

Workday New Hire Enrollment Reference Guide



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Logging on and Getting Started

If logging on from the Graco network, visit the Graco Village and click on the Workday icon.



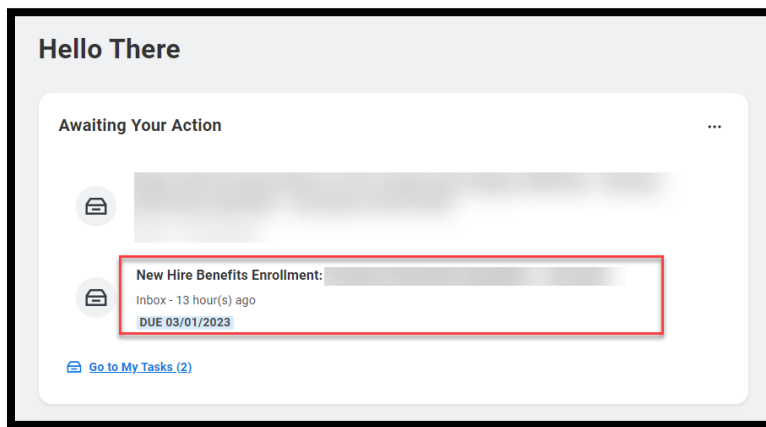
If logging on from outside of Graco's network, visit mybenefits.graco.com and click the [Workday link](#). Your username is your employee number, preceded by two zeros. For example, 0012345.

Forgot your password? Please contact one of the following (in order of preference):

- Local HR Representative
- HRIS Helpdesk-submit a [ticket](#) or call 612-656-7838
- Graco Helpdesk helpdesk@graco.com or call 612-623-6336

To start your benefits enrollment:

1. Under **Awaiting Your Action** on the Workday home page click **New Hire Benefits Enrollment**.



2. To begin, click **Let's Get Started**.



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

Tobacco Use and Navigating Workday Enrollment

Tobacco usage is used to determine the premium for employee supplemental life insurance, if elected and approved.

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

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 the two options:

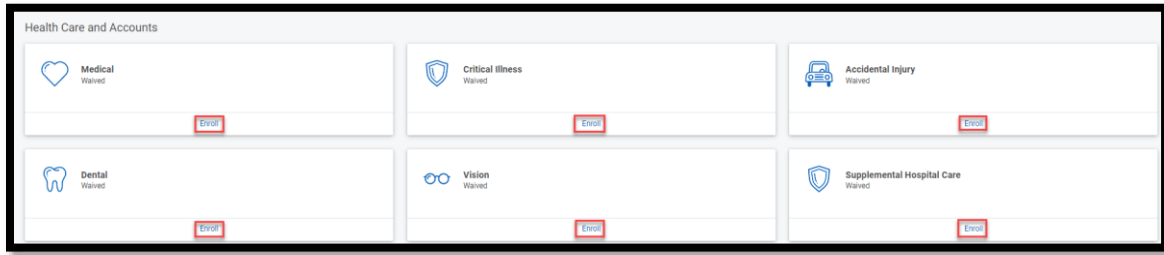
Enroll	Will display on benefit tiles you are not currently enrolled in.
Manage	Will display on benefit tiles once you are enrolled in the benefit.

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.

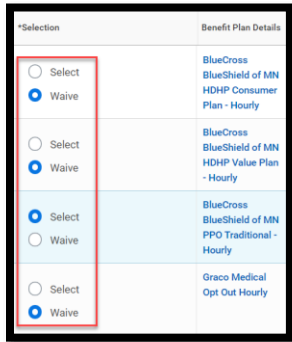
	Click when you are finished electing your benefits.
	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
	Click to confirm your election and proceed to the next step.
	Click to cancel changes and return to the previous screen.
	Click to save changes and return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

