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](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.

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 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.

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.
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.

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.
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 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.

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.