

2017 Annual Benefits Enrollment: Quick Start Guide

Important

The deadline for all 2017 Annual Enrollment benefit and flexible spending changes is **December 15, 2016 at 11:59 p.m.**

Changes made will take effect January 1, 2017.

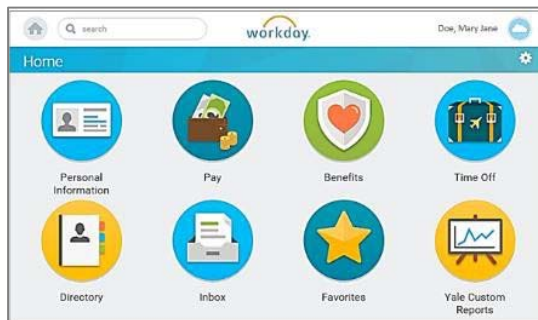
Retirement Savings is not part of Annual Benefits Enrollment

You can make changes by visiting the [TIAA website](#) any time, or by calling the dedicated Yale line at (855) 250-5424, Monday - Friday from 8 am - 10 pm, and Saturday from 9 am - 6 pm.

If you need additional information, please visit the [HR Benefits website](#), the [2017 Annual Enrollment website](#), or contact the [Employee Service Center](#).

Login to Workday

1. Visit **It's Your Yale:** <http://your.yale.edu/>
2. Click **Workday** (top center)
3. **Login to CAS** with your NetID and Password
4. The **Workday home page** opens:



NOTE: At any time, you can click the Workday logo at the top of the page to return to the home page.

View Current (2016) Benefit Elections

1. On the Workday Home page, click the **Benefits worklet:**
2. In the **View box**, click **Benefit Elections.**
(you may have to scroll down)



Start Your Annual Enrollment

1. From the Home page, click the **Inbox** worklet to open your Inbox.
2. Click the Open Enrollment item.



Open Enrollment Change:
01/01/2017

3. Click the arrows (top right) to expand the size of the window.

Button Choices at the bottom of each screen



- **Continue:** To move to the next screen.
- **Save for Later:** To save the changes you've made and come back to the form in your Inbox at a later time.
- **Go Back:** To go back to a prior screen.
- **Cancel:** To remove any changes you made during the current session.
- **Submit:** The Continue button changes to Submit on the very last screen. **You must click Submit on the last screen, or your changes will not be processed.**

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Process Your Annual Enrollment Elections

1. Click the **Continue** button to move through the screens after you review and make your selections.

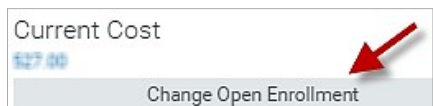
NOTE: The **Waived Coverages** heading on the Benefit Elections Review screen must be clicked to see what you are waiving.

2. If your benefit elections are correct on the Benefit Elections Review screen, check the **I Agree** check box. *(you may have to scroll down)*
3. Click **Submit**. *Your changes will not be recorded or processed until you click **Submit** on the last screen.*
4. Click **Done** to exit.

Make Changes to What You've Elected For 2017

To view or make changes to your 2017 Annual Enrollment elections:

1. Click the **Benefits** worklet.
2. Click **Change Open Enrollment** in the **Current Cost** box.






View Benefit Elections after 12/15/16

Once you make a change to your benefit elections you will have the option to view your benefits as of a specific date.

1. On the Workday Home page, click the **Benefits** worklet.
2. In the **View box** *(you may have to scroll down)*, click **Benefit Elections as of Date**.
3. **Enter the date** and click **OK**.

Printing Information

Whenever you see either a printer icon or a print button you have the ability to print the information displayed.

1. Click the print button  or the printer icon .
2. Your benefit information will be converted into a PDF file. Depending upon the browser you are using, the PDF will appear at the bottom of the browser with the PDF icon and file name  that you can click on to open it, or you will see a pop-up window that offers the option to save or open the file.
3. Once open, you can print the PDF file.