

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 2019 and are being reappointed in Fall 2019)

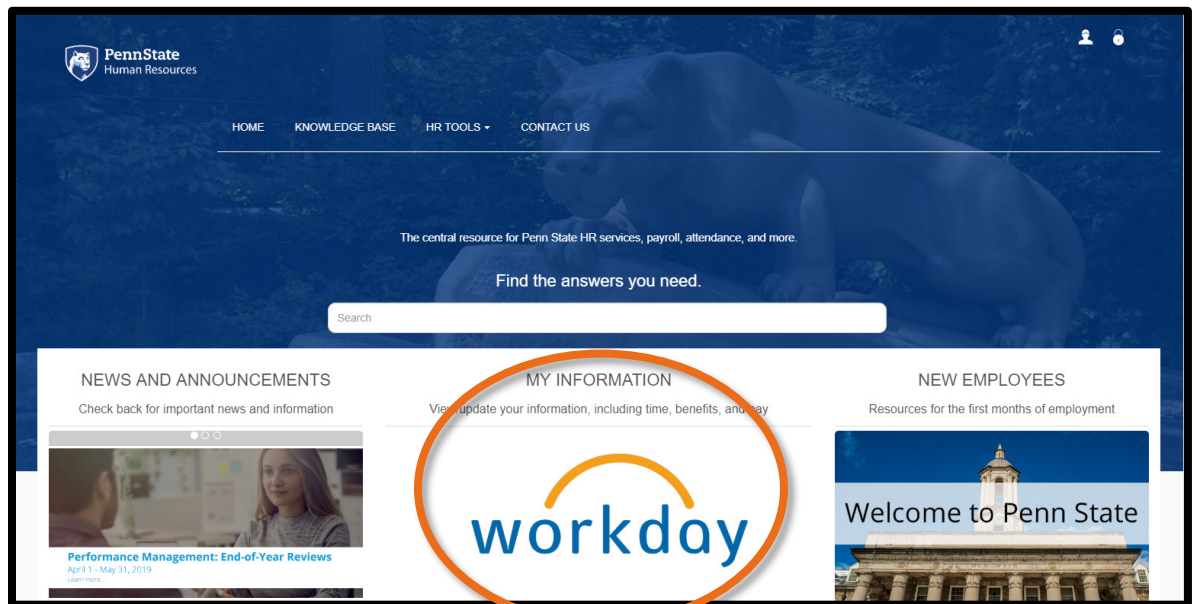
Maintaining the Same Coverage

This year, your current benefit elections will carry over from Spring 2019 to the Fall 2019 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 2019, no further action is required. If you need to change your benefits, please follow the guide below.**

Navigating to Workday

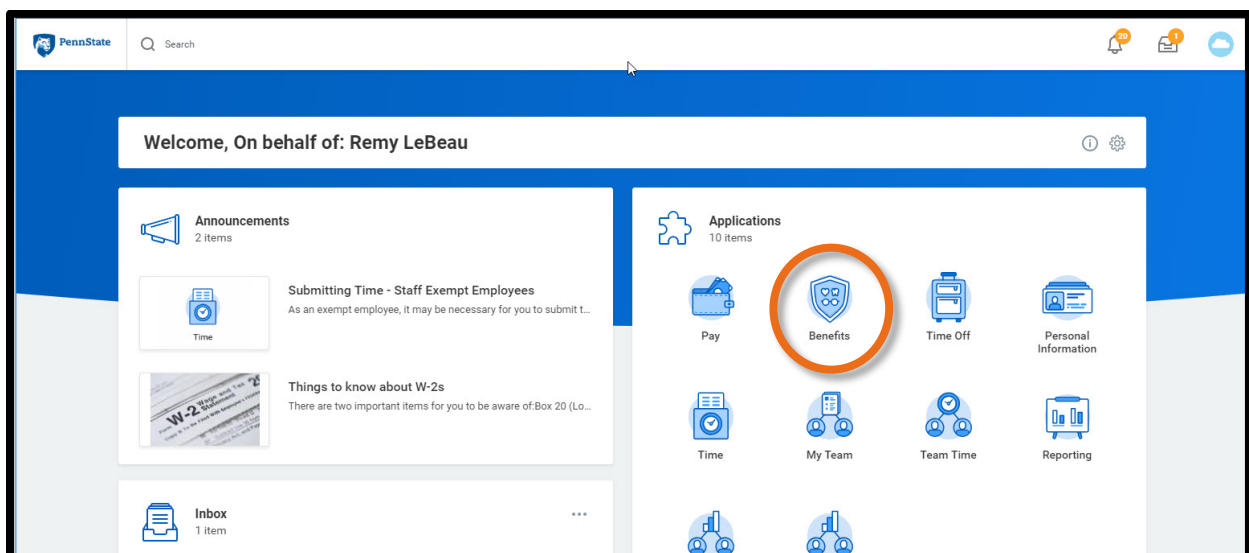
To get started, visit [Workday](https://workday.psu.edu) (workday.psu.edu) and log in.

