2027 OPEN ENROLLMENT



Your Benefits, Your Way.

PLEASE REVIEW THE INSTRUCTIONS TO COMPLETE YOUR OPEN ENROLLMENT

1. **Log into Workday**
   - Log directly into **Workday**
   - Access Workday via **Okta tile**
   - Use the **Workday mobile app** (iOS/Android) with organization ID: **oakgov**

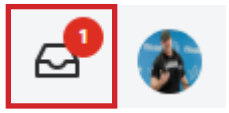
For difficulty signing into Workday or Okta, please call at 248-858-8812.

If you have additional questions about how to use Workday, click on the HELP application from your Workday homepage menu list and create a case or contact **workday@oaklandcountymi.gov**.

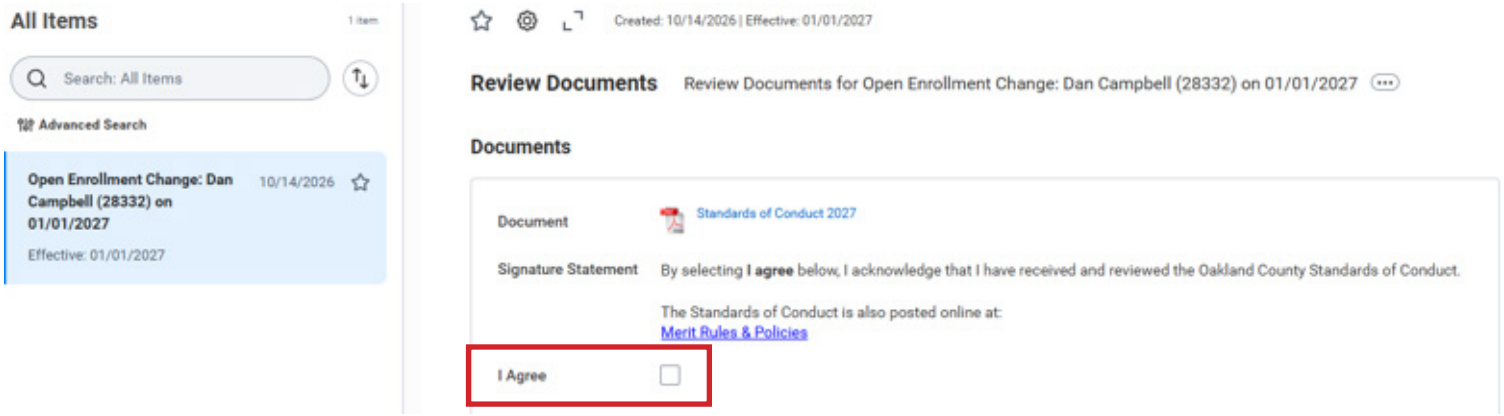
Questions? Email **benefits@oaklandcountymi.gov** or visit **hr.oakgov.com/openenrollment**

OAKLAND COUNTY MICHIGAN
HUMAN RESOURCES

2. From your Workday Dashboard, click **Inbox** found in the upper-right corner of the screen.



3. Review and complete the 2027 required notices tasks by checking the "**I Agree**" boxes.
    A. Standards of Conduct 2027
    B. Workplace Violence Policy 2027
    C. Non-Discrimination Policy 2027
    D. Sexual Harassment Policy 2027
    E. 2027 Health & Welfare Benefit Notice
    F. 2027 Benefit Guides



