

# Hexcel's Workday User Manual

## Chapter 4-02

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### CHANGING BENEFITS MID-YEAR

Each year there is an annual open enrollment when you can make election changes effective January 1<sup>st</sup> of the next calendar year. Outside of that, there are two categories of mid-year benefit changes: A Qualifying Event Change or Other Benefit Change.

1. **Qualifying Event:** Election changes during the calendar year can only be made if you experience a life event or change in circumstance. Examples of such a change are marriage, birth, divorce, change of a dependents eligibility, etc. See list below. Appropriate documentation will be required. (Marriage certificate, divorce degree, etc.)
2. **Other Benefit Changes:** Changes in the amount you contribute to the Health Savings Account, Commuter/Parking benefit, updating a beneficiary and updating the spousal surcharge in the event your spouse gains or loses medical coverage with their employer.

#### Qualifying Life Event Reasons Include:

- Birth of a child/adoption
- Death of a dependent
- Divorce
- Legal Separation
- Employment ends for spouse/dependent child
- Marriage
- Qualifying for coverage under Medicaid or an S-Chip plan ends

**Note:** Documentation is required for this type of change.

#### Other Benefit Changes Allowed

- HSA Savings
- Commuter/Parking
- Update Spouse Surcharge
- Update Beneficiaries

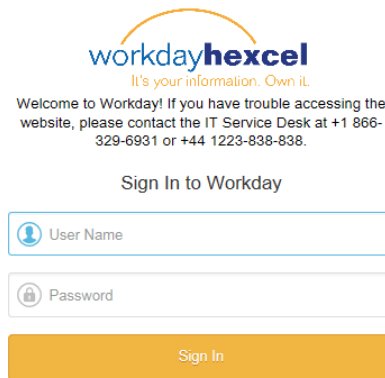
**Note:** These changes can be completed at any point during the year.

***Complete the steps on the following pages to make a Benefits Change:***

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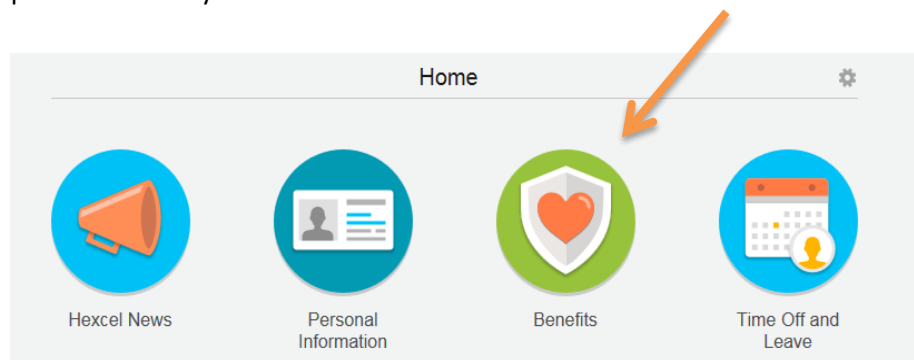
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### 1. Sign in to Workday

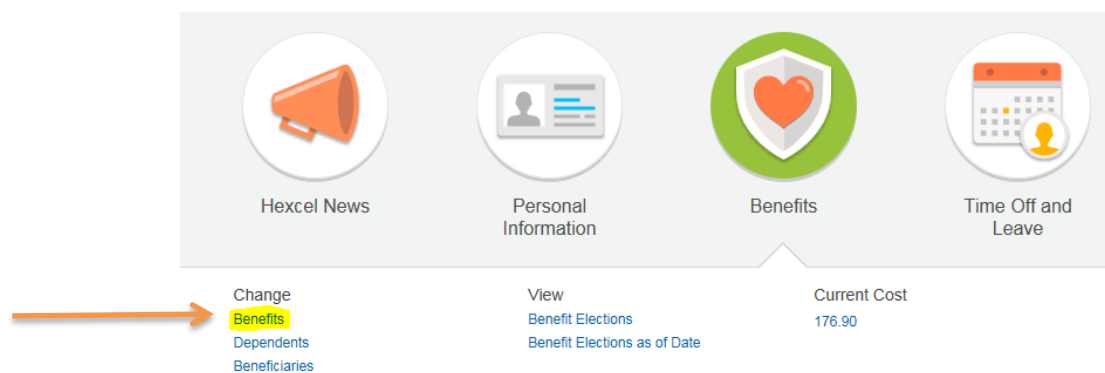


### 2. Click the **Benefits** worklet

**Note:** The home page configuration may differ from the one shown depending on the requestor's security access.



### 3. Click the **Change Benefits**



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4. Click the **Benefit Event Type** and enter the **Benefit Event Date**

Change Benefits Group: Health Plan (1000000) ...

Welcome to your Hexcel Benefits Enrollment. You reported a life event and requested to   
Please contact your local HR team if you have questions about your elections or the enro   
Supporting documentation is required for life events of Birth/Adoption, Marriage/Divorce,

Benefit Event Type \*  Birth/Adoption   
 Change HSA Contribution   
 Commuter/Parking Change   
 Dependent Gains Outside Eligibility   
 Dependent Loses Outside Eligibility   
 Divorce/Legal Separation   
 Marriage   
 Medicare Eligibility Change   
 Update Beneficiaries   
 Update Spousal Surcharge

Benefit Event Date \*  ...

