
Workday Open Enrollment Benefits Guide For Employees



Workday Open Enrollment Guide

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Workday Open Enrollment Guide

- Step One – Logging into the system
 - From the Workday homepage, click on the **Benefits Open Enrollment** link to begin the enrollment process.



It's Time to Enroll or Make Changes!

Open Enrollment is your time to enroll in or make changes to your benefits. The benefits you choose will cover you and your dependents from January 1 - December 31, 2025.

The Open Enrollment Period runs from October 21, 2024 through November 8, 2024.

Call **1-800-228-0216** to enroll or make changes.

Please review the Open Enrollment resource site by clicking below.

[2025 Azuria Open Enrollment](#)

Workday Open Enrollment Guide

- Step One – Logging into the system (cont.)
 - Click **Continue** to begin the open enrollment process

Employee Benefits Open Enrollment Selection

Open Enrollment USA

Submit Elections By 11/08/2024

Status Not Started

Continue

Click here

Workday Open Enrollment Guide

- Step Two – Medical Coverage

- Click on **Enroll** under Medical USA to make your medical election
- If you do not wish to enroll in Medical coverage, you can skip to step three

Open Enrollment USA

Health Care and Accounts



Medical USA
Waived

Enroll

Click Here

Workday Open Enrollment Guide

- Step Two – Medical Coverage (cont.)
 - Click **Select** on a medical plan under plans available
 - Next, Click **Confirm and Continue**
 - If you are electing the Value Plan, you will need to designate a Health Savings Account election if you want one, as all Health Care and Spending Accounts defaulted to **'Waive'**

3 items

Benefit Plan	*Selection	You Pay (Semimonthly)	Company Contribution (Semimonthly)	Credits (Semimonthly)
Anthem HDHP Value	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$94.93	\$207.24	\$37.50
Anthem PPO Core	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$167.59	\$214.67	\$37.50
Anthem PPO Savings	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$119.87	\$219.58	\$37.50

Select a plan or waive to opt out of Medical USA

Workday Open Enrollment Guide

- Step Two – Medical Coverage (cont.)
 - If you wish to carry dependents, select the dependent you want to cover under this plan
 - If the dependent is not listed, click on **Add New Dependent**
 - Click **Save**

Click here to add a dependent

If you do not need assistance adding a dependent, you can skip to Step Three

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$79.97

Add New Dependent

3 items

Select	Dependent	Relationship
<input type="checkbox"/>		Spouse
<input type="checkbox"/>		Child
<input type="checkbox"/>		Child

Save **Cancel**

If adding a new dependent for 2025, you are required to provide proof of relationship documents (i.e, marriage certificate, birth certificate, etc.)

If you are carrying a spouse on coverage for 2025, you will be required to submit a medical attestation form confirming your spouse is not eligible for coverage elsewhere



Workday Open Enrollment Guide

- Step Two – Medical Coverage (cont.)
 - Check box for ‘Use as Beneficiary’ and click Ok to add dependents
 - Enter the dependent’s personal information and click **Save**

Add My Dependent From Enrollment

Actions

Use an Existing Beneficiary or Emergency Contact

Create Dependent

Use as Beneficiary

Instructional Text
Click OK to add dependents.

OK Cancel

Add My Dependent From Enrollment

Name

Country *

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Full-time Student

Student Status Start Date

Save Cancel

Workday Open Enrollment Guide

- Step Two – Medical Coverage (cont.)
 - Once the dependent has been added, their information will populate on the Medical USA screen. Repeat the previous steps to add additional dependents.
 - When all dependents have been added click **Save**
 - When you exit out of Medical, you will see your per paycheck cost

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Child(ren)

Plan cost per paycheck \$101.06

Add New Dependent

6 items

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>		Child	07/26/1999
<input type="checkbox"/>		Child	10/19/2001
<input type="checkbox"/>		Child	09/22/2003
<input type="checkbox"/>		Child	07/03/2005
<input checked="" type="checkbox"/>		Child	10/01/2019

Save

Cancel

Your medical per
paycheck cost

Health Care and Accounts



Medical USA
Anthem PPO Core

Cost per paycheck \$101.06

Coverage Employee + Child(ren)


Dependents 1

Manage

Workday Open Enrollment Guide

- Step Three – Dental Coverage
 - Click on **Enroll** under Dental USA to make your dental election
 - If you do not wish to enroll in dental coverage, you can skip to step four


