WELCOME TO OPEN ENROLLMENT 2022!

Getting Started

Begin by either clicking on the link within the email you will receive for Workday Open Enrollment OR you can begin by accessing AVConnect (this is AV's internal portal) and click on the **Workday** quick link. This will take you to resources regarding AVConnect as well as a link to **LOGIN to Workday** so you can being your Open Enrollment.

Begin Open Enrollment via Email	Begin Open Enrollment via AVConnect
1. **Access your work email** 2. Find the workday email notification (see below print screen) and click on **"Click Here to view the notification details."** 3. Login using your OKTA/YubiKey credentials 4. Start the Open enrollment process (view page 3 of this job aid)	1. **Go to:** https://avav.sharepoint.us/ 2. Click on **Workday** quick link 3. Click the **LOGIN HERE** link towards the top of the page a. This will automatically log you into workday
From: avav@myworkday.com <avav@myworkday.com> Sent: Monday, October 18, 2021 12:37 PM To: Fredy Vasquez Subject: A Task Awaits You: Change Benefits for Open Enrollment - Fredy Vasquez This email originated from outside of AeroVironment. While this email comes from an approved AV Please log into the Workday system to complete this action. Click Here to view the notification details. This email box is not monitored. Please do not reply to this message. workday.	 1. 2. 3.
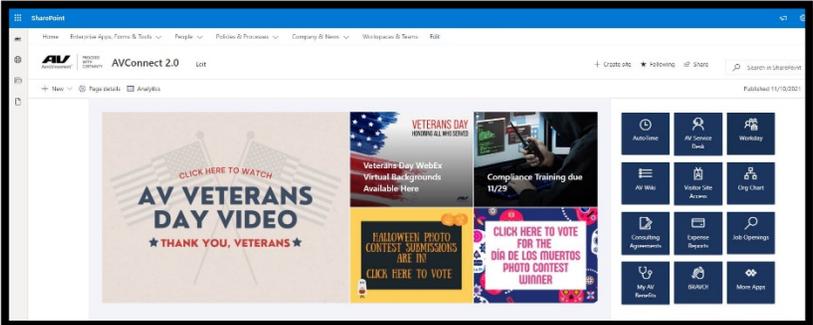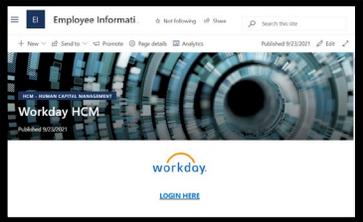
OVERVIEW

This **QUICK REFERENCE GUIDE** provides you with step-by-step instructions on how you can complete your Open Enrollment in Workday

Click here to view the benefits pamphlet for an overview of all 2022 Benefit Plans

Within this guide, we will go through how you can carry out the following actions in Workday:

1. **View Current Benefits**
2. **Review and Complete 2022 Open Enrollment**
3. **View and Print a Confirmation Page**

4. **Manage Dependents**
5. **Manage Beneficiaries**

By clicking on the **Benefits** worklet on your Workday homepage, you will be brought to this screen.

Change	External Links
Benefits	My AV Benefits
Beneficiaries	
Dependents	
1095-C Printing Election	

View	Current Cost
My ACA Forms	58.37
1 Benefit Elections	Change Open Enrollment
Benefit Elections as of Date	
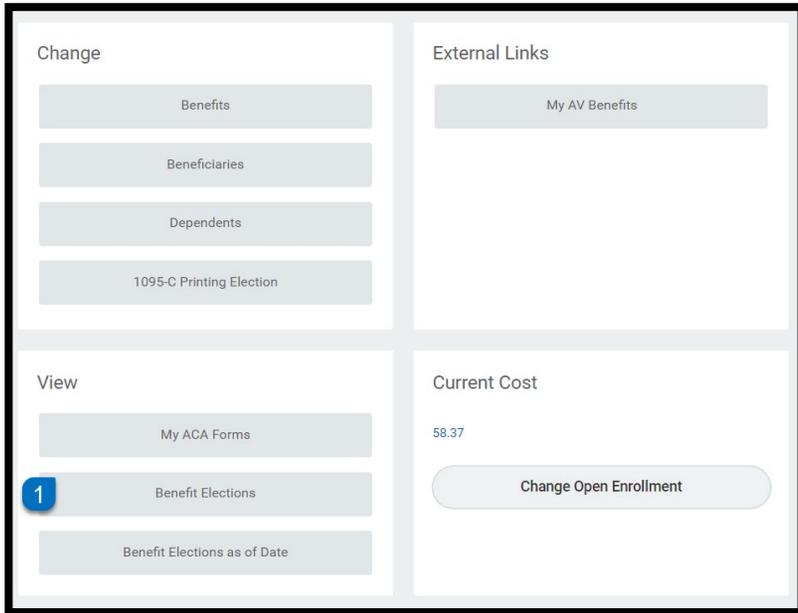
1 View Current Benefits (from 2021)

