



## **How to Complete Open Enrollment in Workday**

1. Before completing your Benefits Enrollment, review the benefits materials available to you here: [PLM-2026-Benefits-Guide.pdf](#)
2. Log into Workday. [Logging into Workday for the First Time](#)
3. There should be an **Open Enrollment task** on the Workday homepage under **Awaiting Your Action**. The Open Enrollment task can also be found by clicking on the **Inbox** Icon in the top right corner.
4. Click **Let's Get Started**.
5. Select the appropriate Tobacco Use Status for yourself, and Click **Continue**. Click **Continue** again.
6. Follow the on-screen instructions to begin Open Enrollment. You will find a variety of health, dental, flexible spending accounts, life insurance, and other voluntary benefit options to choose from. Visit the [Open Enrollment page of PLM Benefits site](#) for detailed information on PLM's benefit plans and review the [PLM-2026-Benefits-Guide.pdf](#).
7. Click **Manage** or **Enroll** to review each plan, add or remove dependents from coverage, or opt out of coverage. If a plan or provider is new (example: dental plans), it will show previously waived, even if you were previously enrolled in that plan with a different provider.
8. After clicking **Manage** or **Enroll** on any of the benefit tiles, you will see the “**Plans Available**” screen which will list the plans you are eligible to enroll in. On each benefit page, you will find info and instructions on the right-hand side of the page. You can **click on the benefit plan names in blue on the left side** (being pointed to in the screenshot below) to see deductibles, plan maximums, details, links, etc. Ensure “**Select**” is indicated for the plan you wish to enroll in for 2026.

### Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

2 items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
United Healthcare Medical Plans HDHP	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$55.48	\$254.92
United Healthcare Medical Plans Surest Medical Plan	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$83.16	\$293.26

9. Once you have selected your plan or opt out option, click **Confirm and Continue**. You will be able to add or remove dependents and see updated costs in the next step.

10. If you wish to cover your spouse and/or your child(ren) on this plan, this is where you should click on **Add New Dependent**. If you do not want to add dependents, you can click **Save** at the bottom to move on to Step 14.

### Dependents

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

Coverage \* Employee Only

Plan cost per paycheck \$83.16

**Add New Dependent**

Save Cancel

11. If you would like to have the option of choosing this person at the beneficiary designation stage of enrollment, check the box next to **“Use as Beneficiary”**. Click **OK**.

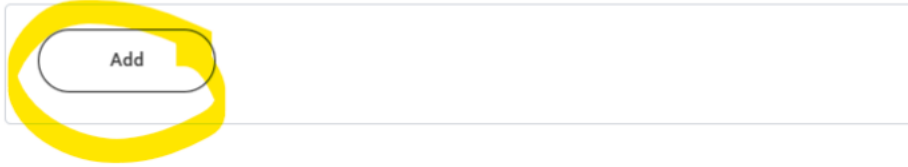
12. On the **Add My Dependent from Enrollment** page, enter dependent details including: first and last name, relationship, date of birth, gender, tobacco status, and National ID (Social Security Number).

13. To add Social Security Number for Dependent:

- click on the **Add** button under National ID.

## National IDs

Click the Add button to enter one or more National Identifiers for this dependent.



- Enter “United States of America” as the **Country**; and for **National ID Type**: enter “Social Security Number (SSN)”. In the **Add/Edit ID** field, enter the 9-digit social Security number of this dependent. Click **Add**. Click **Save** at the bottom to add this dependent. Click **Save** again to go back out to save your change and move to the other benefit options.

## National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Country \*  ⋮

Recommended

+ Mexico + Canada + Poland

National ID Type \*  ⋮

Current ID (empty)

Add/Edit ID \*

Issued Date  📅

Expiration Date  📅

Issued By

Series

Verification Date 11/10/2025

14. Make sure you scroll all the way down to the bottom of the screen to ensure you don't miss any benefit options. Once all plans have been elected or waived, click **Review and Sign** at the bottom of the screen, to go to the **View Summary** page.



won't be able to make any changes to coverage on Basic Life Insurance because it is a company-paid, auto-enrolled benefit. Voluntary Life you have the option to enroll in for yourself and your family members.

2. Click the Select button on the plan to enroll. Click Waive on the plan to cancel. Click **Confirm and Continue** to choose your coverage amount.

3. Choose the amount of Vol l life insurance you want to enroll in by clicking on the box next to **Coverage** and selecting an amount from the options provided.

4. When you select a coverage amount, the plan cost per paycheck will update so you can see how much that amount of coverage will cost you.

5. Designate your beneficiary for Vol Life before moving on. You can add an existing beneficiary or trust or create a new beneficiary or trust.

- Click on the + sign to create/open a line. You will need to click on the + sign to create/open a line for each primary and contingent beneficiary.
- Click on the search prompt to select someone from your previously created list (beneficiary persons).
- Once you have designated the beneficiary/trust, you will need to assign a percentage of life insurance. The primary beneficiaries must be equal to 100% as well as any contingent beneficiaries.
- Click **Save** once you are done
- *A message will display letting you know **if you need to submit an additional medical form (Evidence of Insurability (EOI) to VOYA insurance company** so they can review your request. You will receive an email after open enrollment closes with the link with this questionnaire.*

### **Making Changes After Submitting Open Enrollment**

You can re-enter Open Enrollment (after submitting) by going to your Workday homepage, selecting "Menu" in the upper left corner, and clicking on "**Benefits and Pay,**" and then clicking "**Edit**" in the "**Benefit Event: Open Enrollment**" box. Make your election changes, re-submit and print or download your confirmation page. You can make any changes to your 2026 benefits until the end of Open Enrollment, but you must fully submit your Open Enrollment task again for your changes to be saved.