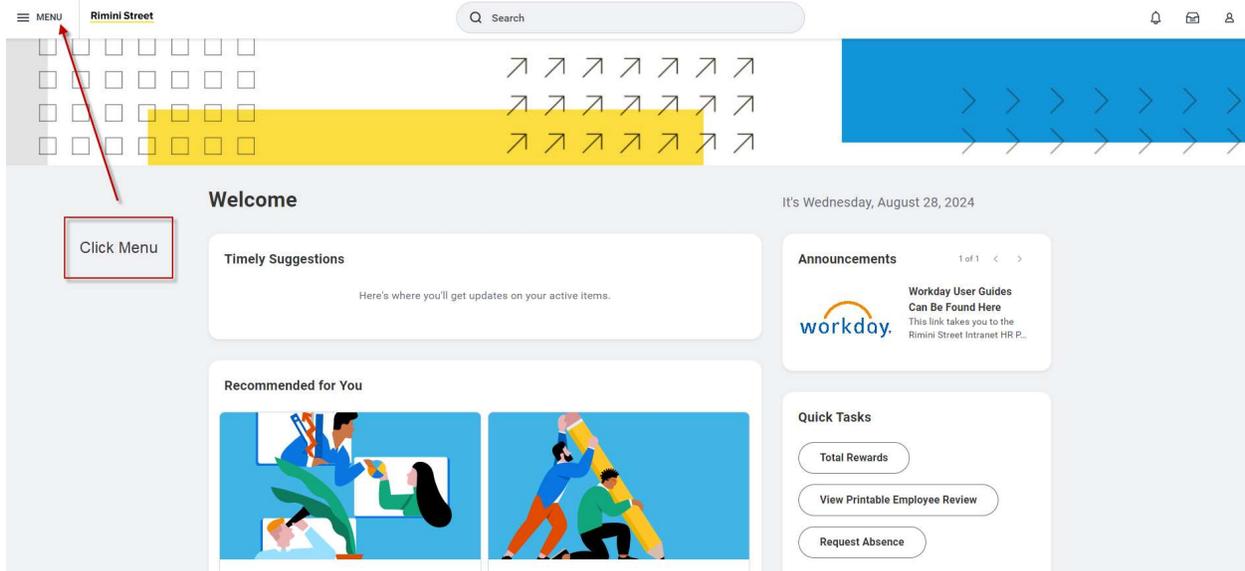
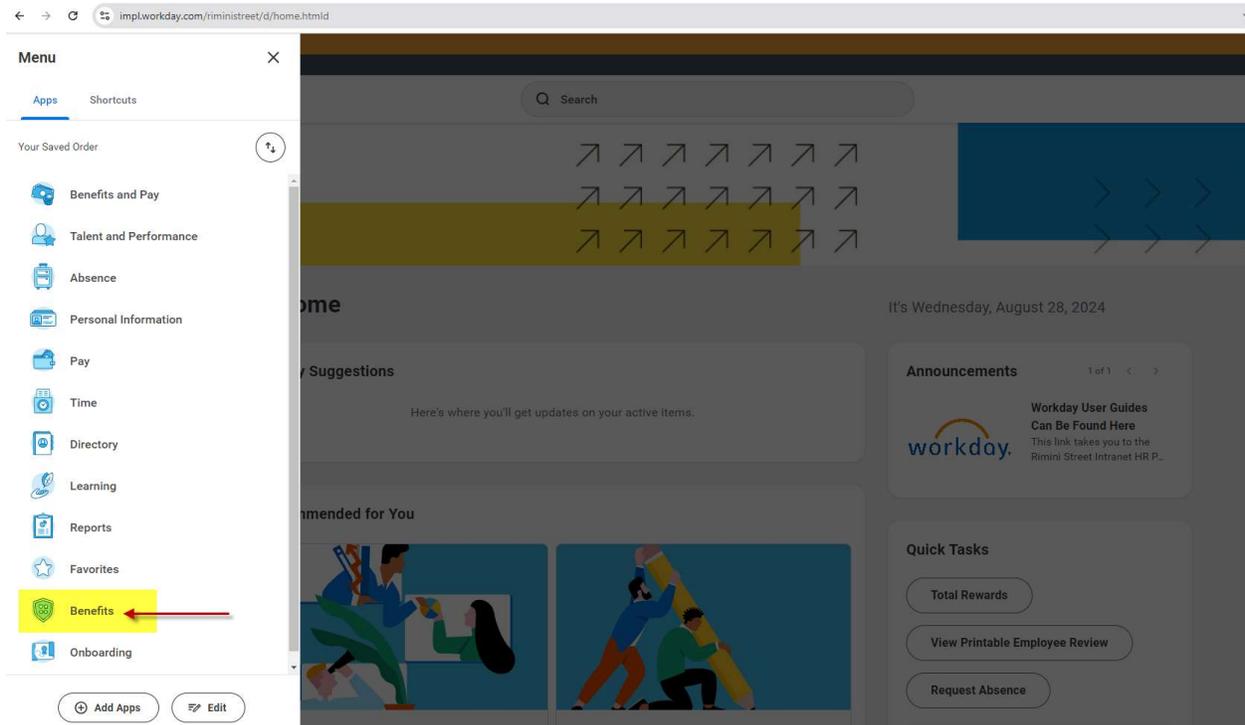


