

BENEFITS ENROLLMENT CHECKLIST

Open Enrollment Period: October 21st – November 13th

CHECK THE BOX ONCE YOU HAVE COMPLETED THE ENROLLMENT ACTIVITY

- I have verified and updated my emergency contact, home address and phone number within Workday.
- I have elected my pretax contribution amounts for my FSA or HSA spending accounts.
- I have updated my beneficiary assignments for my life insurance plans within Workday as well as for my 401(k) within Vanguard.
- I have uploaded my required documentation for any newly added dependent.
- I have saved the benefit contact list and downloaded the benefit apps in case I need to contact a benefit insurance carrier.
- I have reviewed and confirmed accuracy of my enrollment elections by **November 13, 2024****