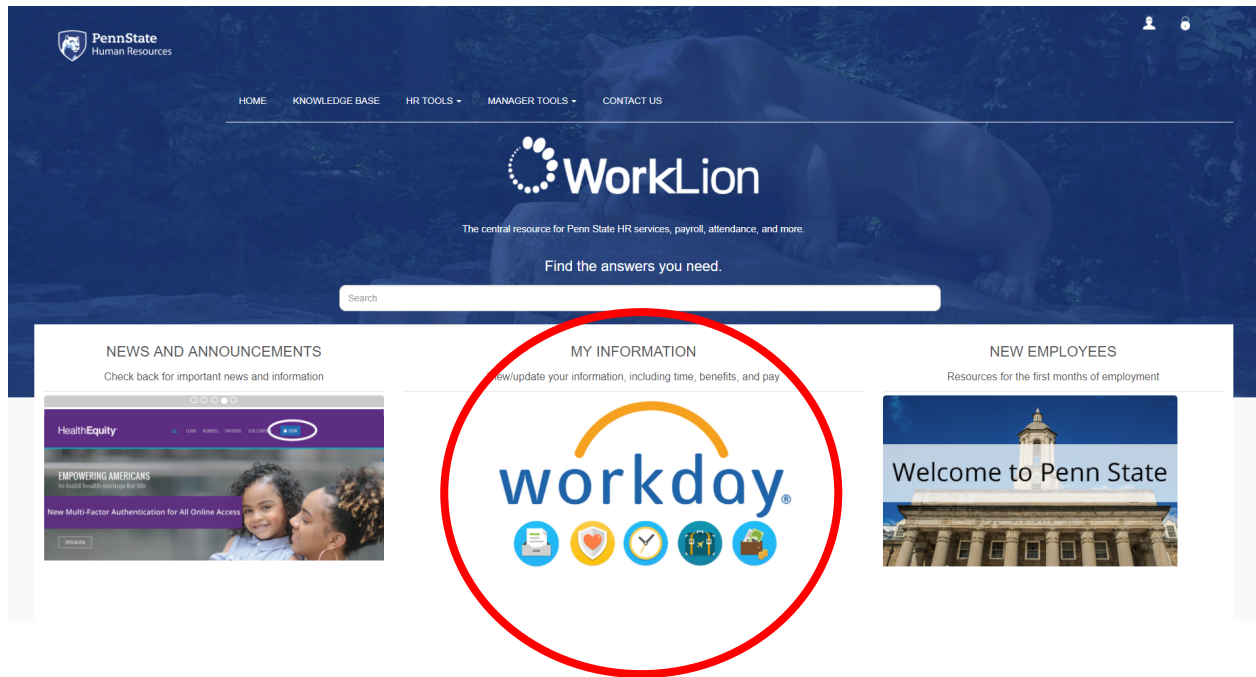


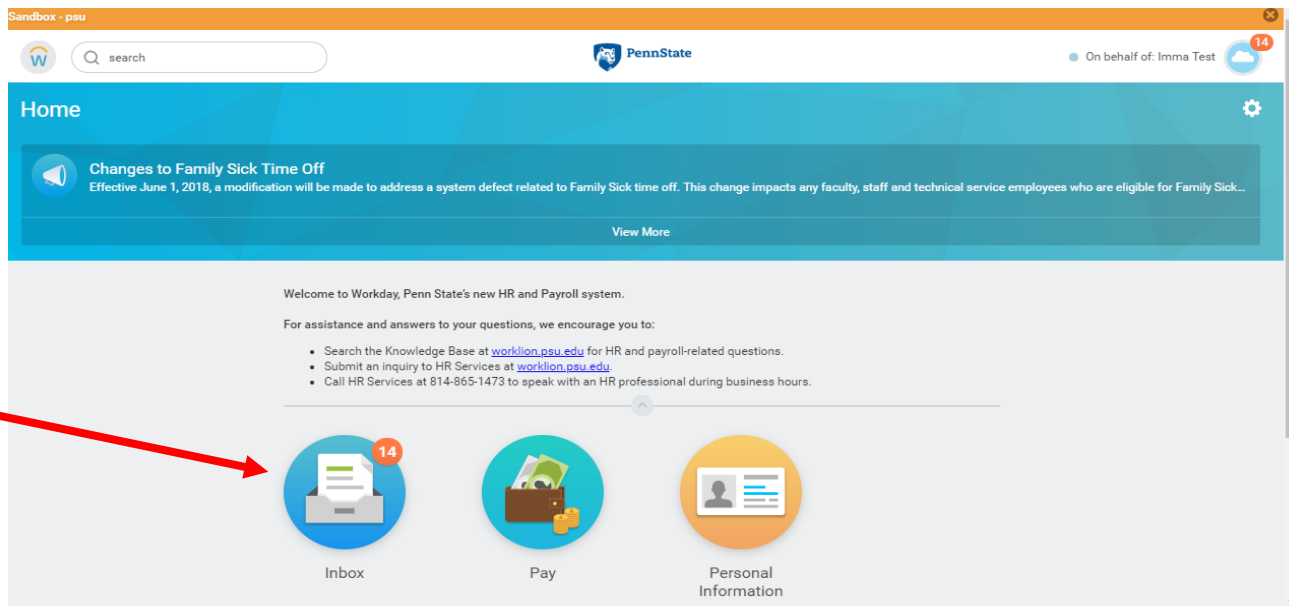
Open Enrollment Guide for New Graduate Assistants, Graduate Fellows and Graduate Trainees

