



Benefits: How to Enroll in Benefits

All Employees

Benefit enrollment occurs in Workday and allows you to select your benefit elections. Follow the steps below to select your benefit elections.

DISCLAIMER: The plans and rates displayed in this document are for illustrative purposes only. Your individual rates could be different. Confirm your up-to-date offerings and rates in Workday.

Select Your Benefits

From your **Workday Homepage**, you can start the enrollment process in two (2) ways:

1. Click on the **Open Enrollment Change** task from the **Awaiting Your Action** box on the Workday homepage.

Awaiting Your Action



Open Enrollment Change: Mickey Mouse (0022939) on 01/01/2027
My Tasks - 7 days ago

-OR-

2. Navigate to the **Task Box** in the top right corner. 
Click on the **Open Enrollment Change** task from the inbox.
 - a. If the **Open Enrollment Change** task is not at the top of the list, you can search for the task in the search box at the top of the list.

All Items

2 items

Advanced Search



Open Enrollment Change: Mickey Mouse (0022939) on 01/01/2027

09/24/2026



Effective: 01/01/2027



3. To start the election process, you will click **Let's Get Started**
4. From the next screen, you will see multiple tiles with each enrollment option. To enroll in each option, click **Enroll** (or **Manage**) at the bottom of each tile.
 - a. NOTE: Open Enrollment is an **active enrollment** process, meaning you must enroll in each benefit selection, make changes to your elections, and add or remove dependents for the new year.

Health Care and Accounts

Medical Waived Enroll	Dental Waived Enroll	Vision Waived Enroll
Health Savings Account Waived Enroll	Healthcare FSA Waived Enroll	Dependent Care FSA Waived Enroll
Voluntary Hospital Indemnity Waived Enroll	Voluntary Accident Waived Enroll	



Scan to Easily Access
Workday



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Medical

5. **Medical** Benefits are provided by Quantum Health and provide coverage for both in-network and out-of-network providers.

To select your **Medical** plan benefits, you must choose from the plans available under the Medical benefits. To select the plan option, you must click **Select** next to the plan in which you want to enroll. If you do not wish to enroll in Medical benefits, select the button next to **Waive**.

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

3 items

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
Quantum Health HDHP HSA - 3500 Plan	☒ Select ☐ Waive	Included	\$0.00
Quantum Health PPO Co-Pay Buy Up Plan	☐ Select ☒ Waive	Included	\$0.00
Quantum Health PPO Co-Pay Plan	☐ Select ☒ Waive	Included	\$0.00

6. Once you have made your selection, click Confirm and Continue. You can return to the previous screen without saving your selection(s) by clicking Cancel.

Confirm and Continue

Cancel

7. You will then be asked to add Dependents (as applicable) to the plan selection by either adding a new dependent or selecting from the existing list provided based on your previous dependents.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage ★ Employee Only

Plan cost per paycheck

Add New Dependent

8. Select or Add Dependents and then click Save to return to the Enrollment Options.
9. A box will appear on the Open Enrollment page confirming that your Medical changes have been updated but not submitted.

Your Medical 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.

You will also see the **Medical** tile now indicates it has been updated, and shows the selection from the previous steps.

UPDATED

**Medical**
Quantum Health HDHP HSA - 3500 Plan

Cost per paycheck

Included

Coverage

Employee Only

[Manage](#)

10. Continue through each Benefit option to enroll in the plan or waive the plan coverage.



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Dental

1. **Dental** Benefits are provided by MetLife and you are offered two options.

To select your Dental plan benefits, you must choose from the plans available under the Dental benefits. To select the plan option, you must click **Select** next to the plan in which you want to enroll. If you do not wish to enroll in Dental benefits, select the button next to **Waive**.

Plans Available

Select a plan or Waive to opt out of Dental. The displayed cost of waived plans assumes coverage for Employee Only.

