BENEFITS OPEN ENROLLMENT

Each year there is an annual open enrollment period in the fall when you can make benefit elections that take effect January 1st of the next calendar year. Your current year elections will automatically be shown within the open enrollment steps. This allows you to see the benefit plans you're enrolled in today. Be sure to review these elections and make any changes.
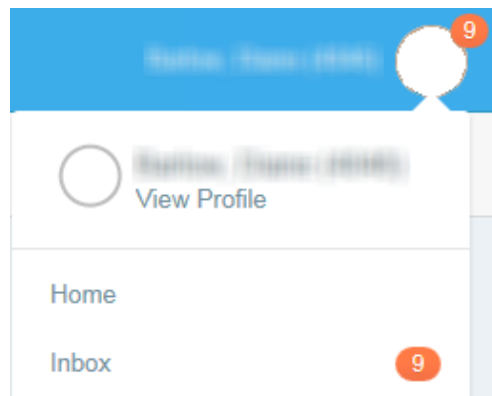
Similar to prior years, all Hexcel employees must enroll online. If you don't enroll, you'll have no coverage for you or your family in the next calendar year.

1. Sign in to Workday

2. Your inbox will contain an action item advising you to enroll in your benefits.

3. Click on the text to start the process:
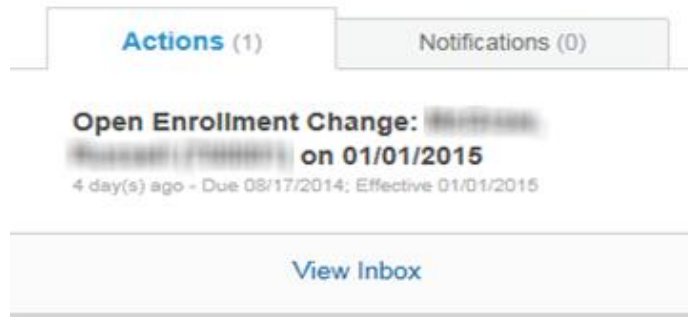
4. You will land on Step 1 of 7 steps. In the middle of the page, highlighted in yellow, click on the arrow to expand the text to fill the screen.

5. Carefully read the instructions on each page and make your benefit selections. On the bottom of each page, click **Continue** to proceed to the next step**.**
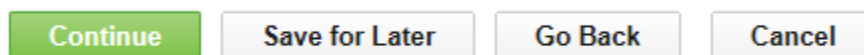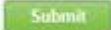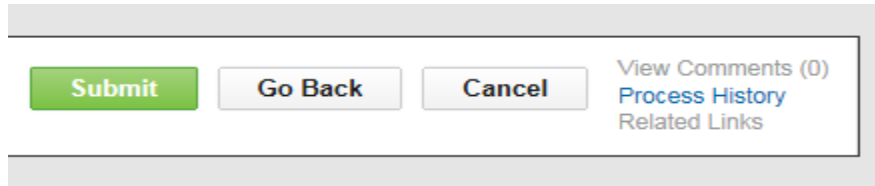

- **Save for Later** will save your benefit elections if you decide to leave the process mid stream.
- **Go Back** will bring you to the previous page
- **Cancel** will take you out of the seven step enrollment process and will not save your changes.

6. When you reach Step 7, you will see a summarized list of all your elections. Review your elections and if correct, click ![Submit]


