

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 enroll, modify, or cancel Mass Transit Flexible Spending Account. If you have any questions please contact your Benefits Team.

Enrolling or modifying Mass Transit FSA



Note: Enrollment and modifications to your Mass Transit FSA can only be done during 1st-10th of each month.

1. Click on the Benefit Tile



Benefits

2. Click **Change: Benefits**

Change

Benefits

Beneficiaries

3. Select Change Reason: Change Mass Transit Benefits and add the effective date

Change Reason * Change Mass Transit Benefit

Benefit Event Date * 08/03/2021

4. Click **Submit**

5. Open Event by Clicking **Open** in the pop up screen. You can also open the even in your Workday inbox.

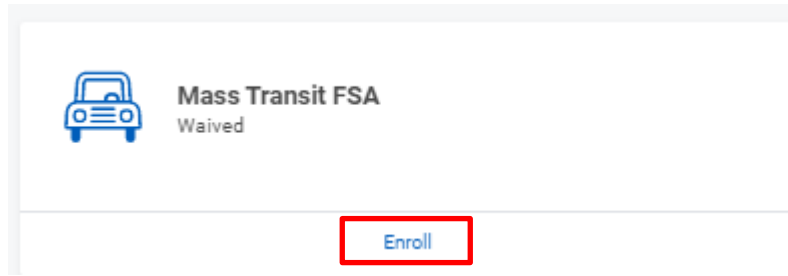
You have submitted

Up Next: Bucky Bronco, Change Benefit Elections

[View Details](#)

Open

6. Click **Manage** to update your Mass Transit elections. Click **Enroll** to enroll in a new benefit plan.



7. **Select or Waive** Life Insurance Plans. Your current elections are set as default. Click **Confirm and Continue**

Plans Available

Select a plan or Waive to opt out of Mass Transit FSA.

1 item

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Discovery Benefits



8. Fill in the **Per Paycheck** Amount. \$135 per paycheck maximum.

Mass Transit FSA - Discovery Benefits

Projected Total Cost Per Paycheck \$135.00 Projected Total Credits \$0.00

Contribute

Enter an amount that you will contribute to this plan.

Per Paycheck Contribution (\$)

Maximum Amount: \$135.00

9. 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
- 2. Click **Review and Sign**

Change Mass Transit Benefit

Projected Total Cost Per Paycheck \$135.00 Projected Total Credits \$0.00

Additional Benefits

Mass Transit FSA
Discovery Benefits

Contribution per paycheck \$135.00

[Manage](#)

Review and Sign Save for Later

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

View Summary

Projected Total Cost Per Paycheck \$135.00 Projected Total Credits \$0.00

Bucky Bronco Jr. Turn on the new tables view

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Mass Transit FSA	08/03/2021	08/03/2021	\$135.00			\$135.00
Discovery Benefits						

Turn on the new tables view

- Scroll down to review any Messages and Total Benefits Cost

Messages 1 item

Plan	Information
Voluntary Life Employee - Anthem Blue Cross 20K to 500K (Employee)	You must submit evidence of insurability for the \$100,000 election. Your election will be reduced to \$0 until evidence of insurability is received and approved. Your election will be waived if you are denied coverage.

Total Benefits Cost 1 item

Company Contribution	Employee Cost	Credits	Net Cost
\$988.21	\$545.75	\$0.00	\$545.75

- 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:

- You understand that your benefit elections are legal and binding transactions.
- 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

Submitted

Success, You're Enrolled

[View 2021 Benefits Statement](#)

- Click **View 2021 Benefits Statement** to view new elections.
- Workday will direct you to page similar to the Summary Page.

Submit Elections Confirmation Change Mass Transit Benefit for Bucky Bronco

Initiated On 08/03/2021 Total Employee Cost/Credit \$135.00 Semi-monthly Cost

Submit Elections By 09/01/2021

Event Date 08/03/2021

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

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Semi-monthly)
Mass Transit FSA - Discovery Benefits	08/03/2021	08/03/2021	\$135.00			\$135.00
						Total: \$135.00

- Click **Print** at the bottom of the page

Print

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