Submit Elections By 07/22/2014

Enrollment Offering Types Basic AD&D   
Basic Group Life   
Child Voluntary Life   
Dental   
+ More (5)

### Attachments

5. For a **Qualifying Event**, documentation is required to make a change. In this example, the Event Type is Divorce. Click the grey “attach’ button to pull up a window to browse files saved on your computer. Select the file and click **Ok**. Click + to add additional rows for multiple documents.

You may add a comment (optional) and then click Submit

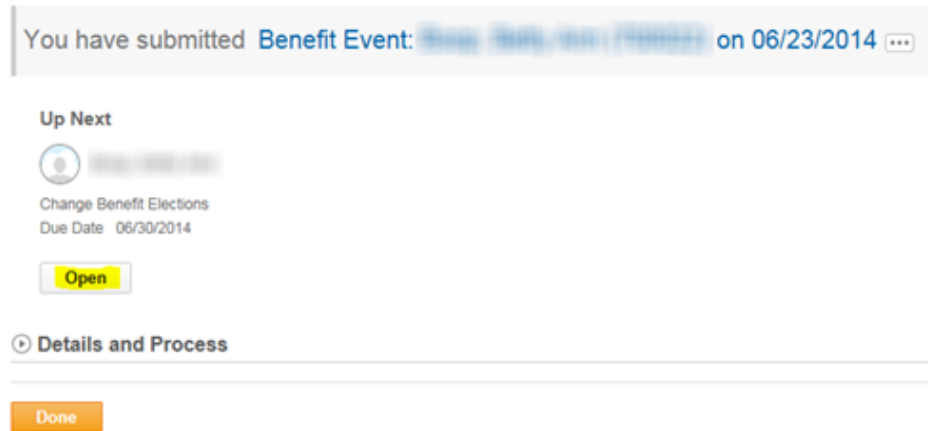
Attachments	Attachment	Comment	File
<span>+</span>			<span>Attach</span>


Submit Save for Later Cancel [View Comments \(0\)](#) [Process History](#) [Related Links](#)

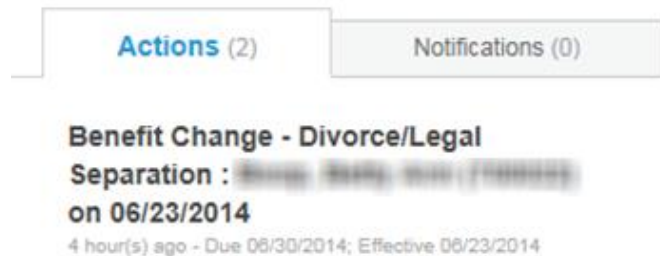
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- This next screen confirms that you have submitted your **Benefit Event**. If you click **Open** on this page, you will land on the first step of the Benefit Enrollment Process where you will remove the spouse from benefits.



- Note:** To complete the task of removing the spouse at a later date, click . The task will be saved and the employee will have an action item in their mail box the next time they sign in.




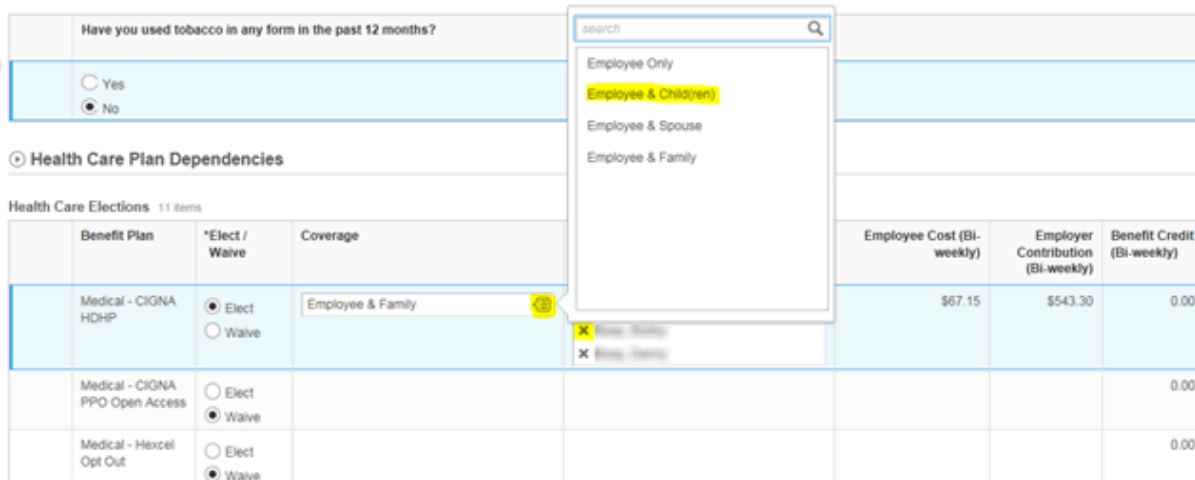
- Once on the Benefit Enrollment page, you'll be allowed to remove the spouse from the Hexcel benefit plans and update the coverage tier
  - In this example, moving from Family Coverage to EE + Child(ren). If the qualifying event is a birth or adoption, you would add the dependent and update the coverage tier if needed.