Health Care and Accounts



Medical USA
Anthem PPO Savings
UPDATED

Cost per paycheck	\$119.87
Coverage	Employee Only

[Manage](#)



Dental USA
Waived
UPDATED

[Click Here](#) [Enroll](#)

Workday Open Enrollment Guide

- Step Three – Dental Coverage (cont.)
 - Click on **Select** under the plans available
 - Click on **Confirm and Continue**

1 item

Benefit Plan	*Selection	You Pay (Semimonthly)
Delta Dental PPO	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$7.48

Click Here

Confirm and Continue

Cancel

Workday Open Enrollment Guide

- Step Three – Dental Coverage (cont.)
 - If you want to carry dependents, select the dependent(s) you wish to cover
 - If the dependent is not listed, click on **Add New Dependent** and follow the process outlined in Step Two
 - Click **Save**

Coverage * Employee Only

Plan cost per paycheck \$7.48

Add New Dependent

3 items

Select	Dependent	Relationship
<input type="checkbox"/>		Spouse
<input type="checkbox"/>		Child
<input type="checkbox"/>	n	Child

Click Here

Save

Cancel

Workday Open Enrollment Guide

- Step Four – Vision Coverage
 - Click on **Enroll** under Vision USA to make your vision election
 - If you do not wish to enroll in Vision coverage you can skip to step five

The screenshot displays two enrollment cards. The left card is for 'Dental USA' (Delta Dental PPO), marked as 'REVIEWED'. It shows a cost per paycheck of \$22.83, coverage for Employee + Family, and 4 dependents. A 'Manage' button is at the bottom. The right card is for 'Vision USA', marked as 'REVIEWED' and 'Waived'. It features a yellow arrow pointing to an 'Enroll' button with the text 'Click Here' inside the arrow.

Plan Name	Status	Cost per paycheck	Coverage	Dependents	Action
Dental USA Delta Dental PPO	REVIEWED	\$22.83	Employee + Family	4	Manage
Vision USA	REVIEWED Waived				Click Here → Enroll

Workday Open Enrollment Guide

- Step Four – Vision Coverage (cont.)
 - Click on **Select** under the plans available
 - Click **Confirm and Continue**

1 item



*Selection	Benefit Plan Details	You Pay (Semimonthly)	Company Contribution (Semi
<input type="radio"/> Select <input checked="" type="radio"/> Waive	VSP	\$0.82	\$2.29

Click Here

Confirm and Continue

Cancel

Workday Open Enrollment Guide

- Step Four – Vision Coverage (cont.)
 - If you want to carry dependents, select the dependent(s) you wish to cover under this plan
 - If the dependent is not listed, click on **Add New Dependent** and follow the process outlined in Step Two
 - Click **Save**

Vision USA - VSP

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$0.82

Add New Dependent

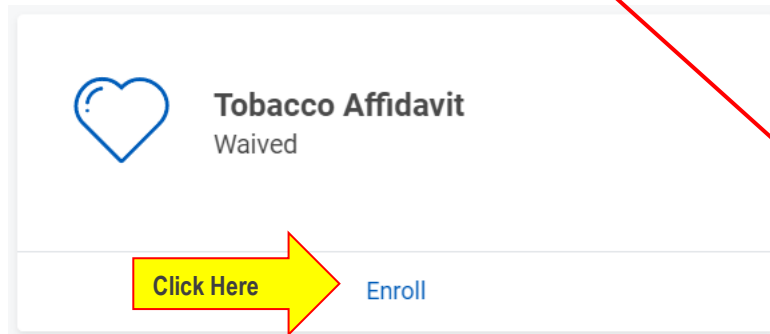
Click Here

Save

Cancel

Workday Open Enrollment Guide

- Step Five – Tobacco Affidavit
 - All employees must complete this section regardless of their tobacco use, if enrolled in any of the medical plans offered
 - Click **Select** then **Confirm and Continue**



Plans Available

Select a plan or you can waive to opt out of Tobacco Affidavit. The displayed cost of waived plans assumes coverage for 3 - Tobacco User(s) - will enroll with PAS to quit.

