Open enrollment in Workday

Your email prompt will bring you to the open enrollment task. Keep in mind that the screenshots in this guide are from a SAMPLE enrollment, the plans, rates and benefits listed here may NOT apply to you. The plans for which you are eligible, based on your employment status (faculty, staff, union, etc.) will show up on your actual enrollment pages—and this first page will open showing your current benefit selections, automatically populated.

Note that as you work through the pages, if you don’t wish to change anything on a particular page you can simply click on the green Continue button to move forward.

Health Care Elections will come up first.
• Are you selecting a new, different plan? Click “Elect” on your selection
• Are you dropping a plan? Click “Waive” on the appropriate row
• No changes? Move to the next column to review your coverage level

Your coverage column is automatically populated with your current levels.
• Are you changing your coverage level? If yes, click on the box to get the dropdown, then select your coverage level
• No changes? Move to the next column to review your enrolled dependents

If you’re changing plans but keeping the same dependents, simply select “Existing Dependents”
This will insert the names of your existing dependents in a dropdown menu. To select each one for the new plan, check on each name.

The existing dependents have now been added to that plan.

If you’re adding a new dependent, you’ll first need to create his/her record. (You only have to do this once—after a dependent record is created he/she can be easily added to other plans. If you’re not sure if your dependent is eligible for enrollment, contact the HR Service Center for help at (213) 821-8100, or see benefits.usc.edu/starting-benefits/.)

To create your dependent record, click on “Add My Dependent From Enrollment.”

Some other questions may pop up at this time related to beneficiaries or emergency contacts. We are not configured at this time to accept this information from the enrollment pages—simply check “No” and the orange OK button to continue.

On the “Add My Dependent From Enrollment” page, complete only the items marked with a red asterisk, filling in the information for your dependent.
When completing the “Personal Information” section of your dependent’s enrollment, the relationship dropdown menu will list many options, but you’ll only be able to choose those defined by USC as benefits-eligible. For example, if you select “Other Relative” you’ll receive an error message when you attempt to submit your transaction because this dependent type is not eligible for benefit enrollment, and you’ll have to remove them in order to proceed with the transaction.

Be sure to carefully check that you’ve entered the correct date of birth and gender!

You must add your dependent’s social security number. To do so, click on the Add button under National IDs “United States of America” will automatically populate. Click on “National ID Type” and select “Social Security Number” in the dropdown.

Add the social security number to the “Identification #” box and leave the lower blanks unfilled. (If dependent does not have a social security number, you will have to indicate the reason it is not available.)

Note also that your address is automatically populated. This can be changed later if necessary, but for now leave your address as is.

When you’ve completed all asterisked sections for your dependent’s information, click the orange OK button at the bottom.

This takes you back to the Health Care Elections page, where your newly-created dependent record populates the “Enroll Dependents” field. You must repeat this process for each new dependent you add. As for dependents you already had in the system, just be sure they’re added to any new benefit plans you choose, as well.
Note also that only dependents applicable to the coverage level will populate for you to select. For example, if you choose the coverage level “Employee + Spouse” your children will not appear as possible dependents to enroll in that plan.

As you finish enrollment on each page, either “Electing” or “Waiving” coverage, the next screen of available benefits will appear.

For flexible spending accounts, you can select the amount you want withheld as either an annual amount or as a specific dollar amount per pay period remaining in the calendar year. **NOTE THAT YOU MUST RE-ENROLL IN FLEXIBLE SPENDING EVERY YEAR! These accounts do not automatically renew!**

Make your selection/s and click the green **Continue** button to move on.

Based on your employee category (faculty, staff, union, etc.), you may have additional pages to complete. Everyone will have a page for Disability—this plan will automatically renew so you may simply click **Continue** if you’re happy with your coverage. Note that you’re only eligible for supplemental disability if you are enrolled in the USC Basic Disability and have one year of service.

Likewise, if you’re already enrolled in Hyatt Legal, that will automatically renew. If you’re not enrolled and you want the plan, click “Elect”—if you’re enrolled and wish to cancel, click “Waive” to drop the plan. When done, click **Continue** to move on.
When you have reached the end of the enrollment transaction, you will see a confirmation page that will display your current selections and cost. Please review carefully. If you wish to make any corrections to your elections, click on the Go Back button until you have reached the page with the elections you wish to correct. Once you have made your corrections, click on the green Continue button to move the transaction forward until you reach the confirmation screen again.

On the confirmation screen, you will need to upload supporting documentation for any new dependents you added. Scan the document(s) and upload in the Attachment section. If you do not have the supporting documents at this time, you have five days to submit your documents to Benefits. See benefits.usc.edu/starting-benefits for list of acceptable documents and instructions.

Briefly describe the document in the comment box, then press enter on your keyboard, which will bring up the Attach button.

Look for your scanned document in your document files, and click Open to add it.
When you’re done reviewing your benefits and attaching documents, scroll down to the bottom of the page, read the legal notice and check the “I Agree” box… then click the Submit button.

You can print a PDF (may require Adobe Acrobat Pro installed on Windows PC) of the transaction, or simply click Done to finish. We recommend you print this page and verify at the start of the new year to ensure your elections processed correctly.