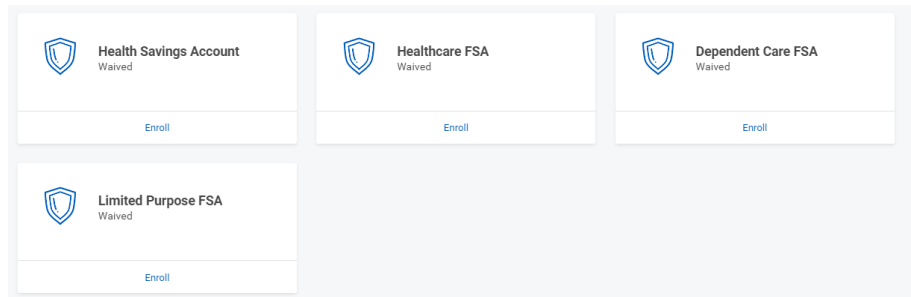


Welcome to Workday Self Service. Within Workday, you can manage your benefits by reporting qualified life event changes viewing and editing your benefit elections. This guide covers general information on how to make a enroll or modify Dependent Care FSA. If you have any questions please contact your Benefits Team.

Enrolling or modifying Flexible Spending Accounts or Health Savings Accounts



Note: Midyear enrollment or medication can be made to your Dependent Care FSA when there is a change in the need of care or/and the cost of care.



1. Click on the Benefit Tile



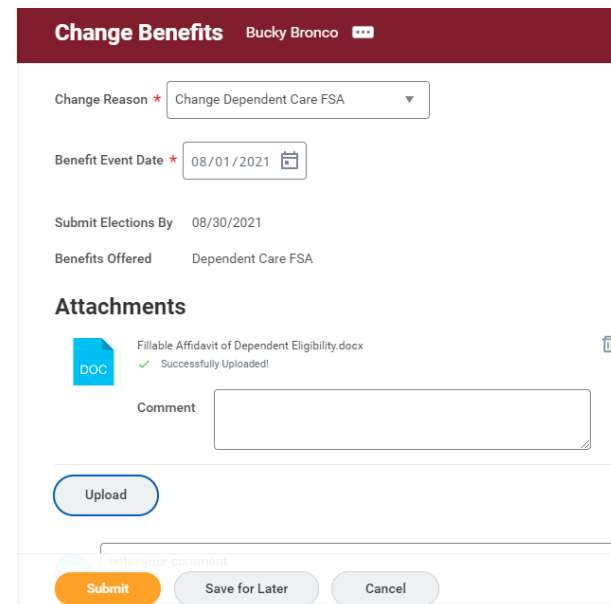
Benefits

2. Click **Change: Benefits**

Change



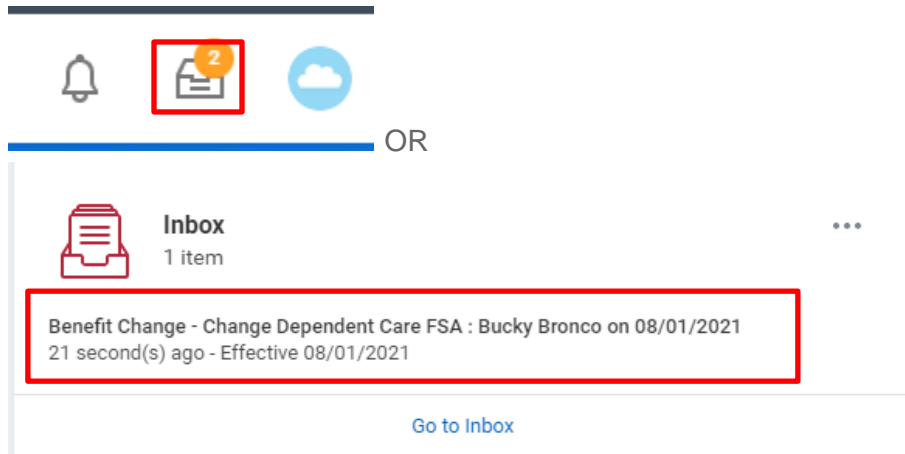
3. Select Change Reason: Change Dependent Care FSA and add the effective date.
4. Make sure to upload document explaining or proving that the change is due to change in the need or cost of care.
5. Click **Submit**



Once the Benefit Event is approved by the Benefit Partner you will receive a task in your inbox to continue to the next steps.