1 item

*Selection	Benefit Plan	You Pay (Semimonthly)
<input checked="" type="radio"/> Select	Aegion	Included
<input type="radio"/> Waive		

Confirm and Continue

Cancel

Workday Open Enrollment Guide

- Step Five – Tobacco Affidavit (cont.)
 - Click on the **Coverage Option** that applies to you and your spouse/domestic partner
 - Click **Save**

Coverage *

Plan cost per paycheck

Search

- 0 - No Tobacco Users
- 1 - Tobacco User - Employee
- 1 - Tobacco User - Spouse
- 1 - Tobacco User - Domestic Partner
- 2 - Tobacco Users - Employee and Spouse
- 2 - Tobacco Users - Employee and Domestic Partner

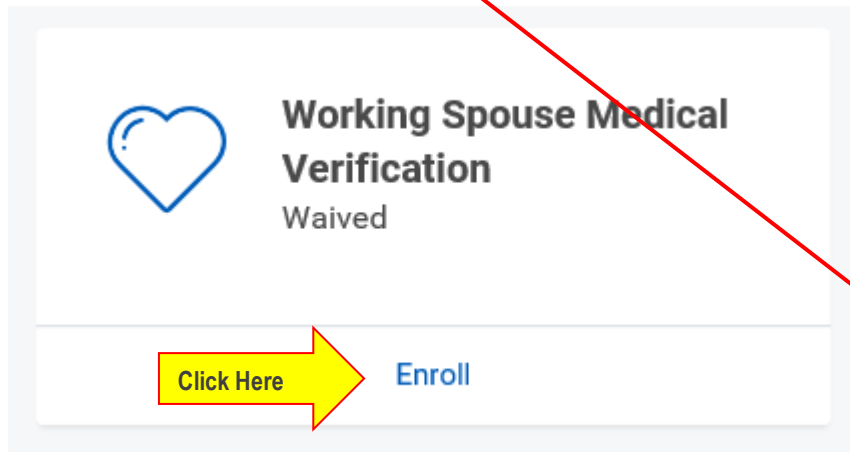
Save

Cancel

Select the coverage option that applies to you and your spouse / domestic partner

Workday Open Enrollment Guide

- Step Six – Working Spouse Medical Verification
 - All employees must complete this section if enrolled in any of the medical plans offered
 - Click **Select** then **Confirm and Continue**



The screenshot shows a card titled "Working Spouse Medical Verification" with a heart icon and the status "Waived". At the bottom of the card, there is a yellow arrow pointing to the right with the text "Click Here" inside it, and the word "Enroll" in blue text to its right.

1 item

*Selection	Benefit Plan Details	You Pay (Semimonthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Aegion	Included

If you are carrying a spouse on coverage for 2025, you will be required to submit a medical attestation form confirming your spouse is not eligible for coverage elsewhere

Confirm and Continue

Cancel

Workday Open Enrollment Guide

- Step Six – Working Spouse Medical Verification (cont.)
 - Click on the **Coverage Option** that applies to your spouse/domestic partner
 - Click **Save**

Working Spouse Medical Verification - Azuria

Projected Total Cost Per Paycheck
\$132.97

Projected Total Credits
\$37.50

Coverage

*

Search



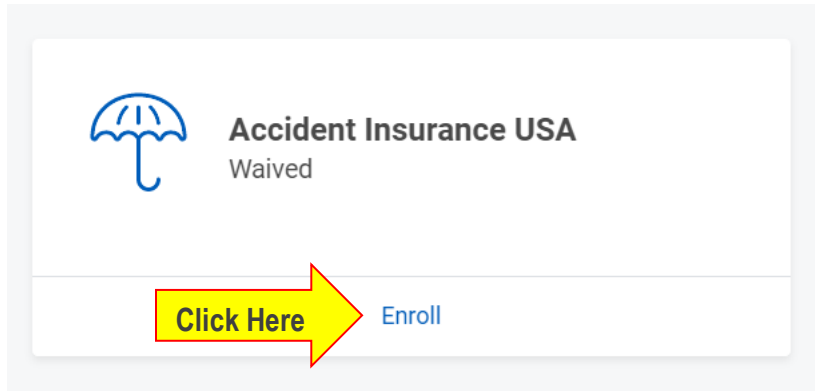
Plan cost per paycheck

- N/A - I do not have a spouse or domestic partner
- No - my spouse/domestic partner is not eligible for coverage elsewhere
- No - Not covering a spouse/domestic partner on medical plan
- Yes - my spouse/domestic partner is eligible for coverage elsewhere; I acknowledge I cannot cover my spouse on my medical coverage.

