



Welcome to Maricopa County

Quick-Tips for Open Enrollment in Workday

Fall Open Enrollment is *passive*, which means, if you like your current benefits, you don't have to make any changes. Benefits will automatically rollover.

Exceptions: FSA and HSA accounts do not rollover. These plans require annual election.

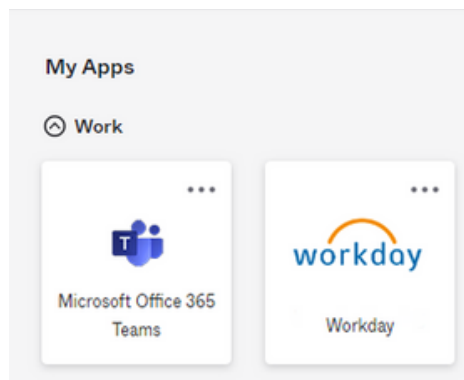
If you are interested in making changes to your benefits, please use this document to guide you through the enrollment process.

Open Enrollment is from 8:00am October 17 - 5:00pm November 4, 2022.

Step 1: Log into Workday

Employees can access Workday through their department's OKTA Dashboard.

If you have any issues logging into Workday, contact your IT department or email workday@maricopa.gov



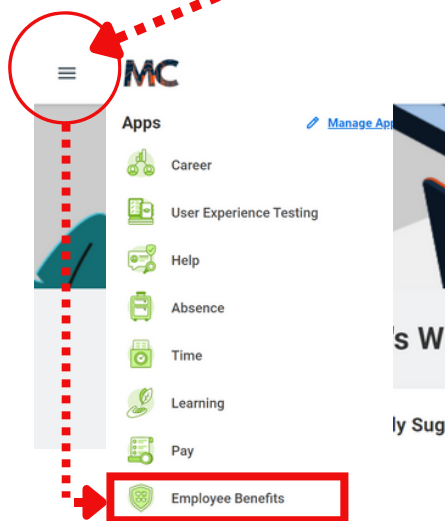
Did You Know?

You can access your Okta page through the links below! 💡

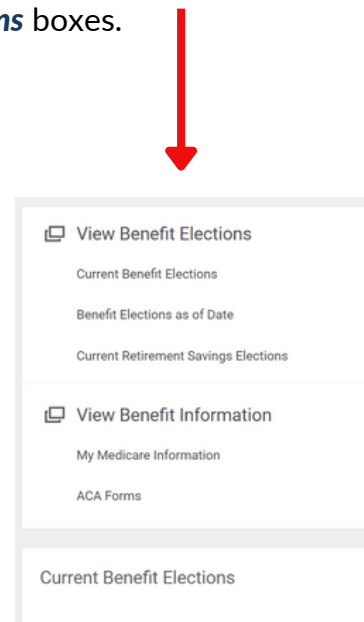
[MCAZ](#)
[JBAZMC](#)
[MCAO](#)
[MCSO](#)
[MCRO](#)
[MCLDAZ](#)

Step 2: Go to Employee Benefits App

Click the **Global Navigation Menu**, then click **Employee Benefits App**.



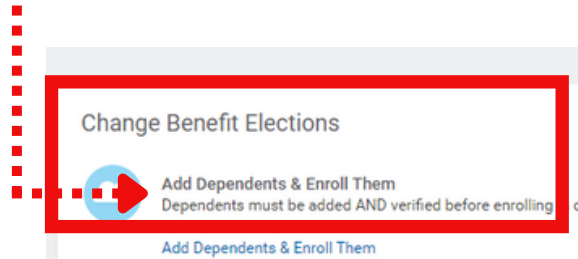
Review current benefit elections from the **View Benefit Elections** and **Current Benefit Elections** boxes.



Step 3: Add NEW Dependents, if applicable

Please note: When applicable, dependents must be *added* and *verified* before enrolling in coverage.

Follow steps 1 through 2 to get here, scroll down to the **Change Benefit Elections** box, then select the **Add Dependents & Enroll Them** tab.



Did You Know?



You must upload acceptable documentation to verify your newly added dependent's eligibility for coverage, such as a birth certificate for a newborn, marriage certificate for a marriage, divorce decree, etc.