This will take you to the WorkLion portal. Once logged in, you will see the landing page below. Click on the Workday graphic (circled in orange) in the center of the page.

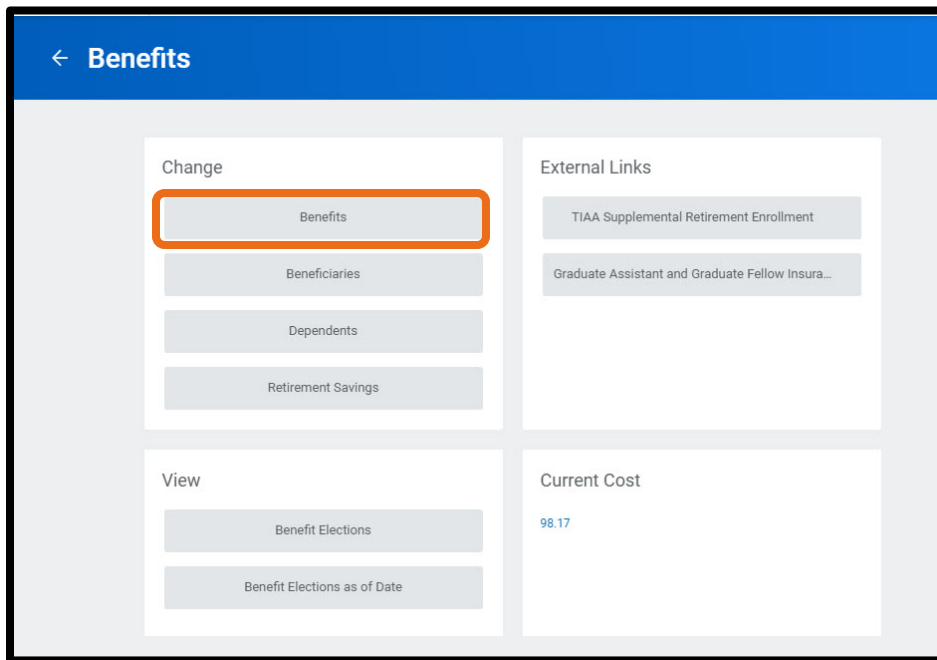


Requesting to Change Your Benefits

Next, click on the **Benefits** icon (circled in orange below).



Then under the **Change** section, click the **Benefits** icon (circled in orange below).

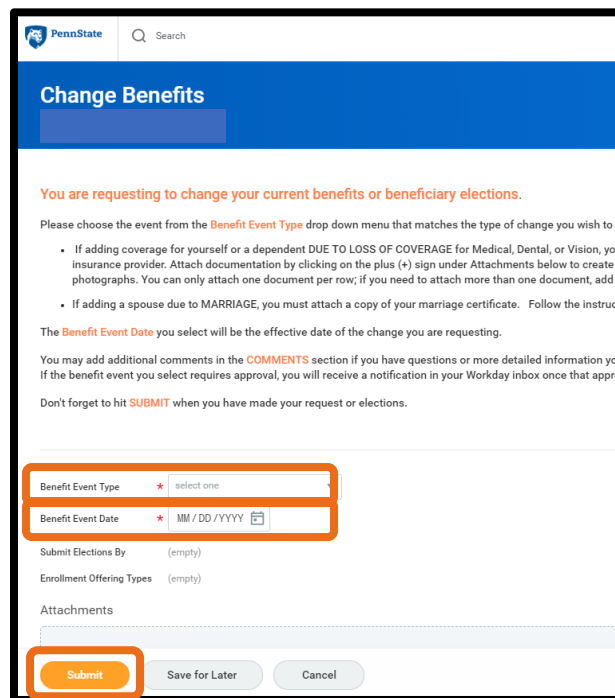


On the **Change Benefits** page, you will then need to select: **Graduate Assistant/Fellow/Trainee Benefit Enrollment** as the **Benefit Event Type** and enter: **8/13/19** as the **Benefit Event Date**.