5. Once all six (6) of the above documents have the box checked, click **Submit** on the bottom of the screen.

6. Click on **Let's Get Started**.

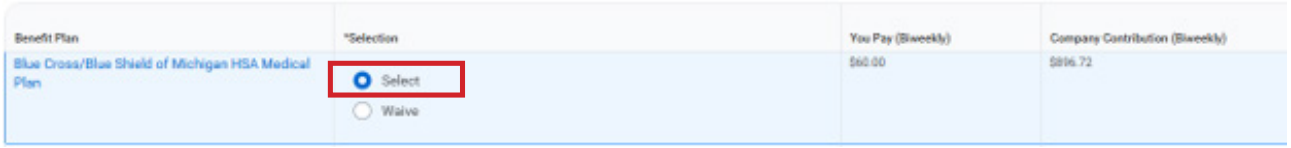


CHANGING ELECTIONS FOR MEDICAL, DENTAL, AND VISION OR ADDING/REMOVING DEPENDENTS

1. Click **Manage** under each plan option: **Medical, Dental, or Vision**.



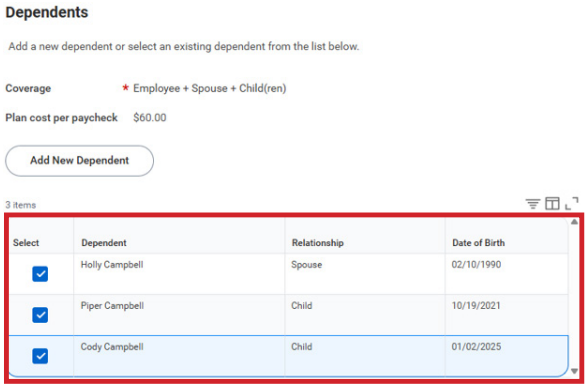
2. Click **Select** next to your elected plan.
   Note: Click on each benefit plan provider to view plan details.



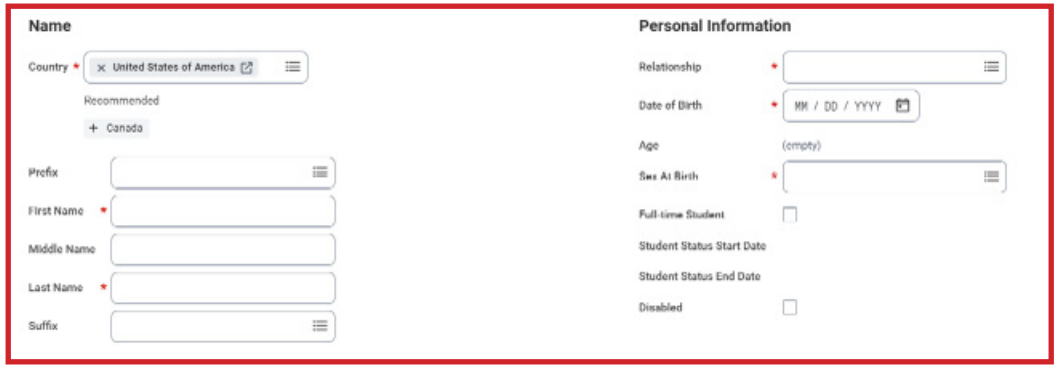
3. Click **Confirm** and **Continue**.

4. Review who is covered under your medical plan and make sure that everyone you wish to have covered has the blue check next to their name.

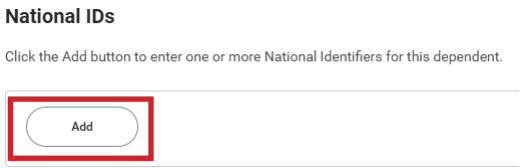
   *Note: If you are changing medical plans **AND** you have dependents, you will need to re-click the box under Select next to the dependents name.*



5. To add or remove a dependent, follow steps below, if no changes click **Save**.
6. To add a dependent, click **Add New Dependent**.
7. Choose to **Use an Existing Beneficiary** or **Emergency Contact** or **Create Dependent**.
8. Click **Use as Beneficiary** if you would like to use this person as a beneficiary for your life insurance plans.
9. Click **Ok**.
10. Enter your dependents information (*required fields marked with a red asterisk**).



11. Click **Add** to enter National ID (SSN).



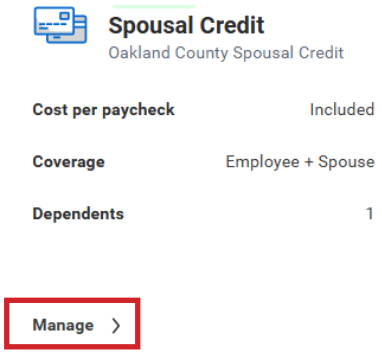
12. Click **Save**.
13. To remove a dependent, unclick the box under **Select** next to the dependents name you wish to remove.
14. Click **Save**.

