

Workday: ACA Benefit Event

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What is the Affordable Care Act (ACA)?

- The Affordable Care Act (ACA) or more commonly known as Obama Care
- Requires companies, regardless of their policy to provide medical coverage to Per Diem or PT Non-Benefitted Workers if the employee works on average either...
 - i. 30 hours or more per week or
 - ii. 130 hours per month in a specifically defined “look back period”
- There are 4 different scenarios at CHOC in which an associate may become ACA eligible

Measurement Periods Definitions

- Initial Measurement period – A period that measures from the associate's hire date to the 1 year anniversary
- Measurement period – October to October starting 1 year after hire date

Scenario 1 – Associate transfers from Benefits Eligible to Non-Benefits Eligible role and is ACA eligible

Associate transfers from Benefits Eligible to Non-Benefits Eligible role and is ACA eligible

- If an associate moves from a full-time or part-time benefitted role to a Per Diem role and is ACA eligible, the associate will remain enrolled in any ACA eligible benefit. However, a Change in Benefit Eligibility (ACA) benefit event, launched to the associate's Workday inbox, will give the associate an opportunity to waive their benefits.
- If associate was in the initial measurement period (qualifying at their 1 year anniversary), the ACA coverage will not extend to the end of the calendar year. The associate will be eligible to keep the coverage until the end of the anniversary month of the second anniversary.
 - Example: Associate is hired on 2/14/2023 and is offered coverage 2/15/2024 effective 3/1/2024. They are re-measured 10/2023 – 10/2024 and do not qualify for ACA coverage, so their coverage would end 2/28/2025.
- Associate will simultaneously be measured during the stability measurement period, and if still eligible, they will be offered coverage for the following year during open enrollment.
 - Example: Associate is hired on 2/14/2023 and is offered coverage 2/15/2024 effective 3/1/2024. They are re-measured 10/2023 – 10/2024 and they do qualify for ACA coverage. The associate would be given the opportunity to enroll again during open enrollment and keep their coverage through 12/31/2025.

When an associate becomes ACA eligible up to three email notifications will be sent to the associate. The first is sent when the benefit task is available in the associate's Workday inbox.

From: CHOC Workday <choc@myworkday.com>

Sent: Wednesday, August 28, 2024 4:10 PM

To: CHOCO Bear <choco.bear@choc.org>

Subject: Workday Action Requested: ACA Benefit Eligibility Change

The Affordable Care Act ("ACA") requires medical coverage be offered to associates who are in a non-benefits eligible position, such as Part Time or Per Diem if the associate worked on average either i) 30 hours or more per week or ii) 130 hours per month in a "look back" period.

If you DO NOT wish to remain in the CHOC medical plan you must WAIVE your coverage in Workday.

To WAIVE your medical coverage, navigate to your Workday inbox and click on the "Benefit Change-Change in Benefit Eligibility (ACA)" task and click "Let's Get Started".

If you waive your ACA medical coverage, you will not have another opportunity to enroll in medical coverage during the same calendar year.

Please refer to slides 5 - 15 in the ACA job aid for step by step instructions to either enroll or waive your coverage (<https://benefits.choc.org/-/media/Mercer/CHOC/Documents/ACA-benefit-event.pdf>).

If you have any questions regarding your ACA eligibility please respond to this email or contact benefits@choc.org.

Business Process: Benefit Change - Change in Benefit Eligibility (ACA) : CHOCO Bear (1111) on 08/28/2024

Subject: Benefit Event: CHOCO Bear (1111) on 08/28/2024

Details: Change Benefits for Life Event for CHOCO Bear (1111) effective on 08/28/2024

[Click here to view the notification details.](#)

When an associate becomes ACA eligible up to three email notifications will be sent to the associate. The second is sent with 5 days left to waive coverage and the third is sent with 1 day left to waive coverage.

From: CHOC Workday <choc@myworkday.com>

Sent: Wednesday, August 28, 2024 1:42 PM

To: CHOCO Bear <choco.bear@choc.org>

Subject: Workday Action Requested: Change in Benefits for Status Change

The Affordable Care Act ("ACA") requires medical coverage be offered to associates who are in a non-benefits eligible position, such as Part Time or Per Diem if the associate worked on average either i) 30 hours or more per week or ii) 130 hours per month in a "look back" period.

