

Overview

This Quick Reference Guide (QRG) describes how to join, add, change or leave your Healthcare Scheme during the annual renewal open enrolment window.

The cost of your membership is covered by Nuffield Health, excluding tax contributions, and you can add dependants at your own cost, full details of which can be found on the [MyBenefits](#) site.

Eligible dependants are your partner, spouse or civil partner and your children under the age of 25 as at 1 January 2025.

Any pre-existing medical conditions/symptoms that your dependants have will be excluded from treatment under the scheme for a period of two years.

Need to Know Before Starting!

Open Enrolment for Healthcare Scheme is only open once a year. This year it is open from **27 November to 11 December 2024** and the elections you make are effective from 1 January 2025.

Once the Open Enrolment window is open, you will receive a Workday inbox task to make your Healthcare Scheme elections or changes.

Your Open Enrolment invitation will show your current Healthcare Scheme elections. If you do not take any action during the Open Enrolment window, your current elections will remain for the following year so if you don't want to make a change, you don't need to do anything. However, we encourage you to view your current selections on Workday, even if you're not planning to make changes, to ensure these are correct.

Go to relevant section of this guide for details on:

1. [How to join the healthcare scheme \(new members\)](#)
2. [How to add dependants](#)
3. [How to change partner cover](#)
4. [How to remove dependants](#)
5. [How to leave the healthcare scheme](#)

Appendices

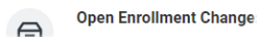
- A. [How to change the relationship type of your partner or child on Workday](#)
- B. [How to view or change your elections after submission](#)
- C. [Error messages](#)
- D. [Summary of Healthcare Costs](#)

Section 1: How to Join the Healthcare Scheme (New Members)

1. Go to your Workday home page and you will find an Open Enrolment link under the **Awaiting Your Action** section or in your Workday inbox.

2. Click on the **Open Enrolment Change** Task.

Awaiting Your Action



3. Then click **Let's Get Started** to progress to the next stage.

Change Benefits for Open Enrollment

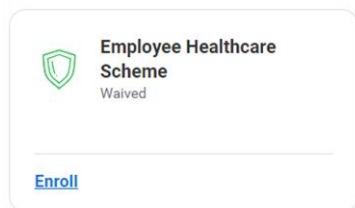
Healthcare Scheme Annual Enrolment 21/11/2024-23/11/2024

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

4. To join the Healthcare Scheme, click **Enroll** in the box below (TIP: Please read the enrolment instructions carefully before you start the task.)

Health Care



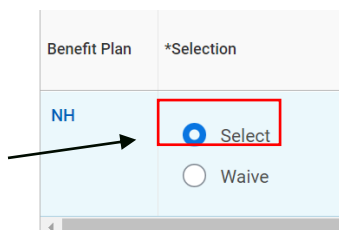
5. On the next screen, choose **Select** in the Select/Waive section.

Plans Available

Select a plan or Waive to opt out of Employ

1 item

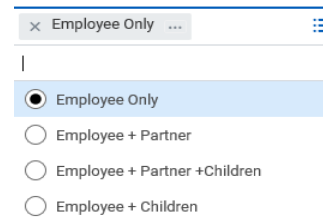
Benefit Plan	*Selection
NH	<input type="radio"/> Select <input checked="" type="radio"/> Waive



6. Click **Confirm and Continue**

Confirm and Continue

7. Next select the coverage level you require by clicking the menu icon



8. Select **Employee only** coverage if you want cover for yourself only.

9. Select **Employee + Partner** (and/or Children) if you want cover for yourself and your dependants, then follow the instructions on **Section 2: How to Add Dependants** (slide 3) from **step 6**.

10. If you have selected **Employee Only** cover, Click **Save**.

11. Then **Review and Sign**.

Review and Sign

12. If you are happy with your elections, click **Submit** to complete the application process.

Submit

13. If you want to make any changes before submitting, click **Cancel** and follow the instructions from step 1 again.

14. Click **View 2025 Benefits Statement** and select **Print** to launch a version of your election for your records

View 2025 Benefits Statement

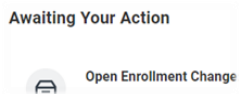
15. Select **Done** to complete your submissions

Done

Section 2: How to Add & Manage Dependants

1. Go to your Workday home page and you will find an Open Enrolment link under the **Awaiting Your Action** section or in your Workday inbox.

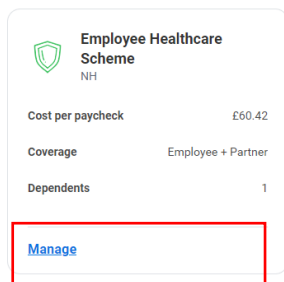
2. Click on the **Open Enrolment Change** Task.



