

Initiate Optional Life Insurance - Approval to Increase Increments



People • Service • Business

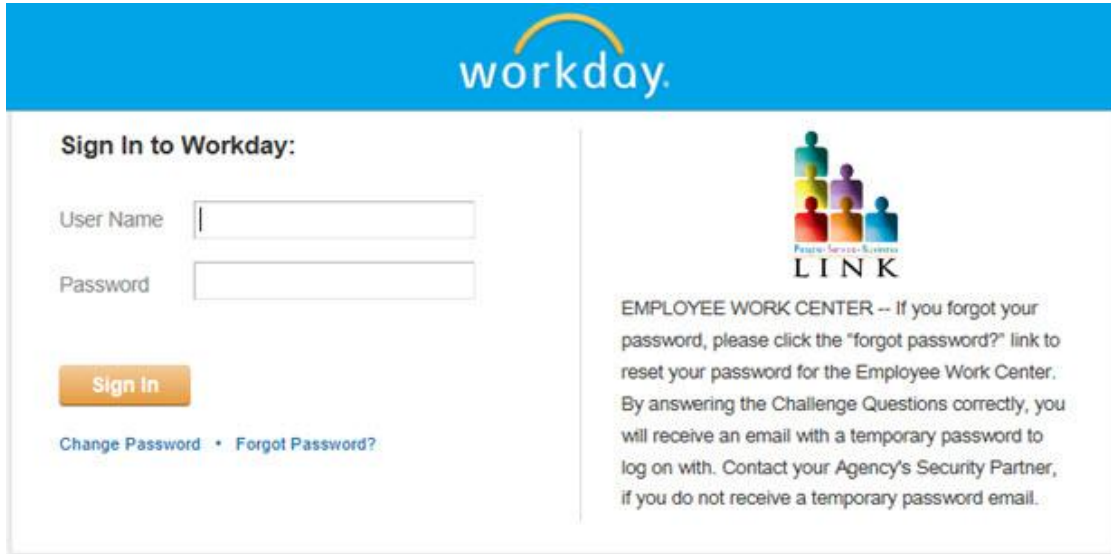
LINK

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Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



The screenshot shows the Workday login interface. At the top is the Workday logo. Below it, the text "Sign In to Workday:" is followed by two input fields: "User Name" and "Password". An orange "Sign In" button is positioned below the fields. To the left of the button are links for "Change Password" and "Forgot Password?". On the right side of the page, there is a logo for "LINK" (People Services Solutions) and a text block that reads: "EMPLOYEE WORK CENTER -- If you forgot your password, please click the 'forgot password?' link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email."

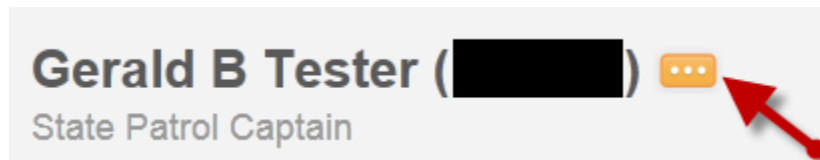
Optional Life Insurance - Approval to Increase Increments

When an employee wants to increase his/her Optional Life Insurance in more than the pre-approved increments, the HR Partner needs to approve this request.

1. In the **Search** box, type the employee name or employee ID for whom you want to trigger a life event, and then click the employee name.

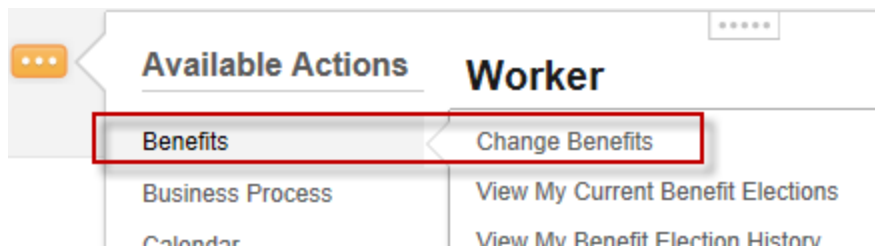


2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.



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3. Hover over **Benefits** and click **Change Benefits**.



4. Click the drop down arrow in the **Benefit Event Type** field, and, from the drop down list, select **Open Enrollment-Optional Life Insurance Change**.

Change Benefits

Benefit Event Type * ▼

Benefit Event Date *

Submit Elections By *

Open Elections for

Attachments

Attachment

5. In the **Benefit Event Date** field, enter the first of the month that you want the Optional Life Insurance change to take place. If there will be premium adjustments, the HR partner will calculate the amounts and do a premium correction through the Payroll and Finance center.

Benefit Event Type * ▼

Benefit Event Date *

Submit Elections By *

Open Elections for (empty)

Attachments

Attachment

◀ April 2014 ▶

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

3. In the **Submit Elections By** date field, DO NOT enter a date ... the date will automatically populate with the last day the employee can open the event.
4. Click **Submit**.

[View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

Initiate Optional Life Insurance - Approval to Increase Increments

- Once you submit the event, the following window will open for the HR partner. Click **Open** to complete the event.



- Click **Done**.

Change Benefits Elections

- This page reflects the enrollment you are changing. Click the **Elect** radio button.

