Commuter Benefit Enrollment Guide

Step 1: Click on the Workday chicklet in Okta and click on 'Menu' in the upper left-hand corner.



Step 2: Scroll down to 'Benefits' and click.



Step 3: Click on 'I have experienced a life event' located under Change/Update on the right side of the screen.

	Rimini Street	Q Search		Φ	Ð	٤
← Ben	efits					
Rimini Street	Welcome to Rimini Street Benefits Rimini Street has a long history of providing the best, top insurance plans and benefits -	for our colleagues and your families - we don't compromise on your or your loved ones' health. View More				
Benefitsmair	e		/			
Health	care Providers	Savings Accounts	🕒 Change/Update			
	MetLife Dental MetLife DentalGroup Number # 5386556 Phone: (800) 275-4638 https://www.metlif	401(k) with Fidelity You can make changes to your 401k contributions all year long directly on the Fidelity	I have experienced a life event			
Pettra	MetLife Dental	Fidelity Investments	I want to update my beneficiary designations			
C Riterium	United Healthcare Policy # 909202 Phone: (866) 633-2446 www.myuhc.com	Navia Benefit Solutions Health Care FSA, Dependent Care FSA, Limited Purpose FSA, and Commuter Benefits	I want to update my beneficiaries personal information			
	United Healthcare	Navia	D View			
vsp	VSP Policy # 30023839 Phone: (800) 877-7195 www.vsp.com	Health Savings Account Rimini Street contributions to the HSA are prorated based on your effective date on th	My current elections			
	VSP	Optum Bank HSA	My elections as of a specific date			
			View My ACA Forms			
Insurar	ce Providers	Wellbeing				
Linois	Lincoln Financial Group Lincoln Financial Group Voluntary Life, Basic Life, Short-Term Disability & Long-Term Di	- LifeWorks (EAP)Employee Assistance Program 888.267.8126 https://rimini-street.il.,				
	Lincoln Financial Group	LifeWorks				
VOVA	Voya Voya Supplemental Insurance CoverageAccidental, Critical Illness, Hospital Indemnity					

Step 4: Your 'Change Reason' will be 'Commuter Contribution Change'.





Step 5: The date will be the date you want to start contributions.

Step 6: Once the two top fields are filled click 'Submit' to move to the next action item. Attachments are not needed.

Change Reason * Commuter Contribution Change 🔹	~ Instructions
Benefit Event Date * 89/09/2824 🚰	For Qualified Life Events , please click <u>HERE</u> for examples of acceptable documentation. In the event of a Divorce, you must change the Relationship from Spouse to Ex Spouse prior to initiating the Divorce.
Submit Elections By 09/01/2024	
Benefits Offered Commuter	
Attachments	
Drop files here Select files	
enter your comment	Click 'Submit' once the top two fields are filled.
Submit Save for Later Cancel	

Step 7: A pop-up will show up to start the change event, otherwise you will find the Benefit Change in your Workday Inbox, located in the top-right corner. The event is called 'Benefit Change – Commuter Contribution Change' and you will click 'Let's Get Started'.

E MENU Rimini Street		Q Search	
My Tasks	He All Items	다 @ L ^T Created: 08/28/2024 Effective: 09/09/2024	
III All Items	۲۰ Search: All Hems	Change Benefit Elections	체 탄
(L) Saved Searches	Benefit Change - Commuter 08/28/2024 5 Contribution Change	Initiated On 08/28/2024 Submit Elections By 09/01/2024	Workday inbox will contain your Benefit Change Event.
😂 Filters	Effective: 09/09/2024	Let's Get Started	
E Archive		Click 'Let's Get Started' to change contribution amount.	
Bulk Approve			
Anage Delegations			
0		¢	•

Step 8: Click 'Enroll' to make your contribution amount changes.

	Rimini Street	Q Search	
Commu	uter Contribution Change		
Projected To \$0.00	tal Cost Per Paycheck		
Additio	onal Benefits		
(A	Commuter Waived		
	Enroll		
	Click 'Enroll' to m changes	lake	
Revie	aw and Sign Save for Later		

Step 9: There are 2 options – Parking and Transit. You can select one or both, which ever suits your needs. Click 'select' and then 'Confirm and Continue'.