This section focuses on simply viewing your current Benefits information within Workday (if you have any currently displaying in the system).

1. Select the **Benefits** worklet on the homepage.
2. Navigate to the **View** section and click **Benefit Elections**.

Note: You can also view benefits as of a certain date by clicking on the **Benefit Elections as of Date** button and entering a date of choice.

3. **Review your current elections** and select the print icon to print your elections and **use as a reference**.

4. All employees are highly encouraged to review their benefit elections to confirm plan election, dependent coverage, review new employee premiums and update/elect beneficiaries.

5. Prior elections will carry over from 2021, **EXCEPT** FSA Health and/or Dependent Care. FSA elections must be made annually.

2022 OPEN ENROLLMENT (NOV. 15 – NOV. 30)

Review & Complete your 2022 Open Enrollment

This section focuses on how employees can complete their Open Enrollment Activity. <mark>**This must be done between Nov. 15ᵗʰ – Nov. 30ᵗʰ**.</mark> Open enrollment is the one time a year you can make benefit changes without experiencing a qualifying event.

> **IMPORTANT:** *Please read <u>ALL</u> the help text at the top of each Workday screen. It is imperative to understand all benefits and instructions*

1. View your **Announcements** section or **Workday Inbox** on the homepage & click the **Open Enrollment Change** task item.

2. Select the **Let's Get Started** button to be taken to the screen where you can begin enrolling in your benefits for 2022.

3. You will be required to answer a **Health Information question** & update current dependents that do not have a Social Security Number entered in Workday. Please **add that information** & click **Continue**.

Open Enrollment Main Page

Click on the **Enroll** or **Manage** **link under each benefit** to view, elect, or change coverage for that benefit option.

Health Care and Accounts

Medical
Anthem HDHP

Cost per paycheck	$151.16
Coverage	Employee + Family
Dependents	3

Manage

Dental
Cigna PPO

Cost per paycheck	$27.11
Coverage	Employee + Family
Dependents	3

Manage

Vision
EyeMed VIS

Cost per paycheck	$8.12
Coverage	Employee + Spouse
Dependents	1

Manage

Accident
Mutual of Omaha ACC (High)

Cost per paycheck	$29.42
Coverage	Employee + Family
Dependents	3

Manage

Hospital Indemnity
Waived

Enroll

Health Savings Account
HealthEquity

Contribution per paycheck	$242.31

Manage

Healthcare FSA
Waived

Enroll

Dependent Care FSA
Waived

Enroll

Insurance

Basic Life
Mutual of Omaha (Company-Paid) (Employee)

Cost per paycheck	Included
Coverage	1 X Salary

Manage

Basic AD&D
Mutual of Omaha (Company-Paid) (Employee)

Cost per paycheck	Included
Coverage	1 X Salary

View

Voluntary Life
Mutual of Omaha (Employee)

Cost per paycheck	$38.08
Coverage	$275,000

Manage

The Benefits Open Enrollment will require you to:

1. Click **Enroll** or **Manage** for the benefit you want to elect.
2. Click **Select** for plan you want to enroll in or **Waive** for the plan you **do not** want to enroll in & click **Confirm & Continue**
3. Select **Dependents** & click **Save**
   OR
   Add New Dependent (*see explanation on next page*)

ADD / ENROLL DEPENDENTS

1. To **Add New Dependent** not listed, select **Add New Dependent** button.
   a. You may use an **existing beneficiary** or **emergency contact record** or select the "**Create Dependent**" to add a new person. You will them be prompted to add Name, Relationship and other information on the screen.