Step 4: Make Benefit Elections

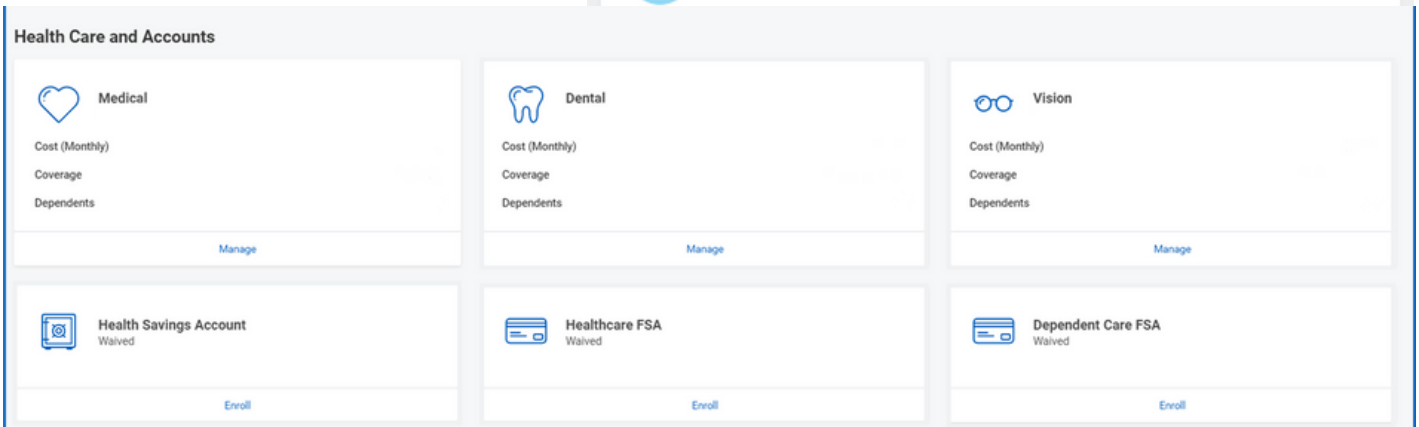
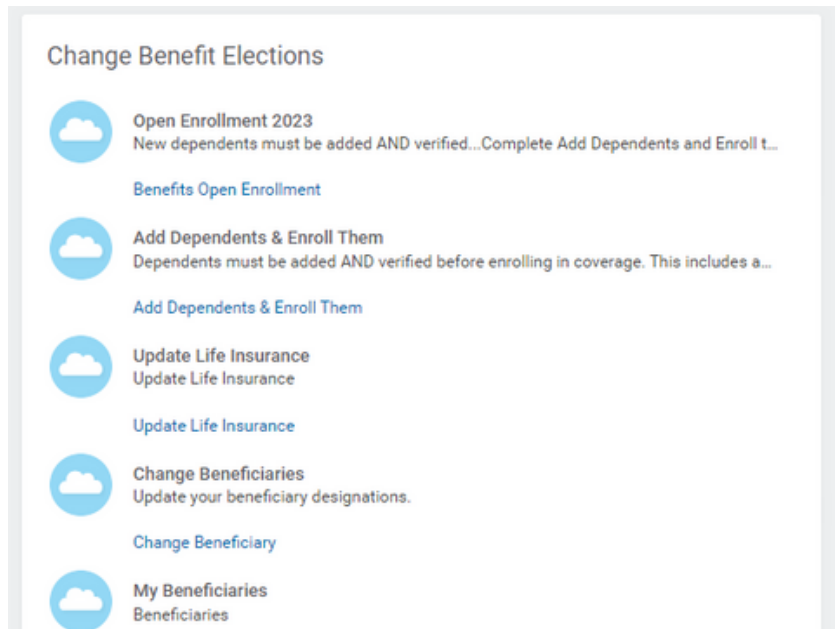
Once you have received notification that your dependents have been verified, you are ready to select your benefits. From your Change Benefit Elections. Click **Open Enrollment 2023**.

Follow the on-screen instructions to begin the Open Enrollment Process.

You will find a variety of health, dental, flexible spending account, life insurance, and other voluntary benefit options to choose from.

Carefully read each [plan summary](#) and select the best coverage for [your needs](#).

Select/Confirm dependents that you want to enroll.



Step 5: Confirm Your Selections

Your elections aren't official until you accept and submit all selections/changes. Make sure all information is accurate.

You can review and edit your selections throughout the process.

When you are confident your information is correct, click the **I Accept** check box.

Then, click **Submit** to confirm your choices.

After submitting your elections, you will have an opportunity to review and save a copy of your benefit statement for your records.

The screenshot shows a web form with the following sections:

- Attachments:** A large empty rectangular box.
- Electronic Signature:** Includes a "LEGAL NOTICE: Please Read" section with text: "Your Name and Password are considered your 'Electronic Signature' and will serve as your confirmation of the accuracy of the information. When you check the 'I AGREE' checkbox, you are certifying that:" followed by two numbered points.
 1. You understand that your benefit elections are legal and binding transactions.
 2. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
- I Accept:** A checkbox labeled "I Accept" is highlighted with a red box and an arrow.
- Comment:** A text input field with a placeholder "enter your comment" and a small profile picture icon.
- Additional Information:** A section titled "Related Links" containing a link for "Business Policy Document".
- Process History:** A section with a "Submit" button (highlighted with a red box and arrow) and a "Cancel" button.

Helpful Information

New Hire/Newly Benefits Eligible/or Qualifying Life Event during or after Open Enrollment

Benefit elections must take place within 30 days of hire, becoming newly eligible, or when you experience a qualifying life event. If you experience a qualifying life event such as a marriage, divorce, or birth of a child, you can make changes to some elections.

To submit a benefit change due to experiencing a qualifying life event, with NEW dependents, you must add and verify dependents first, then complete the life event, and finally you must complete Open Enrollment even if you previously completed Open Enrollment.

To submit a Benefit Change due to experiencing a qualifying life event WITHOUT new dependents, contact Benefits at 602-506-1010 or benefits@maricopa.gov.

There are no exceptions for late enrollment.