

Hexcel's Workday User Manual

Chapter 4-06

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.

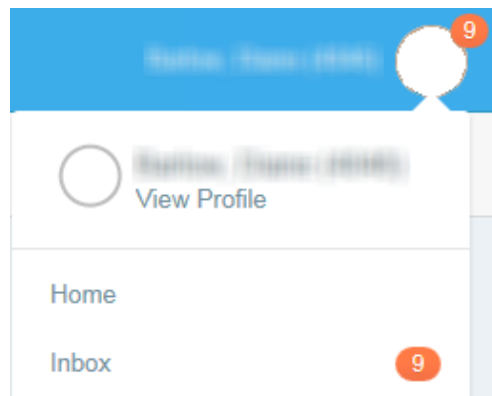
Similar to prior years, all Hexcel employees must enroll online. If you don't enroll, you'll have no coverage for you or your family in the next calendar year.

1. Sign in to Workday



The screenshot shows the Workday Hexcel sign-in interface. At the top is the logo with the tagline "It's your information. Own it." Below the logo is a welcome message: "Welcome to Workday! If you have trouble accessing the website, please contact the IT Service Desk at +1 866-329-6931 or +44 1223-838-838." The main heading is "Sign In to Workday". There are two input fields: "User Name" with a person icon and "Password" with a lock icon. Below the fields is a large orange "Sign In" button.

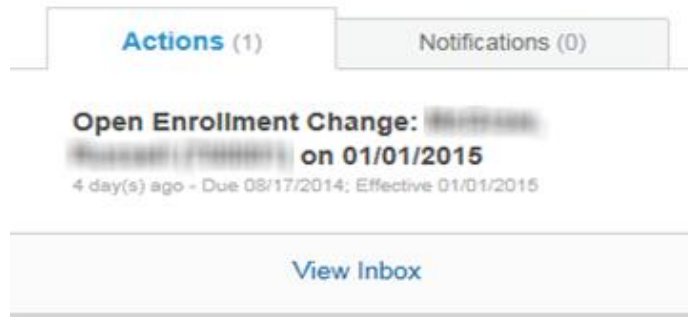
2. Your inbox will contain an action item advising you to enroll in your benefits.



Hexcel's Workday User Manual

Chapter 4-06

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.

Inbox

Change Benefits for Open Enrollment Open Enrollment for [Redacted]

Event Date	01/01/2015
Initiated On	08/15/2014
Submit Elections By	08/22/2014

Welcome to 2015 Open Enrollment.
Open Enrollment begins on Monday, October 20, 2014 through Monday, November 10, 2014 9:00pm Pacific time.
For a narrated overview of your benefits, click to view the 2015 Open Enrollment Presentation.
CIGNA Cost and Comparison Tool
To compare your medical and prescription plan costs, click here to utilize the [pre-enrollment health plan comparison tool](#) and
Open Enrollment ID: **HexcelCorp2014** Password: **cigna** (The password is in lower case and is case-sensitive)

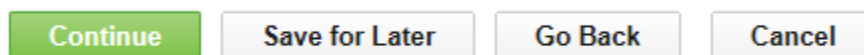
Start the process by stating if you are a Tobacco User and then elect a medical, dental and vision plan. If you are a tobacco tobacco user.

Eligible Dependents are lawfully married spouses and dependent children up to age 26 regardless of student or marital statu he child attains age 26 are considered eligible dependents. Spouse does not include a person from whom an employee is div For this eligible dependent definition, "children" includes natural children, adopted children, stepchildren and children who the d Support Order" as defined by ERISA.

Spousal Surcharge: If your spouse is working at another company and eligible for medical insurance with his/her employer t

Medical and Dental Opt Out Credit: You are eligible for an opt out credit if you choose not to enroll in Hexcel medical and/or out plan. If you are covered under a spouse's Hexcel benefits, you will not be eligible for the credit and must enroll in the Wav

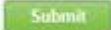
5. Carefully read the instructions on each page and make your benefit selections. On the bottom of each page, click **Continue** to proceed to the next step.

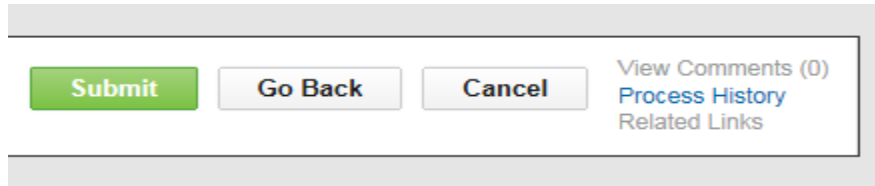


- **Save for Later** will save your benefit elections if you decide to leave the process mid stream.
- **Go Back** will bring you to the previous page
- **Cancel** will take you out of the seven step enrollment process and will not save your changes.