	Rimini Street		Q Search)		۵	
Comm	nuter						
Projected 1 \$0.00	Total Cost Per Paycheck						
Plans A Select a pla 2 items	wailable an or Waive to opt out of Co	ommuter.	If you wish to elect 'parking' contributions click 'select'				≅ [] L ¹
Benefit Pla	n	*Selection		You Pay (Semimonthly)	Company Contribution (Semimonthly)		
Navia Par	king	Select		Included			*
Navia Tra	nsit	 Select Waive 		Included			*
4			If you wish to elect 'transit' contributions click 'select'				Þ.
		1					
C	Confirm and Continue	Cancel					

Step 10: You will then be able to type in your *per paycheck* parking contribution amount. Click 'Save' to move to the next step.

ommutor - Navia Parking (Stop 1 of 2)
ommuter - Navia Parking (Step 1 01 2)
ojected Total Cost Per Paycheck 00
antributa
ontribute
ter an amount that you will contribute to this plan.
r Paycheck Contribution (\$) 0.00
iximum Amount: \$150.00



Step 11: You will then be able to type in your *per paycheck* transit contribution amount. Click 'Save' to move to the next step.

E MENU Rimini Street	Q Search	
Commuter - Navia Transit (Step 2 of 2)		
Projected Total Cost Per Paycheck \$200.00		
Contribute	 Additional Benefits Instructions 	
Enter an amount that you will contribute to this plan.	Provider Website Navia	
Per Paycheck Contribution (\$)		
Maximum Amount: \$150.00		

Step 12: Click 'Review and Sign' to move forward. You will see your updated commuter amount listed.

Cancel

Save

≡ menu	Rimini Street		Q Search
Comm	uter Contribution Change		
Projected Total Cost Per Paycheck \$200.00 Additional Benefits Commuter 2 Plans			Your Commuter changes have been updated, but not submitted Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.
Additi	onal Benefits		
E	Commuter 2 Plans UPDATED		
Navi	a Transit	\$100.00	
Navi	a Parking	\$100.00	
	Manage		This is a pop-up reminding you that you have not yet submitted your changes. You can 'x' out of this.
_	Click 'Review and once you are done	d Sign' making	
Rev	iew and Sign Save for Later		

Step 13: You will then be able to preview your benefit elections. Scroll to the bottom of this screen once you are done reviewing.

View Summary						
Projected Total Cost Per Paycheck \$200.00						
Once you make your enrollment selections during open enrollment or as a new hire,	those elections are binding until next	Open Enrollment Period (every	November) or Qualifyin	g Life Status Event.		
Selected Benefits 2 items						≞ ⊡ .¹
Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Commuter	09/09/2024	09/09/2024	\$100.00			\$100.00
Navia Parking						
Commuter	09/09/2024	09/09/2024	\$100.00			\$100.00
Navia Transit						-
						·
Waived Benefits 0 items						
		No Items availab	ble.			w
Total Benefits Cost 1 item						= E .' II II
	Company Contribu	tion		Employee Cost	Net Cost	
	0.00	\$200.00				
					v	
Attachments						
Submit Save for Later Cancel						

Step 14: At the bottom of the 'View Summary' page you will then checkmark 'I Accept' and then click 'Submit' to send the benefit changes to the Benefits Team for approval.

If you do not submit the changes they will not be in effect.

	(
Drop files here	
(a)	
Select files	
Electronic Signature	
Legal Notice: Please Read	
Your name and Pasaword are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that;	
 You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above. You understand and acknowledge that under the internal Revenue Code regulations rules, you may not change your benefit electrons during the calendar year unles you experience a qualified change in status. You understand that you will not pay income tax or FICA tax on my mediad, dental, vision, and Facible Spending Account contributions. These benefits are paint to pay income tax or FICA tax on my mediad income. Company-provided life insurance that exceeds \$50,000 may be subject to imputed income. Each year, during the annual enrollment preicid, you will have the option to change certain coverages whether or not you have had a qualified change in status. I'pou decline medical insurance errollment for yoursel for your dependents, including your spose, because of other medical insurance coverage, status. I'pou decline medical insurance errollment for yoursel for your dependents, including your spose, because of other medical insurance coverage, status and willow. You request enrollment within 31 days after the marriage, birth or adoption, you may be able to enroll yoursel for your unequest enrollment within 31 days after the marriage. 	
I Accept Checkmark 'I Accept'	
enter your comment	
Process History Change Benefas for Life Event-Awating Action Click 'Submit' for changes to be finalized	
Submit Save for Later Cancel	

Step 15: You have now completed your contribution change and can click 'Done'.