Introduction – Important Read First

Before you can review and/or change your benefit options through Workday, you must do the following:

- Obtain your Workday ID
- Login to Workday, and
- Setup multi-factor authentication

Please refer to the document titled Workday: Logging-In and Setting Up 2-Factor Authentication before proceeding.

Completing your Open Enrollment

All State of Maryland Employees/Retirees will have access to online Open Enrollment. Open Enrollment begins October 19, 2020. If you are not making any changes, your current coverage will rollover to 2021, EXCEPT for Flexible Spending Accounts. You must re-enroll in FSA each year.

1. Login to Workday (https://stateofmaryland.onelogin.com) with your Workday ID and passcode. You will be prompted to complete 2-factor authentication. Refer to the document titled Workday: Logging-In and Setting Up 2-Factor Authentication for complete instructions.
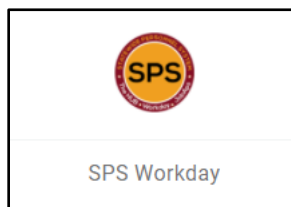
2. Click on the **SPS Workday** tile.

Figure 1

Note: You may have to click on **Remember this device**.

3. Click on **Benefits Open Enrollment,** in the **Announcements** section on the **Welcome** page. If you do not have a **Benefits Open Enrollment** link, please email openenrollment@towson.edu.
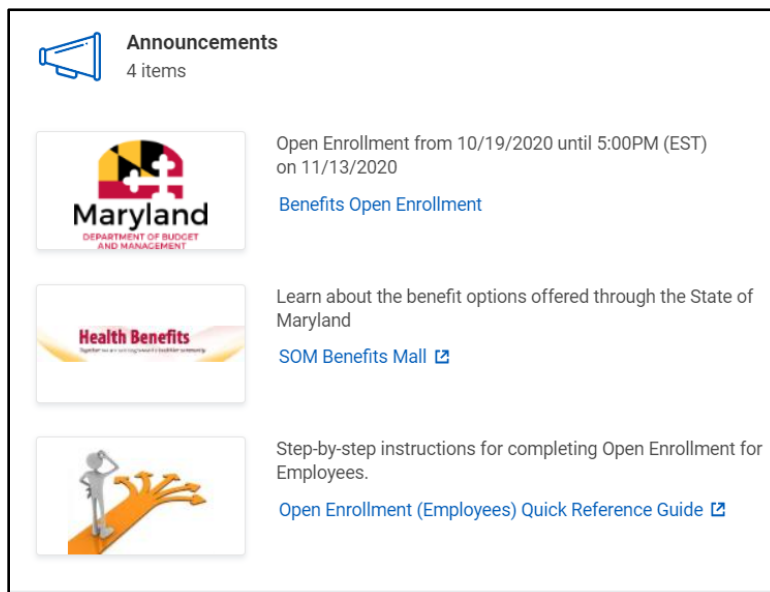

Figure 2

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4. Click the **Continue** button to go to the **Health Care and Accounts** screen to enroll or change your elections.

Open Enrollment 2021

Submit Elections By	11/13/2020
Status	Not Started

[Continue]

Figure 3

5. Your current benefit elections are listed by category: Medical, Prescription, Dental, Healthcare FSA, Dependent Care FSA, Life Ins, etc. All elections from the previous plan year will populate EXCEPT the FSA. You can select the **Manage** or **Enroll** buttons to enroll or make changes to current elections.
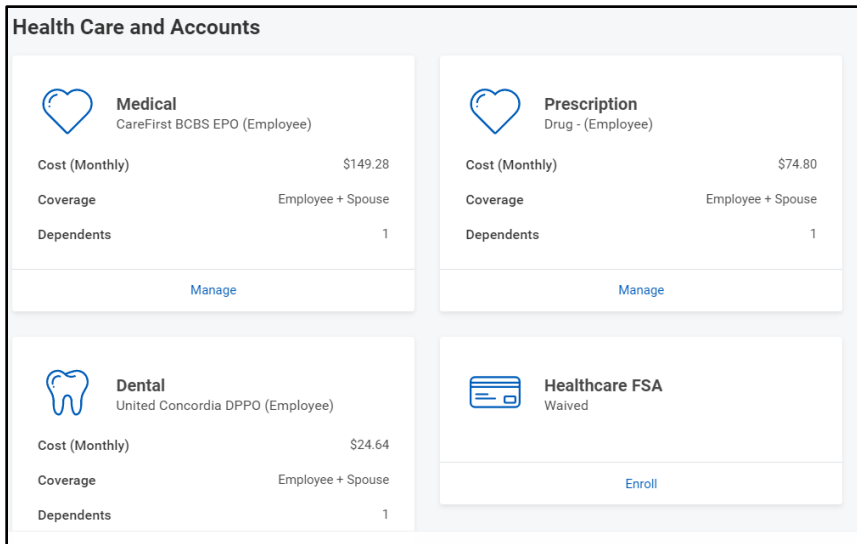
Health Care and Accounts