Select the option that applies to your spouse / domestic partner

Workday Open Enrollment Guide

- Step Seven – Accident Insurance
 - Click on **Enroll**
 - If you do not wish to enroll you can skip to step eight



Protect yourself financially from the out-of-pocket expenses that can occur due to a non-work related injury, with Accident Insurance.

This insurance provides a lump sum payment based on the accident / injuries sustained.

The benefit is paid directly to you. You also have the option to insure your spouse and/or child(ren).

Workday Open Enrollment Guide

- Step Seven – Accident Insurance (cont.)
 - Click on **Select** and then click **Confirm and Continue**

2 items

*Selection	Benefit Plan Details	You Pay (Semimonthly)	Company Contribution (\$)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Hartford High	\$7.57	\$0.00
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Hartford Low	\$5.11	\$0.00

Select a plan →

→ **Confirm and Continue**

Workday Open Enrollment Guide

- Step Seven – Accident Insurance

- If you want to carry dependents, select the dependent(s) you wish to cover under this plan
- If the dependent is not listed, click on **Add New Dependent** and follow the process outlined in Step Two
 - Click **Save**

Coverage * Employee Only

Plan cost per paycheck \$7.57

[Add New Dependent](#)

3 items

Select	Dependent	Relationship
<input type="checkbox"/>		Spouse
<input type="checkbox"/>		Child
<input type="checkbox"/>		Child

[Save](#) [Cancel](#)



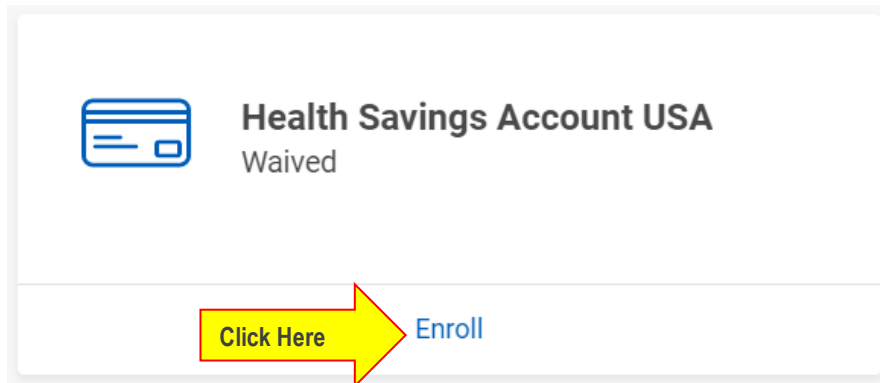
Health Care and Spending Accounts

All Health Care and Spending Accounts will be defaulted to “waived” status. You must re-enroll every year.



Workday Open Enrollment Guide

- Step Eight – Health Savings Account (HSA)
 - Click on **Enroll** under the Health Savings Account USA
 - If you do not wish to enroll in the HSA, you can skip to step nine



Employees are only eligible to enroll in the HSA if enrolled in the Value Medical Plan.

Workday Open Enrollment Guide

- Step Eight – Health Savings Account (HSA) (cont.)
 - Click on **Select** to enroll and click on **Confirm and Continue**

1 item ☰ ☰ 🗑

*Selection	Benefit Plan	You Contribute (Semimonthly)	Company Contributio
<input type="radio"/> Select <input checked="" type="radio"/> Waive	WEX Health ER Contribution		

Click Here →

→ **Confirm and Continue**


Workday Open Enrollment Guide

- Step Eight – Health Savings Account (HSA) (cont.)
 - Enter the Per Paycheck or Annual amount you wish to contribute
 - Click **Save**