2 items

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
MetLife (Base Plan)	☐ Select ☒ Waive	\$5.44	\$0.00
MetLife (Buy Up Plan)	☐ Select ☒ Waive	\$8.67	\$0.00

2. Once you have made your selection, click Confirm and Continue. You can return to the previous screen without saving your selection(s) by clicking Cancel.

Confirm and Continue

Cancel

3. You will then be asked to add Dependents (as applicable) to the plan selection by either adding a new dependent or selecting from the existing list provided based on your previous dependents.

4. Select the coverage you wish to include for the Dental plan selected from the dropdown list.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage ★ Search ⋮

Plan cost per paycheck

Add New Dependent

- ☐ Employee Only
- ☐ Employee + Spouse or Domestic Partner
- ☐ Employee + Child(ren)
- ☐ Employee + Family

5. Select the coverage you wish and Add Dependents (as applicable), and then click Save to return to the Enrollment Options.

Save

Cancel

6. A box will appear on the Open Enrollment page confirming that your Dental changes have been updated but not submitted.

Your Dental 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.

You will also see the **Dental** tile now indicates it has been updated and shows the selection from the previous steps.

**UPDATED**
Dental
MetLife (Base Plan)

Cost per paycheck \$5.44

Coverage Employee Only

[Manage](#)



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Vision

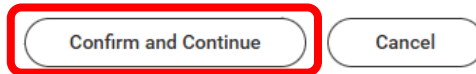
1. Vision Benefits are provided by EyeMed.

To enroll in Vision Benefits, click the button next to **Select**. If you do not wish to enroll in Vision Benefits, you can select the button next to **Waive**.

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
Eyemed	☒ Select ☐ Waive	Included	\$0.00

2. Once you have made your selection, click Confirm and Continue. You can return to the previous screen without saving your selection(s) by clicking Cancel.



3. You will then be asked to add Dependents (as applicable) to the plan selection by either adding a new dependent or selecting from the existing list provided based on your previous dependents.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage ★ Employee Only

Plan cost per paycheck

Add New Dependent

4. Select or Add Dependents and then click Save to return to the Enrollment Options.

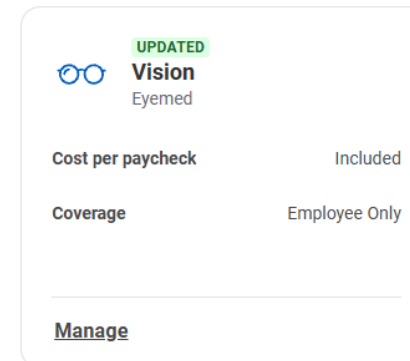


5. A box will appear on the Open Enrollment page confirming that your Vision changes have been updated but not submitted.

Your Vision 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.

You will also see the **Vision** tile now indicates it has been updated and shows the selection from the previous steps.





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Voluntary Hospital Indemnity

1. The **Voluntary Hospital Indemnity** insurance plan is designed to provide financial protection by paying you a direct benefit due to a hospitalization.

To enroll in Voluntary Hospital Indemnity, click the button next to Select. If you do not wish to enroll in these Benefits, you can select the button next to Waive.

Plans Available

Select a plan or Waive to opt out of Voluntary Hospital Indemnity. The displayed cost of waived plans assumes coverage for Employee Only.

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
Sun Life	☐ Select ☒ Waive	\$1.31	\$0.00

2. Once you have made your selection, click Confirm and Continue. You can return to the previous screen without saving your selection(s) by clicking Cancel.

Confirm and Continue

Cancel

3. You will then be asked to add Dependents (as applicable) to the plan selection by either adding a new dependent or selecting from the existing list provided based on your previous dependents.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$1.31

Add New Dependent

4. Select or Add Dependents and then click Save to return to the Enrollment Options.

Save

Cancel

5. A box will appear on the Open Enrollment page confirming that your Voluntary Hospital Indemnity changes have been updated but not submitted.

Your Voluntary Hospital Indemnity 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.