You have until August 30, 2024 at 11:59 pm to WAIVE your medical coverage. If you DO NOT wish to remain in the CHOC medical plan you must WAIVE your coverage in Workday.

To WAIVE your medical coverage, navigate to your Workday inbox and click on the "Benefit Change-Change in Benefit Eligibility (ACA)" task and click "Let's Get Started".

If you waive your ACA medical coverage, you will not have another opportunity to enroll in medical coverage during the same calendar year.

Please refer to slides 5 - 15 in the ACA job aid for step by step instructions to either enroll or waive your coverage (<https://benefits.choc.org/-/media/Mercer/CHOC/Documents/ACA-benefit-event.pdf>).

[Click here to view the notification details.](#)

2. Click “Let’s Get Started” on the task

The screenshot displays a task management interface. On the left, a sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', and 'Archive'. The main area shows a list of tasks under the heading 'All Items' (96 items). The first task is 'Benefit Change - Change in Benefit Eligibility (ACA) : Choco Bear (99999) on 07/01/2024', which is highlighted. Below it is 'New Job Description Summary: Choco Bear (99999)'. On the right, a task detail panel for 'Change Benefit Elections' shows 'Initiated On 06/24/2024' and 'Submit Elections By 07/30/2024'. An orange 'Let's Get Started' button is prominently displayed, with a red arrow pointing to it from the right.

My Tasks |←

All Items | 96 items

Search: All Items

[Advanced Search](#)

Benefit Change - Change in Benefit Eligibility (ACA) : Choco Bear (99999) on 07/01/2024 06/24/2024 ☆

Effective: 07/01/2024

New Job Description Summary: Choco Bear (99999) 06/20/2024 ☆

Effective: 06/09/2024
Updated: 06/20/2024

☆ ⚙️ 🗨️ Created: 06/24/2024 | Effective: 07/01/2024

Change Benefit Elections

Initiated On 06/24/2024

Submit Elections By 07/30/2024

Let's Get Started ←

3. Click “Manage” on the medical tile if you wish to waive coverage. To keep your coverage click on “Review and Sign”.

Change in Benefit Eligibility (ACA)

Projected Total Cost Per Paycheck \$203.14 Projected Total Credits \$0.00

Health Care and Accounts

 Medical Cigna HMO Select Network Cost per paycheck \$203.14 Coverage Employee + Family Dependents 3 Manage	 Surcharge CHOC Spouse Cost per paycheck Included Coverage Spouse/DP is not a dependent. Manage	 Health Savings Account Waived Enroll
 FSA Medical Waived Enroll		

[Review and Sign](#) [Save for Later](#)



4. Click “waive” on your medical plan

Medical

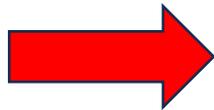
Projected Total Cost Per Paycheck \$203.14 Projected Total Credits \$0.00

Plans Available

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

5 items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Cigna HDHP 2000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$439.61	\$788.69
Cigna HDHP 6000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$107.34	\$706.60
Cigna HMO Full Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$337.15	\$858.60
Cigna HMO Select Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$203.14	\$875.69
Cigna PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$543.57	\$1,072.41



Health Care Instructions

General Instructions

When you select the Cigna HMO Select, HMO Full or PPO plans, you may also enroll in the Health Care Flexible Spending Account (FSA). When you select the Cigna HDHP plan, you may also enroll in the Health Savings Account (HSA) and the Limited Purpose FSA.

Definitions:

Health Savings Account (HSA) is a tax-free savings account that works with the Cigna HDHP plan to help you pay for the cost of out-of-health care and prescription expenses.
Health Care FSA reimburses medical, dental, and vision expenses.
Limited Purpose FSA reimburses for dental and vision expenses and may only be used with the Cigna HDHP plan.
Dependent Care FSA reimburses for day/night care expenses for qualifying dependents which include 1) children under the age of 13 who qualify as dependents on your federal tax return or 2) spouse or dependents of any age who are physically or mentally unable to care for themselves and who qualify as dependents on your Federal tax return.

