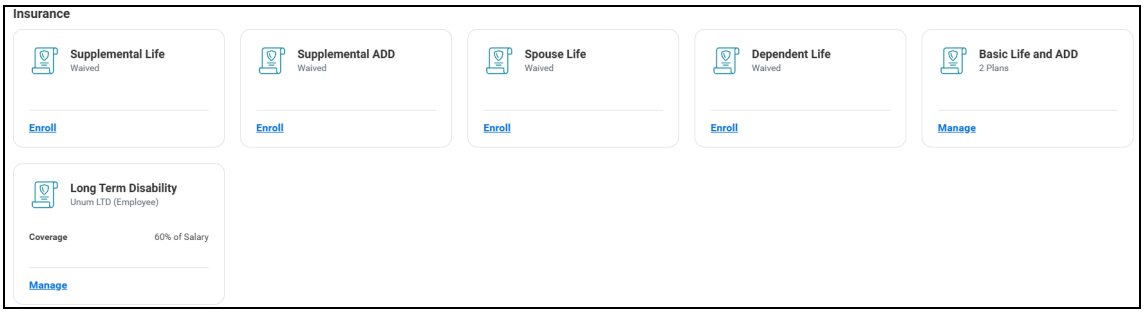



8. Click “Save” to return to the main enrollment screen.

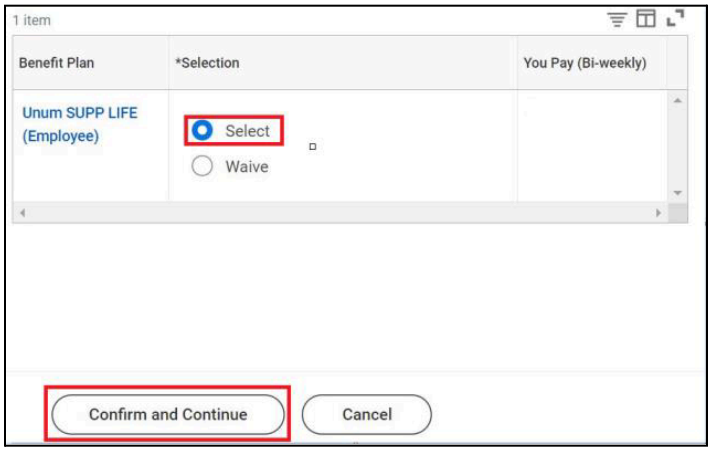



9. Next, scroll down to your Life Insurance, Accidental Death & Dismemberment Insurance, and Long Term Disability (LTD) coverage options. Basic Life and AD&D and LTD coverages are automatically applied and are for informational purposes only.

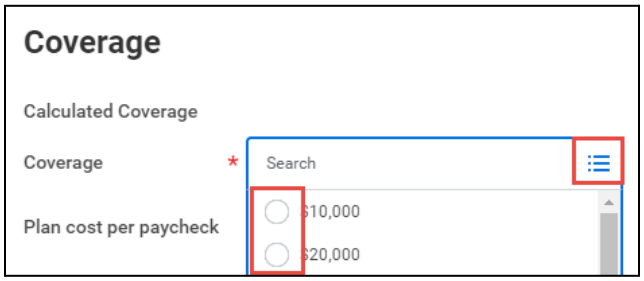
    a. If you are electing Supplemental Life insurance for the first time or increasing your current amount, you will be required to go through the electronic EOI process after Open Enrollment has been finalized by the Benefits Team.



b. To enroll or update your supplemental Life and/or AD&D, click “Enroll or Manage.” Keep the plan selected, or waive coverage (whichever is applicable to you). If you are waiving coverage, click “Save.” If selecting coverage, click “Confirm and Continue” to elect your coverage amount and designate a beneficiary.

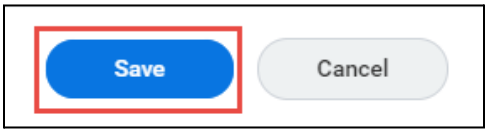



c. Select your Coverage amount.



