

# Hexcel's Workday User Manual

## Chapter 4-07

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### ENROLL EMPLOYEE IN EMPLOYEE STOCK PURCHASE PLAN

At this time, only a **Benefit Partner** or the **Benefit Administrator** can enroll or change an employee's ESPP because the Plan has several rules:

- An election to start making contributions or change the amount or percentage of an employee's contribution will not become effective until the first day of the calendar quarter after it is received and will continue in effect for all subsequent periods until the employee withdraws from the ESPP or their participation in the ESPP is terminated.
- If the election to start making contributions or change the amount or percentage of the employee's contributions is received less than fifteen days prior to the start of a calendar quarter, it will not become effective until the first day of the next calendar quarter.
- An election to stop making contributions requires written notice and this election will become effective as soon as administratively practicable. If the election to stop making contributions is received less than ten days before the end of the calendar quarter, it will not become effective until the first day of the following calendar quarter.
- If the employee elects to stop making contributions, he/she will not be eligible to start making contributions again until the first day of the next calendar quarter after his/her election to stop making contributions becomes effective.

#### Who is Eligible for this Plan?

- Full-time or part-time employees (scheduled to work at least 20 hours per week and more than 5 months during a year) with at least six months service. This includes members of participating collective bargaining units.

#### Two Types of ESPP Elections are allowed

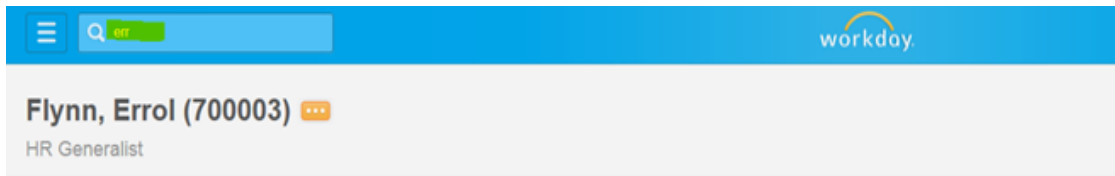
1. **Fixed dollar amount** from each pay check. There is a \$5 minimum amount and the maximum is 10% of the employee's cash compensation each pay period.  
Or
2. **Whole percentage** from 1% or 10% of the employee's cash compensation each pay period.

*Sign in to Workday and follow steps on next page.*

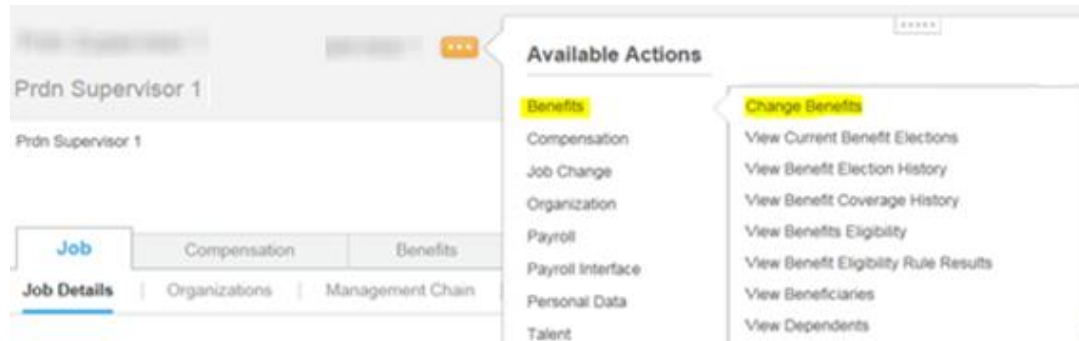
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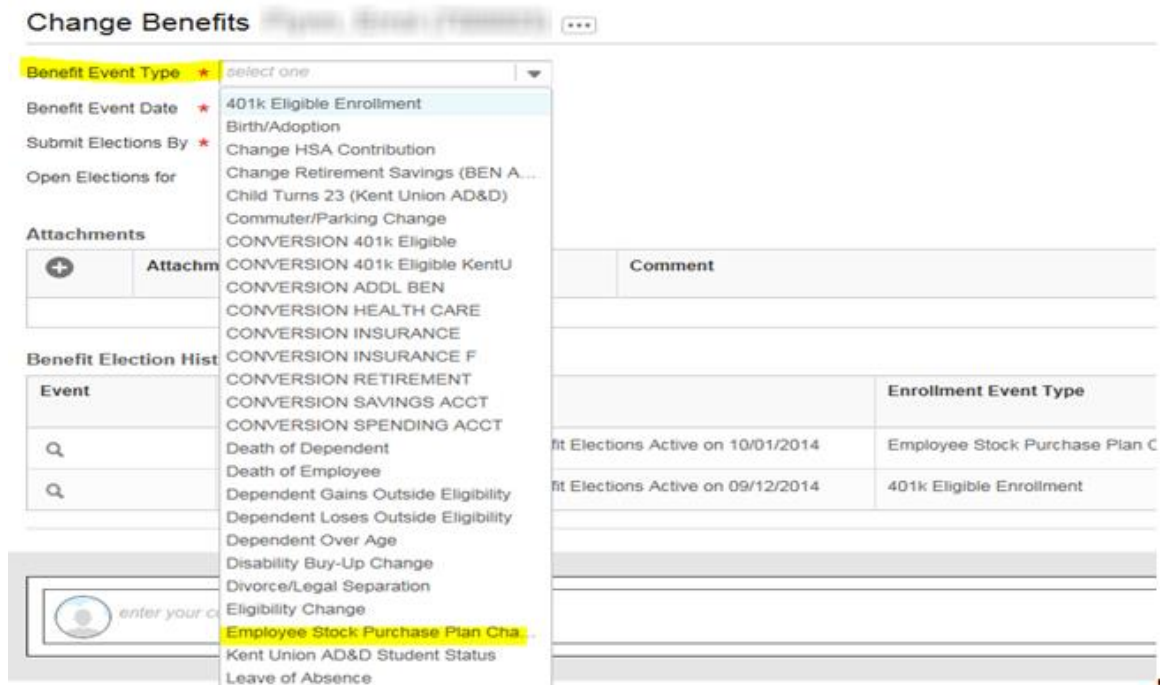
1. In the search box in the upper left hand side, enter the **Employee's Name** or **Number**.