Contribute

Per Paycheck

Annual



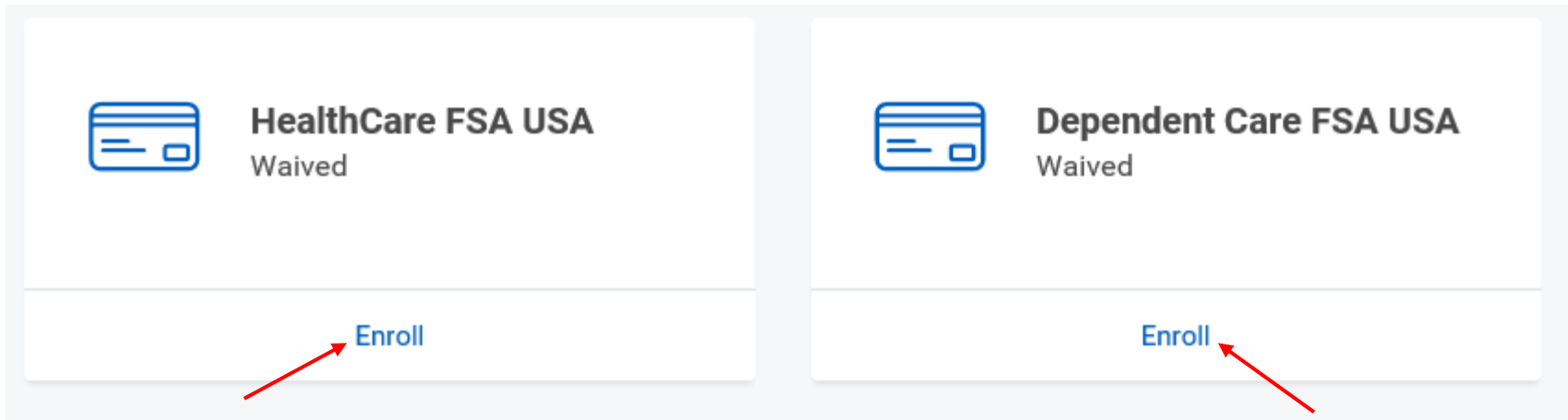
Maximum Annual Amount: \$4,300

Summary

Total Annual HSA Contribution \$0.00

Workday Open Enrollment Guide

- Step Nine – Flexible Spending Accounts (FSA)
 - Click **Enroll** under Healthcare or Dependent Care FSA USA to enroll in the plan(s)
 - If you do not wish to enroll in either FSA plan, you can skip to step ten



Employees who are enrolled in the 'Value' Medical plan are not eligible to participate in the Healthcare FSA plan

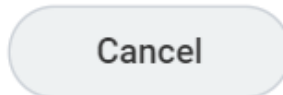
Workday Open Enrollment Guide

- Step Nine – Flexible Spending Accounts (FSA) (cont.)
 - Click **Select** to enroll in the FSA plan
 - Click **Confirm and Continue**

1 item



*Selection	Benefit Plan	You Contribute (Semimonthly)	Company Contribution (Semimonthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	WEX Health		



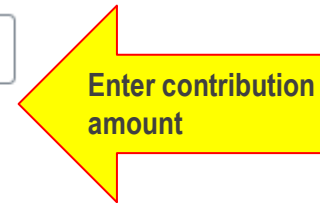
Workday Open Enrollment Guide

- Step Nine – Flexible Spending Accounts (FSA) (cont.)
 - Enter the per **Paycheck** or **Annual** amount you wish to contribute
 - Click **Save**

Contribute

Per Paycheck

Annual



Minimum Annual Amount: \$250.00

Maximum Annual Amount: \$3,200

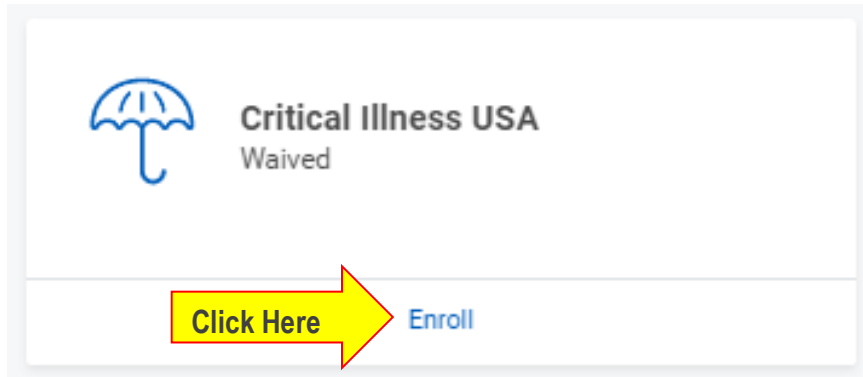
Summary

Total Annual Contribution \$0.00



Workday Open Enrollment Guide

- Step Ten – Critical Illness
 - Click Enroll under Critical Illness USA
 - If you do not wish to enroll in Critical Illness coverage you can skip to step eleven



Critical Illness provides a way for you to stay ahead of the medical and out-of-pocket expenses that can accompany certain covered medical expenses.