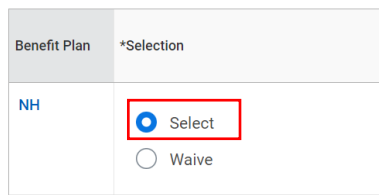
3. Then click **Let's Get Started** to progress to the next stage.



4. As a current member, click **Manage** to add your dependent Health Care

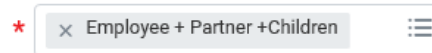


5. The next screen will show your current elections. Choose **Select** in the Select/Waive section.

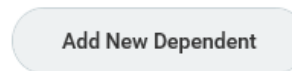


6. Click Confirm and Continue Confirm and Continue

7. Choose your **Coverage** level first by clicking the menu item



8. Then click **Add New Dependent** button.



Your existing dependant/s eligible for coverage will be available to choose. Select the dependant/s you'd like to add by ticking the box next to their name.

<input checked="" type="checkbox"/>	Donald Draper	Spouse	01/01/1970
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Rules on Dependant coverage:

- ✓ Your partner must be your **spouse, civil partner or partner** living at the same address as you.
- ✓ Children must be **your children** aged under 25 as of **1 January 2025**.

Please note:

- If you already have a partner on your Gym Membership and they do not show on the list of the Existing Dependants, it is likely that their relationship status was recorded as a 'friend' when the data was transferred to Workday.
- You must first change the relationship status before you can proceed. The process on how to do it can be found in [Appendix A](#).

Please click to next page to complete process...

- To add new dependants, follow steps 8 to 10
- If you don't need to add any new dependants - skip to [step 11](#)

8. If your dependant has not yet been set up on Workday, select **Create Dependent** and leave the **Use as Beneficiary** box blank.



Use as Beneficiary

9. Click **OK**

10. On the next screen complete all mandatory fields marked with an asterisk: * then click **Save**

< Add My Dependent From Enrollment

<p>Name</p> <p>Country * <input type="text" value="United Kingdom"/></p> <p>Prefix <input type="text"/></p> <p>Given Name(s) * <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Family Name * <input type="text"/></p>	<p>Personal Information</p> <p>Relationship * <input type="text"/></p> <p>Date of Birth * <input type="text" value="DD / MM / YYYY"/></p> <p>Age (empty)</p> <p>Gender * <input type="text" value="select one"/></p> <p>Full-time Student <input type="checkbox"/></p> <p>Student Status Start Date</p> <p>Student Status End Date</p> <p>Disabled <input type="checkbox"/></p>
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Note: Your dependant address is defaulted to your home address.

11. Your dependant is now added to your Healthcare dependants. Select the dependant/s you'd like to add by ticking the box next to their name.

<input checked="" type="checkbox"/>	Donald Draper	Spouse
<input checked="" type="checkbox"/>	Sally Draper	Child

12. Then click **Save**

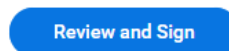
12. Once you have finished making your Healthcare elections, you will see the monthly cost of coverage for your dependents

Coverage

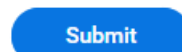
Plan cost per paycheck

13. Select **Save**

14. To complete the application process, click **Review and Sign**

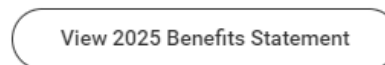


15. Then click Submit.



16. If you want to make any changes before submitting, click **Save for Later** or **Cancel** and follow the instructions from step 1 again.

17. Click **View 2025 Benefit Statement** and select **Print** to launch a printable version of your election for your records.



18. Select **Done** to complete your submissions.

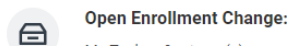


Please note: Any pre-existing medical conditions/symptoms that your dependants have will be excluded from treatment under the scheme for a period of two years.

Section 3: How to change/remove your dependant/s

1. Go to your Workday home page and you will find an Open Enrolment link under the **Awaiting Your Action** section or in your Workday

Awaiting Your Action



2. Then click **Let's Get Started** to progress to the next stage.

Change Benefits for Open Enrollment

Healthcare Scheme Annual Enrolment 21/11/2024-23/11/2024

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

3. To change/remove dependant/s click on **Manage** in the box

Health Care

Employee Healthcare Scheme
NH

Cost per paycheck £60.42

Coverage Employee + Partner

Dependents 1

[Manage](#)

4. The next screen will show your current elections. Choose **Select** in the Select/Waive section.

Benefit Plan	*Selection	You Pay (Monthly)	Company Contribution (Monthly)
NH	<input checked="" type="radio"/> Select <input type="radio"/> Waive	£75.38	£50.25