Medical
CareFirst BCBS EPO (Employee)

Cost (Monthly)	$149.28
Coverage	Employee + Spouse
Dependents	1

Manage

Prescription
Drug - (Employee)

Cost (Monthly)	$74.80
Coverage	Employee + Spouse
Dependents	1

Manage

Dental
United Concordia DPPO (Employee)

Cost (Monthly)	$24.64
Coverage	Employee + Spouse
Dependents	1

Healthcare FSA
Waived

Enroll

Figure 4

6. In this example, we will click the **Manage** button in the **Medical** section.

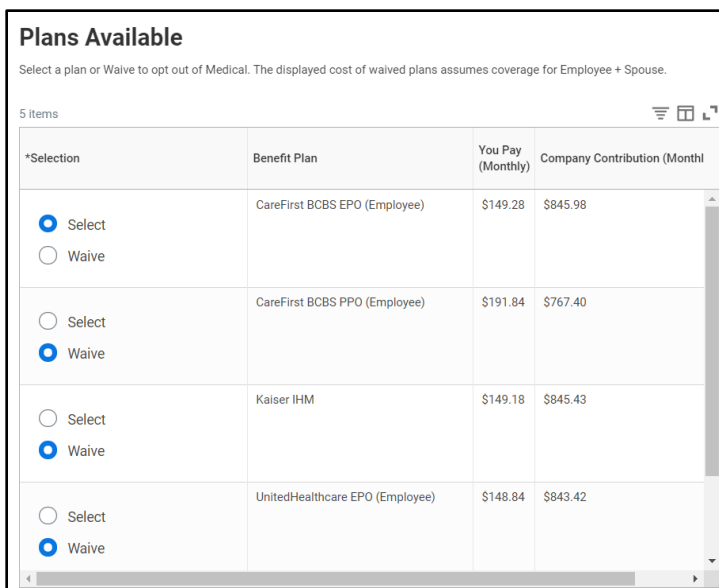7. Click the **Select** button for the plan you want to elect.

Plans Available

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

5 Items

*Selection	Benefit Plan	You Pay (Monthly)	Company Contribution (Monthl
● Select ○ Waive	CareFirst BCBS EPO (Employee)	$149.28	$845.98
○ Select ● Waive	CareFirst BCBS PPO (Employee)	$191.84	$767.40
○ Select ● Waive	Kaiser IHM	$149.18	$845.43
○ Select ● Waive	UnitedHealthcare EPO (Employee)	$148.84	$843.42

Figure 5

Note: You will only be able to select one of the plans. If you want to drop/remove coverage, click the **Waive** button.

8. Click the **Confirm and Continue** button to continue to select the dependents to be added to the plan, if applicable. You will not see the Dependents page if you selected to Waive coverage.