The screenshot shows the "Change Benefit Elections" page for "Open Enrollment -Optional Life Insurance Change for Gerald B Tester (1 [redacted] - Step 1 of 3)". The page includes a table with the following columns: "Benefit Plan", "Elect / Waive", "Coverage Level", and "Covers Dependents". The "Elect" radio button is selected. A red arrow points to the "Covers Dependents" column.

Benefit Plan	Elect / Waive	Coverage Level	Covers Dependents
Optional Supplemental Life - Aetna 0.5 - 5X Salary (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	1.5 X Salary	

- The HR partner will elect the Coverage Level for which the employee has been approved.
- Click **Continue**

Add a Beneficiary

- Click the plus icon, in the Beneficiary column, to add a beneficiary.
- Use an existing contact by clicking the prompt icon in the box under the Beneficiary column, and then clicking Beneficiary Persons, and then selecting the person. Or, request that the employee create a new beneficiary for the HR Partner to use.

The screenshot shows the "Change Benefit Elections" page for "Open Enrollment -Optional Life Insurance Change for Gerald B Tester (1 [redacted] - Step 2 of 3)". The page includes a table with the following columns: "Benefit Plan", "Provider Website", "Requires Beneficiary", and "Beneficiaries". The "Add Beneficiary" dropdown menu is open, showing options like "Add Beneficiary Using Existing Contact".

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries
Optional Supplemental Life - Aetna 0.5 - 5X Salary (Employee)	Aetna	<input checked="" type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/>

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- If you need to add more beneficiaries, follow steps 1 and 2 above.
- You need to click the Primary Percentage or Contingent Percentage for each person, and enter the percentage amount.

NOTE: THE PERCENTAGE MUST EQUAL 100% FOR ALL PRIMARY AND CONTINGENT BENEFICIARIES.

Change Benefit Elections
Open Enrollment -Optional Life Insurance Change for Gerald B Tester (██████) - Step 2 of 3
 Event Date: 04/10/2014 Initiated On: 04/09/2014 Submit Elections By: 04/19/2014

\$12.91 Semi-monthly
Total Employee Net Cost/Cre

Beneficiary Designations

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Optional Supplemental Life - Aetna 0.5 - 5X Salary (Employee)	Aetna	<input checked="" type="checkbox"/>	+	
			-	<input type="radio"/> Primary Percentage: <input type="text" value="100"/> <input type="radio"/> Contingent Percentage: <input type="text" value="0"/>

- Click **Continue**.
- Click **Submit** to change to initiate the change to the Optional Life insurance.

Change Benefit Elections
Benefit Elections Review for Open Enrollment -Optional Life Insurance Change - Step 3 of 3
 Worker: Gerald B Tester (██████) Event Date: 04/10/2014 Initiated On: 04/09/2014

\$12.91 Semi-
Total Employee N

Elected Coverages

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee C
Optional Supplemental Life - Aetna 0.5 - 5X Salary (Employee)	04/10/2014	03/24/2014	1.5 X Salary	\$145,000.00		██████	
Total:							

Beneficiary Designations

Attachments

Attachment	Comment	File
No Data		

Electronic Signature

When you mark the "I Agree" checkbox you are acknowledging one of the two items listed below:
 Your name and password are considered your electronic signature and serve as your confirmation that you acknowledge if you enrolled in the Health Savings Plan that an Bank Account will be set up with OptumBank for you.
 If you waived the Health Savings Plan enrollment this time your name and signature will serve as your confirmation that you acknowledge you were offered the opportunity to enroll.

I Agree

- On the next screen, you can either **Print** a summary or click **Done**.

Signed By ██████████

Date 04/17/2014

- The event process will go through the additional review and approval steps.

View Event
Benefit Change - Open Enrollment -Optional Life Insurance Change : Gerald B Tester (██████) on 04/10/2014

For: Gerald B Tester (██████)

Overall Process: Benefit Event: Gerald B Tester (██████) on 04/10/2014

Overall Status: In Progress

My Actions

Awaiting Me	Due Date	Business Process	Subject
<input type="button" value="To Do"/>		Review for retro adjustments: Benefit Change - Open Enrollment -Optional Life Insurance Change : Gerald B Tester (1██████) on 04/10/2014	Review for retro adjustments

Remaining Steps for Changing Optional Life Insurance

1. When the event returns to the initiator, he/she MUST click the **Review for Retro Adjustments To Do** and **Submit**.

NOTE: IT WILL NOT BE FINALIZED UNTIL THE HR PARTNER HAS COMPLETED THE REVIEW FOR RETRO ADJUSTMENTS TO DO.

Complete To Do
Review for retro adjustments ...

For Gerald B Tester (1)

Overall Process Benefit Event: Gerald B Tester (1) on 04/04/2014


Overall Status In Progress

Instructions This employee has had a change in benefits, validate whether any retro adjustments are needed.

Comment

2. Once the Review for Retro Adjustments has been submitted, the HR partner will see the following screen. This indicates the change was successfully completed.

You have marked as Complete
Benefit Change - Default from Wellness PPO : Gerald B Tester (1) on 04/04/2014 ...

 Process Successfully Completed

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234