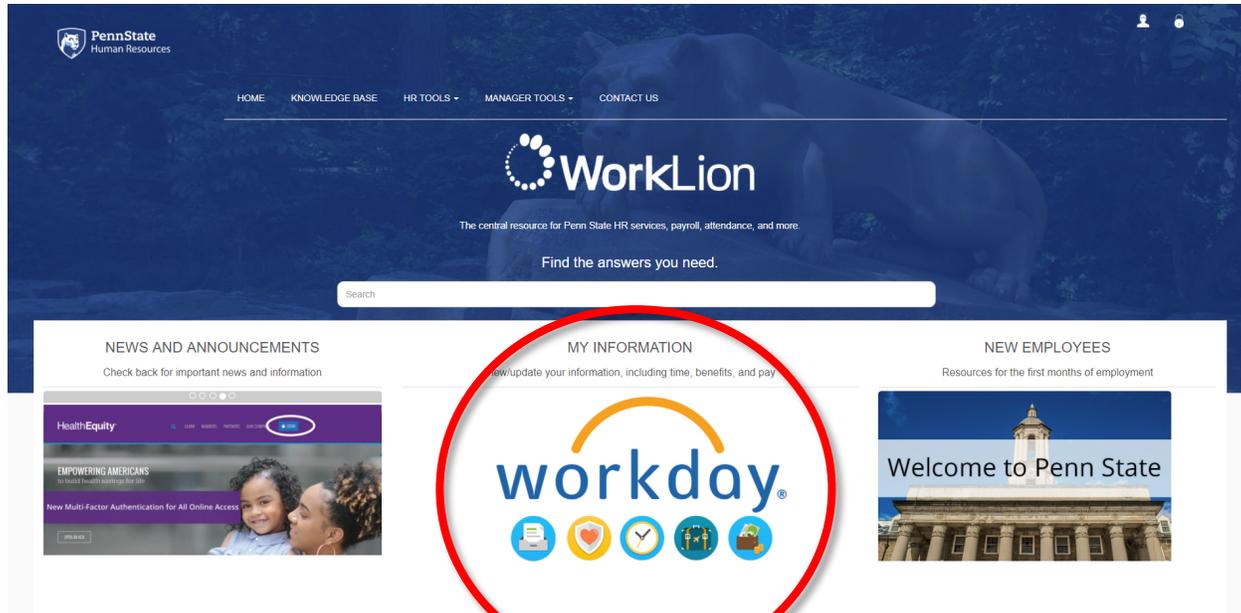


Open Enrollment Guide for Reappointed Graduate Assistants, Graduate Fellows and Graduate Trainees

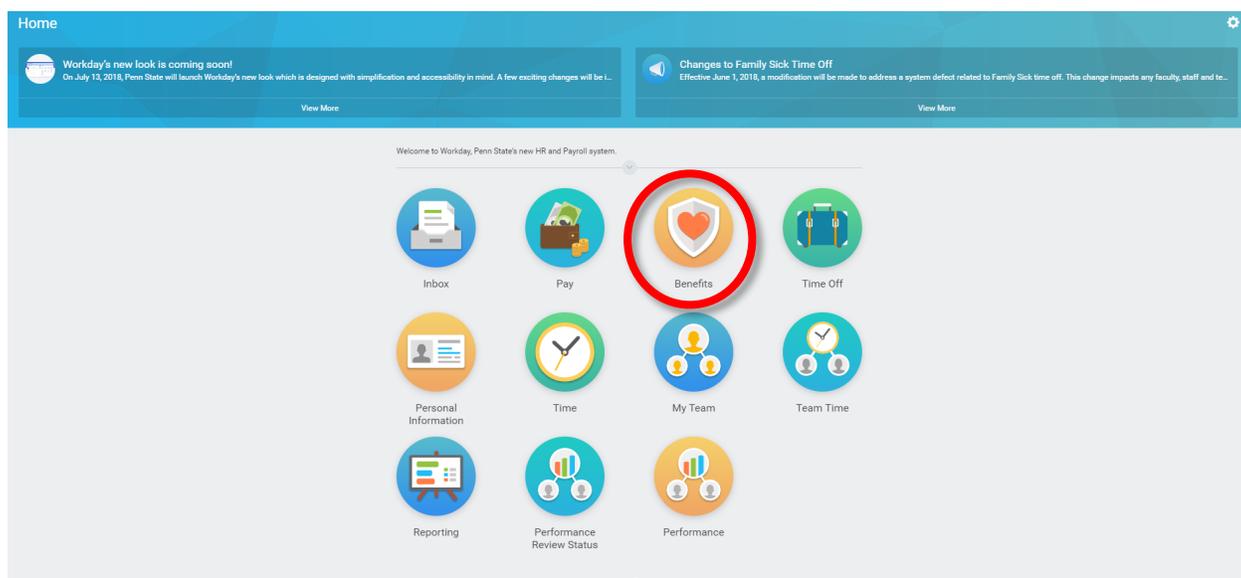
(Graduate students who were previously appointed as a GA/GF/GT in Spring 2018 and are being reappointed in Fall 2018)

