Commuter Benefit Enrollment Guide

Step 1: Click on the Workday chicklet in Okta and click on 'Menu' in the upper left-hand corner.
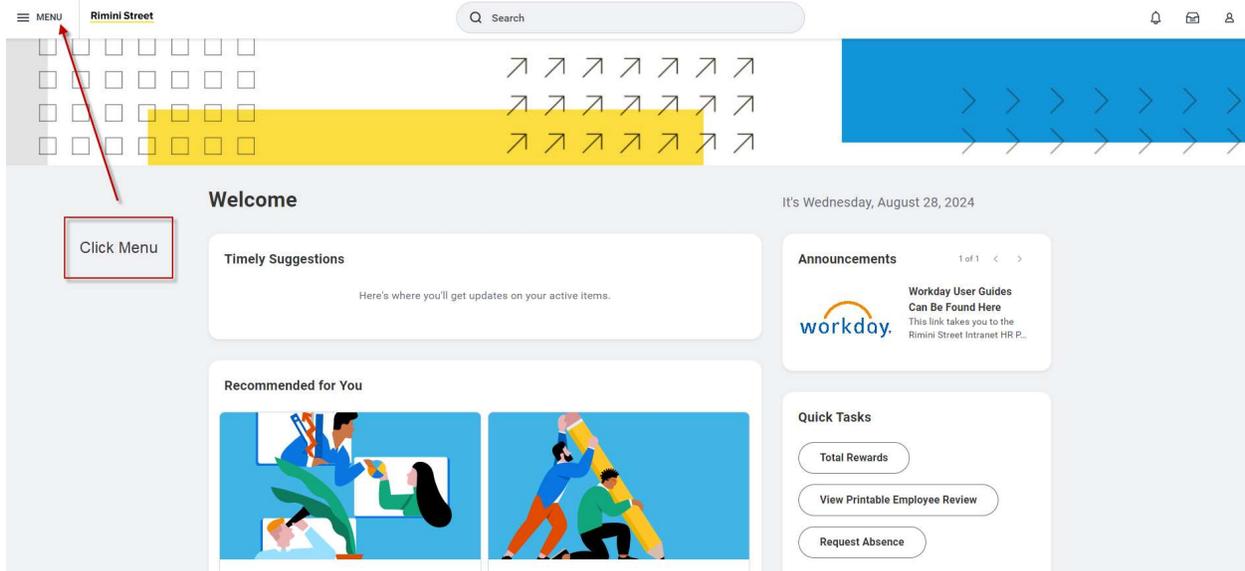
Step 2: Scroll down to 'Benefits' and click.
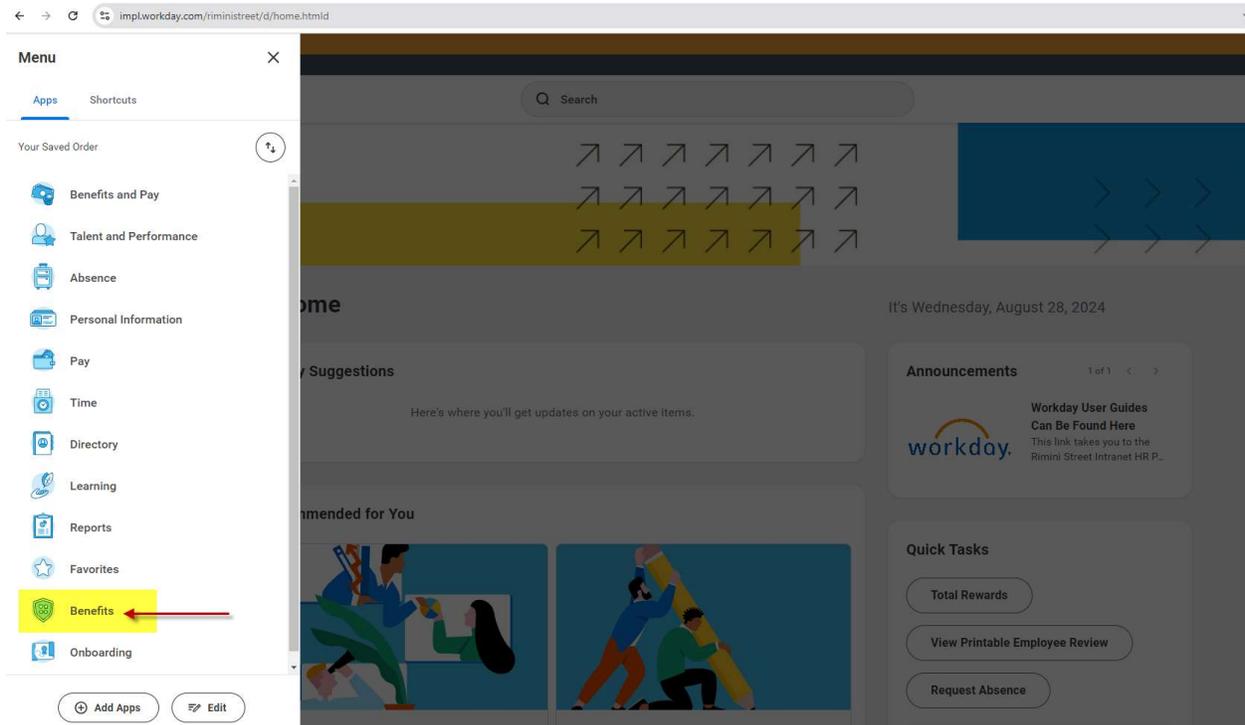
Step 3: Click on 'I have experienced a life event' located under Change/Update on the right side of the screen.
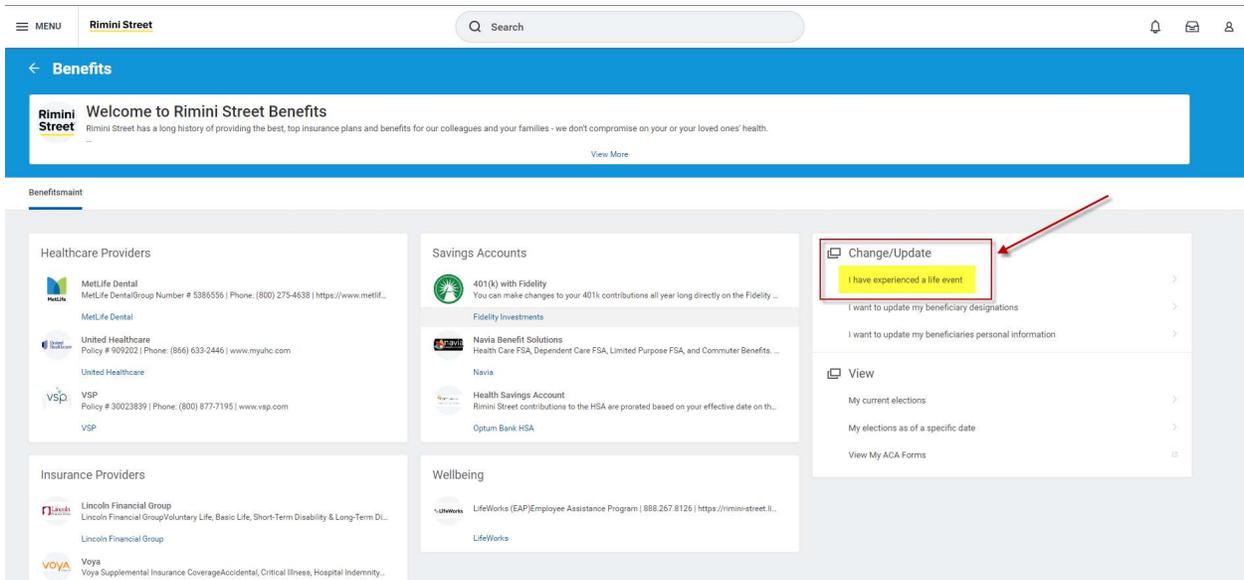
Step 4: Your 'Change Reason' will be 'Commuter Contribution Change'.
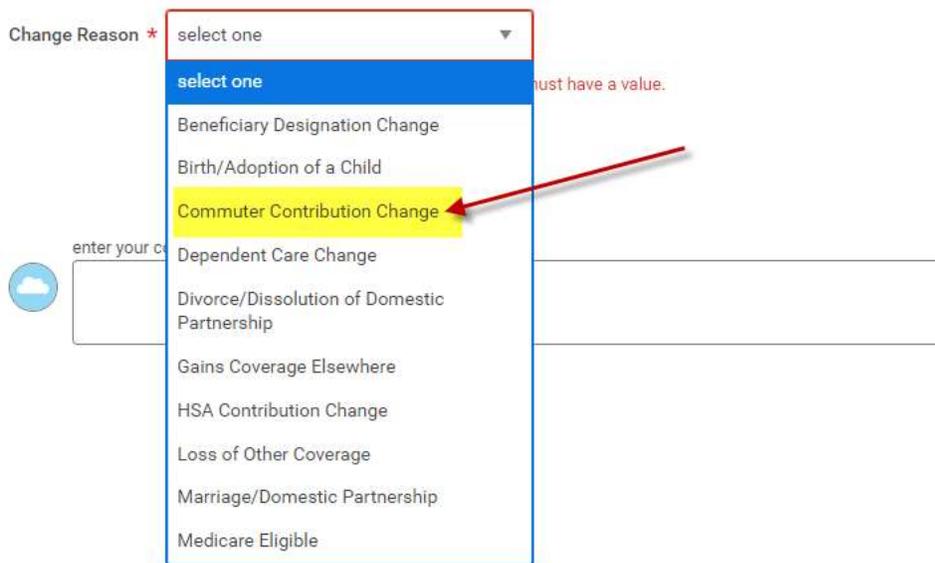
Step 5: The date will be the date you want to start contributions.

| Change Reason * | Commuter Contribution Change ▼ |

Benefit Event Date * [MM/DD/YYYY 📅]

	September 2024	
SUN	**MON**	**TUE**	**WED**	**THU**	**FRI**	**SAT**

Submit Elections By 09/01/2024

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

enter your comment

8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

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 ▼

Benefit Event Date * 09/09/2024 📅

Submit Elections By 09/01/2024

Benefits Offered Commuter

Attachments

Drop files here

or

Select files

⌄ **Instructions**

For **Qualified Life Events**, please click HERE 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.

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'.

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

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'.

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

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

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

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

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.

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