After your background check is complete, you will receive an email notification (in your Penn State email inbox) that there is an action waiting for you in Workday. Visit workday.psu.edu and log in.

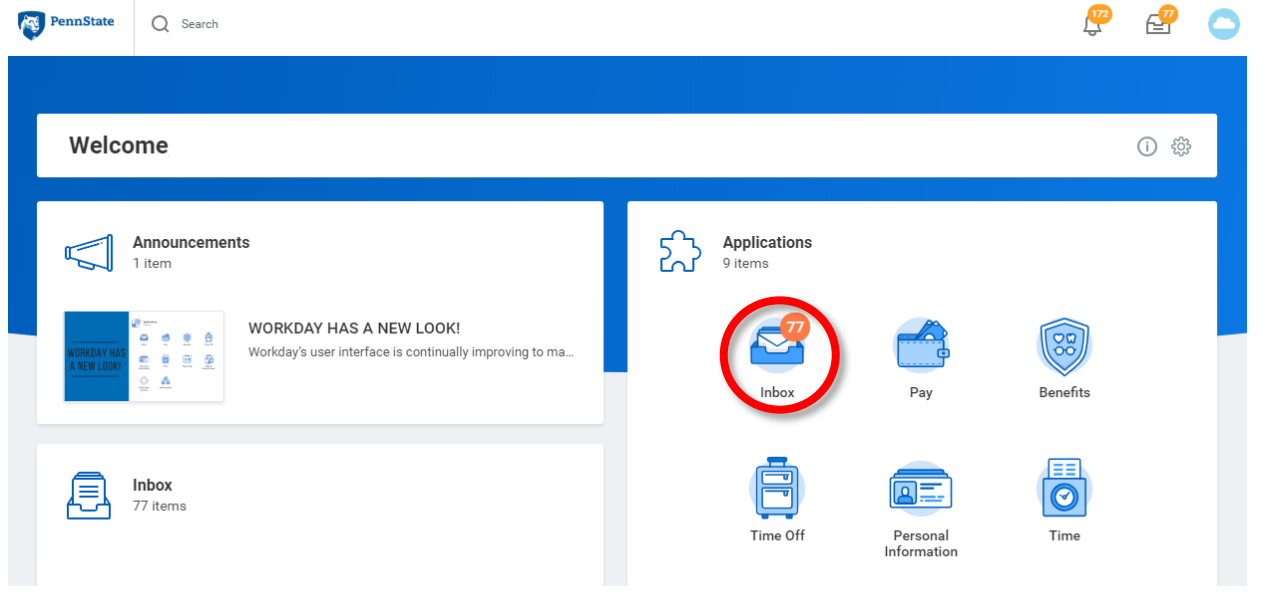
Once logged into WorkDay, you will see the landing page below. Click on the Workday graphic (circled in red).



Next, you will see that you have messages in your Workday Inbox. Click on the 'Inbox' icon to view your messages.