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.**

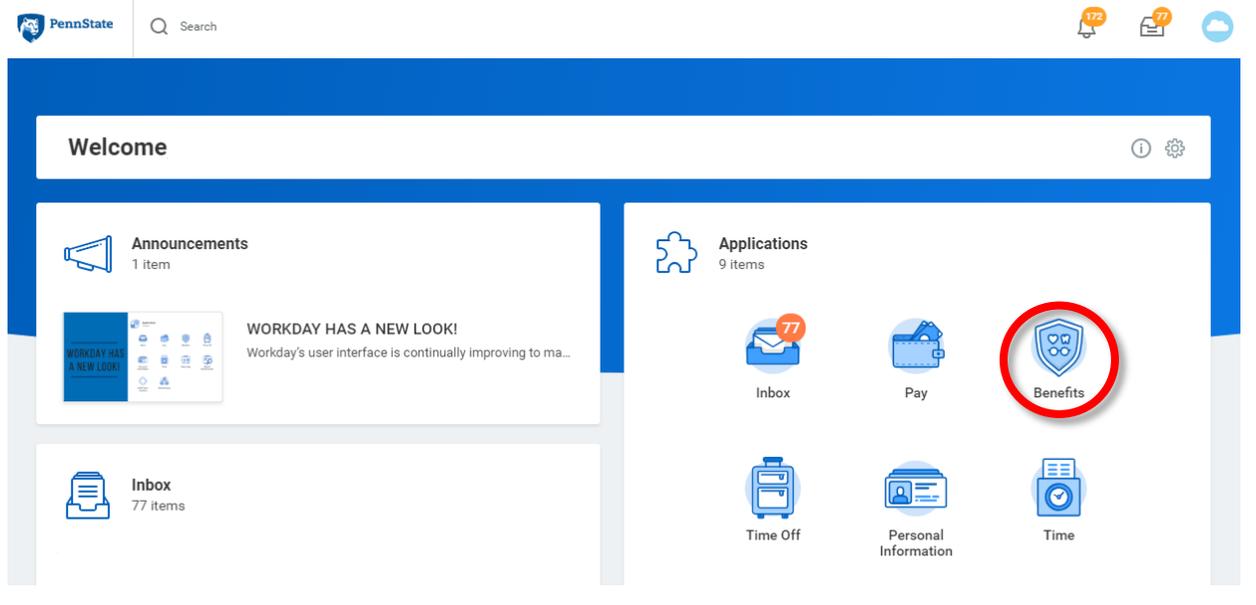
To get started, visit workday.psu.edu and log in. Once logged into WorkDay, you will see the landing page below. Next, click on the Workday graphic (circled in red).