To find information about CHOC Benefits Plans and Programs go to:
<https://benefits.choc.org/>

Confirm and Continue

Cancel

5. Review coverage to ensure it has been waived and click “Review and Sign”.

Change in Benefit Eligibility (ACA)



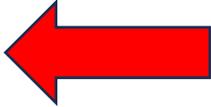
Projected Total Cost Per Paycheck
\$0.00

Projected Total Credits
\$0.00

Health Care and Accounts



Medical
Waived
UPDATED



Enroll



Surcharge
CHOC Spouse

Cost per paycheck

Included

Coverage

Spouse/DP is not a dependent.

Manage



Health Savings Account
Waived

Enroll



FSA Medical
Waived

Enroll

Review and Sign

Save for Later



6. Review Benefit Summary Page for accuracy

View Summary

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

To find information about CHOC Benefits Plans and Programs go to:
<http://benefits.choc.org>

Please note, you have not completed your enrollment until you select, "I Agree" and "Submit" at the bottom of this page.

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Surcharge CHOC Spouse	01/01/2023	01/01/2023	Spouse/DP is not a dependent.			Included

Waived Benefits 3 items

Medical					Waived
Health Savings Account					Waived
FSA Medical					Waived

Total Benefits Cost 1 item

Employee Cost	Credits	Net Credits
\$0.00	\$0.00	\$0.00

7. Click “I accept” and “submit”

Attachments

Drop files here

or

Select files

Electronic Signature

I acknowledge that I have been given the opportunity to enroll myself and/or eligible dependents in my employer's benefits plans. I hereby authorize CHOC Children's to take any applicable deductions from my salary with regard to these benefits plans, including applying any start, stop, increase, decrease or change in deduction amount.

I Accept



enter your comment

Process History

 Choco Bear (99999)
Change Benefits for Life Event - Awaiting Action



Submit

Save for Later

Cancel



Associate is in a non-benefits eligible role and has become ACA eligible WITHIN their initial measurement period

- An associate may qualify for ACA coverage within their initial measurement period (one year from hire date).
- An enrollment event called “PE: ACA Eligibility Change” will launch to the associate to enroll in benefits beginning coverage the first of the month on or after the anniversary date.
- If associate does not qualify again in the subsequent measurement period (October – October), the coverage will end on the last day of the month of the second anniversary.
 - Example: Associate is hired 2/14/2023 and is offered coverage 2/15/2024 effective 3/1/2024. Associate is re-measured 10/2023 to 10/2024 and does not qualify for ACA coverage, so their coverage ends on 2/28/2025.

When an associate becomes ACA eligible an email notification will be sent to the associate. The notification is sent when the benefit task is available in the associate's Workday inbox.

From: CHOC Workday <choc@myworkday.com>

Sent: Wednesday, August 28, 2024 12:58 PM

To: CHOCO Bear <choco.bear@choc.org>

Subject: Change to ACA Benefit Eligibility

The Affordable Care Act ("ACA") requires medical coverage be offered to associates who are in a non-benefits eligible position, such as Part Time or Per Diem if the associate worked on average either i) 30 hours or more per week or ii) 130 hours per month in a "look back" period.

You have become ACA Eligible and may elect medical coverage. Please refer to slides 16 - 26 in the ACA job aid for step by step instructions to either enroll or waive your coverage (<https://benefits.choc.org/-/media/Mercer/CHOC/Documents/ACA-benefit-event.pdf>).

If you have any questions regarding your ACA eligibility, please reach out to the Benefits team by replying to this email or contact benefits@choc.org.