Health Care Elections

1. To Enroll into a benefit select **Enroll**.



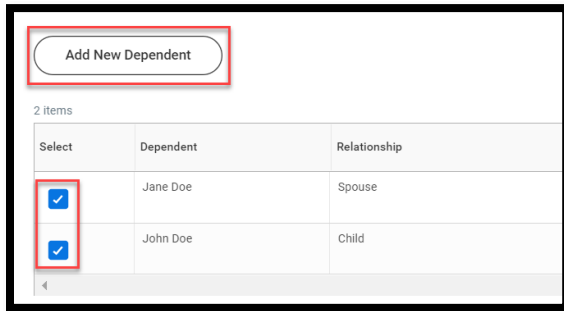
2. For each type of health care benefit: click **Select** to elect a benefit or click **Waive** to waive coverage.



3. Click **Confirm and Continue**.



4. 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 *.



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

Medical Plan Opt-Out Credit

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.

Select
 Waive

Graco Medical Opt Out Hourly

Health Savings Account (HSA) Elections

If you enrolled in the Consumer Plan or Value Plan, you **must enroll** in the Health Savings Account (HSA) benefits. Even if you do not plan to contribute to the HSA, you must elect the HSA and enter \$0 to receive the company-funded HSA contribution (if eligible).

Health Savings Account
Waived

Enroll

1. Click **Select**, then **Confirm and Continue**.

*Selection	Benefit Plan Details	You Contribute (Weekly)	Company Contribution (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Further HSA		

Confirm and Continue Cancel

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 43

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) – Health Care, Limited Purpose or Dependent Care

Health Care Flexible Spending Account (FSA)
Waived

Enroll

Limited Purpose Flexible Spending Account (FSA)
Waived

Enroll

Dependent Care Flexible Spending Account (FSA)
Waived

Enroll

1. Click **Select**, then **Confirm and Continue**.

*Selection	Benefit Plan Details	You Contribute (Weekly)	Company Contribution (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Further		

2. You may choose to enter in a “Per Paycheck” amount or an “Annual” amount. The minimum annual amount you can contribute is \$100.

Per Paycheck

Annual Remaining Paychecks 43

Note: FSA elections do not carry over. You must re-enroll in the FSA each year during Open Enrollment if you want the benefit.

- The **Health Care FSA** is only available to Traditional Medical Plan participants or employees who waive Graco’s medical coverage.
- The **Limited Purpose Health Care FSA** is only available to Consumer and Value Medical Plan participants.
- The **Dependent Care FSA** is available to any Graco employee with eligible dependents.

Insurance Elections (Life & Disability)

The benefits listed below are paid for by Graco and you are automatically enrolled in coverage.

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

<p>Basic Life and Accidental Death & Dismemberment (AD&D) Unum Hourly (Employee)</p> <p>Cost per paycheck: Included</p> <p>Coverage: 1 X Salary</p> <p>Manage</p>	<p>Dependent Life Graco (Dependents)</p> <p>Cost per paycheck: Included</p> <p>Coverage: \$5,000</p> <p>Manage</p>
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<p>Short Term Disability (STD) Graco Hourly (Employee)</p> <p>Cost per paycheck: Included</p> <p>Coverage: 66.67% of Salary</p> <p>Manage</p>	<p>Long Term Disability (LTD) Unum (Employee)</p> <p>Cost per paycheck: Included</p> <p>Coverage: 66.67% of Salary</p> <p>Manage</p>	<p>Business Travel Accident Chubb & Son (Employee)</p> <p>Cost per paycheck: Included</p> <p>Coverage: 3 X Salary</p> <p>Manage</p>
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Supplemental-Employee Life, Spouse Life, Child Life, and AD&D (additional coverage at your expense)

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


*Selection	Benefit Plan Details	You Pay (Weekly)	Company Contribution (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Unum Hourly (Employee)		