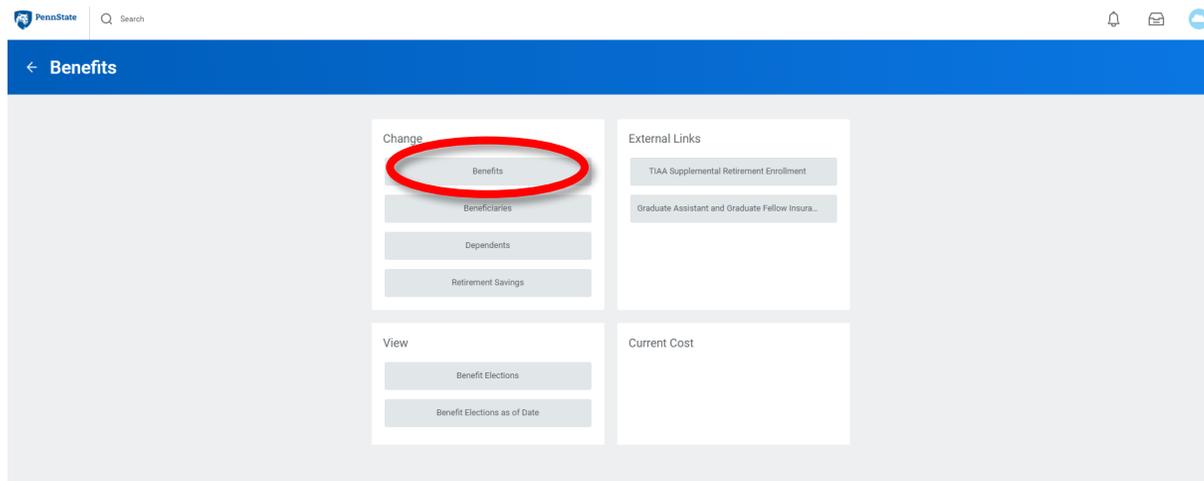
Next, click on the 'Benefits' icon (circled in red below).



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.

Change Benefits

You are requesting to change your current benefits or beneficiary elections.

Please choose the event from the **Benefit Event Type** drop down menu that matches the type of change you wish to complete.

- If adding coverage for yourself or a dependent **DUE TO LOSS OF COVERAGE** for Medical, Dental, or Vision, you must attach documentation that shows that you or your dependent lost coverage from another plan. This documentation typically comes from your previous insurance provider. Attach documentation by clicking on the plus (+) sign under Attachments below to create a new row. Within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments can be documents or photographs. You can only attach one document per row; if you need to attach more than one document, add rows by clicking on the plus (+) sign.
- If adding a spouse due to **MARRIAGE**, you must attach a copy of your marriage certificate. Follow the instruction above to attach a document.

The **Benefit Event Date** you select will be the effective date of the change you are requesting.

You may add additional comments in the **COMMENTS** section if you have questions or more detailed information you would like to provide about the event you are requesting. If the benefit event you select requires approval, you will receive a notification in your Workday inbox once that approval is processed. That inbox task will allow you to complete and submit your request.

Don't forget to hit **SUBMIT** when you have made your request or elections.

Benefit Event Type

Benefit Event Date

Submit Elections By

Enrollment Offering Types

Attachments

Drop files here

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.

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 [Action](#)

Total Employee Cost/Credit
\$0.00 Monthly Cost

Initiated On 06/19/2018
Submit Elections By 08/21/2018
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.
By selecting 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

