Open Enrollment Guide for Reappointed Graduate Assistants, Graduate Fellows and Graduate Trainees
(Graduate students who were previously appointed as a GA/GF/GT in Spring 2018 and are being reappointed in Fall 2018)

This year, your current benefit elections will carry over from Spring 2018 to the Fall 2018 semester. This is a change to streamline the process. Previously, graduate students had to re-elect their benefits each academic year in the old graduate benefits system. **If you do not need to make any changes to your benefit elections from Spring 2018, no further action is required.** If you need to change your benefits, please follow the guide below.

To get started, visit workday.psu.edu and log in. Once logged into WorkDay, you will see the landing page below. Next, click on the Workday graphic (circled in red).

Next, click on the ‘**Benefits**’ icon (circled in red below).
NOTE – If you log in to WorkDay on or after 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, and click on the ‘Benefits’ icon.

Then under the ‘Change’ section, click the ‘Benefits’ icon (circled in red below).
On the ‘Change Benefits’ page, you will then need to select: Graduate Assistant/Fellow/Trainee Benefit Enrollment) as the Benefit Event Type and enter: 8/13/18 as the Benefit Event Date. Once that information has been entered, click ‘Submit’ and the request is sent to the Student Insurance Office in University Health Services. At this point, you may log out and wait for an email notification.

The Student Insurance Office receives an email notification and has the action below in their inbox to review your benefit change request. They check the information you provide and make any corrections before approving the action to allow you to proceed with the benefit elections update/change.

Please note, you still must complete the following steps to change your benefit elections. The initial request is only to notify the Student Insurance Office that you wish to make changes to your benefit elections. After your request is approved by the Student Insurance Office, you will receive an action item in your Workday inbox (and a notification will be sent to your Penn State email) labeled ‘Benefit Change – Open Enrollment Graduate Assistant, Fellow, Trainee’).

To waive coverage, keep reading. To enroll dependents, skip to page 6.
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.

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.
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.
How to Enroll Dependents

After your request is approved, you will receive the action item in your Workday inbox (and a notification will be sent to your Penn State email) labeled ‘Benefit Change – Open Enrollment Graduate Assistant, Fellow, Trainee’. Click on that action item.

Please note: the dependent enrollment process is the same for new and reappointed students. The screenshots below show the inbox action item for new appointees, but the process is the same for reappointed students. Your inbox action item will be titled, ‘Benefit Change – Open Enrollment Graduate Assistant, Fellow, Trainee’ instead of ‘Benefit Change-Hire.’

In the ‘Health Care Elections’ table, click on the box in the ‘Enroll Dependents’ column. A menu will pop-up where you can either enroll an existing dependent or add a new dependent. If you need to add a dependent, click on ‘Add My Dependent from Enrollment.’ Your existing dependents will display under ‘Existing Dependents.’
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.

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.
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.

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

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