Note: You are able to have different levels of coverage across your Medical, Dental, and Vision plans. Be sure you have reviewed your coverage and the correct dependents have coverage.

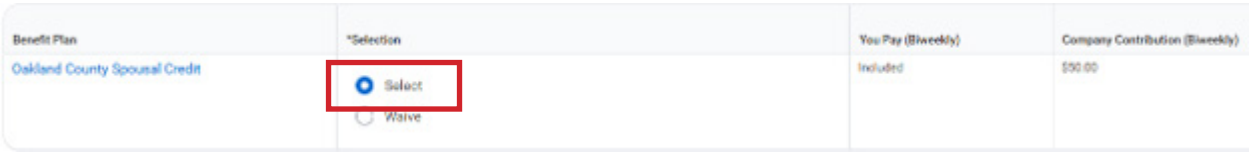
CHANGING ELECTIONS FOR THE SPOUSAL CREDIT

Note: The Spousal Credit is available to employees who enroll in an Oakland County medical plan but their spouse does not. If the employee opting out of medical coverage is enrolled in an Oakland County medical plan by their spouse or parent, they are not eligible for the Spousal Credit.

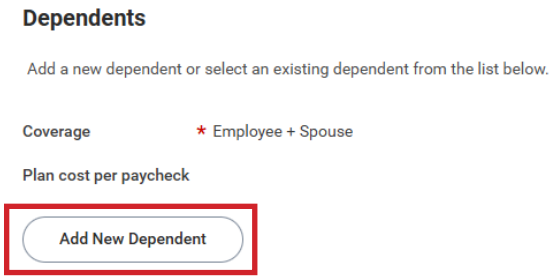
1. Click **Manage** under **Spousal Credit**.
2. Click **Select** next to your elected plan.



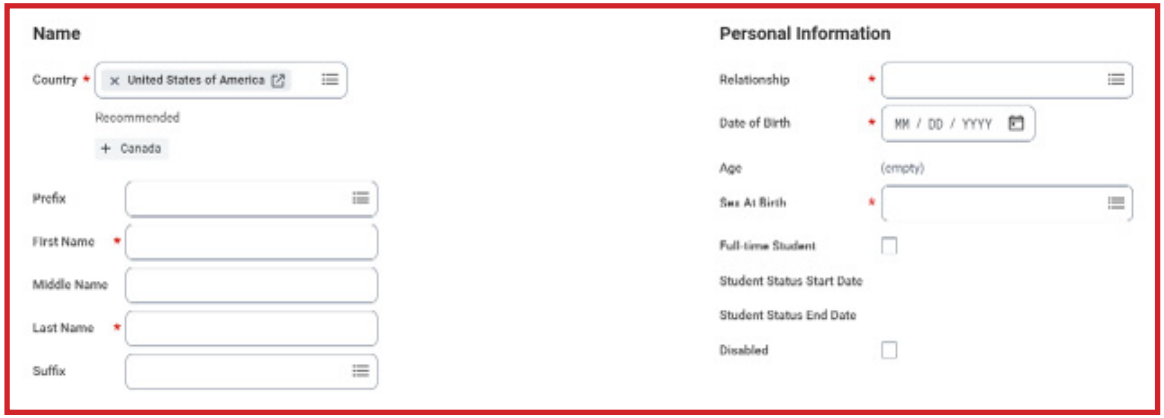
3. Click **Confirm** and **Continue**.



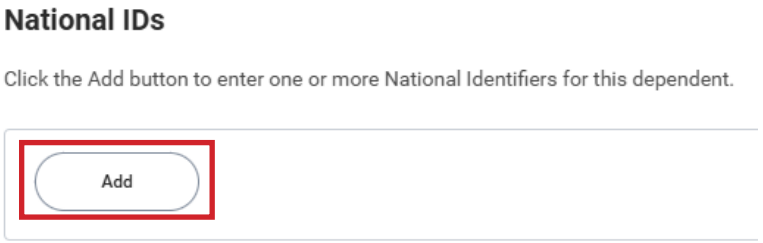
4. The Spousal Credit only allows a coverage level of Employee + Spouse.
5. To add or remove a spouse, follow steps below, if no changes click **Save**.
6. To add a spouse, click **Add New Dependent**.