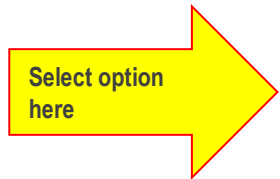
A set amount of money is paid directly to the employee based on the amount elected.

Employees also have the option to insure their spouse and/or child(ren)

Workday Open Enrollment Guide

- Step Ten – Critical Illness (cont.)
 - Select an **option** and click **Confirm and Continue**

*Selection	Benefit Plan	You Pay (Semimonthly)	Company Contribution (Semimonthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Hartford \$10,000	\$2.60	\$0.00
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Hartford \$20,000	\$4.60	\$0.00



 **Confirm and Continue**

Workday Open Enrollment Guide

- Step Ten – Critical Illness (cont.)
 - If you want to carry dependents, select the dependent(s) you wish to cover
 - If the dependent is not listed, click on **Add New Dependent** and follow the process outlined in Step Two
 - Click **Save**


Coverage * Employee Only

Plan cost per paycheck \$2.60


[Add New Dependent](#)

3 items

Select	Dependent	Relationship
<input type="checkbox"/>		Spouse
<input type="checkbox"/>		Child
<input type="checkbox"/>		Child



[Save](#) [Cancel](#)

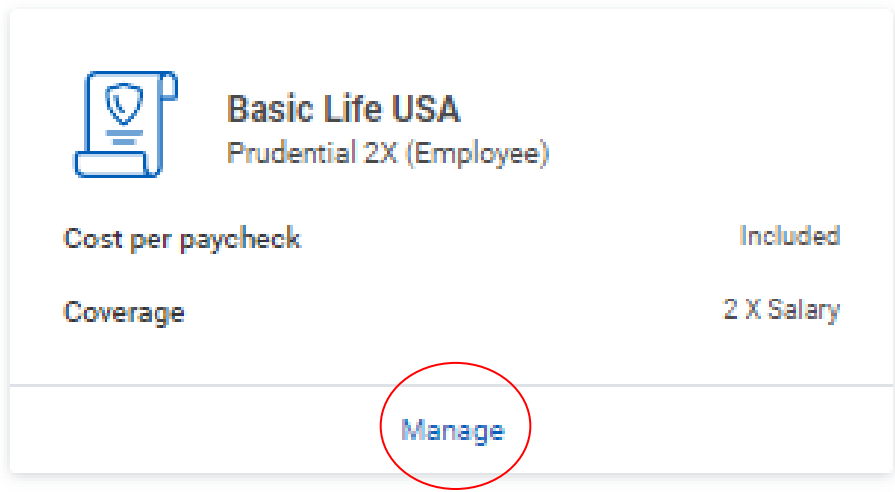



Insurance Plans



Workday Open Enrollment Guide

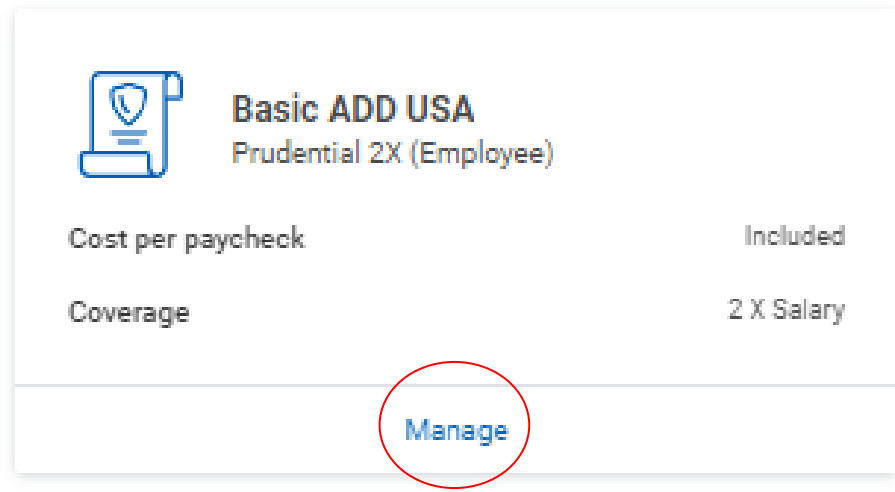
- Step Eleven – Basic Life and Basic AD&D
 - Coverage is 2x your annual earnings up to \$500,000 at no cost to the employee
 - You can still click **Manage**, to adjust your beneficiaries for each plan, then click **Confirm and Continue**
 - If you do not wish to adjust your beneficiaries, you can skip to step twelve