Business Process: Passive Event: CHOCO Bear (1111) on 09/01/2024

Subject: CHOCO Bear (1111)

Details: Passive Event for CHOCO Bear (1111) effective on 09/01/2024

[Click here to view the notification details.](#)

1. To enroll in ACA medical coverage, click on the ACA change task in your Workday inbox.

The screenshot shows the Workday inbox interface for a CHOC user. At the top, there is a navigation bar with a menu icon, the CHOC logo, a search bar, and notification icons. Below the navigation bar is a header image showing two hands pointing towards each other. The main content area is divided into several sections:

- Hello There**: Greeting and date (Tuesday, June 25, 2024).
- Awaiting Your Action**: A list of tasks. A red arrow points to the first task: "Benefit Change - PE: ACA Eligibility Change : Choco Associate (33333) on 05/14/2024". Below it is another task: "Absence Request: Choco Associate (33333)".
- Announcements**: A section with a "2023 W-2 Tax Documents Available" announcement.
- Quick Tasks**: A section with buttons for "My Payslips", "Request Absence", and "My Absence".
- Timely Suggestions**: A section with the text "Here's where you'll get updates on your active items."

A chat window is visible in the bottom right corner, with the text: "Hi Choco Associate! I'm Workday Assistant. I can help you find information, navigate Workday, and get things done."

2. Click “Let’s Get Started”.

The screenshot displays the CHOC system interface. On the left is a navigation menu with options: My Tasks, All Items (selected), Saved Searches, Filters, Archive, Bulk Approve, and Manage Delegations. The main content area is titled 'All Items' and shows a list of items. The first item is 'Benefit Change - PE: ACA Eligibility Change : Choco Associate (33333) on 05/14/2024', which is highlighted. Below it is 'Absence Request: Choco Associate (33333)'. To the right, the details for the selected item are shown, including 'Change Benefit Elections', 'Initiated On 05/14/2024', and 'Submit Elections By 06/13/2024'. A prominent orange button labeled 'Let's Get Started' is visible, with a large red arrow pointing to it from the right. The top of the interface includes a search bar, a menu icon, and notification icons.

3. Click “enroll” on the medical tile if you wish to enroll in ACA coverage.

The screenshot displays the CHOC portal interface. At the top, there is a navigation bar with a 'MENU' icon, the CHOC logo, a search bar, and notification icons. Below the navigation bar, the page title is 'PE: ACA Eligibility Change'. Two summary items are shown: 'Projected Total Cost Per Paycheck \$0.00' and 'Projected Total Credits \$0.00'. The main content area is titled 'Health Care and Accounts' and contains two tiles. The left tile is for 'Medical Waived' and has a red arrow pointing to its 'Enroll' button. The right tile is for 'Health Savings Account Waived' and also has an 'Enroll' button.

MENU CHOC Search

PE: ACA Eligibility Change

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Health Care and Accounts

Medical Waived Enroll

Health Savings Account Waived Enroll

4. Click “Select” on the medical plan of your choice and click on “Confirm and Continue”.

Medical

Projected Total Cost Per Paycheck
\$0.00

Projected Total Credits
\$0.00

Plans Available

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

5 items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Cigna HDHP 2000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$118.64	\$265.51
Cigna HDHP 6000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$27.24	\$227.33
Cigna HMO Full Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$97.62	\$276.35
Cigna HMO Select Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$42.93	\$294.47
Cigna PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$152.98	\$352.42

Health Care Instructions

General Instructions

When you select the Cigna HMO Select, HMO Full or PPO plans, you may also enroll in the Health Care Flexible Spending Account (FSA). When you select the Cigna HDHP plan, you may also enroll in the Health Savings Account (HSA) and the Limited Purpose FSA.

Definitions:

Health Savings Account (HSA) is a tax-free savings account that works with the Cigna HDHP plan to help you pay for the cost of out-of-pocket health care and prescription expenses.
Health Care FSA reimburses medical, dental, and vision expenses.
Limited Purpose FSA reimburses for dental and vision expenses and may only be used with the Cigna HDHP plan.
Dependent Care FSA reimburses for day/night care expenses for qualifying dependents which include 1) children under the age of 13 who qualify as dependents on your federal tax return or 2) spouse or dependents of any age who are physically or mentally unable to care for themselves and who qualify as dependents on your Federal tax return.