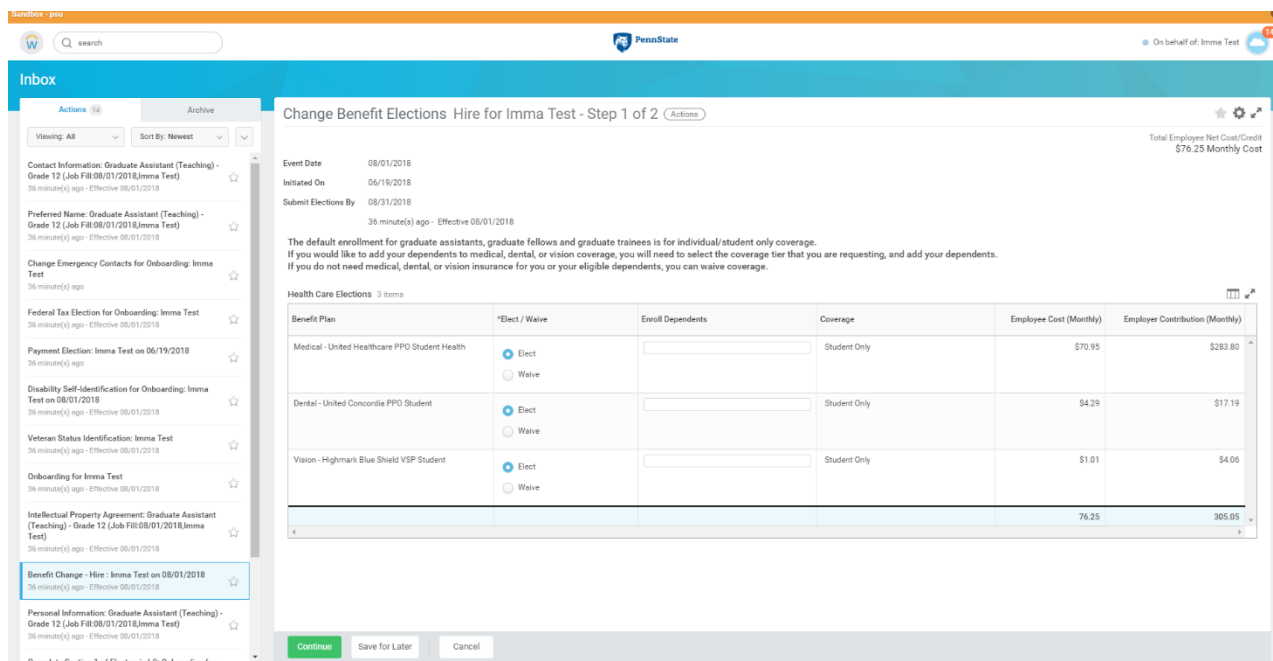


On July 13, the Workday interface will be updated with a new look and feel. A screenshot of the new design is included below. You will need to take the same action described in the step above, click on the 'Inbox' icon.



If you wish to enroll in individual coverage (e.g. if you only need medical, vision and dental insurance for yourself and you have no dependents), **you do not need to take any further action.** You will be automatically enrolled in the Student Health Insurance Plan. **If you need to add a dependent or waive coverage, please continue reading.**

In your inbox, select the message titled, 'Benefit Change – Hire Change Benefit Elections'. You will then see the screen below where you can elect/waive coverage and add dependents.



To waive coverage, keep reading. To enroll dependents, skip to page 5.

How to Waive SHIP Coverage

If you wish to waive enrollment in the Student Health Insurance Plan, please follow the steps below. Please be aware that there are certain [health insurance requirements for international students](#).

To waive coverage, select **'Waive'** in the **'Elect/Waive'** column on the table below for the medical, dental and vision benefit plans, and click **'Continue.'** Note: **'Elect'** is selected as a default on the page.

Change Benefit Elections Hire for Imma Test - Step 1 of 2

Event Date: 08/01/2018
Initiated On: 06/19/2018
Submit Elections By: 08/31/2018

Total Employee Net Cost/Credit: \$76.25 Monthly Cost

The default enrollment for graduate assistants, graduate fellows and graduate trainees is for individual/student only coverage. If you would like to add your dependents to medical, dental, or vision coverage, you will need to select the coverage tier that you are requesting, and add your dependents. If you do not need medical, dental, or vision insurance for you or your eligible dependents, you can waive coverage.

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - United Healthcare PPO Student Health	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Student Only	\$70.95	\$283.80
Dental - United Concordia PPO Student	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Student Only	\$4.29	\$17.19
Vision - Highmark Blue Shield VSP Student	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Student Only	\$1.01	\$4.06
				76.25	305.05

Buttons: Continue, Save for Later, Cancel

You will then see a confirmation page that will include a summary of the benefit plans that you elected to waive. Scroll to the bottom of the confirmation page, where you will see a check box. Click **'I agree'** and then click **'Submit.'** This serves as your electronic signature for your benefit elections.

Below is a summary of the benefits you have elected. Before you can submit, complete the electronic signature by checking the "I Agree" box below. These elections do not begin until you click the Submit at the bottom of the page.

Elected Coverages: 0 items

Benefit Plan	Coverage	Beneficiaries
No Data		

Benefit Elections: There are no elected benefit plans.

