

Overview

This Quick Reference Guide (QRG) describes how to view, add and change your Healthcare Scheme.

You can only join or make changes to your Healthcare Scheme at the following times:

- within 3 months of joining the organisation
- during the annual enrolment window (usually during November/December)
- within three months following the relevant qualifying lifestyle event. To find out more, please visit the [Healthcare Scheme My Benefits site](#).

All new joiners will get the opportunity to join the Healthcare Scheme as part of their on-boarding inbox tasks. They have three months to join without providing any evidence of qualifying life event.

Change Benefits cannot be managed in the Workday App on mobile devices, this needs to be done via the browser.

Need to Know Before Starting!

If you are joining because of a qualifying lifestyle event, you will be required to attach supporting documentation to your request as proof of your qualifying event. You must specify the qualifying event applicable to your circumstances in the **Comments** box next to your attachment.

You have a 3 month window from the actual date of event to make changes. A Qualifying Life Event is defined as:

- marriage or civil partnership
- partner changes benefits
- having a child
- decrease in working hours by more than 20%
- divorce or separation
- change of partner
- death of a spouse/partner/child
- starting or returning from maternity/shared parental leave

For full details about what is defined as a qualifying lifestyle event click [here](#).

Change my Healthcare Scheme (Qualifying Life Event only)

1. Click **Benefits** on your home page.

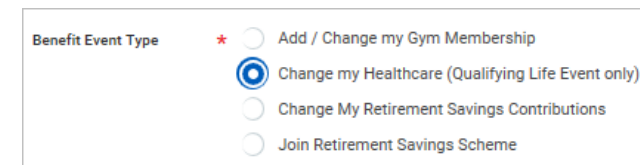


2. Click on **Benefits**




Note that Steps 3 to 9 are only applicable if you are making a change or joining due to a qualifying lifestyle event. If you are joining as a new hire or through the annual open enrolment, proceed to step 10.

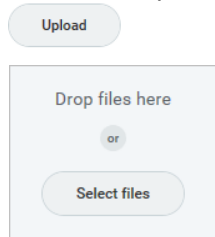
3. Click on **Change my Healthcare (Qualify Life Event only)**



Mandatory fields are indicated with *

4. Click on **Benefit Event Date** calendar icon  and select the date of your qualifying event that allows you to make changes to your Healthcare Scheme.
5. It is **mandatory** to provide evidence of the lifestyle change and attach supporting document/s and **comments** in the box provided next to the **Attachment** section.

6. To attach document/s, drop file or select files that are to be attached and click **Upload**

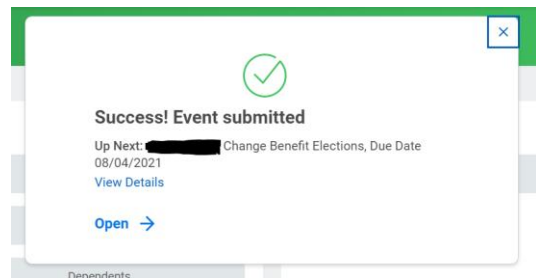


7. Add in details in **Comments** box (e.g. I got married on the 1st June 2018)

8. Click **Submit**



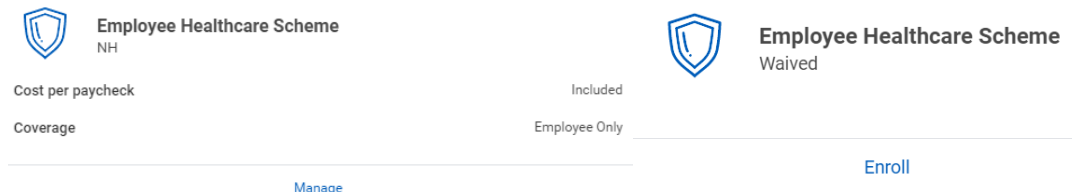
9. Click **Open** on the window that will pop up



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




11. Click on **Manage** (or **Enroll** if you're not currently a member)



12. Click **Select** to add or **Waive** to remove the Healthcare Scheme, then **Confirm and Continue**





13. To select the **coverage**, click on the menu icon  next to Coverage to select options.



14. Select the dependents you'd like to add from the list that will appear below.

Dependents

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

Coverage  Employee + Partner 

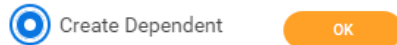
Plan cost per paycheck £42.08

Add New Dependent

3 items

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	Don Draper	Spouse
<input type="checkbox"/>	Sally Draper	Child
<input type="checkbox"/>	Bobby Draper	Child

- Click **Add New Dependent** if the dependent you wish to add has not been added to your dependent list previously. Click **Create Dependent**. You will be asked if you want to Use your new dependent as a beneficiary? **Note:** We advise answering **No** as beneficiaries should only be changed in relation to the Life Assurance plan. Click **OK**

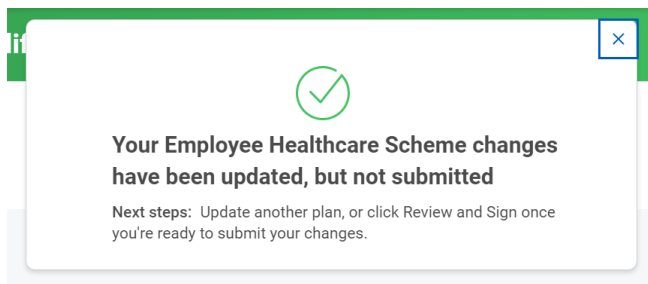


- Complete the **Add My Dependent Enrolment Form** by adding all their personal details. Mandatory fields are marked with an asterisk. You do not need to complete Student status, Disabled or National IDs

- Click **Save**, then **Save** again

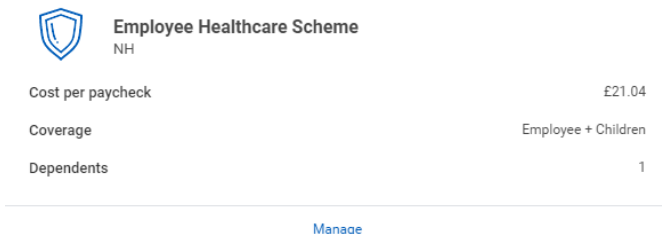
Save

- A message will pop up to prompt you to make further changes, or submit your changes if you have finished updating your selections



- Click on **Manage** to make further changes

OK



- Click on **Review and Sign** to complete your selections

Review and Sign

- Review your changes and click **Submit**

Submit

- You have now successfully submitted your healthcare scheme benefits enrolment. You can view your selections by clicking **View 2021 Benefits Statement**

View 2021 Benefits Statement

- Select **Print** to launch a printable version of this summary for your records

Print

Note: Your request will be reviewed by the Reward Team to assess the eligibility to make a change. If approved, you will be added to the healthcare scheme from the 1st of the following month.

If you elected to add new dependent(s) to your healthcare Scheme, you will also need to complete and return a **Medical Declaration Form** which will be automatically sent to your email address

View your benefits effective in the future

You can check your benefits elections as at the following month. To do so, follow these steps:

- Click Benefits on your home page



- Click View 'All Benefits Elections (As of Date)

View

All Benefit Elections (As of Date)

- The Effective date always defaults to the current date, simply change it to the 1st of the following month or later date to see your changes to benefits made this month:

Effective as of Date

01/05/2021