To find information about CHOC Benefits Plans and Programs go to:
<https://benefits.choc.org/>

Confirm and Continue

Cancel



5. Add a dependent or select existing dependents to include on your medical coverage. Click “Save”.

Medical - Cigna HDHP 6000

Projected Total Cost Per Paycheck \$27.24
Projected Total Credits \$0.00

Dependents

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

Coverage * Employee Only

Plan cost per paycheck \$27.24

Add New Dependent

Health Care Instructions

Provider Website [Cigna - TEST](#)

General Instructions

When you select the Cigna HMO Select, HMO Full or PPO plans, you may also enroll in the Health Care Flexible Spending Account (FSA).
When you select the Cigna HDHP plan, you may also enroll in the Health Savings Account (HSA) and the Limited Purpose FSA.

Definitions:

Health Savings Account (HSA) is a tax-free savings account that works with the Cigna HDHP plan to help you pay for the cost of out-of-pocket health care and prescription expenses.

Health Care FSA reimburses medical, dental, and vision expenses.

Limited Purpose FSA reimburses for dental and vision expenses and may only be used with the Cigna HDHP plan.

Dependent Care FSA reimburses for day/night care expenses for qualifying dependents which include 1) children under the age of 13 who qualify as dependents on your federal tax return or 2) spouse or dependents of any age who are physically or mentally unable to care for themselves and who qualify as dependents on your Federal tax return.

To find information about CHOC Benefits Plans and Programs go to:

<https://benefits.choc.org/>



Save

Cancel



6. Review tiles to ensure coverage is accurate and click “review and sign”.

PE: ACA Eligibility Change

Projected Total Cost Per Paycheck \$27.24 Projected Total Credits \$0.00

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.

Health Care and Accounts

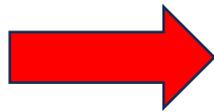
Medical
Cigna HDHP 6000
UPDATED

Cost per paycheck \$27.24
Coverage Employee Only

[Manage](#)

Health Savings Account
Waived

[Enroll](#)



[Review and Sign](#) [Save for Later](#)

7. Review summary sheet for accuracy.

View Summary

Projected Total Cost Per Paycheck \$27.24 Projected Total Credits \$0.00

To find information about CHOC Benefits Plans and Programs go to:
<http://benefits.choc.org>

Please note, you have not completed your enrollment until you select, "I Agree" and "Submit" at the bottom of this page.

After you submit your benefit election updates, the coverage begin dates might change. Review your impacted plans in the Messages section.

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Cigna HDHP 6000	06/01/2024	06/01/2024	Employee Only			\$27.24

Waived Benefits 1 item

Health Savings Account					Waived	
------------------------	--	--	--	--	--------	--

Messages

1 item

Plans	Information
-------	-------------

Submit

Cancel

8. Click “I accept” and “submit”.

Attachments

Drop files here

or

Select files

Electronic Signature

I acknowledge that I have been given the opportunity to enroll myself and/or eligible dependents in my employer's benefits plans. I hereby authorize CHOC Children's to take any applicable deductions from my salary with regard to these benefits, increase, decrease or change in deduction amount.

I Accept





Process History

 Choco Associate (33333)
Change Benefits for Life Event - Awaiting Action



Submit Cancel

Associate is in a non-benefits eligible role and has become ACA eligible AFTER their initial measurement period

- After the first hire date anniversary, an associate is measured from October to October. If an associate qualifies during this measurement period, they will have an opportunity to enroll in benefits during Open Enrollment.
- If associate does not qualify for ACA at the end of the next measurement (October), their coverage will end at the end of the year.
 - Example: Associate is hired on 2/14/2023 and is offered coverage 2/15/2024 effective 3/1/2024. They are re-measured 10/2023 to 10/2024 and qualify for ACA coverage. Associate will receive an Open Enrollment task for 2025 OE and have coverage until 12/31/2025. The associate can qualify for ACA coverage again in 2026 through the next measurement period which would be 10/2024 to 10/2025.
 - Click here to review the [Open Enrollment job aid](#).

Notification sent to associate informing them they have become ACA eligible and may enroll in ACA benefits during Open Enrollment

From: CHOC Workday <choc@myworkday.com>
Sent: Monday, June 24, 2024 12:20 PM
To: CHOCO Bear <choco.bear@choc.org>
Subject: Welcome to Open Enrollment 2024!