2. To **create a new dependent** select "**Create Dependent**" and click **OK.** You can also select "_Use as Beneficiary_" to allow this person to be later selected as a Beneficiary for life plans.

ADD / ENROLL DEPENDENTS (CONTINUED...)

3. When Adding a New Dependent:
    a. **Things to remember:**
        i. Fill out all **Required fields***
        ii. **Disabled:** If dependent is disabled, check that off here
        iii. **National IDs:** You **MUST** select country first before the form will display the National ID Types available for a particular country
            1. You can add more than one National ID if necessary
        iv. **Duplicate Name:** If you have a dependent with the same name, select Allow Duplicate Name
    b. **What is a Dependent**:
        i. Natural or Adopted child under the age of 26
        ii. A qualified disabled adult child
        iii. Legal Spouse or Registered Domestic Partner
4. Click **SAVE** to return to the dependents screen

REQUIRED: ADD/UPDATE BENEFICIARY

Beneficiaries are required to be selected under Basic Life for all AV Employees before submitting benefit elections.

1. Select **Manage** under **Basic Life**
2. You will see the plan is automatically selected (since it's part of employee benefits) - Click **Confirm and Continue**
3. Within the Beneficiary area, select the **+** to add a beneficiary and then click on the **menu icon** to see your options.
4. Select either **Existing Beneficiary Persons**, if added earlier, and select the beneficiary OR Select **Add New Beneficiary or Trust** to add new beneficiary.
5. When adding a Beneficiary or Trust, review each tab and enter at a minimum all required fields. . A home address is required under the **Contact** tab. National ID (i.e. social security #) is only required if covering that same person on other benefits.
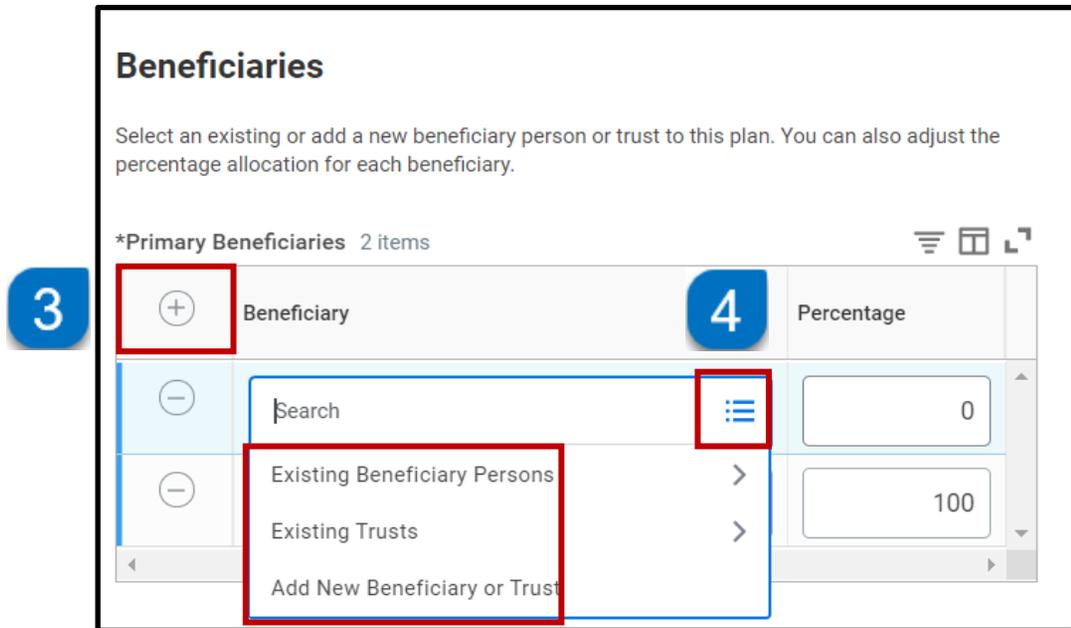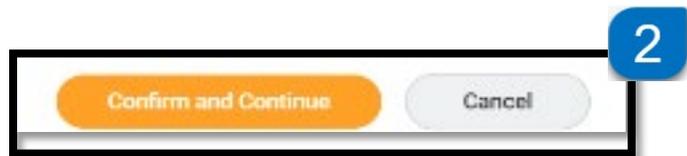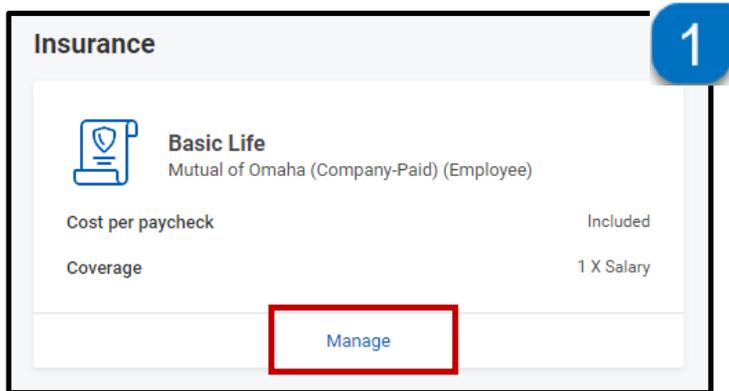
REQUIRED: ADD/UPDATE BENEFICIARY (CONTINUED.....)