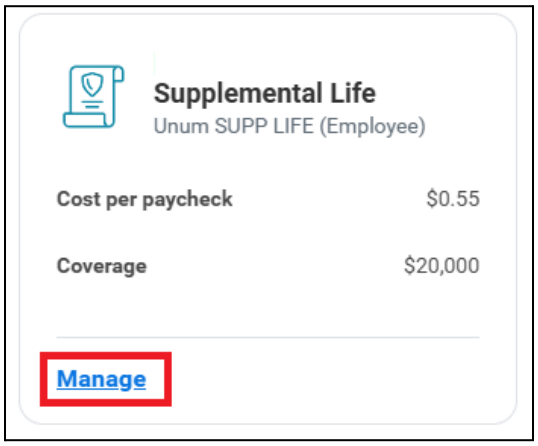

10. Elect your Primary and Secondary Beneficiaries (see Step 12 for detailed instruction).

11. Click “Save” to return to the main enrollment screen.



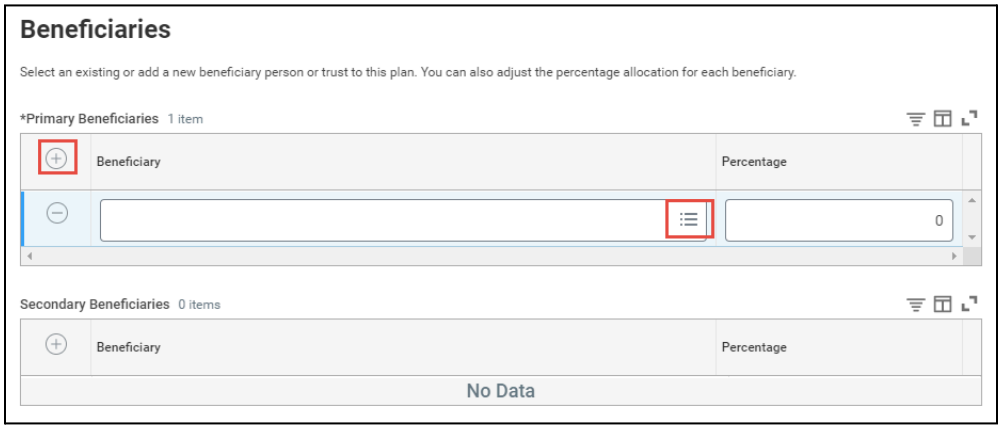
12. Next you will need to designate your Life Insurance beneficiaries. It is required for Supplemental Life and Supplemental AD&D plans, but optional for Basic Life and Basic AD&D. Although it is optional for Basic Life and Basic AD&D, it is highly recommended that you still complete this step.

    a. Click manage on the insurance plan you want to designate your beneficiary to.



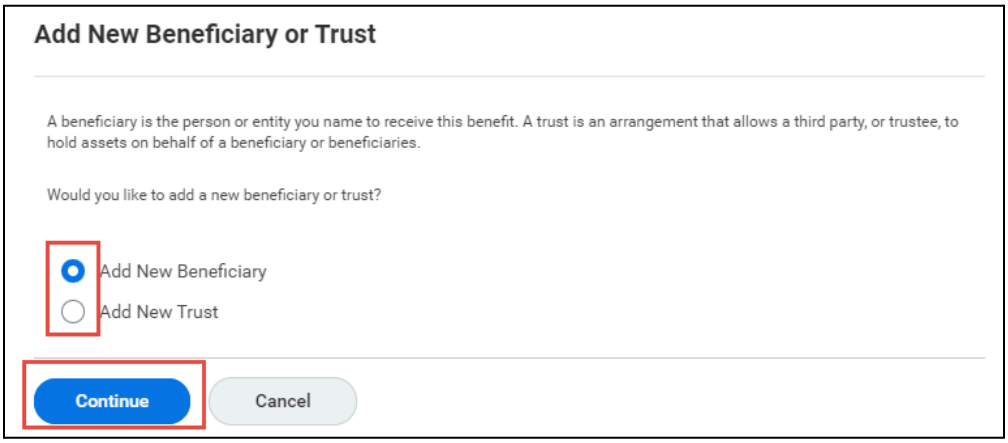

    b. Review the election, then click “Confirm and Continue”.

    c. In the beneficiary section, click the plus (+) sign next to the Beneficiary column. Click the 3 bars on the right side of the Beneficiary text box.



