

Workday Open Enrollment Instructions

To access Workday, type workday.emerson.edu into your browser. *(Note: It is not recommended to use Internet Explorer for Workday Open Enrollment. Instead, use an alternate browser.)*

On Monday, November 2, by 10 a.m., an “Open Enrollment Change” event will appear in your Workday inbox.

Click on the event to begin making your Open Enrollment elections.

On the Open Enrollment home page*, you will see Medical, Dental, Flexible Spending Accounts (Healthcare, Dependent Care and Limited Purpose) and Health Savings Accounts sections, based on your eligibility.)

Don’t forget that for this Open Enrollment, you must elect dental if you wish to have dental coverage in 2021 (your past enrollment will not carry over).

To make changes to your benefits or newly enroll, click the “Manage” or “Enroll” button under each benefit. (Please note that you may see other benefits including Life/Disability and 403b benefits. These are for information only; you don’t enroll for these on Workday or during Open Enrollment.

On each benefit page you will find instructions on the right hand side of the page. **Please ignore the “Important Information” section at the top of the instruction page (this is Workday language that is confusing, but that we are unable to remove).** Instead, see the information under “General Instructions.”

Once your enrollment is complete, select “Review and Sign” at the bottom of the page. **Make sure to review the benefits elections on the “View Summary” page** (including checking to make sure all covered dependents are listed), and then “Submit” your elections at the bottom (note that you will need to click on the “I Accept” button first).

On the “Submitted” page, please make sure to click on “View 2021 Benefits Statement,” and then download and print a copy of your statement.

If at any point you wish to leave Open Enrollment before submitting, but want to save your elections for your return, click on “Save for Later”. This will keep the “Open Enrollment Change” event in your Workday inbox for your return to complete your enrollment.

If after you submit your enrollment (when your “Open Enrollment Change” event will no longer appear in your inbox), you wish to make a change (by November 18), from your Workday home page click on Benefits>Change Open Enrollment.

*If you first are brought to a page titled “Dependents Missing Social Security Numbers” this means that ssns for one or more of your dependents currently covered under the medical plan is missing. Please enter the ssn(s) before continuing with enrollment.

If you need assistance with your Open Enrollment on Workday, please submit a ticket at hr.emerson.edu.