 **Basic Life USA**
Prudential 2X (Employee)

Cost per paycheck	Included
Coverage	2 X Salary

[Manage](#)



 **Basic ADD USA**
Prudential 2X (Employee)

Cost per paycheck	Included
Coverage	2 X Salary

[Manage](#)

Workday Open Enrollment Guide

- Step Eleven – Basic Life and Basic AD&D (cont.)
 - To add new beneficiaries you can click on the plus sign icon under the Primary and Secondary Beneficiary section

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

+ Beneficiary	Percentage
- [] [⋮]	100

Secondary Beneficiaries 0 items

+ Beneficiary	Percentage
No Data	

Save Cancel

- You can then designate an existing Beneficiary or add a New Beneficiary or Trust, by clicking the icon with 3 lines

+ Beneficiary
- [Search] [⋮]
- Existing Beneficiary Persons >
- Existing Trusts >
- Add New Beneficiary or Trust

- Once you've adjusted your beneficiaries, click **Save**. You will need to do this step for both Basic Life and Basic AD&D

Workday Open Enrollment Guide

- Step Twelve – Optional EE Life and AD&D USA
 - Click on **Manage** under Optional EE Life and ADD USA
 - Click **Select** then **Confirm and Continue** to enroll in plan

Benefit Plan	*Selection	You Pay (Semimonthly)	C
Prudential (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$7.04	

- If you do not wish to enroll in optional life insurance or AD&D you can skip to step thirteen

Workday Open Enrollment Guide

- Step Twelve – Optional EE Life and ADD USA (cont.)
 - Enter coverage amount (increments of \$10,000)

Coverage

Coverage *

Calculated Coverage \$50,000.00

Plan cost per paycheck \$11.08

Evidence of Insurability (EOI) is required if you elect or increase your coverage outside your initial eligibility period.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

	Beneficiary	Percentage
	<input type="text"/>	<input type="text" value="100"/>

Anything over the guaranteed issue amount of \$300,000 requires EOI.

Click on the (+) to add a beneficiary

Click Here

Workday Open Enrollment Guide

- Step Twelve – Spousal and Child Life USA (cont.)
 - Click on **Enroll** under Optional Spousal and/or Child Life to enroll in the plans

The screenshot displays two side-by-side plan cards. Each card features a blue umbrella icon on the left. The first card is titled "Optional Spouse Life USA" with "Waived" underneath. The second card is titled "Optional Child Life USA" with "Waived" underneath. At the bottom of each card is a blue "Enroll" button. A yellow oval with a red border and the text "Click Here" is positioned below the cards. Two red arrows originate from this oval, one pointing to the "Enroll" button of the Spouse Life USA plan and the other pointing to the "Enroll" button of the Child Life USA plan.

Workday Open Enrollment Guide

- Step Twelve – Spousal Life USA (cont.)
 - Click **Select** and **Confirm and Continue**
 - Select which coverage amount you want, make sure your spouse's name is checked and click **Save**
 - If the dependent is not listed, click on **Add New Dependent** and follow the process outlined in Step Two

Benefit Plan	*Selection	You Pay (Semimonthly)
Prudential (Spouse/DP)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	

Coverage

Coverage *

- \$5,000
- \$10,000
- \$15,000
- \$20,000
- \$25,000
- \$30,000
- \$35,000
- \$40,000
- \$45,000
- \$50,000

Dependents

Add a new dependent

Add New

1 item

Select	Dependent
<input type="checkbox"/>	Mich...

Save Cancel



Confirm and Continue Cancel

Save Cancel



Workday Open Enrollment Guide

- Step Twelve – Child Life USA (cont.)
 - Click **Select** and **Confirm and Continue**
 - Select which dependents you wish to cover. If the dependent is not listed, click on **Add New Dependent** and follow the process outlined in Step Two

Benefit Plan	*Selection	You I (Sen
Prudential (Child(ren))	<input checked="" type="radio"/> Select <input type="radio"/> Waive	

Coverage

Coverage \$10,000

Dependents

Add a new dependent or select an existing dependent from the list below.