Waived Coverages: 3 items

Plan Type
Medical
Dental
Vision

Attachments: Drop files here or Select files

Electronic Signature

Your submission of this form will be used as an electronic signature. This signature certifies that I will be covered by the insurance plans I have elected. If I elect to waive coverage, I will be legally responsible for all medical, dental, or vision expenses I incur in the waived plans.

I Agree

Buttons: Submit, Save for Later, Go Back, Cancel

Next is a screen that provides a summary of your benefit elections and will include orange text that says, “**You have elected your Penn State Benefits.**” This is the default text. **It will say this even when you waive coverage.** You will **not** receive a confirmation email when you complete your benefit elections, but you do have the option to print this screen out and can access the information in Workday anytime.

Submit Elections Confirmation

Hire for Imma Test (Active)

Total Employee Cost/Credit
\$0.00 Monthly Cost

Initiated On 06/19/2018
Submit Elections By 08/31/2018
Event Date 08/01/2018

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

You have elected your Penn State Benefits.

Elected Coverages 0 items

Benefit Plan	Coverage	Beneficiaries
No Data		

Benefit Elections There are no elected benefit plans.

Waived Coverages 3 items

Plan Type
Medical
Dental
Vision

Electronic Signature

Your submission of this form will be used as an electronic signature. This signature certifies that I will be covered by the insurance plans I have elected.
If I elect to waive coverage, I will be legally responsible for all medical, dental, or vision expenses I incur in the waived plans.

Print Done

How to Enroll Dependents

In the 'Health Care Elections' table, click on the box in the 'Enroll Dependents' column for the 'Medical Benefits Plan'. A menu will pop-up where you can add a new dependent. Click 'Add My Dependent from Enrollment.'

The screenshot shows a user interface for 'Health Care Elections'. On the left is a sidebar with a list of actions, including 'Benefit Change - Hire : Imma Test on 08/01/2018' which is highlighted. The main area contains a table with the following columns: 'Benefit Plan', '*Elect / Waive', 'Enroll Dependents', and 'Coverage'. The table lists three benefit plans: 'Medical - United Healthcare PPO Student Health', 'Dental - United Concordia PPO Student', and 'Vision - Highmark Blue Shield VSP Student'. Each row has radio buttons for 'Elect' and 'Waive'. The 'Enroll Dependents' column for the Medical plan is active, showing a dropdown menu with options: 'Existing Dependents' and 'Add My Dependent From Enrollment'. Below the table are buttons for 'Continue', 'Save for Later', and 'Cancel'. A text box above the table explains that the user is automatically enrolled in insurance plans and provides instructions on how to add dependents or waive coverage.

Please note: When you select 'Add My Dependent from Enrollment', you will then be prompted to add a beneficiary on the next screen (pictured below). This question is unnecessary, but the function cannot be turned off so you must select an answer, either 'Yes' or 'No' (and then click "OK"), but please understand it does not matter which answer you select, as the information is not being collected.

The screenshot shows a dialog box titled 'Add My Dependent From Enrollment Imma Test'. It contains the question 'Use your new dependent as a beneficiary?' with two radio button options: 'Yes' and 'No'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background shows the same 'Inbox' sidebar as the previous screenshot, with the 'Benefit Change - Hire' action still highlighted.

On the next screen, you will be asked to provide information about your dependent. The **red asterisk** denotes required information. When you are finished entering the information, click the **'OK'** button to continue.

Add My Dependent From Enrollment

1 day(s) ago - Effective 08/01/2018

Personal Information

Name

Country *

Relationship *

Date of Birth *

Age (empty)

Gender *

Citizenship Status

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Prefix

First Name *

Middle Name

Last Name *

Suffix

OK **Cancel**

On the next page, you will be asked to provide a social security number (SSN) for your dependent. **YOU DO NOT NEED TO ENTER A SSN**, but the text box **'Reason ID is not available'** **DOES REQUIRE** an answer. If you are an international student or if you do not wish to enter a SSN for your dependent, please enter **"Not applicable"** in the **"Reason ID is not available"** field and then click the **'Continue'** button.

Change Benefit Elections Hire for Imma Test - Step of 2

Total Employee Net Cost/Credit
\$162.00 Monthly Cost

Event Date 08/01/2018

Initiated On 06/06/2018

Submit Elections By 08/31/2018

1 day(s) ago - Effective 08/01/2018

You have Dependents covered under your Health Care plans without a Social Security Number. You must enter their Social Security Number or choose Not Available if you do not have access to their SSN at this time. You must follow up with the Benefits Department to update this missing information.