7. Choose to **Use an Existing Beneficiary** or **Emergency Contact or Create Dependent**.
8. Click **Use as Beneficiary** if you would like to use this person as a beneficiary for your life insurance plans.
9. Click **Ok**.
10. Enter your dependents information (*required fields marked with a red asterisk**).



11. Click **Add** to enter National ID (SSN).

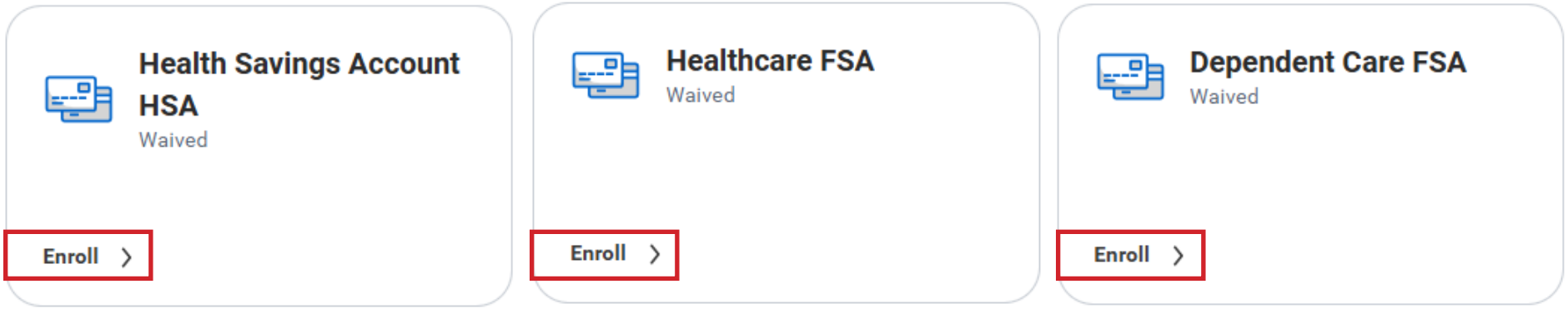


12. Click **Save**.
13. To remove a dependent, unclick the box under **Select** next to the dependents name you wish to remove.
14. Click **Save**.

ENROLL IN THE HEALTH SAVINGS ACCOUNT (HSA) OR A FLEXIBLE SPENDING ACCOUNT (FSA)

1. Click **Enroll** under the **Health Savings Account (HSA)** - only available if you're enrolled in the HSA Medical Plan.

   Note: Per IRS guidelines, the Health Savings Account limits are $4,500 per individual or $9,000 per family. If you're over age 55, you can contribute an addition $1,000 catch up contribution.



2. Click **Enroll** under **Healthcare FSA and/or Dependent Care FSA** to re-enroll or enroll in FSA accounts - only available if you're enrolled in the PPO1, PPO2, HMO, Traditional, or No Coverage plans.

   Note: Per IRS guidelines, Healthcare FSA limits are $3,400 per individual or family and Dependent Care FSA limits are $7,500 per individual or family.

3. Click **Select**.

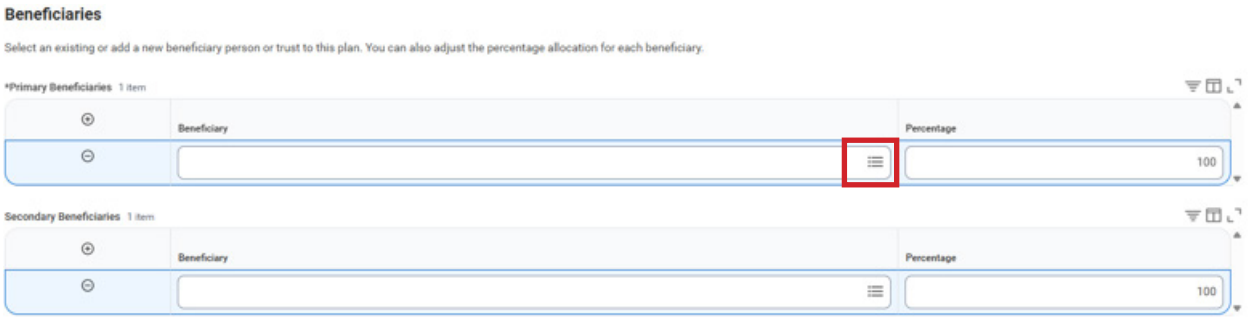
4. Click **Confirm** and **Continue**.