You will also see the **Voluntary Hospital Indemnity** tile now indicates it has been updated and shows the selection from the previous steps.

UPDATED

**Voluntary Hospital Indemnity**
Sun Life

Cost per paycheck

\$1.31

Coverage

Employee Only

Manage



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Voluntary Accident

1. Sun Life's **Voluntary Accident** Plans are designed to help cover expenses related to accidental injuries.

To enroll in a Voluntary Accident plan, click the button next to Select of the plan Option you wish to enroll. If you do not wish to enroll in these Benefits, you can select the button next to Waive.

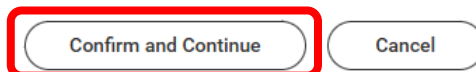
Plans Available

Select a plan or Waive to opt out of Voluntary Accident. The displayed cost of waived plans assumes coverage for Employee Only.

3 items

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
Sun Life Enhanced	☐ Select ☒ Waive	\$1.38	\$0.00
Sun Life High	☐ Select ☒ Waive	\$2.40	\$0.00
Sun Life Premier	☐ Select ☒ Waive	\$1.82	\$0.00

2. Once you have made your selection, click Confirm and Continue. You can return to the previous screen without saving your selection(s) by clicking Cancel.



3. You will then be asked to add Dependents (as applicable) to the plan selection by either adding a new dependent or selecting from the existing list provided based on your previous dependents.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

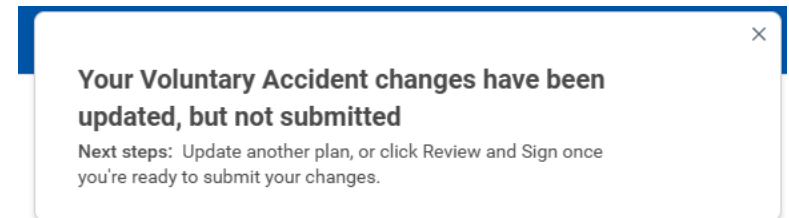
Plan cost per paycheck \$1.38

Add New Dependent

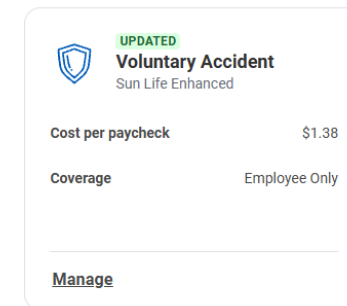
4. Select or Add Dependents and then click Save to return to the Enrollment Options.



5. A box will appear on the Open Enrollment page confirming that your Voluntary Accident changes have been updated but not submitted.



You will also see the Voluntary Hospital Indemnity tile now indicates it has been updated and shows the selection from the previous steps.





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Health Savings Account (HSA)

When you **select** Medical – Quantum Health HDHP HSA - 3500 Plan, you **can also select** to enroll in the Health Savings Account.

If you **waive** the Medical - Quantum Health HDHP HSA - 3500 Plan, **Workday automatically waives** a Health Savings Account.

You may contribute up to \$8,750 annually for a family (or \$4,400 if filing single or you are married and file a separate tax return). You can only be reimbursed up to the amount that you have contributed.

Pye-Barker Fire & Safety also contributes to your HSA to help you get started: **\$300** for individual (employee-only) coverage or **\$600** for family coverage.

1. To **enroll** in Health Savings Account (HSA), click the button next to **Select** of the plan Option you wish to enroll. If you **do not wish to enroll** in these Benefits, you can select the button next to **Waive**.

1 item

Benefit Plan	*Selection	You Contribute (Weekly)	Company Contribution (Weekly)
Pinnacle	☐ Select ☒ Waive		

2. If you select to enroll in HSA, you must indicate your contribution from each paycheck.
Note: The total paychecks will vary based on your pay schedule.