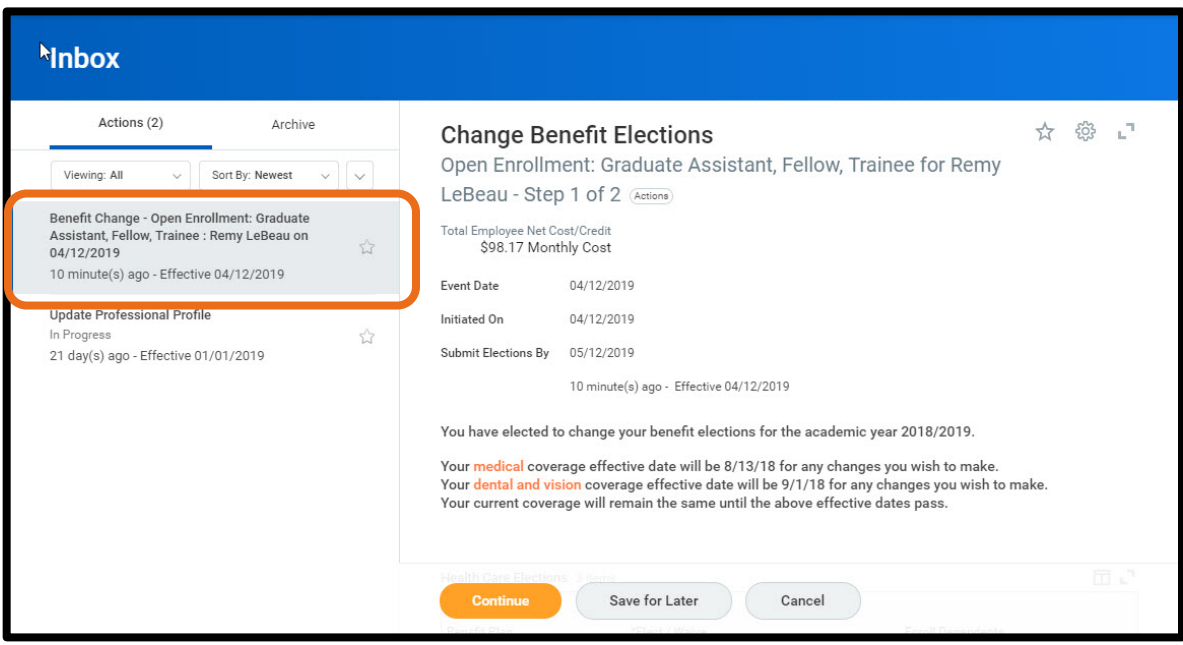
Once that information has been entered, click **Submit** and the request is sent to the Student Health Insurance Office in University Health Services.

Please note, you still must complete the remaining steps to change your benefit elections. The initial request is **ONLY** to notify the Student Health Insurance Office that you wish to make changes to your benefit elections. At this point, you may log out and wait for an email notification.

The Student Health Insurance Office receives the notification 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.



After your request is approved by the Student Health 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.**