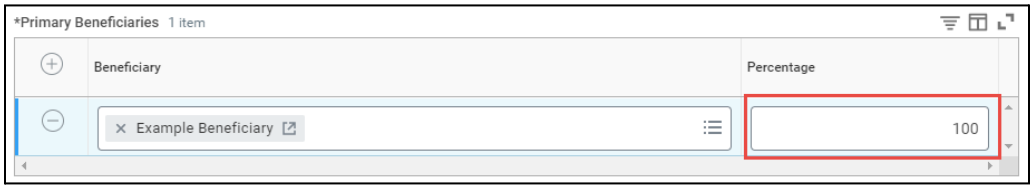
d. Select an “Existing Beneficiary Persons” or “Existing Trusts.” If you do not have an existing beneficiary or trust, select “Add New Beneficiary or Trust.”


e. To Add New Beneficiary or Trust, select the type and click “Continue.”

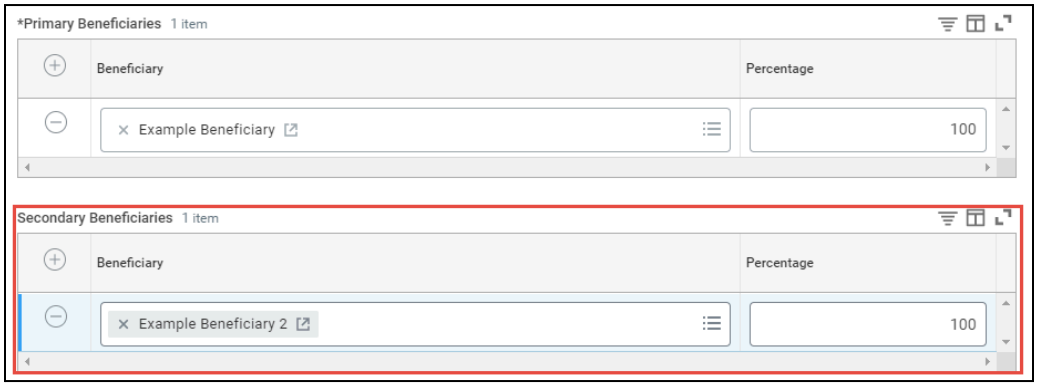



f. Fill out the required information. Click “OK.” The new record just created will automatically populate.

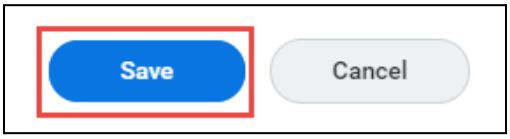
g. Enter a percentage.



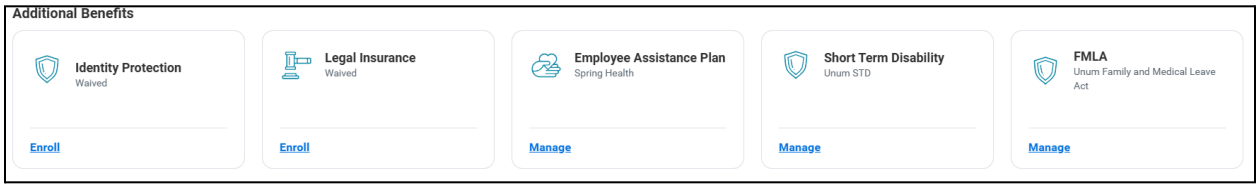
h. Repeat this process to add a Secondary Beneficiary.




i. Click “Save” and repeat for all Life and AD&D insurance plans.



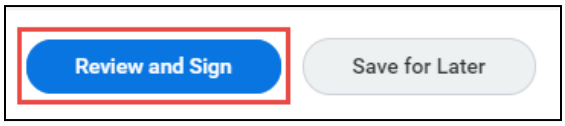

13. Next, scroll down to review your Additional Benefits including Identity Protection, Legal Insurance, Employee Assistance Plan (EAP), Short Term Disability (STD), and FMLA.




a. You may choose to enroll/waive Identity Protection. Coverage is offered as Employee only or Family. You do not need to add dependents to the plan.

b. EAP, STD and FMLA are automatically applied and listed for information purposes only.

