

Hexcel's Workday User Manual

Chapter 4-01

NEW HIRE BENEFITS ENROLLMENT

Selecting Your Benefits

When it is time to enroll in benefits, you'll receive a Benefit – New Hire task in your Workday Inbox. To complete your benefits enrollment:



1. Go to your Workday **Inbox**
2. Click the **Benefit Change – New Hire** task.
3. Start the process by stating if you are a Tobacco User
4. Select **Elect** or **Waive** next to each benefit election choice.

Health Care Elections 11 items

Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)	Plan Description	Provider Website
Medical - CIGNA HDHP	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	CIGNA HDHP SPD	CIGNA
Medical - CIGNA PPO Open Access	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	CIGNA PPO SPD	CIGNA
Medical - Hexcel Opt Out	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00		
Medical - Hexcel Waive (another Hexcel employee is covering me)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00		
Medical Credit - Hexcel Tobacco Wellness (tobacco users only - see criteria above)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00		
Medical Surcharge - Hexcel Spouse (I am covering a spouse who has access to other coverage)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00		
Dental - Delta Dental DPPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Delta Dental PPO SPD	Delta Dental website
Dental - Hexcel Opt Out	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee Only				4.62		
Dental - Hexcel Waive (another Hexcel employee is covering me)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00		
Vision - Vision Service Plan/VSP Buy-Up	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	VSP Vision Buy-Up SPD	VSP
Vision - Vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Vision Low SPD	VSP

5. Click the link to each plan description or provider website for more information as needed.
6. Modify your level of coverage as needed on any eligible plan using the prompt in the Coverage column.

Adding Dependents

1. Click the field in the Coverage column next to the plan that you wish to add dependents to.
2. Click the prompt icon  and select what kind of dependents you will add. A new field will display in the Enroll Dependents column.
3. Click the field in the Enroll Dependents column next to the benefit plan to which you want to add a dependent.
4. Click the prompt icon  in the dependent field and select Create to add a new dependent.
5. Complete all of the required information for your new dependent.
6. After coverage is selected and dependents are entered, click continue to proceed.

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Have you used tobacco in any form in the past 12 months?

Yes

Health Care Plan Dependencies

Health Care Elections 11 items

Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - CIGNA HDHP	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00
Medical - CIGNA PPO Open Access	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee & Spouse	<input type="text" value="search"/> Dependents Create	\$115.08	\$392.31	0.00
Medical - Hexcel Opt Out	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00
Medical - Hexcel Waive (another Hexcel employee is covering me)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00
Medical Credit - Hexcel Tobacco Wellness Allowance	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00

Electing the Health Savings Account

The next step displays the Health Savings Account information. If you did not elect the High Deductible Health Plan from the previous screen, you are not eligible for this plan. Click the **Continue** button.

If you did elect the High Deductible Health Plan and you would like to contribute your own money, Elect this plan and enter the dollar amount you wish to contribute. Then click the **Continue** button.

Health Savings Account Plan Dependencies

Health Savings Election

Benefit Plan	*Elect / Waive	Contribution Range (Annual)
Health Savings Account - JP Morgan Chase HSA	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 19 Your estimated contributions made this year 0.00 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00

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Electing a Flexible Spending Account and Dependent Care Account

You have the option of selecting the following pre- tax accounts:

1. Health Care Flexible Spending Account – covers eligible medical, Rx, dental and vision expenses
2. Dependent Care Flexible Spending Account – covers eligible expenses such as childcare costs for children under age 13



Note: If you don't wish to elect one or both of them, click the **Continue** button.

Spending Account Plan Dependencies

Spending Account Elections 2 items

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Health Care Flexible Spending Account - CONEXIS	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 19 Your estimated contributions made this year 0.00 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00	Minimum Contribution (Annual) \$300.00 Maximum Contribution (Annual) \$2,500.00 Provider Website Conexis Plan Description Health Care FSA SPD
Dependent Care Flexible Spending Account - CONEXIS	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 19 Your estimated contributions made this year 0.00 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)? 0.00	Minimum Contribution (Annual) \$300.00 Maximum Contribution (Annual) \$5,000.00 Provider Website Conexis Plan Description Dependent Care FSA SPD

Adding Group Life Insurance & Other Insurance Options

Hexcel provides a Basic Group Life Insurance and AD&D benefit at no cost to you. The plan is the first one listed below and is automatically elected for you. Scroll down to select other insurance plan offerings. Click the **Continue** button.