2. Using the **Related Actions** button, click **Benefits** then **Change Benefits**



3. Select the **Employee Stock Purchase Plan** in the drop down list



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4. Enter the **Benefit Event Date** which must be the first day of the quarter. This date must be Jan 1, April 1, July 1 or October 1. The **Submit Elections By Date** will automatically populate.

### Change Benefits Flynn, Errol (700003) ⋮

Benefit Event Type \* Employee Stock Purchase Plan Chg ▼

Benefit Event Date \* 10/01/2014 📅

Submit Elections By \* 10/05/2014 📅

Open Elections for (empty)

5. This next screen gives you the option to elect the Fixed Dollar amount or the Percentage ESPP. Enter the information and click **Continue**.

### Change Benefit Elections Employee Stock Purchase Plan Change for Errol Flynn - Step 1 of 2 ⋮

Event Date 10/01/2014

Initiated On 07/21/2014

Submit Elections By 10/05/2014

Additional Benefits Elections 2 items

Benefit Plan	*Elect / Waive	Coverage	Amount (Bi-weekly)	Percent	Employee
Employee Stock Purchase Plan % - AST	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		0.00	0	
Employee Stock Purchase Plan \$ - AST	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		0.00	0	

[Continue](#)

[Save for Later](#)

[Cancel](#)

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7. On Step 2 of the process, just click **Submit**.

**Change Benefit Elections** Benefit Elections Review for Employee Stock Purchase Plan Change - Step 2 of 2 ...

Worker [blurred]  
 Event Date 10/01/2014  
 Initiated On 07/21/2014  
 Submit Elections By 10/05/2014

**Benefit Partner/Administrator:** Please be sure to review the ESPP Summary Document and the ESPP Enrollment Add/Change Form to understand the rules governing this plan.

**Elected Coverages**

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Depend
Employee Stock Purchase Plan % - AST	10/01/2014	10/01/2014	1%	

**Waived Coverages**

**Attachments**

Attachment	Comment	File
No Data		

enter your comment

8. Click **Done** to submit the Election Confirmation

**Submit Elections Confirmation** Employee Stock Purchase Plan Change for [blurred] ...

Initiated On  
 Submit Elections By  
 Event Date [blurred]

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

**Elected Coverages**

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Employee Stock Purchase Plan % - AST	10/01/2014	10/01/2014	1%

**Waived Coverages**

Plan Type
Employee Stock Purchase Plan \$

Date	Chapter Modified
14 April 2015	Updated screen snips to blur out specific employee data...DLB