

2019



Open Enrollment

Workday Checklist



PennState
Human Resources

November 1 - 16

2018

FOLLOW THESE TIPS TO MAKE ENROLLMENT EASY



Complete any necessary worksheets

Choose your medical, dental, and vision plans; decide on your coverage level, and calculate any health savings or flexible spending account contributions.



Have documents ready

Are you adding any dependents? Gather documentation you'll need to submit.



Find your "Open Enrollment Event" in Workday

You should receive an email on Thursday, November 1 notifying you that your "Open Enrollment Event" is ready. Log in to Workday; click on your account icon in the top right corner of your screen, and choose "Inbox" from the drop-down menu. Click on "Open Enrollment Event" to get started.



Follow the step-by-step instructions

Screen shots are shown in the "[Open Enrollment in Workday](#)" guide along with error alerts. If you get stuck, contact HR Services at 814.865.1473.



Make sure to click "Submit"

You'll receive a confirmation message with a successful submission -- be sure to print a copy for your records.

If your enrollment isn't properly submitted by Friday, November 16 deadline, your elections will not be accepted.