7. Then click **Print** to receive a paper confirmation statement and then click **Done.**

![Helpful Tips] **Note**: If you made a change to supplemental life insurance for yourself, your spouse or child, be sure to complete the required evidence of insurablity form. A message will appear if a completed form is required.
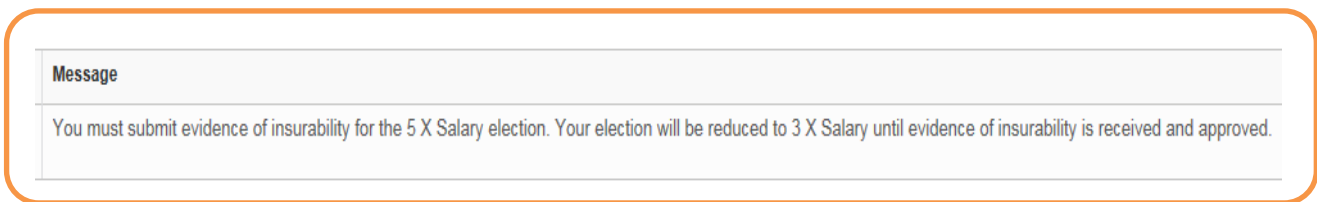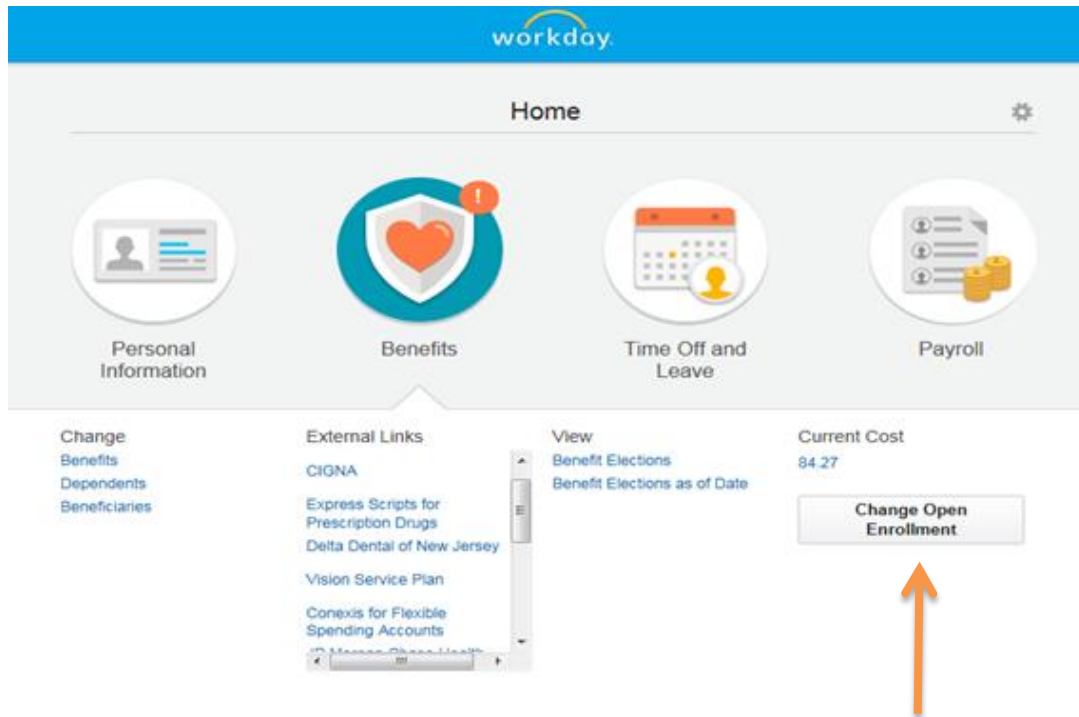

8. If, after you submit your elections, you want to make a change and its still during the Open Enrollment window, **click** on theBenefit worklet.
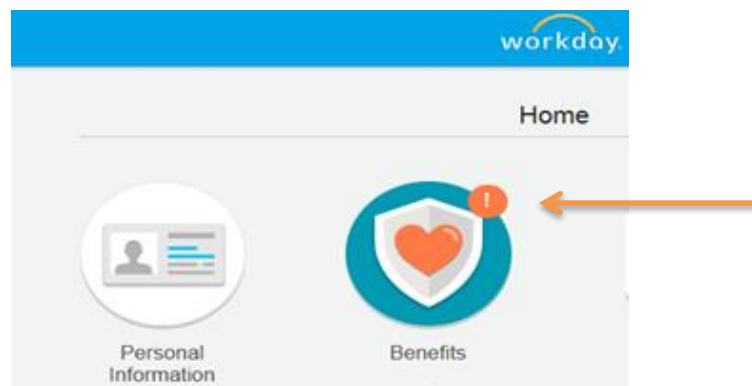
9. Then **Click** on the box labeled, **Change Open Enrollment**. Make your changes and click **Continue** after each step of the process. Be sure to **Submit** your elections at the end.

   If the Open Enrollment window has closed, you will not be able to make changes and will not see the box labeled, **Change Open Enrollment.**

Date	Content Modified
14 April 2015	*Updated sign in graphic and modified screen snip to blur out employee names…DLB*