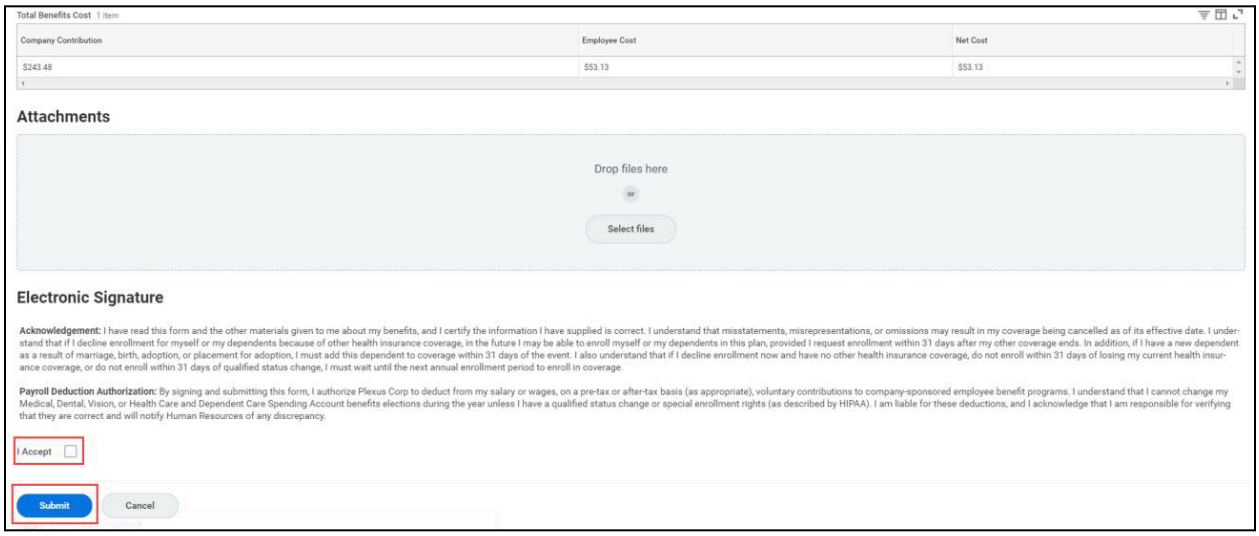
14. Click “Review and Sign.”



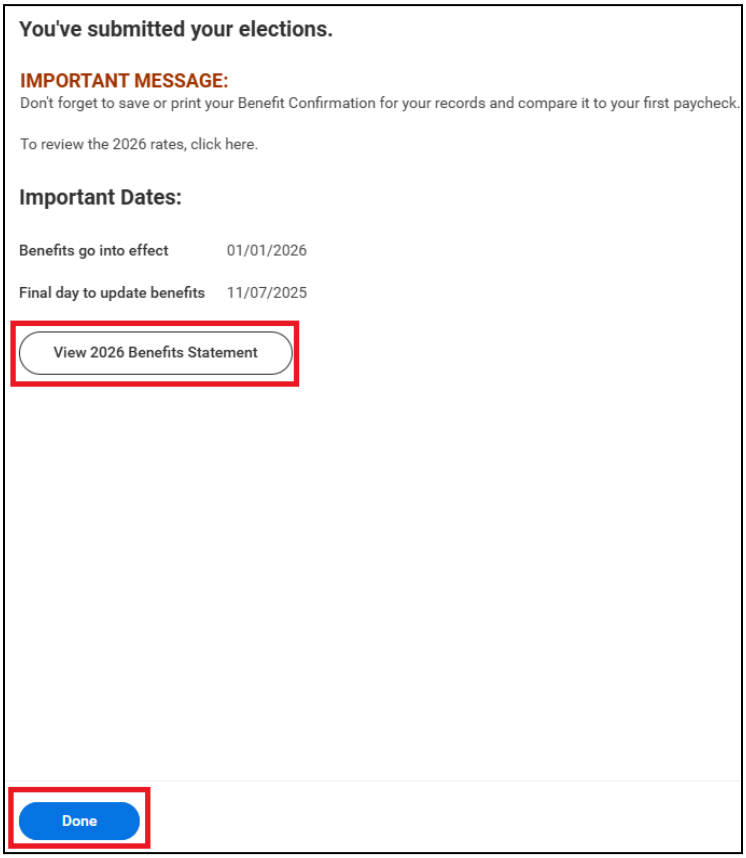

15. Review your Open Enrollment benefit elections.

    a. If your elections are accurate, check the box to the right of I Accept, and then click Submit.

    b. If your elections are not accurate and you need to make revisions, click Cancel to go back.