Contribute

Per Paycheck Annual

Total Paychecks 52

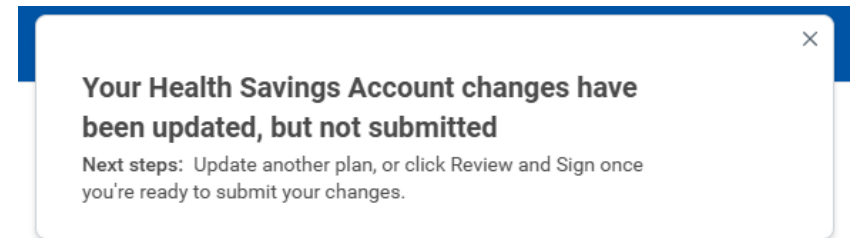
Minimum Annual Amount: \$260.00

Maximum Annual Amount: \$4,500.00

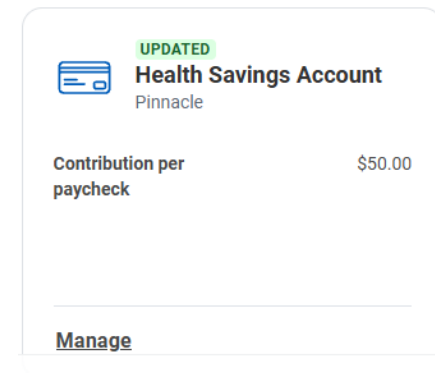
3. Once you add your contribution details, click Save to return to the Enrollment Options.



4. A box will appear on the Open Enrollment page confirming that your HSA changes have been updated but not submitted.



You will also see the Health Savings Account tile now indicates it has been updated and shows the selection from the previous steps.





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Dependent Care FSA

You may use pretax dollars from your **Dependent Care FSA** to pay expenses for the care of a dependent child age 12 and younger, spouse or elderly parent inside your home (from a qualified provider), and expenses outside your home, such as baby-sitters, nursery schools, or day care centers.

You may contribute up to \$7,500 annually for a family (or \$3,750 if filing single or you are married and file a separate tax return). You can only be reimbursed up to the amount that you have contributed.

1. To **enroll** in **Dependent Care FSA**, click the button next to **Select**. If you **do not wish to enroll** in these Benefits, you can select the button next to **Waive**.

Plans Available

Select a plan or Waive to opt out of Health Savings Account Catch-Up.

1 item

Benefit Plan	*Selection	You Contribute (Weekly)	Company Contribution (Weekly)
Pinnacle	☐ Select ☒ Waive		

2. If you select to enroll in Dependent Care FSA, you must indicate your contribution from each paycheck.
Note: The total paychecks will vary based on your pay schedule.

Contribute

Per Paycheck Annual

Total Paychecks 52

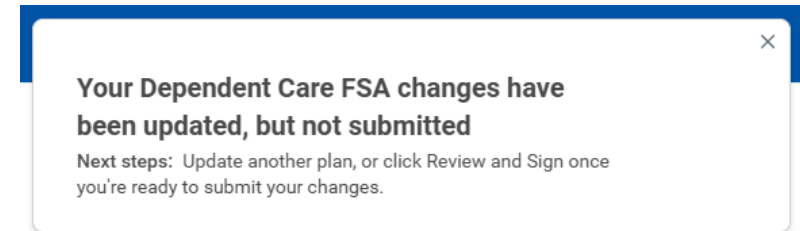
Minimum Annual Amount: \$520.00

Maximum Annual Amount: \$7,500.00

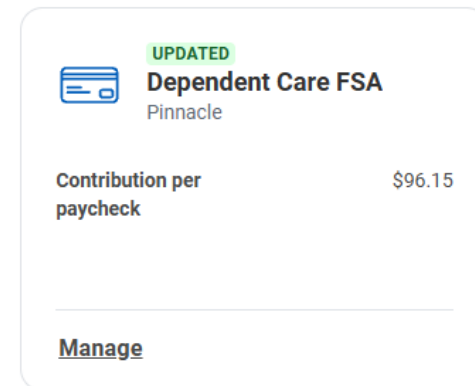
3. Once you add your contribution details, click Save to return to the Enrollment Options.