Eyeing a change
to your benefits?

Open Enrollment is Nov. 3 - Nov. 20

If you're anything like us, you're so excited about Open Enrollment that you've already visited our new benefits website, poured through our 2024 Savings Guide, assessed your options and come up with a plan so that you're ready to elect your new benefits today.

...But we also know not everybody gets as excited about benefits as we do.

So, consider this email your roadmap to Open Enrollment. We've included here everything mentioned above and so much more.

Even if you're happy with your benefits now, we do hope you'll take time to visit our new website and learn about all the new and enhanced plans, perks and programs we are offering to help you save money and optimize your wellbeing.

Scenario 3 - Associate moves from non-benefits eligible (but qualifies for ACA) to a benefit eligible role

Associate moves from non-benefits eligible (but qualifies for ACA) to a benefit eligible role

- If an associate moves from a Per-Diem role to a Full-Time or Part-Time benefited role a “Benefit Eligible Status Change” event launches to their Workday inbox.
- The event will automatically enroll or waive the ACA benefits that were elected in the last ACA enrollment.
 - All other benefits with the exception of medical will be offered to the associate at this time.
- If an associate has already waived medical coverage in the same calendar year, they will not be able to enroll in medical coverage at this time. Associate may enroll in all benefits except for medical.

Notification sent to associate informing them they have become benefit eligible and can enroll in the CHOC benefit package. Associates who have already waived medical coverage in the same calendar year will not have an opportunity to enroll in medical coverage at this time. Notification launches when benefit enrollment is in active in your Workday inbox.

From: CHOC Workday <choc@myworkday.com>

Sent: Wednesday, August 28, 2024 4:01 PM

To: CHOCO Bear <choco.bear@choc.org>

Subject: Change to your Benefits Eligibility

You have recently become benefit eligible and have an opportunity to enroll in CHOC's benefit package. Please use the link below to enroll. If you have already waived your medical coverage for this calendar year, you may not enroll in medical benefits at this time. You may enroll in any of the other benefit plans.

Please refer to slides 30 - 37 in the ACA job aid for step by step instructions to either enroll or waive your coverage (<https://benefits.choc.org/-/media/Mercer/CHOC/Documents/ACA-benefit-event.pdf>).

If you have any questions regarding your medical coverage, please respond to this email or contact benefits@choc.org.

Business Process: Benefit Change - Benefit Eligible Status Change : CHOCO Bear (1111) on 08/18/2024

Subject: Promotion: CHOCO Bear (1111)

Details: Change Benefits for Life Event for CHOCO Bear (1111) effective on 08/18/2024

[Click here to view the notification details.](#)

1. Start by identifying the benefit eligible status change task in your Workday inbox

The screenshot displays a Workday user interface for a user named CHOCO. At the top, there is a search bar and notification icons. Below the header, a banner image shows two hands pointing towards each other. The main content area is divided into several sections:

- Welcome:** It's Thursday, August 15, 2024.
- Awaiting Your Action:** This section contains two tasks:
 - Benefit Change - Benefit Eligible Status Change : CHOCO Bear II | CHOCO Bear II (1011121314) on 08/04/2024:** A task with a calendar icon, indicating it is due on 08/15/2024. A red arrow points to this task.
 - Update Your Workday Profile:** A task with a location pin icon, indicating 6 required steps remaining.
- Timely Suggestions:** A section with a calendar icon and the text "Keep Your Work Contact Information Updated".
- Announcements:** A section titled "2023 W-2 Tax Documents Available".
- Quick Tasks:** A section with buttons for "Request Absence", "My Payslips", and "My Absence".
- View All Apps:** A link at the bottom of the Quick Tasks section.
- Workday Assistant:** A blue chat bubble in the bottom right corner with the text: "Hi CHOCO Bear II | CHOCO Bear II! I'm Workday Assistant. I can help you find information, navigate Workday, and get things done." and a Workday logo icon.