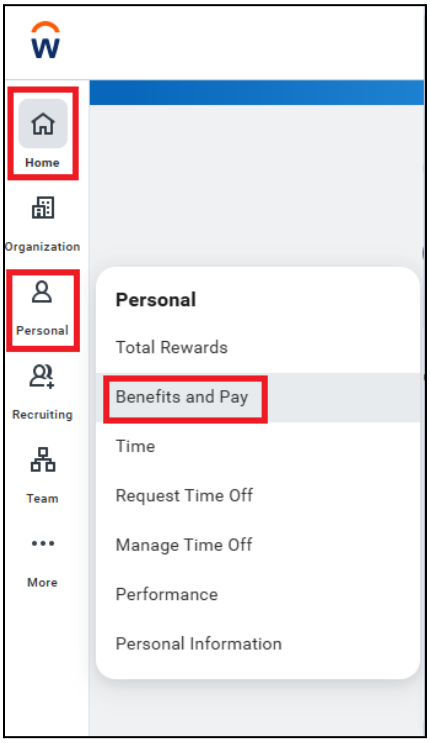


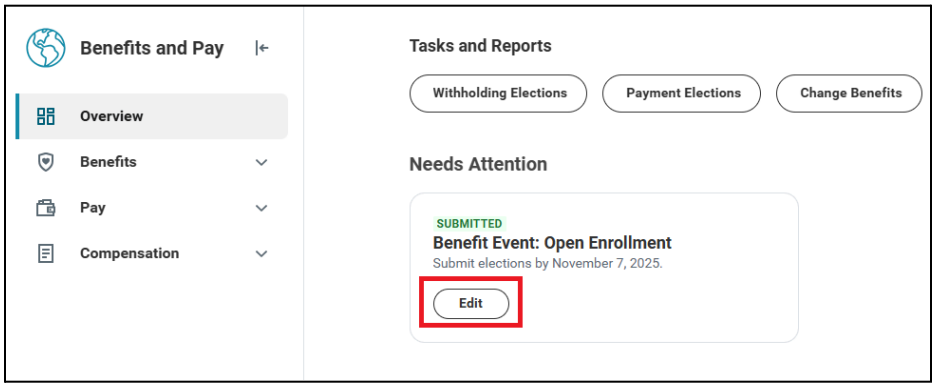
16. To save a copy of your Benefits Statement, click “View 20XX Benefits Statement” then “Print.” If you do not want to save a copy of your statement, click “Done.”




**Congratulations! You have completed your Open Enrollment!**

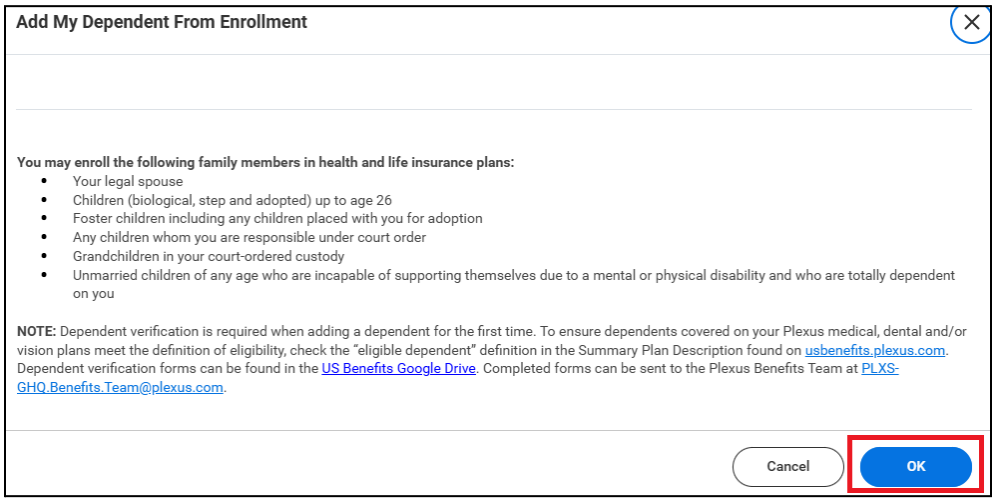
If at any time, you wish to change your benefit elections after you've submitted them, you may do so. This must be done prior to the end of Open Enrollment. From the Workday homepage, click Home, Personal, then Benefits and Pay. Then click on Edit under Benefit Event: Open Enrollment to open your event to make changes.