4. A box will appear on the Open Enrollment page confirming that your Dependent Care FSA changes have been updated but not submitted.



You will also see the Dependent Care FSA tile now indicates it has been updated and shows the selection from the previous steps.





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Additional Benefit Options

Insurance

Pye-Barker provides \$50,000 in **Basic Life** and **Accidental Death and Dismemberment (AD&D)** insurance at no cost to you! You must provide a beneficiary for the basic life and AD&D coverages. Your beneficiary percentage must equal 100%.

To begin beneficiary designation,

1. Click Manage on the Basic Life Insurance tile.

2. The plan selection is already selected as a default. To continue to beneficiary designation, click **Confirm and Continue**.

3. You will be directed to a new page that will allow you to select Primary and/or Secondary beneficiaries.

4. To add beneficiaries, click the **plus (+)** next to Beneficiary. A new box will appear under the Beneficiary section.



5. Click on the list button to add beneficiaries to the box. 
6. From the dropdown menu, you can select to add either **Existing Beneficiary Persons**, **Existing Trust**, or **Add New Beneficiary or Trust**.

- a. For each beneficiary you add, you must also select the percentage of allocation for each beneficiary. **Note: The total percentage across all beneficiaries must equal 100%.**

7. Once you have entered all beneficiaries and the appropriate percentage allocation for each one, click **Save** to continue.

8. A box will appear on the Open Enrollment page confirming that your Basic Life changes have been updated but not submitted.



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All Employees

You will also see the Basic Life tile now indicates it has been updated.



UPDATED
Basic Life
Sun Life (Employee)

Cost per paycheck	Included
Coverage	\$50,000

[Manage](#)

9. To update beneficiaries for **Basic Accidental Death and Dismemberment (AD&D)**, you will repeat steps 1-7 above.
Note: you can select the same beneficiary as above or add new.

Continue to enroll in any or all other **Insurance and Additional Benefits** based on your benefit needs, by clicking either **Enroll** or **Manage**.



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Submit Your Benefit Elections

NOTE: You must submit your benefit elections to finalize your benefits. Do NOT submit your elections until you have made ALL of your benefit selections.

1. During the election process, you can either **Review and Sign** or **Save for Later** the elections you have made.
 - a. If you have not fully completed your benefit elections, you can click **Save for Later** and return to the benefit options at another time. NOTE: all elections must be submitted before the due date to be considered final.
2. Once you have completed all the enrollment tasks and enrolled in the plan coverage(s) you wish to enroll, you must finalize your selections by submitting your elections.
3. To submit your elections, click **Review and Sign** at the bottom of the page.

Review and Sign

Save for Later

- a. If any additional changes need to be made to your elections, you will receive notice on what changes/updates must be made before submitting.
4. You will then see a Summary of all the selections you made during the election process. **CAREFULLY review each option to ensure it reflects your enrollment choices.** If you need to make a correction to any of the elected benefits, click **CANCEL** at the bottom of the page to return to the benefits page.
5. Once you confirm the elections are correct, you must click the box next to **I Accept** certifying you agree with the statements provided and confirm the accuracy of the information being submitted.

I Accept

☐

6. Click the **Submit** button at the bottom of the page to finalize your elections.

7. You will then receive confirmation that your elections have been submitted.

NOTE: If you do not receive the confirmation screen your elections were NOT successfully submitted and your benefit elections have NOT been received for the next plan year. You will need to go back to your open enrollment task and submit again.

- a. From here, you will see **Important Dates** to remember as well as the option to **View your Benefits Statement**.
 - b. To view a printable summary of your benefits statement, click **View {YEAR} Benefits Statement**.
 - c. When you are finished with the process, click **Done** at the bottom of the screen to return to the Workday Homepage.