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.'**

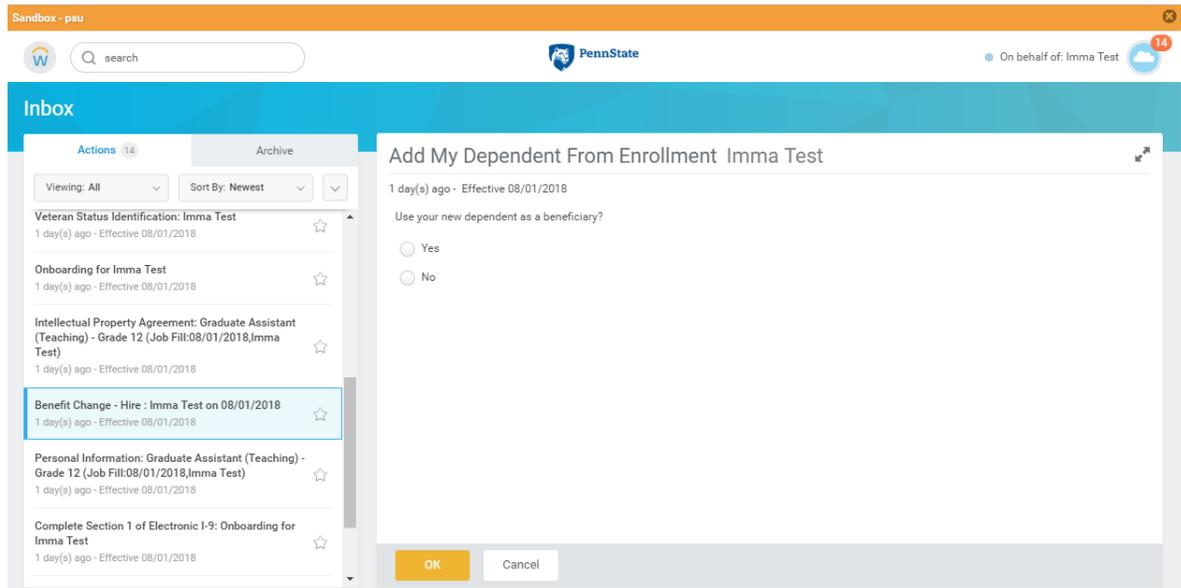
In the **'Health Care Elections'** table, click on the box in the **'Enroll Dependents'** column. A menu will pop-up where you can either enroll an existing dependent or add a new dependent. If you need to add a dependent, click on **'Add My Dependent from Enrollment.'** Your existing dependents will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

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.

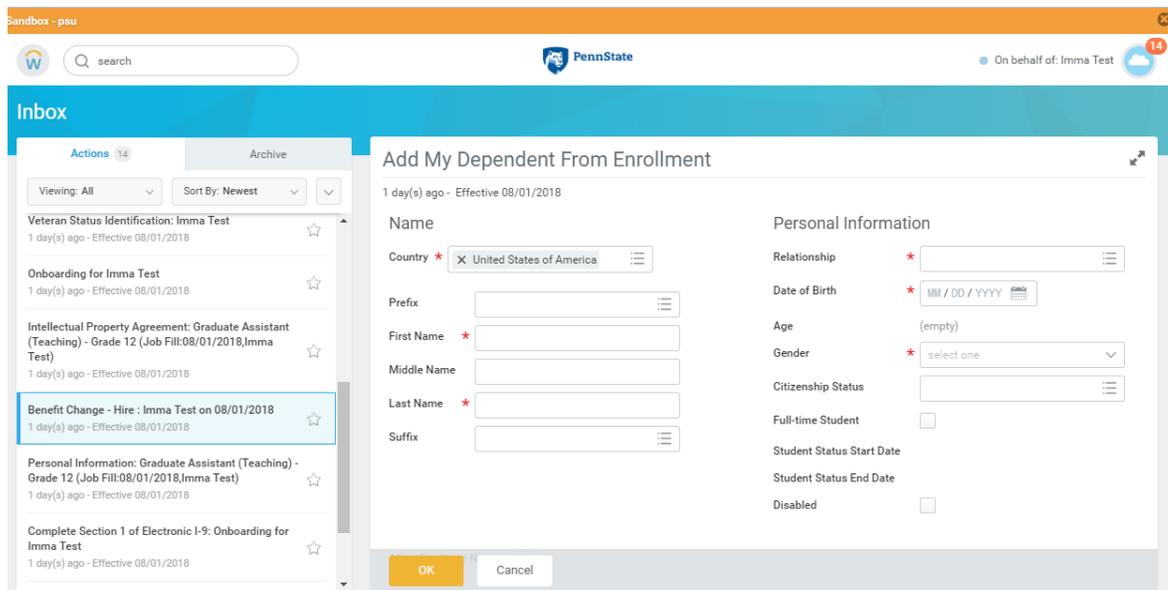
Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - United Healthcare PPO Student Health	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	search Existing Dependents Add My Dependent From Enrollment	Student Only
Dental - United Concordia PPO Student	<input checked="" type="radio"/>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

[Continue](#) [Save for Later](#) [Cancel](#)

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.

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 checked="" type="radio"/> Reason ID is Not Available 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 Actions

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 (Actions)

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](#).