9. On the **Dependents** screen, check or uncheck the box beside each dependent you want to add or remove from the plan and then click the **Save** button.
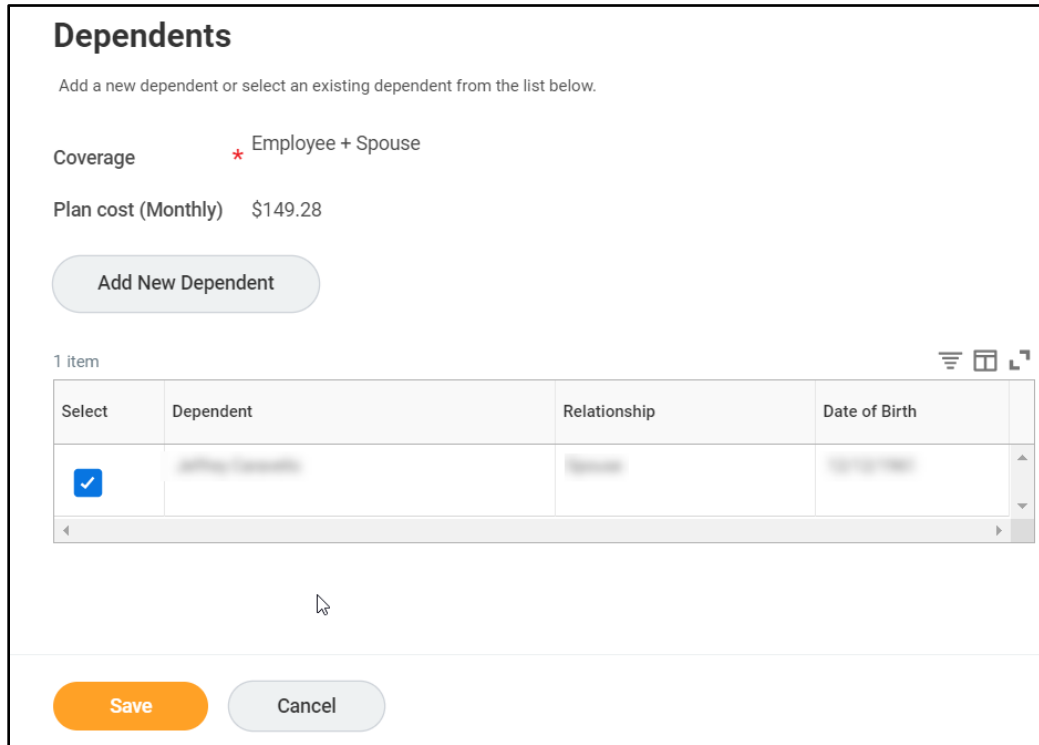

Figure 6

10. If you want to add a new dependent, click the **Add New Dependent** button. On the **Add my Dependent From Enrollment** page, you will see the REQUIRED supporting documentation for each dependent type. After clicking **OK**, proceed to enter all of the information for the new dependent including the SSN or ITIN, if the dependent has one. Then click **SAVE**. You will be returned to the **Dependents** page and will see your newly added dependent now displays and has been selected for coverage.

11. Add/attach the REQUIRED supporting documentation in the **Attachments** section of the Open Enrollment event.

Note: If you see a data issue with one of your current or newly added dependents (e.g., typo in Name or Date of Birth, Relationship, etc.), DO NOT attempt to correct by adding again as a new dependent. Proceed with elections with the current dependent data as listed and email openenrollment@towson.edu with the dependent data issue(s); The HR/Benefits team will assist with the correction.
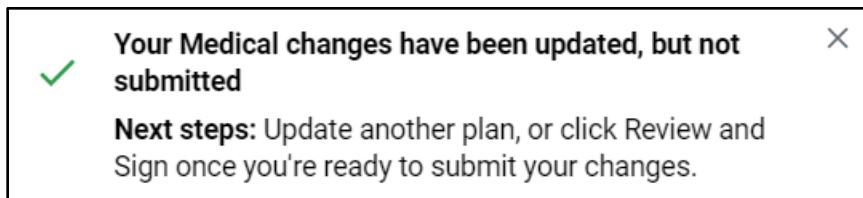

Figure 7

12. You will get a message that the changes have been updated but not submitted.

13. Proceed to update the other plans as desired and then click the **Review and Sign** button once you are ready to submit your changes.

Note: You can also click the **Save for Later** button if you want to return at a later time to finish the elections.

Disclaimer: If you do not finalize (Review and Sign and Submit) your open enrollment changes before the end of Open Enrollment, your elections/changes will not go into effect January 1, 2021. Your elections by default will remain the same as your current elections EXCEPT for FSA, which does not rollover.

14. On the **View Summary** page, you can do a final review of the Selected and Waived benefits. The total monthly cost displays at the top right of the screen and the plan monthly cost next to each plan.

Selected Benefits 5 items						
Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical CareFirst BCBS EPO (Employee)	01/01/2018	01/01/2018	Employee + Spouse			$149.28
Prescription Drug - (Employee)	01/01/2018	01/01/2018	Employee + Spouse			$74.80
Dental United Concordia DPPO (Employee)	01/01/2018	01/01/2018	Employee + Spouse			$24.64
Life Ins - Guaranteed MetLife (Employee)	01/01/2019	01/01/2019				$7.40
Spouse Life	01/01/2019	01/01/2019				$6.50

Figure 8

15. In the **Attachments** sections, you MUST attach required supporting documentation if you have added a new dependent(s). If you have not added any new dependent(s), no attachment/documentation is required. To attach a document(s), click the **Select files** button and then browse to find the files that need to be uploaded, select and attach.