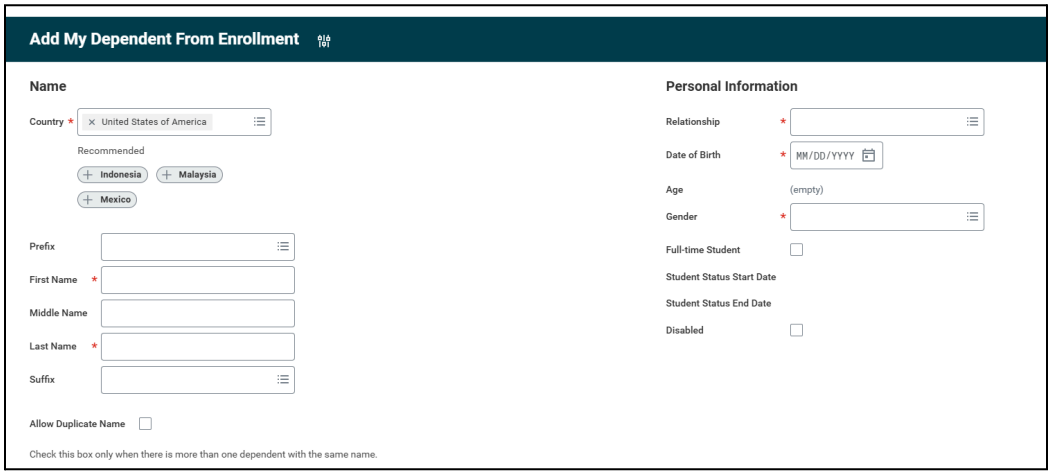



## Adding a New Dependent

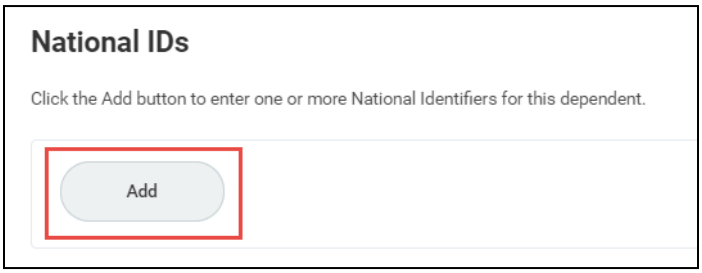
1. After clicking Add New Dependent, a pop up will appear with more information on Dependents. Click OK to continue, or click Cancel if you do not wish to continue.




2. Complete the fields. The fields with a red asterisk are required.

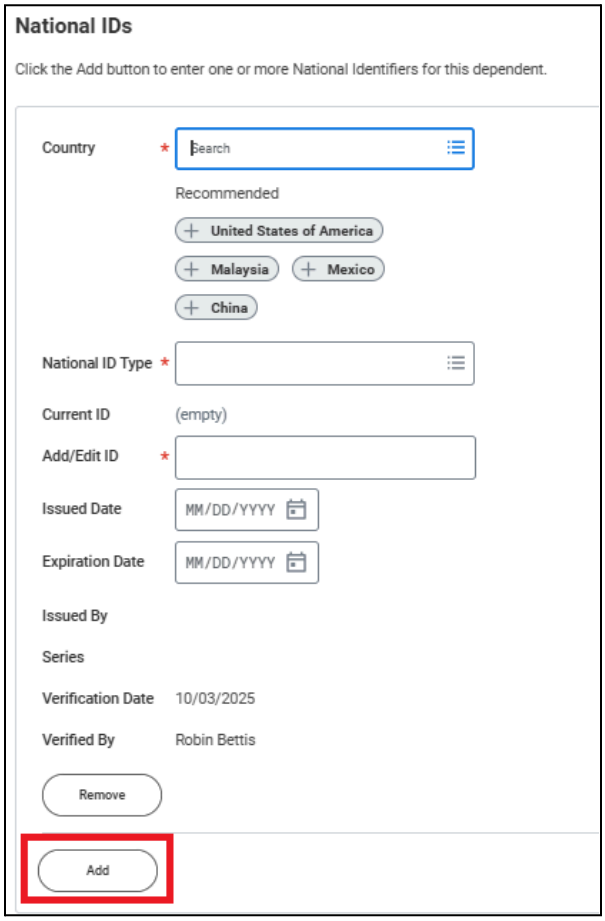


3. Click Add to add your dependent's Social Security Number



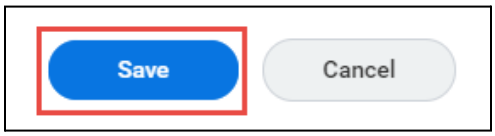

4. Select the correct Country. Select "Social Security Number" under National ID Type.

5. Enter your dependents Social Security Number in the Add/Edit ID field.




6. Verify the Contact Information at the bottom of the page is accurate.

7. Click Save




8. Repeat for any additional dependents that need to be added.