5. Enter the **Per Paycheck** or **Annual Amount**.

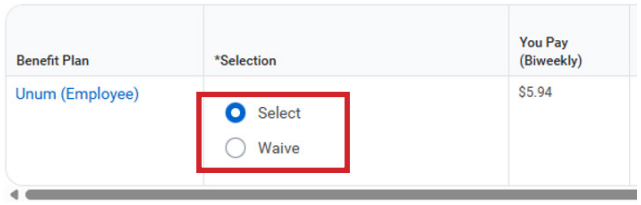
6. Click **Save**.

ELECT BUY-UP OPTIONS FOR LIFE INSURANCE AND AD&D AND/OR CHANGE BENEFICIARIES

1. Click **Manage** under **Basic Life** to change/update your beneficiaries.
2. Click **Confirm** and **Continue**.
3. Use the options icon to update Beneficiaries; also select primary and contingent beneficiary allocations (if applicable).



4. Click **Save**.
5. Click **Manage** under **Life Buy-Up, AD&D Buy-Up,** or **Life Buy Down** to change your life insurance options.
6. Click **Select** or **Waive**.

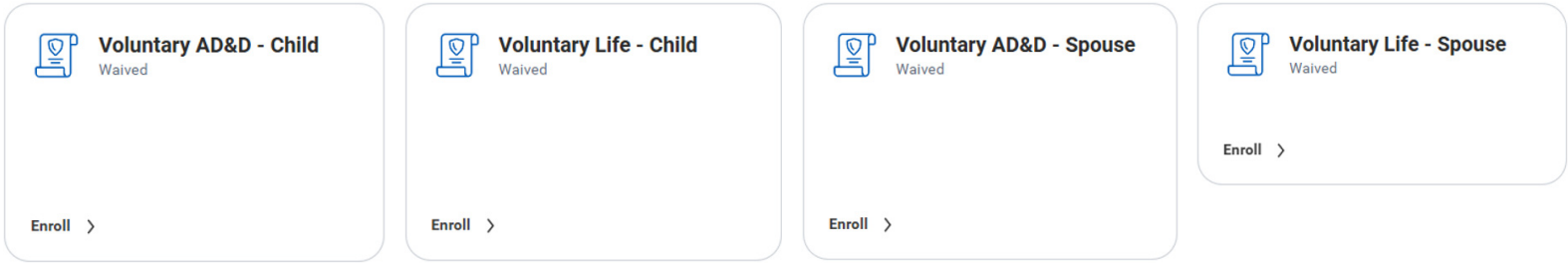


7. Click **Confirm** and **Continue**.
8. If you clicked **Select**: Click in the **Coverage** box, click the options icon to select the appropriate coverage level.
9. Click **Save**.

Note: if you buy-up your life insurance or AD&D more than one level during Open Enrollment, you will be subject to Evidence of Insurability (EOI).

VOLUNTARY ELECTION OPTIONS FOR LIFE INSURANCE AND AD&D FOR SPOUSE/CHILD

1. Click **Manage** under **Voluntary Life - Child, Voluntary AD&D - Child, Voluntary Life - Spouse, and/or Voluntary AD&D - Spouse**.



2. Click **Select**.
3. Click **Confirm** and **Continue.**
4. Select coverage amount by clicking on the coverage box.

   Note: Child Amounts: $10,000 or $20,000 | Spouse Amounts: $10,000, $20,000, or $50,000.

   Note: Spouse Life insurance amount is based off the employees age.
5. Select coverage amount.
6. Then you will need need to select which dependent(s) you wish to cover under then plan.
7. Click **Save**.

EAP

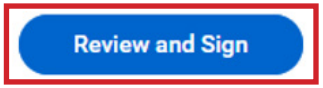
1. The Optum EAP is automatically selected for all full-time employees. It cannot be waived.