2. Click “Let’s Get Started”

The screenshot shows a web application interface for CHOC. The top navigation bar includes a 'MENU' icon, the CHOC logo, a search bar, and notification icons. The left sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main content area displays a task titled 'Change Benefit Elections' with a 'Let's Get Started' button highlighted by a red arrow. The task details include 'Initiated On: 08/14/2024' and 'Submit Elections By: 09/03/2024'. A search bar and notification icons are visible at the top.

3. Click “enroll” in any of the benefits you want to elect. When finished click “Review and Sign”

Benefit Eligible Status Change



Projected Total Cost Per Paycheck \$157.31
Projected Total Credits \$11.54

Health Care and Accounts

 **Medical**
Cigna HMO Select Network
REVIEWED

Cost per paycheck \$157.31

Coverage Employee + Family

Dependents 5

[View](#)

 **Dental**
Waived

[Enroll](#)

 **Vision**
Waived

[Enroll](#)

 **Accident**
Waived

[Enroll](#)

 **Hospital Indemnity**
Waived

[Enroll](#)

 **Critical Illness**
Waived

[Enroll](#)

 **Surcharge**
CHOC Spouse

Cost per paycheck Included

Coverage Spouse/DP is not a dependent.

[View](#)

 **Health Savings Account**
Waived

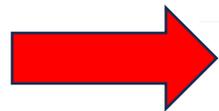
[View](#)

 **FSA Medical**
Waived

[View](#)

[Review and Sign](#)

[Save for Later](#)



5. Review summary page for accuracy.

View Summary

Projected Total Cost Per Paycheck \$138.84 Projected Total Credits \$0.00

To find information about CHOC Benefits Plans and Programs go to:
<http://benefits.choc.org>

Please note, you have not completed your enrollment until you select, "I Agree" and "Submit" at the bottom of this page.

Selected Benefits 4 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Cigna PPO	07/01/2024	07/01/2024	Employee Only			\$138.84
Surcharge CHOC Spouse	07/01/2024	07/01/2024	Spouse/DP is not a dependent.			Included
Basic Life The Hartford (Employee)	07/01/2024	07/01/2024	1 X Salary			Included
Basic AD&D The Hartford (Employee)	07/01/2024	07/01/2024	1 X Salary			Included

Waived Benefits 16 items

Dental	Waived
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6. Click “I accept” and “Submit” to finalize your benefit elections.

Attachments

Drop files here

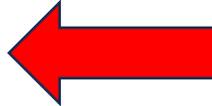
or

Select files

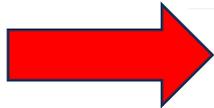
Electronic Signature

I acknowledge that I have been given the opportunity to enroll myself and/or eligible dependents in my employer's benefits plans. I hereby authorize CHOC Children's to take any applicable deductions from my salary with regard to these benefits plans, including applying any start, stop, increase, decrease or change in deduction amount.

I Accept



enter your comment



Submit

Cancel



Scenario 4 - If an associate loses ACA Eligibility Status (through the ACA Measurement Period)

If an associate loses ACA eligibility status through the measurement period

- A passive benefit event task will launch in Workday and automatically waives associates benefits as they are no longer eligible.
- Associate receives a notification 30 days in advance of losing coverage and another notification the day they lose coverage.

First notification is sent to associate 30 days prior to losing ACA eligibility. Second notification is sent the day the associate loses coverage.

From: CHOC Workday <choc@myworkday.com>

Sent: Wednesday, August 21, 2024 1:38 PM

To: CHOCO Bear <choco.bear@choc.org>

Subject: Change to ACA Benefit Eligibility

You have not met the qualifications to remain on ACA Medical Coverage. Your coverage will remain effective through Aug 31, 2024 .

Please refer to slides 38 - 41 in the ACA job aid for any questions related to your ACA coverage (<https://benefits.choc.org/-/media/Mercer/CHOC/Documents/ACA-benefit-event.pdf>).

Business Process: Passive Event: CHOCO Bear (1111) on 09/01/2024

Subject: CHOCO Bear (1111)

Details: Passive Event for CHOCO Bear (1111) effective on 09/01/2024

[Click here to view the notification details.](#)

LONG LIVE CHILDHOOD

Have Questions or Need Help?
Submit a Workday- Benefit Eligibility
under ACA Help Case