Benefit Plan	Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)	Plan Description	Provider Website
Basic Group Life - Reliance (max \$50k) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	1 X Salary		\$46,000.00		\$3.50	0.00	Life Insurance and AD&D Plan Highlights	
Supplemental Life - Reliance (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00		
Spouse Voluntary Life - Reliance (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00		
Spouse Voluntary Life - Reliance (Spouse -> 70 years) (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00		
Child Voluntary Life - Reliance (Child)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00		
Basic AD&D - Reliance (50k max) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	1 X Salary		\$46,000.00		\$0.42	0.00	Life Insurance and AD&D Plan Highlights	
Voluntary AD&D EE - Reliance (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00		
Voluntary AD&D Family - Reliance (Spouse/Child)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00		
Short-Term Disability - Matrix Base (non-CA) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	55% of Salary		\$25,300.00		\$11.88	0.00	STD Plan Highlights Non-CA	Matrix
Short-Term Disability Buy-Up - Matrix (non-CA) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						0.00	STD Plan Highlights Non-CA	Matrix
Long-Term Disability - Reliance (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	60% of Salary		\$27,600.00	\$4.16		0.00		

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Designating Beneficiaries

Next, designate your beneficiaries for your life insurance plans. Your life insurance plan requires beneficiaries and you can designate more than one beneficiary for each plan.

Beneficiary Designations 2 items

Benefit Plan	Requires Beneficiary	Beneficiaries		
		*Beneficiary	*Primary Percentage / Contingent Percentage	
Basic Group Life - Reliance (max \$50k) (Employee)	<input checked="" type="checkbox"/>			<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/>
			<input type="text" value="Doe, Jane"/>	<input type="radio"/> Contingent Percentage <input type="text" value="0"/>
Basic AD&D - Reliance (\$50k max) (Employee)	<input checked="" type="checkbox"/>			
			<input type="text" value="search"/>	<input type="radio"/> Primary Percentage <input type="text" value="0"/>

1. Click the **plus** icon to add a new row.
2. Click the **prompt** icon to select from a list of existing beneficiaries or to create a new one; or, click the X next to their name to remove a beneficiary.
3. Specify the percentage of benefits for each beneficiary in the Primary Percentage/Contingent Percentage column. Your primary beneficiary and contingent beneficiaries must equal 100%.
4. Click **Continue**.

Additional Benefit Elections

The additional benefits section is where you can elect such options as the employee assistance plan (EAP).

Hexcel provides this benefit at no cost to you and is automatically elected for you.

Click the **Continue** button to proceed.

Additional Benefits Elections

Benefit Plan	*Elect / Waive	Coverage	Amount (Bi-weekly)	Percent	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)	Provider Website
Employee Assistance Program - Magellan	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		0.00	0		\$0.72		Magellan
					Total:	0.00	0.72	0.00

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Benefit Election Review

The final step is the Benefit Election Review:

1. Review your elections for accuracy. Notice your monthly cost in red in the upper right hand corner.

\$53.13 Bi-weekly Cost
 \$4.62 Bi-weekly Credit
 \$48.51 Bi-weekly Cost
Total Cost Total Credits Total Employee Net Cost/Credit

By submitting this form, I certify that my elections concerning my benefits are accurate and complete. I authorize Hexcel to make the required payroll deductions. I understand as required by IRS, I forfeit any money remaining in my Flexible Spending Account (s) at the end of the plan year (Dec 31, 2015). However, the IRS has granted a 2 1/2 month grace period for Dependent Care and Health Care accounts. This time frame allows you to submit any incurred Health Care and Dependent Care claims by March 15, 2015. These elections are binding subject to my right to make changes according to provisions of these plans and to comply with federal and state laws.

Elected Coverages 7 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - CIGNA PPO Open Access	04/01/2014	04/01/2014	Employee Only				\$48.97	\$166.93	
Dental - Hexcel Opt Out	04/01/2014	04/01/2014	Employee Only						\$4.62
Basic Group Life - Reliance (max \$50k) (Employee)	04/01/2014	04/01/2014	1 X Salary	\$46,000.00		Doe, Jane		\$3.50	
Basic AD&D - Reliance (\$50k max) (Employee)	04/01/2014	04/01/2014	1 X Salary	\$46,000.00		Doe, Jane		\$0.42	
Short-Term Disability - Matrix Base (non-CA) (Employee)	04/01/2014	04/01/2014	55% of Salary	\$25,300.00				\$11.88	
Long-Term Disability - Reliance (Employee)	04/01/2014	04/01/2014	60% of Salary	\$27,600.00			\$4.16		
Employee Assistance Program - Magellan	04/01/2014	04/01/2014						\$0.72	
Total:							53.13	183.45	4.62

2. Scroll down and ensure that your coverages are accurate.
3. Then review your beneficiary elections
4. Click

Completing Your Enrollment

1. A confirmation statement displays.
2. Click **Print** to generate a printable version of this summary for your records.

Date	Content Modified