Note: LEGIBLE photos of documents are acceptable. Use the **Upload** button to attach more than one document.

16. In the **Electronic Signature** section, click the checkbox beside **I Accept** to certify your elections.

I understand that if I willfully misrepresent my eligibility or the eligibility of my dependen[t] timely, or in any way obtain benefits to which I am not entitled, my benefits will be cancel[ed] I may face criminal investigation and prosecution.

By filing this form electronically for your enrollment elections you are consenting to subm[it] any way. Pursuant to Maryland Commercial Law Article § 21-106, where a law requires a[...] legal effect merely because it is in electronic form.

I Accept ☑

Submit   Save for Later   Cancel

Figure 9

17. Click the **Submit** button to submit your Open Enrollment elections on the **View Summary** page.

18. You will get a message that you have successfully enrolled in benefit elections. Click the **View 2021 Benefits Statement** button to view and print your benefits statement or click the **Done** button to finish.

Note: With changes to online open enrollment, you will no longer receive a printed Confirmation Statement. After printing, click the **Home** icon (the Workday logo) in the upper left-hand corner of the page to return to the **SPS Welcome page**.
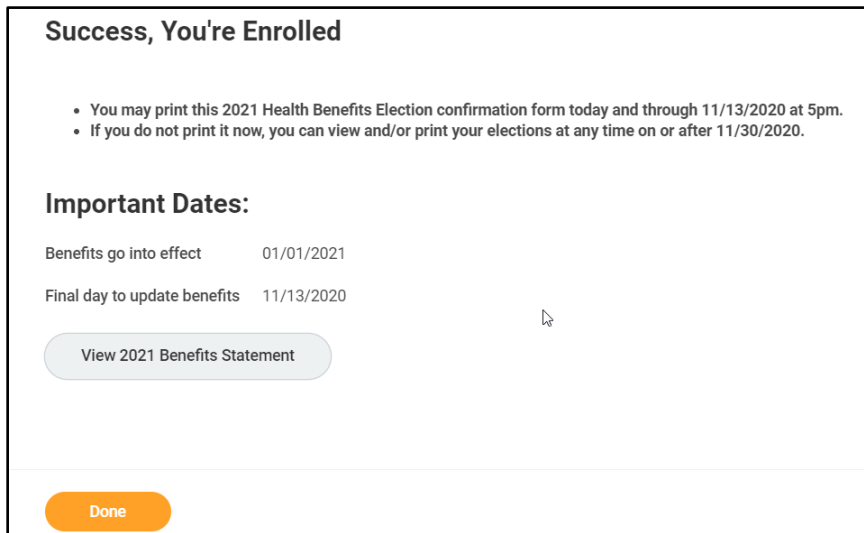
Success, You're Enrolled

- You may print this 2021 Health Benefits Election confirmation form today and through 11/13/2020 at 5pm.
- If you do not print it now, you can view and/or print your elections at any time on or after 11/30/2020.

Important Dates:

Benefits go into effect	01/01/2021
Final day to update benefits	11/13/2020

View 2021 Benefits Statement

Done

Figure 10

Note: You can make changes to your Open Enrollment elections anytime during the Open Enrollment period. Open Enrollment will close for election changes at 5:00 pm on November 13, 2020. To make election changes, return to the **Announcements** section on the **SPS Welcome page** and click the **Benefits Open Enrollment** link OR proceed to your **Benefits self-service** icon and click the **Change Open Enrollment** button at the bottom of the page in the **Current Cost** box.

Once Open Enrollment is closed at 5:00 pm on November 13, 2020, no more changes can be made to elections for January 1, 2021. If a new dependent has been added, the required supporting documentation MUST be submitted/ attached to your open enrollment event. **Any new dependent added with no or the incorrect documentation attached will be removed from coverage for January 1, 2021**. If you have any questions on the correct/required documentation, please review the **New Dependent Required Supporting Documentation** link on the **SPS Welcome** page in the **Announcements** section or email openenrollment@towson.edu for assistance prior to submitting your open enrollment elections.

The Workday Mobile can be used to view your benefits, but cannot be used for Open Enrollment.

Support

For technical assistance about your password or login issues, email TU_HRIS@towson.edu. For other questions, email openenrollment@towson.edu