# Commuter Benefit Enrollment Guide

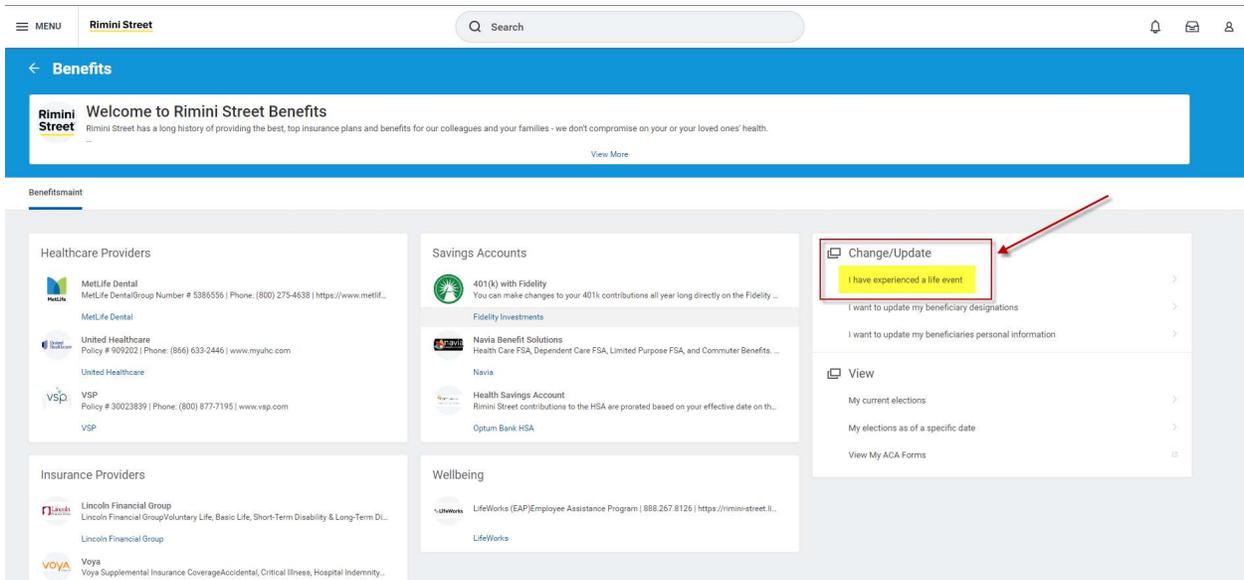
**Step 1:** Click on the Workday chicklet in Okta and click on 'Menu' in the upper left-hand corner.



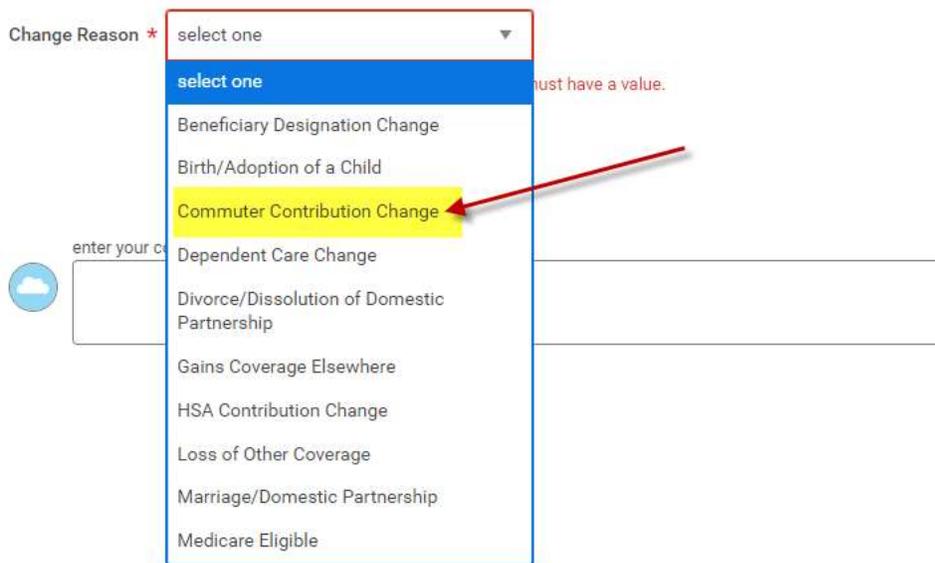
**Step 2:** Scroll down to 'Benefits' and click.



**Step 3:** Click on 'I have experienced a life event' located under Change/Update on the right side of the screen.



**Step 4:** Your 'Change Reason' will be 'Commuter Contribution Change'.



**Step 5:** The date will be the date you want to start contributions.

Change Reason \* Commuter Contribution Change

Benefit Event Date \* MM/DD/YYYY 

Submit Elections By 09/01/2024

enter your comment 

September 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Step 6:** Once the two top fields are filled click 'Submit' to move to the next action item. Attachments are not needed.