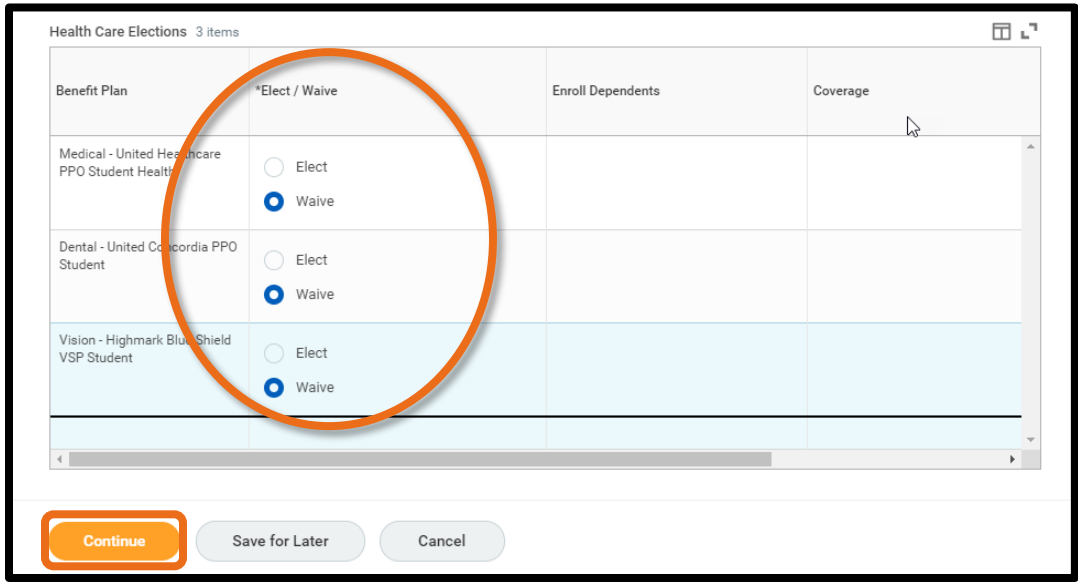


To waive coverage, keep reading. To enroll dependents, skip to page.

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 to the right 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.

Change Benefit Elections
Benefit Elections Review for Add Graduate Assistant Health Insurance - Step 2 of 2 (Actions)

Total Employee Net Cost/Credit
\$0.00 Monthly Cost

> **Details**

Below is a summary of the benefits you have elected. Refer to the [Benefit Plan Summary](#) for more information. To provide your electronic signature by checking the "I Agree" box below. These elections do not become effective 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**

Waived Coverages 3 items

Plan Type
Medical
Dental
Vision

Attachments

Drop files here

Submit Save for Later Go Back Cancel

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.

Attachments

Drop files here

or

Select files

Electronic Signature

Your submission of this form will be used as an electronic signature.

I have chosen to waive medical, dental and vision coverage. I will not be eligible to re-enroll in coverage until such time as an Open Enrollment period or if I experience a Qualifying Life Event.

If I elect to waive coverage, I will be legally responsible for all medical, dental, or vision expenses I incur.

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

enter your comment

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 successfully submitted your benefits enrollment.**” 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
Open Enrollment: Graduate Assistant, Fellow, Trainee (Actions)

Total Employee Cost/Credit
\$228.75 Monthly Cost

Initiated On 04/12/2019
Submit Elections By 05/12/2019
Event Date 04/12/2019
29 minute(s) ago - Effective 04/12/2019

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

Elected Coverages 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Medical - United Healthcare PPO Student Health	04/12/2019	04/12/2019	Student + Spouse	Shannon LeBeau		\$201
Dental - United Concordia PPO Student	04/12/2019	04/12/2019	Student Family	Shannon LeBeau		\$23
Vision - Highmark Blue Shield VSP Student	04/12/2019	04/12/2019	Student + Spouse	Shannon LeBeau		\$3

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.

Inbox

Actions (2) Archive

Viewing: All Sort By: Newest

Benefit Change - Open Enrollment: Graduate Assistant, Fellow, Trainee: Remy LeBeau on 04/12/2019 (10 minute(s) ago - Effective 04/12/2019)

Update Professional Profile (In Progress, 21 day(s) ago - Effective 01/01/2019)

Change Benefit Elections
Open Enrollment: Graduate Assistant, Fellow, Trainee for Remy LeBeau - Step 1 of 2 (Actions)

Total Employee Net Cost/Credit
\$98.17 Monthly Cost

Event Date 04/12/2019
Initiated On 04/12/2019
Submit Elections By 05/12/2019
10 minute(s) ago - Effective 04/12/2019