From the Inbox:

1. Click the **Benefit Change** task.



2. Click **Let's Get Started**

Change Benefit Elections

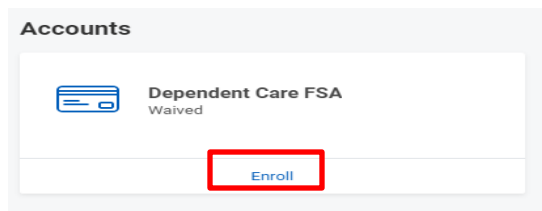
1 minute(s) ago - Effective 08/01/2021

Initiated On 08/03/2021

Submit Elections By 08/30/2021



3. Click **Enroll** to make elections in a new benefit plan.



4. **Select** or **Waive** on each Medical election. Your current elections are set as default. Click **Confirm and Continue**.

Plans Available

Select a plan or Waive to opt out of Dependent Care FSA.

1 item

*Selection	Benefit Plan	You Contribute (Semi-monthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Discovery Benefits	



5. Fill in the **Per Paycheck** Amount or **Annual** Amount. Be mindful of the minimum and maximum annual amounts.

Projected Total Cost Per Paycheck \$60.00

Projected Total Credits \$0.00

Contribute

Per Paycheck

Annual Remaining Paychecks 10

Minimum Annual Amount: \$600.00

Maximum Annual Amount: \$10,500.00

Summary



6. Click **Save**

Finalize and Submit Benefit Enrollment

Once you have made all your benefit elections, please make sure to take the following step to finalize the benefit event.

1. Review all elections made by skimming the Benefit Event Page. Click **Review and Sign**.

Change Dependent Care FSA

Projected Total Cost Per Paycheck
\$60.00

Projected Total Credits
\$0.00

Accounts

Dependent Care FSA
Discovery Benefits

Contribution per paycheck \$60.00

[Manage](#)

Review and Sign

Save for Later

2. Review the Summary Page to ensure all your desired elections were made.

View Summary

Projected Total Cost Per Paycheck
\$60.00

Projected Total Credits
\$0.00

Bucky Bronco Jr.

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Dependent Care FSA	08/01/2021	08/01/2021	\$600.00 Annual
Discovery Benefits			

3. Scroll down to review any **Messages** and **Total Benefits Cost**

Total Benefits Cost 1 item

Employee Cost	Credits	Net Cost
\$60.00	\$0.00	\$60.00

4. Check off the **I Agree** box to provide an electronic signature confirming your changes and click **Submit**.

Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

Kaiser Enrolled Employees
If you enrolled into SCU's Kaiser plan, this electronic signature acknowledges that you accept the rules and regulations of Kaiser California.

I Agree

Submit

Save for Later

Go Back

Cancel

PRINT BENEFITS STATEMENT

Upon submitting the event you will receive the following confirmation page.

1. Click **View 202 Benefits Statement** to view new elections.

Success, You're Enrolled

View 2021 Benefits Statement

2. Workday will direct you to page similar to the Summary Page.

Submit Elections Confirmation Change Dependent Care FSA for Bucky Bronco

Initiated On 08/03/2021
 Submit Elections By 08/30/2021 Total Employee Cost/Credit \$60.00 Semi-monthly Cost
 Event Date 08/01/2021

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Turn on the new tables view

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Semi-monthly)
Dependent Care FSA - Discovery Benefits	08/01/2021	08/01/2021	\$600.00 Annual			\$60.00
Total:						\$60.00

3. Click **Print** at the bottom of the page

Print

4. Click the **Download** button on the pop up to download the document.
5. Once done, click the WD Cloud to go to the homepage or logout.