5. Click **Confirm and Continue**

Confirm and Continue

6. Choose your **Coverage** level first by clicking the menu item

Coverage * x Employee + Children

7. Your existing dependant/s for elected coverage will already be selected. Click the box next to their name to remove them from your cover. Click **Save**

<input type="checkbox"/>	Donald Draper	Spouse
<input checked="" type="checkbox"/>	Sally Draper	Child

8. Once you've finished making your elections, you can see the monthly cost of the coverage for your dependants:

Coverage * x Employee + Children

Plan cost per paycheck

9. Select **Save**

Save

10. To complete the process, click **Review and Sign**

Review and Sign

11. Then **Submit**

Submit

12. If you want to make any changes before submitting, click **Save for Later** or **Cancel** and follow the instructions.

13. Click **View 2025 Benefits Statement** and select **Print** for a printable version of your election for your records

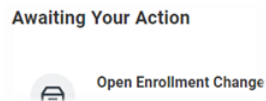
View 2025 Benefits Statement

14. Select **Done** to complete your submissions

Done

Section 4: How to Leave the Healthcare Scheme

1. Go to your Workday home page and you will find an Open Enrolment link under the Awaiting Your Action section or in your Workday inbox.



2. Then click **Let's Get Started** to progress to the next stage.

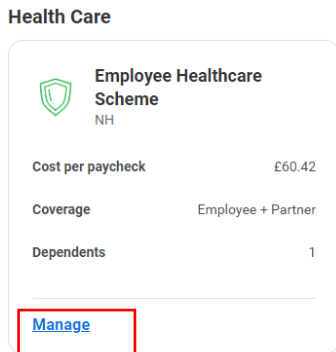
Change Benefits for Open Enrollment

Healthcare Scheme Annual Enrolment 21/11/2024-23/11/2024

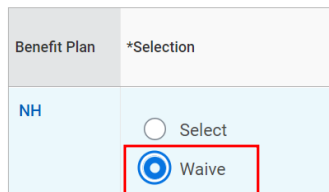
Choose new plans or re-enroll in the plans you currently have.



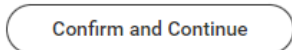
3. To leave the scheme, click **Manage**



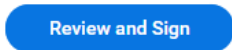
4. Click **Waive** in the **Select/Waive** section.



5. Click **Confirm and continue** to review your elections.



6. Click **Review and Sign**.



7. Then Submit to complete the application process.



8. Click **View 2025 Benefits Statement** and select **Print** to launch a printable version of your election for your records



Note: Your election summary will show as 'waived' under Waived Benefits section:



9. Select **Done** to complete your submissions



Please note:

- By choosing **'Waive'** you and any enrolled dependants will be leaving the healthcare scheme effective from **1 January 2025** and you/your dependants will no longer be covered under the Nuffield Health Healthcare Scheme.
- You will not be able to join or make changes again until the next open enrolment period of **1 January 2026**.
- Any dependants that are removed and then re-join, the two-year medical history exclusion will re-commence from **1 January 2026**.

Appendix A – How to change relationship status for your partner or child

1. To change the relationship status, e.g. from Friend to Partner, exit the Open Enrolment task.

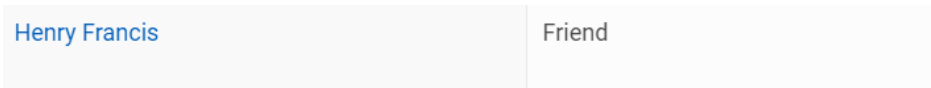
2. Click on **Benefits** on your homepage.



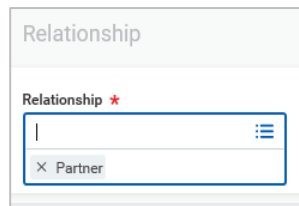
3. Click on **Dependents**.



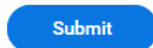
4. Check the relationship of your partner, if it is friend, click **Edit** next to their name.



5. Amend their relationship status to partner, spouse or civil partner, whichever is relevant to you by clicking on the pencil icon and then the menu icon under the **Relationship** field.