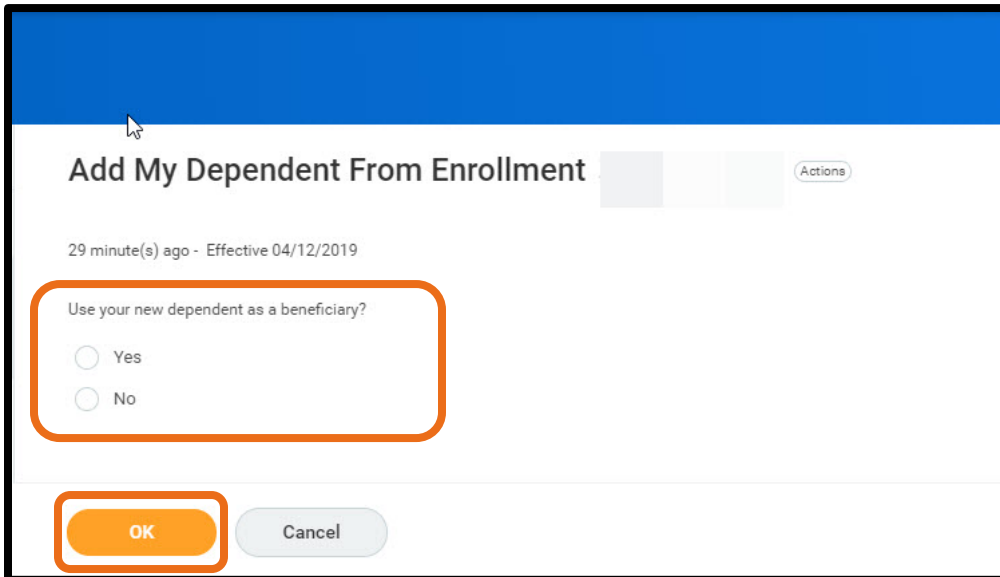
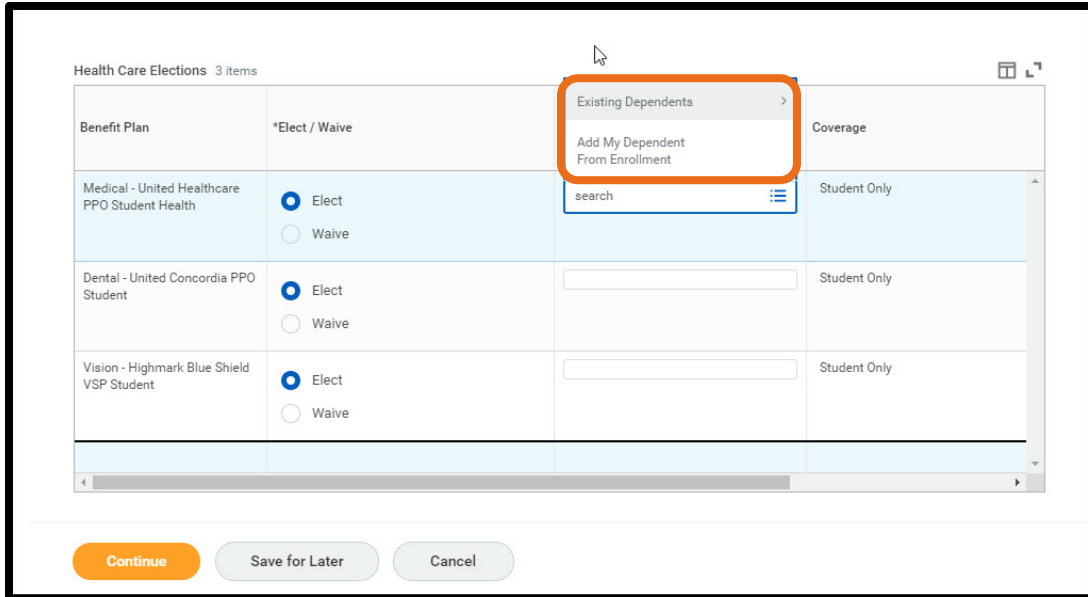
You have elected to change your benefit elections for the academic year 2018/2019.

Your **medical** coverage effective date will be 8/13/18 for any changes you wish to make.
Your **dental and vision** coverage effective date will be 9/1/18 for any changes you wish to make.
Your current coverage will remain the same until the above effective dates pass.

Health Care Elections 3 items

Continue Save for Later Cancel

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.

You must select an answer, either **Yes** or **No** and then click **OK**. 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.

The screenshot shows a form titled "Add My Dependent From Enrollment" with a blue header. Below the title, it says "29 minute(s) ago - Effective 04/12/2019". The form is divided into two main sections: "Name" and "Personal Information".

