

Workday New Hire Enrollment Quick Reference Guide



Logging on from Graco Network

Visit Graco Village and click the Workday icon:



Logging on from anywhere else

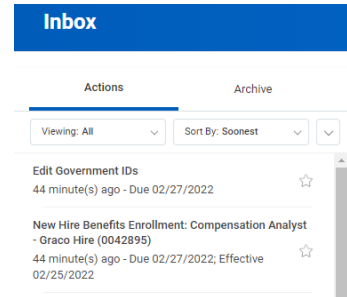
Visit mybenefits.graco.com and click the [Workday link](#)

Use your employee ID number (including the two proceeding zeros) as your Username.

Forgot your password? Follow on-screen instructions or contact workday@graco.com if you need help signing in.

To start your benefits enrollment:

1. Click on your Workday Inbox
 - a. Icon in top right corner
 - b. Workday home page
2. Under Actions, click “New Hire Benefits Enrollment”
3. To begin, click “Let’s Get Started”



Note: You have 30 days from your hire date to complete your benefits enrollment.

Tobacco Use

Tobacco usage is used to determine a premium for supplemental life insurance you elect for yourself.

Tobacco Use

If enrolled in employee supplemental life insurance, tobacco usage status will impact your rates.

Examples of tobacco products include, but are not limited to, cigars, cigarettes, chewing tobacco, snuff, electronic cigarette, etc.

Question Have you used tobacco in any form in the past 12 months?

Answer * Yes
 No

Navigating Workday Enrollment

The benefits you are eligible to elect will populate on the page. Each benefit plan will be represented on its own tile, so be sure to scroll down the page to review and elect each benefit. Each tile will show one of two options:

Enroll	Will display on benefit tiles you are not currently enrolled in.
Manage	Will display on benefit tiles once you are enrolled in the benefit.

At the bottom of each page, there are navigation buttons. The options will depend on the page you are currently viewing. Below is a helpful guide on what each button means:

	Click when you are finished electing your benefits.
	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
	Click to confirm your election and proceed to the next step.
	Click to cancel changes and return to the previous screen.
	Click to save changes and return to the main benefit screen.

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Healthcare Elections

1. For each type of health care benefit – Medical, Dental and Vision: click **Select** to elect a benefit plan or click **Waive** to waive coverage.
2. Click **Confirm and Continue**.
3. If you elect a plan, you will be taken to the add/remove dependents page. Dependents already entered in Workday will be listed, or you may add a new dependent by clicking the **Add New Dependent** button. Required fields for new dependents will be marked with *.

Graco offers a medical plan Opt-Out credit if you have group health coverage through another source (not Graco). **You must select the medical plan Opt-Out Credit when making your benefit elections in Workday if you want the credit.** The credit is \$125/month for full-time employees and \$70/month for part-time employees.

Note: Before saving your changes, check that all dependents you would like covered have a blue checkbox next to their name.

*Selection	Benefit Plan Details
<input checked="" type="radio"/> Select <input type="radio"/> Waive	BlueCross BlueShield of MN HDHP Consumer Plan
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BlueCross BlueShield of MN HDHP Value Plan

Add New Dependent

2 items

Select	Dependent
<input checked="" type="checkbox"/>	Jane Doe
<input checked="" type="checkbox"/>	John Doe

Health Savings Account (HSA) Elections

If you enrolled in the Consumer Plan or Value Plan, you must enroll in the Health Savings Account (HSA) benefit. Even if you do not plan to contribute to the HSA, you must elect the HSA to receive the Company's contribution (if eligible).

1. Click **Select**, then **Confirm and Continue**.
2. You may choose to enter in a "Per Paycheck" amount or an "Annual" amount. You may increase or decrease your contribution amounts in Workday any time throughout the year.

Per Paycheck Annual

Remaining Paychecks 20

Note: A HSA is **only** available if you enrolled in the Consumer or Value Medical Plan. You must re-enroll in the HSA each year during Open Enrollment.

Flexible Spending Account (FSA) Elections

Flexible Spending Account (FSA) – Healthcare, Limited Purpose, or Dependent Care:

1. Click **Select**, then **Confirm and Continue**.
2. You may choose to enter in a "Per Paycheck" amount or an "Annual" amount.

Per Paycheck Annual

Remaining Paychecks 20

Note: FSAs do not carry over: you must re-enroll in the FSA each year during Open Enrollment.

*The **Healthcare FSA** is only available to Traditional Medical Plan participants or employees who waive Graco's medical coverage.

*The **Limited Purpose Healthcare FSA** is only available to Consumer and Value Medical Plan participants.

*The **Dependent Care FSA** is available to any Graco employee with eligible dependents.

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Insurance Elections (Life & Disability)

The following plans are employer paid and eligible employees are automatically enrolled:



- Basic Life and AD&D Insurance
- Business Travel Accident (BTA)
- \$5,000 Dependent Life Insurance
- Short-Term & Long-Term Disability

Supplemental – Employee Life, Spouse Life, Child Life, and AD&D:

1. Click **Select** or **Waive**
2. Click **Confirm and Continue**.

Note: If you don't enroll in Supplement Employee/Spouse/Child Life when first eligible, you may enroll/change your coverage at any time; however, you may be required to provide a Statement of Health. If required, you will have an action item in your Workday inbox.

IMPORTANT: Remember to add a beneficiary to your Basic Life & AD&D Insurance, BTA Insurance and if applicable, Supplemental Employee Life Insurance.

1. Click , and then click .
2. Click **Add New Beneficiary or Trust**, then enter the details of your beneficiary in all required fields (marked with *), then click **OK**.
3. Click in the Percentage field and enter the percentage for that beneficiary. Total percentage must equal 100%.

Additional Benefits

Additional Benefits – Accidental Injury, Critical Illness, Identity Theft, and Legal Services:

1. Click **Select** or **Waive**.
2. Click **Confirm and Continue**.
3. For Identity Theft Protection you will have the option to choose an individual or family plan. For Legal Services you will have the option to choose Ultimate Advisor or Ultimate Plus Advisor.

Note: If you elect the Consumer or Value medical plan, Graco will pay for the cost of Accidental Injury Insurance for yourself and \$5,000 of employee-only Critical Illness coverage. In Workday, you will need to enroll in both benefits found in the Additional Benefits section. You also have the option to enroll in additional coverage for yourself and/or eligible dependents at your cost.

Review and Sign

Review your elections, waived coverages and any beneficiary designations carefully.

1. If you need to make changes, click **Save for Later** to exit the benefit event without submitting your elections. Your elections will be saved and you may reopen the Benefit Event to make changes by clicking the task in your Workday Inbox. **Remember, you have 30 days from your hire date to complete your benefits enrollment.**
2. If you are ready to submit your elections, click **Review and Sign** and review your elections one last time to ensure accuracy. Click the **I Accept** checkbox, then click **Submit**.

Questions?

Contact the Graco Benefits department at benefits@graco.com or 612-623-6616 with any questions.