NOTE: Unless otherwise identified, your Voluntary Life Insurance Beneficiaries will be the same as your Basic Life.

THINGS TO REMEMBER

MEDICIAL

You may only cover qualified dependents (Spouse, Registered Domestic Partner, Children)

EPO is now called PPO_Low and PPO is now called PPO_High. You will be assigned the corresponding plan based on your prior enrollment option.

FSA / HSA

If you want to take advantage of the FSA or Health Savings Account benefits:
- You may enroll in the **"Health care FSA"** if you have elected **Anthem PPO Low** or **Anthem PPO High** or you are waiving health coverage with AV. **Note:** you must be enrolled in a major medical plan to qualify for FSA (that plan can be through your spouse)
- You may enroll in **"Dependent care FSA"** regardless of any health care plan election
- Enroll in the **"Health Savings Account"** if you have elected **Anthem HDHP**
- **Health care FSA and Dependent care FSA** do NOT roll over year of year, you must re-enroll annually

VOLUNTARY LIFE / AD&D

- **First time enrollment:** You may elect to enroll in up to $250,000 with a guaranteed issue and up to 7 times your salary or $500,000 (whichever is lessor) with an EOI. Future elections will require an EOI for any amount.
- You may elect AD&D **only if you elect Voluntary Life** and it must match the Voluntary Life election amount. There is no standalone AD&D plan.
- Spousal life may not be greater than Employee life

ERROR MESSAGES

- If you encounter an Error message, click on the error notification for further instructions
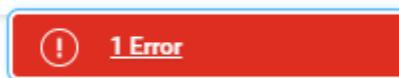
REVIEW AND SIGN BENEFIT ELECTIONS

1. To finalize your enrollment, select **Review and Sign** button from the **Open Enrollment** main page
2. Review your elections summary to ensure plan and proper tier elections.
3. Scroll to the bottom of the page and review and accept the **Electronic Signature**
4. Select **Submit**

Review and Sign `1`

View Summary `2`

Projected Total Cost Per Paycheck

Turn off the new tables view

Selected Benefits 9 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost

Electronic Signature `3`

Welcome to AeroVironment's Benefit System. By accepting this Legal Disclaimer, you are authorizing the People & Culture department and Payroll to deduct from your compensation any and all elected required contributions or costs for the benefit plans that you have selected. You acknowledge that by electing benefits, you are authorizing deductions with respect to those benefits that will remain in effect at least until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event (i.e. marriage, birth).

I Accept ☐

`4` **Submit**

Note: If you receive this message when clicking **Review and Sign**, it will require you to access the **Basic Life** plan to add Beneficiaries. **Review the Required: Add/Update Beneficiary section of this job aid.**

Additional Changes

Select a beneficiary for the following plans: Basic Life - Mutual of Omaha (Company-Paid) (Employee)

Close