Name Section:

- Country: * United States of America (dropdown menu)
- Prefix: (text input)
- First Name: * (text input)
- Middle Name: (text input)
- Last Name: * (text input)
- Suffix: (text input)

Personal Information Section:

- Relationship: * (dropdown menu)
- Date of Birth: * MM / DD / YYYY (calendar icon)
- Age: (empty)
- Gender: * select one (dropdown menu)
- Citizenship Status: (dropdown menu)
- Full-time Student:
- Student Status Start Date: (text input)
- Student Status End Date: (text input)
- Disabled:

At the bottom, there are two buttons: "OK" (highlighted with an orange border) and "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.**

However, you **ARE REQUIRED** to enter a reason in the text box next to **Reason ID is not available.**

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.

The screenshot shows a form titled "Change Benefit Elections" with a blue header. Below the title, it says "Open Enrollment: Graduate Assistant, Fellow, Trainee" and "Step 2 of 3 (Actions)".

Summary information:

- Total Employee Net Cost/Credit: \$210.37 Monthly Cost
- Event Date: 04/12/2019
- Initiated On: 04/12/2019
- Submit Elections By: 05/12/2019
- 29 minute(s) ago - Effective 04/12/2019

Message: "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
Shannon LeBeau	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered -- <input type="radio"/> Reason ID is Not Available <input type="text"/>

At the bottom, there are four buttons: "Continue" (highlighted with an orange border), "Save for Later", "Go Back", and "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**.

Open Enrollment: Graduate Assistant, Fellow, Trainee for Zhouqian Jiang - Step 1 of 3 [Actions](#)

Total Employee Net Cost/Credit
\$210.37 Monthly Cost

Event Date 04/12/2019
Initiated On 04/12/2019
Submit Elections By 05/12/2019
29 minute(s) ago - Effective 04/12/2019

You have elected to change your benefit elections for the academic year 2018/2019.
Your **medical** coverage effective date will be 8/13/18 for any changes you wish to make.
Your **dental and vision** coverage effective date will be 9/1/18 for any changes you wish to make.
Your current coverage will remain the same until the above effective dates pass.

Health Care Elections 3 items

Benefit Plan	*Elect / Waive	Enroll Dependents
Medical - United Healthcare PPO Student Health	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Shannon LeBeau
Dental - United Concordia PPO Student	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/> Student Only
Vision - Highmark Blue Shield VSP Student	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/> 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 [Actions](#)

Benefit Elections Review for Open Enrollment: Graduate Assistant, Fellow, Trainee - Step 3 of 3 [Actions](#)

Total Employee Net Cost/Credit
\$228.75 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 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Medical - United Healthcare PPO Student Health	04/12/2019	04/12/2019	Student + Spouse	Shannon LeBeau		\$201
Dental - United Concordia PPO Student	04/12/2019	04/12/2019	Student Family	Shannon LeBeau		\$20
Vision - Highmark Blue Shield VSP Student	04/12/2019	04/12/2019	Student + Spouse	Shannon LeBeau		\$28
Total:						\$228

Attachments

[Submit](#) [Save for Later](#) [Go Back](#) [Cancel](#)

Attachments

Drop files here

or

Select files

Electronic Signature

Your submission of this form will be used as an electronic signature.

I have chosen to waive medical, dental and vision coverage. I will not be eligible to re-enroll in coverage until such time as an Open Enrollment period or if I experience a Qualifying Life Event.

If I elect to waive coverage, I will be legally responsible for all medical, dental, or vision expenses I incur.

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

enter your comment

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.

You will then see a screen that provides a summary of your benefit elections and will include orange text that says, **"You have successfully submitted your benefits enrollment."** 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

Open Enrollment: Graduate Assistant, Fellow, Trainee

Total Employee Cost/Credit
\$228.75 Monthly Cost

Initiated On 04/12/2019
Submit Elections By 05/12/2019
Event Date 04/12/2019
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You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Elected Coverages 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee (Mont)
Medical - United Healthcare PPO Student Health	04/12/2019	04/12/2019	Student + Spouse	Shannon LeBeau		\$201
Dental - United Concordia PPO Student	04/12/2019	04/12/2019	Student Family	Shannon LeBeau		\$20
Vision - Highmark Blue Shield VSP Student	04/12/2019	04/12/2019	Student + Spouse	Shannon LeBeau		\$0

Print Done

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 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](#).