Change Reason \* Commuter Contribution Change

Benefit Event Date \* 09/09/2024 

Submit Elections By 09/01/2024

Benefits Offered Commuter

Attachments

Drop files here  
or

enter your comment 

**Instructions**  
For **Qualified Life Events**, please click [HERE](#) for examples of acceptable documentation.  
In the event of a Divorce, you must change the Relationship from Spouse to Ex Spouse prior to initiating the Divorce.

Click 'Submit' once the top two fields are filled.

**Step 7:** A pop-up will show up to start the change event, otherwise you will find the Benefit Change in your Workday Inbox, located in the top-right corner. The event is called 'Benefit Change – Commuter Contribution Change' and you will click 'Let's Get Started'.

MENU Rimini Street

Search

My Tasks

All Items

Advanced Search

Benefit Change - Commuter  
Contribution Change : [REDACTED]  
on 09/09/2024  
Effective: 09/09/2024

Change Benefit Elections

Created: 08/28/2024 | Effective: 09/09/2024

Initiated On 08/28/2024

Submit Elections By 09/01/2024

Let's Get Started

Workday inbox will contain your Benefit Change Event.

Click 'Let's Get Started' to change contribution amount.

**Step 8:** Click 'Enroll' to make your contribution amount changes.

MENU Rimini Street

Search

Commuter Contribution Change

Projected Total Cost Per Paycheck  
\$0.00

Additional Benefits

Commuter  
Waived

Enroll

Click 'Enroll' to make changes

Review and Sign Save for Later

**Step 9:** There are 2 options – Parking and Transit. You can select one or both, which ever suits your needs. Click ‘select’ and then ‘Confirm and Continue’.

Projected Total Cost Per Paycheck  
\$0.00

### Commuter

Plans Available  
Select a plan or Waive to opt out of Commuter.

2 Items

Benefit Plan	*Selection	You Pay (Semimonthly)	Company Contribution (Semimonthly)
Navia Parking	<input type="radio"/> Select <input checked="" type="radio"/> Waive	Included	
Navia Transit	<input type="radio"/> Select <input checked="" type="radio"/> Waive	Included	

Confirm and Continue Cancel

**Step 10:** You will then be able to type in your *per paycheck* parking contribution amount. Click ‘Save’ to move to the next step.

Projected Total Cost Per Paycheck  
\$0.00

### Commuter - Navia Parking (Step 1 of 2)

Contribute

Enter an amount that you will contribute to this plan.

Per Paycheck Contribution (\$)

Maximum Amount: \$150.00

Additional Benefits Instructions  
Provider Website Navia

Save Cancel

**Step 11:** You will then be able to type in your *per paycheck* transit contribution amount. Click 'Save' to move to the next step.

MENU Rimini Street Search

### Commuter - Navia Transit (Step 2 of 2)

Projected Total Cost Per Paycheck  
\$200.00

**Contribute**

Enter an amount that you will contribute to this plan.

Per Paycheck Contribution (\$)

Maximum Amount: \$150.00

Additional Benefits Instructions

Provider Website [Navia](#)

Save Cancel

**Step 12:** Click 'Review and Sign' to move forward. You will see your updated commuter amount listed.

MENU Rimini Street Search

### Commuter Contribution Change

Projected Total Cost Per Paycheck  
\$200.00

**Additional Benefits**

	<b>Commuter</b> 2 Plans UPDATED	
Navia Transit		\$100.00
Navia Parking		\$100.00

Manage

**Your Commuter 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.

Review and Sign Save for Later

Click 'Review and Sign' once you are done making

This is a pop-up reminding you that you have not yet submitted your changes. You can 'x' out of this.

**Step 13:** You will then be able to preview your benefit elections. Scroll to the bottom of this screen once you are done reviewing.

**View Summary**

Projected Total Cost Per Paycheck  
\$200.00

Once you make your enrollment selections during open enrollment or as a new hire, those elections are binding until next Open Enrollment Period (**every November**) or Qualifying Life Status Event.

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Commuter	09/09/2024	09/09/2024	\$100.00			\$100.00
Navia Parking						
Commuter	09/09/2024	09/09/2024	\$100.00			\$100.00
Navia Transit						

Waived Benefits 0 items  
No items available.

Company Contribution	Employee Cost	Net Cost
\$0.00	\$200.00	\$200.00

Attachments

**Step 14:** At the bottom of the 'View Summary' page you will then checkmark 'I Accept' and then click 'Submit' to send the benefit changes to the Benefits Team for approval.

If you do not submit the changes they will not be in effect.

Drop files here  
or

**Electronic Signature**

**Legal Notice: Please Read**

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Accept

Checkmark 'I Accept'

enter your comment

Process History

Change Benefits for Life Event- Awaiting Action

Click 'Submit' for changes to be finalized

**Step 15:** You have now completed your contribution change and can click 'Done'.