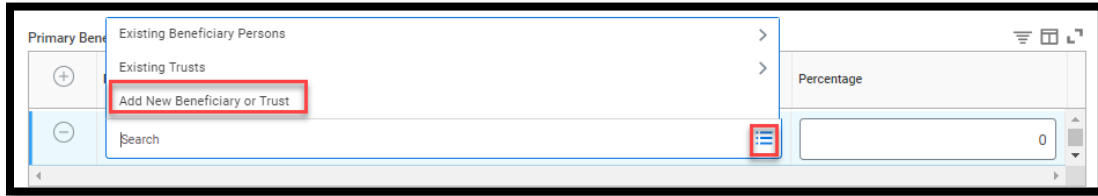
Note: If you don't enroll in Supplemental employee, spouse and/or child life insurance when first eligible, you may enroll/change your coverage at any time; however, you may be required to provide a Statement of Health. If required, you will have an action item in your Workday inbox.

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

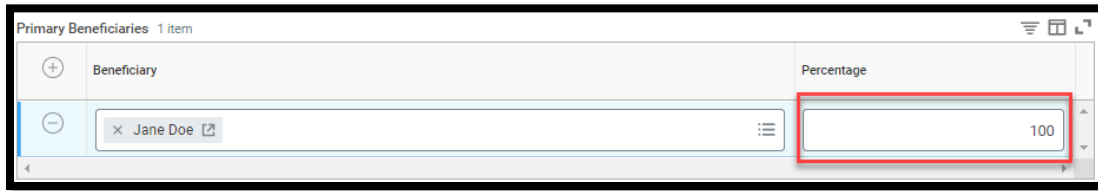
1. Click

Primary Beneficiaries 0 items		
	Beneficiary	Percentage
No Data		

2. Click 
3. Click **Add New Beneficiary or Trust**, then enter the details of your beneficiary in all required fields (marked with *), then click **OK**.

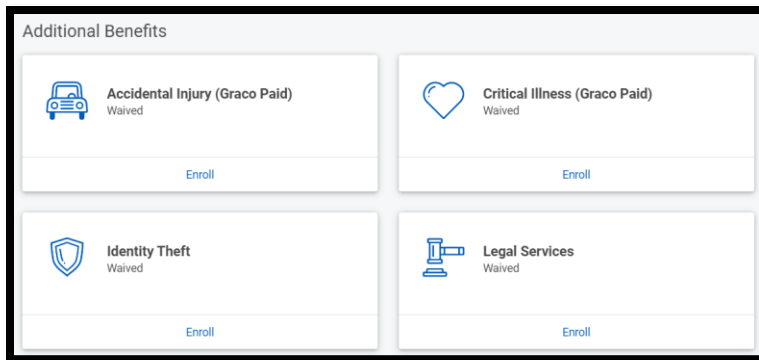


4. Click in the Percentage field and enter the percentage for that beneficiary. Total percentage must equal **100%**.

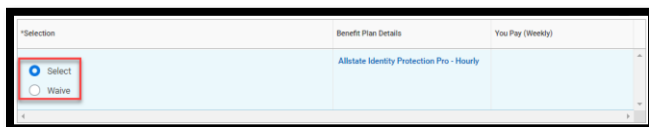


Additional Benefits

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



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



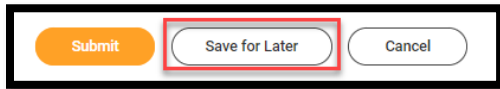
3. For Identity Theft Protection you will have the option to choose an individual or family plan. For Legal Services you will have the option to choose Ultimate Advisor or Ultimate Plus Advisor.

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, however, you will need to enroll in both benefits found in the Additional Benefits section in Workday. You also have the option to enroll in additional coverage for yourself and/or eligible dependents at your cost underneath Health Care and Accounts at the top of your enrollment screen.

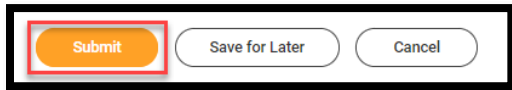
Review and Sign / Questions

Review your elections, waived coverages and 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**.



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