Dependent IDs 1 item

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Baby Baby	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text"/> <input checked="" type="radio"/> Reason ID is Not Available <input type="text" value="newborn"/>

Continue **Save for Later** **Go Back** **Cancel**

After you've added your dependent to your medical coverage plan, you will need to click on the **'Enroll Dependents'** box on the **'Vision'** and **'Dental'** rows, to add your dependents to both of those benefit plans. Your dependent will be listed under the **'Existing Dependents'** section, highlighted below. When you are finished, click **'Continue.'**

You are automatically enrolled in Graduate Assistant insurance plans for medical, dental, or vision. Your enrollment is for single coverage. If you would like to add your dependents to medical, dental, or vision coverage, you will need to select the coverage tier that you are requesting, and add your dependents. If you do not need medical, dental, or vision insurance for you or your eligible dependents, you can waive coverage.

Health Care Elections 3 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - United Healthcare PPO Student Health	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Existing Dependents	Student Only
Dental - United Concordia PPO Student	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Add My Dependent From Enrollment	Student Only
Vision - Highmark Blue Shield VSP Student	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Student Only

Continue Save for Later Cancel

Then, you will see a confirmation page that provides an overview of you and your dependents' benefits.

Change Benefit Elections Benefit Elections Review for Hire - Step 2 of 2

Total Employee Net Cost/Credit
\$162.00 Monthly Cost

Details

Below is a summary of the benefits you have elected. Before you can submit, complete the electronic signature by checking the **"I Agree"** box below. These elections do not begin until you click the **Submit** at the bottom of the page.

Elected Coverages 2 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Medical - United Healthcare PPO Student Health	08/13/2018	08/13/2018	Student + Child	Baby Baby		\$159.63
Vision - Highmark Blue Shield VSP Student	09/01/2018	09/01/2018	Student + Child	Baby Baby		\$2.37
Total:						\$162.00

Waived Coverages

Attachments

Submit Save for Later Go Back Cancel

Scroll to the bottom of the page, where you will see a check box. Click **'I agree'** and then click **'Submit.'** This serves as your electronic signature for your benefit elections. You can ignore the **'Attachments'** section, as you do not need to upload any documents or files.

Drop files here

or

Select files

Electronic Signature

Your submission of this form will be used as an electronic signature. This signature certifies that I will be covered by the insurance plans I have elected. If you elect to waive coverage, you are legally responsible for all medical, dental, or vision expenses you may incur.

I Agree

enter your comment

Process History

Imma Test
Change Benefits for Life Event- Awaiting Action

Submit Save for Later Go Back Cancel

You will then see a screen that provides a summary of your benefit elections and will include orange text that says, **“You have elected your Penn State Benefits.”** You will not receive a confirmation email when your benefit elections are completed, but you do have the option to print this screen out and can access the information in Workday anytime.

Submit Elections Confirmation Hire for Imma Test

Total Employee Cost/Credit
\$162.00 Monthly Cost

Initiated On 06/06/2018
Submit Elections By 08/31/2018
Event Date 08/01/2018
1 day(s) ago - Effective 08/01/2018

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

You have elected your Penn State Benefits.

Elected Coverages 2 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Medical - United Healthcare PPO Student Health	08/13/2018	08/13/2018	Student + Child	Baby Baby		\$159.63
Vision - Highmark Blue Shield VSP Student	09/01/2018	09/01/2018	Student + Child	Baby Baby		\$2.37
Total						\$162.00

Print Done

There is a final summary page where you can view your current elections and future benefit elections.

Benefit Elections
Actions

Current Benefit Elections and Costs 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
Medical - United Healthcare PPO Student Health	08/10/2017	08/10/2017	Student Only		
Dental - United Concordia PPO Student	09/01/2017	09/01/2017	Student Only		
Vision - Highmark Blue Shield VSP Student	09/01/2017	09/01/2017	Student Only		

Future Benefit Elections and Costs 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - United Healthcare PPO Student Health	08/13/2018	08/13/2018	Student + Child	Baby Baby		\$159.63	\$549.87
Dental - United Concordia PPO Student	09/01/2018	09/01/2018	Student Family	Baby Baby		\$14.42	\$40.82
Vision - Highmark Blue Shield VSP Student	09/01/2018	09/01/2018	Student + Child	Baby Baby		\$2.37	\$7.25
Total:						\$176.42	\$597.94

Questions?

- If you have questions about the Student Health Insurance Plan or about how to complete your benefit elections, please contact University Health Services - Student Health Insurance Office at 814-865-7467 or uhs-insurance@psu.edu.
- Questions about the terms and conditions of your graduate assistantship, graduate fellowship or graduate traineeship appointment should be directed to your [graduate program staff](#).