Add New Dependent

Save

Cancel


Confirm and Continue

Cancel



Workday Open Enrollment Guide

- Step Thirteen – Disability (Long-Term)
 - Long-Term Disability (LTD) coverage replaces 60% of your base salary (up to a maximum monthly benefit of \$12,500) after being out of work due to disability for 90 days or more.



Long Term Disability USA
Prudential (Employee)
REVIEWED

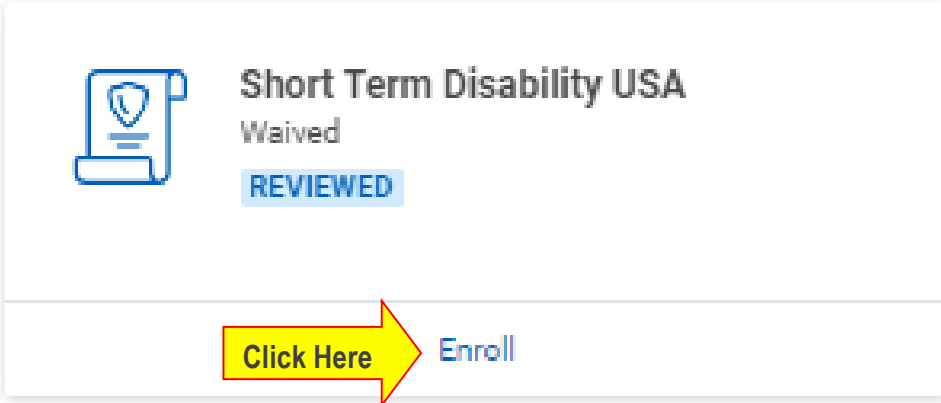
Cost per paycheck	Included
Coverage	60% of Salary

[Manage](#)

Company paid benefit

Workday Open Enrollment Guide

- Step Thirteen – Disability (Short-Term) (cont.)
 - Voluntary Short-Term Disability (STD) coverage replaces 60% of your base salary to a maximum monthly benefit of \$500
 - This benefit is available for Field / Shop employees
 - Click on **Enroll** or **Manage** to elect or waive coverage



The screenshot shows a card for "Short Term Disability USA" with a shield icon and a "REVIEWED" status. A yellow arrow points from the text "Click Here" to the "Enroll" link.

STD: Company paid benefit for salaried and hourly office employees

Workday Open Enrollment Guide

- Step Thirteen – Disability (Short-Term) (cont.)
 - Click on **Select**
 - Click **Confirm** and **Continue**

Benefit Plan	*Selection	You Pay (Weekly)	Com
Prudential Voluntary (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive		

Hourly Field / Shop employees are required to complete EOI if enrolling after initial eligibility period.

Workday Open Enrollment Guide

- Step Thirteen – Disability (Short-Term) (cont.)
 - Click on **Save**

Coverage

Coverage	60% of Salary
Calculated Coverage	\$882.32
Plan cost per paycheck	\$9.58

Click Here **Save** **Cancel**

Workday Open Enrollment Guide

- Step Fourteen – Review and Sign
 - Click on **Review and Sign**
 - Review all enrollment election / changes
 - Check the **'I Accept'** box
 - Click **Submit**


Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that your Tobacco Affidavit is legally binding.
3. You understand that if you are covering spouse or domestic partner on your medical plan, your Working Spouse Verification selection is legally binding.
4. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.
5. By clicking on the AGREE button, you hereby authorize Aegion to withhold from your wages the amount shown above for the purpose of paying for the benefits listed. You represent that this authorization is executed voluntarily and has not been made as a condition of your continued employment.

I Accept  **Check Box**

 **Click Here**



Workday Open Enrollment Guide

- Step Fourteen – View 2025 Benefits Statement (cont.)
 - Click on **View 2025 Benefits Statement**
 - Review your benefits statement to ensure all changes and elections are reflected properly and print.

You've submitted your elections.

If there are an errors on this page, you must click on the Go Back button to correct the issue before you can submit your elections.

Important Dates:

Benefits go into effect 01/01/2025

Final day to update benefits 11/08/2024

[View 2025 Benefits Statement](#)

Click Here