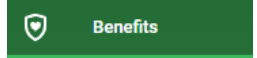


6. Click **Submit**

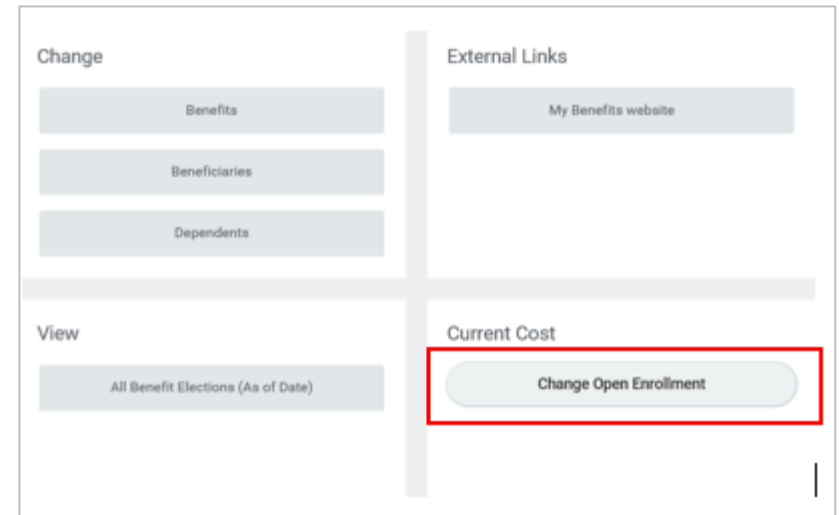


7. Your partner is now set up to appear as your dependant under your healthcare scheme for open enrolment.

8. Return to your **Benefits** on Workday home page



9. Click **Change Open Enrolment** button



10. On the next screen, click the **Let's Get Started** button

Change Benefits for Open Enrollment

Healthcare Scheme Annual Enrolment 21/11/2024-23/11/2024

Choose new plans or re-enroll in the plans you currently have.



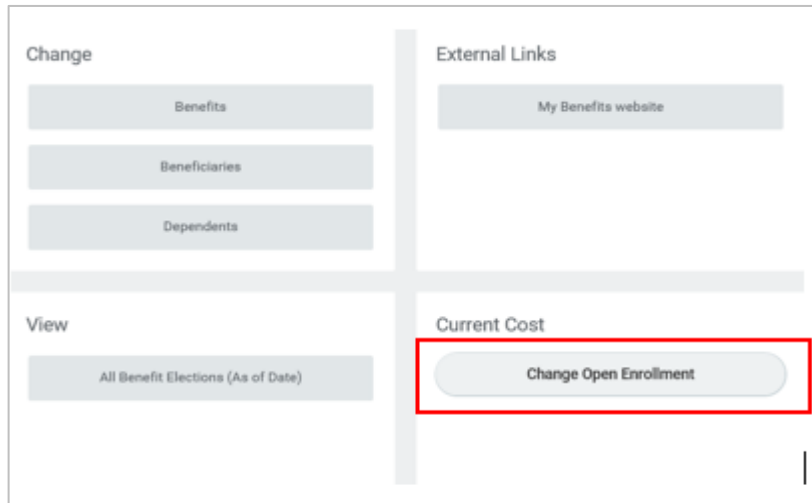
11. Follow the instructions under [How to Add Dependants](#) from step 2.

Appendix B – How to view or change your elections after submission

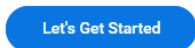
1. To view your submitted Open Enrolment Healthcare elections, go to your **Benefits** on the Homepage.




2. Click **Change Open Enrolment** button.



3. On the next screen click the **Let's Get Started** button.



4. From here you can click **Manage** and follow the instructions to make further changes or you can view your submitted Healthcare elections by clicking **Review and Sign**
5. Click **Cancel**  and your previously submitted elections will remain the same.

Note: any changes can take place up until the end of the open enrolment period which is **11 December 2024**.

Appendix C - Error messages during open enrolment process

If you get an error message when trying to submit your application form, for example:



Errors

1. **Page Error**
Select 1 or more dependents. You have not reached the minimum number of dependents.
2. **Page Error**
Select dependents with relationship types of Child, Civil Partner, Partner, Spouse.

These are the potential reasons:

- a) Your selected coverage level does not match your dependants, for example you added a Partner but selected **Employee + Children** coverage.
- b) You have not selected (ticked) the correct dependants to enrol on the healthcare scheme
- c) You have not completed all mandatory fields when adding a new dependant to your healthcare scheme

Note:

If you are still unsure on how to proceed, please contact the My Benefits Team on psc@nuffieldhealth.com

Healthcare Scheme – Summary of Costs 2025

Membership Level	Your Monthly Contribution	Estimate of tax due per month basic-rate taxpayer (20%)	Estimate of tax due per month higher-rate taxpayer (40%)
Cover for yourself only	Nil (Nuffield Health pays for this)	£12.08	£24.17
Cover for yourself and your partner	£60.42	£12.08	£24.17
Cover for yourself and your child(ren)	£31.21	£12.08	£24.17
Cover for yourself, your partner and your child(ren)	£90.63	£12.08	£24.17