Hexcel's Workday User Manual

Chapter 4-06

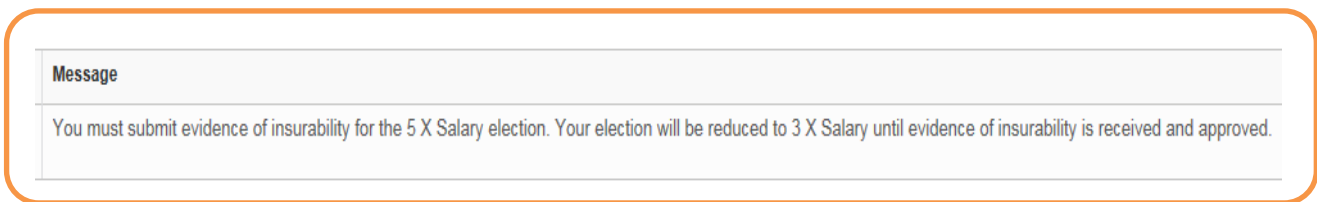
- When you reach Step 7, you will see a summarized list of all your elections. Review your elections and if correct, click 



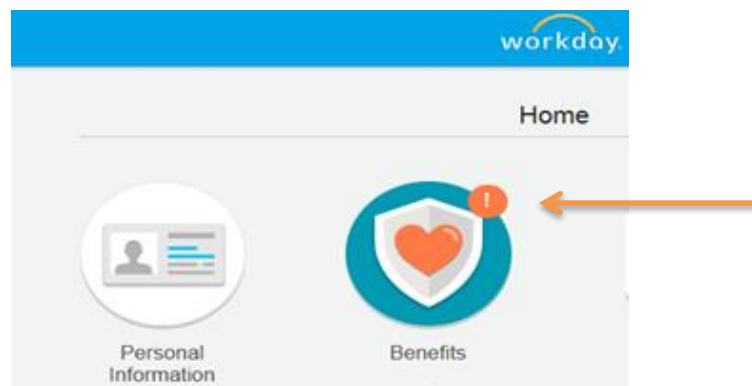
- Then click **Print** to receive a paper confirmation statement and then click **Done**.



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



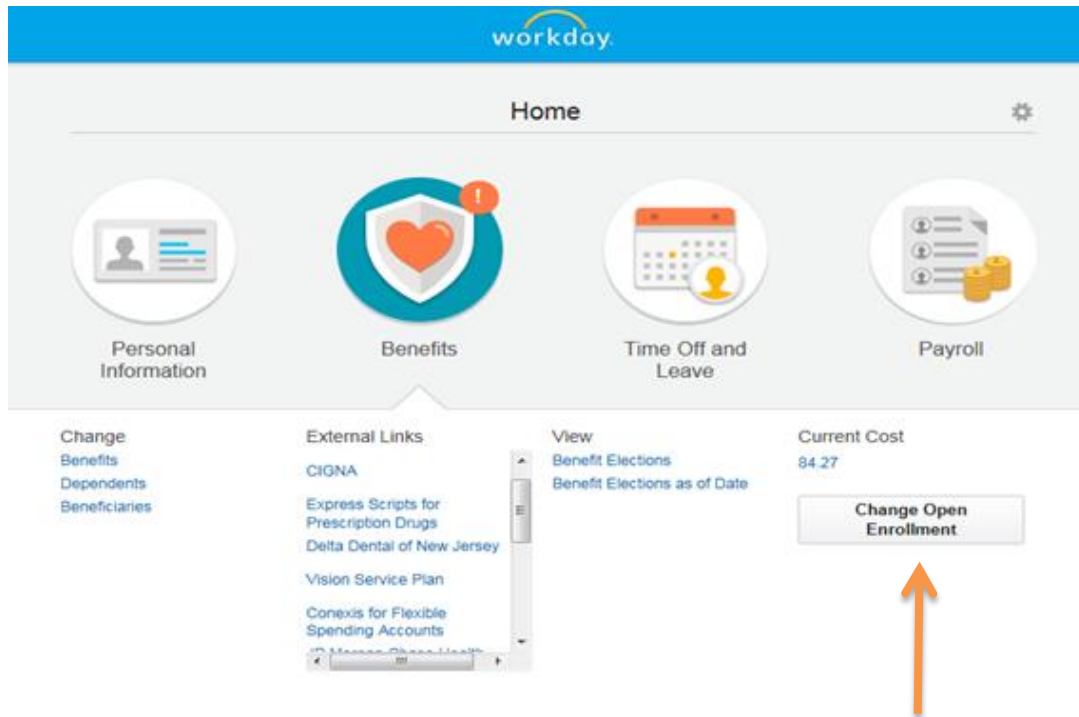
- If, after you submit your elections, you want to make a change and its still during the Open Enrollment window, **click** on the **Benefit** worklet.



Hexcel's Workday User Manual

Chapter 4-06

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