PET INSURANCE

1. Click **Manage** under Pet Insurance - Cat or Pet Insurance - Dog.
2. Click **Select**.
3. Click **Confirm** and **Continue**.
4. Select coverage amount by clicking on the coverage box. You can elect between 1-5 Cats, or 1-5 Dogs.
5. Click **Save**.

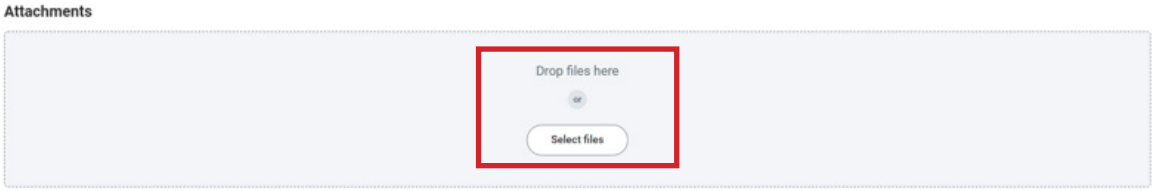
READY TO SUBMIT BENEFITS

1. Click **Review and Sign**.



2. Review a summary of your benefits, click **Cancel** if any changes need to be made.

3. If you are adding a dependent, scroll down to **Attachments** and click **Select Files** to upload required documentation (if applicable). Required documentation is necessary if:
   - Adding a spouse: upload marriage certificate, a marriage license will not be accepted.
   - Adding a child or stepchild: upload the birth certificate, verification of birth will not be accepted.



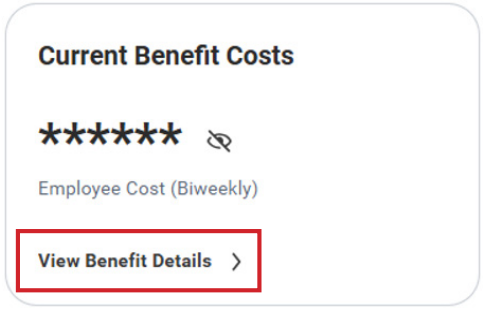
4. Click **Submit**.

5. Click **View 2027 Benefits Statement** to save or print your benefits confirmation.

6. Click **Done**.

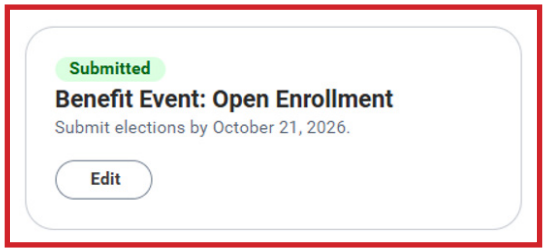
VIEW CURRENT BENEFIT ELECTIONS

1. From the Workday home screen, click on the **More** button on the left side.
2. Under **Your HR/Pay Apps**, click on the **Benefits and Pay Application**.
3. On the **Overview** page, under **Current Benefits Costs**, click **View Benefit Details**.



EDIT 2027 BENEFIT ELECTIONS (AFTER COMPLETING OPEN ENROLLMENT)

1. From the Workday home screen, click on the **More** button on the left side.
2. Under your **HR/Pay Apps**, click on the **Benefits and Pay Application**.
3. Under **Needs Attention** is the **Benefit Event: Open Enrollment** tab.



4. Click **Edit**.
5. Click **Let's Get Started**.
6. You may review and edit Open Enrollment elections for 2027 until 11/10/2026.
7. Click **Review and Sign**.
8. Click **Submit**.

VIEW 2027 BENEFIT ELECTIONS (AFTER COMPLETING OPEN ENROLLMENT)

1. From the Workday menu, click on your profile in the top right hand corner.
2. Click on **View profile**.
3. On the left side under your name, click on the **Actions** button. 
4. Click **View Worker History**.

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status
Open Enrollment Change: Whitney Houston (43731) on 01/01/2027	01/01/2027	10/14/2026 11:09:55 AM		10/14/2026 11:22:36 AM	Successfully Completed

5. Click on the top **Open Enrollment Change** for 1/1/2027.
6. Click on the **PDF** Button in the top right hand corner if you would like to print a copy.