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- To remove the spouse, click on the **X** next to the name so it disappears.
- Then click  under 'Coverage' to change the tier from Employee + Family to Employee + Child(ren).



Benefit Plan	*Elect / Waive	Coverage	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - CIGNA HDHP	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee & Family	\$67.15	\$543.30	0.00
Medical - CIGNA PPO Open Access	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				0.00
Medical - Hexcel Opt Out	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				0.00

- Click through all the benefit enrollment steps and make the needed changes. This process includes adjusting the HSA contributions and beneficiary designation. At the final screen titled **Submit Elections Confirmation**, click  on the bottom left hand corner to submit the benefit changes. The request will now be routed to the Benefit Partner for approval.
- Either print for your records or hit  to proceed to the home screen.



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

### Evidence of Insurability

Important: You have Evidence of Insurability pending for a previous enrollment. Your insurance elections may be affected based on that process.

#### Elected Coverages 0 items

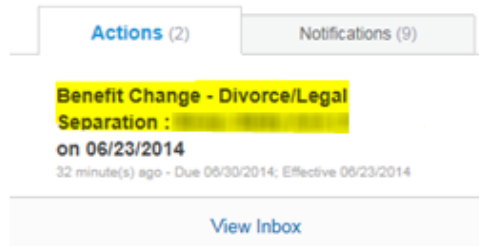
Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - CIGNA HDHP	07/01/2014	07/01/2014	Employee & Children)				\$40.70	\$329.28	
Dental - Delta Dental DPPO	07/01/2014	07/01/2014	Employee Only				\$4.30	\$12.88	
Vision - Vision Service Plan VSP Buy-Up	07/01/2014	07/01/2014	Employee Only				\$1.54		
Health Savings Account - JP Morgan Chase HSA	05/01/2014	05/01/2014	\$2,000.00 Annual				\$111.11	\$38.46	
Basic Group Life - Reliance (max \$50k) (Employee)	05/01/2014	05/01/2014	1 X Salary	\$50,000.00				\$4.19	

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### Approval Step – Benefit Partner

1. Until the **Benefit Partner** approves the employee's benefit change, the change(s) are not effective. The Benefit Partner will be notified via an action item in their email box.



2. Click on the Action Item and review the attached documentation. Then, confirm that the employee did in fact remove the spouse from all the plans he was enrolled in.

**Inbox**

**Review Benefit Change - Divorce/Legal Separation : [redacted] on 06/23/2014** ...

For: Benefit Event: [redacted] on 06/23/2014  
Overall Process: Benefit Change - Divorce/Legal Separation : [redacted] on 06/23/2014  
Overall Status: In Progress  
Due Date: 06/30/2014

**Details to Review**

Benefit Event Type: Divorce/Legal Separation  
Initiated On: 06/28/2014  
Submit Elections By: 07/22/2014  
Event Date: 06/23/2014  
Finalized Date: (empty)  
Benefit Group: Active Employees in the US - Full Time  
Enrollment Status: **In Progress**

**Attachments**

Attachment  
[redacted].PNG

**Elected Coverages** 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries
Medical - CIGNA HDHP	07/01/2014	07/01/2014	Employee & Child (ren)		[redacted]	
Dental - Delta Dental DPPO	07/01/2014	07/01/2014	Employee Only			
Vision - Vision Service Plan VSP Buy-Up	07/01/2014	07/01/2014	Employee Only			

3. If the information is complete, click

**Approve**



**Note** for Benefit Partner: If the request was not satisfactorily completed or the documentation provided was not sufficient, **do not** click Cancel as it will wipe out all changes and require the requesting employee to start from the beginning. Instead, use the **Send Back** option and include a comment.

- **Example:** A divorce decree is required to process the change and remove your spouse from coverage.


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4. You'll see a notification that the benefit change event was successful.

**Inbox**

**Success! Event approved** Benefit Change - Divorce/Legal Separation : [Redacted] on 06/23/2014 ...

 Process Successfully Completed

**Details and Process**

For [Redacted]

Overall Process: Benefit Event [Redacted] on 06/23/2014


Overall Status: Successfully Completed

Due Date: 07/05/2014

**Details** | Process

Benefit Event Type	Divorce/Legal Separation
Initiated On	06/29/2014
Submit Elections By	07/22/2014
Event Date	06/23/2014
Finalized Date	06/29/2014
Benefit Group	Active Employees in the US - Full Time
Enrollment Status	Finalized

**Attachments**

Attachment
 [Redacted].PNG

Date	Chapter Modified
14 April 2015	Updated screen snips to reflect new sign in graphic and blurred out Employee and Dependent names...DLB